Equal Opportunity Policy/Programa en Relacion Con la Igualdad de Oportunidades

The Los Angeles Community College District 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.

El Distrito de "Community Colleges" de Los Angeles está comprometido a la filosofía de igualdad de oportunidad e igualdad de acceso en todos los empleos, programas educativos y servicios. Mantenemos una posición firmemente comprometida a una política de no discriminación por motivos de raza, color, abolengo, origen, credo religioso, sexo, edad, preferencia sexual, incapacitación física, estado civil, o por ser veterano de guerra en nuestros empleos, actividades y programas educativos.

Equal Opportunity Policy Compliance Procedure/Politica de Acuerdo Con Los Procedimientos, de Igualdad de Oportunidades

In order to insure equal opportunity policy compliance at Los Angeles Harbor College, please direct inquiries to: Nina Malone, Compliance Officer, 2nd Floor, Seahawk Center, or call (310) 233-4651 for complaints regarding Affirmative Action Discrimination, Sexual Harassment, Sex Equity, Americans with Disabilities Compliance, student grievances, and student, faculty and staff dispute resolution.

For Equal Opportunity Compliance of Title IX, Section 504, see Deborah Tull, Director, Special Programs and Services.

In addition, inquiries of all the above may also be directed to the LACCD, Office of Affirmative Action, at (213) 891-2000, Ext. 2315.

Para poder asegurar igualdad de oportunidades en Los Angeles Harbor College, por favor dirija sus preguntas a las siguientes personas: Ms. Nina Malone, Compliance Officer, 2nd Floor, Seahawk Center, (310) 233-4651; Ms. Deborah Tull, Coordinador del programa de personas incapacitadas. Además, puede tambien dirigir sus preguntas a la oficina del Distrito de Acción Afirmativa, teléfono (213) 891-2315.

Special Note: The catalog is subject to revisions and updates after publication. The most accurate information is available on the college website at www.lahc.edu.

This publication is available in alternate format upon request. Contact the office of Academic Affairs, Student Services or Special Programs and Services.
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### Acknowledgments

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### 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.
COLLEGE HISTORY AND MISSION

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 accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is 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.

HISTORY

In 1941 the Education Committee of the Wilmington Chamber of Commerce petitioned the Los Angeles City Board of Education to establish trade extension classes at Banning High School to meet critical, war-inspired training needs.

Realizing that such trade extension classes would not be a long-range answer to the educational needs of the area, the Education Committee (expanded in 1945 to include representatives from San Pedro and Lomita) called a meeting of representatives of key industries located in the Harbor Area to discuss the need for either a trade or technical school.

After surveys of projected population, property valuation, and employment possibilities, these community leaders indicated a need for such a post-high school institution, and the Education Committee then petitioned the Los Angeles City Board of Education to provide such a school in the area.

Los Angeles Harbor College officially opened in September 1949. The College has grown from an enrollment of 400 students to a current enrollment of approximately 9,000 students including residents from Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro and Torrance. While still maintaining a technical program, the academic and general education offerings have increased to meet the changing needs of the community.

MISSION STATEMENT

The mission of Los Angeles Harbor College is to provide comprehensive programs that meet the educational needs of students and are appropriate and useful to the community we serve, including:

- Academic programs
- Vocational and workforce preparation
- Basic skills instruction
- English as a second language
- Adult noncredit courses for life-long learning
- Customized corporate training
- Contract education
- Community services
- Support services

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.

We are committed to student learning in a supportive educational environment that recognizes the uniqueness of individuals and provides a center for the cultural enrichment of the community.

Goals

1. **Student Success**
   To provide a positive and respectful environment that fosters educational and personal achievement.

2. **Instructional Programs**
   To offer innovative, state-of-the-art, student focused, quality instruction in all Harbor College programs to promote effective learning.

3. **Governance**
   To maintain an environment where students and all college personnel have voice and an opportunity to effectively participate in governance.

4. **Financial Management**
   To optimize and be accountable for the responsible use of all financial resources to meet strategic planning goals.

5. **Partnerships**
   To collaborate with local and global communities and organizations to enhance opportunities that are beneficial to our students, the college, and its mission.

6. **Physical Environment**
   To provide and ensure an aesthetically pleasing, safe and healthful physical environment conducive to learning and working.

7. **Human Resources and Development**
   To ensure a campus community that promotes and encourages a climate of mutual respect, personal and professional growth, and effective communication and team work.

Vision

The vision of Los Angeles Harbor College is a personalized, student-centered learning environment dedicated to preparing our community for life’s challenges and opportunities.

MISSION STATEMENT OF THE LACCD

The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding. In pursuit of this mission, we endeavor to:

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

NONDISCRIMINATION POLICY. All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status.

PHILOSOPHY

Harbor College affirms that its first responsibility is to the student. We are committed to providing our students with skills, knowledge and experiences which enable them to live effectively and to contribute to a democratic society. Harbor College meets this responsibility by:

✓ Providing a variety of curriculum and co-curriculum activities in a learning environment which promotes productive interaction among students, faculty, staff, administration and the community.
✓ Offering programs which include - Lower division general, occupational and transfer education using traditional credit and non-credit instruction, community services and contract, international and distance education.
✓ Providing facilities, instructional materials and technology.
✓ Providing support services, including financial aid, remediation, English as a Second Language (ESL) and programs for students with special needs.

These learning activities, programs and support services provide an environment that result in educational advancement and workforce readiness for the Los Angeles Harbor College student.

FUNCTIONS OF THE COMMUNITY COLLEGES

To accomplish the mission of the Los Angeles Community Colleges, Los Angeles Harbor College offers the following types of educational programs:

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

Occupational. An occupational education program offers the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.

General Education. A program of general education is comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.

Transitional Education. A program of remedial and basic skills education is for students needing preparation for community college level courses and programs; English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Counseling and Guidance. A Counseling and guidance program incorporates academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities. This program assists the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

Continuing Education. A program of continuing education is comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.

Community Services. An extended education program of community services is offered to meet the needs of the community for vocational, recreational, and non-credit courses, community and cultural events, and civic functions. The program is a self-supporting branch of the college completely financed by participant fees.

Joint Programs. Joint programs with business, industry, labor, education, government and other institutions enhance the educational opportunities of program participants, and advance the mission and functions of the District.

International Education. Opportunities to study in foreign countries are available so that the students may better understand other cultures. Students may fulfill certain programs, while studying and traveling in societies different from their own.
**DISTRICT POLICIES**

**Affirmative Action**

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry status, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer related), sexual orientation, or veteran status.

Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. A vigorous Affirmative Action Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the district workforce through the implementation of specific result-oriented procedures and activities (Board Rule 101301).

Inquiries regarding Affirmative Action at Los Angeles Harbor College should be directed to the College Compliance Office, Nina Malone, Seahawk Center, 201.

**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.

**College Advisory Committees**

College advisory committees, composed of representatives from business and industry, continually provide information and guidance in regard to occupational program development and trends affecting training and employment.

**Drug-Free Campus**

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, and 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 sanction 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.

**Instructional Materials**

Students may be required to provide instructional and other materials required for a credit or non credit course. Such materials shall not be solely or exclusively available from the District.

**Recording Devices**

State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the teacher and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Dean of Academic Affairs for approval.

**Sexual Harassment Policy**

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Los Angeles Community College District, to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non employees and employees.

Copies of the District Sexual Harassment Policy and Procedures may be obtained from the College Compliance Officer, Nina Malone, Seahawk Center 201. Additionally, all inquiries should be directed to the College Compliance Office.

**Smoking Policy**

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by nonsmoking students.

**Social Security Number**

The Los Angeles Community College District maintains a student record system that uses the Social Security number to identify an individual's records. However, if students do not wish to report their Social Security number, an alternate identification number will be assigned by...
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.

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

Board Rule 9803.11. Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12. Dishonesty, such as cheating, or knowingly furnishing false information to the 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.

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.

Student Discipline Procedures

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

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct.

These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary
measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both. Copies of the Student Discipline Procedures are available in the Office of the President.

**Student Grievance Procedures**

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student.

The procedures shall include, but not be limited to, alleged violations of the provisions of subsection (f) of section 55521 of Title V which pertain to a discriminatory prerequisite subject to challenge under subsection (d) (3) of section 58106; alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in the District’s Sexual Harassment Policy (see below), problems relating to financial aid, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President, Office of Student Services or College Compliance Office.

**Student Records/Directory Information**

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

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

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

If you give your permission, the college can release to anyone certain facts about your record, called Directory Information. Directory Information includes the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

In addition, the military and the college foundation are entitled to receive the following student information for recruitment and fund raising purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study.

Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. You may change your Directory Release at any time by completing a Release of Directory Information form and returning it to the Admissions Office.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Office of Admissions.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

**Summer and Winter Intersessions**

Summer and Winter Intersessions will be offered subject to approval by the Board of Trustees.
ADMISSION AND REGISTRATION

OPEN ENROLLMENT

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites. The number of students permitted to enroll in a specific class may be limited by classroom size, available seats and contractual agreements. Students are encouraged to enroll early.

ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two year community college. Persons who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission if in the judgment of the College Admissions Officer they are capable of profiting from the instruction offered. Additional eligibility criteria include:

✓ Persons who are eighteen (18) years of age.
✓ Persons who are apprentices, as defined by Section 3077 of the California Labor Code.
✓ Persons in grades K-12, under special circumstances.

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

ADMISSION REQUIREMENTS

Admission Prerequisites - An applicant must fulfill the following requirements before being considered for admission to Los Angeles Harbor College:

✓ File an Application for Admission, a Request for Registration Permit, and a Residence Statement.
✓ Submit a transcript of high school credits and of all previous college work. No student who has been disqualified from attending another institution for reasons of conduct may enroll at Harbor College. An exception to this policy may be permitted after one or more semesters of time have elapsed since the student was disqualified. Such an exception will be determined by the Dean of Admissions and Records.

Students from other colleges who are on academic probation or who have been academically disqualified may be admitted on probation and will be subject to College regulations concerning scholastic probation. For those students who have attended or are attending another college:

a. If students have completed less than 30 semester units (or less than 45 quarter units), they must submit both a high school transcript and all college transcripts.

b. If students have completed 30 or more semester units (45 or more quarter units), they must submit all college transcripts. No high school transcript is required, but it would be desirable for counseling purposes.

c. If students hold an Associate (A.A. or A.S.) or higher degree, and have so certified on their application for admission, they are exempt from submitting transcripts. (This exemption is not applicable to veterans, veteran's dependents, and Cal. Vet dependents under subsidy.)

The limited status student, unless a veteran under subsidy, is not required to have transcripts on file. The student may enroll for day and/or evening classes not to exceed a total of 6 units. A change in status to regular student status can be made by meeting regular student requirements as shown above. Counseling is strongly recommended for limited status students.

A validated registration permit will be issued to each qualified applicant. The permit will indicate the day and hour during which the applicant may register for classes.

Application for Admission Deadline: The last date to submit an application for regular admission is the Friday before the first day of classes for the semester. Consult the admissions information in the Schedule of Classes for the exact dates. Late application requests will be processed after the regular admissions have been honored.

Registration: Each student is required to have a Permit to Register before being admitted to the registration station. It is issued by the Admissions Office. The permit, which indicates the day and hour of registration, is made available to qualified students who complete the admission requirements before the published deadline. Students must enroll on the date and time indicated.

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.

The college provides an admissions process; orientation to the college and its programs; assessment; advising and counseling; and student progress follow-up. These services are available to all students admitted to the college.

These services are available to all students admitted to the college. 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.

Students’ Rights and Responsibilities

A student at Harbor College is eligible to enroll in any course for which he or she meets established prerequisites. The student is required to express at least a broad educational intent upon admission, participate in counseling, diligently attend class, complete assigned course work, complete courses and maintain progress toward an educational goal.

Students should see a counselor to develop a student educational plan (SEP). This plan will outline what courses you need to meet your educational goal. The student needs to identify a specific educational goal after completion of 15 units of degree-applicable credit course work.

Assessment Examinations

The Assessment tests are used to place the student in mathematics courses, English courses involving writing and composition, Developmental Communications courses dealing with reading and comprehension, and English as a Second Language courses.

Assessment testing may be waived for matriculating students who qualify for the waiver on the basis of English Advanced Placement, or completion of English 21, 28, 101, or equivalent (with “C” grade or better). It may be possible to use other colleges’ English or math placement test results. See a counselor and bring your test results, grade reports, or transcripts.

Matriculation Exemptions

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. Our exemption policy is listed below.

Assessment Exemption Criteria: A student is exempt if he or she (1) has an AA/AS degree or higher, (2) is enrolling in physical education or recreational courses only and has no intention of pursuing a certificate or degree, (3) is taking one or two classes (not English or math) to renew a license and has no intention of pursuing a certificate or degree, or (4) is concurrently enrolled at another college, university or high school and is taking one or two classes to transfer back to the home institution.

Note: Students who have completed assessments or prerequisite courses at other colleges may meet this requirement if they present transcripts or grade reports to a counselor who show comparable assessments or courses completed with satisfactory grades.

Orientation and Counseling Exemption Criteria: A student is exempt if he or she (1) has an AA/AS degree or higher, (2) is taking recreational or personal growth only and has no intention of pursuing a certificate or degree, (3) is taking one or two classes to renew a license and has no intention of pursuing a certificate or degree, or (4) is concurrently enrolled at another college, university or high school and is taking one or two classes to transfer back to the home institution.

Students with complaints or challenges to any matriculation provisions may appeal to the Vice President of Student Services in the Administration building. The college shall investigate and attempt to resolve complaints. Written complaint and grievance procedures are available in the Student Services office.

ENROLLMENT FEE

For California residents, the fee for community college attendance is $26 per unit per semester, subject to change by the California Legislature. There is a mandatory $1.00 Student Representation fee and $11.00 health fee per semester. Non-resident fees are listed at the end of this section. 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.

Fees are correct as of the date of printing the catalog. Changes may be made by the state legislature or the LACCD Board of Trustees any time prior to the start of each semester’s classes.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program, or the General Assistance Program, the enrollment fee may be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment. Financial aid may be available to students who meet the qualification. Students with questions concerning financial aid eligibility should contact the college financial aid office. Applications should be submitted as soon as possible.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) Low income students, including students on financial aid and/or recipients of a Board of Governors’ grant (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (c) students who are attending classes under an approved apprenticeship training program, (d) non-credit education students, (e) students enrolled in District colleges exclusively at sites where student health services are not provided, (f) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (g) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

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 contact the College Financial Aid office to obtain 1) an Enrollment Fee Waiver or 2) an Enrollment Fee Credit.

The Enrollment Fee Waiver is available to students whose families receive AFDC assistance or some form of Social Security benefits. The Enrollment Fee Credit is available to students whose family income and size fall within the following limits:
c. Except for nonimmigrant aliens, any non-resident student who
b. The student must have graduated from a California high school
a. The student must have attended a California high school (grades
be eligible for the exemption:

Non-Resident Tuition Refund

Non-Resident Tuition Fee

Non-Resident Tuition Refund

Residence Reclassification

Acceptance Towards Residence

Residence Appeal

Non-Resident Tuition Fee

Criteria and Schedule: A non-resident student who formally drops
or otherwise separates from part or all of his enrollment may request a
refund of previously paid non-resident tuition in accordance with the
college’s Enrollment Fee Refund Policy. Such request must be made in
writing on a form provided by the District. The date used for non-resident
refund purposes is the date on which such request is filed and time
stamped, regardless of when separation may have occurred. All non-
resident refunds will be made by mail.
**District Residence Requirement**

At the time of application each student is required to file a Statement of Residence to ascertain the college district jurisdiction in order to comply with requirements of the law. The information given by each student is subject to certification, and any falsification can result in immediate cancellation of registration and exclusion from the College. Residents of certain college districts outside the Los Angeles Community College District may be subject to enrollment limitations.

**INTERNATIONAL STUDENTS**

For applicants already in the U.S., Los Angeles Harbor College accepts students who have valid F-1, M-1, A, E, G, H, I, K, or L visas. Applicants with B visas, who are in the U.S., may apply but cannot attend classes unless they are granted a change of status to F-1 or M-1 by U.S. Citizenship and Immigration Services (USCIS).

For applicants living in other countries, Harbor College is approved by USCIS to issue the I-20 “Certificate of Eligibility for Nonimmigrant Student,” which is the document students present to the U.S. Embassy or Consulate when applying for an F-1 or M-1 student visa. (F-1 students are in “academic” programs while M-1 students are in “vocational training” programs, such as automotive repair. Because of this distinction, virtually all of Harbor College international students receive F-1 Visas.) The college will consider overseas applicants if the student:

- has a high school diploma or equivalent;
- has an appropriate level of English proficiency (see below);
- has sufficient funds available for the first year’s educational and living expenses.

**Procedures for Admission**

First, students must submit all of the following to be considered for admission:

- the International student Application*;
- official TOEFL test results with minimum score of 450 on the regular exam or 133 on the computerized exam (Note: This requirement may be waived if student has graduated from an English-medium-of-instruction high school);
- official transcripts in English or with English translations attached of all high/secondary school and any college/university course work;
- two passport-sized photos (taken within the last six months);
- Affidavit of Support* signed by sponsor (parents, self, or other) and a copy of the sponsor’s current bank statement or most recent income tax return or other evidence of ability to meet the student’s financial obligations for one school year. Bank statement, income tax return, or evidence of ability must be in the name of the person who signs the Affidavit of Support.
- Student Agreement* with student’s signature.
- Non-refundable application fee of $35.00 made out to “Los Angeles Harbor College”;
- Evidence of medical insurance (if any).

* This form is available at www.lahc.edu/studyinlosangeles

**Application Deadlines**

Los Angeles Harbor College has a rolling admissions policy and applications are reviewed when they are received, so students may wish to file an application as early as possible to receive an acceptance decision as early as possible. Filing early will permit earlier scheduling of visa interviews at the U.S. Embassy or Consulate, especially in countries where there are large numbers of applicants applying for U.S. visas. In any case, all application materials should be received by the college by mid-July for the Fall Semester and by mid-December for the Spring Semester. In certain situations, late applications may be considered and approved.

Students transferring to Harbor College from other academic institutions in the U.S. may file through mid-August, and mid-January, depending on course and program availability. If in doubt, call the International Student Office at 310-233-4111 for clarification.

**The Application Review and the Visa Application Process**

The next step in the process is that the application packet is reviewed by the International Student Office. The student will be contacted if specific items are missing from the packet except the application fee. When an application is approved, the International Student Advisor sends the applicant a letter of acceptance, an I-20, and an entry letter. The student then contacts his local U.S. Embassy or Consulate for an appointment for an interview for an F-1 Student Visa. (The student may be required to fill out a pre-interview form.) On the day of the interview, the student needs to bring to the U.S. Embassy or Consulate the student’s current passport and the documents that the International Student Office sent him/her, especially the I-20 and the letter of acceptance. The student should also bring with him or her copies of the other documents submitted to the college, such as the financial statement, affidavit of support, transcripts, and any other documents the Embassy/Consulate may have requested. The Consular Officer will need these documents in order to review the application for a visa.

Students can be scheduled for an interview for visas at U.S. embassies or consulates up to 90 days prior to the start of their program at the college but will not be permitted by USCIS to enter the U.S. more than 30 days prior to the start of classes.

When approved, the student will be given his passport with an F-1 or M-1 visa in it. The student will also be given his/her I-20 in a sealed envelope. Upon arrival in the U.S., the student will give the USCIS officials at the port of entry the sealed envelope with his/her I-20 in it and his/her passport. The official will open the envelope, stamp the I-20 and passport, and write how long the student can stay in the U.S. on the student’s I-94, which is a card that is stapled into the student’s passport. If an end date isn’t specified, the official will write “D/S,” which means “duration of stay.” Duration of stay simply means “a reasonable time for the student to complete his/her program of study.”

As soon as possible after arriving in the U.S., the student should contact the International Student Office for an appointment to meet with the International Student Advisor.
Maintaining Status

Harbor College is on the semester system, and there are two semesters per year, the fall and the spring. Many of the courses at the college are 3-unit courses, that is, they meet approximately 3 hours each week over the course of a semester. F-1 visa students are required to take a minimum of 12 units of classes in each of the two semesters, fall and spring, and complete the classes with a grade in order to maintain their visa status. The college offers a summer session but international students are not required to attend. F-1 students may work on campus, assuming job availability, with the permission of the international student advisor but are not permitted to work off campus because it is a violation of their status. It should be noted that there are limited job opportunities on campus.

Estimated Education-Related Expenses for International Students

<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Per Year</th>
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</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$1968</td>
<td>$3936</td>
</tr>
<tr>
<td>Enrollment Fee*</td>
<td>$312</td>
<td>$624</td>
</tr>
<tr>
<td>ASO Student Rep. Fee**</td>
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<td>$16</td>
</tr>
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<td>Health Fees***</td>
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<tr>
<td>College SEVIS Fee</td>
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<td>$50</td>
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<td><strong>Total:</strong></td>
<td><strong>$2891</strong></td>
<td><strong>$5782</strong></td>
</tr>
</tbody>
</table>

* Tuition and Enrollment Fees are based on a minimum of 12 units in a semester. The combined cost per unit for academic year 2004-2005 is $190. These fees are subject to change each July 1.
** Associated Student Organization Representation Fee is a charge related to student government.
*** Health Fee is a fee to support the college health office which has a full time nurse on duty during the day time to assist with minor illnesses and referrals.
**** Only applicable if student has a car which he/she parks on campus.
***** This is the approximate cost of medical plans available to students. Brochures for these plans can be found in the International Student Office. Students who have their own medical insurance are not required to purchase this insurance.

Housing and Living Expenses

Actual housing and living expenses vary; however, we estimate that a frugal student would probably need at least $8,500 per year to live in the general area with a roommate.

Housing

Harbor College does not have housing on campus. Most international students live independently or with roommates in rental units in adjacent communities such as Harbor City, Lomita, Carson, San Pedro, Palos Verdes, Palos Verdes Peninsula, Palos Verdes Estates, Rolling Hills, Torrance, Gardena, Redondo Beach, and Hermosa Beach, though some students may commute from longer distances because of the college’s proximity to the freeway. Homestays can also be arranged.
STUDENT SERVICES

Assessment Center

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). Assessment appointments are made at the Admissions and Records Office in person or by phone (310) 233-4090. Students who have an Associate Degree or higher may be waived from this requirement by the Admissions and Records Office.

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 per cycle. Their assessment results will be valid for two years from the assessment date. The cycles run from February 25 to September 10 each year. Once a student enrolls in an English and/or Math class and receives a letter grade (or CR/NCR), the student is no longer eligible to re-test in that subject and must then follow the English/Math sequence (see pages 126 & 141).

In addition, the Assessment Center provides Math Competency tests (for Nursing students and for graduation) once per semester; Computerized Study Skills and Inventories, Nursing reading, Ability To Benefit (ATB) and ESL-ATB year round (check monthly calendar). Make appointments in person or by calling the Admissions & Records Office at (310) 233-4090. The Assessment Center is located between the Cafeteria and the Physical Education Building.

Only student test takers can be admitted to the Assessment Session. Sessions are scheduled for three (3) hours, and there will be no early dismissal. Students need to bring a valid picture identification and the Social Security Number or College Identification Number used on the college application form. Orientation and Registration information will be discussed during the Assessment Session.

Bookstore

Books and supplies are housed in the college bookstore located on the first floor of the Sea Hawk Center and is open, when classes are in session, according to the hours posted. Used books are purchased “as is” and the bookstore assumes no responsibility for their condition.

Bookstore - Regular Schedule:
Monday thru Thursday 8:00 a.m.-7:00 p.m.
Friday 8:00 a.m.-3:50 p.m.
Closed Saturdays and Sundays

Rush Period Schedule:
(Two Weeks Only)
Monday thru Thursday 8:00 a.m.-8:00 p.m.
Friday 8:00 a.m.-3:50 p.m.
Closed Saturdays and Sundays
**Summer School schedule to be announced
(See listing at bookstore)

Policy For Personal Checks and Credit Cards

Personal Imprinted Checks are accepted for the amount of purchase only. Two (2) ID’s are required:
✓ Current Harbor College registration fee receipt or
✓ Current Harbor College student identification card; and
✓ Valid California Drivers License or California ID.
✓ Checks are to be made out to Harbor College Bookstore. No out of L.A. County or Out Of State checks will be accepted. Visa, MasterCard, and Discover card are accepted if the card holder is present to sign and shows a California Driver’s License or California Picture I.D.

Bookstore Refund Policy

Textbooks are eligible for refund under the following conditions:

1. All textbooks being returned must be accompanied by a current dated cash register sales receipt issued by the Bookstore. No exceptions.

2. Textbooks must be returned within the first 15 days of the Fall and Spring semesters and within the first 5 days of an Intersession and short-term classes. Holidays, Saturdays and Sundays are not considered school days.

3. Textbooks must be returned in the same condition as when purchased. New books must be free of any markings, underlinings, soil marks or erasures, and all pages must be intact. Used textbooks must be returned in a resalable condition for refund, and all pages must be intact. Determination of the condition of new or used textbooks will be made by the bookstore staff.

4. New textbooks returned with minor marks or damages may be refunded at a maximum of 75% of their retail price during the refund period.

5. Textbooks purchased after the 15th school day must be returned within 24 hours and be accompanied by a current dated cash register sales receipt to be given a refund.

6. Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy.

7. Trade paperbacks, study guides, dictionaries and workbooks must be returned within 24 hours and in an unused, clean and resalable condition for refund. No refund will be given on syllabus.

8. Refunds or exchanges will not be allowed on text books purchased during the last 2 weeks of the semester.
Supplies are eligible for refund under the following conditions:

- 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 an Intersession. Items must be in new condition and accompanied by a current dated cash register sales receipt.
- Gym clothing has a “one day only” exchange period.
- No refund is given on athletic supporters, swimsuits, sweat socks, safety goggles and other personal clothing which are governed by California Health Laws.
- No refunds will be made on computer disks of any type.

Refunds For Purchases Made By Checks

A waiting period of 15 school days will be imposed to allow the check to clear processing before a refund will be given. At the discretion of the College Fiscal Administrator a canceled check may be required before refund is made.

Refund For Purchases Made By Credit Card

No cash refund will be made by the Bookstore. A credit will be issued and forwarded to the credit agency - Visa or Master Charge.

Book Buy-Back

The Book Buy-Back occurs during the final exam week of each Fall and Spring Semesters. (Date will Be Posted) watch for posters. The bookstore manager shall be responsible for the final approval or disapproval of any refund.

CARE

(Cooperative Agencies Resources for Education)

CARE is a special program for a unique group of full time EOPS eligible students. Administered through the EOPS office, the CARE program provides additional services to students who are single parents, head-of-household, with one child under 14 years of age, receiving public assistance from CalWORKs/TANF. Students who qualify are eligible to receive additional financial assistance and services in addition to those available under EOPS. The CARE office is located in Cafe 104, please call 310-233-4265 or visit www.lahc.edu/eops.

Career Center

The Career Center offers a professional counseling service designed to extend career information, career guidance, counseling, and career planning courses to students who are in need of help in selecting a career goal or a college major, or who need help in considering alternate choices. This specialized counseling service enables students to have an opportunity to determine their educational and/or vocational objectives. It also provides an opportunity to discuss plans regarding a meaningful, satisfying, realistic career selection in a job area where it is reasonable to assume there are future employment opportunities. Computerized assistance is available for career planning by the use of the Eureka Career Information System. The Center is open from 8:00 a.m. to 4 p.m. daily and evenings by appointment. Call 233-4006 for information.

Child Development Center

The Harbor College Child Development Center was established to offer child care services to students. This well-equipped facility operates under the supervision of a credentialed director and three credentialed teachers. The Center provides a high-quality program for preschool-aged children who are ready for a group learning experience.

In addition, the Center offers opportunities for parents to better understand their child’s behavior. To this end the Center involves parents in the education and development of their children, through parent education meetings and the establishment of a model child development center. Children who are ready for this experience are accepted on an objective basis of priorities. Children from families with a single parent receive high priority.

Fees for this service are based on financial need and range from no cost to $2.00 per hour. For further information and application contact the Child Development Center at 233-4200.

The Child Development Center also offers an evening school program for elementary school aged children from 6-10pm, Monday through Thursday evenings when there is adequate funding and demand for services. Call for more information.

Computer and Internet Services

The widespread use of computers in all areas of life creates a growing need for computer literacy and computer services at Los Angeles Harbor College. The College currently has computer labs located in the Business area, Learning Assistance Center, Library (open access area), the Technology area, Nursing building, the Literacy Center, the music building, administration of justice bungalows and the job placement and training center.

Most of the computers have Internet access. The use of the computers at L.A. Harbor College is inter-disciplinary and not restricted to computer classes only. The Library has installed Info Trak and Search bank stations to assist students with research projects. Students may also search Library collections all over the country. There is also a new computer classroom for Library instruction and information competency. Computer equipment and software acquisitions are based on recommendations from the campus shared governance committee, ETC (Educational Technology Committee), and follows the Educational Master Plan closely.

Student use of computers and software programs is governed by campus Computer Use and Internet Rules. Students are asked to comply with the rules posted in the Computer Labs and observe “netiquette”:

- limit Chat room time to 30 minutes
- vacate lab when scheduled classes come in
- do not disturb others
- do not bring up obscene or inappropriate materials

Until the new “pay-to-print” system is installed in the computer labs and open access areas, students will be required to pay a materials fee.

Counseling Services

The counseling staff helps students define their objectives and plan how to reach them. Counselors are on duty throughout the calendar year to provide information which will assist continuing students and new applicants to plan their college program of studies.

Students are urged to see a counselor periodically in order that their educational planning may continue wisely. Typical areas of discussion with a counselor include:

- Review of requirements for the Associate degree at Harbor College;
- Review of technical-vocational offerings at Harbor;
- Clarification of the general education requirements and departmental major requirements of various four year colleges and universities;
- Analysis of those Harbor courses which will meet lower division requirements at local universities and state colleges;
✓ Administration and interpretation of standardized tests to assist the student in choosing suitable educational and vocational goals;
✓ Suggestion of methods of overcoming academic difficulties which the student may encounter;
✓ Personal counseling for achieving a more meaningful college experience;
✓ Suggestions for more challenging programs for gifted students.

To make an appointment with a counselor for educational advisement, contact the Information Desk in the lobby of the Administration building at 233-4230.

**Disabled Student Programs and Services**

(See Special Programs and Services)

**Distance Education (Distributive Learning)**

Los Angeles Harbor College’s partnership with PAC Bell provided the college with equipment and experience in real-time, live videoconferencing. The college anticipates increased course offerings using this modality (and others, such as cable and satellite) in the future. Instructors are being trained within the District so that inter-campus classes can be offered.

Los Angeles Harbor College is adding “on line” courses at the rate of two a semester to its course offerings. These asynchronous courses provide students access to education “anywhere, anytime” through the Internet.

See the special section in the College Schedule of Classes for Internet (or on-line) offerings. Offerings can also be accessed through the California Virtual University’s Web site—http://www.cvc.edu/

**Extended Opportunity Program and Services (EOP&S)**

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 (FAFSA) through the Financial Aid Office and meet the eligibility criteria under method A, B of Board of Governors Fee Waiver (BOFW) 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.

**Food Services**

The Harbor Grill, located in the Cafeteria building, and vending machine snack bars (two locations) are available according to posted schedules. The College Bookstore, located in Seahawk Center, also provides food and snacks.

**International Student Program**

The International Student Program helps F-1 Visa Students adjust to the American cultural environment. The services provided include orientation to college programs and services, advisement on USCIS rules and regulations, advisement on academic and personal matters and referral assistance related to housing and community programs. For additional information, contact the International Student office at (310) 233-4111 or at www.lahc.edu/studyinlosangeles. The International Student office is located in AD 108.

**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 (Cafe 110) provides health counseling and education, appraisal and limited treatment, 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. Students who qualify for the Board of Governors Grant may request a waiver of the health services fee through the college financial aid office (Administration Room 129).

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 Associate Dean of Student Services (Administration Room 131). 

**Emergencies:** All medical emergencies should be reported to the College Safety and Police. For speed in accessing the College Police, dial 311 from any on campus phone, or #30 from any on campus pay phone. Non-emergencies: dial extension 362 or 423. Calling from off campus you may dial (310) 830-4030. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the College Business Manager.

Athletic physcials are authorized by the Athletic Director. Students must see the college-appointed physician.

Crisis intervention counseling is available to students on campus on a limited basis. Resources in Los Angeles County for students with family and personal problems are available by calling the Info Line: in the Los Angeles area, dial (800) 603-HOPE; in the South Bay area, call (310) 603-8962.

**Job Placement and Training Center**

Los Angeles Harbor College provides the Job Placement and Training Center to assist students and the members of the community with their employment needs. The Center lists full and part time, permanent and temporary job referrals. In addition, job seekers may attend seminars and workshops on a variety of job related topics, such as resume preparation and interviewing skills.

Maintaining relationships with most of the South Bay placement agencies, the Job Placement and Training Center also works closely with the Torrance, Lomita, Carson Workforce Investment Network and WorkSource Center to meet the needs of workers unemployed due to a reduction in the work force or economic cutbacks.

The Center also manages other employment related contracts, such as GAIN/CalWORKs. The Job Placement and Training Center is located in Technology 2, Room 121 and is open M-F 9:00 a.m. - 5:00 p.m.
Learning Resources Center

The Learning Resources Center houses the Library, the Learning Assistance Center, and other special programs. The services within the LRC building are open according to posted schedules.

Library

The LAHC Library provides access to a collection of over 85,000 books, periodicals, newspapers, reference materials and computerized and online databases that support the college curriculum and our students' pursuit of educational goals. Students should consider the library their first source when researching topics for papers or class projects, or if they are conducting self directed study in other areas.

A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching. Currently enrolled students may conduct their on-line searching in the library computer lab. Students with Internet access can also use the online databases from off-campus by obtaining passwords from the reference librarians.

Instructors may request an information workshop to prepare students for special assignments.

Materials are placed in the Reserve Section at the Circulation Desk when they are needed for class assignments or are otherwise in demand. These materials may have restricted loan periods.

Photocopiers are available in the Main Reading Room and private study carrels are located throughout the book stacks. A current college ID card is required to check out library materials.

Learning Assistance Center

The Learning Assistance Center (LAC) is a well-equipped facility located on the north side of the first floor of the Learning Resources Center (LRC). The entrance is on the east side of the LRC (off the walkway closest to the Liberal Arts Building). Instructional support services are available through the LAC to assist Harbor College students in achieving their educational goals:

- Specially designed educational materials for class projects and assignments (check-out counter);
- Self-paced, individualized open-entry classes and labs in Math, Reading, Study Skills, and English;
- Video programs for PACE and ITV on reserve at the check-out counter;
- Tutoring is provided in most subjects. Appointments are required; and
- Computer-assisted instruction is available in LAC 105A in many subjects: Algebra, Earth Science, Biology, Spanish, French, German, Business, English, Art, Political Science, Study Skills and Internet Access.

Also housed in the Learning Assistance Center is the High-Tech for Students with Disabilities 310-233-4393, the English Writing Lab 310-233-4148, Literacy Center 310-233-4238, Math Lab 310-233-4498, and the Learning Disabilities Program 310-233-4626.

Legal Aid

The Associated Students of Harbor College contracts yearly with a legal entity to provide legal services to students. Students who pay the voluntary ASHC membership fee are eligible for this important service at no further cost. Contact the Student Activities Office in the Seahawk Center for information and an appointment to see a lawyer.

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 by appointment and drop-in basis Mondays through Thursdays, 8:00am - 8:00pm and Fridays 8:00am - 4:00pm. 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.

Lost and Found

Lost items should be taken to the Sheriff's Department. ("L" Street adjacent to the Music Building) where they may be claimed by the rightful owner. Most items are stored for a two-month period before being removed.

Ombudsperson

The College Compliance Officer serves as the college ombudsperson. The role of the ombudsperson is that of a facilitator of the grievance process (E-55). Copies of the Student Grievance Procedures (E-55) may be obtained from Nina Malone, College Compliance Officer, Seahawk Center, 201.

Orientation

The purpose of the New Student Orientation is to help students adjust to college life. All new students attending Harbor College for the first time are advised to attend the New Student Orientation and to take the college assessment tests prior to registration.

Orientation sessions are offered at a variety of times and last for three and one half hours. The program is conducted by Counselors and features an assessment of English and Mathematics skills and a video presentation as well as a question-and-answer period. Students shall make an appointment for an orientation session at the Admissions and Records Office.

Those who have earned the Associate degree or a higher degree may have this requirement waived by showing a copy of a transcript to a counselor. Further information may be obtained at the Information Desk in the lobby of the Administration building.

Parking Areas

Well-lighted parking facilities are available on campus for over 1500 cars. Metered visitor parking is available directly in front of the Administration Building. All California Vehicle Code rules and regulations are applicable at the College.

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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 Business Office. Permits are required 7 days a week, 24 hours a day.

Sheriff Services

The Sheriff are available to assist students, faculty and campus visitors as needed. In addition to their regular duties of crime prevention, campus patrol and parking control, the College Sheriff have instituted an assertive program in the areas of personal safety and crime prevention. The College Sheriff’s Office is located on “L” Street adjacent to the Music Building; Telephone 233-4618. For emergencies only, ext. 311 from any campus phone and *80 from any campus pay phone.

All members of the college community are urged to lend their support in both reporting crimes and practicing preventive measures to reduce them. We all share the responsibility for making Los Angeles Harbor College the safest possible place to work and learn.

✓ If you must remain in campus buildings after closing time, notify the Sheriff and make an effort to arrange your stay in the company of at least one other co-worker or student.
✓ The campus is well-lighted but it is wise, again, to employ the “buddy system” when walking to your car or traveling to other locations.
✓ Refrain from using shortcuts; stay on the well-traveled thoroughfares.
✓ Personal property, purses, briefcases, etc. should not be left unattended. Take such items with you if you are leaving the office, classroom or library study area, or lock them in your desk or file cabinet.
✓ Try not to carry large amounts of cash on your person or display large amounts of money.
✓ Make a record of the serial numbers of both District and personal property in your office. Engraving tools are available at the Police Office for check-out to students, faculty and staff for the purpose of identifying personal property. A record of your personal credit cards should also be maintained.
✓ Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Store it in the trunk instead.
✓ Give your car the quick “once over” before entering with a critical eye for possible break-in or persons in the rear seat or floor area.

The College prides itself on the record of safety maintained on campus; however, effective law enforcement and protection require citizen cooperation and assistance. The rapid and successful detection of crime and apprehension of criminals depends heavily on speedy reporting and dissemination of facts to the Sheriff’s Department.

Project Academic Success Action Plan

The Academic Success Action Plan (Project ASAP) is a federally funded project at Los Angeles Harbor College that is designed to provide services and instruction to students with disabilities who demonstrate academic and/or financial need. Students can file application for project assistance if they desire attainment of any of the following educational goals: 1) The Associate in Arts Degree; 2) The Associate of Science Degree; 3) Certificate in a vocational area; or 4) A transfer curriculum leading to a four-year college or university. For more information about Project ASAP, please contact Amarylles D. Hall, Project Director, at (310) 233-4535 or 233-4536.

Special Programs and Services

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 Assistive Technology 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. For students with hearing impairments, please use our TTY line at 1-800-735-2929.

Tech Prep

Tech Prep is a federally funded program designed to help high school students prepare themselves for employment upon graduation, and also to encourage them to continue their education at the college level. The program sponsors and designs activities and projects to serve the job-related needs of high school students, their families and the surrounding community.

The Los Angeles Harbor College Tech Prep Consortium began preparing students for the workplace in the field of Business Computing in 1995 by integrating vocational classes with academic classes, infusing the curriculum with the SCANS basic skills and competencies, and providing workplace learning experiences such as job shadowing opportunities, internships and cooperative education work experience credits.

The comprehensive Tech Prep program of study and job preparation begins in the Junior year of a Consortium-member high school and may continue through the Associate Degree in Business or a related field at Harbor College. The Consortium plans to extend Tech Prep into other career areas based on its experience with Business Computing. Banning High School, Narbonne High School, Carson High School, San Pedro High School and the Harbor Occupational Center are members of the Harbor College Tech Prep Consortium. For more information, call (310) 233-4449.

Transfer Services Center

The Transfer Services Center is designed to provide prospective transfer students with catalogs and information about transfer to four-year universities. The Transfer Services Center regularly schedules appointments with representatives from four-year colleges so that students may obtain information about admission requirements, application procedures, and academic programs. Call (310) 233-4282 for more information. The Transfer Center is located in AD 127.

Tutorial Services

Disabled Student Programs and Services - This office provides tutorial and other learning assistance, as needed, to students in this program.
Learning Assistance Center - Individual and study group tutoring is available in the Learning Assistance Center. Some “drop-in” tutoring is available in the Math Lab (LAC 105B). The English/Writing Lab has tutoring as well as 1/2 unit of credit for English 67 (LAC 104A). The Literacy Center has an integrated computerized learning system which helps students identify and correct difficulties in English (writing and reading) and Math (LAC 111). Vocational majors are also eligible for tutoring and should contact the Tutoring Center in the LAC for further information. Appointments are necessary for most tutoring.

Veterans Affairs Office - Tutoring in all subjects is available to eligible veterans. Costs are paid by the Veterans Administration.

Veterans’ Services

Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs must report to the Veterans Office, located in AD 131, to pick up the necessary paperwork. This should be done at least one month prior to registration. After picking up paperwork, students will be required to make an appointment with an educational counselor to complete an educational plan. The student must submit a transcript for all previous college work before starting the second semester at LAHC.

FINANCIAL AID

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise could not afford it. Through grants, scholarships, part-time employment and loans the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation and by college policy. The premise for the determination of the type and amount of aid awarded is the belief that the primary responsibility of financing an education lies with the student and their family.

Student financial assistance is not a supplement to the student’s income for meeting their normal living expenses, but is available to help the student offset the additional expenses incurred directly by their education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. Parents’ or student’s contribution is determined from the information reported on the FAFSA (Free Application for Federal Student Aid). Documentation of income such as a Federal Tax Return or verification from agencies providing non-taxable income for Federal Student Aid). Income Tax Return or verification from agencies providing non-taxable income for Federal Student Aid. Documentation of income such as a Federal Tax Return or verification from agencies providing non-taxable income for Federal Student Aid.

Federal Pell Grant

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student who can demonstrate financial need. Grants range from $200 to $4,000 per academic year for Los Angeles Community College District students. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on prior year income and current asset information provided in the application.

Students who want to apply for the Federal Pell Grant and other federal financial aid programs should use the Free Application for Federal Student Aid.

In certain cases, a family’s financial situation can change because of death, separation or divorce, loss of a job, or loss of non-taxable income or benefits. In such cases, the student should contact the Financial Aid Office.

Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from $200 to $400 per year. When students apply for financial aid, they will automatically be considered for this program. All applicants must file a Free Application for Federal Student Aid in order to be considered.

Federal Work Study Program (FWS)

The FWS program is a federal program, which enables a student to earn part of his or her financial aid award through employment. To be eligible, a student must be a U.S. citizen or permanent resident, enrolled in at least six units and maintain good academic standing while employed under the program. Hourly wages vary with the type of work and the student’s experience. Work-study may also be available for students who are not high school graduates.

The State Government: The Cal Grants

The State of California, through the Student Aid Commission, sponsors several grant programs for undergraduate students. These include Cal Grants and a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty. To qualify for any of the state-funded grants, a student must be a California resident, a U.S. citizen or permanent resident, obtain a Social Security number and be attending (or plan to attend) an eligible school or college in California. A student can receive only one Cal Grant, either Cal Grant A, B, or C at a time.
Cal Grant A: This grant is used at four-year colleges to assist with tuition and fees. Grant winners are selected on the basis of financial need and grade point average. The award can be kept in reserve for up to three years while students complete work at a community college.

Cal Grant B: This grant provides a living allowance for students who come from very low-income families. When students transfer to a 4-year college, it can also assist with tuition and fees.

Cal Grant C: This grant assists students in occupational or vocational programs with tuition and training costs. At community colleges, grants are limited to $576 for up to two years.

Chafee Grant: The California Chafee Grant Program is brand new. It provides up to $5,000 annually of free money to foster youth or former foster youth to use for college courses or vocational school training. For more information visit [www.csac.ca.gov](http://www.csac.ca.gov) and go to Commission Programs or inquire at the Financial Aid Office.

To apply, students must submit a Free Application for Federal Student Aid and a G.P.A. verification form by the deadline date. The deadline to apply for the state grant programs is the March prior to the academic year in which the student intends to enroll. There is an additional September deadline for students attending community colleges. The forms are available from the campus Financial Aid Office.

**Board of Governors Enrollment Fee Waiver (BOGFW)**

The Board of Governors Enrollment Fee Waiver (BOGFW) offers 3 ways to help low income students pay the enrollment fee. The BOGFW is a waiver and does not require repayment. It is not tied to any other financial aid programs so it can be processed quickly. BOGFW applicants do not have to be enrolled in a specific number of courses and it pays the enrollment fees for the academic year and summer sessions. For instance, if you receive a BOGFW for the 2004-05 academic year, summer 2004, fall 2004, winter 2005 and spring 2005 terms are covered. You must complete the BOGFW application or FAFSA. You are eligible for a BOGFW if:

- You are a California Resident
- You are enrolled in at least 1 unit
- You qualify if any one of the following statements applies to you:

**Method A:** You or your parent is a recipient of TANF/CalWORKSs, SSI/SSP (Supplemental Security Income), or General Assistance.

**Method B:** You meet the following income standards:

<table>
<thead>
<tr>
<th>Total Family Income Last Year</th>
<th>Total Family Income Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Adjusted Gross Income)</td>
<td>(including yourself)</td>
</tr>
<tr>
<td>and/or Untaxed Income)</td>
<td></td>
</tr>
<tr>
<td>1..................................</td>
<td>$13,470 or less</td>
</tr>
<tr>
<td>2..................................</td>
<td>$18,180 or less</td>
</tr>
<tr>
<td>3..................................</td>
<td>$22,890 or less</td>
</tr>
<tr>
<td>4..................................</td>
<td>$27,600 or less</td>
</tr>
<tr>
<td><em>Add $4,710 for each additional dependent</em></td>
<td></td>
</tr>
</tbody>
</table>

**Method C:** You have financial need as determined by filing a FAFSA.

Students with the following special classifications are also eligible for a BOGFW:

1. Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent’s fee waiver.
2. Eligible recipients of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.
3. Dependents of deceased law enforcement/fire suppression personnel killed in the line of duty

**Loans - Monies which must be repaid**

The institution believes that the prudent use of loans by students is consistent with its mission. Loans, however, are a serious decision and have consequences for both the college and the student. The institution, therefore, has established a student debt limit of two years of loans from all sources. (If you are a transfer student with a debt of $6,125 you may not be eligible for any additional loan).

**Federal Perkins Loan**

(Formerly National Direct Student Loan NDSL) - This loan is a long term loan repayment program to help students with exceptional need meet their educational expenses. Student may borrow up to $1500 annually at L.A. Harbor College.

**Repayment of the Loan:** Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student and ending ten years and nine months after such date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

**William D. Ford Federal Direct Loan Program**

LAHC offers two types of Direct Loans. To be eligible a student must be enrolled in at least six units. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. The interest rate on these loans is a variable rate with a cap of 8.25%.

**Direct Subsidized Loans** - “Subsidized” means the federal government pays the interest on these loans while the student is in school and during deferments (postponements of repayment). Students must show financial need to receive this type of loan. The maximum amount that any student may borrow is $2,625 per year for first year students and $3,500 for second year students.

**Direct Unsubsidized Loans** - the federal government does not pay the interest while the student is in school or in deferment. Students can get unsubsidized loans regardless of financial need. The maximum amount that any student may borrow is $4,000 per year.

**Tax Credits**

The Tax Relief Act of 1997 created two programs that might be useful to Harbor College students or their parents.

**Hope Scholarship tax credit** - provides up to $1,500 in tax credit for tuition and required fees for the first two years of college for students enrolled at least half-time. The credit for most in-state students would, of course, be much less because of our low cost. Students whose fees are waived through the Board of Governors fee waiver program or whose fees are covered by a scholarship or grant would not be eligible to take

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Los Angeles Harbor College
the tax credit.

**Lifetime Learning tax credit** - families can receive a 20% tax credit for the first $5,000 of tuition and required fees paid each year. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-secondary students in the family. As above, students whose fees are covered by a fee waiver, scholarship or grant would not be able to add their costs to their families for tax credit calculation.

You should consult a tax professional for further details on the tax credits including phase out of eligibility depending on the family’s adjusted gross income or consult the following website:

http://www.ed.gov/offices/OSFAP/Students/taxcuts/credits.html

**Social Security Beneficiaries**

To receive benefits under the Social Security Act, a minimum of 12 units must be carried in the academic program. All requests for such benefits are processed by the Social Security Field Offices, not by the College.

**SCHOLARSHIPS**

**Al & Clara Guth** – A scholarship fund established for disadvantaged students through the estate of Al and Clara Guth.

**Alan Hoffman Scholarship** - This scholarship was created in memory of Alan Hoffman, son of former College Cafeteria Manager Harry Hoffman. The income from this fund is used to award scholarships to qualified Los Angeles Harbor College students in the Humanities and Fine Arts disciplines.

**Alpha Gamma Sigma** - This state honor scholarship organization awards several scholarships annually to outstanding community college students. The Kathleen D. Lolly honor awards of $300 and $400, each require a grade point average of 3.75 or higher, nomination by the local chapter, and selection by a state committee. Other awards of $200 and $300 are made to outstanding men and women selected from a list of nominees submitted by the individual chapters throughout the State.

**Alumni and Friends Association Scholarship** - The Los Angeles Harbor College Alumni and Friends Association was formed in 1975 to promote, serve and support the College in its goals and activities. Membership is open to any student attending or who has attended Harbor College. Information on association activities, and the benefits of membership and scholarships, may be obtained through Nina Malone.

**Armine Janeves Scholarship** - One of the “Forty-niners” faculty who opened LAHC in 1949, Armine Janeves has established this scholarship fund to recognize outstanding students in Business. Award recipients must have attained Sophomore standing.

**Barbara Post Social Science Award** - This award, established by the Carson civic leader and former Harbor College student for whom it is named, recognizes outstanding accomplishment in political science or history by a student with an active interest in politics or community service.

**Bobbie McTee Masters Scholarship** - This scholarship was established upon the retirement of Mrs. McTee by students, colleagues and family friends. An annual scholarship is awarded to a full-time woman student who has demonstrated leadership in the campus community.

**Child Development Center Parents Scholarship** – Established by faculty members of the Child Development Center to assist student parents with academic programs.

**Classified Employees Scholarship** - Presented to an outstanding student who is also a classified employee of LAHC or the child of a classified employee at LAHC.

**Communications Division Retirees Scholarship Fund** – Retirees from the Communications Division have established this Scholarship account for academic scholarships for Harbor College students.

**Darlene DeVine Memorial Scholarship** - This scholarship is awarded to music students demonstrating “volunteer spirit.” Candidates should be students who support and promote art and music at Los Angeles Harbor College, as well as through the community.

**Don Rogan Scholarship** - This scholarship recognizes the accomplishments of students excelling in the field of history.

**Dr. Ellen Z. Erchul Award** - Established by Dr. Ellen Z. Erchul upon her retirement to assist highly-motivated sociology students.

**Elma C. Korthe Geology Scholarship** - Awarded annually to a student who has demonstrated dedication to geology and has financial need.

**Faculty Scholarship Awards** - Several scholarships are presented to outstanding scholars who need financial aid to continue their studies.

**Foundation Scholarship** – Los Angeles Harbor College Foundation Board’s Scholarship fund which awards up to eight scholarships a year from fund raising efforts such as the Annual Golf Tournament. Any Harbor College student is eligible to apply.

**The Freye Scholarship** - This scholarship recognizes diligent and highly motivated disabled students. To qualify for this scholarship students must be goal oriented and working toward an academic goal/certificate. Priority will be given to single parents. Scholarship award must be used for fees or books at the college.

**Gene Shue Memorial** – This scholarship was established by Professor Beverly Shue in loving memory of her husband, Gene. All Harbor College students are eligible to apply.

**Greater Harbor Area Employers Advisory Council** – Two academic scholarships per year are awarded to students who have shown an interest in business related fields.

**Henry Zbojniewicz Scholarship** – This scholarship evolved from a loving counselor at Harbor College and is an open category for Harbor students.

**Home Economics Association Scholarship** - The California Home Economics Association offers a $500 scholarship to home economics majors with a grade point average of 3.0 or above.
Irving and Freida Muh Scholarship – This scholarship honors the memory of Dr. Linda M. Spink’s parents, who emigrated to the United States and saw that their children were highly educated. Eligibility for this scholarship is that the student or his/her parents were born outside the United States.

John S. Meek Family Scholarship - To provide financial assistance to an economically disadvantaged student that has demonstrated progress toward attaining an A.A. degree from Harbor College or toward transfer to a four year institution.

Jose Gutierrez Scholarship – This scholarship honors the memory of the first American to fall in the Iraqi War in 2003. Students with a background in Soccer and/or Architecture are welcome to apply for this scholarship.

Kocyan Piano Award - This $100 and award certificate will be given to a promising full time music major whose main instrument is piano. The recipient will be a student who exhibits outstanding effort, involvement and improvement within the Music Department.

Lawrence J. Wong Memorial Scholarship - This $200 award is given in memory of former Music Dept. faculty member, Larry Wong, a gifted musician and world renowned accompanist. This scholarship recognizes an outstanding performing musician, composer/arranger, or recording engineer with a cash award and personal trophy.

Los Angeles Harbor College Foundation - Since 1972, the Los Angeles Harbor College Foundation has provided scholarships and other financial awards to LAHC students that have demonstrated financial need and are also active as a community or campus volunteer. Up to four (4) $200 scholarships will be awarded annually.

Marguerite W. Garvin Scholarship - This memorial scholarship was established in honor of Marguerite W. Garvin, who was recognized and admired by her family and friends for her leadership in promoting women in politics. The award is presented annually to a young woman interested in pursuing a career in the political science field.

Marsha Savant Scholarship - Established in honor of Marsha Savant, former director of the Disabled Student Services Program at Harbor College, this scholarship is awarded to a disabled student pursuing a vocational program. Awardees must have completed at least one semester and have attained a 2.0 GPA.

Music Department Trophy - This award recognizes an outstanding music student, who excels in class work, performance and departmental activities. The recognized student receives a cash award, personal trophy and their name engraved on the permanent display located in the music department.

Music Department Tuition Scholarship - Tuition assistance is awarded to needy music students who have shown excellence in campus/program activities.

Nick Zorotovich Scholarship - Established in memory of Nick Zorotovich, a former chair of the Social Sciences Division at LAHC.

Nursing Division Scholarships - The Nursing faculty selects students from each graduating class to receive the following scholarships funded by the Foundation Nursing Scholarship fund: Sally Gay Professional Nurse Award; Wendell Black Bedside Nurse Award; and Leadership Award. An opportunity to receive a grant up to $100 for volunteer projects benefiting the Nursing Division is awarded through the Loretta Newman Scholarship Volunteer Project. Up to 50 of these grants are awarded annually by the Department. Short term loans are available to nursing students from the Nursing Division emergency loan fund. The requests are made to the Nursing Division Scholarship Committee Chairperson. Clinical agencies do make awards to nursing students. For example, the Kaiser Foundation awards annual scholarships to selected nursing students in the Los Angeles area. Other agencies that serve our students periodically offer scholarships, usually funded by their volunteers. Information is received from national nursing associations requesting applicants for grants and scholarships. This information is made available in the Nursing Learning Laboratory to active nursing students in good standing.

Private Voice/Instrument Lessons Scholarships - Private voice/instrument lessons scholarships, in the amount of $360 per semester, are available at the discretion of the Music faculty to full time music majors enrolled in the Applied Music Program. This scholarship will pay for private instruction in voice or instrumental performance. There may be multiple recipients in some years, or no recipients, depending on the needs of the department. Omit next two:

Robert Hall Apodaca Memorial Scholarship - Scholarships are awarded to music students with outstanding potential. Music faculty look to recognize students who have previously gone unrecognized, students deserving encouragement and help.

Robert W. Dunn Award - This award honoring the chair emeritus of the Harbor College political science department recognizes the accomplishments of students excelling in political science or history.

Stephen P. Harshfield Scholarship - This scholarship was established in honor of Stephen P. Harshfield who directed the Disabled Student Programs and Services from 1972 until 1986. Awards of varying amounts have been made annually to disabled students who have been in the Disabled Student Program at least one semester, have "strong motivation, determination and perseverance to overcome their disabilities to achieve their educational goal," and are examples of what the human spirit can overcome when faced with tremendous adversity.

Van Gelder Waring Scholarship — This scholarship was established in the memory of retired Social Sciences faculty for students in History and Political Sciences.

Wendell C. Black Scholarship Fund - This fund has been established by friends, colleagues, former students, and community leaders to honor the former president of Harbor College, Wendell C. Black. The income from this fund is used to establish scholarships each semester, based on the criteria selected by the fund's trustees.
William McMasters Scholarship - This fund has been established in the memory of William McMasters, former Assistant Dean of Admissions and Guidance. Income from this fund is used to award one or more scholarships per year to deserving students who show academic perseverance and improvement.

William V. Gamzon Scholarship - Established in honor of the late William V. Gamzon, former chairman of the Math Division, this scholarship is awarded to a student pursuing a degree in Mathematics or Computer Science.
STUDENT ACTIVITIES

The Office of Student Life administers the student activities and student government programs. These programs are designed to make the college experience more balanced and more meaningful, taking into consideration the whole student. Each student is encouraged to participate in extracurricular activities which relate to vocational objectives, satisfy individual social needs, and permit practice in the processes of democracy.

Seahawk Center is the Campus Center at Harbor College. It is centrally located just west of the Learning Resources Center and north of the Technology buildings. The College Bookstore and Business Office are located on the first floor of the Center. The second floor includes the Student Activities Office, student government offices, a student lounge with recreational attractions, and kitchen facilities. Legal services are also available through the Student Activities Office.

ASSOCIATED STUDENTS

Student activities are financed by money received from the membership of the Associated Students Organization (ASO).

Funds are allocated to activities concerned with the health, social and recreational interests, and the general welfare of the student body, in accordance with policies, rules, and regulations defined by the Board of Trustees.

ASO membership costs $7.00 for each student. The fee is paid by the student on a completely voluntary basis; however, the fee will be assessed unless the student specifically waives the fee. Students should be aware of the benefits associated with membership in the ASO. Membership in this organization permits participation in ASO-sponsored activities and events including free admission to conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities. Additional benefits include the following:

✓ Free legal advice (value: $150/hr.)
✓ Discount Booklet for off campus services.
✓ Discount amusement park admission
✓ Xerox copies for 5 cents.
✓ Photo I.D. and Library Card.
✓ $3.00 savings on parking fee.

In case of withdrawal from the College, the student receives a refund of the student body membership fee according to the following schedule:

First Week - $7.00, Full Refund
Second Week through the Fourth Week - $5.25, 3/4 Refund
After the Fourth Week - No Refund

Identification/Library Services Card

All students receive a free I.D. card which is also their Library Card. The card is issued for the first semester of attendance and must be retained throughout the student’s enrollment in subsequent semesters. A new sticker is provided each semester to validate current enrollment. Stickers can be obtained from the Student Activities Office with Fee Receipt/Class Schedule form or Printout. The Associated Students Organization (ASO) I.D. cards have the added advantage of a picture which is included in the ASO fee. Cards are provided upstairs in the Seahawk Center for all current LAHCC students. There is a $3.00 replacement fee for lost cards payable at the Business Office.

College Publications

Harbor Tides - When adequate funds and staff are available, the College newspaper is published as a learning experience, offered under the College journalism instructional program. The editorial and advertising materials published by the newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate State and Federal court decisions these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any District or College officer or employee.

Student Government

The Associated Students Organization (ASO) represents all students, and sponsors many activities including athletics, publications, assemblies, awards, student services, club, social activities, annual Honors Reception and Commencement. Membership in the ASO is not mandatory; however, the fee will be charged unless the student specifically requests a waiver. 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 conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities.

Leadership development is the foundation of the student government program. Student government of the College is patterned after the federal system. The ASO Senate, members of which are elected to serve for one semester, is the legislative branch.

The ASO president and cabinet serve as the executive branch, carrying out the business of the Associated Students. Students serve on college-wide committees to participate in college governance and to represent the interests and views of the students. Administrative Regulation E-22 sets the standards for student eligibility. Check with the Student Activities Office for details.

Through participation in student government, students have the opportunity to build on their leadership skills working with fellow students to make a positive impact on the college. Opportunities are also available to work with students at colleges throughout the region and the state through participation in the California Student Association of Community Colleges (CalSACC).

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

The process contained in Regulation E-78 provides for thorough evaluation of the candidates’ qualifications and insures an equal opportunity for any individual from any District college campus to seek
the position of a student representative to the Los Angeles Community College District Board of Trustees.
In accordance with existing law, candidates for Student Trustee must:
✓ Be currently enrolled at a District college.
✓ Be enrolled in at least 5 units.
✓ Plan to continue enrollment as a District student through the one-year term of office.
✓ Have completed a minimum of 12 units.

For further information, contact the Office of the President.

COLLEGE ORGANIZATIONS

Each student is encouraged to participate in a College organization or activity. Chartered groups are organized on the Harbor College campus to meet interests of students. Any student interested in more information about any of the clubs available at Los Angeles Harbor College should contact the Office of Student Activities, SHC 200 (on the second floor of Seahawk Center). Clubs are organized under the following categories:

- Student activities Honor societies recognize and encourage outstanding achievement in scholarship and provide opportunity for developing leadership ability.
- Alpha Gamma Sigma is a state honor scholarship organization which awards several scholarships annually to outstanding community college students.
- Service clubs recognize and honor students for outstanding achievement in citizenship and service to the College and provide opportunities for students to plan and execute programs of meaningful service to the College community.
- Departmental clubs stimulate interest in activities related to courses and programs, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to course work.
- Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common concerns. All special interest clubs openly encourage all students to participate.

Intercollegiate Athletics

Harbor College is a member of the South Coast Conference of the California Association of Community Colleges in all intercollegiate sports except football. The South Coast Conference comprises Cerritos, Compton, El Camino, Harbor, Long Beach, Mount San Antonio, Pasadena, Los Angeles City, East Los Angeles, Los Angeles Southwest, Los Angeles Trade-Technical and Marymount colleges. The South Coast Conference is recognized as one of the finest and most competitive in the state.

In football, Harbor College is a member of the Western State Conference along with Los Angeles Pierce, Bakersfield, Los Angeles Valley, Compton, Citrus, Moorpark, Glendale, Ventura, Los Angeles Southwest, Allan Hancock, Santa Barbara City, Santa Monica, and West Los Angeles colleges.

Harbor College sponsors women’s teams in basketball, volleyball, cross country, soccer and tennis; and men’s teams in football, baseball, basketball, and soccer. The baseball team has won three state championships, the men’s and women’s basketball teams have each won two state titles, and the football team has won four bowl games. Harbor College has won the Team State Scholar Award in soccer and baseball. The college’s student-athlete transfer rate is outstanding, assisted greatly by an innovative C.H.A.M.P. mentoring program which is a model for other community colleges.
ACADEMIC STANDARDS AND CHALLENGE PROCEDURES

ACADEMIC HONORS

President’s Distinguished Honor Award

The President’s Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must:

- Petition for the Associate Degree
- Achieve a grade-point-average of 3.70 or better in all college work attempted at the time of petition, and be in good standing.
- Complete at least 50% of all units utilized for the award within the Los Angeles Community College District.
- Achieve a grade-point-average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester or the Spring semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the President’s Distinguished Honor Award. Students who possess Associate, equivalent or advanced degrees are not eligible for this award.

President’s Award for Outstanding Student Leader

This award will be presented annually to a student at Los Angeles Harbor College who has performed outstanding leadership and service to the college.

Qualifications for Nomination

Nominees must be registered students at Los Angeles Harbor College carrying a minimum of 9 units for day students or 6 units for evening students.

Nominees must have a minimum G.P.A. of 2.5 for all course work at a District College.

Nominees must have performed outstanding leadership and service to the college. (This award is not limited to those serving in student government.)

Alpha Gamma Sigma Harbor College has been granted a charter for the Alpha Psi Chapter of Alpha Gamma Sigma (AGS), California Community College Honor Scholarship Society. The organization develops programs to enrich the total experience of community college students.

The following categories of membership are available: Temporary Membership is extended to all first-semester students who are life members of California Scholarship Federation; Partial Membership is attained by students completing twelve semester units in a maximum of three semesters at any recognized institution of higher education and having a cumulative grade point average of 3.0.

No units acquired more than two years prior to application are acceptable for this determination; Continuing Membership is achieved by maintaining a GPA of 3.0 or better (members receive one semester’s grace for each semester of earned membership provided their GPA’s are 2.5 or better); and Permanent and Alumnus Memberships are granted to persons who have maintained a GPA of 3.5 in all college work or to continuing members of AGS (for at least two semesters) who have a GPA of 3.25 or better in all college work. Students who meet these qualifications must make application and pay dues in order to become members of AGS. Gold seals are affixed to the diplomas of students who qualify for permanent membership.

Dean’s Honor List

The College gives recognition to scholars each semester by publishing the Dean’s and President’s Honor Lists. Full-time students are placed on the Dean’s List if they have achieved a grade point average of 3.5 or better in twelve or more units.

Part-time students are placed on the Dean’s List if they have 12 or more cumulated units completed at Harbor College and have achieved a grade point average of 3.5 or better in six to eleven units. Students recognized on the Dean’s List must be in good academic standing (not on academic or progress probation). Summer sessions do not count as qualifying semesters for the Dean’s or Presidents lists. Grades of “Credit”, “No Credit” and “Incomplete” are not counted in meeting the unit requirement. Only grades from courses completed at Harbor College will be used in calculating the grade point average.

President’s Honor List

Students whose names appear on the Dean’s List for three consecutive semesters are eligible for the President’s Honor List.

STUDY LOAD LIMITATIONS

A study is defined as the total subjects and units carried in a program in any one semester. Sixteen units, including physical education, constitute the normal semester program. Twelve units are considered to be minimum full-time enrollment. In some cases a semester program may require more than sixteen units for the student to complete a major in the normal two-year period. Permission to carry a load in excess of eighteen units may be granted to individuals depending on the excellence of their previous semester’s academic work. This permission is granted by a counselor. The State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class.

Students who plan to transfer from Los Angeles Harbor College to other collegiate institutions should recognize that, in general, a maximum load of eighteen units per semester will be accepted credit by other colleges. Harbor College reserves the right to limit the number of units in which students on probation may enroll.
Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis.

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated “same as” in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct.)

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions: Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and at least two calendar years must have elapsed from the time the course work to be removed was completed. Official transcripts are required from the most recent colleges attended.

If the above conditions are met, academic renewal shall be granted, consisting of:

Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and annotating the student academic record indicating where courses have been removed by academic renewal action. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student’s cumulative grade-point-average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

COURSE REPLICATION

Course Repetition to Improve Substandard Grades

Students may repeat up to a total of 15 units in which substandard grades (“D”, “F” or “NC”) were awarded in the district. No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704-Credit by Examination may not be used to remove a substandard grade.

First Course Repetition to Remove a Substandard Grade

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated.

Second Course Repetition to Remove a Substandard Grade

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

1. Received two substandard grades for the same district course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. “Extenuating circumstances” may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
3. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Upon completion of the second repetition, the grade used in computing the student’s cumulative grade point average shall be the highest grade earned, and the student’s record will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average.

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade-point-average.

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked “RPT” in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course.

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3).

Any combination may be used as long as 4 enrollments in one activity is not exceeded. A student may enroll in a specific required nursing class a maximum of three times. Enrollment is defined as attending at least one class meeting. However, a student who takes the same clinical nursing course two times, and who does not pass that course either time, may not repeat that course a third time.

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.
NOTE: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

Grading Symbols and Definitions

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license. Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point-average, using the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing*</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit **</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No-creditº</td>
<td></td>
</tr>
</tbody>
</table>

* less than satisfactory
** at least equal to a "C" grade or better-units awarded are not counted in GPA
º equal to a "D" or "F" grade units are not counted in GPA

(CR and NC grades may be given only in courses authorized by the District Credit/no-credit Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student's record:

I - Incomplete

Incomplete academic work for unforeseeable, emergency, justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record.

The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

IP - In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.

The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages.

If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

W - Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the twelfth week of instruction or 75% of the time the class is scheduled to meet, whichever is less. No notation ("W" or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the twelfth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the twelfth week or 75% of the time the class is scheduled shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the twelfth week (or 75% of the time the class is scheduled, whichever is less), and after consultation with the appropriate faculty, students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the twelfth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W." The "W" shall not be used in calculating units attempted nor for the student's grade-point-average. "Ws" will be used as factors in progress probation and dismissal.

Military Withdrawal

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" may be assigned at any time after 30% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the records of a student who withdraws during the first 30% of the time the class is scheduled. Enrollment fees will be refunded with military withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.
Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding Grading Symbols and Definitions Policy. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College President. Petitions for Grade Review must be filed with the Admissions and Records Office within one year from the last day of the semester in which the disputed grade was awarded.

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor. Whenever absences “in hours” exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week and the end of the 12th week (between 30% and 75% of the time the class is scheduled to meet, whichever is less) will result in a “W” on the student’s record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 12th week (or 75% of the time the class is scheduled to meet, whichever is less).

An evaluative grade (“A”, “B”, “C”, “D”, “F”, “CR”, or “NC”) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. For further details, refer to “W” section of “Grading Symbols and Definitions.”

It is recognized that students may have legitimate reasons for not being able to attend the first 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 reason(s) for the class absence.

It is highly recommended that the written notification be sent by certified or registered mail so that the student may have a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Good standing is defined as not being on academic or progress probation.

Auditing Classes

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

- Payment of a fee of $15 per unit. Fees may not be refunded.
- Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit.

SPECIAL CREDIT

Credit by Examination

The College may designate courses listed in the College Catalog wherein any student who satisfies the following requirements may be granted credit by examination in place of enrolling in and completing such courses:

- Be currently registered and have a minimum cumulative grade-point-average of 2.0.
- Have completed 12 units within the Los Angeles Community College District.
- Is not currently enrolled in, or has not completed a more advanced course in this discipline.
- prerequisites (if any) for course are complete

Limitation on Petitioning for Examination: The maximum number of units for which a student may petition for credit by examination for the Associate degree at the College shall be 15 units.

Maximum Units Allowable: The maximum number of credit by examination units with a grade of “CR” that may be applied toward graduation requirements shall be limited to 15 units.

Acceptance Towards Residence: Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

Recording of Grade: Credit by examination shall be entered on the student’s record as “CR” or “NC,” as provided by the District Grading Symbols and definitions Policy. The student's record shall also be annotated “Credit by Examination”.

The college grants credit by examination to students who can demonstrate mastery of specific subject matters. The purpose is to avoid needless repetition and to allow appropriate credit for knowledge not acquired in the classroom. Credit by examination may be recognized in the following ways:

A. Advanced Placement: Credit for AP tests may be made by each department on a petition basis. Each student should also check AP credits given by the university to which they want to transfer as this differs from campus to campus. Consult a counselor for procedures at Harbor College and policies of universities.

B. College-Administered Examination: Satisfactory completion of an examination administered by the College according to the district policy stated above. Achievement based on examinations administered by other agencies must be approved by the College. The charge for college-administered credit by exam is $26 per unit.

C. CLEP: After completing 12 units at Harbor College, a registered student in good academic standing (not on probation) may petition for College Level Examination Program credit. The student must file a General Petition in the Admissions Office. Harbor College will grant 3
elective units for each of the five General Examinations passed with a score of 500 or higher. No specific course credit is granted for CLEP, and it cannot be used to fulfill General Education requirements, except by General Petition.

The student may be granted a maximum of 15 units of credit, with a three-unit maximum in each of the following areas: English Composition; Social Science/History (this credit will not satisfy the general education requirement in American Institutions); Natural Sciences, not including a laboratory requirement; Mathematics; and Humanities.

Students may not receive credit by enrollment in or by examination for the prerequisite(s) to an advanced course if they have completed the advanced course.

Students who qualify under (a), (b), and (c) above must present evidence to the division chairman of having received equivalent education or experience in other than traditional educational setting. The Credit by Examination option is not available for laboratory classes.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

Students who wish to apply for credit at Harbor College for course work completed at non-accredited institutions must request in writing to the appropriate Division Chairman that he or she evaluate the course work. This evaluation should be done at the time of the student's entry to Harbor College, not after completion of the College's 30-unit requirement of accredited course work; however, credit for the course work taken at non-accredited institutions will not be awarded until the 30-unit requirement is completed.

Students are encouraged to consult with a counselor at the time of entry to Harbor College to avoid duplication of course work taken at non-accredited institutions.

Credit for Graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:

1. The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
2. The student has completed at least 12 units of credit at the College to which application is made.

The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination. Candidates for the Associate in Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

Credit for Military Service Training

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

Credit for Law Enforcement Academy Training

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- A single block of credit will be given and identified as academy credit.
- One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

Credit for Courses Completed at Foreign Colleges and Universities.

Students must first have their transcripts evaluated by a foreign transcript evaluation service and then petition for course equivalences at Los Angeles Harbor College. Please see a counselor for further instructions.

Credit/No-Credit Option

The College President may designate courses in the College Catalog wherein all students are evaluated on a "credit/no-credit" basis or wherein each student may elect at registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit/no-credit" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Credit/No-Credit Option.

Usage For Single Performance Standard: The credit/no-credit grading system shall be used in any course in which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.

Acceptance Of Credits: All units earned on a "credit/no-credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

Recording Of Grade: A student who is approved to be evaluated on the "credit/no-credit" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for
credit is equivalent to the grade of “C” or better. A student who does not perform satisfactorily will be assigned a “No-Credit” (NC) grade.

Grade Point Calculation: Units earned on a “credit/no-credit” basis shall not be used to calculate grade-point-averages. However, units attempted for which “No-Credit” (NC) is recorded shall be considered in probationary and dismissal procedures.

Standards Of Evaluation: The student who is enrolled in a course on a “credit/no-credit” basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.

Conversion To Letter Grade: A student who has received credit for a course taken on a “credit/no-credit” basis may not convert this credit to a letter grade.

Course Repetition: A student who has received a grade of “No-Credit” (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy. Students wishing to take a course on a credit/no-credit basis should submit the appropriate form to the Records Office before the sixth week of the semester or the first week of the summer session.

A student may elect to take one course per semester on a credit/no-credit basis, in addition to any courses offered solely on a credit/no-credit basis. A maximum of fifteen (15) units of credit can be applied to the Associate in Arts or the Associate in Science degree. All courses offered by Los Angeles Harbor College are available to be taken on a credit/no-credit basis.

**ACADEMIC AND PROGRESS PROBATION**

Standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

A student shall be placed on probation if any one of the following conditions prevail:

1. **Academic Probation.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a “C” (2.0).

2. **Progress Probation.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of “W” (Withdrawal), “I” (Incomplete), and “NC” (No Credit) are recorded reaches or exceeds fifty percent.

3. **Transfer Student.** The student has met the above mentioned conditions at another college within the Los Angeles Community College District.

“Units Attempted,” for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled. Financial Aid recipients must make satisfactory progress according to financial aid policies. Please see the Financial Aid Office for a copy of the policy.

**Removal from Probation**

A student shall be removed from probation upon meeting the criteria specified in this section.

- **Academic Probation.** A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade-point-average is 2.0 or higher.

- **Progress Probation.** A student on progress probation because of an excess of units for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty per cent (50%).

**DISMISSAL**

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

**Academic Probation.** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters. A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained. For students receiving Veterans Benefits, if the Veteran fails to achieve a 2.0 grade-point average for two successive semesters, Veterans Benefits will terminate.

**Progress Probation.** A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of “I,” “W,” and “NC” are recorded is less than fifty percent (50%).

**Appeal of Dismissal.** A student who is subject to dismissal may appeal to the Counseling Division Chair and the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

**Dismissal.** A student who is subject to dismissal, and who has not been continued on probation throughout the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

**Readmission After Dismissal**

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition requesting readmission to College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. A student who is subject to dismissal and who has a cumulative GPA of at least 1.75 may appeal to the Dean of Admissions and Records.
**FINAL EXAMINATIONS**

Final examinations are held in all subjects according to a schedule printed in the Schedule of Classes. No student will be excused from the final examinations. Should any circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Dean of Instruction.

**TRANSCRIPTS**

Upon written request of the student, a copy of the student’s academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3. Students may request special processing to expedite their request for an additional fee of $7. This option is subject to the college’s ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying. The cost of transcripts is subject to change each semester.

The student’s transcript may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.

**COURSE PREREQUISITE POLICY**

Prerequisite means the preparation or previous course work considered necessary for success in the course. The college REQUIRES students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required). Prerequisites which are listed in the College Catalog include:

1. Courses for which specific prerequisites have been validated,
2. Sequential course work in a degree-applicable program, and/or
3. Sequential course work in certificate programs and
4. Courses in which a prerequisite is necessary for transfer to a four-year college. (Students are directed to see a counselor prior to the first day of class for questions about prerequisites)

**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 LA-125, and English Division Chair Office in LA-149. 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 within two weeks of 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 this challenge is not upheld the student will be dropped from the class.

**Note:** Students must have official transcripts on file in the Admissions and Records Office for all prerequisites completed at other institutions.
LA HISTORIA Y LA MISIÓN DEL COLEGIO

La Acreditación

Los Angeles Harbor College es un colegio público de dos años que provee servicios educativos bajo la Junta Directiva del Distrito de los Colegios de la Comunidad de Los Angeles (Los Angeles Community College District). Los Angeles Harbor College es oficialmente acreditado por la Asociación del Oeste de Escuelas y Colegios (Western Association of Schools and Colleges) y es completamente aprobada bajo las regulaciones de los Colegios de la Comunidad de California (California Community Colleges). La Universidad de California y otros colegios y otras universidades dan crédito por cursos apropiados que han sido completados.

La Historia

En 1941 el Comité de Educación de la Cámara de Comercio de Wilmington le presentó una petición al Consejo de Educación de la Ciudad de Los Angeles para establecer clases de extensión de oficios en la escuela secundaria Banning para cumplir con las necesidades críticas de entrenamiento inspiradas por la guerra.

La Historia del Colegio y la Misión mostraron que tales clases de extensión no serían una respuesta de largo plazo a las necesidades educacionales del área. Por lo tanto, el Comité de Educación (ampliado en 1945 para incluir a representantes de San Pedro y Lomita) organizó una junta de representantes de industrias claves localizadas en el área de Harbor para discutir la necesidad de una escuela de oficio o una escuela técnica.

Después de los estudios sobre la proyección de la población, la valuación de la propiedad y las posibilidades de empleo, estos líderes comunitarios indicaron una necesidad para realizar tal institución escolar de nivel post-secundario; después el Comité de Educación le presentó una petición al Consejo de Educación de Los Angeles para proveer tal escuela en el área.

Los Angeles Harbor College fue abierto oficialmente en septiembre de 1949. El colegio ha crecido de una matriculación de 400 estudiantes a una matriculación actual de aproximadamente 9,000 estudiantes, incluyendo a residentes de Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro y Torrance. Aunque todavía mantiene un programa técnico, los ofrecimientos académicos y educativos han aumentado para cumplir con las necesidades de la comunidad que cambian.

La Declaración sobre la Misión

La misión de Los Angeles Harbor College es proveer programas comprensivos que conformen con las necesidades de los estudiantes y que sean apropiados y útiles para la comunidad que servimos. Estos incluyen:

- Programas académicos
- El entrenamiento vocacional y para la fuerza laboral
- La instrucción de las habilidades básicas
- El inglés como Segunda Lengua
- Los cursos para adultos de “non-credit” para el aprendizaje por vida
- El entrenamiento diseñado a la orden para las compañías
- La instrucción por medio de contratos
- Los servicios comunitarios
- Los servicios de asistencia

Un aspecto esencial de la misión para la comunidad que servimos es el avance del desarrollo económico y ser competitivo al nivel global por medio de la instrucción, el entrenamiento y los servicios que contribuyen al mejoramiento de la fuerza laboral continua.

Estamos comprometidos al aprendizaje de los estudiantes en un ambiente de enseñanza respaldado que reconoce la característica única del individuo y provee un centro para el enriquecimiento cultural de la comunidad.

Las Metas

1. El Éxito de los Estudiantes
   Proveer un ambiente positivo y respetuoso que fomenta el logro educacional y personal.

2. Los Programas de instrucción
   Ofrecer instrucción inovadora, avanzada, de calidad y dedicada a los estudiantes en todos los programas de Harbor College para proveer un aprendizaje efectivo.

3. La Gobernación
   Mantener un ambiente donde los estudiantes y todo el personal del colegio tengan la voz y la oportunidad para participar efectivamente en la gobernación.

4. El Manejo Financiero
   Perfeccionar, ser responsable y usar todos los recursos financieros responsablemente para cumplir con las metas estratégicas de la planificación.

5. La Asociación
   Para colaborar con las organizaciones y las comunidades globales y locales para aumentar las oportunidades que son beneficiosas para nuestros estudiantes, para el colegio y su misión.

6. El Ambiente Físico
   Proveer y asegurar un ambiente físico estéticamente agradable, seguro y saludable para la enseñanza y el trabajo.

7. Los Recursos Humanos y el Desarrollo
   Asegurar una comunidad colegial que promueve y alienta un clima de respeto mutuo, de desarrollo personal y profesional, la comunicación efectiva y el trabajo colectivo.
**La Visión**

La visión de Los Angeles Harbor College es un ambiente de aprendizaje personalizado con el enfoque en los estudiantes dedicado a preparar a nuestra comunidad para los retos y las oportunidades de la vida.

**La Declaración sobre la Misión del LACCD**

La misión de los Colegios de la Comunidad de Los Angeles es proveer una educación general y comprensiva de cursos de nivel “lower-division”, asesoramiento y dirección, servicios comunitarios y programas de educación continua que son apropiados para las comunidades que sirven y que cumplen con las necesidades de los estudiantes que cambian para la preparación académica y ocupacional, la ciudadanía y el entendimiento cultural. En la búsqueda de esta misión nos empeñamos a:

- Promover la igualdad en la oportunidad para la participación;
- Mantener los reglamentos apropiados para el logro académico;
- Proveer un ambiente de instrucción que cumple con las necesidades de los estudiantes con habilidades de aprendizaje variadas;
- Proveer servicios de respaldo que contribuyen a la efectividad de la instrucción y al éxito de los estudiantes.
- Afirman la importancia de las experiencias colegiales de tipo multicultural, internacional e intercultural que fomentan el entendimiento a un nivel individual y a un nivel de grupo.
- Manear los recursos financieros y educativos efectivamente.

**La NORMA ANTIDISCRIMINATORIA.** Todos los programas y actividades del Districto de los Colegios de la Comunidad de Los Angeles operaran de una manera que estarán libres de discriminación basada en: raza, color, nacionalidad, abolengo, religión, creencia, sexo, el estado de embarazo, estado civil, condición médica (relacionada al cáncer), preferencia sexual, edad, incapacidad o estado como veterano.

**Filosofía**

Harbor College afirma que su primera responsabilidad es el estudiante. Nos comprometemos para proveerles a nuestros estudiantes habilidades, conocimiento y experiencia que les permite vivir eficientemente y contribuir en una sociedad democrática. Harbor College cumple con esta responsabilidad de las siguientes maneras:

1. Proveyendo una variedad de actividades vinculadas directamente o asociadas a planes de estudios en un ambiente de aprendizaje que promueve la interacción productiva entre: los estudiantes, la facultad, los empleados, la administración y la comunidad.
2. Ofreciendo programas que incluyen: la preparación en la educación general, en la educación relativa al oficio o empleo y para la transferencia, utilizando la instrucción tradicional que ofrece crédito y no crédito, servicios comunitarios, la educación por medio de contrato y la educación internacional y de larga distancia.
3. Proveyendo medios, materiales de instrucción y tecnología.
4. Proveyendo servicios de ayuda, incluyendo asistencia financiera, ayuda remediadora, inglés como una segunda lengua (ESL) y programas para estudiantes con necesidades especiales.

Estas actividades de aprendizaje y estos programas y servicios de ayuda le provee al estudiante de Los Angeles Harbor College un ambiente que resulta en un adelanto educativo y un estado de preparación para el mundo laboral.

**Las Funciones de los Colegios de la Comunidad**

Para cumplir con la misión de los Colegios de la Comunidad de Los Angeles, Los Angeles Harbor College ofrece los siguientes tipos de programas educativos.

**La Transferencia.** Un programa colegial de transferencia permite al (la) estudiante, quien complete dos años de estudio, a seguir su trabajo de “upper division” (tercer año) en colegios y universidades de cuatro años acreditados por medio de una articulación cuidadosa y continua entre los colegios acreditados y las escuelas secundarias.

**Ocupacional.** Un programa educativo ocupacional le ofrece un curriculum de negocios básicos, técnico y profesional para desarrollar las habilidades que pueden conducir a uno(a) a un empleo, al avance en un ambiente laboral, a la certificación o al logro del título “associate degree”.

**La Instrucción General.** Un programa de instrucción general está compuesto de programas relacionados al “associate degree” y de otras experiencias planeadas que desarrolla el conocimiento, las habilidades y las actitudes necesarias para que el (la) estudiante sea efectivo(a) como una persona, como un(a) miembro(a) de una familia, como un (a) empleado (a) y como un(a) ciudadano(a), así aumentando la calidad de vida para el (la) individuo(a) y para la sociedad entera.

**La Instrucción de Transición.** Un programa de habilidades remediadoras y básicas es para los estudiantes que necesitan prepararse para los cursos y para los programas de nivel colegial; La instrucción del inglés como Segunda Lengua para inmigrantes, estudiantes extranjeros y otros estudiantes con una habilidad limitada en el inglés.

**El Asesoramiento y la Dirección.** Un programa de asesoramiento y de dirección incorpora el asesoramiento académico, en cuanto a la carrera, a un nivel personal y la asistencia con asuntos relacionados a la admisión, a la asistencia financiera, a la colocación en el empleo y a las actividades estudiantiles. Este programa asiste al (a la) estudiante a establecer metas educativas y con la selección y la búsqueda de un trabajo para toda la vida que sea compatible con sus intereses, aptitudes y habilidades.

**La Educación Continua.** Un programa de educación continua está compuesto de cursos calificados y de cursos no calificados para proveer oportunidades en la capacidad personal y ocupacional que suplementan la asistencia al colegio de tiempo completo.
Los Servicios Comunitarios. Un programa de servicios comunitarios se ofrece para cumplir con las necesidades de la comunidad por medio de cursos vocacionales y de recreación, eventos culturales y de la comunidad y funciones cívicas, todos completamente financiados por las cuotas que se les cobran a los que asisten.

Los Programas Conjuntos. Los programas conjuntos con negocios, con el sector laboral, con la educación y el gobierno aumentan las oportunidades de los participantes de los programas y avanzan la misión y las funciones del Distrito.

La Educación Internacional. Las oportunidades para estudiar en países extranjeros se ofrecen para que los estudiantes puedan entender otras culturas aún mejor. Los estudiantes cumplen con los requisitos relacionados a la instrucción general y con su especialización mientras que estudian y viajan por sociedades distintas a las suyas. Se ofrecen oportunidades para desarrollar un mejor conocimiento de diferentes valores sociales, valores culturales e idiomas.

LAS NORMAS Y LOS PROCEDIMIENTOS DEL DISTRICTO

Las Reglas del Distrito

Acción Afirmativa
La norma del Distrito de los Colegios de la Comunidad de Los Ángeles (Los Angeles Community College District) es implementar afirmativamente la misma oportunidad a todos los empleados y a todos los solicitantes capacitados sin tomar en cuenta: raza, color, origen nacional, abolengo, religión, credo religioso, sexo, edad, incapacidad física, estado civil, condición médica (relacionada al cáncer), preferencia sexual o por ser veterano de guerra.

Se tomará acción positiva para asegurar que esta regla se siga en todas las áreas del empleo, incluyendo: durante el reclutamiento, en el momento de emplear, en el colocamiento, en la transferencia, en el descenso de rango, en el momento de los tratamientos durante el tiempo que uno(a) está empleado(a), en el porciento en el pago u otras formas de compensación, en la selección para el entrenamiento, en la suspensión o en el despido de empleados. Se mantendrá un programa vigoroso de Acción Afirmativa para asegurar el uso apropiado de ciertos grupos de personas que están protegidos, en las áreas específicas y en los niveles específicos dentro de la fuerza laboral del distrito por medio de la implementación de procedimientos y actividades inclinados(as) a producir resultados (Regla del Consejo 101301).

Preguntas sobre la Acción Afirmativa en Los Angeles Harbor College deben ser dirigidas a la Oficina de Condescendencia (Office of Compliance), Nina Malone, Seahawk Center, 201.

Cortesía en el Aula de Clase
Tal como lo aprueba la Organización Asociada a los Estudiantes (Associated Student Organization) y el Senado Académico, todos los teléfonos celulares y todos los aparatos electrónicos que emiten sonidos se mantendrán apagados todo el tiempo durante las clases. Se permite que los teléfonos celulares y los beepers sean puestos en el modo de vibrar. Sin embargo, no se permite el uso de audífonos.

Los Comités de Asesoramiento del Colegio
Los comités de Asesoramiento del Colegio, compuestos de representantes de negocios y de industrias, proveen información y dirección continuamente en cuanto al desarrollo de programas ocupacionales y al desarrollo de las tendencias que afectan al entrenamiento y al empleo.

Un Colegio Libre de Drogas
De acuerdo con la Sección 22 del Acto de 1989 de la Escuelas y Comunidades Libres de Drogas, Los Angeles Harbor College se esfuerza para mantener un colegio libre de drogas y de alcohol para sus estudiantes y sus empleados. A los empleados y a los estudiantes, se les prohíbe 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 Normas del Consejo sobre las Reglas de Conducta, Sección 9803.19).

El colegio mantiene unos principios que promueven una conciencia libre de drogas y de alcohol para informar a los estudiantes y a los empleados sobre los peligros y los riesgos a la salud que les puede 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 impondrá por la violación de los principios y se les avisará 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 exige 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.

Los Materiales para la Instrucción
A los estudiantes se les podrá requerir que proveen materiales relacionados a la instrucción y otros materiales que se requieren para las clases de “credit” y las de “non credit”. Tales materiales continuarán teniendo valor para los estudiantes fuera de la clase y no estarán disponibles exclusivamente por medio del Distrito.

Los Aparatos para Grabar
La ley estatal en California prohíbe el uso de cualquier aparato para grabar o auditivo en el aula de clase sin haber contado previamente con un maestro o con la administración del colegio.
Cualquier estudiante que necesite usar aparatos electrónicos tendrá que conseguir el consentimiento del profesor. Si el profesor está de acuerdo con el pedido, se tendrá que mandar una carta de consentimiento al Decano del Departamento de Asuntos Académicos (Academic Affairs) para recibir la aprobación.

La Norma sobre el Acoso Sexual
La norma del Distrito de los Colegios de la Comunidad de Los Ángeles (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, tal como está definido y de otra manera prohibido por los estatutos estatales y federales.
Será una violación de esta ley si cualquiera quien esté autorizado(a) a recomend o a tomar acciones personales o académicas que afecten a un(a) empleado(a) o a un(a) estudiante o, quien esté autorizado(a) a llevar a cabo negocios u otros servicios que representen al Distrito de los Colegios de la Comunidad de Los Ángeles se involucren en el acoso sexual.

El ambiente educativo, se prohíbe el acoso sexual entre estudiantes, entre empleados y estudiantes y entre personas quienes no son estudiantes y quienes son estudiantes. Dentro del ambiente laboral, se prohíbe el acoso sexual entre supervisor y empleado, entre empleados y entre quienes no son empleados y quienes son empleados.
Las copias de las reglas y de los procedimientos del Distrito con respecto al acoso sexual se pueden obtener por medio de Ms. Nina Malone, Oficial de Condescendencia, Seahawk Center 201. Adicionalmente, todas las preguntas deben ser dirigidas a la Oficial de Condescendencia del Colegio.

La Norma sobre el Fumar
No se permite fumar dentro de cualquier aula u otros espacios cerrados que a cualquier estudiante se le requiera que ocupe o que es ocupado habitualmente por estudiantes que no fuman.

El Número de Seguro Social
El Distrito de los Colegios de la Comunidad de Los Ángeles (The Los Angeles Community College District) mantiene un sistema de expedientes de los estudiantes que utiliza el número de Seguro Social para identificar el expediente del individuo. Sin embargo, si los estudiantes no desean reportar su número de Seguro Social, un número de identificación alternativo será asignado por el Colegio.

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. Esto 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 manera responsable y no violenta.
Los estudiantes tendrán que respetar y obedecer la ley civil y la ley criminal y estarán expuestos a penalidades 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 desempeñen sus deberes.

(Regla del Consejo 9803.11) La violación de las reglas y las regulaciones del Colegio, incluyendo éas 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 u 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 malévol 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, el reto a una pelea, una pelea o, la violación de cualquiera de las reglas de conducta presentada 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 los 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 4230, 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: opiotos, derivativos del opio, mescalina, substancias que producen alucinaciones, peyote, marihuana, 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 Angeles 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 infligir daño físico o mental/emocional 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 defaman, 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 de los sitios de las computadoras para interferir con la operación regular del sistema computarizado del colegio o del Distrito.

Los Procedimientos Relacionados a la Disciplina de los Estudiantes

La ley les requiere a los districtos de los colegios que adopten reglas para la conducta de los estudiantes junto con penalidades aplicables por su violación(Sección 66300 del Código Educativo). El Distrito de los Colegios de la Comunidad de Los Angeles ha cumplido con este requisito al adoptar la Regla del Consejo 9804 (Vea arriba).

El Distrito ha adoptado la Regla del Consejo 9804, Procedimientos Relacionados a la Disciplina de los Estudiantes para proveer procedimientos uniformes para asegurar el proceso establecido cuando un(a) estudiante es culpado(a) por violar las Reglas de la Conducta de los Estudiantes. Todos los cursos de acción que tengan lugar por su relación con estos procedimientos serán relacionados específicamente a la violación alegada de las Reglas de Conducta establecidas.

Estas provisiones no se les aplica a: los procedimientos sobre los motivos para quejarse, a los consejos de las organizaciones estudiantiles, a las cortes o, a la determinación de la residencia de uno y a otros requisitos académicos y legales para la admisión y la retención.

El Colegio podría tomar medidas disciplinarias independientes sobre cualesquiera de las acusaciones procesadas por medio de las autoridades civiles o criminales. Copias de los Procedimientos Relacionados a la Conducta de los estudiantates se pueden obtener en la Oficina de la Presidenta.

Los Procedimientos Estudiantiles Relacionados a los Motivos para Reportar Quejas

El propósito de Los Procedimientos Estudiantiles Relacionados a los Motivos para Reportar Quejas es proveer medios rápidos y justos para resolver las quejas de los estudiantes. Los procedimientos enumerados en la Regulación Administrativa E-55 estará disponible para cualquier estudiante o solicitante quien esté en el proceso de admisión y quien crea que una decisión o una acción le haya afectado adversamente su estado, sus derechos y o sus privilegios como un(a) estudiante.

Los Procedimientos incluirán pero no estarán limitados a: violaciones alegadas de las provisiones de la sección f de la Sección 55521 del Título V que se refiere a un requisito discriminatorio expuesto a ser retado bajo la sección (d) (3) de la Sección 58106; las violaciones alegadas del Título X de las Enmiendas de la Educación Superior de 1972 (regulaciones aplicables), motivos para quejas relacionados a estudiantes incapacitados tal como lo define la Sección 504 del Acto de Rehabilitación de 1973, los motivos para quejas relacionados al acoso sexual tal como lo define las Normas del Distrito relacionadas al acoso sexual (vea abajo), problemas relacionados a la asistencia de ayuda financiera y motivos para quejas relacionados a las calificaciones de los cursos a la extensión permitida.
Los Expedientes de los Estudiantes/ La Información del Directorio

Para cumplir con la ley Federal y Estatal, el Distrito de los Colegios de la Comunidad de Los Ángeles ha establecido reglas y procedimientos que gobiernan los expedientes de los estudiantes y el control de información personal. El Distrito de los Colegios de la Comunidad de Los Ángeles reconoce que los expedientes de los estudiantes representan un asunto confidencial entre el(la) estudiante individual y el Colegio. Al mismo tiempo, el Distrito tiene la responsabilidad de cumplir con las necesidades de la información pública (por ejemplo, información sobre los estudiantes participando en asuntos atléticos, anuncios de becas y premios, etcetera). Para cumplir con esta responsabilidad, el Distrito podrá revelar información del Directorio, a menos que el estudiante declare por escrito que él o ella no la quiere revelar. La responsabilidad para llevar a cabo estas provisiones, se le encarga al Oficial de los Expedientes del Colegio (College Records Officer), designado por el jefe oficial administrativo en cada de los colegios. El Oficial de los Expedientes puede ser localizado por medio de la Oficina de Admisión. Las copias de las leyes Federales y Estatales y las reglas y los procedimientos del Distrito son mantenidas por el Oficial de los Expedientes y están disponibles para ser inspeccionadas y si uno tiene preguntas sobre ellos.

Todos los Expedientes mantienen por las varias oficinas y los varios departamentos del Colegio, con la excepción de éstos que están exonerados por la ley, están disponibles para ser inspeccionados por el(la) estudiante, a quien le pertenece. La exactitud y lo apropiado de los expedientes pueden ser retados por escrito y dirigidos al Oficial de los Expedientes. Un(a) estudiante tiene el derecho de recibir una copia de su expediente a un costo que no exceda el costo de la reproducción. (Los pedidos relacionados a la adquisición de los expedientes deben ser hechos directamente a la Oficina de Admisión). Ninguno de los expedientes de los estudiantes, con la excepción de la Información del Directorio serán hechos disponibles sin un consentimiento por escrito del (de la) estudiante, excepto como lo autoriza la ley. Un archivo de personas y organizaciones que piden o que reciben información sobre el expediente del(de la) estudiante es mantenido por el Oficial de los Expedientes. El expediente está disponible para ser inspeccionado sólo por el(la) estudiante y el oficial del colegio de la comunidad o, por el que ha sido designado como la persona responsable por el mantenimiento de los expedientes de los estudiantes.

Los estudiantes tienen el derecho de someter una queja con el Departamento de Educación de los Estados Unidos sobre las violaciones alegadas de las leyes Federales y Estatales que gobiernan los expedientes de los estudiantes.

La Sesión Veranal

Las sesiones durante el verano y durante el invierno serán ofrecidas según la aprobación de la Junta Directiva.

Los Programas Relacionados al Título Associate Degree y al Certificado Ocupacional

Los Requisitos para la Graduación

La Junta de los Gobernadores de los Colegios de la Comunidad de California ha autorizado a la Junta Directiva del Distrito de los Colegios de la Comunidad de Los Ángeles a conferir los títulos de Asociado en Artes (“Associate in Arts”) y los de Asociado en Ciencias (“Associate in Science”).

Conferir un título Associate Degree simboliza un intento exitoso por parte del Colegio para dirigir a los estudiantes por medio de patrones de experiencias relacionadas al aprendizaje diseñados a desarrollar ciertas capacidades y agudezas de ingenio. Entre éstas están: la habilidad para pensar y comunicarse claramente y efectivamente en ambos niveles; oral y de la escritura, el uso de las matemáticas, el entendimiento de los modos de investigación en las disciplinas principales, estar al tanto de otras
culturas y de otros tiempos, lograr agudeza de ingenio por medio de la experiencia relacionada al pensar sobre problemas éticos y el desarrollo de la capacidad para el conocimiento de sí mismo.

Además de estos logros, el estudiante debe poseer profundidad suficiente en algún campo de conocimiento para contribuir a un interés de toda la vida. Los siguientes requisitos se les aplica a los estudiantes que entran por primera vez después del 1 de julio de 1983.

Los estudiantes continuos quienes han asistido sin ninguna interrupción y quienes han mostrado progreso satisfactorio, sin contar la sesión veranal, deben referirse a los requisitos para la graduación indicados en el catálogo que están en efecto durante el momento en que se matriculan por primera vez.

Un(a) estudiante continuo(a) es uno quien ha completado un mínimo de un curso por calendario anual, con la excepción de que el cumplimiento de un curso con una “W” será aceptado por sólo un semestre. Los estudiantes quienes interrumpen su asistencia están expuestos a seguir cualquiera de los nuevos requisitos que estén en efecto en el momento en que se matriculjen de nuevo.

Advertencia: Mientras que un curso podría satisfacer más de un requisito relacionado a la instrucción general, no podrá ser contado más de una vez para estos propósitos. Un curso podrá cumplir con un requisito relacionado con la instrucción general para el Título Associate Degree y también satisfacer parcialmente un requisito relacionado a la instrucción general en la Universidad Estatal de California (the California State University).

El Requisito Relacionado a las Unidades: Un mínimo de 60 unidades semestrales de crédito en cursos de un currículum seleccionado aplicables al título. Una hora de crédito de trabajo en el colegio comunitario es aproximadamente tres horas de recitación, de estudio o, de trabajo de laboratorio por semana durante un período de 16 semanas.

El Requisito Relacionado a las Becas: Un promedio académico de “C” (2.0) o mejor en todo el trabajo intentado.

El Requisito Relacionado a la Competencia: Los estudiantes tienen que mostrar competencia en la lectura, en la expresión escrita y en las matemáticas. Los siguientes cursos y exámenes están aprobados para cumplir con el requisito de competencia para el título associate degrree, tal como lo define en la Regla del Consejo 6201.12:

El requisito en la lectura y en la expresión escrita puede cumplirse por:

- Cumplir un curso en Lectura de nivel Colegial y uno en Composición con una nota de “C” o mejor.
- Cumplir cualquiera de los siguientes cursos con una nota de “C” o mejor:
  
  **Inglés 28 (English 28):** Lectura y Composición Intermedia;
  **Inglés 31 (English 31):** Composición y Lectura Crítica
  **Inglés 101 (English 101):** Lectura y Composición a nivel Universitario
  **Peridisomo 101 (Journalism 101):** Reuniedy y Escribiendo Noticias y el cumplimiento satisfactorio de un examen de competencia en la lectura y la escritura, recomendado por la facultad del Inglés del Colegio y aprobado por la Presidenta del Colegio.

A partir de la primavera de 1987, la competencia relacionada a las matemáticas tiene que mostrarse por un resultado de 15 o mejor en un examen de álgebra elemental o una nota de “C” o mejor en Matemáticas 123 A y en Matemáticas 123 B (Math 123 A and Math 123 B) o, un curso de Matemáticas más alto (excluyendo Matemáticas 160), Técnico de Ingeniería 49 (Engineering Technician 49), Tecnología de Computadoras 60 (Computer Technology 60) o más alto, o Estadísticas 1 (Statistics 1).

Advertencia: Los estudiantes quienes se matricularon continuamente antes de la primavera del ’87 no serán afectados por este requisito.

El Requisito Relacionado a la Residencia. El cumplimiento de por lo menos 12 unidades de trabajo en estado de residencia y asistencia al colegio durante el semestre en que los requisitos para la graduación son completados. Se puede hacer excepciones bajo circunstancias especiales.

Los Requisitos Relacionados a los Cursos. Los estudiantes quienes se están especializando en programas de estudio en los cuales se requieren 18-35 unidades en la especialización, completarán Plan A de Graduación. Los estudiantes quienes se están especializando en programas de estudio, en los cuales se requieren 36 unidades o más en la especialización, completarán el Plan B de Graduación. Los colegios de la comunidad ofrecen tanto un currículum paralelo a los primeros dos años del los programas relacionados al título de licenciatura (Bachelor’s Degree) como ése que prepara a uno para el empleo al cumplir el título Associate degree. Sin embargo, estas categorías no son mutuamente exclusivas y la definición de un curso de transferencia es en cierto modo complicada.

Cada institución de cuatro años decide por sí misma sobre la aceptación de los cursos de otros colegios. Por lo general, esta norma se le aplicará igualmente a los estudiantes de los colegios de la comunidad y a los de otros colegios de cuatro años, pero con dos excepciones:

1. Todos los colegios de cuatro años imponen un límite en cuanto a la cantidad de créditos que aceptarán de un colegio de la comunidad.

2. Los colegios de la comunidad ofrecen cursos remediables y vocacionales, los cuales no son transferibles.

En este contexto, un curso de un colegio de la comunidad se puede transferir de una de las siguientes maneras:

a) Como manera de satisfacer los requisitos de “lower division” de la especialización. El curso debe corresponder casi exactamente con el curso compatible del colegio de 4 años en cuanto al contenido, los requisitos y el valor de unidad. Para más información, consulte con un(a) consejero(a) o comuníquese con www.assist.org.

Aplicado al los requisitos de la instrucción general. La mayoría de los colegios de cuatro años son flexibles en aceptar los cursos para este propósito, a condición que estén en las categorías apropiadas tal como la ciencia física y las humanidades. En algunos casos, una institución sólo aceptará esos cursos de “lower division” que se igualan a los suyos.

c) Como crédito electivo. Un curso que no es aceptado como parte de la especialización o como crédito de instrucción general podría ser aceptado como un electivo. Esto significa que se aplicará a la totalidad de unidades requeridas para el título de Licenciado en Artes o Licenciado en Ciencias (Bachelor’s degree). Generalmente, las instituciones de cuatro años son liberales en aceptar cursos para crédito electivo pero podrían excluir cursos de tipo vocacional o especializados que no ofrecen.

d) Sólo para recibir crédito sobre la materia. La aceptación de un curso sólo para recibir crédito sobre la materia sin recibir crédito de unidad normalmente ocurre en una de las siguientes situaciones:

1. El (la) estudiante ha acumulado(a) la cantidad de unidades que la universidad de 4 años aceptará de un colegio de la comunidad.
2. El curso correspondiente en la universidad de 4 años es un curso de “upper division”.
3. El curso es un requisito para un curso dentro de la especialización del (de la) estudiante pero el requisito es normalmente completado en la escuela secundaria.

Los Porcentajes Federales Que Los Estudiantes Tienen Derecho Saber (Federal Student Right-To-Know Rates SRTK)
A todos los colegios de la comunidad se les exige que proveen sus porcentajes de SPTK. Harbor está feliz en reportar que nuestro porcentaje relacionado al cumplimiento de los estudios por el grupo de estudiantes durante el periodo de 2000-2003 está por encima del promedio estatal y también está más alto que el de muchos de los colegios de la comunidad.

**El porcentaje relacionado al cumplimiento de los estudios: 37.3%**

El porcentaje relacionado a la transferencia: 23.9%

**Definiciones:**
El porcentaje relacionado al cumplimiento de los estudios se refiere al porcentaje de estudiantes de tiempo completo quienes intentaron estudiar por primera vez. Estos lograron un título AA/AS/Certificado o, cumplieron con los requisitos para la transferencia dentro de un periodo de tres años desde el momento que se matricularon en Harbor College. El porcentaje relacionado a la transferencia incluye a los estudiantes de tiempo completo quienes intentaron estudiar por primera vez, quienes no fueron clasificados como estudiantes, quienes han cumplido sus estudios y quienes además se matricularon en cualquier universidad de los sistemas UC/CSU o, en otro Colegio de las Comunidades de California entre la primavera del 99’ y la primavera del 2001’.

**Los Programas del Título Associate Degree y los del Certificado**

Los programas de Artes Liberales y los programas Ocupacionales en Harbor College son secuencias de dos años de estudio que conducen a uno hacia los títulos Asociado en Artes (Associate in Arts) y Asociado en Ciencias (Associate in Science).

El título de Asociado en Ciencias se les confiere a los estudiantes quienes completan uno de los Programas Ocupacionales esbozados en unas páginas de este catálogo. En cambio, los estudiantes pueden elegir en completar el año del currículum técnico de un Programa Ocupacional que le permite a uno lograr un Certificado Relacionado a una Carrera en el Campo de Educación (Career Education Certificate) en esa rama de estudio. Las unidades completadas en el cumplimiento del Certificado Relacionado a una Carrera en el Campo de Educación pueden ser aplicadas hacia el título Asociado en Ciencias en la misma especialización.

El título de Asociado en Artes se les confiere a los estudiantes quienes completan la secuencia de dos años de cursos referidos. La mayoría de los cursos en los programas que permiten a uno a lograr un título de Asociado en Artes tienen valor de transferencia, lo cual permite a los estudiantes continuar su educación a un nivel avanzado en un colegio o en una universidad de cuatro años. (Vea a un(a) consejero(a))

Esta sección describe los programas del título de artes liberales que no son transferibles, los certificados ocupacionales y los programas de los títulos que son transferibles. Las muchas variaciones que están disponibles hacen esencial que los estudiantes vean a un(a) consejero(a) al formar un plan académico.

El (la) consejero(a) ayudará a los estudiantes a entender las diferencias entre los planes y a diseñar un programa que los prepararán para una variedad de opciones en caso que deseen modificar sus planes más adelante.

Al leer el siguiente material, usted verá referencias hechas al Plan A de Graduación, al Plan B de Graduación y a los requisitos para el Título Transferible de Asociado en Artes con la especialización en Artes Liberales. Los estudiantes cumplen con los requisitos de la instrucción general siguiendo estos planes. Los planes sobre la graduación no están incluidos al final de esta sección.

Los estudiantes, quienes se preparam para transferirse a una universidad, tienen que completar los requisitos de la instrucción general del colegio o de la universidad donde se van a transferir junto con su preparación en su especialidad de nivel “lower division”. Ellos pueden lograr un título Transferible en el área de Artes Liberales concurrentemente de Harbor College siguiendo el plan transferible de Artes Liberales junto con sus requisitos universitarios. Favor de ver a un(a) consejero(a) para coordinar todos los requisitos.

**Advertencia:** Todos los programas relacionados al título A.S. y a los del Certificado que aparecen en esta sección son de tipo ocupacional y no son transferibles. Sin embargo, muchas de estas especializaciones cumplen con los requisitos para la transferencia. Ya que los requisitos de la universidad varían de escuela a escuela, usted tiene que ver a un(a) consejero(a)
Los Requisitos de la Instrucción General para la Transferencia

El (la) estudiante, quien se prepara para una especialización, debe consultar con un(a) consejero(a) para averiguar cuáles son los cursos específicos de “lower division” que deben tomarse en Harbor College para poder transferirse a la escuela de nivel “upper division” que él o ella eligió, así habrá una pérdida mínima de créditos.

Para asistir al(a la) estudiante a seleccionar los cursos, hay una lista que está al día que contiene los cursos de Harbor College que son aplicables a muchas de las especializaciones. Esta lista está en el Escritorio de Información en el vestíbulo del edificio de la Administración. Para información comprensiva relacionada a los requisitos de una escuela que un(a) estudiante quisiera asistir, se les recomienda que se refieran al catálogo oficial de ese colegio o de esa universidad. La Biblioteca del Colegio, la Oficina de Asesoramiento y el Centro para las Transferencias tienen muchos catálogos archivados para que se usen como referencias. Los estudiantes deben obtener un catálogo directamente del oficial quien mantiene los expedientes personales y académicos del colegio o de la universidad que desean asistir para su propio uso.

Un(a) estudiante quien planea transferirse de Harbor College a otra institución de educación superior, debe pedir que una copia de un expediente conteniendo todo el trabajo académico completado en Harbor College sea mandado a la otra escuela. Una universidad o un colegio no puede desordenar o alterar los expedientes de ninguna manera, incluyendo los expedientes de otra institución.

Por lo tanto, las notas logradas por los estudiantes en Harbor College no se cambian, no se reducen o se alteran por el colegio o la universidad a la cual el(la) estudiante se transfiere. Un(a) estudiante quien establece un expediente escolástico sobresaliente en Harbor College, y quien continúa manteniendo un expediente sobresaliente después de transferirse, tiene la misma oportunidad que tiene el(la) estudiante nativa de lograr honores altos escolásticos, tal como Phi Beta Kappa.

En esta sección, se ha hecho todos los esfuerzos para incluir la información más corriente y exacta con relación a la transferencia a las escuelas señaladas. Sin embargo, de ninguna manera esta parte del catálogo no excusa al(a la) estudiante de la necesidad de tener que estudiar el catálogo del colegio o de la universidad que él o ella ha elegido.

Cada colegio o universidad tiene sus propios requisitos en cuanto a la admisión y la terminación si uno(a) está en el nivel de tercer año de estudio. Para prepararse para la educación continua, un(a) estudiante debe decidir a cuál escuela él(ella) va a asistir y aprenderse los requisitos de esa escuela particular. Además, la información en este catálogo no obliga a otros colegios u otras universidades. Sólo el(la) estudiante está en una posición para hacer las últimas decisiones y quien tiene que asumir la responsabilidad por las decisiones hechas.

Las siguientes páginas señalan los requisitos para la transferencia a los sistemas de la Universidad Estatal de California (CSU), a los de la Universidad de California (UC), y a los colegios y a las universidades privadas.

Al final de esta sección, se ha incluido las formas para procesar las transferencias que señalan los requisitos de (CSU) relacionados a la certificación de la instrucción general y el Curriculum Intersegmental de la Instrucción General (Intersegmental General Education Transfer Curriculum), lo cual es aplicable a ambos sistemas, el UC y el CSU.
Degree and Certificate Programs

Los Angeles Harbor College
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 56 transferable units to CSU (60 transferable units as of Fall 2005) and 60 transferable units to UC (provided the appropriate grade and course requirements have been met).

Below is a list of the majors in which students can transfer:
Accounting; Administration of Justice; Anatomy; 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; Industrial Arts; 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
Q & A’s ABOUT COLLEGE PROGRAMS

FAQ’s by all students

What type of goal may I pursue at Harbor College?
Harbor College provides a number of options for community college students:
✓ Obtaining a A.A. or A.S. degree from the college.
✓ Obtaining a certificate of competence in a vocational area.
✓ Preparing to transfer to a university.
✓ Taking courses to enhance or learn a skill.
✓ Taking courses for personal interest.

What if I am undecided about my goals?
You should discuss your educational and career plans with a counselor. Our Career Center can help you determine which aptitudes might lead you into a successful field of employment. A counselor can help you choose courses which will prepare you for a variety of options.

What is the difference between the Associate in Arts and the Associate in Science degree?
The college offers AA and AS degrees for both transfer and non transfer students. In order to understand them, let’s take them in order:
✓ Degrees for students who don’t wish to transfer. In most occupational areas, the Associate of Science degree can be earned in a specific occupational field. Students can also earn a Liberal Arts Associate in Arts non transfer degree. This is typically chosen by students who want to increase their breadth of knowledge, for personal interest or for job advancement.
✓ Degrees for students who wish to transfer. The college offers a Liberal Arts Associate in Arts degree, which, when completed along with major requirements, allows for transfer. In order to choose the option which is best for you, it is important to see a counselor.

How long may I take to complete a college program?
If you are not receiving financial aid or veterans benefits, there is no time limit for degree or certificate requirements.

Won’t the requirements change if I take a long time to finish a degree or certificate?
If you are continuously enrolled, the requirements stated in the catalog during the year you begin will remain applicable throughout your stay at Harbor College.

FAQ’s by Transfer Students

If I obtain a degree from Harbor, am I automatically ready to transfer to a university?
Not necessarily. You must follow your major and general education requirements for the university of your choice. A counselor can help you choose between following the CSU General Education Requirement, the UC Breadth Requirements, or the Intersegmental General Education Transfer Curriculum (IGETC) requirements, which allow you to transfer to either the UC or CSU systems. Private colleges have individual general education articulation agreements with Harbor College; a counselor can help you interpret the necessary coursework for any private college. The important thing to remember is that you must see a counselor early in your college career, so that you can make the most informed choices.

What is meant by General Education coursework?
General Education courses are a range of core subjects which focus upon critical thinking, reading and writing, analysis, criticism and synthesis of information. They provide the broad base of knowledge which provides a foundation of learning outside your major area of study. For a list of general education options, consult the contents of the catalog and see a counselor for clarification.

What is meant by General Education certification?
There are two types of General Education certification:
✓ All CSU’s require a common pattern of 39 units, Harbor College will certify your completion. CSU will honor this certification; that is they will not require additional courses in lower division General Education after transferring. Completion of general education requirements is not necessarily a requirement for university admission; students can often finish general education requirements at the university level after transfer. If possible, however, completing all general education courses at Harbor is strongly advised.
✓ All CSU’s and UC’s participate in the IGETC (Intersegmental General Education Transfer Curriculum). This package allows a student to take a core group of general education transfer courses which, in combination with completion of courses required in preparation for a major, will allow transfer to any CSU or UC campus. If you choose this option, you must complete the general education coursework, and be fully certified by Harbor College, before transferring. Partial certification is not an option for the IGETC.

If I plan to transfer, is it best to concentrate on preparation for my major or fulfilling my general education coursework?
Generally, it is best to complete both requirements. Some majors require few preparatory courses, in which case you can complete all coursework prior to transfer. However, some majors, particularly in science, may require many preparatory courses. In this case, concentrate on fulfilling those and fill in with as many GE courses as possible.

Can I earn an Associate degree and meet the requirements for transfer at the same time?
Yes. Often the requirements for transfer will meet the requirements for the Associate degree. However, if you find that you will need more than 70 units to complete both requirements, see a counselor to determine the most feasible plan.

FAQ’s about Occupational Programs

What is the purpose of occupational education?
Occupational education benefits both our students and our local employers. Students benefit by gaining knowledge and skills which meet the needs of area employers. Local business and industry benefits from the pool of skilled workers. Each program is based upon current needs of the area’s industry; a good example is our Drafting and General Engineering program.

How can I be sure that the skills I gain will be useful in the job market?
Each occupational program follows the recommendations of an advisory committee made up of area local business and industry leaders and educators who are experts in the field and in the job market.

Will I be current in what I learn?
Harbor makes every effort to use the latest equipment and information found in business and industry. A recent example was the donation of nearly one hundred thousand dollars in support of our Drafting/CAD program by ACE Clear Water Enterprises.

Do I need prior experience to enter an occupational program?
Harbor has designed our occupational programs for ease of access so that you can start without specialized experience in the field. Basic skill levels, of course, are helpful when entering any program, and are prerequisites to some programs.
Graduation Requirements

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest. The following requirements apply to students entering for the first time after July 1, 1983.

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment.

A continuing student is one who has completed a minimum of one course per calendar year, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

Note: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may meet a general education requirement for the Associate Degree and also partially satisfy a general education requirement at the California State University.

Unit Requirement: A minimum of 60 degree applicable semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

Scholarship Requirement: A "C" (2.0) grade average or better in all work attempted.

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

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

or

✓ Completion of any one of the following courses with a grade of "C" or better:

- English 28: Intermediate Reading and Composition;
- English 31: Composition and Critical Reading;
- English 101: College Reading and Composition I;
- Journalism 101: Collecting and Writing News;
- or satisfactory performance on a reading and writing competency test, recommended by the College English faculty and approved by the College President.

Effective Spring 1987, 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, Computer Technology 60 or higher, or Statistics 1.

Note: Students continuously enrolled prior to Spring ’87 will not be affected by this requirement.

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

Course Requirements. Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. Community colleges offer curricula paralleling the first two years of Bachelor’s degree programs, as well as those preparing for employment at the completion of the Associate degree. These categories are not mutually exclusive, however, and the definition of a transfer course is somewhat complicated.

Each four-year institution decides for itself on the acceptance of courses from other colleges. In general, its policy will apply equally to entrants from community colleges and from other four year colleges, with two exceptions:

1. all four year colleges impose a limit to the number of community college credits they will accept, and

2. community colleges offer remedial and vocational courses that are not intended for transfer.

In this context, a community college course can be transferable in any one of the following ways:

✓ As meeting lower-division requirements of the major. The course must correspond almost exactly to the comparable course at the 4-year college in content, prerequisites and unit value. Consult a counselor or www.assist.org for more information.
✓ As applying to general education requirements. Most four-year colleges are flexible in accepting courses for this purpose, provided that they are in the proper categories, such as physical science and humanities. In some cases, an institution will accept only those courses paralleling its own lower division offerings.

✓ As elective credit. A course which is not acceptable as part of the major or as general education credit may be accepted as an elective. This signifies that it will apply to the total unit requirement for the Bachelor’s degree. Four-year institutions are generally liberal in accepting courses for elective credit, but may exclude vocational courses or specialized courses which they do not offer.

✓ For subject credit only. Acceptance of a course for subject credit only, without unit credit, usually takes place in one of the following situations:

1. The student has accumulated as many units as the 4-year college will accept from a community college.
2. The corresponding course at the 4-year college is an upper division course.
3. The course is a prerequisite for a course in the student’s major, but the prerequisite is normally completed in high school.

Federal Student Right To-Know Rates (SRTK)

All community colleges are required to provide their SRTK rates. Harbor College is happy to report that our completion rate for the 2000-2003 cohort is above the state average and also higher than most of the local community colleges.

Completion rate: 37.3%
Transfer rate: 23.9%

Definitions:
Completion rate means the percent of full-time, first-time students who earned an AA/AS/Certificate or met transfer requirements within three years of enrolling at Harbor College. Transfer rate includes Fall 1998 full-time, first time students not listed as Completers who enrolled at any UC/CSU or other California Community College between Spring 99’ and Spring 2001’.

Associate Degree and Certificate Programs

The Liberal Arts Programs and Occupational Programs at Los Angeles Harbor College are two-year sequences of courses which lead to the Associate in Arts and the Associate in Science degrees.

The Associate in Science degree is conferred on students who complete one of the two-year Occupational Programs outlined in pages of this catalog. Students may elect instead to complete the one-year technical curriculum of an Occupational Program, leading to a Career Education Certificate in that field. Units earned in the completion of a Career Education Certificate Program may be applied toward the Associate in Science degree in the same major.

The Associate in Arts degree is awarded to students completing a prescribed two-year course sequence. The majority of the courses in the programs leading to the Associate in Arts degree have transfer value which permits students to continue their education with advanced standing at a four year college or university. (See a counselor).

This section describes liberal arts non-transfer degree programs, occupational certificates, and transfer degree programs. The many variations available make it essential that students see a counselor when forming an academic plan.

The counselor will help students understand the differences in plans and will assist in designing a program which will prepare them for a variety of options in case they desire to modify their plans at a later date.

As you read through the following material, you will see references to Graduation Plan A, Graduation Plan B, and the requirements for the Liberal Arts Transfer Associate in Arts degree. Students fill in their general education requirements from these plans. Graduation plans are included at the end of this section.

Students preparing to transfer to a university need to complete the general education requirements of the college or university to which they are transferring and the lower division preparation for their major. They may concurrently earn a Liberal Arts transfer degree from Harbor College by following the Liberal Arts Transfer plan along with their university requirements. Please see a counselor to coordinate all requirements.

Note: All A.S. Degree and Certificate Programs listed in this section are occupational non-transfer programs. Many of these majors, however, meet most of the requirements for transfer. Because the university requirements vary from school to school, you must see a counselor for all transfer major requirements.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a Petition for Graduation early in the semester they expect to complete their requirements. The deadlines for filing each semester are listed in the Academic Calendar section of the Schedule of Classes. Late Petitions for Graduation will not be accepted. Students seeking graduation should pick up a Petition for Graduation from the Admissions and Records Office, make an appointment with a counselor to review that the degree requirements will be met by the end of the current semester and then return the completed Petition for Graduation to the Admissions and Records Office. Students filing the petition will be notified of the results by mail.
ACCOUNTING DEGREE PROGRAM
Major Code: 050202

Plan B

The Accounting degree program is designed to meet the educational needs of business by preparing students for positions in entry-level accounting. The A.S. degree program qualifies the student for positions in business, government, industry and financial institutions. This is Graduation Plan B. To obtain an Associate in Science degree in Accounting, a student must complete the following THREE component program:

Component I: Units
The Accounting Degree Core ........................................... 25

Component II: Accounting Degree Electives ......................... 20

Component III: G.E. Requirements ........................................ 18

Accounting Degree Total ........................................... 63

Note: this program is not designed as a transfer program. Students wishing to transfer must see a counselor for transfer requirements.

Component I

The Accounting Degree Core

The student should select a minimum of twenty (25) units from this list:

Units
ACCTG 1 Introductory Accounting I .................................. 5
ACCTG 2 Accounting II .................................................. 5
ACCTG 3 Intermediate Accounting ................................. 3
ACCTG 11 Cost Accounting ............................................. 3
ACCTG 15 Tax Accounting I ........................................... 3
ACCTG 16 Tax Accounting II .......................................... 3
ACCTG 20 Managerial Accounting ................................. 3
BUS 5 Business Law I .................................................... 3
CIS 16 Spreadsheet Applications ................................. 3
CIS 24 Accounting on Microcomputers ............................ 2
CIS 64 Programming Laboratory ................................... 1

Component II

Accounting Degree Elective List

The student should select a minimum of twenty (20) units from this list of electives:

Units
BUS 1 Introduction to Business ....................................... 3
BUS 6 Business Law II .................................................. 3
BUS 31 Business English ............................................... 3
BUS 32 Business Communications ................................. 3
BUS 38 Business Computer ........................................... 3
BUS 60 Typing/Keyboarding Fundamentals ....................... 1
CIS 1 Principles of Computer Systems I ........................... 3
CIS 23 Programming Laboratory .................................. 1
FIN 2 Investments ....................................................... 3
FIN 8 Personal Finance ................................................ 3

ACCOUNTING CLERk CERTIFICATE PROGRAM
Major Code: 050201

The Occupational Certificate Program in Accounting provides the student with minimum skills training necessary for entry-level positions. Units earned toward the occupational certificate may be applied toward the A.S. degree. The Accounting Clerk Certificate is awarded upon completion of a minimum of 30 units, selected from the courses listed below.

Accounting Clerk

The Accounting Clerk Certificate Program provides the student with a strong technical foundation for entry-level accounting positions in business and other organizations such as government agencies, education and industry.

Select a minimum of 15 units from the list below.

Accounting:

Units
ACCTG 1 Introductory Accounting I ............................... 5
ACCTG 2 Accounting II ................................................. 5
ACCTG 3* Intermediate Accounting ............................... 3
ACCTG 11* Cost Accounting ............................................ 3
ACCTG 15* Tax Accounting I ......................................... 3
ACCTG 16* Tax Accounting II ....................................... 3
ACCTG 20* Managerial Accounting ............................... 3

Select a minimum of 15 units from the list below.

Business Basics:

Units
BUS 1 Introduction to Business ..................................... 3
BUS 38 Business Computer ........................................... 3
BUS 60 Typing/Keyboarding Fundamentals ....................... 1

Business Communication:

Units
BUS 31* Business English ............................................ 3
BUS 32* Business Communications ................................ 3

Computers:

Units
CIS 1 Principles of Computer Systems I ........................... 3
CIS 16* Spreadsheet Applications - Excel ......................... 3
CIS 23 Programming Laboratory .................................. 1
CIS 24* Accounting on Microcomputers ......................... 2

Finance:

Units
FIN 8* Personal Finance .............................................. 3
FIN 2* Investments ..................................................... 3

Law:

Units
BUS 5 Business Law I .................................................. 3
BUS 6* Business Law II ............................................... 3

Management:

Units
MGMT 2* Organization and Management Theory .............. 3

* Course not offered every semester or year
### ACCOUNTING SKILL AWARDS

#### Accounting Skills Award

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting 1</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>Accounting II</td>
</tr>
<tr>
<td>ACCTG 3</td>
<td>Intermediate Accounting</td>
</tr>
<tr>
<td>ACCTG 11</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCTG 15</td>
<td>Tax Accounting I</td>
</tr>
<tr>
<td>ACCTG 20</td>
<td>Managerial Accounting</td>
</tr>
</tbody>
</table>

#### Taxation Skills Award

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 15</td>
<td>Tax Accounting I</td>
</tr>
<tr>
<td>ACCTG 16</td>
<td>Tax Accounting II</td>
</tr>
<tr>
<td>REAL 16</td>
<td>Income Tax Aspects of Real Estate</td>
</tr>
<tr>
<td>CIS 24</td>
<td>Accounting on Microcomputers</td>
</tr>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting 1</td>
</tr>
</tbody>
</table>

### ADMINISTRATION OF JUSTICE

#### Major Code: 210500

#### Plan A

**A.S. Degree Program Requirements**

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares men and women for employment as drafters, detailers, delineators, material salespeople, and clerks in such fields as architecture, urban planning, and construction engineering. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. As part of the degree program, students must complete 30 units of General Education requirements from Graduation Plan A.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 14</td>
<td>Introduction to Administration of Justice</td>
</tr>
<tr>
<td>ADMJ 2</td>
<td>Concepts of Criminal Law</td>
</tr>
<tr>
<td>ADMJ 3</td>
<td>Legal Aspects of Evidence</td>
</tr>
<tr>
<td>ADMJ 14</td>
<td>Report Writing for Police Officers</td>
</tr>
<tr>
<td>ADMJ 5</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>ADMJ 6</td>
<td>Patrol Procedures</td>
</tr>
<tr>
<td>ADMJ 7</td>
<td>Traffic Control</td>
</tr>
<tr>
<td>ADMJ 8</td>
<td>Juvenile Procedures</td>
</tr>
<tr>
<td>+ Adm. Justice Electives</td>
<td>6</td>
</tr>
<tr>
<td>GE Requirements</td>
<td>30</td>
</tr>
</tbody>
</table>

**Total Units for this A.S. Degree** | 60 |

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### ARCHITECTURAL TECHNOLOGY

#### Major Code: 020100

#### Plan B

**A.S. Degree Program Requirements**

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements. The Architectural Technology program prepares men and women for employment as drafters, detailers, delineators, material salespeople, and clerks in such fields as architecture, urban planning, and construction engineering. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 4</td>
<td>Beginning Architectural Graphics</td>
</tr>
<tr>
<td>ARCH 5</td>
<td>Architectural Drawing I</td>
</tr>
<tr>
<td>ARCH 10</td>
<td>Freehand Drawing</td>
</tr>
<tr>
<td>ARCH 14</td>
<td>Architectural Detailing</td>
</tr>
<tr>
<td><strong>MATH 123C</strong></td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>*Elective(s)</td>
<td>6</td>
</tr>
<tr>
<td>ARCH 6</td>
<td>Architectural Drawing II</td>
</tr>
<tr>
<td>ARCH 17</td>
<td>Architectural Perspective</td>
</tr>
<tr>
<td>ARCH 21</td>
<td>Materials of Construction</td>
</tr>
<tr>
<td>ARCH 7</td>
<td>Architectural Drawing III</td>
</tr>
<tr>
<td>ARCH 9</td>
<td>Elements of Architecture</td>
</tr>
<tr>
<td>ARCH 18</td>
<td>Strength of Architectural Materials I</td>
</tr>
<tr>
<td>ARCH 30</td>
<td>Residential Planning</td>
</tr>
<tr>
<td>ARCH 36</td>
<td>Introduction to Computer</td>
</tr>
<tr>
<td>ARCH 19</td>
<td>Strength of Architectural Materials II</td>
</tr>
<tr>
<td>ARCH 28</td>
<td>Architectural Practice</td>
</tr>
<tr>
<td><strong>MATH 240</strong></td>
<td>Trigonometry</td>
</tr>
<tr>
<td>*Architecture Electives</td>
<td>3</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Units for this A.S. Degree** | 68 |

---

**Career Education Certificate**

Major Code: 210500

Career Education certificates are awarded upon completion of 24 units of technical coursework in Administration of Justice, Cooperative Work Experience Education, plus one course in written communications, (English 28) and Math 123A & 123B or equivalent.

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**Los Angeles Harbor College**
Career Education Certificate
Major Code: 020100

Career Education certificates are awarded upon completion of 24 units of technical coursework in Architecture, Cooperative Work Experience Education, plus one course in written communications (English 28), and Math 123A & 123B or equivalent. Two options are offered for the Career Education Certificate in Architectural Technology. They are Architectural Graphics and Architectural Construction Docs. Below are the required courses for each option:

### Architectural Graphics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 10 (ARC 121) Freehand Drawing</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 17 (ARC 122) Architectural Perspective</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 12 (ARC 221) Architectural Rendering</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 65 (ARC 160) Introduction to Computers for Designers</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 25 (ARC 162) 3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 4 (ARC 222) Beginning Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 5 (ARC 172) Architectural Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 14 (ARC 171) Architectural Detailing</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 36 (ARC 161) Introduction to Computer Aided</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 28 (ARC 111) Architectural Practice</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### Architectural Construction Docs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 14 (ARC 171) Architectural Detailing</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 5 (ARC 172) Architectural Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 6 (ARC 273) Architectural Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 17 (ARC 122) Architectural Perspective</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 36 (ARC 161) Introduction to Computer Aided</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 37 (ARC 162) Computer Aided Drawing II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### Environmental Graphics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 10 (ARC 121) Freehand Drawing</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 17 (ARC 122) Architectural Perspective</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 12 (ARC 221) Architectural Rendering</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 4 (ARC 222) Beginning Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 65 (ARC 160) Introduction to Computers for Designers</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 36 (ARC 161) Introduction to Computer Aided</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 9 (ENV 101) Elements of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 30 (ENV 102) Residential Planning</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 33 (ARC 201) Basic Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 34 (ARC 202) Basic Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 65 (ARC 160) Introduction to Computers for Designers</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 36 (ARC 161) Introduction to Computer Aided</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Production Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 5 (ARC 172) Architectural Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 6 (ARC 273) Architectural Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 25 (ARC 162) Microstation IV</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 37 (ARC 162) Computer Aided Drawing II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

### Architectural Technical Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 50 (ARC 170) Beginning Architectural Drafting</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 65 (ARC 160) Introduction to Computers for Designers</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 28 (ARC 111) Architectural Practice</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 14 (ARC 171) Architectural Detailing</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 5 (ARC 172) Architectural Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 36 (ARC 161) Introduction to Computer Aided</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 37 (ARC 162) Computer Aided Drawing II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
ART SKILL AWARD

**Media Arts - Digital Design**

Completion of this certificate will provide media skills in the areas of basic two and three-dimensional design, vector and raster-based computer software as well as web authoring software to create various types of presentation graphics formats.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 501 Beginning Two-Dimensional Design ..........3</td>
</tr>
<tr>
<td>ART 502 Beginning Three-Dimensional Design ..........3</td>
</tr>
<tr>
<td>ART 633 Introduction to Computer Graphics ..........3</td>
</tr>
<tr>
<td>ART 637 Presentation Graphics .........................3</td>
</tr>
<tr>
<td>ART 639 Introduction to Digital Imaging ..............3</td>
</tr>
<tr>
<td><strong>Total Units</strong> ........................................15</td>
</tr>
</tbody>
</table>

**BUSINESS & MANAGEMENT DEGREE PROGRAM**

**Major Code: 050600**

**Plan B**

The Business and Management degree program is designed to provide the student with the ability to earn an Associate in Science degree in Business and Management. The Business and Management degree program is designed to meet the educational needs of employees, managers and business owners. The A.S. degree program qualifies the student for careers in business, government and other organizations. To obtain an Associate in Science degree in Business and Management, a student must complete the following THREE component program:

**Component I**

The Business Core ..........................................................25

**Component II**

Business Degree Electives ................................................15

**Component III**

G.E. Requirements ............................................................18

Additional Required Units from any component .....................2

**Business Degree Total ..................................................60* |

* Course not offered every semester or year

**Note:** This is Graduation Plan B. Students interested in a career certificate please see information regarding career certificate options which follow the degree program.

**Component I**

**The Business Degree Core**

The Business Core must be completed by all degree candidates.

**Accounting:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting 1 ...................5</td>
</tr>
</tbody>
</table>

**Business Basics:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1 Introduction to Business .....................3</td>
</tr>
<tr>
<td>BUS 38 Business Computation .......................3</td>
</tr>
<tr>
<td>BUS 60 Typing/Keyboarding Fundamentals ...........1</td>
</tr>
</tbody>
</table>

**Business Communication:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 31 Business English ..................................3</td>
</tr>
<tr>
<td>BUS 32 Business Communications .....................3</td>
</tr>
</tbody>
</table>

**Computers:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1 Principles of Computer Systems I .............3</td>
</tr>
<tr>
<td>CIS 23 Programming Laboratory .......................1</td>
</tr>
</tbody>
</table>

**Law:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5 Business Law I ....................................3</td>
</tr>
</tbody>
</table>

**Minimum Units in Business Core .......................25**

**Component II**

**Business Degree Electives**

The student should select a minimum of fifteen (15) units from this list of Business electives.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 6* Business Law II ..................................3</td>
</tr>
<tr>
<td>BUS 10 Fundamentals of Tax Return Preparation ....3</td>
</tr>
<tr>
<td>FIN 2* Investments ..........................................3</td>
</tr>
<tr>
<td>FIN 8* Personal Finance and Investments ..............3</td>
</tr>
<tr>
<td>INT BUS 1* International Trade ..........................3</td>
</tr>
<tr>
<td>MGMT 2* Organization and Management Theory ..........3</td>
</tr>
<tr>
<td>MGMT 13* Small Business Management ..................3</td>
</tr>
<tr>
<td>MGMT 31 Human Relations for Employees ..............3</td>
</tr>
<tr>
<td>MGMT 33* Human Resources Management .................3</td>
</tr>
<tr>
<td>MARKET 1* Principles of Selling .......................3</td>
</tr>
<tr>
<td>MARKET 31* Retail Merchandising ......................3</td>
</tr>
<tr>
<td>MARKET 21* Principles of Marketing ....................3</td>
</tr>
<tr>
<td>REAL 1 Real Estate Principles .........................3</td>
</tr>
<tr>
<td>SUPV 1* Elements of Supervision .......................3</td>
</tr>
</tbody>
</table>

**Business Administration Certificate Program**

**Major Code: 050100**

The occupational Certificate Program in Business Administration provides the student with minimum skills training necessary for entry level positions. Units earned toward the occupational certificate may be applied towards the A.S. degree.

The Business Administration Certificate is awarded upon completion of a minimum of 30 units selected from the courses listed below.

The Business Administration Career Certificate Program provides the student with a strong technical foundation for a wide variety of general entry level positions in the retail business, small business, as well as other organizations such as government agencies, education and industry.

**Accounting:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I ..................5</td>
</tr>
<tr>
<td>ACCTG 2 Introductory Accounting II ..................5</td>
</tr>
<tr>
<td>CIS 24 Accounting on Microcomputers ...............2</td>
</tr>
</tbody>
</table>
**Business Basics:**

BUS 1 Introduction to Business ................................... 3
BUS 38 Business Computation .................................. 3
BUS 60 Typing/Keyboarding Fundamentals ................. 1
BUS 31 Business English .......................................... 3
BUS 32 Business Communications .............................. 3
INT BUS 1 International Trade .................................. 3

**Finance:**

FIN 8 Personal Finance ............................................. 3
FIN 2 Investments ................................................... 3

**Computers:**

CIS 1 Principles of Computer Systems I ..................... 3
CIS 16 Spreadsheet Apps. for Microcomputers .......... 3
CIS 23 Programming Laboratory ............................... 1
CAOT 84 Word Processing ......................................... 3

**Law:**

BUS 5 Business Law I ........................................... 3
BUS 6 Business Law II .......................................... 3

**Management:**

MGMT 2* Organization & Management Theory ............. 3
MGMT 13* Small Business Management ..................... 3
MGMT 31* Human Relations ...................................... 3
MGMT 33 Human Resource Management .................... 3

**Marketing:**

MARKET 1* Principles of Selling ................................ 3
MARKET 21* Principles of Marketing .......................... 3
MARKET 31 Retail Merchandising ............................. 3

**Supervision:**

SUPV 1* Elements of Supervision ................................ 3

* Course not offered every semester or year

---

**BUSINESS ADMINISTRATION SKILL AWARDS**

**Basic Business**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>5</td>
</tr>
</tbody>
</table>

---

**Finance**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2*</td>
<td>3</td>
</tr>
<tr>
<td>FIN 8*</td>
<td>3</td>
</tr>
<tr>
<td>REAL 7</td>
<td>3</td>
</tr>
<tr>
<td>REAL 9</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
</tbody>
</table>

**Legal Studies**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6</td>
<td>3</td>
</tr>
<tr>
<td>REAL 5</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 23</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 2</td>
<td>5</td>
</tr>
</tbody>
</table>

**Management and Supervision**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 2*</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13*</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31*</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 1*</td>
<td>3</td>
</tr>
<tr>
<td>SPEE 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**Marketing**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 1*</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 21*</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 31</td>
<td>3</td>
</tr>
<tr>
<td>INT BUS 1</td>
<td>3</td>
</tr>
</tbody>
</table>

* Course not offered every semester or year
CHEMISTRY

Major Code: 190500
Plan B

A.S. Degree Program Requirements

Students who intend to transfer should see a counselor.

UNIT REQUIREMENTS: A minimum of 60 semester units of course credit in a selected curriculum which includes at least 30 semester units of general education coursework as specified in the College Catalog (GENERAL EDUCATION REQUIREMENTS- GRADUATION PLAN A) and at least 18 semester units of study taken in a single discipline or related disciplines as indicated below (MAJOR REQUIREMENT). See course descriptions for prerequisites since these will be strictly enforced.

MAJOR REQUIREMENTS
Completion of each of the following courses with a grade of "C" or better:

<table>
<thead>
<tr>
<th>Units</th>
<th>CHEM 201 &amp; 202 Quantitative Chemistry</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEM 211 &amp; 212 Organic Chemistry</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>CHEM 201 &amp; 211 Quantitative and Organic Chemistry</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>MATH 267 Third Semester Calculus</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS 39 Third Semester Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Below is a departmentally recommended sample program which groups required major courses into four semesters. Students also need a total of 30 units of General Education coursework from Graduation Plan A.

Sample Program

FIRST SEMESTER

*CHEM 101 General Chemistry I ................................. 5
*ENGL 101 Reading and Composition ............................ 3
*MATH 265 Calculus I ............................................ 5
MATH 155 Introduction to VISUAL BASIC ........................ 3

SECOND SEMESTER

CHEM 102 General Chemistry II ................................... 5
MATH 266 Calculus II ............................................. 5
*PHYS 37 Mechanics Solids, Sound ................................ 5

THIRD SEMESTER

CHEM 201 Quantitative Chemistry I .............................. 4
or
CHEM 211 Organic Chemistry I .................................... 5
and
MATH 267 Calculus III ............................................ 5
PHYS 38 Elect., Magnet., Optics .................................. 5

FOURTH SEMESTER

CHEM 202 Quantitative Chemistry II ............................ 4
or
CHEM 212 Organic Chemistry II ................................... 5
and
MATH 275 Introduction to Diff. Equations ....................... 5
PHYS 39 Advanced Mech, Mod. Physics ........................... 5

Additional G.E. Requirements ......................... 18

Total Units for this A.S. Degree ......................... 81

* Check course prerequisites

CHILD DEVELOPMENT

Major Code: 130510
Plan B

A.S. Degree Program Requirements

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements.

The Child Development program is designed to help students qualify for employment in occupations involving groups of young children who are under the guidance of public and private agencies. Completion of this program qualifies the student to apply for the State of California Children's Center Permit required for employment in child-care centers. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B. A grade of “C” or better is required in all courses listed below to earn an AS degree in Child Development. G.E. requirements must follow standard college policy.

<table>
<thead>
<tr>
<th>Units</th>
<th>CHDEV 1 Child Growth and Development</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHDEV 2 Early Childhood: Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 3 Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 4 Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 10 Child Health ...................... 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHDEV 45 Programs for Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 30 Infant Studies ..................... 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHDEV 42 The Child in a Multi-cultural Society</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 46 School Age Programs ............... 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHDEV 5 Puppetry .............................. 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHDEV 11 Home, School and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 12 Parent-Teacher-Child Interaction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHDEV 22 Laboratory in Child Development II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHDEV 23 Practicum in Child Development II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHDEV 38 Administration and Supervision of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>F&amp;CS 21 Nutrition ............................ 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional G.E. Requirements................ 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Child Development Electives ................ 1</td>
<td></td>
</tr>
</tbody>
</table>

Total Units for this A.S. Degree ......................... 65
Recommended Electives: The following courses may be selected to meet degree and/or Career Education certificate requirements: Child Development 911-941 (Cooperative Work Experience Education); Child Development 39; Child Development 185.

**CHILD DEVELOPMENT CAREER CERTIFICATE**

Major Code: 130510

Career Education Certificates are awarded upon completion of 24 units of technical coursework in Child Development, including Child Development 911-941 (Cooperative Work Experience Education), completion of one course in written English (English 28 or higher), and one course in mathematics (Business 38 or Math 112 or higher).

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT) DEGREE PROGRAM**

The CAOT degree program is designed to offer the student the ability to earn an Associate in Science degree in Administrative Assistant, Legal Option, Medical Options, Office Automation or Office Communication. Students interested in a career certificate please see information following the degree program.

To obtain an Associate in Science Degree: in Administrative Assistant, Legal Option, Medical Options, Office Automation or Office Communication, the CAOT student must complete all THREE of the components shown below:

**Component I:**

The CAOT Core ................................................................. 30

**Component II:**

CAOT Degree Requirements ........................................... 12-20

**Component III:**

G.E. Requirements (plan B) .................................................. 18

CAOT Degree Total ...................................................... 60-68*

*(MINIMUM 60 UNITS REQD.)

---

**Business Communication:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 31</td>
<td>Business English ............................... 3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>Business Communications .................... 3</td>
</tr>
<tr>
<td></td>
<td>(Minimum 6 units)</td>
</tr>
</tbody>
</table>

**Typewriting/Keyboarding:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 1</td>
<td>Keyboarding/Typewriting I ................... 3</td>
</tr>
<tr>
<td>CAOT 2</td>
<td>Keyboarding/Typewriting II .................. 3</td>
</tr>
<tr>
<td></td>
<td>(Minimum 6 units)</td>
</tr>
</tbody>
</table>

**Office Applications:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 30</td>
<td>Office Procedures ................................ 3</td>
</tr>
<tr>
<td>CAOT 34</td>
<td>Business Vocabulary and Spelling ............ 2</td>
</tr>
<tr>
<td></td>
<td>(Minimum 5 units)</td>
</tr>
</tbody>
</table>

**Office Technology:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Apps: Word Processing .......... 3</td>
</tr>
<tr>
<td>CAOT 64</td>
<td>Office Administration Lab ..................... 1</td>
</tr>
<tr>
<td>OM 1</td>
<td>Introduction to Office Machines ............... 1</td>
</tr>
<tr>
<td></td>
<td>(Minimum 5 units)</td>
</tr>
</tbody>
</table>

Minimum Units in Business Core .................. 30

**Component II**

CAOT Degree Requirements

Degree candidates must complete the Degree Requirements in one of the option areas listed below. Option Requirements are completed in addition to the CAOT Core to satisfy the degree requirements of the Business Division-CAOT Program.

**Areas:**

<table>
<thead>
<tr>
<th>Areas</th>
<th>Degree Options:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Admin.</td>
<td>Administrative Assistant</td>
<td>15</td>
</tr>
<tr>
<td>2 Legal</td>
<td>Legal Option</td>
<td>21</td>
</tr>
<tr>
<td>3 Medical</td>
<td>Medical Options</td>
<td>19</td>
</tr>
<tr>
<td>4 Technology</td>
<td>Office Automation</td>
<td>13</td>
</tr>
<tr>
<td>5 Comm.</td>
<td>Office Communication</td>
<td>16</td>
</tr>
</tbody>
</table>

For a detailed list of the courses required in each accounting option, see the Degree Option blocks illustrated below.

---

**Administration Area:**

**Administrative Assistant Option**

**Major Code: 051401**

**Plan B**

This option prepares students for positions in a variety of offices.

**Word Processing:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Apps: Word Processing (Int.) .. 3</td>
</tr>
<tr>
<td>CAOT 64</td>
<td>CAOT Lab ............................................. 1</td>
</tr>
</tbody>
</table>
Computers:
CAOT 82 Microcomputer Software Survey ...................... 3
CAOT 85* Microcomputer Apps: Spreadsheets .................3
CAOT 88* Microcomputer Apps: Desktop Publishing ...........3

Records Management:
CAOT 33 Records Management & Filing ....................... 2

Option Total .................................................... 15

Legal Area:
Legal Option
Major Code: 051410

Plan B
This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Computers:
CAOT 82 Microcomputer Software Survey ...................... 3
CAOT 85* Microcomputer Apps: Spreadsheets .................3

Law and Legal Procedures:
BUS 5 Business Law I ........................................... 3
BUS 6 Business Law II .......................................... 3
REAL 5 Legal Aspects of Real Estate ......................... 3
CAOT 23 Legal Secretarial Procedures I ..................... 5
CAOT 64 CAOT Lab .............................................. 1

Option Total .................................................... 21

Medical Area:
Medical Option
Major Code: 051420

Plan B
This option prepares students for positions in a medical clinic office, doctors office, hospital office and related offices.

Biology:
BIO 33 Medical Terminology .................................... 3

Medical Procedures:
CAOT 21 Medical Secretarial Procedures I ................. 5
CAOT 185 Directed Study: Office Administration ............1
CAOT 22 Medical Secretarial Procedures II ................. 5
CAOT 185 Directed Study: Office Administration ............1

Computers:
CAOT 84 Microcomputer Apps: Word Processing (Int.) ....3
CAOT 64 CAOT Lab .............................................. 1

Option Total .................................................... 19

Technology Area:
Office Automation Option
Major Code: 051402

Plan B
This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

Computers:
CAOT 82 Microcomputer Software Survey ...................... 3
CAOT 85* Microcomputer Apps: Spreadsheets .................3
CAOT 88* Microcomputer Apps: Desktop Publishing ...........3

Word Processing:
CAOT 84 Microcomputer Apps: Word Processing (Int.) .......3
CAOT 64 CAOT Lab .............................................. 1

Option Total .................................................... 13

Communication Area:
Office Communication Option
Major Code: 051403

Plan B
This option prepares students for positions requiring skills in communication for a variety of organizational offices in business, education, government and industry.

Communications:
SPEE 101 Oral Communication ................................ 3
CIS 14 Introduction to Computer Comm ...................... 3
CAOT 88* Microcomputer Apps: Desktop Publishing ...........3

Word Processing:
CAOT 84 Microcomputer Apps: Word Processing (Int.) .......3
CAOT 64 Office Administration Lab ........................... 1

Human Relations:
CAOT 70* Human Relations in the Office .................... 3

Option Total .................................................... 16

* Course not offered every semester or year
The student is trained in the basic skills required for employment in the administrative assistant field. Units earned toward this certificate may be applied toward the A.S. Degree.

Career Education certificates are awarded upon completion of 30 units, including the written expression (Bus. 31) and communication (Bus. 32) requirements.

<table>
<thead>
<tr>
<th>Areas</th>
<th>Certificate Options</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Legal</td>
<td>Legal Office Assistant</td>
<td>30</td>
</tr>
<tr>
<td>2 Medical</td>
<td>Medical Office Assistant</td>
<td>30</td>
</tr>
<tr>
<td>3 Administration</td>
<td>Office Administration</td>
<td>30</td>
</tr>
<tr>
<td>4 Technology</td>
<td>Office Automation</td>
<td>30</td>
</tr>
</tbody>
</table>

**Legal Area:**

**Legal Office Assistant Career Certificate**

**Major Code: 051410**

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Select a minimum of 30 units from the list below. OA-23 is required.

<table>
<thead>
<tr>
<th>Business Law:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>REAL 5 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business:**

| BUS 31 Business English            | 3     |
| BUS 32 Business Communications     | 3     |
| BUS 38 Business Computations       | 3     |

**Typewriting/Keyboarding:**

| CAOT 1 Keyboarding/Typewriting I   | 3     |
| CAOT 2 Keyboarding/Typewriting II  | 3     |
| CAOT 9 Keyboarding Improvement     | 1     |

**Records Management:**

| CAOT 33 Records Management & Filing| 2     |
| CAOT 185 Directed Study CAOT       | 1     |

**Office Applications:**

| CAOT 30 Office Procedures          | 3     |
| CAOT 23 Legal Office Procedures I  | 3     |
| CAOT 34 Business Vocabulary and Spelling | 2 |

**Word Processing:**

| CAOT 84 Microcomputer Apps:       |       |
| Word Processing (Int.)            | 3     |
| CAOT 64 CAOT Lab                  | 1     |

| Computers:                        |       |
| CAOT 82 Microcomputer Software Survey | 3     |
| CAOT 85 Microcomputer Office Apps: |       |
| Spreadsheets                       | 3     |
| CAOT 88 Microcomputer Office Apps: |       |
| Desktop Publishing                | 3     |

**Medical Area:**

**Medical Office Assistant Career Certificate**

**Major Code: 051420**

This option prepares students for administrative positions in a medical clinic, doctors office, hospital office and related offices.

Select a minimum of 30 units from the list below. CAOT-21 and CAOT-22 is required.

<table>
<thead>
<tr>
<th>Biology:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 33 Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 31 Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38 Business Computations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Typewriting/Keyboarding:**

| CAOT 1 Keyboarding/Typewriting I | 3     |
| CAOT 2 Keyboarding/Typewriting II| 3     |

**Records Management:**

| CAOT 33 Records Management & Filing | 2     |
| CAOT 185 Directed Study CAOT        | 1     |

**Office Applications:**

| CAOT 30 Office Procedures          | 3     |
| CAOT 21 Medical Office Procedures I| 5     |
| CAOT 34 Business Vocabulary and Spelling | 2 |
| CAOT 22 Medical Office Procedures II| 5     |

**Word Processing:**

| CAOT 84 Microcomputer Apps:       |       |
| Word Processing (Int.)            | 3     |
| CAOT 64 Office Administration Lab | 1     |

**Machines:**

| OM 1 Introduction to Office Machines | 1     |
Administration Area:

Office Administration Career Certificate

Major Code: 051400

This option prepares students for general administrative positions in a wide variety of organizational offices, including business, aerospace, education, government, health care and industry.

Select a **minimum of 30 units** from the list.

<table>
<thead>
<tr>
<th>Business</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>3</td>
</tr>
</tbody>
</table>

**Typewriting/Keyboarding:**

| CAOT 1   | 3     |
| CAOT 2   | 3     |

**Computers:**

| CAOT 82  | 3     |

**Records Management:**

| CAOT 33  | 2     |
| CAOT 185 | 1     |

**Office Applications:**

| CAOT 30  | 3     |
| CAOT 34  | 2     |

**Word Processing:**

| CAOT 84  | 3     |
| CAOT 64  | 1     |

**Machines:**

| OM 1     | 1     |
| CAOT 7   | 3     |

**Technology Area:**

Office Automation Career Certificate

Major Code: 051402

This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

Select a **minimum of 30 units** from the list. CAOT-84 is required.

<table>
<thead>
<tr>
<th>Business</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>3</td>
</tr>
</tbody>
</table>

**Typewriting/Keyboarding:**

| CAOT 1   | 3     |
| CAOT 2   | 3     |

**Computers:**

| CAOT 82  | 3     |

**Records Management:**

| CAOT 33  | 2     |

**Office Applications:**

| CAOT 30  | 3     |
| CAOT 34  | 2     |

**Word Processing:**

| CAOT 84  | 3     |

**Machines:**

| OM 1     | 1     |
| CAOT 7   | 3     |

**Computer Applications & Office Technology (CAOT) Skill Awards**

The student is trained in the basic skills required for employment in the office procedures and clerical field. Units earned toward this certificate may be applied toward the A.S. Degree. Skill Awards are awarded upon completion of the required units.

**Administrative Assistant**

Major Code: 051401

<table>
<thead>
<tr>
<th>Business</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 31</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>3</td>
</tr>
<tr>
<td>OM 1</td>
<td>1</td>
</tr>
<tr>
<td>CAOT 7</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 34</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 30</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**:

---

**Clerical Records & Filing**

Major Code: 051404

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BUS 31</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 30</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33</td>
<td>2</td>
</tr>
<tr>
<td>OM 1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units**:

---
### Communication

**Major Code: 051403**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SUPV 11</td>
<td>Oral Communications 3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SPEECH 101</td>
<td>Oral Communication I 3</td>
</tr>
<tr>
<td>CAOT 2</td>
<td>Computer Keyboarding II 3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>Business English 3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>Business Communications 3</td>
</tr>
<tr>
<td>CAOT 34</td>
<td>Business Terminology 2</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Office Applications: Word Processing 3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CAOT 88</td>
<td>Microcomputer Office Applications: Desktop Publishing 3</td>
</tr>
</tbody>
</table>

**Total Units:** 17

### Keyboarding

**Major Code: 051405**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CAOT 1</td>
<td>Computer Keyboarding I 3</td>
</tr>
<tr>
<td>CAOT 2</td>
<td>Computer Keyboarding II 3</td>
</tr>
<tr>
<td>CAOT 9</td>
<td>Computer Keyboarding Improvement 1</td>
</tr>
<tr>
<td>CAOT 7</td>
<td>Machine Transcription 3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>Microcomputer Software Survey in the Office 3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Office Applications: Word Processing 3</td>
</tr>
</tbody>
</table>

**Total Units:** 16

### Legal

**Major Code: 051410**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>Business Law I 3</td>
</tr>
<tr>
<td>CAOT 1</td>
<td>Computer Keyboarding I 3</td>
</tr>
<tr>
<td>CAOT 23</td>
<td>Legal Secretarial Procedures I 5</td>
</tr>
<tr>
<td>CAOT 30</td>
<td>Office Procedures 3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Office Applications: Word Processing 3</td>
</tr>
</tbody>
</table>

**Total Units:** 17

### Medical Office Assistant

**Major Code: 051420**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 33</td>
<td>Medical Terminology 3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>Business English 3</td>
</tr>
<tr>
<td>CAOT 21</td>
<td>Medical Secretarial Procedures I 5</td>
</tr>
<tr>
<td>CAOT 22</td>
<td>Medical Secretarial Procedures II 5</td>
</tr>
</tbody>
</table>

**Total Units:** 16

### Office Automation

**Major Code: 051402**

**Preparation for the MOUS Exam.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 1</td>
<td>Computer Keyboarding I 3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CAOT 2</td>
<td>Computer Keyboarding II 3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>Microcomputer Software Survey in the Office 3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Office Applications: Word Processing 3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>Microcomputer Office Applications: Spreadsheets 3</td>
</tr>
<tr>
<td>CAOT 88</td>
<td>Microcomputer Office Applications: Desktop Publishing 3</td>
</tr>
</tbody>
</table>

**Total Units:** 15

### COMPUTER INFORMATION SYSTEMS DEGREE PROGRAM

The Computer Information degree program is designed to provide the student with the ability to earn an Associate in Science degree in Computer Information Systems. The Computer Information Systems degree program is designed to meet the educational needs of business employees, managers and owners. The A.S. degree program qualifies the student for positions in business, government and a variety of organizations. To obtain an Associate in Science degree in Business and Management, a student must complete the following THREE component program:

**Component I:**

- **Units**
- The Business Core ................................................................. 25

**Component II:**

- **Units**
- Degree Options ........................................................................... 11-13

**Component III:**

- **Units**
- G.E. Requirements ........................................................................ 18

**Minimum Units in Business Core ............... 60**

*(depending on DEGREE option, MINIMUM 60 UNITS REQD.)*

**Note:** This is Graduation Plan B. Students interested in a career certificate please see information regarding career certificate options which follow the degree program.

**Component I**

**The Business Core**

The Business Core must be completed by all degree candidates, regardless of academic discipline area.

**Accounting:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting I 5</td>
</tr>
</tbody>
</table>

*(Minimum 5 units)*

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2004-2006 General Catalog
**Business Basics:**
BUS  1 Introduction to Business ................................ 3
BUS  38 Business Computation ..................................... 3
BUS  60 Typing/Keyboarding Fundamentals ...................... 1
(Minimum 6 units)

**Business Communication:**
BUS  31 Business English ........................................... 3
BUS  32 Business Communications ............................... 3
(Minimum 6 units)

**Computers:**
CIS  1 Principles of Computer Systems I .................... 3
CIS  23 Programming Laboratory .................................. 1
(Minimum 3 units)

**Law:**
BUS  5 Business Law I ............................................... 3
(Minimum 3 units)

Minimum Units in Business Core .......... 25

**Component II**

**Degree Options**
Below are the Degree options recommended by the Business and Industry Advisory Committees to the Business Division. Business and Management degree majors may select a degree option from the list below. The degree option is completed in addition to the Business Core to satisfy degree requirements.

**Degree Options:**

<table>
<thead>
<tr>
<th>Degree Options</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Business Applications .................. 13</td>
</tr>
<tr>
<td>Option 2</td>
<td>Business Systems .......................... 11</td>
</tr>
<tr>
<td>Option 3</td>
<td>Information Management .................. 13</td>
</tr>
<tr>
<td>Option 4</td>
<td>User Interface ............................ 11</td>
</tr>
</tbody>
</table>

For a detailed list of the courses required in each accounting option, see the Degree Option blocks illustrated on the next page.

**Degree Option I:**  
**Business Applications Option**

**Major Code: 070101**

**Plan B**
This option prepares student to apply software in a wide variety of business tasks placing emphasis on user applications.

**Application Survey:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 8  Microcomputer Apps. MS-Office ............... 3</td>
</tr>
</tbody>
</table>

**Advanced Applications:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 15 Database Programming ...................... 3</td>
</tr>
<tr>
<td>or CIS 16 Spreadsheet Apps. for Microcomputers .... 3</td>
</tr>
</tbody>
</table>

**Accounting:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24* Accounting on Microcomputers .............. 2</td>
</tr>
</tbody>
</table>

**Internet:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 14° Introduction to Computer Communications .... 3</td>
</tr>
</tbody>
</table>

**Programming Lab:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 23** Programming Lab .......................... 1</td>
</tr>
<tr>
<td>CIS 64** Programming Lab .......................... 1</td>
</tr>
</tbody>
</table>

**Option Total ...................................................... 16**

**Degree Option II:**  
**Business Systems Option**

**Major Code: 070501**

**Plan B**
This option prepares student to design the business computer environment for business needs.

**Multimedia:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 7  Introduction to Multimedia ................. 3</td>
</tr>
</tbody>
</table>

**Report Design:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 15* Database Programming ...................... 3</td>
</tr>
</tbody>
</table>

**User Interface:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 21 Business Computer Programming I Visual Basic ............. 3</td>
</tr>
<tr>
<td>or CIS 27 Business Programming in Java .............. 3</td>
</tr>
</tbody>
</table>

**Accounting:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24* Accounting on Microcomputers .............. 2</td>
</tr>
</tbody>
</table>

**Option Total ...................................................... 14**

**Degree Option III:**  
**Information Management Option**

**Major Code: 070100**

**Plan B**
This option prepares student to design business software that manipulates data for organization and business uses.

**Accounting:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24* Accounting on Microcomputers .............. 2</td>
</tr>
</tbody>
</table>

**Database:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 15* Database Programming ...................... 3</td>
</tr>
</tbody>
</table>

**Spreadsheets:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 16* Spreadsheet Apps. for Microcomputers .... 3</td>
</tr>
</tbody>
</table>

**Report Design:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 21 Business Computer Programming I Visual Basic ............. 3</td>
</tr>
</tbody>
</table>
**Programming Lab:**
CIS 23** Programming Lab ............................................. 1
CIS 64** Programming Lab ............................................. 1

Option Total .................................................... 13

**Degree Option IV:**

**User Interface Option**

**Major Code: 070102**

**Plan B**

This option prepares students to design software to produce the interface between the computer and the user in a wide variety of uses.

**Internet:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 14º Introduction to Computer Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**User Interface:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 21 Business Computer Programming I Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 27 Business Programming in Java</td>
<td>3</td>
</tr>
</tbody>
</table>

**Multimedia:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 7 Introduction to Multimedia</td>
<td>3</td>
</tr>
</tbody>
</table>

**Programming Lab:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 23** Programming Lab ............................................. 1</td>
<td></td>
</tr>
<tr>
<td>CIS 64** Programming Lab ............................................. 1</td>
<td></td>
</tr>
</tbody>
</table>

Option Total .................................................... 14

* Course not offered every semester or year
** Students must take a Programming lab, CIS 23 or 64, each semester in which the student takes a CIS course(s). Programming Labs CIS 23 and 64 are each repeatable 3 times, for a total of 8 units.
º Course does not require a programming lab

---

**MICROCOMPUTER APPLICATIONS**

**Major Code: 070103**

The Microcomputer Applications Career Certificate Program provides the student with a strong technical foundation in the use of microcomputers in business, small business, and other organizations such as government agencies and education.

**Minimum of 30 units required for Certificate**

Select a **minimum of 15 units** from the list below:

**Computers:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1 Principles of Computer Systems I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 8 Microcomputer Apps. - MS Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 9º Network System Manager</td>
<td>4</td>
</tr>
<tr>
<td>CIS 10º Advanced Network System Manager</td>
<td>3</td>
</tr>
<tr>
<td>CIS 14º Introduction to Computer Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 15º Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 16 Spreadsheet Apps. for Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 21º Business Computer Prog. I - Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23 Programming Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CIS 27 Business Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>CIS 31 Business Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 64 Microcomputer Laboratory (repeatable)</td>
<td>1</td>
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</tbody>
</table>

Select a **maximum of 15 units** from the list below:

**Accounting:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2 Introductory Accounting II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Business Basics:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24º Accounting on Microcomputers</td>
<td>2</td>
</tr>
<tr>
<td>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38 Business Computation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 60 Typing/Keyboarding Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>BUS 31 Business English</td>
<td>3</td>
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</table>

**Finance:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FIN 8º Personal Finance</td>
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**Law:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6º Business Law II</td>
<td>3</td>
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</tbody>
</table>

**Management:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 2º Organization &amp; Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13º Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31º Human Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

**Marketing:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MARKET 1º Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 21º Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

* Course not offered every semester or year
º Course does not require a programming lab

---

**COMPUTER INFORMATION SYSTEMS CAREER CERTIFICATE PROGRAM**

The Career Certificate Program in Microcomputer Applications provides the student with minimum skills training necessary for entry level positions. Units earned toward the occupational certificate may be applied towards the A.S. degree. The Microcomputer Applications Certificate is awarded upon completion of a minimum of 30 units, selected from the courses listed below.
### SKILL AWARD IN PROGRAMMING

**Major Code: 070401**

This certificate provides training in the skills necessary for creating business application software.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>CIS 21</td>
<td>3</td>
</tr>
<tr>
<td>CIS 64</td>
<td>1</td>
</tr>
<tr>
<td>CIS 27</td>
<td>3</td>
</tr>
<tr>
<td>CIS 64</td>
<td>1</td>
</tr>
<tr>
<td>CIS 31</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units for this Certificate</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### SKILL AWARD IN BUSINESS SOFTWARE APPLICATIONS

**Major Code: 070402**

This certificate prepares the student for certification and employment using Microsoft Office applications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>CIS 8</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>CIS 15</td>
<td>3</td>
</tr>
<tr>
<td>CIS 64</td>
<td>1</td>
</tr>
<tr>
<td>CIS 16</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units for this Certificate</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### SKILL AWARD IN WEB DEVELOPMENT

**Major Code: 070403**

This certificate provides the student with the skills necessary to create and maintain interactive Internet web site.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>CIS 7</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td>CIS 14</td>
<td>3</td>
</tr>
<tr>
<td>CIST 92</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units for this Certificate</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### SKILL AWARD IN NETWORK MANAGEMENT

**Major Code: 079900**

Prepares students to install and manage the local area network system of an organization or business.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 9</td>
<td>4</td>
</tr>
<tr>
<td>CIS 10</td>
<td>4</td>
</tr>
<tr>
<td>CIS 14</td>
<td>3</td>
</tr>
<tr>
<td>CIST 92</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units for this Certificate</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

### COMPUTER TECHNOLOGY

**Major Code: 092503**

**Plan B**

**A.S. Degree Program Requirements**

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements. This two-year course of study has been designed to prepare students to function as computer customer engineers, as computer systems test technicians with specialized training for the field of research and development. The skilled technicians may find employment with a wide variety of industrial firms dealing with Mini/Micro computers, peripheral devices (hard disk, floppy disk, printers, terminals, magnetic media, etc.), automated office equipment, automated manufacturing processes, electronic control devices or animatronics. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of this degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

**Sample Program & Required Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td>CT 35</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CO TEK 52</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CO TEK 61</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ENGTEK 81</td>
<td>1</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td>CO TEK 53</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CO TEK 54</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CO TEK 56</td>
<td>4</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td>CO TEK 55</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CO TEK 64</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>ADV TEK</strong> Elective</td>
<td>5</td>
</tr>
</tbody>
</table>
**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGTEK 25 Industrial Safety</td>
<td>1</td>
</tr>
<tr>
<td>ELEC 81 Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>ADV TEK Elective</td>
<td>9</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Total Units for this A.S. Degree</td>
<td>61</td>
</tr>
</tbody>
</table>

**COMPUTER TECHNICIAN CAREER CERTIFICATE**

**Major Code: 093402**

The career certificate program for Computer Technician provides the student with the minimum information required for entry-level positions in the computer field. The certificate is awarded upon completion of 24 units of technical course work in Computer Technology, one course in written communications selected from English 28 or English 101, and one course in Computer Mathematics selected from Computer Technology 60, 61, or Engineering Technician 49, 50.

### CORE TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 35 Linux +</td>
<td>3</td>
</tr>
<tr>
<td>CO TEK 52 Fundamental Computer Circuits &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 54 Fundamental Computer Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 56 Computer Logic &amp; Arithmetic</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 64 Computer Electronics &amp; Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

### ELECTIVE TECHNICAL COURSES

(Students must take 5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO TEK 50 Basic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 58 Introduction to Computers Systems</td>
<td>3</td>
</tr>
<tr>
<td>CO TEK 66 Electromechanical Systems and Lab</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 68 Micro integrated Circuits and Lab</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 70 Storage Principles &amp; Devices and Lab</td>
<td>4</td>
</tr>
<tr>
<td>CO TEK 73 Computer Projects</td>
<td>2</td>
</tr>
<tr>
<td>CT 75 Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>ENG TEK 51 Technical Math IV</td>
<td>5</td>
</tr>
<tr>
<td>ELEC 81 Projects Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Technical Mathematics</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units for this Certificate</strong></td>
<td>32</td>
</tr>
</tbody>
</table>

**COMPUTER TECHNOLOGY SKILL AWARDS**

### Computer Network Technician Skill Award

Completion of this skill award will provide the student with the necessary analytical skills for entry-level employment installing, configuring and maintaining small to medium scale computer network systems. Students select the type of network configuration to be installed, load the OS and utilities for the network administration and security as required. Students perform preventative maintenance procedures and network system upgrades necessary to maintain reliable operations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 50 Basic Electronics for Computer Technicians</td>
<td>4</td>
</tr>
<tr>
<td>CT 78 Introduction to Network +</td>
<td>4</td>
</tr>
<tr>
<td>ET 81 Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>CT 185</td>
<td>285</td>
</tr>
<tr>
<td>385 Directed Study - Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>* Maximum of three units for Directed Studies courses</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

### Computer Repair Technician Skill Award

Completion of this skill award will provide the student with the necessary analytical and mechanical skills for entry-level employment troubleshooting and repairing computers. Students learn basic electronic fabrication techniques, installing and upgrading standard IBM compatible operating systems, troubleshooting, upgrading and repairing hardware configurations and the technical math skills necessary for assessing computer compatibilities and manufacturer’s specifications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 50 Basic Electronics for Computer Technicians</td>
<td>4</td>
</tr>
<tr>
<td>CT 60 Computer Mathematics 1</td>
<td>5</td>
</tr>
<tr>
<td>CT 74 A+ Certification Prep/Intro to PC Repair I</td>
<td>4</td>
</tr>
<tr>
<td>CT 76 A+ Certification Prep/Intro to PC Repair II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

### Projects Laboratory: Fiber Optics Skill Award

This course provides students with advanced laboratory experiences in electronic fabrication principles. Topics included are: basic theory of fiber optic data transmission, fabrication of SC, ST and FC fiber optic cable connectors, patch panel and network hub installations, mechanical and fusion splicing techniques, OTDR testing and measurement techniques, termination procedures, troubleshooting and documentation requirements used for fiber optic installations. Note: Currently, there is a shortage of qualified fiber optic cable installation & maintenance technicians. Successful completion of this course can lead to employment opportunities for those who desire to work in this unique industry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 78 Introduction to Fiber Optics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>1</td>
</tr>
</tbody>
</table>
DRAFTING PRODUCTION DESIGN

Major Code: 092503

Plan B

A.S. Degree Program Requirements

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements.

The curriculum is planned to prepare well trained drafters and designers to fill the widening gap between theoretical engineering concepts and practical manufacturing applications. A Certificate Program is offered, whose program requirements can be satisfied while en route to the degree, since the same technical courses apply toward both. This program is offered for persons seeking to enhance their advancement potential or for those who cannot pursue a full degree program or who already hold degrees in other fields. This two-year outline meets graduation requirements. Below are two departmentally recommended sample programs which groups required major courses into four semesters. As part of each degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

For Students with no previous Drafting training

Sample Program

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 1</td>
<td>General Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 55</td>
<td>Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGTEK 81</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>ENGTEK 49</td>
<td>Technical Math II</td>
<td>5</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 50</td>
<td>Production Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 17</td>
<td>Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 56</td>
<td>Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ENGTEK 25</td>
<td>Industrial Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 52</td>
<td>Electro-Mechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 4</td>
<td>Applied Descriptive Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 9</td>
<td>Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 51</td>
<td>Tool Design</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 56</td>
<td>Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>+ENGTEK 49</td>
<td>Technical Math II</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units for this A.S. Degree: 32

For students with High School Drafting or equivalent

Sample Program

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 30</td>
<td>General Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 52</td>
<td>Electro-Mechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 55</td>
<td>Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGTEK 81</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 50</td>
<td>Production Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 51</td>
<td>Tool Design</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 55</td>
<td>Computer-Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 1</td>
<td>General Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 4</td>
<td>Applied Descriptive Geometry</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 9</td>
<td>Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 17</td>
<td>Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 54</td>
<td>Simplified Stress Analysis</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 81</td>
<td>Projects Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Total Units for this A.S. Degree: 63

DRAFTING CERTIFICATE PROGRAM

Major Code: 092501

The certificate program for Drafting provides the student with the minimum information required for entry-level positions in the technical drafting field. The certificate is awarded upon the completion of 24 units of technical courses in drafting production design, engineering or industrial technology program. The certificate also requires one course in written communications selected from English 28 or English 101, and one course in Mathematics selected from Engineering Technician 49, Mathematics 123A and 123B or equivalent higher level.

CORE DRAFTING COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 50</td>
<td>Production Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 51</td>
<td>Tooling Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 55</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 56</td>
<td>Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 81</td>
<td>Projects Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 9</td>
<td>Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 17</td>
<td>Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 54</td>
<td>Simplified Stress Analysis</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 81</td>
<td>Projects Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 185</td>
<td>Directed Studies (1)</td>
<td>1</td>
</tr>
<tr>
<td>DRAFT 285</td>
<td>Directed Studies (2)</td>
<td>2</td>
</tr>
<tr>
<td>ENGTEK 81</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units for this Certificate: 32

Los Angeles Harbor College
Degree and Certificate Programs

ELECTRONIC ENGINEERING TECHNOLOGIST

Major Code: 093403
Plan B

A.S. Degree Program Requirements

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements.

This course of study combines theory with manipulative skill training, vocabulary, use of test equipment, and the technical knowledge required for employment in the Electronics Industry. Skilled technologists may find employment with a wide variety of industrial and governmental firms dealing with aerospace, computers, aviation, automotive, quality control, circuit design, and research and development. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

Sample Program

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 4 Fundamentals of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 16 Selected Elements of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>ENGTEK 81 Fabrication Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 5 Fundamentals of Electronics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 6 Fundamentals of Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 54 Computer Logic and Arithmetic</td>
<td>4</td>
</tr>
<tr>
<td>CT 35 Linux +</td>
<td>3</td>
</tr>
<tr>
<td>ENGTEK 25 Industrial Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 7 Fundamentals of Electronics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 17 Calculus for Electronics</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 22 Electronics Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>**ADV TEK Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>**ADV TEK Elective</td>
<td>8</td>
</tr>
<tr>
<td>ELECT 81 Projects Lab</td>
<td>1</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Units for this A.S. Degree: 64

**Advanced Technical Electives are to be selected from the following courses: Computer Tech 66, 68, 70, 73, EL 17, CT 75 and CT 81

ELECTRONIC TECHNICIAN CAREER CERTIFICATE

Major Code: 093401

The career certificate program for Electronic Technician provides the student with the minimum training required for entry-level positions in the electronics field. The certificate is awarded upon completion of 24 units of technical coursework in electronics, one course in written communications selected from English 28 or English 101, and one course in Mathematics of Electronics selected from Electronics 16, 17 or Engineering Technician 49.

CORE TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 35 Linux +</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 4 Fundamentals of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 6 Fundamentals of Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 22 Electronics Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 54 Computer Logic and Arithmetic</td>
<td>4</td>
</tr>
</tbody>
</table>

ELECTIVE TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 5 Fundamentals of Electronics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 7 Fundamentals of Electronics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 20 Electronics Circuits I (4)</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 30 Pulse Circuits (4)</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 40 Electronic Instruments I (3)</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 50 Solid State Circuits (4)</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 56 Computer Circuits (3)</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 57 Computer Circuits Lab (1)</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 60 Microwave Fundamentals (3)</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 81 Fabrications Techniques (1)</td>
<td>1</td>
</tr>
<tr>
<td>DRAFT 1 General Drafting (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Written Communications: 3
Technical Mathematics: 5

Total Units for this Certificate: 32
# Engineering Technology

**Electronics Option**

**Major Code: 093400**

**Plan B**

**A.S. Degree Program Requirements**  
(Emphasis on Transfer Preparation)

This program trains electronic technologists and places special emphasis on the preparation necessary to enter the technical oriented Engineering Technology Program in the School of Engineering at California State Polytechnic University, Pomona. (Please see a counselor for additional requirements of the university). Two-year graduates in Electronics Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering. They work in research and development, prototype construction, circuit design layout, and quality control. They apply scientific and engineering knowledge and methods combined with technical skills in support of engineering activities. Due to the necessary intensification of electronics classes required for immediate employment, it should be understood that some Electronics units may not transfer into the university program. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

### Sample Program & Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 4</td>
<td>Fundamentals of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ENGTEK 50</td>
<td>Technical Mathematics III</td>
<td>5</td>
</tr>
<tr>
<td>CT 35</td>
<td>Linux</td>
<td>3</td>
</tr>
<tr>
<td>ENGTEK 81</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 5</td>
<td>Fundamentals of Electronics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELECT 6</td>
<td>Fundamentals of Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 54</td>
<td>Computer Logic and Arithmetic</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 81</td>
<td>Project Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>+PHYS 6</td>
<td>General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGTEK 51</td>
<td>Technical Mathematics IV</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 22</td>
<td>Electronics Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 7</td>
<td>Fundamentals of Electronics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 7</td>
<td>General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Additional Technical Electives**

**TOTAL UNITS FOR THIS A.S. DEGREE** 69

---

**MECHANICAL/MFG. Option**

**Major Code: 092502**

**Plan B**

**A.S. Degree Program Requirements**  
(Emphasis on Transfer Preparation)

This program trains designer/drafters and places special emphasis on the preparation necessary to enter the technical oriented Engineering Technology Program in the School of Engineering at CSULB. (Please see a counselor for additional requirements of the university). Two-year graduates in Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering. They work as assistants to the university graduate engineering technologists. They apply scientific skills in support of engineering activities. Due to the necessary intensification of drafting classes required for immediate employment, it should be understood that some drafting units may not transfer into the university program. Students interested in transfer should see a counselor. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

### Sample Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 50</td>
<td>Production Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 52</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 56</td>
<td>Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>Blueprint Reading I</td>
<td>2</td>
</tr>
<tr>
<td>+MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 51</td>
<td>Tooling Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 9</td>
<td>Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 56</td>
<td>Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 17</td>
<td>Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 4</td>
<td>Applied Descriptive Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 6</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 81</td>
<td>Projects Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 54</td>
<td>Simplified Stress Analysis</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 7</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 65</td>
<td>Elementary Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 81</td>
<td>Projects Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR THIS A.S. DEGREE** 67
ENGINEERING, GENERAL
Major Code: 090100
Plan B
A.S. Degree Program Requirements
(Emphasis on Transfer Preparation)

This program provides the student with the opportunity to experience a broad introduction into the field of engineering and aid in his or her selection of a specific area of specialization within the broad spectrum of engineering. Though every effort has been made to insure maximum transferability, it should be recognized that each university may have special requirements. (Please see a counselor for additional requirements for the university). Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

Sample Program

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 111 Eng. Drafting</td>
<td>3</td>
</tr>
<tr>
<td>+MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>+PHYS 37 Physics for Eng. &amp; Scientists</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EE 220 Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 38 Physics for Engrs. &amp; Scientists II</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 112 Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 267 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 39 Physics for Engrs. &amp; Scientists III</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 243 Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>*GE General Engineering Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 275 Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Total Units for this A.S. Degree</td>
<td>68</td>
</tr>
</tbody>
</table>

+These courses may count towards General Education requirements. Sample of minimum prerequisites to some of the above courses:

CHEMISTRY 101- One year of high school chemistry or Chemistry 65 with a grade of "C" or better.

MATHEMATICS 265 - Two years of high school algebra, one year of Geometry and one semester of trigonometry, or Math 120, 125, 240 and 260 with a grade of "C" or better.

PHYSICS 37 - One year of high school physics or Physics 11 or Physics 12 with a grade of "C" or better.

FIRE TECHNOLOGY
Major Code: 213300
Plan A
A.S. Degree Program Requirements

This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements. The Fire Technology Program is designed to prepare persons for positions in the various branches of the fire-fighting industry, to upgrade the competency of those already employed in the field to qualify for promotion, and to prepare individuals for employment in certain industrial occupations. As of Fall 2000, the Fire Technology Program follows the recommended State Curriculum devised by the Chancellor’s Office of the California Community Colleges. Students completing the Hazardous Materials course may also be eligible for a State Certificate in that area. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. As part of the degree program, students must complete 30 units of General Education requirements from Graduation Plan A and meet college graduation requirements in Written Communication and the Mathematics competency requirement.

FOR STUDENTS COMPLETING DEGREES/CERTIFICATES AS OF FALL 2000 AND AFTER.

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRTEK 201 Fire Protection Organization</td>
</tr>
<tr>
<td>FRTEK 202 Fire Prevention Technology</td>
</tr>
<tr>
<td>FRTEK 203 Fire Protection Equipment and Systems</td>
</tr>
<tr>
<td>FRTEK 204 Building Construction for Fire Protection</td>
</tr>
<tr>
<td>^FRTEK 205 Fire Behavior and Combustion</td>
</tr>
<tr>
<td>FRTEK 206 Hazardous Materials</td>
</tr>
<tr>
<td>EDA 10A Emergency Medical Technician IA</td>
</tr>
<tr>
<td>EDA 10B Emergency Medical Technician IB</td>
</tr>
<tr>
<td>SPEECH 101 Oral Communication I</td>
</tr>
<tr>
<td>ENGL 28 Intermediate Reading and Composition</td>
</tr>
<tr>
<td>or **ENGL 101 College Reading &amp; Composition I</td>
</tr>
<tr>
<td>^FRTEK Three Additional (3) Unit Courses</td>
</tr>
<tr>
<td>Additional G.E. Requirements</td>
</tr>
<tr>
<td>Total Units for this A.S. Degree</td>
</tr>
</tbody>
</table>

^ Required for students beginning Fall 2000
** English 101 meets both the graduation requirement in English Composition and the Liberal Arts transfer requirement.
**Career Education Certificate**

**Major Code: 213300**

The Career Education Certificate is awarded upon completion of 24 units of technical coursework in Fire Technology, Cooperative Work Experience Education, plus one course in written communications (English 28 or English 101), and one course in mathematics (E.T. 49, or Math 123A and 123B, or a more advanced mathematics course).

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRTEK 201</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FRTEK 202</td>
<td>Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FRTEK 203</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FRTEK 204</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FRTEK 205</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>EDA 10A</td>
<td>Emergency Medical Technician IA</td>
<td>3</td>
</tr>
<tr>
<td>EDA 10B</td>
<td>Emergency Medical Technician IB</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives:** The following courses may be selected to meet degree and/or Career Education certificate requirements: Fire Technology 210, Fire Tech 208, Fire Tech 209, Fire Tech 216, Fire Tech 217, Fire Tech 218, Fire Tech 941 (Cooperative Work Experience Education) Management 31; Psychology 1.

^ Required for students beginning Fall 2000

**LIBERAL ARTS A.A. DEGREE TRANSFER PROGRAM**

**Major Code: 490100**

(Students follow Liberal Arts Transfer Sheet)

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 (lower division major preparation and general education) of individual four-year colleges or universities.

A. 60 degree applicable semester units including at least 54 units of transferable coursework.

B. A cumulative grade point average of 2.0 (“C”) or better.

C. Effective Spring 1993, 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).

E. Students must earn a “C” grade or higher in English 101 to fulfill the English composition requirement.

F. Please see a counselor.

G. See Liberal Arts Transfer General Education pattern.

**MATHEMATICS FOR COMPUTER SCIENCE**

**Major Code: 170101**

**Plan A**

**A.S. Degree Program Requirements**

UNIT REQUIREMENTS: A minimum of 60 semester units of course credit in a selected curriculum which includes at least 30 semester units of general education coursework as specified in the College Catalog (GENERAL EDUCATION REQUIREMENTS- GRADUATION PLAN A) and at least 18 semester units of study taken in a single discipline or related disciplines as indicated below (MAJOR REQUIREMENT). See course description for prerequisites since these will be strictly enforced. When planning their program of study, students should see a counselor.

**MAJOR REQUIREMENTS**

Completion of each of the following courses with a grade of "C" or better:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 38</td>
<td>Elect. Magnet. Optics</td>
<td>5</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 175</td>
<td>Diff. Equations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>College Reading and Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Below is a departmentally recommended sample program which groups required major courses into four semesters. Students must also complete 30 units of General Education requirements from Graduation Plan A.
Sample Program

FIRST SEMESTER
+CHEM 101 General Chemistry I ......................... 5
+ENGL 101 Reading and Composition I ...................... 3
+MATH 265 Calculus I ........................................... 5
MATH 155 Introduction to Visual Basic ...................... 3

SECOND SEMESTER
CHEM 102 General Chemistry II ......................... 5
MATH 266 Calculus II ........................................... 5
PHYS 37 Mechanics Solids, Sound ......................... 5

THIRD SEMESTER
MATH 287 Calculus III ......................................... 5
MATH 270 Linear Algebra ........................................ 3
MATH 165, 170, 175 Computer Programming ............... 3
PHYS 38 Elect. Magnet. Optics ................................ 5

FOURTH SEMESTER
MATH 275 Diff. Equations ...................................... 3
MATH 165, 170, 175 Computer Programming ............... 3
Additional G.E. Requirements ............................... 21

Total Units for this A.S. Degree ......................... 74

+ This course may count towards General Education Requirements

MUSIC CAREER SKILL AWARDS
(Commercial Music Skill Awards)
The Skill Award Program is for the student who wants professional music skills but is not seeking a degree, or transfer to a four-year college as an initial educational goal. At any point in time the student may add general education and additional music courses necessary for Degree program or Transfer. Students have choices among eight certificate specializations: Arranging, Electronic Music, Instrumental Performance, Music Copying and Notation, Private Teaching, Recording Arts, Songwriting and Vocal Performance. Within each specialization, after demonstrating appropriate competencies and experience, the student may earn a certificate at each of the four levels for each specialization. The Skill Certificates in any one specialization must be completed in sequence. For example, enrollment in the Intermediate Arranging courses would be initiated after the Elementary Arranging Certificate has been earned.

Arranging Skill Awards

Elementary: Units
This is step 1 in preparation for a career in Arranging, enabling simple arrangements in concert pitch with unison melodies and chord symbols of diatonic harmony.
MUSIC 200 Introduction to Theory ......................... 4
MUSIC 211 Musicianship I .................................... 2
MUSIC 280 Business of Music ................................ 3
MUSIC 500’s, 700’s, 251, 351 Ensembles (2) ............. 1

Intermediate: Units
This is step 2 in preparation for a career in Arranging, enabling arrangements which use recent harmonic and recording contemporary arrangements which use recent harmonic and instruments.
MUSIC 231 Arranging I ......................................... 3
MUSIC 265 Introduction to Recording ..................... 3
MUSIC 291 MIDI Instruments I ......................... 2
MUSIC 361 Commercial Piano ................................ 2

Total Intermediate ........................................... 8

Advanced: Units
This is step 3 in preparation for a career in Arranging, enabling complex arrangements which use recent harmonic and various voicings.
MUSIC 200 Introduction to Theory ......................... 4
MUSIC 211 Musicianship II .................................... 2
MUSIC 232 Arranging II ....................................... 3

Total Advanced ............................................... 8

Professional: Units
This is step 4 in preparation for a career in Arranging, enabling writing and recording contemporary arrangements which use recent harmonic trends.
MUSIC 203 Harmony III ....................................... 3
MUSIC 265 Introduction to Recording ..................... 3
MUSIC 292 MIDI Instruments II ......................... 2

Total Professional ............................................ 8

Electronic Music Skill Awards

Elementary: Units
This is step 1 in preparation for a career in Electronic Music, enabling the reading of basic music notation and the basic use of electronic instruments.
MUSIC 200 Introduction to Theory ......................... 4
MUSIC 321 Piano Class I ..................................... 2
MUSIC 280 Business of Music ................................ 3
MUSIC 241 Notation I ......................................... 1
MUSIC 161 Electronic Music I ......................... 3
MUSIC 165 Introduction to Recording ..................... 3

Total Elementary ............................................ 16

2004-2006 General Catalog
### Intermediate: Units
This is step 2 in preparation for a career in Electronic Music, enabling advanced use of electronic instruments and the writing of simple diatonic music.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 261</td>
<td>Electronic Music II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 201</td>
<td>Harmony I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211</td>
<td>Musicianship I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Intermediate</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

### Advanced: Units
This is step 3 in preparation for a career in Electronic Music, furthering the use and recording of electronic instruments in ensembles.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 265</td>
<td>Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 242</td>
<td>Notation II</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 261</td>
<td>Electronic Music II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Advanced</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

### Professional: Units
This is step 4 in preparation for a career in Electronic Music, enabling the use of electronic instruments in arrangements of original music using chromatic harmony.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 231</td>
<td>Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 202</td>
<td>Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212</td>
<td>Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td></td>
<td><strong>8</strong></td>
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### Instrumental Performance Skill Awards

#### Elementary: Units
This is step 1 in preparation for a career in Instrumental Performance, enabling fundamental skills in the reading and writing of music in various contexts.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 200</td>
<td>Introduction to Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 321</td>
<td>Piano Class I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 280</td>
<td>Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 180</td>
<td>Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 181</td>
<td>Applied Music I</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 201</td>
<td>Harmony I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211</td>
<td>Musicianship I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Elementary</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Intermediate: Units
This is step 2 in preparation for a career in Instrumental Performance, enabling continued performance improvement as well as beginning level use of MIDI and recording techniques.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 165</td>
<td>Introduction to Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 241</td>
<td>Notation I</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 291</td>
<td>MIDI Instruments I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 180</td>
<td>Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 182</td>
<td>Applied Music II</td>
<td>½</td>
</tr>
<tr>
<td><strong>Total Intermediate</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

#### Advanced: Units
This is step 3 in preparation for a career in Instrumental Performance, enabling further performance improvement and beginning skill in improvising, as well as advanced analysis of tonal harmony.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 242</td>
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<td>MUSIC 202</td>
<td>Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212</td>
<td>Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 180</td>
<td>Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 183</td>
<td>Applied Music III</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensemble</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Advanced</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

#### Professional: Units
This is step 4 in preparation for a career in Instrumental Performance, enabling advanced use of electronic instruments and the writing of simple diatonic music.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 165</td>
<td>Introduction to Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 202</td>
<td>Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212</td>
<td>Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 180</td>
<td>Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 183</td>
<td>Applied Music III</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensemble</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td></td>
<td><strong>8</strong></td>
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</table>

### Music Copying and Notation Skill Awards

#### Elementary: Units
This is step 1 in preparation for a career in Copying and Notation, enabling fundamental skills in the reading and writing of music in various contexts.

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>MUSIC 200</td>
<td>Introduction to Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 321</td>
<td>Piano Class I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 280</td>
<td>Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 180</td>
<td>Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 181</td>
<td>Applied Music I</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Elementary</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Intermediate: Units
This is step 2 in preparation for a career in Copying and Notation, enabling the application of reading and writing music to song scores, electronic instruments and standard acoustic instruments.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 242</td>
<td>Notation II</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 161</td>
<td>Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 500's, 700's, 251, 351</td>
<td>Ensemble</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Intermediate</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>
Advanced:  Units  
This is step 3 in preparation for a career in Copying and Notation, enabling the understanding of notation in chromatic harmony and in preparing full conductor scores.
MUSIC 202 Harmony II .................................................. 3
MUSIC 212 Musicianship II ............................................. 2
MUSIC 231 Arranging I ................................................... 3
Total Advanced .................................................. 8

Professional:  Units  
This is step 4 in preparation for a career in Copying and Notation, enabling practical experience with performance groups and understanding of Avant Garde notation.
MUSIC 203 Harmony III .................................................. 3
MUSIC 243 Notation III ................................................... 1
MUSIC 500’s, 700’s, 251, 351 Ensembles (2) ......................... 1
MUSIC 232 Arranging II ................................................... 3
Total Professional .................................................. 8

Private Music Teaching Skill Awards

Elementary:  Units  
This is step 1 in preparation for a career in Private Teaching, enabling understanding basic music theory and performance skills.
MUSIC 200 Introduction to Theory ........................................ 4
MUSIC 321 Piano Class I .................................................. 2
MUSIC 280 Business of Music ................................................ 3
MUSIC 180 Private Lessons ................................................ ½
MUSIC 181 Applied Music I ................................................ ½
MUSIC 500’s, 700’s, 251, 351 Ensembles (2) ......................... 1
MUSIC 201 Harmony I ...................................................... 3
MUSIC 211 Musicianship I .................................................. 2
Total Elementary .................................................. 16

Intermediate:  Units  
This is step 2 in preparation for a career in Private Teaching, enabling the ability to notate traditional music, record performances, and improve the techniques of personal performance.
MUSIC 241 Notation I ...................................................... 1
MUSIC 161 Electronic Music I ............................................. 3
MUSIC 111, 141 Music Appreciation ..................................... 3
MUSIC 180 Private Lessons ................................................ ½
MUSIC 181 Applied Music I ................................................ ½
Total Intermediate .................................................. 8

Advanced:  Units  
This is step 3 in preparation for a career in Private Teaching, enabling increased awareness of the pedagogy of music performance and the addition of skills involved in improvisation.
MUSIC 202 Harmony II .................................................. 3
MUSIC 212 Musicianship II ............................................. 2
MUSIC 251 Improvisation ................................................... ½
MUSIC 500’s, 700’s, 251, 351 Ensemble ................................ ½
MUSIC 180 Private Lessons ................................................ ½
MUSIC 181 Applied Music I ................................................ ½
MUSIC 242 Notation II ..................................................... 1
Total Advanced .................................................. 8

Recording Arts Skill Awards

Elementary:  Units  
This is step 1 in preparation for a career in Recording Arts, enabling basic use of recording and electronic equipment, and beginning skills in reading and notating music.
MUSIC 200 Introduction to Theory ........................................ 4
MUSIC 321 Piano Class I .................................................. 2
MUSIC 280 Business of Music ................................................ 3
MUSIC 241 Notation I ...................................................... 1
MUSIC 165 Introduction to Recording .................................... 3
MUSIC 161 Electronic Music I ............................................. 3
Total Elementary .................................................. 16

Intermediate:  Units  
This is step 2 in preparation for a career in Recording Arts, enabling improved skills in recording, as well as analysis of written music.
MUSIC 201 Harmony I ...................................................... 3
MUSIC 211 Musicianship I .................................................. 2
MUSIC 265 Recording Arts ................................................ 3
Total Intermediate .................................................. 8

Advanced:  Units  
This is step 3 in preparation for a career in Recording Arts, providing experience recording performance ensembles, and reading notation for specific instruments.
MUSIC 265 Recording Arts ................................................ 3
MUSIC 500’s, 700’s, 251, 351 Ensembles (2) ......................... 1
MUSIC 242 Notation II ..................................................... 1
MUSIC 261 Electronic Music II ........................................... 3
Total Advanced .................................................. 8
<table>
<thead>
<tr>
<th>Professional:</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
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<tr>
<td>MUSIC 202 Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212 Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
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</tbody>
</table>

### Songwriting Skill Awards

<table>
<thead>
<tr>
<th>Elementary:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 200 Introduction to Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 321 Piano Class I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 280 Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 500’s, 700’s, 251, 351</td>
<td></td>
</tr>
<tr>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 241 Notation I</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 271 Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 411 Voice Class I</td>
<td>2</td>
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<tr>
<td><strong>Total Elementary</strong></td>
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<table>
<thead>
<tr>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 201 Harmony I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211 Musicianship I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 271 Songwriting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Intermediate</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Advanced:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 291 MIDI Instruments I</td>
<td>2</td>
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<tr>
<td>MUSIC 412 Voice Class II</td>
<td>2</td>
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<tr>
<td>MUSIC 232 Arranging II</td>
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<table>
<thead>
<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 202 Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212 Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td><strong>8</strong></td>
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</table>

### Vocal Performance Skill Awards

<table>
<thead>
<tr>
<th>Elementary:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 200 Introduction to Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 321 Piano Class I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 280 Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 181 Applied Music I</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500’s, 700’s, 251, 351</td>
<td></td>
</tr>
<tr>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 201 Harmony I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211 Musicianship I</td>
<td>2</td>
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<tr>
<td><strong>Total Elementary</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Intermediate:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 165 Introduction to Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 241 Notation I</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 291 MIDI Instruments I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500’s, 700’s, 251, 351</td>
<td></td>
</tr>
<tr>
<td>Ensembles (2)</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 182 Applied Music II</td>
<td>½</td>
</tr>
<tr>
<td><strong>Total Intermediate</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 242 Notation II</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 202 Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212 Musicianship II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 183 Applied Music III</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500’s, 700’s, 251, 351</td>
<td></td>
</tr>
<tr>
<td>Ensemble</td>
<td>½</td>
</tr>
<tr>
<td><strong>Total Advanced</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Professional:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 203 Harmony III</td>
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<td>MUSIC 183 Applied Music III</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
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<td>MUSIC 500’s, 700’s, 251, 351</td>
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</tr>
<tr>
<td>Ensemble</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Professional</strong></td>
<td><strong>8</strong></td>
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</tbody>
</table>
### COMMERCIAL MUSIC CAREER CERTIFICATES

The following traditional Commercial Music Career Certificate programs still exist as alternative choices. However, the Music Career Skills Certificates listed above are preferable. They have been updated to include changes in the music curriculum and to enable completion of certificates in smaller steps. Please consult with the music departments chair before beginning one of the following programs. Some courses listed below may not be offered every year.

#### Core Requirements

**Note:** Several courses are now only ½ unit each, but full credit will still be counted toward the certificate requirements listed here.

**For all Specializations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 101 Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 201 Harmony I</td>
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</tr>
<tr>
<td>MUSIC 202 Harmony II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 230 Commercial Harmony</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 252 Jazz Structure</td>
<td>3</td>
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</table>

*Choose 6 units from the above courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 165 Introduction to Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211 Musicianship I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 241 Notation I</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 500’s, 700’s Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 280 Business of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 321 Piano Class I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 291 MIDI Instruments I</td>
<td>2</td>
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</tbody>
</table>

**Total** ............................................................... 21

#### Specializations

**Arranging (required courses)**

**Major Code: 100506**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUSIC 242 Notation II</td>
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<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments II</td>
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</tr>
<tr>
<td>MUSIC 322 Piano II</td>
<td>2</td>
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</table>

*(elective courses, choose 8 units)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUSIC 161 Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
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<tr>
<td>MUSIC 293 MIDI Instruments III</td>
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</tr>
<tr>
<td>MUSIC 300’s Piano Classes</td>
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<td>MUSIC 400’s Voice Classes</td>
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<tr>
<td>MUSIC 500’s Vocal Ensembles</td>
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<tr>
<td>MUSIC 600’s Instrument Classes</td>
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<td>MUSIC 700’s Instrument Ensembles</td>
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<tr>
<td>Electives</td>
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**Total** ............................................................... 40

**Electronic Music (required courses)**

**Major Code: 100507**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<tr>
<td>MUSIC 261 Electronic Music II</td>
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<tr>
<td>MUSIC 265 Recording Arts</td>
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*(elective courses, choose 7 units)*

<table>
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<tr>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 271 Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 300’s Piano Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 400’s Voice Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500’s Vocal Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 600’s Instrument Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 700’s Instrument Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
</tbody>
</table>

**Total** ............................................................... 40

**Instrumental Performance (required courses)**

**Major Code: 100503**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 180 Private Lessons (4 times)</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 181-4 Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 700’s Instrument Ensembles</td>
<td>2</td>
</tr>
</tbody>
</table>

*(elective courses, choose 5 units)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 161 Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 300’s Piano Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 400’s Voice Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500’s Vocal Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 600’s Instrument Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 700’s Instrument Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
</tr>
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**Total** ............................................................... 33

**Music Copying (required courses)**

**Major Code: 100505**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 161 Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 242 Notation II</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 243 Notation III</td>
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</table>

2004-2006 General Catalog
### (elective courses, choose 8 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 291 MIDI Instruments I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 300's Piano Classes</td>
<td>2</td>
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<tr>
<td>MUSIC 400's Voice Classes</td>
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<tr>
<td>MUSIC 500's Vocal Ensembles</td>
<td>½</td>
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<tr>
<td>MUSIC 600's Instrument Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 700's Instrument Ensembles</td>
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</tr>
<tr>
<td>Electives</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

### Private Music Teaching (required courses)

**Major Code: 100508**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 181-4 Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 111 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 141 Jazz Appreciation</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 111 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 141 Jazz Appreciation</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>39</strong></td>
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### Recording Arts (required courses)

**Major Code: 100505**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 161 Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>9</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>39</strong></td>
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### (elective courses, choose 7 units)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
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<td>MUSIC 232 Arranging II</td>
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<tr>
<td>MUSIC 292 MIDI Instruments I</td>
<td>2</td>
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<td>MUSIC 300's Piano Classes</td>
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</tr>
<tr>
<td>MUSIC 400's Voice Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500's Vocal Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 600's Instrument Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 700's Instrument Ensembles</td>
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</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

### Songwriting (required courses)

**Major Code: 100501**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUSIC 242 Notation II</td>
<td>1</td>
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<tr>
<td>MUSIC 271 Songwriting</td>
<td>6</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments II</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 411 Voice Class I</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### (elective courses, choose 8 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 231 Arranging I</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments I</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 300's Piano Classes</td>
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<tr>
<td>MUSIC 400's Voice Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500's Vocal Ensembles</td>
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</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
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</tbody>
</table>

### Vocal Performance (required courses)

**Major Code: 100504**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 180 Private Lessons</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 181-4 Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 251 Improvisation</td>
<td>½</td>
</tr>
<tr>
<td>MUSIC 500's Vocal Ensembles</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

### (elective courses, choose 9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
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<tr>
<td>MUSIC 232 Arranging II</td>
<td>3</td>
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<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 271 Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 292 MIDI Instruments II</td>
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</tr>
<tr>
<td>MUSIC 300's Piano Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 400's Voice Classes</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 500's Vocal Ensembles</td>
<td>½</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

### SKILLS CERTIFICATE IN MUSIC TECHNOLOGY

**Major Code: 100509**

This program is a sequence of introductory multimedia studies and applications totaling 16 units. It is intended to provide an overview of the field of multimedia.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 165 Introduction to Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 265 Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 161 Electronic Music I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1 Principles of Business Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23 Programming Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIS 7 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
NURSING, PROFESSIONAL (R.N.)

Major Code: 120300
Plan B

A.S. Degree Requirements

Admission by Special Application

The registered nursing program requires motivated students with high capabilities and assists them in integrating the content of specialized nursing clinical and theory courses with their general education courses to earn the Associate in Science degree in Nursing.

The graduate of this program is qualified to take the National Council Licensure Examination for Registered Nurses. Successful completion of the Licensure Examination leads to licensure as a Registered Nurse in California. When licensed as a registered nurse, the graduate is qualified to seek an entry-level position in a hospital, clinic, skilled-care facility or other health care agency in the community.

The program is accredited by the California State Board of Registered Nursing and holds national accreditation from the National League for Nursing. The National League for Nursing Accreditation Commission (NLNAC) may be contacted for information regarding the Nursing Program at the following address:

National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006
Telephone: (212) 363-5555
FAX: (212) 812-0390

The program includes clinical experience in hospitals, in home health care agencies, and in other health care settings in the community. Clinical experience is correlated with theoretical instruction in the classroom, with independent study in the Nursing Learning Laboratory and with small group discussions. Capable and motivated men and women, regardless of age, race, religious orientation, or marital status, are encouraged to apply.

Applications and general information about the nursing program may be obtained from the Health Sciences Division or from the Information Desk. Information sessions given jointly by counseling and the Nursing Division are scheduled monthly. The Application deadline for the Fall semester is March 1. The Application deadline for the Spring semester is September 30.

Assessment test scores, official transcripts of high school and college work and approved petitions must be attached to the application. Students who are not U.S. high school graduates and who do not possess an Associate or higher U.S. college degree must also attach their G.E.D or California High School Proficiency Exam scores. Application deadlines, continuation requirements, and prerequisites, as stated in the college catalog, and as updated in the Registered Nurse Program General Information handouts, apply to all applicants and nursing students.

Note: When an applicant is granted “credit” for a course from a non-U.S. ACCJC or AAHE accredited college or university, that course will be considered to have a “C” grade when determining the GPA for the purposes of admission to the nursing program. A student with a “credit” grade may wish to consult the the nursing advisor or the college counselor about retaking the class prior to application to the nursing program.

Applicants who have completed their applications and have met all the educational requirements for enrollment in the program will be placed on an eligibility list. In the event that the number of eligible applicants exceed the number of student positions, the applicants will be admitted in the order that their names appear on the eligibility list. (See Registered Nurse Program General Information guide for specific admission criteria.)

Before students are accepted for the registered nursing (R.N.) program, they must meet the enrollment criteria specified at the time of application to the program. The enrollment criteria are presently undergoing revision. These revisions are expected to be in place by Fall 2005 and will be specified in the Registered Nursing Program General Information handout.

Current enrollment criteria that must be met by all students accepted into the R.N. program are:

1. Provide evidence of graduation from an accredited U.S. high school or the equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.

2. Be accepted as a fully matriculated student at Los Angeles Harbor College or be eligible for the same.

3. Complete the required Los Angeles Harbor College assessment "tests" for reading readiness. The required minimum scores for these assessment tests are published in the Registered Nurse General Information handouts.

4. Attain a cumulative G.P.A. of 2.0 or higher in all college courses taken and be in good standing academically—not on academic or progress probation.

5. Meet the college math competency requirement for graduation. This may be accomplished by passing the L.A H.C. Mathematics Competency Examination or by completing with a grade of "C" or better an equivalent math course. Equivalent college math courses include Math 123A and Math 123B, Math 123C, CT 60, ET 49 or any higher college math course.

6. Complete English 101, Anatomy 1, Physiology 1, Microbiology 1 or 20, Psychology 1, and Psychology 41, each with a grade of C or better, and an overall G.P.A. of 2.5 for these six courses. No microbiology grade will be accepted without documentation of the appropriate chemistry prerequisite for microbiology.

7. Complete Nursing 301A with a grade of "C" or better.

8. Complete a series of required immunizations and meet other health standards as defined by the Los Angeles Community College District and the clinical agencies.

9. Submit on entrance to the program:
   (a) A Standard Red Cross First Aid and Personal Safety Certificate (not required of LVNs or EMTs with current license/certification.)
   (b) A Cardiopulmonary Resuscitation (C.P.R.) Certificate (BLS "C" course) good for at least one year. The certifying course must include 1 and 2 person, adult, child and infant CPR and airway management information and competencies.

10. Students admitted to the program will be required to have a criminal background check from a college designated agency.
Program expenses include the administration each semester of required standardized nursing tests. Enrollment in any nursing course in the curriculum requires official admission by the Nursing department.

Nursing Student Professional Liability Insurance is MANDATORY and may be obtained at a minimal cost. Information and applications for insurance are available from the Health Sciences Division Office.

Following admission, program continuation requirements are as follow:

1. Maintain an overall GPA of 2.0 or higher.
2. Achieve a grade of "C" or better in theory AND a grade of "C" or better or a rating of "satisfactory" in the clinical component of each nursing course.
3. Have a grade of "C" or better in ALL G.E. requirements of the approved required Nursing curriculum including humanities, communications, P.E., and social, behavioral and biological science courses.
4. Continue to maintain the required grooming, uniform, and health standards along with the student professional liability insurance and CPR certification.
5. Progress through all nursing courses in the R.N. program in a timely manner. Students who withdraw and need to repeat a course, or who seek admission as transfer students will be considered on an individual basis by the Readmission, Retention, Transfer and Challenge Committee for placement in the program. Remediation is required if a student has not successfully passed a required nursing course or there has been a break in enrollment of two or more consecutive semesters. A student may enroll in a specific required nursing class a maximum of three times. Enrollment is defined as attending at least one class meeting. A nursing student may receive a grade in any one nursing course which has a clinical component no more than two times. A nursing student may not repeat a required nursing course which has a clinical component in which a grade of "C" or higher has been received.
6. Attend every meeting of all classes. Since most of the nursing classes are less than a semester in length, the student must follow the attendance policy set for each course. Whether or not the student can meet the behavioral objectives for the course, will be considered in each case of excessive absence.

The college policy will be followed regarding course repetition to improve substandard grades. Graduates of the Associate Degree Registered Nursing program offered by Los Angeles Harbor College are exempt from the college general education requirement in health (see Graduation Requirements).

Readmission is not automatic. A Request for Readmission form must be obtained from the Health Sciences Division office and be completed and submitted, in writing, to the Division prior to a meeting of the Readmission, Retention, Transfer and Challenge Committee. First consideration will be given to students who, at the time of their withdrawal from the Los Angeles Harbor College nursing program, were in good standing and who have completed both an exit interview with the appropriate course faculty and a request for readmission form in a timely manner. All students who do not pass a required nursing course are required to complete a specified remediation plan prior to readmission. During the time remediation activities are in progress, the student will not be in regular status in the program and may be ineligible to take any Nursing program classes.

A student who has been admitted to the first year of the generic program and who has received less than "C"/satisfactory grades in three or more nursing classes, or who has withdrawn from 3 or more nursing classes with less than a passing status at the time of withdrawal is ineligible to apply for readmission or transfer into the nursing program.

A student who has been admitted to the nursing program beginning in the second year or later and who has received less than "C"/satisfactory grades in two or more nursing classes, or has withdrawn from two (2) or more nursing classes with a less than passing status at the time of withdrawal is ineligible to apply for readmission or transfer into the nursing program.

A student who receives a non-passing grade in a nursing class that has a clinical component may repeat that class one time only.

Students enrolled with a major in nursing are encouraged to participate in the many social, cultural and the student government activities available on campus. Nursing students are also encouraged to participate in Nursing Division Committees.

Applicants who wish to transfer from another school of nursing, who are Licensed Vocational Nurses in California, or who are health care workers who have successfully challenged nursing courses must meet all the entrance requirements and the graduation requirements of Los Angeles Harbor College and of the nursing program curriculum. Eligibility for transfer credit, advanced placement; and/or credit by examination is determined on an individual basis. These individuals must obtain the policy for transfer and challenge from the nursing division and submit the appropriate application forms.

All transfer courses must be verified with official transcripts prior to enrollment. Persons with health care experience should refer to "Alternate Routes to Registered Nursing."

**NURSING, PROFESSIONAL (R.N.)**

**Major Code: 120300**

**Plan B**

**A.S. Degree Program Requirements**

**Required Curriculum**

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 1</td>
<td>Introduction to Human Anatomy</td>
</tr>
<tr>
<td>PHYS 1</td>
<td>Introduction to Human Physiology</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>College Reading and Composition I</td>
</tr>
<tr>
<td>MICRO 20</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>or MICRO 1</td>
<td>Introductory Microbiology</td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYCH 41</td>
<td>Life Span Psychology</td>
</tr>
<tr>
<td>NURS 301A</td>
<td>Orientation to Nursing</td>
</tr>
</tbody>
</table>
**FIRST SEMESTER**

- NURS 311 Communication in Nursing .................. 1
- NURS 313 Introduction to Nursing Process & Practice 4
- NURS 315 Fundamentals of Nursing Process & Practice 4
- NURS 321 Nursing Process .............................. 1
- SOC 1 Introduction to Sociology ........................ 3
- or
- ANTHR 102 Human Ways of Life: Cultural Anthropology 3

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**SECOND SEMESTER**

- NURS 323 Care of the Adult Client I .................. 5
- NURS 325 Care of the Adult Client II ................. 5
- SPCH 121 Interpersonal Communication ................ 3
- or
- SPCH 101 Oral Communication ........................... 3

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**THIRD SEMESTER**

- NURS 333 Health Care of Women ...................... 3
- NURS 335 Care of Children ............................. 3
- NURS 339 Care of the Geriatric Client ............... 2
- HUMA Humanities Requirement .......................... 3
- AMER. INST. U.S. History or Political Science Requirement 3

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**FOURTH SEMESTER**

- PE Physical Education Requirement .................. 1
- NURS 343 Psychosocial Adaptation of the Client .......... 3
- NURS 345 Care of the Adult Client III ................. 3
- NURS 347 Leadership and Management in Nursing ...... 3

**Total Units for this A.S. Degree** ....................... 72

It is strongly recommended that the student enroll in related Nursing 185, 285, or 318 courses to enhance learning. The preceding is the sequence of courses based in part on prerequisites for certain nursing courses. The sequence of nursing courses is the curriculum approved by the Board of Registered Nursing.

As of Fall 2000, all applicants admitted or readmitted to the first year of the Associate Degree Nursing Program must meet all current admission requirements and program prerequisites. These include, but are not limited to: A specified reading score; completion of the college graduation math competency requirement; and an overall G.P.A. of 2.5 or higher for the following prerequisite courses: English 101, Anatomy 1, Physiology 1, Microbiology 20 (or Microbiology 1), Psychology 1, Psychology 41. Note: These requirements must be met by all applicants, including those previously admitted under different criteria and standards.

To graduate from the ADN program, a student must complete ALL requirements for graduation under "Plan B," including the college competency requirements in mathematics and in reading and written expression. ALL students must file a petition to graduate and be approved for graduation by the Director of the Nursing Program and the Dean of Admissions. The school pin is awarded only to those students who complete ALL requirements for graduation, and whose petitions to graduate have been approved.

In order to take the NCLEX-RN the graduate (and non-graduate completer) must correctly complete all required application forms, submit required transcripts and documentation, and pay fees to the Board of Registered Nursing and to the testing agency. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the graduate (or non-graduate completer) has not applied for and taken the licensure exam within one year after completion of the Nursing Program and all required coursework.

In order for a student to be certified as completing the requirements of the R.N. program at Los Angeles Harbor College, he or she must be currently enrolled in the Los Angeles Harbor College nursing program and be in good academic standing (not on academic or progress probation). By law the record of any felony or misdemeanor is subject to review by the Board of Registered Nursing before an R.N. license may be granted. Anyone who wishes clarification may contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, California 95814 or (916) 322-3350.

**Alternate Routes to Registered Nursing:** for the persons with previous health care experience.

Applicants considering alternate routes to Registered Nursing are required to meet with the Chairperson of the Nursing Division prior to enrollment.

Nursing students by all routes must complete all nursing courses in a timely manner after admission into the program. Students who withdraw and need to repeat a course, will be considered on an individual basis by the Readmission, Retention, Transfer and Challenge Committee, according to program policies, for possible readmission and placement in the program.

Remediation may be required if there has been a break in enrollment of two or more consecutive semesters. Remediation, prior to program approval of the application for the NCLEX-RN may also be required if the graduate (or non-graduate completer) has not applied for and taken the licensure exam within one year after completion of the Nursing Program. See Nursing Division for forms and information.

Application deadlines, continuation requirements, and prerequisites as stated in the college catalog and as updated in Registered Nurse Program General Information handouts apply to all applicants and nursing students.

**Route 1.** The applicant may choose to enroll in the entire nursing program as outlined on the preceding pages. The program leads to the Associate Degree in Science in Nursing.

**Route 2.** The applicant with other verified health care experience may enter this route. The applicant must challenge nursing classes by taking written examinations and practicums reflecting content and competencies of the courses for which he/she has verified previous education and/or experience. Program prerequisites must be completed and classes in the first semester must be in progress to establish eligibility to take the challenge exams. The maximum number of units for which a student may petition for credit by examination at the college shall be 15 units.

**Route 3.** ("LVN-30 unit option") The L.V.N. with a current license in California may establish eligibility to take the state licensing examination to become a Registered Nurse in California ONLY by completing a specific sequence of courses that are approved by the Board of Registered Nursing.

The Associate Degree in Science in Nursing is NOT awarded upon completion of Route 3, nor is the completer a graduate of the Nursing Program of Los Angeles Harbor College.
The Route 3 program includes general education courses and the advanced experience in the health care setting which correlates with classroom instruction in theory. The student must perform satisfactorily in the clinical area as well as in theory testing to receive credit in any nursing courses. A grade of "C" or better is required in all Route 3 courses.

The prerequisites include: a current California License in Vocational Nursing, high school diploma or the equivalent, a current C.P.R. certificate good for one year (this certificate must include 1 and 2 person, adult, child and infant C.P.R. and airway management information and competencies), completion of all required immunizations and health requirements, and have in force required professional liability insurance. These applicants are expected to demonstrate mathematical and clinical nursing competence equivalent to a second year generic nursing student. Prior to admission to the nursing program, the applicant must satisfactorily complete Physiology 1, Microbiology 20, and Nursing 329A and 329B, with a grade of "C" or better.

L.V.N. TO ROUTE 3

The course of study includes the following:

Required Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1</td>
<td>4</td>
</tr>
<tr>
<td>MICRO 20</td>
<td>4</td>
</tr>
<tr>
<td>NURS 329A</td>
<td>1</td>
</tr>
<tr>
<td>NURS 329B</td>
<td>1</td>
</tr>
</tbody>
</table>

Recommended Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 41</td>
<td>3</td>
</tr>
<tr>
<td>NURS 311</td>
<td>1</td>
</tr>
<tr>
<td>NURS 321</td>
<td>1</td>
</tr>
</tbody>
</table>

Required Nursing Courses (First Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 339</td>
<td>2</td>
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</tbody>
</table>

Required Nursing Courses (Second Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 343</td>
<td>3</td>
</tr>
<tr>
<td>NURS 345</td>
<td>3</td>
</tr>
<tr>
<td>NURS 347</td>
<td>3</td>
</tr>
</tbody>
</table>

For further information regarding specific requirements and recommendations for Route 3, contact the Nursing Division. Route 3 students are not graduates of the Los Angeles Harbor College Associate Degree Registered Nursing Program.

Route 4. (Advanced Placement Route) This route leads to graduation from the generic program with an Associate in Science Degree, Professional Registered Nursing. The L.V.N. with a current California license may enter the generic program at an advanced level after completing the listed program prerequisites; the college assessment tests for reading readiness and mathematical competence; and the non-nursing courses scheduled in the first and second semesters of this program; and upon the achievement of a satisfactory score on the required standardized placement exams.

Upon admission to the registered nursing program, nursing courses that must be completed with a grade of "C" or better, prior to enrollment in any nursing course which has a clinical component are Nursing 311, 321, 329A and 329B. LVNs admitted to the 2nd year of the generic RNS program are expected to demonstrate general education, mathematical, and nursing theoretical and clinical competencies equivalent to the 2nd year generic nursing students.

The LVN who does not achieve a satisfactory score on the required standardized nursing placement exam may enter the second semester of the generic program, after completing the program and second semester prerequisites. Nursing 311, 321, 329A and 329B with grade of "C" or better must be completed prior to enrollment in any nursing course with a clinical component. These applicants are expected to demonstrate general education, mathematical and nursing theoretical and clinical competencies equivalent to the beginning second semester generic nursing student or equivalent to the generic student’s competencies for the clinical course to which initially admitted.

NURSING PROFESSIONAL (R.N.)

Major Code: 120301

Plan B

A.S. Degree (L.V.N. to R.N. Route 4)

See Admission criteria for pre-program general admission requirements. As part of this degree program, students must complete 18 units of General Education requirements from Graduation Plan B.

Required Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 1</td>
<td>4</td>
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<tr>
<td>PHYS 1</td>
<td>4</td>
</tr>
<tr>
<td>MICRO 20</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 41</td>
<td>5</td>
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<tr>
<td>ENGL 101</td>
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<tr>
<td>PSYCH 1</td>
<td>3</td>
</tr>
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</table>

Transition Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 311</td>
<td>1</td>
</tr>
<tr>
<td>NURS 321</td>
<td>1</td>
</tr>
<tr>
<td>NURS 329A</td>
<td>1</td>
</tr>
<tr>
<td>NURS 329B</td>
<td>1</td>
</tr>
<tr>
<td>SOC 1</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 102</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Advanced Placement Curriculum

Semester 2 (If less than satisfactory score obtained on standardized placement exams)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 323</td>
<td>5</td>
</tr>
<tr>
<td>NURS 325</td>
<td>5</td>
</tr>
<tr>
<td>AMER. INST. U.S. History or Political Science Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Then: Third and Fourth Semester of Generic Program

Los Angeles Harbor College
Semester 3 (If satisfactory score obtained on standardized placement exams and admitted to the third semester of the Generic Program).

PE Physical Education Requirement .......... 1  
SPEECH 121 Interpersonal Communication .......... 3  
or SPEECH 101 Oral Communication .......... 3  
NURS 333 Health Care of Women .......... 3  
NURS 335 Care of Children .......... 3  
NURS 339 Care of the Geriatric Client .......... 2  

Then: Fourth Semester of Generic Program.

Without regard to semester admitted, Advanced Placement students are required to complete all general education and graduation requirements for the Program in order to graduate from the college with an A.S. Degree in Nursing. The Associate Degree is awarded upon completion of all requirements for graduation from the college under graduation Plan B and ALL of the approved required curriculum of the ADN program, including nursing and non-nursing courses, with a grade of "C" or better. These requirements include: the competency requirements in mathematics and in reading and written expression for graduation; filing a petition to graduate; and being approved for graduation by the Director of the Nursing Program and Dean of Admissions. The school pin is awarded only to those who complete all requirements for graduation, and whose petition to graduate has been approved.

The above stated nursing curriculum for all routes is subject to change. Please see current Registered Nurse Program Information handouts for up-to-date information.

**SKILL AWARD IN NURSING CARE**

There are multiple ways of entering the health care field. Los Angeles Harbor College offers two certificates in entry level client care. Students will be most successful in these programs if they have at least a 10th grade reading level and good communication skills.

**Certified Nurse Assistant**

Major Code: 120302  
NURS 399A Certified Nurse Assistant .......... 5  
7 week course, 24 hours/week

**Certified Nurse Assistant/Home Health Aide**

Major Code: 120303  
NURS 399A Certified Nurse Assistant .......... 5  
NURS 399B Certified Nurse Health Aide .......... 2  
10 week course, 24 hours/week  
Total ...................................................... 7  

Students who possess their Certified Nurse Assistant state certification may be accepted into the Nursing 399B Home Health Aide course if space is available.

**SKILL AWARD IN EMERGENCY CARE**

Students interested in entering the field of emergency care, may obtain a certificate in Emergency Medical Technology. Students will be most successful in this program if they have at least a 10th grade reading level and effective communication skills.

**Emergency Department Assistant**

Major Code: 125000  
EDA 10A Emergency Medical Technician I .......... 3  
EDA 10B Emergency Medical Technician I Lab .......... 1  
Total ...................................................... 4  

Students who successfully complete these courses may sit for the county certification examination.

**PHYSICS**

Major Code: 190200  
Plan B

A.S. Degree Program Requirements  
UNIT REQUIREMENTS: A minimum of 60 semester units of course credit in a selected curriculum which includes at least 30 semester units of general education coursework as specified in the College Catalog (GENERAL EDUCATION REQUIREMENTS- GRADUATION PLAN A) and at least 18 semester units of study taken in a single discipline or related disciplines as indicated below (MAJOR REQUIREMENT). See course description for prerequisites since these will be strictly enforced.

MAJOR REQUIREMENTS

Completion of each of the following courses with a grade of "C" or better:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
<td>102</td>
</tr>
<tr>
<td>ELEC 20</td>
<td>Electronic Circuits</td>
<td>20</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Computer Programming</td>
<td>170</td>
</tr>
<tr>
<td>or</td>
<td>MATH 175</td>
<td>Computer Programming</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Differential Equations</td>
<td>275</td>
</tr>
<tr>
<td>PHSY 39</td>
<td>Third Semester Physics</td>
<td>39</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>College Reading and Compositions I</td>
<td>101</td>
</tr>
</tbody>
</table>

Below is a departmentally recommended sample program which groups required major courses into four semesters. Students also need a total of 30 units of General Education requirements from Graduation Plan A.

**Sample Program**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CHEM 101</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>+ENGL 101</td>
<td>College Reading and Compositions I</td>
</tr>
<tr>
<td>+MATH 265</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 155</td>
<td>Introduction to Visual Basic</td>
</tr>
</tbody>
</table>
REAL ESTATE DEGREE PROGRAM

Major Code: 051100
Plan B

A.S. Degree Program Requirements
This program is not designed as a transfer major. Students wanting a transfer major must see a counselor for requirements. This two-year program is designed to meet the specific needs of persons currently employed in the Real Estate field and seeking additional information for the purpose of upgrading their positions, and for those individuals who want to enter this field. Primarily, this program is of interest to those who either are now, or hope to become salespersons, brokers, appraisers, escrow officers, property managers, and community developers. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

Student must complete 43 units from the list provided below. As part of this degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

Real Estate Degree Core
Minimum of 26 units from this list.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL 1</td>
<td>3</td>
</tr>
<tr>
<td>REAL 3</td>
<td>3</td>
</tr>
<tr>
<td>REAL 5</td>
<td>3</td>
</tr>
<tr>
<td>REAL 7</td>
<td>3</td>
</tr>
<tr>
<td>REAL 9</td>
<td>3</td>
</tr>
<tr>
<td>REAL 10</td>
<td>3</td>
</tr>
<tr>
<td>REAL 14</td>
<td>3</td>
</tr>
<tr>
<td>REAL 16</td>
<td>3</td>
</tr>
<tr>
<td>REAL 18</td>
<td>3</td>
</tr>
<tr>
<td>REAL 21</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
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</tbody>
</table>

Real Estate Degree Electives
Minimum of 17 units from this list.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6</td>
<td>3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>3</td>
</tr>
<tr>
<td>BUS 60</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 1</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 21</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements
Minimum of 18 units.

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 102</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 37</td>
<td>5</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 201</td>
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<tr>
<td>MATH 267</td>
<td>3</td>
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<tr>
<td>PHYS 38</td>
<td>5</td>
</tr>
<tr>
<td>GEN ENG 1</td>
<td>2</td>
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</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 275</td>
<td>3</td>
</tr>
<tr>
<td>MATH 175</td>
<td>3</td>
</tr>
<tr>
<td>PHSY 39</td>
<td>5</td>
</tr>
<tr>
<td>ELEC 20</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units for this A.S. Degree ..............83

PROCESS PLANT TECHNOLOGY

Major Code: 095601

Certificate Program
The certificate program for Process Plant Technicians provides the student with the minimum education required for entry level positions in the field. The certificate is awarded upon completion of the 20 unit core program, one course in written communications, English 28 or above, and one course in technical mathematics, Engineering Technician 49 or above.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT 100</td>
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</tr>
<tr>
<td>PPT 102</td>
<td>3</td>
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<tr>
<td>PPT 103</td>
<td>3</td>
</tr>
<tr>
<td>PPT 200</td>
<td>3</td>
</tr>
<tr>
<td>PPT 201</td>
<td>3</td>
</tr>
<tr>
<td>ENG TCH 25</td>
<td>1</td>
</tr>
<tr>
<td>PHY SCI 1</td>
<td>3</td>
</tr>
<tr>
<td>PHY SCI 14</td>
<td>1</td>
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</tbody>
</table>

ELECTIVE TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CSIT 58</td>
<td>3</td>
</tr>
<tr>
<td>PPT 941</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Total Units for this Certificates ..............30

Total Units for this A.S. Degree ..............83
REAL ESTATE CAREER
CERTIFICATE

Major Code: 051100

The Real Estate Career Certificate, granted in conjunction with the California Division of Real Estate and the California Real Estate Association, may be earned by earning by completing the following courses. Units earned in the completion of this certificate, may be applied toward the Associate in Science degree. Note: A California Real Estate Certificate requires a grade of "C" or better in all real estate courses. Please check with a counselor to ensure that Real Estate Certificate courses are currently being offered.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 31</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>REAL 1</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>REAL 3</td>
<td>Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>REAL 5</td>
<td>Legal Aspects of Real Estate I</td>
<td>3</td>
</tr>
<tr>
<td>REAL 7</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>REAL 9</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>REAL 14</td>
<td>Property Management</td>
<td>3</td>
</tr>
</tbody>
</table>

This certificate requires 30 units from the list above. This program is not specifically designed as a transfer major for a four year college or university. Students who plan to transfer to a four year college or university should consult with a counselor early in their academic planning. The educational requirements for Real Estate Sales and Broker licenses are as follows:

**Real Estate Salesperson**

Real Estate Principles (Real Estate I) must have been successfully completed before an applicant qualifies to take the licensing examination. Two additional courses from the following list must be completed within eighteen months of the date the license is issued or prior to licensing:
- Accounting (Accounting 1 or 21)
- Real Estate Practice (Real Estate 3)
- Business Law (Business 5)
- Legal Aspects of Real Estate (Real Estate 5)
- Real Estate Financing (Real Estate 7)
- Real Estate Appraisal (Real Estate 9)
- Property Management (Real Estate 14)

**Real Estate Broker**

A Real Estate Broker Examination applicant must have completed eight college courses to be allowed to take the examination. The following eight courses will satisfy the course requirement:
- Real Estate Principles (Real Estate 1)
- Real Estate Practice (Real Estate 3)
- Legal Aspects of Real Estate (Real Estate 5)
- Real Estate Financing (Real Estate 7)
- Real Estate Appraisal (Real Estate 9)
- Business Law (Business 5)
- Property Management (Real Estate 14)
- Accounting (Accounting 1)

CONTINUING EDUCATION REQUIREMENT

None of the courses listed on this page meet the 45 hour continuing education requirement for Real Estate License renewal every four years. Consult local Real Estate Boards for information about continuing education course offerings. Not all courses are offered each semester.

REAL ESTATE SKILL AWARD

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL 1</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>REAL 3</td>
<td>Real Estate Practices</td>
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<tr>
<td>REAL 5</td>
<td>Legal Aspects of Real Estate I</td>
<td>3</td>
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<td>REAL 7</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>REAL 9</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
</tbody>
</table>

RETAIL MANAGEMENT SKILL AWARDS

(Pending approval by the LAHC Curriculum Committee in Fall 2004. See the online catalog for the latest listing.)

The Retail Management skill award is a comprehensive program designed to prepare current and future retail employees for the challenges found in a competitive retail environment. Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing. The program is also intended to help students develop a clear sense of the scope of the retail managers job and an understanding of the basic requirements for success in the future. To complete all 3 skill awards requires completion of 40 units.

**Retail Management**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 2</td>
<td>Organization &amp; Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 31</td>
<td>Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 32</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 60</td>
<td>Keyboarding Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

**Intermediate Retail Management**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARKET 21</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 28</td>
<td>Intermediate Reading &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Principles of Computer Systems I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 23</td>
<td>Programming Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

**Advanced Retail Management**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting</td>
<td>5</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 101</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 1</td>
<td>Principles of Selling</td>
<td>3</td>
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<tr>
<td>Total Units</td>
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<td>14</td>
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</table>
The student preparing for a major field should consult a counselor regarding the specific lower division courses which should be taken at Los Angeles Harbor College in order to transfer to the upper division school of the student’s choice with a minimum loss of credit.

To assist the student in selecting courses, an up-to-date listing of Harbor College courses applicable to many major fields is available at the Information Desk in the lobby of the Administration building. For comprehensive information relative to the requirements of a school the student may wish to attend, students are urged to refer to the official catalog of that college or university. The College Library, the Counseling Office, and the Transfer Center have many catalogs on file for reference. Students should obtain a catalog for their personal use directly from the Registrar of the college which they plan to attend.

A student who transfers from Harbor College to another institution of higher education should request that a transcript of work taken at Harbor College be forwarded to the other school. A university or college cannot in any way disturb or alter the records, including transcripts, of another institution.

Thus, grades earned by a student at Harbor College are not changed, reduced, or altered by the college to which the student transfers. A student who establishes an outstanding scholastic record at Harbor College, and who continues to maintain an outstanding record after transferring has an opportunity equal to that of the native student to earn high scholastic honors, such as Phi Beta Kappa.

Every effort has been made to include the most current and accurate information relative to transfer to the schools noted in this section. In no way, however, does this part of the catalog release the student from the need to study the catalog of the college or university of the student’s choice.

Each college or university has its own requirements for admission and junior standing. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. Furthermore, the information in this catalog does not bind any other college or university. It is the student, alone, who is in the position to make final choices and who must assume responsibility for the decisions made.

The following pages list requirements for transfer to the California State University (CSU) system, the University of California (UC) system, and private and independent colleges and universities that are in existence at the time of printing this catalog.

At the end of this section, transfer sheets have been included which outline the CSU general education certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC), which is applicable to both the UC and CSU systems.

---

**TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM**

**Admission with Advanced Standing (Transfer Students)**

A student may be admitted to the California State University with advanced undergraduate standing if either one of the following conditions is met:

1. The student was eligible for admission to the California State University upon graduation from high school and has met the following requirements:
   - Has attained a grade point average of at least 2.0 (a grade of "C" on a four-point scale) in all college courses undertaken,
   - has submitted the results of the ACT or SAT test, if he or she has less than 60 transferable college units, and
   - was in good academic standing at the last accredited degree-granting college or university attended.

   Applicants who desire to attend the California State University, but who do not meet the conditions listed above, should consult with school officials or refer to the catalog of the college or university regarding the possibility of gaining admission. Most students find it desirable to complete two years of work in the community college and obtain certification before transferring to a state college or university. See a counselor for more information.

2. The student was not eligible for admission to the California State University upon graduation from high school but has earned 56 semester units of transfer college courses with a grade point average of at least 2.0 (grade of "C" on a four-point scale) in the total coursework attempted, and completed general education Area A and B.4 with "C" grades or higher.

   A student who transfers from Harbor College to another institution of higher education should request that a transcript of work taken at Harbor College is met:

   1. The student was eligible for admission to the California State University upon graduation from high school and has met the following requirements:
   - Has attained a grade point average of at least 2.0 (a grade of "C" on a four-point scale) in all college courses undertaken,
   - has submitted the results of the ACT or SAT test, if he or she has less than 60 transferable college units, and
   - was in good academic standing at the last accredited degree-granting college or university attended.

   Applicants who desire to attend the California State University, but who do not meet the conditions listed above, should consult with school officials or refer to the catalog of the college or university regarding the possibility of gaining admission. Most students find it desirable to complete two years of work in the community college and obtain certification before transferring to a state college or university. See a counselor for more information.

**Admission with Junior Standing**

In addition to meeting the general admission requirements of the state college or university, the student who wishes to be accepted with junior standing should complete 60 transferable units, the general education requirements and the specific lower division course requirements included in the major the student plans to follow.

The student who is interested in obtaining an Associate in Arts degree from Los Angeles Harbor College should also include the requirements for the Associate in Arts degree which are listed in this catalog. The requirements for upper division standing at the California State University are as follows: (course and grade requirements)
In addition to the credit which may be granted for courses commonly referred to as transfer courses, including general education and liberal arts courses, students who transfer may receive credit for other courses completed, many of them occupational in nature, which are equivalent to courses offered at the California State Polytechnic University.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

University of California Requirements for Admission to Advanced Standing

It is suggested that a student planning for transfer to the University of California discuss the transfer plans with a counselor, semester by semester, as major changes frequently occur in requirements subsequent to the printing of this Catalog.

NOTE: Students planning to transfer to the University of California are required to complete at least 60 semester units of transferable work with a minimum 2.4 GPA.

General Education for Transfer to a UC Campus

Students who plan to transfer to a University of California campus may satisfy general education requirements by following either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific breadth requirements of the UC campus of choice. See a counselor to determine which plan would best fit your needs.

Credit Limits: University of California System

Architecture 9,10,17,33,34: Maximum credit combined 18 semester units.

Art 400A, 400B and 412 combined: Maximum credit 3 units.

Biology 1 and 3: Maximum credit one course. No credit if 1 or 3 or 5 if taken after Biology 6

Business 5 and 6: Maximum credit one course.

Chemistry 65: No credit if taken after Chemistry 101.

Chemistry 70, 211 and 212: Maximum credit two courses.

CIS 1 and CSIT 58: Maximum credit one course.

CSIT 306 and Math 170: Maximum credit one course.

CSIT 313 and Math 150: Maximum credit one course.

CSIT 340 and Math 175: Maximum credit one course.

English 86: Maximum credit for ESL courses 8 units.

English 137 and Lib Sci 101: Maximum credit one course.

English 240 and 241: Maximum credit one course.

English 290, 291, 292, and 293: Minimum credit 3 units.

French 8: Maximum credit two courses (4 units).

German 8: Maximum credit two courses (4 units).

Health 2, 10, and 11: Maximum credit one course.

History 12, 13, 42 and 44: Maximum credit one course.

History 11, 41, and 43: Maximum credit one course.

History 14: No credit if taken after 11, 41 or 43.

Humanities 6: If repeated, maximum credit one course.

Japanese 21 and 22: Maximum credit 5 units. Both must be taken to receive transfer credit.

Lib Sci 101 and English 137: Maximum credit one course.

Math 170 and CSIT 306: Maximum credit one course.

Course and grade requirements:

The student must complete at least 60 units of transfer courses with a grade point average of at least 2.0. A maximum of 70 units may be transferred. No upper division credit is granted for courses taken at a community college.

The California Administrative Code, Title 5, Section 40405, authorizes community college to certify that the student has completed the required minimum of 39 semester units of general education when transferring to the California State University.

The student who completes the pattern of Los Angeles Harbor College courses as outlined under “Minimum Requirements for Certification at the California State University” will have to meet a minimum of 39 units of general education requirements. The CSU may require the fully certified transfer student to be responsible for 9 semester units, or 12 quarter units, of upper division courses.

Excess units that may result from a comparison of a semester course with a quarter course will be used as elective credit. For instance, a four-unit semester course in English substituted for a four-unit quarter course in English will result in one and one half quarter units of elective credit. If a slight deficiency results from such a comparison, course requirements will be considered met. For example, a five-unit semester course in chemistry would result in seven and one half quarter units and would be substituted for eight quarter units of chemistry minus one-half quarter unit. The student would be given credit for two quarters of chemistry, at substituted for eight quarter units of chemistry minus one-half quarter unit. The student who completes the pattern of Los Angeles Harbor College courses as outlined under “Minimum Requirements for Certification at the California State University” will have to meet a minimum of 39 units of general education requirements. The CSU may require the fully certified transfer student to be responsible for 9 semester units, or 12 quarter units, of upper division courses.

Students who plan to transfer to a University of California campus may satisfy general education requirements by following either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific breadth requirements of the UC campus of choice. See a counselor to determine which plan would best fit your needs.

California State University, Dominguez Hills and Long Beach: In addition to the major, all students must complete a minimum of 48 semester units (of which the equivalent of nine semester units must be taken after transferring) of general education, and the state requirements in U.S. History and American Institutions.

California State Polytechnic University: Many students enter Harbor College with occupational objectives plan to complete their formal education at the end of two years.

Some students, however, change their objectives before the completion of the two-year period and decide that they would like to continue their education after graduation from a community college. Most four-year institutions grant no transfer credit or only limited transfer credit for specialized work taken in occupational programs. The California State Polytechnic University, however, with campuses at San Luis Obispo and Pomona, offers upper division programs which permit community college graduates of occupational programs to transfer numerous courses for application toward the bachelor’s degree in a variety of curricula.

Representatives of the Los Angeles Community College District and the California State Polytechnic University have agreed that all courses designated as transfer courses, including all general education or liberal arts courses, will be accepted and applied to similar course requirements in the student’s chosen major curriculum at the California State Polytechnic University. If similar courses are not required, the units involved will be accepted as elective units.
Math 150 and CSIT 313: Maximum credit one course.
Math 175 and CSIT 340: Maximum credit one course.
Math 215, 216 and 230: Maximum credit one course.
Math 225, 227, and Statistics 1: Maximum credit one course.
Math 235 and 245: Maximum credit one course.
Math 236 and 265: Maximum credit one course.
Microbiology 1 and 20: Maximum credit one course.
Personal Development 17 and 20: Maximum credit one course.
P.E. 97 through 328, 469, 502 through 516, 552, and 690: Maximum credit 4 units.
P.E. 710, 711, and 713: Maximum credit 8 units.
Physical Science 1: No credit if taken after a college course in astronomy, chemistry, geology, or physics.
Physics 6-7 and 37-38-39: Maximum credit one series.
Physics 11: No credit if taken after 6 or 37.
Spanish 8: Maximum credit two courses (4 units). Both must be taken to receive transfer credit.
Spanish 21 and 22: Maximum credit 5 units.
Statistics 1 and Math 225 and 227: Maximum credit one course.

TRANSFER TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California’s accredited independent colleges and universities provide numerous options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the college catalog, available upon request from the college’s Office of Admissions.

Independent institutions frequently are generous in awarding credit. They invite contact with their Office of Admissions in order to discuss transfer opportunities on a personal basis. Financial aid may be a primary factor in making it possible to attend an independent college. Independent colleges and universities encourage students to inquire about financial assistance from their Office of Financial Aid.

The independent colleges include:

California Institute of Tech.  Pepperdine University
Chapman College  Pitzer College
Claremont McKenna College  Pomona College
Harvey Mudd College  Scripps College
California Baptist College  University of Redlands
Loyola Marymount University  Univer. of So. Cal. (USC)
Mount St. Mary’s College  Whittier College
Occidental College  Woodbury University
Pacific Oaks College

Please see the following pages for the CSU General Education Certification and Intersegmental General Education Curriculum (IGETC) transfer sheets.

Students who would like breadth requirements of a specific UC campus should see a counselor. Copies are also available at the Information Desk in the Administration Building.

U.S. AIR FORCE RESERVE OFFICERS TRAINING CORPS (AFROTC)

Through arrangements with Loyola Marymount University (LMU) in West Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. AFROTC offers a variety of two, three, and four year scholarships, many of which pay the full costs of tuition, books, and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

Classes consist of one hour of academics and two hours of leadership laboratory for freshmen and sophomores, and three hours of academics and two hours of leadership laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation.

All AFROTC classes and laboratories are held on Friday to better accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses and offers cross-town students free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship, and all juniors and seniors receive a $150 per month tax-free stipend. For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770.

http://www.lmu.edu/acad/rotc/main.htm

Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 880-5440.
General Education Requirements

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty-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 minimum of 30 units will be allowed in Areas "B", "C", and "D" 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.

<table>
<thead>
<tr>
<th>AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE (9 units)</th>
<th>IN</th>
<th>PROG.</th>
<th>COMP.</th>
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<tr>
<td>Select one course from each of A1, A2, and A3.</td>
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<tr>
<td>A1 Oral Communication</td>
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<tr>
<td>Speech 101, 121</td>
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<tr>
<td>A2 Written Communication</td>
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<tr>
<td>English 101</td>
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<tr>
<td>A3 Critical Thinking</td>
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<tr>
<td>Computer Science 58</td>
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<tr>
<td>Journalism 105 (5)</td>
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<tr>
<td>Philosophy 6, 8</td>
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<tr>
<td>Speech 104</td>
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<tr>
<td>English 102</td>
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<thead>
<tr>
<th>AREA B - PHYSICAL UNIVERSE AND LIFE FORMS (9 units)</th>
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<th>PROG.</th>
<th>COMP.</th>
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</thead>
<tbody>
<tr>
<td>Courses selected for this area must include at least one course listed in each of the categories below.</td>
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<tr>
<td>B1 Physical Universe (at least 1 course):</td>
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<tr>
<td>Astronomy 1</td>
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<tr>
<td>Chemistry 55,65,70,101</td>
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<tr>
<td>Environmental Science 1, 8</td>
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<tr>
<td>Geography 1</td>
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<tr>
<td>Geology 1, 11</td>
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<tr>
<td>Oceanography 1</td>
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<tr>
<td>Physical Science 1</td>
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<tr>
<td>Physics 6, 11, 37</td>
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<tr>
<td>B2 Life Forms (at least 1 course):</td>
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<tr>
<td>Anatomy 1</td>
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<tr>
<td>Anthropology 101</td>
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<tr>
<td>Biology 1, 3, 5, 6, 7, 60</td>
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<td>Environmental Science 2</td>
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<tr>
<td>Microbiology 1, 20</td>
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<td>Oceanography 12</td>
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<td>Physiology 1</td>
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<td>Psychology 2</td>
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<tr>
<td>B3 Laboratory Activity</td>
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<tr>
<td>Anatomy 1</td>
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<tr>
<td>Astronomy 5</td>
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<tr>
<td>Biology 3, 5, 6, 7, 60</td>
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<tr>
<td>Chemistry 55,65,70,101</td>
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<td>Environmental Science 21</td>
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<td>Microbiology 1, 20</td>
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<td>Oceanography 4,10</td>
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<td>Physical Science 14</td>
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<tr>
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<tr>
<td>Physiology 1</td>
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<tr>
<td>B4 Mathematical Concepts (at least 1 course):</td>
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<td>Sc. 59, 317, (Math 165)</td>
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<thead>
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<th>AREA C - ARTS, LITERATURE, PHILOSOPHY &amp; FOREIGN LANGUAGE (9 units)</th>
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<tbody>
<tr>
<td>Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category.</td>
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<tr>
<td>C1 Arts</td>
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<tr>
<td>Art 101, 102, 103</td>
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<tr>
<td>Architecture 43, 44</td>
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<tr>
<td>Music 101, 111, 136, 141</td>
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<td>Photo 121</td>
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<tr>
<td>Physical Education 800 (Dance)</td>
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<tr>
<td>Theater 100</td>
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<tr>
<th>AREA D - SOCIAL, POLITICAL, &amp; ECONOMIC INSTITUTIONS (9 units)</th>
<th>IN</th>
<th>PROG.</th>
<th>COMP.</th>
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</thead>
<tbody>
<tr>
<td>Select courses from at least two disciplines. (Courses may be counted in only one D section).</td>
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<tr>
<td>D1 Anthropology and Archaeology</td>
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<tr>
<td>Anthropology 102</td>
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<tr>
<td>D2 Economics</td>
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<td>Economics 1, 2, 5</td>
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<td>Business 1</td>
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<td>History 1, 2, 3, 4, 5, 6, 11, 12, 13, 14, 17, 19, 20, 21, 23, 24, 41, 42, 43, 44, 45, 52, 86^, 87^</td>
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<tr>
<td>D8 Political Science, Government, &amp; Legal Institutions</td>
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<td>Political Science 1, 2, 4, 7, 8, 30</td>
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<tr>
<td>History 11, 41, 43</td>
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<tr>
<td>D9 Psychology</td>
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<td>Psychology 1, 41</td>
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<tr>
<td>D0 Sociology and Criminology</td>
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<tr>
<td>Sociology 1, 2, 12</td>
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<thead>
<tr>
<th>AREA E - UNDERSTANDING AND SELF DEVELOPMENT (3 units)</th>
<th>IN</th>
<th>PROG.</th>
<th>COMP.</th>
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<tbody>
<tr>
<td>Select from E1 or the E1 and E2 combination</td>
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<tr>
<td>E1 Integrated Organism</td>
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<tr>
<td>Family &amp; Consumer Studies 21</td>
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<tr>
<td>Health 2, 6, 9, 10, 11, 25</td>
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<tr>
<td>Psychology 3</td>
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<tr>
<td>Sociology 21</td>
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*Please see note below

<table>
<thead>
<tr>
<th>E2 Activity (Limit 1 unit)</th>
<th>IN</th>
<th>PROG.</th>
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</thead>
<tbody>
<tr>
<td>All Physical Education courses meet the E2 activity requirement except for P. E. 700 &amp; 900 series courses.</td>
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<tr>
<th>STATUTORY REQUIREMENT (6 units)</th>
<th>IN</th>
<th>PROG.</th>
<th>COMP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
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<tr>
<td>Select one course from &quot;A&quot; and one course from &quot;B&quot; below:</td>
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</tr>
<tr>
<td>A. Political Science 1, 30</td>
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<tr>
<td>B. History 6, 11, 12, 13, 14, 41, 42, 43, 44, 52</td>
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<td></td>
</tr>
</tbody>
</table>

^May be counted for either Area C-2 or Area D, 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.
## General Education Requirements

### A. Natural Sciences - Minimum of 3 semester units
- Anatomy 1
- Anthropology 101
- Astronomy 1, 1 with 5
- Biology 1, 3, 5, 6, 7, 60
- Chemistry 55, 65, 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. Social and Behavioral Sciences - Minimum of 9 semester units in the following pattern:

1. American Institutions - Minimum of 3 semester units
   - History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52
   - Political Science 1, 30

2. Social Sciences - Minimum of 3 semester units
   - Anthropology 102
   - Business 1
   - Drafting 6
   - Sociology 1, 2, 12, 21
   - Geography 2, 7

3. At least 3 additional units from 1 or 2 above

### C. Humanities - Minimum of 3 semester units
- Architecture 43, 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, 4, 8, 10
- History 86, 87

- Japanese 21, 22
- Humanities 1, 6, 9, 17, 31, 60, 61
- Music 101, 111, 136, 141
- Philosophy 1, 19, 20, 26, 33
- Photography 121
- Physical Education 800 (Dance)
- Spanish 1, 2, 3, 4, 5, 6, 8, 12, 21, 22
- Theater 100, 200

### D. Language and Rationality - Minimum of 12 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 9 semester units
   - Computer Science 58, 59, 317 (Math 165)
   - Computer Technology 61
   - Engineering Technician 50
   - English 102
   - Journalism 105

   - Philosophy 6, 8
   - Speech 101, 104, 111, 121
   - Statistics 1

### E. Health & Physical Education - Minimum of 3 semester units in the following pattern:

1. At least 2 units in Health Education
   - Health 9, 10, 11, 12, 25
   - Family and 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)

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**LOS ANGELES HARBOR COLLEGE COUNSELING OFFICE** 8/04
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, 60
- Chemistry 55, 65, 70, 101
- Environmental Science 1, 2, 2 with 21, 8
- Geography 1, 1 with 15

### 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 43, 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, 101
- History 86, 87

### 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
   - English 102
   - Journalism 105
   - Philosophy 6, 8
   - Speech 101, 104, 111, 121
   - 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.
General Education Requirements

Los Angeles Harbor College

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 D2.

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Natural Science — Minimum of 3 semester units</td>
<td>3 units</td>
</tr>
<tr>
<td>Anatomy 1</td>
<td></td>
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<tr>
<td>Anthropology 101</td>
<td></td>
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<tr>
<td>Astronomy 1, 1 with 5</td>
<td></td>
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<tr>
<td>Biology 1, 3, 5, 6, 7, 60</td>
<td></td>
</tr>
<tr>
<td>Chemistry 55, 65, 70, 101</td>
<td></td>
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<tr>
<td>Environmental Science 1, 2, 2 with 21, 8</td>
<td></td>
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<tr>
<td>Geography 1, 1 with 15</td>
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<tr>
<td>Geology 1, 1 with 6, 11</td>
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<tr>
<td>Microbiology 1, 20</td>
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<tr>
<td>Oceanography 1, 1 with 10, 12, 12 with 4</td>
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<tr>
<td>Physical Science 1, 1 with 14</td>
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<tr>
<td>Physics 6, 11, 37</td>
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<tr>
<td>Psychology 2</td>
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<tr>
<td>b. Social and Behavioral Sciences - Minimum of 6 semester units in the following pattern:</td>
<td></td>
</tr>
<tr>
<td>1. American Institutions - Minimum of 3 semester units</td>
<td></td>
</tr>
<tr>
<td>History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52</td>
<td></td>
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<tr>
<td>Political Science 1, 30</td>
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<tr>
<td>2. Social and Behavioral Sciences - Minimum of 3 semester units</td>
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<tr>
<td>Anthropology 102</td>
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<tr>
<td>Business 1</td>
<td></td>
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<tr>
<td>Economics 1, 2, 5</td>
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<tr>
<td>Geography 2, 7</td>
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<tr>
<td>History 1, 2, 3, 4, 19, 20, 21, 23, 24, 86*, 87*</td>
<td></td>
</tr>
<tr>
<td>Political Science 2, 4, 7, 8</td>
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<tr>
<td>Psychology 1, 3, 41</td>
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<tr>
<td>Sociology 1, 2, 12, 21</td>
<td></td>
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<tr>
<td>c. Humanities - Minimum 3 semester units</td>
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<tr>
<td>Architecture 43, 44</td>
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<tr>
<td>Art 101, 102, 103</td>
<td></td>
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<tr>
<td>English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 234, 239, 240, 241, 251</td>
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<tr>
<td>French 1, 2, 3, 4, 5, 6, 8</td>
<td></td>
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<tr>
<td>German 1, 2, 3, 4, 8, 10</td>
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<tr>
<td>History 86*, 87*</td>
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<tr>
<td>Humanities 1, 6, 9, 17, 31, 60, 61</td>
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<tr>
<td>Japanese 21^, 22^</td>
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<tr>
<td>Music 101, 111, 136, 141</td>
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<td>Philosophy 1, 19, 20, 33(23), 26</td>
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<tr>
<td>Photography 121</td>
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<tr>
<td>Physical Education 800 (Dance)</td>
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<tr>
<td>Spanish 1, 2, 3, 4, 5, 6, 8, 12, 21, 22</td>
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<tr>
<td>Theater 100, 200</td>
<td></td>
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<tr>
<td>d. Language and Rationality - Minimum of 6 semester units in the following pattern:</td>
<td></td>
</tr>
<tr>
<td>1. English Composition - Minimum of 3 semester units - with a grade of &quot;C&quot; or better.</td>
<td></td>
</tr>
<tr>
<td>2. Communication and Rational Thinking - Minimum of 3 semester units</td>
<td></td>
</tr>
<tr>
<td>Computer Science 58, 59, 317 (Math 165)</td>
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<td>English 102</td>
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<tr>
<td>Journalism 5</td>
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<tr>
<td>Philosophy 6, 8</td>
<td></td>
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<tr>
<td>Speech 101, 104, 121</td>
<td></td>
</tr>
<tr>
<td>e. Health and Physical Education - Minimum of 3 semester units in the following pattern:</td>
<td></td>
</tr>
<tr>
<td>1. Health Education - Minimum of 2 semester units</td>
<td></td>
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<tr>
<td>Health 9, 10, 11, 12, 25</td>
<td></td>
</tr>
<tr>
<td>Family &amp; Consumer Studies 21</td>
<td></td>
</tr>
<tr>
<td>Health 2 or 6 (Meets both e.1 and e.2)</td>
<td></td>
</tr>
<tr>
<td>2. Physical Education Activity - Minimum of 1 semester unit</td>
<td></td>
</tr>
<tr>
<td>Physical Education 98 through 690</td>
<td></td>
</tr>
</tbody>
</table>

### 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.
Students who do not plan to transfer to a four-year college or university and do not choose one of the Occupational programs leading to an Associate in Science degree may earn the Associate in Arts degree with a non-transfer major in Liberal Arts by completing the following requirements:

A. 60 degree applicable semester units
B. A cumulative grade point average of 2.0 ("C") or better
C. MATHEMATICS COMPETENCY: 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, 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.]

D. Course Requirements

1. General Education Requirements
   a. Natural Sciences - Minimum of 3 semester units
      Anatomy 1  
      Environmental Science 1, 2, 2 with 21, 8  
      Physical Science 1, 1 with 14
      Anthropology 101  
      Geography 1, 1 with 15  
      Physiology 6, 11, 37
      Astronomy 1, 1 with 5  
      Geology 1, 1 with 6, 11  
      Psychology 1
      Biology 1, 3, 5, 6, 7, 60  
      Microbiology 1, 20  
      Psychology 2
      Chemistry 55, 65, 70, 101  
      Oceanography 1, 1 with 10, 12, 12 with 4
   b. Social and Behavioral Sciences - 9 semester units
      (In meeting the Category b requirement, students may not take more than 7 units in a single discipline.)
      1. American Institutions - Select one course from the following:
         History 5, 6, 11, 12, 13, 14, 41, 42, 43, 44, 52, Political Science 1, 30
      2. Social and Behavioral Sciences - Select one course from the following:
         Anthropology 102  
         Geography 2, 7  
         Political Science 2, 4, 7, 8
         Business 1  
         History 1, 2, 3, 4, 19, 20, 21  
         Psychology 1, 3, 41
         Drafting 6  
         21, 23, 24, 86, 87  
         Sociology 1, 2, 12, 21
      3. Select one additional course from Category 1 or 2 above.
   c. Humanities - Minimum of 3 semester units
      Architecture 43, 44  
      English 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 216, 217, 218, 219, 239, 240, 241, 251
      Philosophy 1, 19, 20, 26, 33
      Art 101, 102, 103  
      208, 209, 211, 212, 213, 214, 215, 216, 217, 218, 219, 239, 240, 241, 251
      Physical Education 800 (Dance)
      French 1, 2, 3, 4, 5, 6, 8  
      218, 219, 234, 239, 240, 241, 251
      Spanish 1, 2, 3, 4, 5, 6, 8, 12, 21, 22
      German 1, 2, 3, 4, 8, 10  
      Japanese 21, 22  
      Theater 100, 200
      Humanities 1, 6, 9, 17, 31, 60, 61  
      Music 101, 111, 136, 141
      Philosophy 6, 8
      Philosophy 105  
      Journalism 105
      Speech 101, 104, 111, 121
      Computer Science 58, 59, 317 (Math 165)  
      Statistics 1
      English 102  
      245, 260, 265, 266, 267, 271
      Computer Technology 61
      Engineering Technician 50
      Or Health 2 or 6
   e. Health and Physical Education - 3 units as follows:
      1. Health Education - Minimum of 2 semester units
         Health 9, 10, 11, 12, 25
         Health 9 through 690
         Family & Consumer Studies 21
      2. Phys. Education Activity - Minimum of 1 semester unit
         Or Health 2 or 6
         (Meets both e1 and e2)
   2. Major Requirements - 18 units in a discipline or related disciplines, as specified in the college catalog.
   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.
### IGETC
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM**
2004-2005

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.

### 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, 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 43, 44  
Art 101, 102, 103  
Music 101, 111, 136, 141  
P.E. 800 (Dance)  
Photo 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 interdisciplinary sequence.

- Anthropology 102  
- Economics 1, 2  
- Geography 7  
- History 1, 2, 3, 4, 5, 6, 11*, 12*, 13, 14*, 17*, 19, 20, 21, 23  
- 24, 27, 41*, 42*, 43*, 44*, 52, 86^, 87^  
- Political Science 1, 2, 7, 8, 30  
- 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:**  
- Astronomy 1, 1 with 5  
- Chemistry 65^, 70, 101, 102, 201, 211^  
- Geography 1, 1 with 15  
- Geology 1, 1 with 6  
- Oceanography 1, 1 with 10  
- Physics 6^, 11, 37^  
- Phys. Sci. 1*, 1 with 14^  

**BIOLOGICAL SCIENCE:**  
- Anthropology 101  
- Anatomy 1^  
- Biology 1^, 3^, 5, 6, 7  
- Envr. Sci. 2, 2 with 21  
- Microbiology 1^, 20^  
- Oceanography 12, 12 with 4  
- Physiology 1^  
- Psychology 2

### 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 6, 11, 12, 13, 14, 41, 42, 43, 44, 52.
What is IGETC?
Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California community college to a campus in either the University of California or California State University System without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements.

Who can’t use IGETC?
Students who began their collegiate work at a University of California campus and who intend to transfer back to any UC campus may not be able to use IGETC. See a counselor to determine the appropriate G.E. pattern to follow. Also, students transferring to the following programs should not use IGETC: School of Business and the College of Environmental Design at UC Berkeley, School of Engineering and Applied Sciences at UCLA, Revell and Eleanor Roosevelt College at UC San Diego.

What is Certification?
Harbor College will verify the completion of Intersegmental General Education Transfer Curriculum for transfer to either the University of California or the California State University System. Students who complete the entire IGETC curriculum with grades of “C” or better in all courses can have their general education certified by Harbor College. Up to 15 units of coursework in which a “credit” or “pass” grade is received will be certified providing either is equivalent to a grade of “C” or better. Course credit earned on the basis of Advanced Placement exams will be certified. Although not part or the IGETC, Harbor College will also certify the completion of the CSU American History and Institutions graduation requirement.

What about courses taken at other colleges?
Harbor College will certify courses taken at other colleges and universities accredited by a regional association of Schools and Colleges. Harbor College will place courses taken at other California community colleges in the IGETC areas identified by the offering college. Courses taken at 4-year schools in California or at out-of-state 2-year or 4-year schools must be equivalent to courses offered at Harbor College. These courses will be placed in the subject areas where the comparable LAHC courses fit in our IGETC pattern. Courses completed at foreign institutions are not acceptable except for certification of competence in a language other than English.

How do I get my courses certified?
Certification is not automatic. It must be requested. Your request for certification must be made in the Admissions Office when you send your final transcript to UC or CSU. You must have completed 12 units at Harbor College to have your courses certified. Do not request certification until you have completed all IGETC requirements. In order to do the certification, we must have all official transcripts on file from every college you have attended. If you are using two years of high school foreign language to satisfy the UC Language Other Than English requirement (IGETC Area 6), you must also have official copies of your high school transcripts on file. You may also meet this requirement by providing official documentation showing satisfactory completion, with a “C” grade or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Exam results used to meet this requirement must be on file at Harbor College.
Harbor College offers a Parallel Plan for Cooperative Education students:

**Student Qualifications**
- The student:
  - To provide opportunity for the student to secure employment on a part-time or full-time basis.
  - To gain realistic work experience that is meaningfully related to the student's college study program.
  - To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

**Benefits of Cooperative Work Experience Education**
The student:
- Has the opportunity to learn or improve employment skills under actual working conditions.
- Gains perspective on career goals through applications of classroom theory to "real life experience."
- Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
- Has opportunities to test personal abilities in work environments.
- Has a more realistic approach to the job market.
- Will gain a better understanding of human relations.
- Will learn to apply Management by Objectives (MBO).
- May refer to work experience education on future job applications.
- Benefits financially while learning.
- Can begin a career earlier.

**Prerequisite:** Approval of Work Experience Coordinator. A program of on-the-job learning experiences designed to assist the student in developing occupational effectiveness. Employment need not be related to the student's vocational or occupational major. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work, with a maximum of 3 units per semester or summer session. During each semester a student must complete 7 units, including work experience. During summer session one other course must be taken concurrently. May be repeated for a total of 6 units.

**Cooperative Education Credit Guide**

**Campus Procedure**
Cooperative Education (Work Experience) is a program involving the student-employee, employer, and Los Angeles Harbor College, allowing the student-employee to receive credit for work experience related to the total educational experience.

Students are made aware of the importance of on-the-job relations with other employees, supervisors, and the general public. Students also discuss job-related problems with persons who have similar occupational interests, and receive constructive suggestions leading to possible solutions.

Cooperative Education credit at Harbor College is closely related to the subject areas (disciplines) that are studied in the vocational/occupational programs offered by Harbor College. Credit for work experience is granted by the College exclusively in the following disciplines:

- Accounting
- Administration of Justice
- Anthropology
- Architecture
- Business
- CAOT
- Child Development
- Computer Information Systems
- Computer Technology
- Drafting
- Education
- Electronics
- Engineering Technician
- Environmental Science
- Family & Consumer Studies
- Finance
- Fire Technology
- French
- General Engineering
- Geography
- Geology
- German
- Health
- History
- Humanities
- International Business
- Journalism
- Management
- Marketing
- Mathematics
- Microbiology
- Music
- Nursing
- Oceanography
- Office Machines
- Philosophy
- Photography
- Physical Education
- Physics
- Political Science
- Psychology
- Real Estate
- Spanish
- Speech Communication
- Supervision
- Sociology
- Theater

**Student Qualifications**
- Harbor College offers a Parallel Plan for Cooperative Education students:
  1. Pursue a planned program based on measurable learning objectives agreed to with CWEE instructor/Coordinator. Be enrolled in no less than 7 units (including CWEE units).
  2. During summer sessions be enrolled in at least 1 other class in addition to CWEE. Hours by Arrangement, 1-4 units.

**Prerequisite:** Approval of Work Experience Coordinator to program on-the-job learning experience for students employed in a job related to an occupationally oriented major in which no work experience course is offered. To receive credit a student must complete a minimum of seven units during the semester, including work experience.

**General Work Experience (Parallel Plan)**
*Hours by Arrangement, each course 1-3 units*
Harbor College directs the student desiring to obtain Cooperative Education credit through a program of Occupational Work Experience Education; the student's on-the-job learning situation must be related to his or her major.

California State University: Approved Cooperative Education Subject Areas

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

Accounting  Journalism  Law
Administration of Justice Linguistics  Management
Afro-American Studies Mathematics
Agriculture  Mech. Drafting
Air Conditioning Technology Medical Record Sci.
Aircraft Electronics Merchandise Display
Animal Husbandry  (Visual Merchandising
Anthropology  Technology and Display)
Architecture  Merchandising  (Marketing)
Art  Meteorology
Astronomy  Microbiology
Aviation Maintenance Tech.  Mineralogy
Biology  Natural Resources
Botany  Nursing
Broadcasting  Oceanography
Business  Office Administration
Chemistry/Management  Philosophy
Chicano Studies  Photography
Child Development  Photography,(Commercial)
Cinema  Photography-T
Chemistry (Secretarial Science)  Physical Education
Commercial Art  Physics
Computer Info. Sci.  Physiology
Computer Maintenance  Political Science
Computer Science/Info. Tech.  Public Service
Computer Technology  Real Estate
Dairy Husbandry  Physics
Draffing  Physiology
Dairy Husbandry  Political Science
Economics  Public Service
Education Psychology  Real Estate
Electronics  Physics
Electronics Technician  Physics
Engineering  Physics
English  Recreation
Environmental Science  Respiratory Therapy
(Environmental Studies)  Restaurant Mgmt.
Electronics Technology  Sign Graphics
Family & Consumer Studies  Social Science
Fire Science  Sociology
Foreign Languages  Speech
Geography  Statistics.
Geology  Technical Illustration
Health  Television
History  Theater
Humanities  Transportation
Industrial Arts  Urban Planning
Jewish Studies  Water Systems Technology

Veterans Benefits

Cooperative Education units apply towards veterans benefits in the same manner as units from other courses. It is recommended that veterans consult with a veteran’s counselor.

Transfer Credits

Cooperative Education courses may be accepted by the California State University as electives at their discretion to a maximum of eight units and by the University of California to a maximum of six units. It is advisable for a student to check with the college or university to which he is transferring to verify the number of units that will be accepted. For further information regarding the Cooperative Education Program telephone 233-4447.

EXTENSION PROGRAM

Office of Community Services 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:

Not-for-credit fee classes – The Extension Program offers over 1,000 not-for-credit fee classes per year in: Recreation, The Arts, Career Development, Computers, Business and Entrepreneurship, Finance, Investments, Tours, Personal Development, Home Improvements, and Humanities. We have a diverse program for youth in our year round “College for Kids,” which includes special school break camps, and a large summer program with two complete sessions for children ages 3-15.

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 and Basic Skills. There is no required fee for students, and you may enroll as often as you like in any of these courses.

Special Programs - Additional special Programs include free public service forums on issues pertinent to the community and Traffic Violators School.

Registration - Students may register in person during business hours, by phone using MasterCard or Visa, 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, LAHC, 1111 Figueroa Pl., Wilmington, CA 90744.

Sessions - Fall, Winter, Spring, Summer; catalogs are distributed four times per year.

EVENING AND OUTREACH

The Evening and Outreach program presents college-level classes in academic, business, and technical fields. It is an extension of the day college, inasmuch as the same classes and educational programs are offered in the day, in the evening, on weekends, on campus and off campus. Please consult the Schedule of Classes each semester for credit.
courses being offered in the community at sites convenient to your home or place of employment. A staff of counselors is available during evening hours to assist students with academic, vocational, or personal problems affecting their college work.

**INSTRUCTIONAL TELEVISION (ITV)**

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents, via television, a variety of transferable undergraduate level college credit courses. Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible. Students enroll by mail, view telecourse lessons at home or at a Learning Center at one of the colleges, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A full-time Los Angeles Community College instructor with office hours and phone times is assigned to each telecourse.

The students enrolled in television classes keep in touch with faculty by telephone, mail, as well as at seminars. Interested students are invited to attend the ITV Open House/Get Acquainted Days held at the beginning of each semester or to visit the office of the Instructional Television program on the campus of Los Angeles City College, Bungalow 120, 855 North Vermont, Los Angeles, California 90029. Call (213) 666-44TV or for information.

**CALWORKS/GAIN**

*(Greater Avenues for Independence)*

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.

**INTERNATIONAL EDUCATION PROGRAM STUDY ABROAD CLASSES**

College credit classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all nine colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language and civilization, history, and art instruction in Mexico and Spain, French, French Civilization and art in Paris, Italian, Italian Civilization and art in Italy, Marine Biology in Mexico, theater in England, humanities in Europe, and Creative Writing in Prague. New programs include a semester in Oviedo, Spain. Again being offered is the very popular semester in Cambridge, England. Harbor College sponsors an annual Theater in England during the spring break. On-site investigations of the history and culture of other nations provide students and their instructors with some of the best educational experiences of their lives.

The LACCD is a member of California Colleges for International Education, a consortium of colleges offering semester programs in Paris, England, Germany, Mexico, China, and Spain. The International Education Program also cooperates with the Community Services Programs at District colleges in offering non-credit travel study programs.

The International Education Program expresses the shared commitment of the Los Angeles Community Colleges in furthering the development of international and intercultural awareness. Call (213) 891-2282 for further information.

**PACE PROGRAM**

PACE, Program for Accelerated College Education, is an educational program designed to accommodate working adults. Each semester, PACE students earn 12 units of general education credit by attending one four-hour weekly class and eight (8) Saturday conferences and by viewing instructional television two hours per week. Credit is earned in transfer courses listed in the Harbor College Catalog. The five semester, 61 Unit PACE curriculum is designed to meet the lower division General Education requirements of the California State University. It is especially applicable to the Small College at Dominguez Hills where the upper division PACE curriculum is offered. The twelve units are presented as a theme and are team-taught in an interdisciplinary environment. Students must enroll in all four classes on the same evening. For more information, call Harbor College, 233-4522.

**HONORS TRANSFER PROGRAM**

The Transfer Honors Program is designed to provide highly motivated students who wish to transfer to a four-year institution, a superior educational experience. By completing the Honors Program requirements, students will be given admission preference over non-honors students who apply to member institutions.

**Member institutions include:**

UCLA: Transfer Alliance Program offers priority admission to the College of Letters and Science. Students interested in Fine Arts and Engineering majors may also participate and will be given special consideration when applying to UCLA. (A minimum 3.0 GPA is required. Some majors will require a more competitive GPA.)

UC, Irvine: Offers priority admission consideration

UC, Riverside: Offers guaranteed admission to the university

UC, Santa Cruz: Offers priority admission to the university

California State University, Fullerton: Offers guaranteed admission (3.6 transferable gpa required)

California State University, Dominguez Hills: Offers priority admission

Pitzer college: Offers priority consideration (3.5 gpa required)

Occidental College: Offers priority admission

Pomona College: Offers priority consideration (3.5 gpa required)

Chapman University: Offers priority consideration (3.5 gpa required)

Occidental College: Offers priority consideration (3.25 gpa required)
Honors Transfer Requirements:
> Completion of preparation for the major
> Completion of 6 honors courses
> Completion of all lower division breadth curriculum or IGETC
> Completion of a minimum of a 3.0 grade point average or higher as required by the transfer institutions

Honors Admission Requirements:
√ Admission to this program is limited to students who meet at least one of the following criteria:
√ University of California eligible high school graduates. (Student must provide official high school transcripts, SAT or ACT test reports.)
√ High school graduates with a 3.5 GPA who are recommended from their high school counselors
√ Students currently enrolled at Los Angeles Harbor College with a grade point average of 3.0 or higher, with at least 15 UC transferable units and English 101 eligibility

Honors Curriculum
English 101
History 1
Humanities 1
Psychology 1
Philosophy 1
Anthropology 1
Music 101
Biology 5
English 102
Political Science 1
Oceanography 1 and 10

Selected courses may be taken for contract honors credit by the approval of the honors counselor or director of the program. For more information call (310) 233-4038, Email: puebloyu@lahc.edu, or visit the Administration Building, Room 130.
COURSE DESCRIPTIONS

All Los Angeles Harbor College courses are offered for college credit. All courses which meet the major requirements of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA, non-degree applicable.

The courses offered are listed alphabetically with brief course descriptions. The credit value of each course in semester units is indicated by the number in parentheses following the course title. For an 18-week semester, the Carnegie rule and Title 5 sets forth minimum standards which requires 1 hour lecture and 2 hours of homework or 2-3 hours laboratory with homework per week to earn credit for 1 unit. For the 16-week semester, these requirements are multiplied by 1.125 to match the class hours listed. RPT indicates a course may be repeated more than once for credit over a series of semesters, but not more than once for credit during any one semester.

The number which follows the symbol RPT indicates the number of times the course may be repeated for credit. Prerequisites are stated if the course requires them. Prerequisites must be completed before enrolling in the listed course.

Corequisites are courses that must be taken by the student during the same semester the listed course is taken. Unless otherwise noted, all courses are held for a 16-week semester. The entire list of courses under this section cannot be offered in any one semester, but each course is designed to be offered at least once within a three-year period.

When a course is designated “same as” another course, a student may only receive credit for one of the courses. All Los Angeles Harbor College courses, except for those labeled NDA, non-degree applicable, are college-level courses and may be applied toward graduation requirements for the Associate degree.

Transfer courses are acceptable for credit at the University of California and at the California State University according to codes listed after each class title.

University of California
- UC Courses so designated are acceptable for credit at all campuses of the University of California, although some combinations of courses may have maximum credit limits.

California State University
- CSU Courses so designated are certified as being appropriate for baccalaureate degree credit in determining eligibility for admission as an undergraduate student to the California State University system.

California Articulation Number (CAN)
- The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught on California college campuses. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. It is expected that most CSU campuses throughout the state will qualify courses to use the California Articulation Numbers.

Check with counseling offices, academic advising offices, or articulation officers for current listings of CAN courses and campuses participating in the CAN system. A CAN CATALOG listing campuses and courses is published biannually.

ACCOUNTING

Also see Business, CAOT, CIS, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - INTRODUCTORY ACCOUNTING I (5) UC:CSU
Credit is allowed in only one of Accounting 1 or the Accounting 21 and 22 combination.
Lecture 5 hours and 30 minutes per week.
Business transactions are recorded and financial statements are prepared and studied. The emphasis is on accounting for the single owner and for partnership business.
(CAN BUS 2; ACCTG 1+2 = CAN BUS SEQ A)

2 - INTRODUCTORY ACCOUNTING II (5) UC:CSU
Prerequisite: A grade of “C” or better in Accounting 1 or the Accounting 21 and 22 combination.
Lecture 5 hours 30 minutes per week.
This course includes the application of accounting procedures; analysis of financial statements; and accounting for cash, receivables, inventories, investments, fixed assets, liabilities, capital stock, retained earnings, error and correction of errors.
(CAN BUS 2; ACCTG 1+2 = CAN BUS SEQ A)

3 - INTERMEDIATE ACCOUNTING (3) CSU
Prerequisite: Accounting 2.
Lecture 3 hours and 20 minutes per week.
This course includes a study of accounting procedures and practices. General factory accounting, process costs, job order costs, budgets, expense and overhead distribution, by-products and joint-products, and standard costs are studied.

11 - COST ACCOUNTING (3) CSU
Prerequisite: Accounting 2.
Lecture 3 hours and 20 minutes per week.
This course includes a study of cost accounting procedures and practices. General factory accounting, process costs, job order costs, budgets, expense and overhead distribution, by-products and joint-products, and standard costs are studied.

15 - TAX ACCOUNTING I (3) CSU
Lecture 3 hours and 20 minutes per week.
A practical study of the current federal revenue acts and California State Tax Law as they relate to business and individual income tax procedures is made. Topics studied include income inclusions and exclusion, capital gains and losses, and business and personal deductions. To repeat Accounting 15 for an update, take Business 10.
16 - TAX ACCOUNTING II (3) CSU
Prerequisite: Accounting 1 or 15.
Lecture 3 hours and 20 minutes per week.
A continued study of income tax regulations and procedures is made. Accounting methods, installment sales, partnerships, and corporate income tax procedures are studied.

20 - MANAGERIAL ACCOUNTING (3) CSU
Prerequisite: Accounting 1 and Business 1.
Lecture 3 hours and 20 minutes per week.
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.

See CIS 24 for Accounting on Microcomputers.

185 - DIRECTED STUDY-ACCOUNTING (1) CSU
RPT 2 (CR/NCR)

285 - DIRECTED STUDY-ACCOUNTING (2) CSU
(CR/NCR)

385 - DIRECTED STUDY-ACCOUNTING (3) CSU
(CR/NCR)
Corequisite: Enrollment in another Accounting course.
Conference one hour and 5 minutes per unit per week.
Allows students to pursue Directed Study in Accounting on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COORDINATED WORK EXPERIENCE EDUCATION
911-941
Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

ADMINISTRATION OF JUSTICE
1 - INTRODUCTION TO ADMINISTRATION OF JUSTICE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course details the philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state, and federal law enforcement agencies; survey of qualifications required. (CAN AJ 2)

2 - CONCEPTS OF CRIMINAL LAW (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course deals with the structure, definitions, and the most frequently used sections of the penal code and other criminal statutes. (CAN AJ 4)

3 - LEGAL ASPECTS OF EVIDENCE (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

5 - CRIMINAL INVESTIGATION (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, and follow-up and case preparation.

6 - PATROL PROCEDURES (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes responsibilities, techniques, and methods of police patrol.

7 - TRAFFIC CONTROL (3) CSU
Lecture 3 hours and 20 minutes per week.
The student in this course will study traffic law enforcement, regulation and control, fundamentals of traffic accident investigation, and the California Vehicle Code.

8 - JUVENILE PROCEDURES (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes the organization, functions, and jurisdiction of the juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile statutes, and court procedures.

14 - REPORT WRITING FOR PEACE OFFICERS (3) CSU
Lecture 3 hours and 20 minutes per week.
Involved in this course are the study of and practice in various types of technical writing commonly used in police agencies, the appropriateness of different styles in different contexts and the conceptualization of the material, and the utilization of machine tabulation in reports and methods of reporting criminal statistics.

15 - POLICE SUPERVISION (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes the theory and principles of supervision; supervisor responsibilities for organization, human relations, training rating, and management relations as they relate to peace officers.

16 - RECRUITMENT SELECTION PROCESS (3) CSU
Lecture 3 hours and 20 minutes per week.
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.

37 - CALIFORNIA CRIMINAL PROCEDURES I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes a study of the history and organization of court systems, jurisdiction, arrest, search and seizure, bail, complaints and extradition.
42 - ADVANCED CRIMINAL LAW (3) CSU
Lecture 3 hours and 20 minutes per week.
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.

49 - NARCOTICS AND VICE CONTROL (3) CSU
Lecture 3 hours and 20 minutes per week.
This course deals with the history, identification, and effects of narcotics. The narcotics and vice problems as they exist and penal statutes affecting the control of narcotics and vice are studied.

67 - COMMUNITY RELATIONS I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.

72 - CORRECTIONAL PROCEDURES (3)
Lecture 3 hours and 20 minutes per week.
This course examines the legal requirements necessary to operate a correctional institution as required by state and federal laws. The daily operation and procedures of inmate issues are examined.

75 - INTRODUCTION TO CORRECTIONS (3)
Lecture 3 hours and 20 minutes per week.
This course will deal with issues related to gangs, subcultures, and criminal activities. Special emphasis will be placed on prevention and response.
102 - HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course attempts to define culture and to survey the variety of man’s cultures at all levels of socio-cultural development from the small-scale, technologically simple cultures to the large-scale technologically complex ones. Topics described and analyzed include the social institutions, such as kinship, marriage, family, religion, politics, language, and economics in a cross-cultural perspective. (CAN ANTH 4)

COOPERATIVE WORK EXPERIENCE ANTHROPOLOGY
Anthropology is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

ARCHITECTURE
Effective Spring 2005 the Architecture numbering system will change as follows:

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<th>Old Number</th>
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4 (ARC 222) - BEGINNING ARCHITECTURAL GRAPHICS (3) CSU
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
Graphic communication techniques using a variety of media applied to methods of presenting information and graphic design.

5 (ARC 172) - ARCHITECTURAL DRAWING I (3) CSU
Prerequisite or corequisite: Architecture 171 (formerly Architecture 14).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course presents the techniques of architectural drafting, symbols, dimensioning, and methods of representation. Instruction is given in the fundamentals needed to prepare a complete set of working drawings for a simple wood frame structure.

6 (ARC 273) - ARCHITECTURAL DRAWING II (3) CSU
Prerequisite: Architecture 172 (formerly Architecture 5).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course stresses the further development of drafting skills and the fundamental use of materials in construction with emphasis on building codes. Construction drawings for two-story and/or split-level frame structures are developed with plans, elevations, sections, details, plots, and contour maps as required.

7 (ARC 271) - ARCHITECTURAL DRAWING III (3) CSU
Prerequisite: Architecture 273 (formerly Architecture 6).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
The design and construction of masonry-type buildings are studied together with a further development of wood framing. Analysis is made of long span techniques and construction. Air conditioning equipment, specification writing, and cost estimating are introduced.

8 (ARC 272) - ARCHITECTURAL DRAWING IV (3) CSU
Prerequisite: Architecture 273 (formerly Architecture 6).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
The design construction of steel buildings is studied with wood as a secondary system. Special code requirements and drawing convention as it relates to steel construction are emphasized.

9 (ENV 101) - ELEMENTS OF ARCHITECTURE (3) UC:CSU
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
Basic architectural elements, form and composition are studied mainly through two-dimensional drawing media. Some two-dimensional concepts are translated into a three-dimensional model. Emphasis is placed on analytic techniques and problem-solving methods in design.

ENV 102 - FOUNDATIONS OF DESIGN II (3) CSU
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
Design studio introducing design principles, theories through two and three dimensional problems. A study of physical laws of nature, physical materials and anthropomorphic dimensions as it affects design.
Study is made of parallel and horizontal forces acting upon structural systems. Special emphasis is placed upon understanding and procedures necessary for beam and column design in building structural systems are developed. Study is made of the effect these forces have on structural materials such as glass, roofing, plastics, and paint are explored.

Systems of forces acting upon building structural systems are developed. Special emphasis is placed upon the relationship in building structures are developed. Study is made of composition, form, value, and scale, and centers mainly on drawing development employing architectural forms.

12 (ARC 221) - ARCHITECTURAL RENDERING (2) CSU
Prerequisite: Completion of Architecture 121 or 122 (formerly Architecture 10 or 17).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 20 minutes per week.
Rendering skills are developed using color media such as watercolor, ink, and felt-tip pens. Acetate rendering is also explored. Buildings and landscape are primarily employed as subject matter. Limited study is made of color theory and perspective drawing.

14 (ARC 171) - ARCHITECTURAL DETAILING (2) CSU
Prerequisite: Architecture 170 (formerly Architecture 50) or one semester of high school or college drafting.
Lecture 1 hour and laboratory 3 hours per week.
Drafting skill as well as construction knowledge is developed by the study of specific aspects of buildings. Specialized drawings are drafted of walls, roofs, floors, doors, windows, cabinets, etc. Many drawings are made large scale in order to illustrate joinery techniques. Scale models, freehand sketching of details, and metrics are also explored.

17 (ARC 122) - ARCHITECTURAL PERSPECTIVE (2) UC:CSU
Prerequisite: Architecture 170 (formerly Architecture 50) or one semester of high school or college drafting.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
The various methods of making three-dimensional pictorial drawings, such as one-point, two-point, and three-point perspectives, are studied. Special attention is given to short-cut methods as well as a variety of basic methods. The use of shade and shadow, reflections, and mirror images are also included.

18 (ARC 291) - STRENGTH OF ARCHITECTURAL MATERIALS I (3) CSU
Lecture 3 hours and 20 minutes per week.
A basic understanding of the variety of forces acting upon building structural systems is developed. Study is made of the effect these forces have on engineering materials such as wood and steel. The structural design of beams and their relationship in building structures are developed.

19 (ARC 292) - STRENGTH OF ARCHITECTURAL MATERIALS II (3) CSU
Lecture 3 hours and 20 minutes per week.
Understanding and procedures necessary for beam and column design in building structural systems are developed. Special emphasis is placed upon truss analysis employing both algebraic and graphical methods of solution. Study is made of parallel and horizontal forces acting upon structural systems.

21 (ARC 181) - MATERIALS OF CONSTRUCTION (3) CSU
Lecture 3 hours and 20 minutes per week.
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.

25 (ARC 162) - 3 DIMENSIONAL MODELING I (3) CSU - RPT 3
Laboratory/discussion 6 hours per week
In this course students learn advanced three-dimensional concepts in making computer aided drawings. Drawings are constructed using microcomputer with appropriate software such as auto cad and form Z studio max.

26 (ARC 262) - 3 DIMENSIONAL MODELING II (3) CSU - RPT 3
Lecture 1 hour and 5 minutes and Laboratory 5 hours and 30 minutes per week.
In this course students learn advanced three-dimensional concepts in making computer aided drawings. Drawings are constructed using microcomputer with appropriate software such as auto cad, from z studio max.

28 (ARC 111) - ARCHITECTURAL PRACTICE (2) CSU
Lecture 2 hours and 10 minutes per week.
This course examines the environmental and construction fields in order to prepare students for entry into these professions. Employment, wages, and legal and administrative procedures are studied. Special emphasis is made on the operation of a professional office and related employment requirements. Study is made of the professional schools of architecture and the process for community college students transferring to them.

30 (INT 102) - RESIDENTIAL PLANNING (3) CSU
RPT 3
Prerequisite: Architecture 170 (formerly Architecture 50), one semester of high school or college drafting, or knowledge of drawing equipment.
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
A study is made of the small house, its layout livability, size, orientation, cost, furnishings, equipment, decoration, and future inhabitants. Plans and specifications are studied. Special emphasis of a design approach such as computer design is included.

33 (ARC 201) - BASIC ARCHITECTURAL DESIGN I (3) UC:CSU
Prerequisites: Architecture 172 and Environmental Design 102 (formerly Architecture 5 & 30).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course explores the nature and limitation of materials using two-three-dimensional composition. Methods of presentations are studied as well as design approaches. Special emphasis is placed on the justification for design and methods of approach such as flow diagrams and matrices.
34 (ARC 202) - BASIC ARCHITECTURAL DESIGN II (3) UC:CSU
Prerequisite: Architecture 201 (formerly Architecture 33).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course further extends the theories of space, form, and vision, and applies them to architectural problem solving. Horizontal and vertical flow are studied. Computer application to design is also studied.

50 (ARC 170) - BEGINNING ARCHITECTURAL DRAFTING (2) CSU
Lecture 1 hour and laboratory 3 hours and 20 minutes per week.
An introduction to graphics for students with no drafting knowledge and for the person entering architecture, urban planning, landscape architecture, art, interior design, and allied fields. Training in developing multiview drawings of building exteriors, interiors, floor plans, furniture, etc. Perspective, sketching, isometrics, and techniques for presentation and display drawings are studied.

36 (ARC 161) - INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DRAWING (2) RPT 1
Prerequisite and/or corequisite: Architecture 172 and 171 (formerly Architecture 5 and 14).
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
An introduction and exploration of Computer Aided Architectural Drafting (CAAD). Students will learn to recall existing drawings for scissor drafting and adhesive drafting, alter, change, and add information to existing drawing and prepare new computer generated architectural drawings.

55 (ARC 173) - ARCHITECTURAL DRAWING PRACTICE (1) CSU
Lecture 1 hour and 5 minutes per week.
This lecture course presents the techniques of architectural drafting, the symbols, dimensioning and methods of representation. Residential planning and design are studied. This course covers only the lecture portion of Architecture 5.

37 (ARC 261) - COMPUTER AIDED DESIGN AND DRAFTING (3) RPT 1
Prerequisite and/or corequisite: Architecture 161 and 273 (formerly Architecture 36 and 6).
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course is a further study of construction documents and presentation drawings via CAD. Further study in floor plan, building section and framing plans using cartoons as a base. Presentational drawings will include Design Diagrams, Formatting, Scan Drawings and Simple Renderings.

42 (ARC 264) - COMPUTER-AIDED DESIGN LABORATORY (½) CSU - RPT 3
Laboratory 5 hours and 30 minutes per week.
Students in Computer-Aided Design Laboratory will be given assignments in basic architecture courses requiring CAD Lab computer preparation. A minimum of five hours per week in the Technology/Architecture Computer Laboratory will be required. A positive attendance environment will be established and additional lab time may be scheduled by the student. The course will be designated as open entry/open exit on a credit/non-credit basis.

43 (ARC 132) - ARCHITECTURAL HISTORY I: PRE-HISTORY TO MIDDLE AGES (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The development of architecture from prehistoric times to the beginning of the Renaissance. The following influences are emphasized in the shaping of architecture: Geographical, geological, climatic, religious social and historical.

50 (ARC 134) - ARCHITECTURAL HISTORY II: LATE MIDDLE AGES TO MODERN (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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, social and historical.
103 - ART APPRECIATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This is a cultural course designed to acquaint the student with the art
products of our civilization and to provide a basis and an understanding of
the fundamental art principles expressed in both the useful and the fine
arts. It is recommended for non-art majors.

185 - DIRECTED STUDY-ART HONORS (1) UC*:CSU
RPT 2
By arrangement with instructor.
Lecture 2 hours and 10 minutes per week.
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.

201 - DRAWING I (3) UC:CSU
Recommended: concurrent enrollment in Art 501.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
This course provides beginning instruction in pencil drawing and the use
of charcoal, chalk, ink, and other drawing media. Subject matter from nature
and still life is included. It is a basic art course for all art majors and is
recommended for other beginners. (CAN ART 8)

202 - DRAWING II (3) UC:CSU
Prerequisite: Art 201.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
This course is a continuation of Art 201. Various systems of graphic
expression are explored and several media are used. Individual projects are
included.

204 - LIFE DRAWING I (3) UC:CSU
Recommended prerequisite: Art 201 and 501.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
Figure structure and figure anatomy are studied. Figure drawing from life
in various media is included.

205 - LIFE DRAWING II (3) UC:CSU
Prerequisite: Art 204.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.

206 - LIFE DRAWING III (3) UC:CSU
Prerequisite: Art 205.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.

207 - LIFE DRAWING IV (3) UC:CSU
Prerequisite: Art 206.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
Art 205, 206 and 207 courses provide experience in drawing with various
media. Pictorial experiences are included, along with development of
personal imagery and style.

209 - PERSPECTIVE DRAWING I (3) UC:CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
Topics studied include one-, two-, or three-point perspective, problems in
perspective drawing of objects, shading, freehand sketching, and rendering.

285 - DIRECTED STUDY-ART HONORS (2) UC*:CSU
By arrangement with instructor.
Lecture 2 hours and 10 minutes per week.
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.

300 - INTRODUCTION TO PAINTING (3) UC:CSU
Prerequisite or Corequisite: Art 501 or equivalent.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
Beginning instruction in color and techniques of water color painting is
provided. Also included is consideration of acrylics and copolymer plastic
paints, plus various methods used in the craft. Emphasis is placed on light
and dark in color, color harmony, and plastic organization.

301 - WATERCOLOR PAINTING I (3) UC:CSU
Prerequisite: Art 300

302 - WATERCOLOR PAINTING II (3) UC:CSU
Prerequisite: Art 301

303 - WATERCOLOR PAINTING III (3) UC:CSU
Prerequisite: Art 302.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
Art 301, 302 and 303 courses provide experience with selected aqueous
media. Expressiveness, use of paint, improvisations, and creative
techniques are stressed. Art analysis and critical workshops are also
included.

304 - ACRYLIC PAINTING I (3) UC:CSU
Prerequisite: Art 300.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
This course covers water base media and their technical application to
basic two-dimensional and three-dimensional painting problems.

305 - ACRYLIC PAINTING II (3) UC:CSU
Prerequisite: Art 304.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
This course is a continuation of Art 304, with a survey of past and current
styles in painting.

306 - ACRYLIC PAINTING III (3) UC:CSU
Prerequisite: Art 305.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per
week.
This course provides for the creative exploration of acrylic paints, with an
emphasis on personal styles. Subject matter deals with still life, landscape,
and the human figure.
310 - BEGINNING OIL PAINTING (2) UC:CSU  
Prerequisite: Art 300.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
Composition, color, and form are studied through a range of projects in a historical context to bring the individual in touch with contemporary ideas in the field of painting. The primary media used are oils and acrylics.

311 - INTERMEDIATE OIL PAINTING (2) UC:CSU  
Prerequisite: Art 310.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
This course is an extension of Art 310, focusing on a broader range of contemporary issues and media. Included along with traditional oil media, such materials as industrial paints and enamels, as well as surfaces other than canvas, are utilized.

312 - ADVANCED OIL PAINTING (2) UC:CSU  
Prerequisite: Art 311.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
This course is an extension of Art 311 and further explores the media emphasizing more personal means to express ideas.

385 - DIRECTED STUDY-ART HONORS (3) UC*:CSU  
Lecture 3 hours and 20 minutes per week.  
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.

400 A & B - INTRODUCTION TO PRINTMAKING A & B (3) UC:CSU  
400A: Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
400B: Laboratory 2 hours and 10 minutes per week.  
These two modules comprise an introductory course in the basic printing processes of relief (woodcut), intaglio (etching), planographic (lithography), and serigraphic (silkscreen) printing.

411 - PRINTMAKING STUDIO (1) CSU - RPT 3  
Laboratory 3 hours and 20 minutes per week.  
Allows students to pursue directed study in studio printmaking on a contract basis under the direction of the printmaking instructor.

412 - INTRODUCTORY PRINTMAKING (2) UC:CSU  
Corequisite: Concurrent enrollment in Art 201 or 501.  
Lecture 1 hour per week and laboratory 3 hours per week.  
An introductory course in the basic printing process of relief (woodcut), intaglio (etching), planographic (lithography), and serigraphic (silkscreen) printing.

413 - INTERMEDIATE PRINTMAKING (2) UC:CSU  
Prerequisite and/or Corequisite: Art 412  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
This course is an extension of Art 412. It is designed to give the student a broader range of techniques within the printmaking process.

501 - BEGINNING TWO-DIMENSIONAL DESIGN (3) UC:CSU  
Recommended corequisite: Art 201.  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
This course presents an introduction to the fundamentals of art which involve creative exploration of visual elements and principles of design. The student experiences color, color theory, light and dark value, line, texture, and shape, and their integration in art structure. (CAN ART 14)

502 - BEGINNING THREE-DIMENSIONAL DESIGN (3) UC:CSU  
Prerequisite: Art 501.  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
The principles of three-dimensional design are studied. Explorations are made in materials and media involving considerations to space. Applied design problems in three dimensions as well as creative sculptured forms and assemblages are included. (CAN ART 16)

503 - INTERMEDIATE DESIGN (3) UC:CSU  
Prerequisite: Art 501.  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
Computer graphics for Art students. Space, value, form and color as applied to creative projects.

521 - ART GALLERY TECHNIQUES (3) CSU - RPT 3  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
An introduction to the theory and practice of gallery display and management. Students will gain a working knowledge of successful art world and college galleries. The course will cover exhibition preparation, funding, field trips and guest lectures.

600 A & B - LETTERING I (3) CSU  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
Basic lettering forms emphasizing style, proportion and spacing. Laboratory work emphasizes the adoption of lettering to advertising as well as traditional lettering styles, including some calligraphy.

633 - INTRODUCTION TO COMPUTER GRAPHICS (3) CSU  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system and applications as used as tools by artists and graphic designers.

637 - PRESENTATION GRAPHICS (3) CSU  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
Students learn to prepare and optimize images, design and create layouts and interactive environments specific to a variety of audiences using Flash, Dreamweaver, Fireworks, Photoshop and Illustrator.
638 - COMPUTER-AIDED ART LABORATORY (1)
RPT 3
Laboratory 3 hours and 10 minutes per week.
This course is designed to reinforce lecture topics presented in each computer-aided art course. It provides students with the opportunity to practice and apply concepts learned in lecture.

639 - INTRODUCTION TO DIGITAL IMAGING (3)
CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This is an introductory course in computer still image manipulation. The topics presented include image editing application of filter, integration of text, and the combination of scanned images.

706 - CLAY SCULPTURE I (2) UC:CSU
Prerequisites: Art 501 and 713.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
This course provides the student an exploration of ceramic sculpture in three dimension and relief. Creative experimentation is pursued with form, line and space. Reference is made to the history of and contemporary issues involving clay sculpture. Individual creativity is stressed.

707 - CLAY SCULPTURE II (2) UC:CSU
Prerequisite: Art 706.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
The student continues study begun in Art 706 using clay as a medium in three dimensions and relief. Group criticism is included regarding the esthetics of clay sculpture.

712 - CERAMICS WORKSHOP (2) UC:CSU
Prerequisite: Art 714.
Laboratory 4 hours and 25 minutes per week.
This course is designed for students who wish to continue study in ceramics through an approved program with a ceramics instructor.

713 - BEGINNING CERAMICS I (2) UC:CSU
Recommended prerequisite: Art 501.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
This course deals with the fundamentals of ceramic materials, processes, decorative treatment, wheel throwing, and other shaping methods. Firing and glazing are included.

714 - BEGINNING CERAMICS II (2) UC:CSU
Prerequisite: Art 713.
Recommended prerequisite: Art 501.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
This course provides a further study of ceramics its materials, design, and production. More emphasis is put on glazes and kiln firing.

715 - INTRODUCTION TO CRAFTS (3) CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This is an exploratory course in the uses of craft techniques as applied to constructions in paper, wood, cloth, glass, metal and other materials.

716 - CRAFTS WORKSHOP I (3) CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This is an exploratory course in the uses of craft techniques as applied to constructions in paper, wood, clay, cloth, glass, metal and other materials.

717 - CRAFTS WORKSHOP II (3) CSU
Prerequisite: Art 716.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course is a concentrated study in limited craft areas on a project basis.

718 - CRAFTS WORKSHOP III (3) CSU
Prerequisite: Art 717.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course is a concentrated study in limited craft areas on a project basis.

735 - CERAMICS LABORATORY (1) RPT 3
Corequisite: Concurrent enrollment in any ceramics, crafts or sculpture class.
Laboratory 4 hours and 25 minutes per week.
Individual instruction and guidance is offered to enable the students to increase their self expression and creativity.

815 - SILKSCREEN PRINTMAKING I (2) UC:CSU
Prerequisite and/or corequisite: Art 400 A.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
A studio-laboratory course involving serigraphic printing and stencil process in photo silkscreen and multi-color printing.

816 - SILKSCREEN PRINTMAKING II (2) UC:CSU
Prerequisite and/or corequisite: Art 815.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
Presents an intermediate course in serigraphic printing processes. Emphasis on color and contemporary techniques.

COOPERATIVE WORK EXPERIENCE ART
Art is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

ASTRONOMY

1 - ELEMENTARY ASTRONOMY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This is an introductory, non-mathematical course in the general principles and fundamentals of astronomy. It is planned primarily for non-science majors. The planetarium is used as an aid in presenting many topics. This course, together with Astronomy 5, fulfills the requirement for physical science with laboratory at most state colleges and universities.
5 - FUNDAMENTALS OF ASTRONOMY LABORATORY (1) UC:CSU
Prerequisite: Astronomy 1 or concurrent enrollment.
Lecture 3 hours and 20 minutes per week.
A presentation of the methods astronomers use in order to determine the nature of our universe. This course includes working with astronomical instruments and laboratory equipment. The planetarium is used to study star patterns and constellations.

7 - SURVEY OF CONTEMPORARY ASTRONOMY: INTERNET APPLICATIONS (3) CSU
Lecture 3 hours and 20 minutes per week.
A survey of modern astronomy as available on the Internet itself, including e-mail and the World Wide Web. No previous experience with computers or the Internet is necessary.

COOPERATIVE WORK EXPERIENCE ASTRONOMY
Astronomy is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**BIOLOGY**
Also refer to courses in Anatomy, Microbiology, Oceanography, and Physiology.

1 - FUNDAMENTALS OF THE LIFE SCIENCES I (3) UC:CSU
Not open to students who have credit in Biology 3 or Biology 6.
Lecture 2 hours and 10 minutes and demonstration 2 hours and 10 minutes per week.
This is a survey course covering the major concepts in biology. Included are cell structure and function, simple genetics and evolution, the structure of multi-cellular plants and animals, behavior, and ecology.

3 - INTRODUCTION TO BIOLOGY (4) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course includes the major principles of biology; a general survey of plant and animal life processes; introduction to concepts of structure and function, heredity, reproduction, development, evolution, and ecology.

5 - INTRODUCTION TO HUMAN BIOLOGY (4) UC:CSU
Lecture 3 hours and lab 3 hours per week.
Introductory course for non-majors that includes the study of basic biological principles; introduction to basic human anatomy, physiology and microbiology. Human development and heredity, evolution, ecology, bioethics of molecular genetics are also covered.

6 - GENERAL BIOLOGY I (5) UC:CSU
Prerequisite: Chemistry 101 with a grade of “C” or better.
Prerequisite or Corequisite: Chemistry 102.
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
The fundamental processes of life at the molecular and cellular level. The genetic control of these mechanisms are investigated. Embryological developmental processes at the molecular level is also covered. Cellular organization and viruses are studied in detail. DNA manipulation labs.
(CAN BIOL 2; BIOL 6+7 = CAN BIOL SEQ A)

7 - GENERAL BIOLOGY II (5) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
Course surveys the biology of all groups of living organisms. Comparative studies emphasize ecology, behavior, genetics, and evolution. Laboratory work and field trips enhance the lecture material. Data gathering and analyses are part of every field trip event.
(BIOL 6 + 7 = CAN BIOL SEQ A)

10 - NATURAL HISTORY I (4) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course deals with the biology of California, the inter-relationships of the plants and animals, and the effects of topography, climate, and human activity on California natural communities. It also includes an ecological and natural history survey of common plants, mammals, birds, reptiles, amphibians, insects, and fish. The laboratory consists of field trips to natural habitats.

33 - MEDICAL TERMINOLOGY (3) CSU
Lecture 3 hours and 20 minutes per week.
This course develops a comprehensive medical vocabulary applicable to all specialties of medicine, through learning Greek and Latin prefixes, suffixes, and word roots. Training in the spelling, pronunciation, and definition of medical terms and abbreviations is provided, as well as in the use of a medical dictionary.

60 - ECOLOGY (4) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course covers the interrelationships between organisms and the environment, physiological and social adaptations, population dynamics, competition, predation, symbiosis, food webs, nutrient cycling, and succession. It also includes a lab with computer activities and field studies.

185 - DIRECTED-STUDY BIOLOGY (1) UC*:CSU
RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED-STUDY BIOLOGY (2) UC*:CSU
* UC credit may be granted by petition after transfer.
385 - DIRECTED-STUDY BIOLOGY (3) UC*:CSU
Prerequisite or corequisite: Any biological science course.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE BIOLOGY
Biology is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

BLACK STUDIES
See Afro-American Studies

BUSINESS
Also see Accounting, Finance, International Business, Management, Marketing, Supervision, Real Estate, Computer Information Systems and Computer Applications and Office Technology.

1 - INTRODUCTION TO BUSINESS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is planned for first-year students of business and for students of other departments who wish general information about business. It acquaints the student with various forms of business organizations, finance, human resource problems, marketing, business-government relations, entrepreneurship, the free enterprise system, and other topics.

5 - BUSINESS LAW I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course helps students to understand how the law relates to business. It includes legal rights and remedies, business torts and crimes, contracts, agency, employment, personal property, bailments and negotiable instruments. Practice in the application of principles of law to actual cases is provided. (CAN BUS 8)

6 - BUSINESS LAW II (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Further study is made of the relationship of law to business. Topics included are sales, product liability, secured transactions, consumer protection, debtors and creditors, partnerships, corporations, government regulation and real property. Practice in the application of legal principles to actual cases is provided.

10 - FUNDAMENTALS OF TAX RETURN PREPARATION (3)
Lecture 3 hours and 20 minutes per week.
This course introduces the fundamentals of Federal and California income tax laws. Assignments involve the completion of tax returns for individuals. Business 10 is the same class as Accounting 15. It allows the student to update frequently changing tax laws.

31 - BUSINESS ENGLISH (3)
Lecture 3 hours and 20 minutes per week.
Word choice, sentence and paragraph construction, punctuation, spelling, and vocabulary are studied within the context of modern business communications.

32 - BUSINESS COMMUNICATIONS (3) CSU
Prerequisite: A grade of "C" or better in Business 31 or equivalent.
Lecture 3 hours and 20 minutes per week.
Learn how to succeed in today's competitive, diverse and global business environment through excellent communication and teamwork skills. This course will help students to present themselves to potential employers, solve problems, use various forms of written communication, collaborate with work teams, and use technology to communicate.

38 - BUSINESS COMPUTATIONS (3)
Lecture 3 hours and 20 minutes per week.
This course covers basic math applied to accounting, financial, marketing and other business problems.

60 - KEYBOARDING FUNDAMENTALS (1)
Lecture 3 hours and 20 minutes per week.
This class teaches touch computer keyboarding and preparation of business letters, memos, and reports. It includes an introduction to computer word processing. It is required for all business majors. This is not open for credit for Office Administration majors.

185 - DIRECTED STUDY—BUSINESS (1) CSU
RPT 2 (CR/NCR)

285 - DIRECTED STUDY—BUSINESS (2) CSU
(CR/NCR)

385 - DIRECTED STUDY—BUSINESS (3) CSU
(CR/NCR)
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION (BUSINESS 911-941)
Business is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

CHEMISTRY

30 - CHEMISTRY REVIEW (1) NDA
Lecture/discussion 2 hours per week for 10 weeks.
This is a review period in which students having difficulty with problem solving are provided opportunities for supervised study and work in chemical calculations.
**40 - BASIC CHEMISTRY (3) CSU**
Lecture 3 hours and 20 minutes per week.
Introductory chemistry course for non-science majors. Important chemical principles are illustrated using topics of current interest as illustrated in the media. Lectures are descriptive and conceptual using demonstration to emphasize chemical principles. Course meets physical science requirement without a laboratory.

**55 - CHEMISTRY FOR HEALTH SCIENCES (5) CSU**
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
This course emphasizes the principles of inorganic chemistry, is an introduction to elementary organic and biochemistry. It is planned primarily for Health Science majors. This course is not open for credit to students who have credit in Chemistry 65. Completion of Chemistry 55 and 70 transfers to four-year college as a prerequisite towards a B.S. Degree.

**65 - INTRODUCTORY GENERAL CHEMISTRY (4) UC:CSU**
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
Introductory course in the principles of inorganic chemistry utilizing elementary mathematics. It serves as a prerequisite for Chemistry 101. Not open for credit to students who have credit for Chemistry 55. (CAN CHEM 6)

**66 - ORGANIC AND BIOCHEMISTRY FOR ALLIED HEALTH MAJORS (5) CSU**
Prerequisite: Completion of Chemistry 65 and Math 123C with grades of "C" or better.
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.

**70 - INTRODUCTORY ORGANIC AND BIOCHEMISTRY (4) UC:CSU**
Prerequisite: Completion of Chemistry 55 or 65 with a grade of "C" or better.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course is designed for students who are majoring in the health sciences. Emphasis is placed on organic chemistry, the processes that occur in living tissues, and the substances that are involved.

**101 - GENERAL CHEMISTRY I (5) UC:CSU**
Prerequisites: Completion of Chemistry 55 or 65 and Mathematics 123C with a grade of "C" or better or equivalent. Preparation: eligibility for English 101, or concurrent enrollment in English 28.
Lecture 3 hours and 20 minutes and laboratory/discussion 6 hours and 40 minutes per week.
Lecture and laboratory topics dealing with the general principles of college chemistry. Chemical calculations are emphasized. Laboratory work emphasizes precision and accuracy in measurement utilizing qualitative techniques. (CAN CHEM 2)

**102 - GENERAL CHEMISTRY II (5) UC:CSU**
Prerequisite: Chemistry 101 with a grade of "C" or better.
Lecture 3 hours and 20 minutes and laboratory/discussion 6 hours and 40 minutes per week.
Lecture and laboratory topics dealing with the general principles of chemistry. Chemical calculations are emphasized. Laboratory work emphasizes precision and accuracy in measurement utilizing qualitative techniques. (CAN CHEM 4; CHEM 101+102 = CAN CHEM SEQ A)

**201 - QUANTITATIVE ANALYSIS I (4) UC:CSU**
Prerequisite: Chemistry 102.
Lecture 2 hours and 10 minutes and laboratory 5 hours and 30 minutes per week.
This course is a continuation of Chemistry 201 and introduces the student to specialized problems of instrumental methods of analysis.

**202 - QUANTITATIVE ANALYSIS II (4) UC:CSU**
Prerequisite: Completion of Chemistry 201 with a grade of "C" or better.
Lecture 2 hours and 10 minutes and laboratory 5 hours and 30 minutes per week.
This course is a continuation of Chemistry 201 and introduces the student to specialized problems of instrumental methods of analysis.

**211 - ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (5) UC:CSU**
Prerequisite: Completion of Chemistry 102 with a grade of "C" or better.
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
Introductory organic chemistry course with emphasis on the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds with determination of their physical and chemical properties.

**212 - ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (5) UC:CSU**
Prerequisite: Completion of Chemistry 211 with a grade of "C" or better.
Lecture 3 hours and 20 minutes and laboratory 6 hours and 40 minutes per week.
This course is a continuation of Chemistry 211 with additional emphasis on mechanisms and stereo-chemistry. Special stress is given to reactions and organic compounds of biological importance. Significant laboratory time is devoted to the synthesis of complex organic molecules.

**185 - DIRECTED STUDY-CHEMISTRY (1) UC*:CSU**
RPT 2
* UC credit may be granted by petition after transfer.

**285 - DIRECTED STUDY-CHEMISTRY (2) UC*:CSU**
* UC credit may be granted by petition after transfer.
385 - DIRECTED STUDY-CHEMISTRY (3) UC*:CSU
Prerequisite: Completion of Chemistry 65 with a grade of “C” or better, or equivalent.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE CHEMISTRY
Chemistry is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

CHICANO STUDIES
See Mexican-American Studies

CHILD DEVELOPMENT
A grade of “C” or better is required in all major courses and all general education classes needed to meet the requirements of California Child Development Permits including English, Math or Science, Humanities, Social Science and Health. The college policy will be followed regarding course repetition following receipt of an unsatisfactory grade.

1 - CHILD GROWTH AND DEVELOPMENT (3) UC:CSU
This course is recommended for those interested in professions involving children.
Lecture 3 hours and 20 minutes per week.
A comprehensive study of physical, social, emotional, and cognitive development during the prenatal, infancy, early childhood, middle childhood, and adolescent periods of human growth.

2 - EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (3) CSU
Recommended for those interested in professions involving children.
Lecture 3 hours and 20 minutes per week.
This is a survey course of early childhood education. Current practices and philosophies are compared. Developmentally appropriate curricula, current issues, and assessment of learning environments are discussed. The personal characteristics of early childhood educators and opportunities for careers in the field are studied.

3 - CREATIVE EXPERIENCES FOR CHILDREN I (3) CSU
Lecture 3 hours and 20 minutes per week.
The philosophy of developing creative activities for preschool and middle years children is explored through hands-on experiences using numerous media.

4 - CREATIVE EXPERIENCES FOR CHILDREN II (3) CSU
Lecture 3 hours and 20 minutes per week.
A variety of creative experiences for young children are explored. These experiences include: music and movement, dramatic play, science, motor skills, math readiness, and emergent literacy. The student has an opportunity to plan and implement materials to be used in a classroom setting.

5 - PUPPETRY I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is recommended for teachers and others working with young children. Demonstrates puppetry as a medium to assist the teacher in working with children in the areas of social development, emotional expression, and creative drama. Practical techniques for teachers and other related professionals to include performances based on children's literature and creative puppet shows. Includes construction and manipulation of various types of puppets.

10 - CHILD HEALTH (3) CSU
Recommended for those interested in working with young children in a normal or special setting.
Lecture 3 hours and 20 minutes per week.
This course includes information on the physical and mental well being of children, including childhood disease and special health problems. Community resources available to assist in the healthy development of the child are explored. First aid and CPR. American Red Cross certificates given.
Note: This class satisfies the 15 hour California Child Care Health and Safety Training requirements.

11 - HOME, SCHOOL, AND COMMUNITY RELATIONS (3) CSU
Lecture 3 hours and 20 minutes per week.
This course asks students to define their personal ethics within the context of a contemporary society. It deals with the dynamics of oppression in the home, school and community including racism, classism, and sexism. Tools will be given for implementing non-sexist, non-racist curriculum for young children. Cultural differences will be examined.

12 - PARENT-TEACHER-CHILD INTERACTION (3) CSU
Recommended preparation: Child Development 1 and 2.
Lecture 3 hours and 20 minutes per week.
Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences. Techniques such as role playing and personal interviews are utilized to give the student confidence in working with parents and their specific problems. Basic communication skills are discussed. Systematic Training for Effective Parenting (STEP) is studied.
22 - PRACTICUM IN CHILD DEVELOPMENT I (4) CSU
Prerequisites: Child Development 1, and 3 units from Child Development 3, or 4 with a grade of “C” or better; health exam; TB test.
Lecture 2 hours and 10 minutes and laboratory 6 hours and 40 minutes per week.
Students observe work with preschool children under direction of a nursery school staff member for a minimum of six hours per week. Emphasis is placed on developing, implementing, and evaluating classroom experiences for young children.

23 - PRACTICUM IN CHILD DEVELOPMENT II (4) CSU
Prerequisites: Child Development 22
Lecture 2 hours and 10 minutes and laboratory 6 hours and 40 minutes per week.
This course involves advanced supervised practicum in an Early Childhood Education Program. The student will have the experience of relating all previous courses to practical application in the classroom.

30 - INFANT AND TODDLER STUDIES I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course includes development from birth through 3 years. It provides information on teaching techniques, curriculum development and implementation, principles of care giving, environmental design and observational opportunities.

36 - LITERATURE FOR EARLY CHILDHOOD (1) CSU
Lecture 1 hour and 5 minutes per week.
A review of traditional and contemporary literature will enable students to identify the functions of children’s literature. Students will analyze a wide variety of books to address issues of age, gender, ethnicity, race, disability, and social development.

38 - ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS I (3) CSU
Prerequisite: Child Development 1 and 2.
Lecture 3 hours and 20 minutes per week.
Course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State of California licensing regulations, fiscal planning and management, personnel management, child abuse recognition and reporting requirements, and brochure development are some of the important topics covered. Professionalism and quality standards are emphasized.

39 - ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS II (3) CSU
Prerequisite: Child Development 1 and 2.
Recommended: Child Development 38.
Lecture 3 hours and 20 minutes per week.
Course provides an in depth study of finances, including grant and proposal writing. Licensing requirements for a wide variety of children’s programs will be explored. Risk management and disaster preparedness for children’s programs will be covered. Other topics covered include advocacy, staff development, professionalism as well as current trends in child development.

42 - THE CHILD IN A DIVERSE SOCIETY (3) CSU
Recommended: Child Development 11
Lecture 3 hours and 20 minutes per week.
This course is designed to enhance a teacher’s sensitivity to and knowledge of cultural diversity. Appropriate multicultural instructional resources will be offered. Meaningful curriculum activities and experiences will be developed. Students will be introduced to creative ethnic materials in the areas of art, language, music, literature, dramatic play, foods, etc.

45 - PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II (3) CSU
Lecture 3 hours and 20 minutes per week.
This course examines specific classifications and special characteristics of exceptional children. Current information on legislation for exceptional children is discussed. Inclusion, early identification, and curricular approaches are examined. Observation of the exceptional child is included.

46 - SCHOOL AGE PROGRAMS I (3) CSU
Lecture 3 hours and 20 minutes per week.
An introduction to the care of school-age children. Includes appropriate activities to meet the needs of school-age children. Designed for teachers and aides planning to work in before school and after school programs.

60 - INTRODUCTION TO FAMILY CHILD CARE I (1) NDA
Lecture 1 hour and 5 minutes per week.
This course is designed for family day care providers and persons entering the profession. Focus is placed on business and environmental considerations, age appropriate activities for mixed age groups, communication with parents, and community resources. Field study of accredited programs is included.

61 - INTRODUCTION TO FAMILY CHILD CARE II (1) NDA
Lecture 1 hour and 5 minutes per week.
This course is designed for family day care providers and persons entering the profession. The focus is on business management which includes business law, insurance, budget, contracts and record keeping, taxes, and marketing and advertising procedures.

62 - DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT (2) NDA
Lecture 2 hours and 10 minutes per week.
This course defines concise profiles of physical, emotional, social, and intellectual development from pre-birth through age eight. It also reviews the most commonly encountered terms and concepts in child development.

63 - CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING (2) NDA
Lecture 2 hours and 10 minutes per week.
This course is designed for family child care providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Demonstration of and participation in dramatic play, manipulation, music, math, art, crafts, science, cooking, and language, are all emphasized.
65 - ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (2)
Prerequisite: Child Development 38, one year of teaching experience or a two semester C.D. practicum course. Meets the Child Development Matrix requirement.
Lecture 2 hours and 10 minutes per week.
Course presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood programs. The study of methods of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities are explored.

73 - SOCIALIZATION AND DIVERSITY IN EARLY CHILDHOOD EDUCATION (1)
Lecture 35 minutes and laboratory 35 minutes per week.
This course presents practical ideas for implementing culturally relevant and anti-bias curriculum in early childhood settings. Explores children's socialization behaviors which will promote age-appropriate activities focusing on self-esteem, tolerance, conflict-resolution, multiculturalism, and differences and similarities.

74 - STEPS TO EARLY LITERACY (1)
Lecture 1 hour and 10 minutes per week.
The course prepares early childhood educators and parents to foster early literacy skills during the critical period for literacy development from birth to eight years. Special emphasis will be placed on identifying principles and practices essential to later school success.

75 - CHILD SAFETY (1)
Lecture 1 hour and 10 minutes per week.
This course offers a first aid and cardiopulmonary resuscitation (CPR) training program giving individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. American Red Cross CPR and First Aid certificates are awarded.

76 - MATH READINESS (1)
Lecture 1 hour and 10 minutes per week.
The student will be introduced to materials and activities that will lead to understanding and insight into mathematics in early childhood through the use of concrete materials and experiences. Appropriate readiness skills and activities will be explored at each stage of early childhood learning.

185 - DIRECTED STUDY-CHILD DEVELOPMENT (1)
CSU - RPT 2
Conference 1 hour and 5 minutes per week.
Varied topics are surveyed to achieve competency related to early childhood education not offered in required coursework.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY
CAOT courses may not be used for CIS credit. Also see Accounting, Business, CIS, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - COMPUTER KEYBOARDING I (3)
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This beginning course in computer keyboarding is designed to develop mastery of the keyboard and the fundamental typewriting techniques.

2 - COMPUTER KEYBOARDING II (3) CSU
Prerequisite: CAOT 1 with a grade of “C” or better or a 30 word-a-minute typing speed.
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This intermediate course offers instruction in letter placement and tabulation in addition to further development of speed and review of computer keyboarding techniques. Students should achieve a typing speed of at least 50 words-per-minute.

7 - MACHINE TRANSCRIPTION (3)
Prerequisite: Ability to type 40 words-a-minute. Recommended: Business 31.
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
Instruction in operating transcribing machines is provided. English fundamentals are thoroughly reviewed. Techniques of producing mailable letters from machine dictation are stressed.

9 - COMPUTER KEYBOARDING IMPROVEMENT (1)
RPT 1
Prerequisite: Satisfactory completion of a beginning keyboarding class.
Laboratory 3 hours and 20 minutes per week.
This course improves computer keyboarding procedures, speed, and accuracy through timed writings, corrective drills, and production problems. Students may enroll for two semesters. This course may be taken along with Office Administration 2 if the student needs additional speed and/or accuracy building.

21 - MEDICAL OFFICE PROCEDURES I (5)
Prerequisite: Typing speed of 45 words a minute or concurrent enrollment in CAOT 2.
Lecture 5 hours and 30 minutes per week.
Medical terminology is reviewed. Emphasis is on developing proficiency in machine transcription of medical correspondence, case histories, and reports.

22 - MEDICAL OFFICE PROCEDURES II (5)
Prerequisite: CAOT 21 or equivalent.
Lecture 5 hours and 30 minutes per week.
Medical terminology is reviewed. Skill is developed in transcribing of medical correspondence, case histories, and reports.
23 - LEGAL OFFICE PROCEDURES I (5)
Prerequisite: CAOT 2
Lecture 5 hours and 30 minutes per week.
Specialized training is offered to develop the skills required in the modern law office. Correspondence and legal documents are transcribed from dictation into a computer for printout.

30 - OFFICE PROCEDURES (3) CSU
Recommended Preparation: Computer keyboard ability
Lecture 3 hours and 20 minutes per week.
Office work methods are studied. Students learn about work routine, ethics, etiquette, mail handling, and telephone technique.

33 - RECORDS MANAGEMENT AND FILING (2)
Lecture 2 hours and 10 minutes per week.
This course covers the study of standard ARMA rules and principles of indexing and filing. Training is provided in filing methods most frequently used including alphabetic, numeric, geographic, and subject.

34 - BUSINESS TERMINOLOGY (2)
Recommended for all CAOT and Business majors.
Lecture 2 hours and 10 minutes per week.
This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication.

47 - APPLIED OFFICE PRACTICE (2) RPT 3
Prerequisite: Completion of CAOT 2.
Laboratory 5 hours and 30 minutes per week.
Opportunity for practice of office skills is provided in an on-campus office. Placements are made according to the skills possessed by the student and requirements of the office.

64 - OFFICE ADMINISTRATION LABORATORY (1) RPT 3 (CR/NCR)
Corequisite: Concurrent enrollment in CAOT 1, 2, 9, 21-23.
Laboratory 2 hours and 10 minutes per week.
This laboratory course will provide students enrolled in all Office Administration skills courses additional work time to reinforce skills being developed. Students will use Office Administration Department equipment.

82 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (3)
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
Introduces commercially available software for business offices. Provides hands-on introduction to system, word processing, database, spreadsheet, and electronic mail software. No previous computer experience required.

85 - MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEETS (3) CSU
Lecture 1 hour and 5 minutes and laboratory 4 hours and 25 minutes per week.
Course provides hands-on experience with spreadsheets, graphs, and reports. Covers use of formulas, functions and macros to analyze data and automate tasks.

88 - MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING (3) CSU - RPT 2
Prerequisite: Completion of CAOT 84 (or equivalent course).
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
Course provides hands-on experience with desktop publishing software. Creation of advertisements, flyers, brochures, business forms, reports, newsletters, and presentations using accepted principles of design. Selection and use of desktop publishing hardware.

185 - DIRECTED STUDY - CAOT (1) RPT 1 (CR/NCR)
285 - DIRECTED STUDY - CAOT (2) CR/NCR
385 - DIRECTED STUDY - CAOT (3) (CR/NCR)
Corequisite: Enrollment in another Office Administration course.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in CAOT on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
CAOT is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

COMPUTER INFORMATION SYSTEMS
CIS courses may not be used for CAOT credit. Also see Accounting, Business, CAOT, CSIT, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I (3) UC:CSU
Corequisite: Computer Information Systems 23, Bus. 60 or the ability to type by touch.
Lecture 3 hours and 20 minutes per week.
This is an introduction to the principles of computer systems used in business and industry, and their impact on modern society. The use of word processing, spreadsheet, database, windows, and operating system software is introduced. (CIS 1 + 23 = CAN BUS 6)
7 - INTRODUCTION TO MULTIMEDIA (3) CSU
Corequisite: Concurrent enrollment in CIS 23/64.
Lecture 3 hours and 20 minutes per week.
This course is intended to provide the student with the understanding of the capabilities and limitations of the multimedia technology, the planning process, the multimedia building blocks, the authoring process, and the distribution and playback of the application.

8 - MICROCOMPUTER APPLICATIONS (3) CSU
Prerequisite: Computer Information Systems I
Corequisite: CIS 23 or CIS 64.
Lecture 3 hours and 20 minutes per week.
This course provides advanced instruction on the use and integration of the more popular productivity software packages. The software and topics include the use of a word processor, spreadsheet, database, and presentation application programs.

9 - NETWORK SYSTEM MANAGER (4) CSU
Prerequisite: CIS 1
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the components of Local Area Networks. It is designed to provide information and training in the use of LAN's, their terminology and topologies.

10 - ADVANCED NETWORK SYSTEM MANAGER (3) CSU
Prerequisite: CIS 9
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course provides training in advanced network managing and monitoring skills.

14 - INTRODUCTION TO COMPUTER COMMUNICATIONS (3) CSU
Lecture 3 hours and 20 minutes per week.
This is an introductory course to the use of the Internet, including browser software (Explorer or Netscape), e-mail, FTP, newsgroups, Internet search tools, and Web page authoring tools and related software. Student will create a small Web site as a class project during the course, using authoring tools. Only a small amount of HTML will be introduced in this course.

15 - DATA BASE PROGRAMMING FOR COMPUTERS (3) CSU
Prerequisite: Computer Information Systems I
Corequisite: Computer Information Systems 64.
Lecture 3 hours and 20 minutes per week.
Design, implement and manage business databases. Learn how to extract information from a database and output it in customized forms and reports.

16 - SPREADSHEET APPLICATIONS FOR MICROCOMPUTERS (3) CSU
Prerequisite: Computer Information Systems 1 or equivalent.
Corequisite: CIS 64.
Lecture 3 hours and 20 minutes per week.
Students use spreadsheet software in a windows based environment. All accounting majors and those interested in corporate finance and budgeting should take this course.

21 - BUSINESS COMPUTER PROGRAMMING I (3) CSU
Prerequisite: Computer Information Systems 1, or equivalent
Corequisite: Computer Information Systems 64
Lecture 3 hours and 20 minutes per week.
This is the beginning programming course in Visual Basic. Topics covered include the fundamentals of event-driven, object-oriented programming, with specific topics including VB object types and their use in form design, control structures, arrays, procedures and functions, and sequential- and direct-access data files. This course should be taken by all CIS majors.

23 - PROGRAMMING LABORATORY (1) CSU - RPT 3
(CR/NCR)
Corequisite: One other Computer Information Systems course.
Laboratory 2 hours and 10 minutes per week.
This laboratory course gives the student hands-on experience. Grading is credit/no credit.

24 - ACCOUNTING ON MICROCOMPUTERS (2) CSU
Prerequisite: Computer Information Systems 1 or Accounting 1 or equivalent
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
Students will learn setup and use a commercial accounting software package to maintain accounting and financial records for a business. Software modules covered include general ledger, accounts receivable, accounts payable, inventory, payroll, and job costing. All accounting majors should take this course.

27 - BUSINESS PROGRAMMING IN JAVA (3) CSU
Recommended Prerequisite: CIS 1
Corequisite: CIS 64
Lecture 3 hours and 20 minutes per week.
Introduction to object-oriented programming and design for business applications using Java. Covers data types, input/output, decisions, loops, methods, classes and objects, inheritance, arrays and graphical user interfaces.

31 - BUSINESS COMPUTER SYSTEMS (3) CSU
Prerequisites: Computer Information Systems 1
Lecture 3 hours and 20 minutes per week.
Reveals the systems development process; planning and selection, systems analysis, system design and implementation. Practice with real-world case studies. Covers database, user interface and object-oriented design concepts.

64 - MICROCOMPUTER LABORATORY (1) CSU - RPT 3
Corequisite: Computer Information Systems 8, 15, 16, or 21
Laboratory 2 hours and 10 minutes per week.
This laboratory involves the use of microcomputers to run student programs or commercial software.
385 - DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS (3) CSU (CR/NCR)
Conference 1 hour and 10 minutes per week per unit.
Allows students to pursue Directed Study in Computer Information Systems on a contract basis under the direction of a supervising instructor.
**Credit Limit:** A maximum of 3 units in Directed Study may be taken for credit.

**COOPERATIVE WORK EXPERIENCE EDUCATION (CIS 911-941)**
Computer Information Systems is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**COMPUTER SCIENCE - INFORMATION TECHNOLOGY**

35 - PROGRAMMING FOR COMPUTER TECHNICIANS (3) CSU
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the Basic and Visual Basic 6.0 languages. Basic language is used to introduce the student to elementary programming techniques and simplifies the transition into a more sophisticated language such as Visual Basic, which is commonly used in many technological industries.

53 - PROGRAMMING LABORATORY (1) CSU - RPT 3
Corequisite: Concurrent enrollment in CSIT-58, CIS or a course in the Technology Division.
Laboratory 3 hours and 20 minutes per week.
Projects laboratory affords students use of a computer to complete their assigned projects from CSIT-58, CIS or other Technology courses. Students can enhance or further develop their computer skills and software applications.

58 - COMPUTER LITERACY FOR THE LIBERAL ARTS STUDENT (3) UC:CSU
Corequisite: Enroll concurrently in computer courses CSIT 53 or CIS 23.
Lecture 3 hours and 20 minutes per week.
Course introduces the skills needed to utilize computer software applications including; Microsoft Word, Excel-spreadsheet development, Power Point Presentation development, saving, transferring and combining files or documents and accessing the internet for research and communication applications. Emphasis is to develop computer literacy for the non-technical student. Critical thinking is developed related to the selection and use of technology in the context of the social, legal and ethical factors of our society. Lab projects reinforce lecture material and develop student's computer skills through hands-on experience.

59 - MATHEMATICS FOR PROGRAMMERS (3) UC:CSU
Prerequisite: Math 125 or 123C with a grade of “C” or better.
Lecture 3 hours and 20 minutes per week.
Finite, contemporary, discrete mathematics course for computer science majors. Topics include different-base and modular arithmetic, Boolean algebra, logic, probability and combinatorics, linear systems, and graph theory that relate to computer usage.

75 - PROGRAMMING IN C (3) CSU
Prerequisite: A grade of “C” or better in CSIT-35
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
An overview of the programming language C. Programs written in C are used to teach students to solve problems related to specific areas in technology.

91 - BEGINNING BASIC PROGRAMMING (3) UC:CSU
Prerequisite: Math 125 or 123C with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Introduction to problem solving methods and programming using Visual Basic. Course covers the fundamentals of event-driven, project oriented programming.

92 - HYPER-TEXT MARKUP LANGUAGE (3) CSU
Corequisite: Computer Science-Information Technology 53 or Computer Information Systems 23.
Lecture 3 hours and 20 minutes per week.
A course on designing and implementing an Internet Web site using HTML and JavaScript. Topics covered include HTML through tables, image maps, frames, and forms; use of graphics creation software on the Internet; techniques for using graphics in a Web site; an introduction to JavaScript and creating site applications with JavaScript. Student will create and install a Web site as a project during the course.

306 - BEGINNING PASCAL PROGRAMMING (3) UC:CSU
Prerequisite: Math 125 or 123C with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Computer methods of programming in PASCAL and their applications in science, engineering and business. Students will be encouraged to set up and solve, through programming, problems from a number of diverse fields. Equal emphasis will be placed on the problem solving skills and on the algorithmic designs.

313 - BEGINNING FORTRAN PROGRAMMING (3) UC:CSU
Prerequisite: CSIT 91 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Students are trained to use FORTRAN 77. Applications to science, business, engineering, and social studies are discussed. The intent of the course is to give students sufficient skill in using the computer to enable them to solve problems in their respective fields of study.
317 - BEGINNING MICRO ASSEMBLY LANGUAGE (3) UC:CSU
Prerequisite: Math 123C or 125 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Introduction to the fundamentals of assembly language programming for microcomputer systems. Various numerical and character representations of an IBM PC will be emphasized.

318 - ADVANCED SPREADSHEET APPLICATIONS (3) CSU
Prerequisite: CIS 16 and Math 123C or 125 with a grade of “C” or better. Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
A course in advanced spreadsheet operations including macro development, macro logic, printing enhancements and spreadsheet systems developments with Visual Basic modules.

333 - ADVANCED DATABASE APPLICATIONS (3) CSU
Prerequisite: CIS 15 and Math 123C or 125 with a grade of “C” or better.
Lecture 3 hours and 20 minutes per week.
This course focuses on the essential principles and concepts of designing an efficient relational database. Emphasis is placed on creating powerful applications with queries, forms, and reports.

334 - OPERATING SYSTEMS (3) CSU
Prerequisite: CSIT 306, 313 or 317 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
The function, role, philosophy, and design of computer operating systems are presented. Topics include multiprogramming, multiprocessing, multi-sharing systems, memory addressing, storage management, data sharing in memory, process and resource control, and file management.

338 - ADVANCED BASIC PROGRAMMING (3) UC:CSU
Prerequisite: CSIT 91 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Advanced problem solving methods and programming with Visual Basic. Course covers the fundamentals of event-driven, project oriented programming.

339 - PROGRAMMING IN C (3) UC:CSU
Prerequisite: Math 123C or 125 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
This course is a first semester college level programming course on the C language. The focus is on integrating problem analysis and design with applications and programming skills.

340 - PROGRAMMING IN C++ (3) UC:CSU
Prerequisite: Math 123C or 125 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
First semester college level programming course on the C++ language. The focus is on integrating problem analysis and design with object oriented programming skills.

344 - INTRODUCTION TO JAVA (3) UC:CSU
Prerequisite: Math 123C or 125 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
College level programming course on the JAVA language as it relates to mathematics and science. The focus is on designing interactive Web pages with an interactive object-oriented language.

347 - LISP PROGRAMMING (3) UC:CSU
Prerequisite: CSIT 338 or 340 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
College level programming course on the LISP language. The focus is on integrating problem analysis and design with solid programming skills.

348 - ADA PROGRAMMING (3) UC:CSU
Prerequisite: CSIT 338 or 340 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
College level programming course on the ADA language. The focus is on integrating problem analysis and design with solid programming skills.

360 - DATA STRUCTURES (3)
Prerequisite: CSIT 306, 317, 338 or 340 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Second semester college level programming course whose focus is to integrate problem analysis and design with solid programming skills, especially with abstract data structures.

365 - COMPUTER GRAPHICS (3)
Prerequisite: Math 240 with a grade of “C” or better.
Corequisite: concurrent enrollment in CSIT 53.
Lecture 3 hours and 20 minutes per week.
Introduction to 3D computer graphics and virtual modeling. Emphasis is placed on basic mathematics and 3D geometry topics related to virtual world constructions. Graphics programming techniques will be introduced using a script language.

COMPUTER TECHNOLOGY
Enrollment in and successful completion of Computer Technology 60 and 61, or Engineering Technology 49 and 50 and Electronics 16 could increase performance in Computer Technology classes.

35 - LINUX + (3) RPT 3
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the Linux Operation System for the standard PC as outlined by COMPTIA, in order to prepare students for Linux + Certification. Students will learn to operate the Linux operating system, install and configure the Linux OS and develop essential troubleshooting techniques to maintain a stable operating system or network. Students will develop Linux administrative skills by creating user groups, Linux file systems and configuring a Linux network.
**50 - BASIC ELECTRONICS (4)**
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
Introduces basic direct current circuit analysis fundamentals to students entering the field of Computer Technology. 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.

**52 - FUNDAMENTAL COMPUTER CIRCUITS AND LABORATORY (4)**
Prerequisite: A grade of “C” or better in ET 50.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
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 3-hour per week laboratory accompanies the 3 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.

**53 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY 1 (1)**
Prerequisite: A grade of “C” or better in Computer Technology 52.
Laboratory 3 hours and 20 minutes per week.
This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as voltm-ohm-ammeters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

**54 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY II (4)**
Prerequisite: A grade of “C” or better in Computer Technology 52.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course gives a detailed study of alternating current theory and applications (through lecture, discussion, and laboratory). The following topics are stressed: reactance, impedance, filtering and amplification gains and losses, admittance, resonance, and transformers. The emphasis is on solution of alternating current circuit problems using basic circuit theorems. In addition, student generated technical reports are emphasized. This course prepares the student for the study of solid state circuitry.

**55 - FUNDAMENTAL COMPUTER CIRCUITS LABORATORY II (1)**
Prerequisite: A grade of “C” or better in EL 6 or CT 54.
Laboratory 3 hours and 20 minutes per week.
This laboratory course provides additional self-paced experimental study of alternating current theory in Computer Technology-54. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, and the impedance bridge, EVM, and AC RMS meters.

**56 - COMPUTER LOGIC AND ARITHMETIC (4) CSU**
Prerequisite: A grade of “C” or better in Computer Technology 50, or Computer Technology 52.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course covers the basic theory and application of logic circuitry as applied in digital computers. Boolean algebra, number systems, coding and decoding, truth tables, logic maps, basic logic gates, combinational logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts of storage devices are thoroughly discussed. The use of a digital trainer is used to reinforce these concepts and applications. In addition, technical report writing is emphasized.

**58 - INTRODUCTION TO COMPUTER SYSTEMS (3)**
Prerequisite: A grade of “C” or better in Computer Technology 56
Corequisite: Computer Technology 73.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course covers the operation and organization of digital computers and microprocessors, including addressing, access, 1/0 (D-A and A-D) internal synchronization. Other storage devices (solid state) and logic control circuits are covered. The concepts of logic-design are used in the evaluation of these circuits. Operational computers and microprocessors are used to evaluate these circuits in a system. An introduction to machine language programming is also included.

**60 - COMPUTER MATHEMATICS I (5)**
Lecture 5 hours and 30 minutes per week.
This course in computer mathematics covers a review of algebraic concepts, powers of ten and scientific notation, operations with algebraic expressions, fractional expressions, functions, quadratic equations, engineering & scientific notation, graphing, and application of mathematics to technical applications.

**61 - COMPUTER MATHEMATICS II (5) CSU**
Prerequisite: A grade of “C” or better in ET 49, or CT 60, or EL 10.
Lecture 5 hours and 30 minutes per week.
This course in computer mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic equations, engineering & scientific notation, graphing, and application of mathematics to technical applications.

**64 - ELECTRONICS AND LABORATORY (4)**
Prerequisite: A grade of “C” or better in Computer Technology 54.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course covers (through lecture, discussion, and laboratory) semiconductor devices and their application to computer circuits with emphasis on linear circuits, including heat sink theory and evaluation, and the analysis of rectifier and amplifier circuits (including H-Parameters). Methods of testing and troubleshooting these devices are evaluated using standard lab test equipment, (curve tracers, LCR bridge, x-y plotter and AC voltmeters). In addition, technical report writing is emphasized on concepts learned through experimentation.
68 - MICRO INTEGRATED CIRCUITS AND LABORATORY (4)
Prerequisite: A grade of “C” or better in Computer Technology 64.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course concerns the linear design and applications (power supply regulation, low frequency amplifiers, power amplifiers, comparators and active filters) of transistor and integrated circuit devices in the related fields of computers and data communications. This is a discussion/demonstration course with emphasis on application methods of design. A series of projects from the indicated applications are assigned as laboratory projects. In addition, technical report writing, emphasizing design and data evaluation is an integral part of the course.

70 - STORAGE PRINCIPLES AND DEVICES AND LABORATORY (4)
Prerequisite: A grade of “C” or better in Computer Technology 56 and 64.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course is an introduction to the study of pulse generating circuits as applied to digital computers and other electronic timing circuits. Typical circuits to be investigated are multivibrators, blocking oscillators, limiters, clippers, counters, and Schmitt triggers. Technical report writing emphasizing design and data evaluation is an integral part of this course.

73 - COMPUTER PROJECTS (2)
Prerequisite: A grade of “C” or better in Computer Technology 56.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
Requires the student after consultation with the instructor, to design, evaluate, and assemble a project involving digital computers and/or computer programming. Emphasis in this course is the independent study and research required by each student.

76 - A+ CERTIFICATION PREPARATION/INTRO TO COMPUTER REPAIR I (4) RPT 3
Prerequisite: Computer Technology 74
Lecture 3 hours and 20 minutes per week and laboratory 3 hours and 20 minutes per week.
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.

78 - INTRODUCTION TO NETWORK + (4) RPT 3
Prerequisite: Recommended, completion of CT-76 or equivalent course
Lecture 3 hours and 20 minutes per week and laboratory 3 hours and 20 minutes per week.
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.

80 - INTRODUCTION TO SERVER+ (4) RPT 3
Lecture 3 hours and 20 minutes per week and laboratory 3 hours and 20 minutes per week.
This course introduces the Network Server fundamentals outlined by COMPTIA in order to prepare students to become SERVER + Certified. Topics include advanced PC hardware SCSI, RAID, multiple CPU’s, and I/ O subsystems. Activities and complex problems involved in server configuration, maintenance and repair are emphasized.

81 - INTRODUCTION TO FIBER OPTICS (1) RPT 3
Prerequisite: ET 81
Laboratory 3 hours and 20 minutes per week.
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.

185 - DIRECTED STUDY - COMPUTER TECHNOLOGY (1) RPT 2
Prerequisite: Previous or concurrent enrollment in a CT course
Lecture 1 hour and 5 minutes per week.
Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.
285 - DIRECTED STUDY - COMPUTER TECHNOLOGY
(2)
Prerequisite: Previous or concurrent enrollment in a CT course
Lecture 2 hours and 10 minutes per week.
Permits students to pursue directed study activities in computer technology,
on a contract basis, under the supervision of the assigned instructor.

385 - DIRECTED STUDY - COMPUTER TECHNOLOGY
(3)
Prerequisite: Previous or concurrent enrollment in a CT course
Lecture 3 hours and 20 minutes per week.
Permits students to pursue directed study activities in computer technology,
on a contract basis, under the supervision of the assigned instructor.

COOPERATIVE WORK EXPERIENCE EDUCATION
Computer Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

COOPERATIVE EDUCATION
Harbor College is approved to provide Cooperative Education in many majors. See Cooperative Work Experience Education in the Instructional Alternatives Section of the Catalog. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

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.

395 - WORK EXPERIENCE GENERAL I (3) CSU - RPT 3

396 - WORK EXPERIENCE GENERAL II (3) RPT 3

CULINARY ARTS

113 - CULINARY SKILLS I (3) CSU - RPT 3
Lecture 1 hour and 5 minutes per weekLaboratory 6 hours and 40 minutes per week
Master fundamental concepts, skills and techniques in basic cookery. Emphasis is on ingredients, cooking theories and procedures in the preparation of meats, fish, poultry, stocks, soups, grand and compound sauces, vegetables and starches. Acquire organizational skills, work coordination and knife skills.

114 - AROMATICS (2) CSU - RPT 3
Laboratory 6 hours and 40 minutes per week
In depth study of the history and purposes of herbs and spices in the context of world flavor profiles. Emphasis is on developing a sense of taste for herbs, spices, blends and condiments, determining when and how much to use.

115 - FOOD FABRICATION (2) CSU - RPT 3
Lecture 1 hour and 5 minutes per weekLaboratory 3 hours and 20 minutes per week
Participants learn how to fabricate meats, fish and poultry into portion-size cuts. Emphasis is on hotel and restaurant cuts, quality, yield, grading and costing the fabricated cuts.

116 - PRODUCT IDENTIFICATION & PURCHASING (2) CSU - RPT 3
Lecture 1 hour and 5 minutes per weekLaboratory 3 hours and 20 minutes per week
Participants focus primarily on meats, fish, poultry, vegetables, fruits, herbs, spices, groceries, dairy, paper and other products; learn how to recognize foods by their appearance, smell, texture and taste; cover purchasing cycle and quality and quantity control.

117 - FOOD SANITATION (3) CSU - RPT 3
Lecture 2 hours and 10 minutes per weekLaboratory 3 hours and 20 minutes per week
Introduction to food and environmental sanitation and safety in the food production area. Focus on food-borne illnesses; origins; food handling, receiving and storage practices; pest management and other safety procedures in the food service industry. Fulfills Servsafe certification.

DEVELOPMENTAL COMMUNICATIONS

20 - FUNDAMENTALS OF READING AND WRITING (6) RPT 1 - NDA
Prerequisite: Developmental Communications 35 or appropriate score on assessment test.
Lecture 6 hours and 40 minutes per week.
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.

23 - READING AND STUDY IMPROVEMENT (3) RPT 1 - NDA
Recommended Corequisite: Developmental Communications 37.
Lecture 3 hours and 20 minutes per week.
This course stresses effective methods of studying and learning in all college subjects. Practical laboratory and individual study practice sessions are provided with an emphasis on comprehension of study-type material, concentration, lecture note taking, retention, test taking, time budgeting, good study habits, and vocabulary.

35 - READING I: FUNDAMENTALS (3) NDA - RPT 2
Lecture 3 hours and 20 minutes per week.
The purpose of this course is improvement of college reading and study skills with an emphasis on reading comprehension, reading rate, and vocabulary.

37 - COMMUNICATIONS LABORATORY (3) RPT 1
NDA (CR/NCR)
54 hours per semester attendance for 3 units of credit.
This is an open entry, variable credit course that offers self-paced, individualized instruction in reading and study skills at all levels.
DRAFTING

1 - GENERAL DRAFTING (3) CSU
Laboratory 6 hours and 40 minutes per week.
Instruction is given in the underlying principles and theories of mechanical drawing, the use and care of drawing instruments, geometric construction, freehand technical sketching, single view drawings, multi-view orthographic projections, dimensioning, sections, and auxiliary view drawing. This course provides basic training in preparation for advanced industrial and drafting courses.

2 - SIMPLIFIED STRESS ANALYSIS (4) CSU
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, or Drafting 50 and Drafting 55, Engineering Technology 48 or equivalent.
This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analyses by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

3 - MECHANICAL DRAFTING (3) CSU
Prerequisite: Drafting 1 and 50.
Recommended corequisite: Drafting 51.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course reviews primary and introduces secondary auxiliary projection. It investigates and applies limits and fits and geometrical tolerancing (ANSI Y14.5) in tolerance studies. Bearings and retaining ring designs are incorporated in layouts and ink drawings. Technical illustration including axonometric projection and perspectives is included. Combined graphical and mathematical solutions to design problems are required throughout. The student is required to prepare a professional type resume.

4 - APPLICATION DESCRIPTIVE GEOMETRY (4) CSU
Prerequisite: A grade of “C” or better in Drafting 9.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
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.

5 - TOOLING DRAFTING (4) CSU - RPT 1
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, or Drafting 50 and Drafting 55, Engineering Technology 48 or equivalent.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course emphasizes the drafting of industrial production parts. The course incorporates a review of orthographic projection, sectioning, and primary and secondary auxiliary views. Drawings are made of castings, forgings, gears, cams, machine parts, and assemblies. Special attention is devoted to manufacturing procedures, surface finishes and dimensioning, and tolerancing practices used in commercial as well as government and military specifications.

6 - ELECTRO-MECHANICAL DRAFTING (4) CSU
Prerequisite: One year of high school drafting or equivalent within the last five years.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course includes the drawing of schematics and other elements required to make a complete package of electronic units such as detail and assembly of mechanical parts, printed circuits, wiring diagrams, and charts.

7 - BLUEPRINT READING I (2) CSU
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
Instruction is provided in the reading and interpretation of materials which are detailed on blueprints. Symbols, conventions, dimensions, and language used in production and construction are included.

8 - BLUEPRINT READING II (2) CSU
Prerequisite: Drafting 16.
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
Three-dimensional detail prints are studied in this course. Training is given in laying out reference lines and center points on parts involving simple linear and angular dimensions. Advanced terminology and symbol usage are stressed. A limited amount of drawing practice is included.

9 - MECHANICAL DRAFTING (3) CSU
Prerequisite: Drafting 1 and 50.
Recommended corequisite: Drafting 51.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course reviews primary and introduces secondary auxiliary projection. It investigates and applies limits and fits and geometrical tolerancing (ANSI Y14.5) in tolerance studies. Bearings and retaining ring designs are incorporated in layouts and ink drawings. Technical illustration including axonometric projection and perspectives is included. Combined graphical and mathematical solutions to design problems are required throughout. The student is required to prepare a professional type resume.

10 - CARTRIDGE DESIGN (2) CSU
Prerequisite: One year of high school drafting or equivalent within the last five years.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course includes the drawing of schematics and other elements required to make a complete package of electronic units such as detail and assembly of mechanical parts, printed circuits, wiring diagrams, and charts.

11 - ENGINEERING TECHNOLOGY 48 (3) CSU
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, or Drafting 50 and Drafting 55, Engineering Technology 48 or equivalent.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analyses by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

12 - BLUEPRINT READING II (2) CSU
Prerequisite: Drafting 16.
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
Three-dimensional detail prints are studied in this course. Training is given in laying out reference lines and center points on parts involving simple linear and angular dimensions. Advanced terminology and symbol usage are stressed. A limited amount of drawing practice is included.

13 - TOOLING DRAFTING (4) CSU - RPT 1
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, or Drafting 50 and Drafting 55, Engineering Technology 48 or equivalent.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course emphasizes the drafting of industrial production parts. The course incorporates a review of orthographic projection, sectioning, and primary and secondary auxiliary views. Drawings are made of castings, forgings, gears, cams, machine parts, and assemblies. Special attention is devoted to manufacturing procedures, surface finishes and dimensioning, and tolerancing practices used in commercial as well as government and military specifications.

14 - ELECTRO-MECHANICAL DRAFTING (4) CSU
Prerequisite: One year of high school drafting or equivalent within the last five years.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course includes the drawing of schematics and other elements required to make a complete package of electronic units such as detail and assembly of mechanical parts, printed circuits, wiring diagrams, and charts.

15 - SIMPLIFIED STRESS ANALYSIS (4) CSU
Prerequisite: A grade of “C” or better in Drafting 1, or equivalent, or Drafting 50 and Drafting 4, and Physics 11.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analyses by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

16 - BLUEPRINT READING I (2) CSU
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
Instruction is provided in the reading and interpretation of materials which are detailed on blueprints. Symbols, conventions, dimensions, and language used in production and construction are included.
55 - COMPUTER AIDED DESIGN AND DRAFTING (3) UC:CSU - RPT 2
Prerequisite: One year of high school drafting or equivalent.
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
An introduction to Computer Aided Drafting and Design (CADD). Students learn to use typical menu oriented systems to prepare drawings on the computer. They use libraries, store and retrieve drawings utilizing magnetic discs, and produce commercial quality drawings.

56 - AUTOMATED MANUFACTURING (3) CSU - RPT 2
Prerequisite: Drafting 50; Corequisite: Drafting 82.
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the student to the fundamentals and principles of Computer Numerical Control (CNC) and Computer Aided Manufacturing (CAM) as applied to mills and lathes. The student is introduced to Basic Manual CNC operation and also applies machine (M and G) codes. Basic right angle trigonometry is introduced and applied in this course with emphasis on CNC applications.

81 - PROJECTS LABORATORY (1) CSU - RPT 3
Prerequisite: A grade of “C” or better in Drafting 9 and Drafting 56.
Laboratory 3 hours and 20 minutes per week.
This course provides advanced industry simulated problems requiring the application of previous drafting and mathematical skills attained through enrollment in the curriculum. A project paper is required.

82 - CAD DRAFTING LABORATORY (2) CSU - RPT 3
Prerequisite: Concurrent enrollment in Drafting 50, 52, 51, 55, 56, 9, 4 or Drafting 54.
Laboratory 6 hours and 40 minutes per week.
Use of computers and/or drafting equipment to complete assignments.

5 - ECONOMICS FOR THE CITIZEN (3) CSU
Students with credit in Econ. 1 and/or 2 should not enroll in Econ. 5.
Lecture 3 hours and 20 minutes per week.
This course is a survey of the development, functioning, and significance of economic institutions in the American way of life. The course is designed for those students who desire to get an economic perspective without an intensive or technical investigation.

185 - DIRECTED STUDY ECONOMICS (1) UC*:CSU - RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY ECONOMICS (2) UC*:CSU - RPT 2
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY ECONOMICS (3) UC*:CSU - RPT 2
Prerequisite: Economics 1 or 2.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Economics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

EDUCATION
1 - INTRODUCTION TO TEACHING (3) CSU
Lecture 3 hours and 20 minutes per week.
This course assists the student in learning about teaching and the preparation for it. Guest speakers including representatives from Universities will cover topics on teacher qualifications, credential requirements, current practices and future trends in the profession.

6A - METHODS AND MATERIALS OF TUTORING A (½)
Lecture/discussion 10 one hour sessions.
A modular course of instruction in tutoring techniques, group dynamics, interpersonal skills, record keeping and tutorial organizational skills. Student tutors will be able to tutor concurrently with instructor’s permission.

7 - LEADERSHIP IN EDUCATION (2) CSU - RPT 1
Lecture 2 hours and 10 minutes per week.
This course covers basic principles of leadership: styles, theories, planning, parliamentary procedures, effective communication, critical thinking, and ethics. Students will be encouraged to participate on college or student government committees. Open to all students.

185 - DIRECTED STUDY - EDUCATION (1) RPT 2
(CR/NCR) CSU

285 - DIRECTED STUDY - EDUCATION (2)
(CR/NCR) CSU
This course prepares the student for the study of solid-state circuitry. In addition, student generated technical reports are emphasized. The emphasis is on solution of alternating current circuit problems using basic circuit topics: reactance, impedance, filtering and amplification gains and applications. Lecture topics and concepts. This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits. Ohms Law, Kirchoff’s and network theorems are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 3-hour per week laboratory accomplishes the 3-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.

This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as volt-ohm-amperes meters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

This laboratory course provides additional self-paced experimental study of alternating current theory in Electronics 6. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, impedance bridge, EVM, and AC RMS meters.

This course is an introduction to mathematics as applied to basic electronics. Topics covered are: whole numbers, fractions, ratios & percents, decimals, word problems and introduction to the scientific or engineering calculator. Operations involving addition, subtraction, multiplication, division, rounding and estimation are included.

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits. Ohms Law, Kirchoff’s and network theorems are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 3-hour per week laboratory accompanies the 3-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.

This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as volt-ohm-amperes meters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

This laboratory course provides additional self-paced experimental study of alternating current theory in Electronics 6. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, impedance bridge, EVM, and AC RMS meters.

This course is an introduction to mathematics as applied to basic electronics. Topics covered are: whole numbers, fractions, ratios & percents, decimals, word problems and introduction to the scientific or engineering calculator. Operations involving addition, subtraction, multiplication, division, rounding and estimation are included.

This course familiarizes students with basic test measuring equipment.

This laboratory course provides additional self-paced experimental study of alternating current theory in Electronics 6. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, impedance bridge, EVM, and AC RMS meters.
22 - ELECTRONICS CIRCUITS II (4) CSU  
Prerequisite: A grade of “C” or better in Electronics 6. 
Lecture 3 hours and 20 minutes and laboratory 3 hours 20 minutes per week.  
This course covers (through lecture, discussion, and laboratory) 
semiconductor devices and their application to linear circuits; including 
heat sink theory and evaluation, and the analysis of rectifier and amplifier circuits 
(including H-Parameters). Methods of testing and troubleshooting these 
device are evaluated using standard lab test equipment, (curve tracers, 
LCR bridge, x-y plotter and AC voltmeters). In addition, technical report 
writing is emphasized on concepts learned through experimentation.

30 - PULSE CIRCUITS (4) CSU  
Prerequisite: A grade of “C” or better in Electronics 22 and 54. 
Lecture 3 hours and 20 minutes and laboratory 3 hours 20 minutes per week.  
This course is an introduction to the study in analysis and design of circuits 
as they apply to radar, computer, telecommunications, and microwave pulse 
circuitry. Typical circuits to be investigated are multivibrators, blocking 
oscillators, limiters, clippers, counters, and Schmitt triggers. Technical report 
writing emphasizing design and data evaluation is an integral part of this 
course.

40 - ELECTRONICS INSTRUMENTS I (3)  
Lecture 3 hours and 20 minutes per week.  
The circuitry involved in common test instruments of the electronics 
laboratory such as oscilloscopes, VOMs, EVMs, digital voltmeters, function 
generators, and frequency counters are covered in this course.

41 - MEASUREMENTS AND TESTING LABORATORY  
I (1) RPT 3  
Corequisite: Concurrent enrollment in any Electronics or Computer 
Technology laboratory course.  
Laboratory 3 hours and 20 minutes per week.  
This 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.

43 - MEASUREMENTS AND TESTING LABORATORY  
II (1) RPT 3  
Laboratory 3 hours and 20 minutes per week.  
This course is for students who want to independently investigate, test 
and evaluate electronic projects that they propose. Students present their 
project proposals to an instructor for approval. Upon approval, students 
will have access to the laboratory and test equipment to complete their project.

50 - ADVANCE SOLID STATE CIRCUITS (4)  
Prerequisite: A grade of “C” or better in Electronics 7 and 22. 
Lecture 3 hours and 20 minutes and laboratory 3 hours 20 minutes per week.  
This course concerns the linear design and application (power supply 
regulation, low frequency amplifiers, power amplifiers, comparators and 
active filters) of transistor and integrated circuit devices in the related fields 
of computers, communications, and radar. This is a discussion/demonstration course with emphasis on application methods of design. A 
series of projects from the indicated applications are assigned as laboratory 
projects. In addition, technical report writing, emphasizing design and data 
evaluation is an integral part of the course.

54 - COMPUTER LOGIC (4) CSU  
Recommended: Completion of Electronics 4 or Electronics 20. 
Lecture 3 hours and 20 minutes and laboratory 3 hours 20 minutes per week.  
This course covers the basic theory and application of logic circuitry as 
applied in digital computers. Boolean algebra, number systems, coding 
and decoding, truth tables, logic maps, basic logic gates, combinational 
logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts 
of storage devices are thoroughly discussed. The use of a digital trainer is 
used to reinforce these concepts and applications. In addition, technical 
report writing is emphasized.

56 - COMPUTER CIRCUITS (3) CSU  
Prerequisite: A grade of “C” or better in Electronics 54. 
Corequisite: Electronics 57.  
Laboratory 3 hours and 20 minutes per week.  
This course covers the operation and organization of digital computers 
and micro-processors, including addressing, access, 1/0 (D-A and A-D) 
internal synchronization. Other storage devices (solid state) and logic 
control circuits are covered. The concepts of logic-design are used in the 
evaluation of these circuits. Operational computers and microprocessors 
are used to evaluate these circuits in a system. An introduction to machine 
language programming is also included.

57 - COMPUTER CIRCUITS LABORATORY (1) CSU  
Corequisite: Electronics 56.  
Laboratory 3 hours and 20 minutes per week.  
The laboratory provides evaluation of digital computer circuits through the 
use of computer and microprocessor trainers. Stored program concepts 
are covered using machine language programming to develop software 
diagnostics. The analysis of fault locations in computer circuits is also 
covered. In addition technical report writing, emphasizing data evaluation, 
is an integral part of the course.

60 - MICROWAVE FUNDAMENTALS (3)  
Prerequisite: A grade of “C” or better in Electronics 16 or equivalent. 
Lecture 3 hours and 20 minutes and laboratory 3 hours 20 minutes per week.  
Microwave fundamentals and evaluations of antennas, transmission lines, 
wave-guides, antenna radiation patterns, and Smith charting techniques 
are studied in this course.
81 - PROJECTS LABORATORY (1) RPT 3
Recommended: Students with no fabrication background would benefit from completing ET-81 prior to taking this course.
Laboratory 3 hours and 20 minutes per week.
This course provides students with advanced laboratory experiences in electronic fabrication principles. Topics included are: fiber optic connectorization & patch panels, splicing techniques, OTDR testing & measurements, termination procedures & techniques for fiber, troubleshooting & documentation for fiber optic systems. When applicable, surface mount soldering and printed circuit board repair techniques are covered.

COOPERATIVE WORK EXPERIENCE EDUCATION
Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

EMERGENCY DEPARTMENT ASSISTANT
10 - EMERGENCY MEDICAL TECHNICIAN I - MODULE A (3); MODULE B (1)
This course is offered in two modules. Module A (lecture) and Module B (Lab) must be taken concurrently.
Recommended Preparation: For Module A, eligibility for English 101 is recommended. CPR certification prior to Module B is recommended.
Module A, Lecture 3 hours and 20 minutes per week.
Module B, Laboratory 3 hours and 20 minutes per week plus 20 hours of laboratory as arranged.
Instruction given in anatomy and physiology, pre-hospital transportation and care of patients, assisting personnel of mobile intensive care units in the field, clinical observation and assessment techniques, intervention and transportation. Scope of practice includes therapy for major wounds and injuries, shock, medical emergencies, childbirth, substance abuse, elder and child abuse, SIDS, CPR proficiency and first aid. Included are at least 8 hours pre-hospital experience in a hospital emergency room and at least 8 hours experience on an ambulance. Upon completion of both modules, the student will be eligible to apply to the County of Los Angeles to take the Emergency Medical Technician I certifying exam.

13 - EMERGENCY MEDICAL TECHNICIAN I REFRESHER (2) (CR/NCR) RPT 3
Prerequisite: Current certification as a California EMT-1.
Lecture/demonstration 2 hours and 10 minutes per week.
This 48 hour, plus didactic and skills testing, recertification refresher class for EMT-1, reviews all the content and skills as required by the California Code of Regulations (Title 22), and the certifying agency (Department of Health Services, L.A. County) for recertification as EMT-1. Upon successful completion of this class, the student will be eligible to apply for the L.A. County EMT-1 recertification examination.

COOPERATIVE WORK EXPERIENCE EDUCATION
Emergency Department Assistant is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

ENGINEERING, ELECTRICAL
220 - ELECTRICAL CIRCUITS I (4) UC:CSU
Prerequisite: Physics 38.
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
Elements of electrical circuit analysis and synthesis; solutions of passive, linear lumped parameter circuits; analogs and duals; and steady state and transient analysis applied to linear electrical and mechanical systems are studied. The course also includes a study of electrical and magnetic instruments, and transformers.

COOPERATIVE WORK EXPERIENCE EDUCATION
Electrical Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

ENGINEERING, GENERAL
101 - INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY (2) UC:CSU
Lecture 2 hours and 10 minutes per week.
This course includes a study of engineering achievements, trends, and fundamentals. A study is made of professional engineering requirements, opportunities, and responsibilities in order that the student may perceive the relationship of his training to his environment. This class is also open to the general student who desires a better understanding of the nature of engineering.

111 - INTRODUCTION TO ENGINEERING DRAFTING (3) UC:CSU
Prerequisite: General Engineering 912 or one year of high school or college drafting or equivalent.
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
Principles of graphical expression through sketching, instrumental drawing, orthographic projection, auxiliary views, dimensions, and working drawings are included in this course. Descriptive geometry methods applied to points, lines, planes, warped surfaces, intersections, and development are also studied.

112 - ENGINEERING DESCRIPTIVE GEOMETRY (3) UC:CSU
Prerequisites: General Engineering 111 or equivalent, and Mathematics 265 or concurrent enrollment.
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course in graphical representation applies the fundamental principles of lines, planes, revolutions, vectors, and development of surfaces. Special emphasis is placed on the ability to visualize and solve three-dimensional problems found in various areas of engineering. An introduction to nomographic techniques is included.
243 - STATICS AND STRENGTH OF MATERIALS (CALCULUS BASED) (4) UC:CSU
Prerequisite or corequisite: General Engineering 112.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course presents a study of the strength and mechanical principles and design (stresses, tension, compression, shear, and bending) of engineering as applied to beam stresses; pertinent moment calculations; torsion; deflection; indeterminate beams; combined axial and bending loads; eccentric loads; columns; cables; and materials and their uses in foundations, floors, walls, columns, and roofs.

912 - ELEMENTARY ENGINEERING DRAFTING (3)
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.
This course is presented for engineering majors and students who desire to learn the basic concept of freehand technical sketching and lettering. It considers the use of graphical methods in the presentation of conventional drafting practices using technological expressions.

COOPERATIVE WORK EXPERIENCE EDUCATION
General Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

ENGINEERING TECHNICIAN

25 - INDUSTRIAL SAFETY (1)
Lecture 1 hour and 5 minutes per week.
Safety in the work place is analyzed with emphasis at the supervisory level. The CAL-OSHA Program (California General Industrial Safety Orders) and benefits of accident prevention are stressed. Loss of productivity, morale, real & intangible costs, etc., relating to accidents is discussed, using current examples of accidents that have been documented. Students learn to develop a typical Safety Inspection Check List, related to their specific major or work place.

35 - PROGRAMMING FOR TECHNICIANS (3)
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the Basic and Visual Basic 6.0 languages. Basic language is used to introduce the student to elementary programming techniques and simplifies the transition into a more sophisticated language such as Visual Basic, which is commonly used in many technological industries today.

48 - TECHNICAL MATHEMATICS I (3)
Lecture 3 hours and 20 minutes per week.
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.

49 - TECHNICAL MATHEMATICS II (5)
Lecture 5 hours and 30 minutes per week.
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.

50 - TECHNICAL MATHEMATICS III (5)
Prerequisite: A grade of “C” or better in Engineering Technician 49 or Computer Technology 60
Lecture 5 hours and 30 minutes per week.
This course in technical mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

51 - TECHNICAL MATHEMATICS IV (5)
Prerequisite: A grade of “C” or better in Engineering Technician 50
Lecture 5 hours and 30 minutes per week.
This is an applied course using selected topics from analytic geometry and calculus with emphasis on electronic problems. Functional and average rate notations are developed to derive basic derivatives and integrals. Applications of differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions are stressed.

81 - FABRICATION TECHNIQUES (1) CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
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.

COOPERATIVE WORK EXPERIENCE EDUCATION
Engineering Technician is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

ENGLISH

21 - ENGLISH FUNDAMENTALS (3) NDA (CR/NCR)
Prerequisite: A grade of “C” or better in Developmental Communications 20 or appropriate score on assessment test.
Lecture 3 hours and 20 minutes per week.
English 21 is an entry-level course which emphasizes improvement of writing skills, including grammar, punctuation, paragraph and short essay development.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>UC:CSU</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 - INTERMEDIATE READING AND COMPOSITION (3)</td>
<td>Prerequisite: A grade of “C” or better in English 21 or English 73 or appropriate score on assessment test.</td>
<td></td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
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</tr>
<tr>
<td>30 - READING FOR PLEASURE (3)</td>
<td>This course is designed for the student who wishes to become a more effective reader. It stresses the reading for enjoyment of short stories, essays, poems, and plays. In addition, skills in reading and writing are developed.</td>
<td></td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
</tr>
<tr>
<td>31 - COMPOSITION AND CRITICAL READING (5)</td>
<td>Prerequisite: A grade of “C” or better in English 21 or 73 or assessment test evaluation.</td>
<td></td>
<td>UC:CSU</td>
<td>Lecture 5 hours and 30 minutes per week.</td>
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</tr>
<tr>
<td>33 - BASIC VOCABULARY (3) NDA</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
<td>UC:CSU</td>
<td>This course increases the student’s vocabulary through the systematic study of words in context and the study of word architecture. It also remedies deficiencies in syntax and usage.</td>
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<tr>
<td>67 - WRITING LABORATORY (1/2) - NDA</td>
<td>Laboratory 1 hour and 5 minutes per week.</td>
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<td>UC:CSU</td>
<td>Students are given individual help in improving their composition skills for all courses requiring the completion of written assignments and essays, laboratory reports, library and research papers, and term papers. Emphasis is placed on organization, spelling, punctuation, grammar, and mechanics.</td>
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</tr>
<tr>
<td>73 - BEGINNING COLLEGE READING AND WRITING (3) NDA (CR/NCR)</td>
<td>Lecture 5 hours and 30 minutes per week.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Prerequisite: Developmental Communications 20 or assessment score. English fundamentals including grammar, spelling, punctuation, and construction of sentences are taught in their application to this introductory composition course. This course prepares students for English 28 and serves as an alternative to English 21.</td>
<td></td>
</tr>
<tr>
<td>101 - COLLEGE READING AND COMPOSITION I (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 28 or English 31 or appropriate score on assessment test.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
</tr>
<tr>
<td>102 - COLLEGE READING AND COMPOSITION II (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
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</tr>
<tr>
<td>125 - CREATIVE WRITING (3) UC:CSU - RPT 3</td>
<td>This course is designed for those who want to learn to write professionally.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
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</tr>
<tr>
<td>137 - LIBRARY RESEARCH AND BIBLIOGRAPHY (1) UC:CSU</td>
<td>Concurrent enrollment or prior completion of English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 1 hour and 5 minutes per week.</td>
<td></td>
</tr>
<tr>
<td>203 - WORLD LITERATURE I (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
</tr>
<tr>
<td>204 - WORLD LITERATURE II (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
</tr>
<tr>
<td>205 - ENGLISH LITERATURE I (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
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</tr>
<tr>
<td>206 - ENGLISH LITERATURE II (3) UC:CSU</td>
<td>Prerequisite: A grade of “C” or better in English 101.</td>
<td>UC:CSU</td>
<td>UC:CSU</td>
<td>Lecture 3 hours and 20 minutes per week.</td>
<td></td>
</tr>
</tbody>
</table>
**ENGLISH COURSE SEQUENCE**

### English as a Second Language Course Sequence
(English ESL Sequence)

- **ESL 1**
- **ESL 2**
- **ESL 3**

#### 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

### 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 / 5 units
  Credit/Non-Credit
  English Fundamentals
  Non-Degree Applicable

- English 28 or 31
  3 units / up to 5 units
  Intermediate Composition & Critical Reading
  AA/AS Degree

- English 101
  3 units
  Freshman English. College Reading & Composition I
  UC:CSU Transferable

### Literature Courses
Transfer to UC & CSU

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>English 209</td>
<td>California Literature</td>
</tr>
<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>
</tr>
<tr>
<td>English 234</td>
<td>Afro-American Literature</td>
</tr>
<tr>
<td>English 239</td>
<td>Women in Literature</td>
</tr>
<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>
</table>

**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.
This is an introductory course to the Shakespeare canon. After a brief look at the theatrical background, the course will concentrate on eight major plays and poetry.

**218 - CHILDREN’S LITERATURE (3) CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

In this survey course we will analyze picture books, folk tales, fantasy, and modern realism written for children from preschoolers to teens.

**219 - THE LITERATURE OF AMERICAN ETHNIC GROUPS (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

Through various readings students will visit diverse cultures in order to grasp content and meaning of the work. To look beyond plot infer what a given author’s views are regarding people’s actions, what motivates them, and how they deal with other human beings and with conflicts that confront them as it relates to ethnicity.

**234 - AFRICAN-AMERICAN LITERATURE I (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

This course is an analysis of the literary, social, and historical aspects of Americans. It introduces African-American writers who seek to define themselves and other Americans.

**239 - WOMEN IN LITERATURE (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101, (ENGLISH 207 + 208 = CAN ENGL SEQ C)

This course introduces American writers and writings from colonial times to 1865. Besides working with major writers, students will become acquainted with writers who suggest the diversity of subject and opinion in American literature. (CAN ENGL 14)

California Literature presents selected works by writers observing California life: Dana, Twain, Jackson, Norris, London, Steinbeck. These readings from sources as varied as Indian legend and Hollywood memoir demonstrate such aspects of the study of literature as conflict, characterization and theme.

This course is a study of selected American writers from the Civil War to the present. (CAN ENGL 16; ENGLISH 207 + 208 = CAN ENGL SEQ C)

This is an introductory course to the Shakespeare canon. After a brief look at the theatrical background, the course will concentrate on eight major plays and poetry.

**240 - LITERATURE AND THE MOTION PICTURE I (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

This is a course in comparative media which emphasizes the difference between film and the writings on which they were based.

**241 - LITERATURE AND THE MOTION PICTURE II (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

This is the second section of Literature and the Motion Picture which focuses on a selected genre, period, or theme: crime, the 60’s, apocalyptic visions, etc. This is a course in comparative media which emphasizes the differences between film and the writings on which they are based.

**251 - THE SHORT STORY (3) UC:CSU**

Prerequisite: A grade of “C” or better in English 101.

Lecture 3 hours and 20 minutes per week.

English 251 provides for a study of the short story as a literary genre, with emphasis on sensitive, informed reading and shared class discussions.
### 252 - THE ENGLISH BIBLE AS LITERATURE (3)  
**UC:CSU**  
Prerequisite: A grade of “C” or better in English 101.  
Lecture 3 hours and 20 minutes per week.  
This course is designed as an introduction to the literary study of the Old and New Testaments. The major genres studied are legend, psalm, short story, proverb, epistle, and parable. Emphasis is placed on the influence of the Bible: themes, plots, and allusions.

### 290 - SELECTED WRITERS I (1.5) UC:CSU  
Prerequisite: A grade of “C” or better in English 101.  
Lecture 1 hour and 35 minutes per week.  
The student will read, interpret, and analyze non-fiction prose forms, including selected autobiographies, memoirs and essays.

### 290 - SELECTED WRITERS II (1.5) UC:CSU  
Prerequisite: A grade of “C” or better in English 101.  
Lecture 1 hour and 35 minutes per week.  
English 291 is a course in the reading and analysis of one major dramatist. This course is designed to stimulate students’ thinking about the social, cultural, and political questions the writer raises in the plays.

### 290 - SELECTED WRITERS III (1.5) UC:CSU  
Prerequisite: A grade of “C” or better in English 101.  
Lecture 1 hour and 35 minutes per week.  
The student will read, interpret, and analyze the works of a major poet or group of poets from both the literary and the political viewpoints.

### 290 - SELECTED WRITERS IV (1.5) UC:CSU  
Prerequisite: A grade of “C” or better in English 101.  
Lecture 1 hour and 35 minutes per week.  
The student will read, interpret, and analyze the works of a major novelist from both the literary and the political view points.

### 185 - DIRECTED STUDY ENGLISH (1) UC*:CSU RPT 2  
* UC credit may be granted by petition after transfer.

### 285 - DIRECTED STUDY ENGLISH (2) UC*:CSU  
* UC credit may be granted by petition after transfer.

### 385 - DIRECTED STUDY ENGLISH (3) UC*:CSU  
Prerequisite: English 101.  
Conference 1 hour and 5 minutes per week per unit.  
Special advanced studies in the field of English. Regular conferences with instructor are coordinated with research project.  
* UC credit may be granted by petition after transfer.

### ENGLISH AS A SECOND LANGUAGE

#### 1 - COLLEGE ENGLISH AS A SECOND LANGUAGE 1: INTEGRATED SKILLS - LISTENING, SPEAKING, READING AND WRITING (12)  
Lecture 13 hours and 25 minutes per week.  
For low-beginning ESL students. Emphasis on development of basic listening, speaking, reading and writing for college work.

#### 2 - COLLEGE ENGLISH AS A SECOND LANGUAGE 2: INTEGRATED SKILLS— READING, WRITING, LISTENING AND SPEAKING (12)  
Lecture 13 hours and 25 minutes per week.  
This course helps beginning ESL students improve their reading, writing, listening and speaking skills for college work.

#### 3 - COLLEGE ENGLISH AS A SECOND LANGUAGE 3: INTEGRATED SKILLS—WRITING AND GRAMMAR, READING AND VOCABULARY, LISTENING AND SPEAKING (12)  
Lecture 13 hours and 25 minutes per week.  
This course assists students in improving their reading, writing, listening, and speaking skills to prepare for college work.

#### 83 - COLLEGE CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE (3) NDA  
Lecture 3 hours and 20 minutes per week.  
This conversation course is planned for students whose native tongue is not English. Fluency in spoken English is gained through conversation and reports based on everyday practical situations, the college environment, and other topics of interest.

#### 84 - COLLEGE ENGLISH AS A SECOND LANGUAGE I (5) NDA  
Prerequisite: Appropriate score on assessment test.  
Lecture 5 hours and 30 minutes per week.  
This course is planned for students whose native tongue is not English or who need assistance in using English as a second language. The course stresses study of idioms, sentence structure, word order, vocabulary, and reading for comprehension. It also provides practice in writing compositions.

#### 85 - COLLEGE ENGLISH AS A SECOND LANGUAGE II (5) CSU  
Prerequisite: English 84 or assignment as result of assessment test.  
Lecture 5 hours and 30 minutes per week.  
This course is designed for intermediate level students of English as a second language. It includes pronunciation practices, intermediate grammar, vocabulary, word order, idioms, and reading comprehension. Writing practice is in the form of dictation, simple paragraphs, and short compositions.

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**COOPERATIVE WORK EXPERIENCE EDUCATION**  
English is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.
86 - COLLEGE ENGLISH AS A SECOND LANGUAGE III (5) UC:CSU
Prerequisite: English 85 or assignment as result of the assessment test. Lecture 5 hours and 30 minutes per week.
This course is designed for advanced students of English as a second language. It emphasizes writing practice and the study of vocabulary and syntax.

Please refer also to the following course listings:
Developmental Communications 76 and 77.
Speech 72 and 113.

EL INGLÉS COMO SEGUNDA LENGUA

1 - INGLÉS COMO SEGUNDA LENGUA 1 DE NIVEL COLEGIAL: LAS HABILIDADES INTEGRADAS-EL ESCUCHAR, EL HABLAR, LA LECTURA Y LA ESCRITURA (12)
13 horas y 25 minutos de clase por semana.
Para los estudiantes de inglés como segunda lengua (ESL) que apenas empiezan. El énfasis en el desarrollo del escuchar básico, el hablar básico, la lectura y la escritura básica para poder hacer trabajo de nivel colegial.

2 - INGLÉS COMO SEGUNDA LENGUA 2 DE NIVEL COLEGIAL: LAS HABILIDADES INTEGRADAS- LA LECTURA Y LA ESCRITURA, EL ESCUCHAR Y EL HABLAR (12)
13 horas y 25 minutos de clase por semana.
Este curso ayuda a los estudiantes de inglés como segunda lengua (ESL) que a penas empiezan a mejorar sus habilidades relacionadas a la lectura, a la escritura, al escuchar y al hablar para poder hacer trabajo de nivel colegial.

3 - INGLÉS COMO SEGUNDA LENGUA 3 DE NIVEL COLEGIAL: LAS HABILIDADES INTEGRADAS- LA ESCRITURA Y LA GRAMÁTICA, LA LECTURA Y EL VOCABULARIO, EL ESCUCHAR Y EL HABLAR (12)
13 horas y 25 minutos de clase por semana.
Para los estudiantes de ESL de nivel bajo al intermedio. Este curso asiste a los estudiantes a mejorar sus habilidades relacionadas a la escritura, el escuchar y el hablar para poder hacer trabajo de nivel colegial.

83 - INGLÉS COMO SEGUNDA LENGUA DEL NIVEL DE CONVERSACIÓN (3) RPT 1 - NDA
3 horas y 20 minutos de clase por semana.
Este curso de conversación está planeado para los estudiantes cuyo idioma nativo no es el inglés. Fluidez en el inglés hablado se logra por medio de conversaciones y reportes que se basan sobre situaciones cotidianas prácticas, el ambiente colegial y otros temas de interés.

84 - INGLÉS COMO SEGUNDA LENGUA I NIVEL COLEGIAL (5) NDA
5 horas y 30 minutos de clase por semana.
Este curso está planeado para los estudiantes cuyo idioma no es el inglés o quienes necesitan asistencia con el uso del inglés como segunda lengua. Este curso le pone énfasis al estudio de modismos, a la estructura de oraciones, al orden de palabras, al vocabulario y a la lectura para la comprensión. También provee práctica en la escritura de composiciones.

85 - INGLÉS COMO SEGUNDA LENGUA II (5) CSU
Requisito: Inglés 84 o por haber aprobado un examen de evaluación. 5 horas y 30 minutos de clase por semana.
Este curso está diseñado para los estudiantes de inglés como segunda lengua de nivel intermedio. Incluye prácticas con la pronunciación, la gramática de nivel intermedio, el vocabulario, el orden de palabras, modismos y la comprensión relacionada a la lectura. Presenta prácticas por medio de dictados, párrafos singulares y composiciones cortas.

Please refer also to the following course listings:
Developmental Communications 76 and 77.
Speech 72 and 113.

86 - INGLÉS COMO SEGUNDA LENGUA III (5) UC:CSU
Requisito: Inglés 85 o por haber aprobado un examen de evaluación. 5 horas y 30 minutos de clase por semana.
Este curso está diseñado para los estudiantes de inglés como segunda lengua avanzados. Le pone énfasis a la práctica de la escritura y al estudio del vocabulario y a la sintaxis.

También, favor de referirse a los siguientes cursos:
Developmental Communications 76 y 77. Speech 72 y 113.

ENVIRONMENTAL SCIENCE

1 - THE HUMAN ENVIRONMENT: PHYSICAL PROCESSES (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Introduces students to fundamentals of the physical environment of the Earth. Students will be familiar with the basics of the geologic, oceanic, and atmospheric environmental processes. Topics emphasized will include geologic hazards, natural resources, and environmental pollution.

2 - THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
An overview of global environmental concerns, conservation history, and environmental ethics is presented. Ecology, population biology and their application to environmental problems is reviewed. Pollution and its effects on ecosystems are discussed. Management of natural resources is explored.

8 - INTRODUCTION TO GEOLOGY: OUR NATIONAL PARKS AND MONUMENTS (3) CSU
This course is the same as Geology 11. Credit is allowed in only one of Environmental Science 8 or Geology 11.
Lecture 3 hours and 20 minutes per week.
Designed for the non-science major, this course presents basic principles of geology taught through examples from the national parks and monuments of the United States. Landscape interpretation and regional geology are emphasized.

21 - ENVIRONMENTAL SCIENCE LAB (1) UC:CSU
Laboratory 3 hours and 20 minutes per week.
This laboratory course consists of a hands-on approach to the study of environmental problems and explorations of solutions. Activities include ecology computer labs, role-playing, experiments, and field trips.
**FAMILY AND CONSUMER STUDIES**

**21 - NUTRITION (3) UC:CSU**
Prerequisites: none
Lecture 3 hours and 20 minutes per week.
The relationship between diet and health is emphasized. The functions, sources, and interrelationships of nutrients are explored. Current topics including heart disease, cancer, diabetes, osteoporosis, weight management, and sports nutrition are discussed. Nutritional status and body fat composition are assessed by computer analysis.
(CAN FCS 2)

**24 - FOOD PREPARATION (3) CSU**
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
Principles of food selection, preparation and service of nutritional snacks are taught by lecture, discussion, and student participation. U.S. Dietary guidelines and the Basic Four Food groups portion control and safety and sanitation standards are emphasized.

**48 - FOOD SAFETY TRAINING (½) RPT 3**
Lecture 8 hours plus 1 hour for exam, for a total of 9 hours per semester.
This course covers how to safely purchase, receive, store, prepare and serve food utilizing the Hazard Analysis Critical Control Point System to reduce risks of food borne illnesses. The Food Handler Certification Examination is given as part of the course. Meets Los Angeles County code/ordinance # 97-0071 for food handler certification.

**54 - FAMILY AND CONSUMER STUDIES LABORATORY (1) RPT 1**
Lecture 3 hours and 20 minutes per week by arrangement.
This is a seminar-type class that affords the student the opportunity for independent study through laboratory and/or field experience.

**COOPERATIVE WORK EXPERIENCE EDUCATION**
Family and Consumer Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

**FINANCE**

**2 - INVESTMENTS (3) CSU**
Lecture 3 hours and 20 minutes per week.
This is a first course in investments. It focuses on both individual securities and portfolios. The course will give students the information they need to plan, implement and manage a successful investment program. It provides students with a solid foundation of basic concepts, tools and techniques of popular investment vehicles - common stocks, bonds, preferred stocks, convertible securities and mutual funds.

**8 - PERSONAL FINANCE AND INVESTMENTS (3) CSU**
Lecture 3 hours and 20 minutes per week.
This course is designed to help the individual manage personal income, expenditures, and investments. Application of financial planning, banking, finance, and management principles to the conduct of one’s personal financial affairs is stressed. Budgeting, credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans, receive particular emphasis.

**COOPERATIVE WORK EXPERIENCE EDUCATION**
Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

**FIRE TECHNOLOGY**

**201 - FIRE PROTECTION ORGANIZATION (3) CSU**
Lecture 3 hours and 20 minutes per week.
This course for prospective firefighters and new members of fire departments introduces the fire service and its related agencies. It includes the history of the fire service, fire department organization and equipment, fire suppression, fire prevention, and other fire department functions. Laws and regulations affecting the fire service, government and private organizations that affect the fire service are discussed. Civil service and personnel department policies covered include: hiring procedures, applications and oral interviews. Fire protection systems, basic fire chemistry and physics, and fire strategy and tactics are introduced.

**202 - FIRE PREVENTION (3) CSU**
Lecture 3 hours and 20 minutes per week.
The history, philosophy, organization and operation of a fire prevention bureau are examined. Additional topics include inspections, pre-fire planning, plan reading and checking, use of fire codes and code enforcement, public relations, fire investigation, public and employee liability, and court procedure. The relationship of fire prevention to fire safety education and detection and suppression systems is discussed.

**203 - FIRE PROTECTION EQUIPMENT AND SYSTEMS (3) CSU**
Prerequisite: Fire Technology 1, professional firefighting or related experience, or equivalent.
Lecture 3 hours and 20 minutes per week.
This course provides information related to the design and operation of fire detection and alarm systems and includes a study of portable fire extinguishers, fire extinguishing equipment, automatic fire sprinklers and spray systems, protection systems for special hazards, fire alarm and detection systems, wet and dry standpipes, and fire hardware.

**204 - BUILDING CONSTRUCTION FOR FIRE PROTECTION (3) CSU**
Lecture 3 hours and 20 minutes per week.
This course covers fundamental building construction and design as it relates to fire safety. Emphasis is placed on the fire protection features of buildings. Information is given on related codes and ordinances and their evolution and on plan checking and inspection procedures in residential, commercial and industrial occupancies.
205 - FIRE BEHAVIOR AND COMBUSTION (3) CSU
Lecture 3 hours and 20 minutes per week.
This course covers the theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, of the fire characteristics of materials; of extinguishing agents, and of fire control techniques.

206 - HAZARDOUS MATERIALS (3) CSU
Prerequisite: Fire Technology 1, professional firefighting or related experience, or equivalent.
Lecture 3 hours and 20 minutes per week.
This course covers the identification, storage, transportation and handling of hazardous materials; a review of basic chemistry and physics as they relate to hazardous materials; tactics and strategy for incidents and fire prevention procedures for code enforcement; federal, state, and local codes.

208 - FIRE HYDRAULICS (3) CSU
Prerequisite: Fire Technology 201, professional firefighting or related experience, or equivalent.
Lecture 3 hours and 20 minutes per week.
This is a class for firefighters and prospective and rated fire pump operators. There is a review of basic mathematics, hydraulics laws and formulas as applied to the fire service, the application of formulas and mental calculations to hydraulics problems, water supply, and underwriter’s requirements for pumps.

209 - FIRE FIGHTING TACTICS AND STRATEGY I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is a review of fire characteristics, equipment and manpower requirements, basic tactics and strategy, methods of fire attack, preplanning, and student preparation and oral presentation of simulated fire problems.

210 - FIRE COMPANY ORGANIZATION AND PROCEDURE (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is the study of the practical application of records, reports, and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline, and morale.

216 - FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION (3) CSU
Lecture 3 hours and 20 minutes per week.
Provides career-directed students, paid or volunteer fire fighters, and private-industry fire brigade members information on the current techniques in the prevention of injuries and the promotions of safety during routine and emergency activities.

217 - FIRE APPARATUS (3) CSU
Lecture 3 hours and 20 minutes per week.
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.

218 - PHYSIOLOGICAL PREPAREDNESS FOR EMERGENCY SERVICE PERSONNEL
Lecture 1 hour and 35 minutes and laboratory 5 hours per week.
Prepares students physiologically with entry level qualifications in the emergency response services. Students learn the foundations of wellness and safety and methods to make long term life-style changes. The physiological foundations of physical conditioning are studied including specificity training principles to prepare them for employment entrance examinations. On the job training manuals, tools, training techniques and safety equipment are utilized.

COOPERATIVE WORK EXPERIENCE EDUCATION
Fire Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

FOREIGN TRADE
See International Business

FRENCH

1 - ELEMENTARY FRENCH I (5) UC:CSU
Lecture 5 hours and 30 minutes per week.
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 contemporary French. (CAN FREN 2)

2 - ELEMENTARY FRENCH II (5) UC:CSU
Prerequisite: A grade of “C” or better in French 1, or two years of high school French, or equivalent.
Lecture 5 hours and 30 minutes per week.
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. (CAN FREN 4; FRENCH 1+2 = CAN FREN SEQ A)

3 - INTERMEDIATE FRENCH I (5) UC:CSU
Prerequisite: A grade of “C” or better in French 2 or three years of high school French, or equivalent.
Lecture 5 hours and 30 minutes per week.
A thorough review of French grammar with emphasis on irregular verbs and common idioms is included in this course. Students read short stories by authors of the nineteenth and twentieth centuries. (CAN FREN 8)

4 - INTERMEDIATE FRENCH II (5) UC:CSU
Prerequisite: A grade of “C” or better in French 3 or four years of high school French, or equivalent.
Lecture 5 hours and 30 minutes per week.
A complete review of French grammar discovered in this course. Simple compositions are written in French. Students read short stories, a play, and a novel. (CAN FREN 10)

5 - ADVANCED FRENCH I (5) UC:CSU
Prerequisite: A grade of “C” or better in French 4, or equivalent.
Lecture 5 hours and 30 minutes per week.
This course makes a brief survey of early French literary movements. It includes advanced composition, the use of practical idioms, and oral and written reports on French literature.
6 - ADVANCED FRENCH II (5) UC:CSU
Prerequisite: A grade of “C” or better in French 5, or equivalent.
Lecture 5 hours and 30 minutes per week.
This course continues the survey of French literature into the nineteenth and twentieth centuries. It includes advanced composition, the use of practical idioms, and oral and written reports on French literature.

8 - CONVERSATIONAL FRENCH (2) UC:CSU
RPT 3
Prerequisite: A grade of “C” or better in French 2, or equivalent.
Lecture 2 hours and 10 minutes per week.
This course is designed to develop the ability of the student to express fluently, idiomatically, and correctly in French. Conversational material is selected from magazines, newspapers, and books.

101 - FRENCH LANGUAGE LABORATORY (1) CSU
RPT 3 (CR/NCR)
Prerequisite: Concurrent enrollment in a French class.
Laboratory 25 hours per semester.
A mediated independent course, coordinated in the language lab. Students improve their reading, writing, speaking and comprehension skills by working with computer, and audio materials. Student must complete 25 hours by end of semester.

185 - DIRECTED STUDY FRENCH (1) UC*:CSU
RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY FRENCH (2) UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY FRENCH (3) UC*:CSU
Prerequisite: French 2
Conference 1 hour and 5 minutes per unit.
Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit limit: a maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
French is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

GEOGRAPHY

1 - PHYSICAL GEOGRAPHY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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. (CAN GEOG 2)

2 - CULTURAL ELEMENTS OF GEOGRAPHY (3)
UC:CSU
Lecture 3 hours and 20 minutes per week.
Cultural Geography analyzes human settlement and activity from a spatial and ecological perspective: map and environmental patterns of population, agriculture, industry, cities, cultural elements of language and religion, political organization, and land use. This course fulfills a social/behavioral science requirement for most universities, and can prepare high school teachers and students to teach or take the Advanced Placement Human Geography examination.

7 - WORLD REGIONAL GEOGRAPHY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.

15 - PHYSICAL GEOGRAPHY LABORATORY (2)
UC:CSU
Prerequisite or Corequisite: Geography 1 (may be taken previously).
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
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.

31 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Introduces students to fundamentals of GIS, comparing analog and automated mapping, introducing cartographic principles, hardware/software elements of GIS, and specific applications of GIS technology. Terminology; data structures sources and accuracy of data; data acquisition, and input; working with spatial data bases; and spatial analysis will be introduced.

COOPERATIVE WORK EXPERIENCE EDUCATION
Geography is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

GEOLOGY

1 - PHYSICAL GEOLOGY (3) UC:CSU
Recommended corequisite: Geology 6.
Lecture 3 hours and 20 minutes per week.
This introductory course surveys the materials and structure of the earth, and the processes which modify it. Major topics to be studied include rocks and their mineral composition, plate tectonics, volcanoes and earthquakes. Also studied will be the agents of erosion; the work of rivers, glaciers, wind, land slides, and the oceans. Field trips to geological sites of southern California are made. (GEOL 1 + 6 = CAN GEOL 2)
6 - PHYSICAL GEOLOGY LABORATORY (2) UC:CSU
Prerequisite or corequisite: Geology 1.
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
This course supplements Geology 1 by providing practical experience in the identification of rocks, reading topographic and geologic maps, analysis of seismic data, rock structures, coastal features, and landslides, and study of fossils. Field trips to geological sites of southern California are made. (GEOL 1 + 6 = CAN GEOL 2)

11 - INTRODUCTION TO GEOLOGY: OUR NATIONAL PARKS AND MONUMENTS (3) CSU
This course is the same as Environmental Science 8. Credit is allowed in only one of Environmental Science 8 or Geology 11.
Lecture 3 hours and 20 minutes per week.
Designed for the non-science major, this course presents basic principles of geology taught through examples from the national parks and monuments of the United States. Landscape interpretation and regional geology are emphasized.

185 - DIRECTED STUDY GEOLOGY (1) UC*:CSU
RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY GEOLOGY (2) UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY GEOLOGY (3) UC*:CSU
Prerequisite: Geology 1 or 2 equivalent.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Geology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

GERMAN

1 - ELEMENTARY GERMAN I (5) UC:CSU
Lecture 5 hours and 30 minutes per week.
This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write simple German. It also includes essential facts and ideas about German culture, geography, and customs. (CAN GERM 2)

2 - ELEMENTARY GERMAN II (5) UC:CSU
Prerequisite: A grade of “C” or better in German 1, or two years of high school German, or equivalent.
Lecture 5 hours and 30 minutes per week.
This course completes the study of elementary German grammar. Continued practice in the reading, writing, and speaking of simple German is provided. A further study of German civilization is included. (CAN GERM 4; GERMAN 1+2 = CAN GERM SEQ A)

3 - INTERMEDIATE GERMAN I (5) UC:CSU
Prerequisite: A grade of “C” or better in German 2 or three years of high school German or equivalent.
Lecture 5 hours and 30 minutes per week.
This course is intended for students who have completed their basic study of German and have started to read German texts. It offers a thorough review of German grammar, including idiomatic expressions. Emphasis is placed on the student's ability to communicate correctly in oral and written German. Discussions in German of short stories, poetry, and folk songs are included. (GERMAN 3 + 4 = CAM GERMAN SEQ B)

4 - INTERMEDIATE GERMAN II (5) UC:CSU
Prerequisite: A grade of “C” or better in German 3, or four years of high school German, or equivalent.
Lecture 5 hours and 30 minutes per week.
This course is a continuation of German 3. It provides a complete review of German grammar. Conversation, reading, comprehension, and composition are emphasized. Reading of representative modern German literary and technical material is included. (GERMAN 3 + 4 = CAM GERMAN SEQ B)

8 - CONVERSATIONAL GERMAN (2) UC:CSU
RPT 3
Prerequisite: Grade of “C” or better in German 2 or equivalent.
Lecture 2 hours and 10 minutes per week.
This course is designed to develop the ability of the student to communicate fluently, idiomatically, and correctly in German. Conversational material is selected from magazines, newspapers, and books.

10 - GERMAN CIVILIZATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course consists of lecture and discussions in English on the geography, history, government and institutions of the German-speaking nations (Germany, Austria, Switzerland); the life and customs of their people; their literature, arts, and sciences; and their contributions to civilization. It is recommended to all students of German.

101 - GERMAN LANGUAGE LABORATORY (1) CSU
RPT 2
Prerequisite: Concurrent enrollment in another German class.
Laboratory 1 hour and 5 minutes per week.
A mediated independent course, coordinated in the language lab., in which students improve their reading, writing, speaking and comprehension skills by working with audio materials. 25 hours must be completed by the end of the semester.

COOPERATIVE WORK EXPERIENCE EDUCATION
German is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.
HEALTH

2 - HEALTH AND FITNESS (3) UC:CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course explores physical fitness as related to cardio-pulmonary capacity, nutrition, stress and addictive substances. The course involves laboratory assessment of each student’s fitness status, lecture and experiences in a variety of selected fitness activities. Based on these experiences students are expected to develop an individualized physical fitness program.

6 - NUTRITION FOR HEALTHFUL LIVING AND FITNESS ACTIVITIES (3) CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
Basic nutrition theories, information for healthful food purchasing, the relationship of nutrition to disease, general health concerns of women and an optional weight-loss plan are discussed. Benefits of exercise and techniques for body conditioning are learned. Class time includes participation in fitness activities including aerobic, developmental and flexibility exercises.

9 - HEALTH FOR THE MATURE INDIVIDUAL (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to meet the personal needs and interests of the mature, older student in the areas of protection, preservation, and prolongation of body and emotional health during the late years of life. Emphasis is placed on those personal methods and public institutional services which can promote greater freedom from those chronic discomforts and anxieties associated with aging. This course does not duplicate Health 10 but does meet the graduation requirements.

10 - HEALTH EDUCATION (2) UC:CSU
Credit is allowed in only one of Health 10 or 11.
Lecture 2 hours and 10 minutes per week.
This course deals with the development of modern health knowledge, attitudes and behavior, which includes: nutrition and physical fitness; mental health; family life and sexuality; the effects of the use of tobacco and alcohol, drug education including narcotics and restricted dangerous drugs; common diseases such as venereal disease, heart disease, and cancer. No credit is given to students who have completed Health 11.

11 - PRINCIPLES OF HEALTHFUL LIVING (3) UC:CSU
Credit is allowed in only one of Health 10 or 11.
Lecture 3 hours and 20 minutes per week.
This course is designed for physical education, recreation, health, and elementary and secondary education majors. It includes the teaching of personal, family and community health, encompassing: the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body; nutrition and physical fitness; mental health; and common diseases. It encompasses much of the same content as Health 10 but explores the material in greater depth.

12 - SAFETY EDUCATION AND FIRST AID (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The prevention of common accidents and the care of emergencies in the home, school, and the community are studied in this course. It covers the standard Personal Safety and Advanced Emergency Care courses of the American National Red Cross.

25 - PERSONAL HEALTH AND STRESS MANAGEMENT (3) CSU
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course is a study of the individual’s role in developing a responsible life style for optimal health. Includes assessment of mind-body responses producing stress related symptoms. Experiences in somatic and behavioral techniques of stress and health management.

185 DIRECTED STUDY-HEALTH (1) UC:CSU
*RPT 2
285 - DIRECTED STUDY-HEALTH (2) UC*:CSU
* UC credit may be granted by petition after transfer.
385 - DIRECTED STUDY-HEALTH (3) UC*:CSU
Allows students to pursue Directed Study in Health on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit limit: a maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Health is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

HISTORY

1 - INTRODUCTION TO WESTERN CIVILIZATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course surveys the political, economic, and cultural activities of Western Civilization beginning with the pre-history period and including those cultures established in the Ancient Middle East, Africa, Greece, Rome, and the Middle Ages. (CAN HIST 2)

2 - INTRODUCTION TO WESTERN CIVILIZATION II (3) UC:CSU
Note: History 1 is not a prerequisite for this course.
Lecture 3 hours and 20 minutes per week.
Survey of Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis on the rise of the nation state and industrialization. Europe’s expanding global influence in the nineteenth and twentieth centuries will also be examined.
(CAN HIST 4; HISTORY 1+ 2 = CAN HIST SEQ A)
3 - HISTORY OF ENGLAND AND GREAT BRITAIN I
(3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course covers the political, economic and cultural development of the British Isles from the earliest beginnings to the restoration of the Stuart monarchy in 1660.

4 - HISTORY OF ENGLAND AND GREAT BRITAIN II
(3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course covers the political, economic and cultural development of the British Isles from the restoration of the Stuart monarchy in 1660 to the present time.

5 - HISTORY OF THE AMERICAS I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The development of the western hemisphere from its discovery through the Colonial period is studied in this course. Emphasis is placed on the exploration and settlement, colonial growth, imperial rivalries, and the achievement of independence.

6 - HISTORY OF THE AMERICAS II (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a continuation of the subject matter of History 5. Emphasis is placed on the evolution of the American nations and peoples in the nineteenth and twentieth centuries. This course meets the California State University requirements for United States history.

11 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a study of the history of the social and political development of the United States from the Colonial era to 1876. Special emphasis is given to the constitutional development of the nation. This course meets the California State University requirements for United States history.

(CAN HIST 8)

12 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (3) UC:CSU
History 11 is not a prerequisite for this course.
Lecture 3 hours and 20 minutes per week.
This is the second semester course in United States history and covers the period from 1876 to the present time. This course meets California State University requirements for United States history.
(CAN HIST 10; HISTORY 11+12 = CAN HIST SEQ B)

13 - THE UNITED STATES IN THE TWENTIETH CENTURY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a historical survey of the major movements and events of the twentieth century. Emphasis is placed on social and cultural developments and the rise of America as a world power. This course meets California State University requirements for United States history.

14 - SELECTED ISSUES OF U.S. HISTORY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course covers United States history in one semester with emphasis on the evolution of cities. Course content includes federal, state, and local government and public administration. Also considered are the topics of social welfare, urban design, and planning, the impact of industrialization, and the role of cities in the history of the nation. This course meets the California State University requirements for United States history.

19 - HISTORY OF MEXICO (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course covers the basic history of Mexico including Indian Mexico, the Spanish conquest, War of Independence, the age of Santa Ana, the Period of Reform, and the Reign of Diaz. The Revolution of 1910 and the Period of Reconstruction are also included. A review of contemporary Mexico together with its cultural, social, political, and economic trends concludes the course.

20 - HISTORY OF CALIFORNIA AND THE PACIFIC COAST (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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. Political activities, immigration, commerce, industry, education, art, and culture to the present are also included. The influence of geography on historical development of the state is stressed.

21 - HISTORY OF THE RUSSIAN PEOPLE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The development of Russia from the earliest times to the present day is studied. Emphasis is on the nineteenth and twentieth centuries. Special attention is paid to autocracy, social structure, reform movements, Russian Marxism, Soviet totalitarianism under Lenin and Stalin (and their successors), and Tsarist and Soviet foreign policy.

23 - LATIN-AMERICAN CIVILIZATION (3) UC:CSU
This course is the same as Spanish 10. Credit is allowed in only one of History 12 or Spanish 10.
Lecture 3 hours and 20 minutes per week.
This course is designed to introduce the student to Latin American civilization. Aspects considered are the racial stocks of the Latin American peoples; the geography and resources of their countries; and Latin American art, literature, and music. Indian cultures are presented in some detail. This course is highly recommended for students studying Spanish, although knowledge of the Spanish language is not necessary for enrollment.
Course Descriptions

24 - MEXICAN CIVILIZATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course includes an extensive and intensive study of pre-Columbian Indians of Mexico. Study includes: Toltecs, Mayas, Aztecs, and other tribes; the influence of the Spanish Conquest and domination; Mexico during Colonial times; the Revolution of Independence against Spain; the literature, art, and music of Colonial Mexico; the Revolution of 1910; contemporary Mexico as well as the American citizen of Mexican descent; and a view of the present-day and heritage of the American of Mexican descent, in light of the above.

41 - THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (3) UC:CSU
Credit is allowed in only one of History 41, 43, or 11. Lecture 3 hours and 20 minutes per week.
This is a survey of United States history from the early colonial era through the Civil War with special emphasis on the contribution of the Afro-American. The course provides a background in the political and social development of the United States. It is designed for students majoring in the social sciences and for those who wish to gain a better understanding of the Afro-American in American civilization. A survey of the United States Constitution is also included. This course meets California State University requirements for United States history.

42 - THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (3) UC:CSU
History 41 is not a prerequisite for this course. Credit is allowed in only one of History 42, 44, or 12. Lecture 3 hours and 20 minutes per week.
This course is a survey of United States history from the end of the Civil War to the present. Special emphasis is on the Afro-American in the social and political development of American civilization. This course meets California State University requirements for United States history.

43 - THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (3) UC:CSU
Credit is allowed in only one of History 43, 41, or 11. Lecture 3 hours and 20 minutes per week.
This is a survey of United States history from the early colonial era through the Civil War. Special emphasis is on the contribution of the Mexican-American. The course provides a background in the political and social development of the United States. It is designed for students majoring in the social sciences and for those who wish to gain a better understanding of the Mexican-American in American civilization. A survey of the United States Constitution is also included. This course meets California State University requirements for United States history.

44 - THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (3) UC:CSU
Credit is allowed in only one of History 44, 42, or 12. History 43 is not a prerequisite for this course. Lecture 3 hours and 20 minutes per week.
This course is a survey of United States history from the end of the Civil War to the present time with special emphasis on the Mexican-American in the social and political development of American civilization. Also included is a unit on California state government, the state constitution, and local governmental structures and issues. This course meets California State University requirements for United States history.

52 - THE ROLE OF WOMEN IN THE HISTORY OF THE U.S. (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Survey of women’s roles throughout U.S. History. Emphasis will be placed on the social construction of gender, work, family, and the influence of race, ethnicity, and status on women’s experience. This course meets the California State University requirements for United States history.

86 - INTRODUCTION TO WORLD CIVILIZATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Introductory survey of world civilization up to 1600. Comparative study of social, economic, and political formations and their interaction. Major topics include development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.

87 - INTRODUCTION TO WORLD CIVILIZATION II (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Survey of world civilization in the pre-modern and modern period. Major topics include the development of the nation-state, economic systems, industrialization, global conquest, colonization, and revolution.

185 - DIRECTED STUDY HISTORY (1) UC*:CSU
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

285 - DIRECTED STUDY HISTORY (2) UC*:CSU
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

385 - DIRECTED STUDY HISTORY (3) UC*:CSU
Conference 1 hour and 5 minutes per unit per week.
Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

COOPERATIVE WORK EXPERIENCE EDUCATION
History is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

HUMANITIES

1 - CULTURAL PATTERNS OF WESTERN CIVILIZATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to introduce the student to the general concepts of humanities as especially evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture, and other art forms are studied in relation to their background, medium, organization, and style.

2 - STUDIES IN SELECTED CULTURES (3) CSU
Lecture 3 hours and 20 minutes per week.
A study in depth of a particular culture such as Modern Great Britain, Imperial China, Southeast Asia, Renaissance Italy, etc. The course includes historical backgrounds, cultural trends and key personalities.
6 - GREAT PEOPLE, GREAT AGES (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to study the lives of selected individuals such as Pericles, Dante, Michelangelo, Beethoven, Van Gogh, Frank Lloyd Wright, Stravinsky, Picasso, and others with an appreciation of their eras in history and their contribution to our cultural heritage.

9 - GREAT DISCOVERIES IN ARCHAEOLOGY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This is a cultural course designed to acquaint the student with some of the outstanding Egyptian, Mesopotamian, Aegean and Mayan archaeological discoveries. The historical and geographical background as well as the archaeological discoveries of the sites are stressed. Pertinent information about archaeological field methods and processes is included where appropriate.

17 - FILM APPRECIATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a survey of motion pictures and changing social attitudes in film from the silent era to the present. Film appreciation, dealing with the ability of popular movies to crystallize society’s myths, fantasies, and realities, is presented within a historical, social context. Movie heroes and heroines and their relationship to culture will be studied by viewing representative feature films.

30 - THE BEGINNINGS OF CIVILIZATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to make a survey of man’s cultural development from prehistoric through Rome. General information is presented on the arts, literature, and ideas of Western civilization with emphasis on the culture of Near East, Egypt, Greece, and Rome.

31 - PEOPLE IN CONTEMPORARY SOCIETY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to make a rapid survey of man’s cultural development from the late Renaissance up to and including contemporary society. General information is presented on the arts, literature, and ideas of the Baroque, Neo Classic, and Romantic periods. The course concludes with an examination of Twentieth Century culture in particular.

60 - PEOPLE AND THEIR WORLD: TECHNOLOGY AND THE HUMANITIES (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.

61 - PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS (3) CSU
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to involve the student in a study of the individual and society which emphasizes man's creative processes. The course surveys man's creativity as expressed in myths and dreams and explores works of art and literature to discover the range of man's creative instinct. The approach of the course is interdisciplinary, involving presentation of the following disciplines: art, music, literature, psychology, drama, philosophy, and history.

385 - DIRECTED STUDY (3) UC*:CSU
Lecture 3 hours and 20 minutes per week.
By arrangement with instructor.
Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Humanities is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

INTERIOR DESIGN
See courses in Art and Family & Consumer Studies.

INTERNATIONAL BUSINESS
1 - INTERNATIONAL TRADE (3) CSU
Lecture 3 hours and 20 minutes per week.
This is a study of the global economy and the importance of the Los Angeles-Long Beach Harbor to world trade. Topics covered include marketing, terminology, financing, strategy, collections, and communication.

3 - EXPORT PROCEDURES I (3)
Lecture 3 hours and 20 minutes per week.
This course identifies, defines and explains the requirements of the United States regulatory agencies for export of goods from the United States. Emphasis is placed on how to determine if a commodity is acceptable for export and how to identify and prepare documents required by the country of destination.

4 - IMPORT PROCEDURES I (3)
Lecture 3 hours and 20 minutes per week.
This course identifies, defines and explains requirements of the United States regulatory agencies for import of foreign commodities to the United States. Emphasis is placed on determination of duties on commodities and preparation of appropriate forms.
COOPERATIVE WORK EXPERIENCE EDUCATION
International Business is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

Additional Courses in International Trade and Global logistics are being developed. Please see the Chair of the Business Division for further information.

JAPANESE
21 - FUNDAMENTALS OF JAPANESE I (3) UC:CSU
Prerequisite: None. Not open to students having credit for Japanese 1.
Lecture 3 hours and 20 minutes per week.
This course in spoken Japanese stresses fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. Basic reading and writing skills will be introduced. All materials are presented in Romanized Japanese (Romaïji) to facilitate mastery of the spoken language.

22 - FUNDAMENTALS OF JAPANESE II (3) UC:CSU
Prerequisite: Japanese 21
Lecture 3 hours and 20 minutes per week.
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 01.

JOURNALISM
101 - COLLECTING AND WRITING NEWS (3) CSU
Lecture 3 hours and 20 minutes per week.
This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio, and television news. Adherence to professional writing style and legal and ethical aspects of the profession are included. (CAN JOUR 2)

103 - BROADCAST JOURNALISM (3) CSU
Lecture 3 hours and 20 minutes per week.
This course stresses the understanding of broadcast journalism and emphasizes writing and organizing a newscast. It involves gathering, evaluating, writing and production of broadcast news programs.

105 - MASS COMMUNICATIONS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a survey and evaluation of the mass media, with special attention given to interpretation and analysis of ethical and legal media issues. Students will examine and assess arguments related to newspapers, magazines, radio, television, motion pictures and advertising, and evaluate their impact on society and the individual. (CAN JOUR 4)

108 - ARTICLE WRITING (3) CSU
Lecture 3 hours and 20 minutes per week.
In this course, the student learns how to write and sell staff and free-lance magazine articles. This course includes basic reporting, researching, and writing of articles, as well as the study of potential magazine markets.

217 - PUBLICATIONS LABORATORY (2) CSU RPT 3
Prerequisite: Journalism 101.
Laboratory 6 hours and 40 minutes per week.
This course stresses modern newspaper production techniques, through the publication of the campus newspaper. Includes use of computerized typesetting equipment; graphic techniques and materials; newspaper design and make-up. Instruction is directed by the newspaper advisor, editor and staff members.

218 - PRACTICAL EDITING (3) CSU - RPT 3
Prerequisite: Journalism 101 or equivalent.
Lecture 1 hour and 5 minutes and laboratory 6 hours and 40 minutes per week.
This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

COOPERATIVE WORK EXPERIENCE EDUCATION
Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

LEARNING FOUNDATIONS
1 - ADAPTED KEYBOARDING (1) RPT 3 - NDA
Laboratory 3 hours and 20 minutes per week.
Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Adaptive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course.

2 - ADAPTIVE WORD PROCESSING (1) RPT 3 NDA
Laboratory 3 hours and 20 minutes per week.
Designed for students with verified disabilities, this class provides individual training in the use of adaptive word processing technologies. Students learn skills at an individual pace using adapted hardware and software. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.

3 - ADAPTIVE COMPUTER TECHNOLOGIES (1) RPT 3 - NDA
Laboratory 3 hours and 20 minutes per week.
Designed for students with verified disabilities, this class provides individual assessment of adaptive computer needs. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. The type of technologies and the extent of the training will depend on the student’s disability and needed applications. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.
LEARNING SKILLS

Also see Learning Foundations

1 - READING (3) RPT 3 - NDA
Laboratory 10 hours and 5 minutes per week.
Students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

4 - THE MECHANICS OF SPELLING (1) RPT 3 - NDA
Laboratory 3 hours and 20 minutes per week.
Student will receive individualized, small group or computer assisted instruction in spelling based on diagnostic assessment results. Student's strengths and weaknesses will determine program content and methods for poor spellers will be introduced.

10 - MATHEMATICS FUNDAMENTALS (3) RPT 3 NDA
Lecture/laboratory 5 hours and 30 minutes per week.
Students will receive individualized, small group and computer 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.

40 - INTRODUCTION TO LEARNING DISABILITIES (1) RPT 1 - NDA
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to provide individualized diagnostic assessment for students who suspect they have a learning disability. Students will identify problems, become aware of individual strengths and weaknesses in achievement and learning skills, and develop individual education plans outlining goals, objectives, and recommendations. Students identified as having learning disabilities qualify for service and classes in Learning Disabilities Program.

41 - STUDY STRATEGIES FOR THE LEARNING DISABLED (3) RPT 2 - NDA
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course will help students with identified learning disabilities to develop strategies to cope with the demands of the regular classroom environment. Such strategies include organization, self awareness, time management, note-taking, test-taking, listening and textbook comprehension skills.

LIBRARY SCIENCE

101 - LIBRARY RESEARCH METHODS (1) UC:CSU
Lecture 2 hours per week for 9 weeks.
This is a practical course in the use of libraries in general and academic libraries in particular. The student will learn efficient use of library resources, in both printed and computer form, for researching information for class assignments and papers, and for personal use. Skills acquired will be of life-long benefit.

102 - INTERNET RESEARCH METHODS (1) CSU
Lecture 30 minutes and laboratory 1 hour and 35 minutes per week.
Recommended: Knowledge of Windows: Basic keyboarding skills.
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). Principles of information access, development of search strategies, evaluation criteria and processes, and specific search tools will be covered. Issues regarding intellectual property, censorship, and on-line publishing will be discussed.

MANAGEMENT

Also See Supervision, Accounting, Business, CAOT, CIS, Finance, International Business, Marketing and Real Estate.

2 - ORGANIZATION AND MANAGEMENT THEORY (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is a study of the basic objectives, theory, principles, process of management, decision making, organization, and managerial authority.

13 - SMALL BUSINESS ENTREPRENEURSHIP (3) CSU
Lecture 3 hours and 20 minutes per week.
This course covers the essentials of the successful start up and management of a small business. Store location, layout, organization, merchandise control, buying, pricing, advertising, government regulations, labor relations, public relations, and other phases of small business are studied. Particular emphasis is placed on entrepreneurship and business start ups.

31 - HUMAN RELATIONS FOR EMPLOYEES (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to assist students in developing and improving traits desirable for success in business and social relations. Emphasis is placed on techniques to insure good human relations with individuals or groups. Effective study methods, work organizations, career planning, and the ability to present oneself to an employer for initial employment or advancement are included. A study of basic human psychology is also provided.

33 - HUMAN RESOURCE MANAGEMENT (3) CSU
Lecture 3 hours and 20 minutes per week.
Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

COORDINATE WORK EXPERIENCE EDUCATION
Management is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
MATHMATICS

100 - MATHEMATICS WORKSHOP (1) RPT 3

Lecture 3 hours and 20 minutes per week.

This course presents the fundamentals of salesmanship of ideas, services, and merchandise. Emphasis is placed on the building and selling of one's personality, as well as on selling procedures. Practice is given in sales presentations.

MATHEMATICS

113 - INTRODUCTION TO ELEMENTARY ALGEBRA I (3)

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see the course description for Mathematics 115). Credit is allowed in only one of Mathematics 115 or the Mathematics 113 and 114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted. Also equivalent to Math 123A.

Lecture 3 hours and 20 minutes per week.

This course consists of the first half of Mathematics 115 (first-year algebra course in high schools). It gives a rapid review of arithmetic and introduces the concepts of algebraic expressions, exponents, polynomials, and solution of equations. This course together with mathematics 114 fulfills any requirement calling for elementary algebra. Credit will be given for only Math 113/114 or Math 115.

114 - INTRODUCTION TO ELEMENTARY ALGEBRA II (3)

Mathematics 113 and 114 together are equivalent to Mathematics 115. Credit is allowed in only one of Mathematics 115 or the Mathematics 113 and 114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted. Also equivalent to Math 123A.

Prerequisite: A grade of “C” or better in Mathematics 113 or one semester of high school algebra or equivalent. (See the course description for Mathematics 115)

Lecture 3 hours and 20 minutes per week.

This course consists of the last half of Mathematics 115 (first-year algebra course in high schools). It gives a rapid review of Math 113 and continues to introduce further topics in elementary algebra. This course, together with Math 113 fulfills any requirement calling for elementary algebra.

115 - ELEMENTARY ALGEBRA (5)

Mathematics 113 and 114 together are equivalent to Mathematics 115. Credit is allowed for only one of Mathematics 113 or the Mathematics 113 and 114 combination. This course is recommended for students who want a comprehensive one semester algebra course. Students desiring to complete this course in a two-semester sequence should take Mathematics 113 and then 114. Students with algebra experience desiring a rapid review may enroll in Mathematics 114. Also equivalent to Math 123A and 123B.

Lecture 5 hours and 30 minutes per week.

This course gives a rapid review of basic arithmetic with gradual introduction to the concepts of algebra, including signed numbers, exponents, polynomials, equations, graphs, systems of equations, inequalities, and quadratic equations. It contains applications of algebra to a wide variety of problems related to business and other sciences.

120 - PLANE GEOMETRY (5)

Prerequisite: A grade of “C” or better in Mathematics 115 or equivalent.

Lecture 5 hours 30 minutes per week.

This course is a study of the properties of lines, angles, surfaces, and solids; definitions; theorems and constructions for which formal proofs have been developed; measurements of lines, angles, areas, and volumes; and geometric construction.
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 215
Math for Teach I

Math 216
Math for Teach II

Math 227
Statistics

Math 230
Liberal Arts

Math 235

Math 245
College Algebra

Math 240
Trig.

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

Math 260
Pre-Calculus

Math 261
Calculus I

Math 266
Calculus II

Math 267
Calculus III

Math 270
Linear Algebra

Math 275
Diff. Eq

Bus. Soc. Science Majors

Engineering, Math & Physics Majors

Math 265
Calculus I
121 - ESSENTIALS OF PLANE GEOMETRY (3)
Prerequisite: Completion of Math 123A & B or equivalent with a grade of "C" or better
Lecture 3 hours and 20 minutes per week.
This course covers the definitions, axioms and theorems of geometry relating to angles, lines, circles, polygons and polyhedra. The meaning and techniques of logical proof are heavily emphasized.

123 - ELEMENTARY AND INTERMEDIATE ALGEBRA (12)
Prerequisite: Completion of Math 112 with a grade of "C" or better, or placement by exam.
Lecture 4 hours and 25 minutes per week for each module A, B and C.
This course provides a combined study of elementary and intermediate algebra topics, fulfilling any intermediate algebra requisite. Topics covered include exponents, radicals, solutions of equations and inequalities, functions and their graphs, determinants, logarithms, sequences and series. Course is offered in a three modules Math 123A, B, C  4 units each.

125 - INTERMEDIATE ALGEBRA (5)
Prerequisite: A grade of "C" or better in Mathematics 115 or equivalent.
Also equivalent to Math 123C.
Lecture 5 hours and 30 minutes per week.
This course provides a study of the fundamental laws of algebra, exponents and radicals, solution of equations (linear, quadratic and some of higher degree), solution of systems of equations (linear and quadratic) graphic representation, functions, logarithms, determinants, binomial theorem and arithmetic and geometric sequences and series.

132 - GRAPHICS CALCULATOR (1) CSU
Prerequisite: Completion of Math 123C or equivalent with a grade of "C" or better
Lecture 1 hour and 5 minutes per week.
This course introduces the use of graphing calculators as a tool to solve arithmetic and algebra problems. Topics include graphing functions, solving systems of equations using matrices and data analysis using statistics.

150 - INTRODUCTION TO FORTRAN (3) UC:CSU
Prerequisites: A grade of "C" or better in Mathematics 155 or knowledge of BASIC programming; and Mathematics 123C, 125 or high school equivalent.
Lecture 3 hours and 20 minutes per week.
Students are trained to use FORTRAN 77. Applications to science, business, engineering, and social studies are discussed. The intent of the course is to give students sufficient skill in using the computer to enable them to solve problems in their respective fields of study.

155 - INTRODUCTION TO BASIC (3) CSU
Prerequisite: A grade of "C" or better in Mathematics 125 or equivalent.
Lecture 3 hours and 20 minutes per week.
Introduction to problem solving methods and programming with VISUAL BASIC. Course covers the fundamentals of event-driven, project oriented programming.

160 - COMPUTER LABORATORY (1) CSU - RPT 3
Corequisite: enrollment in a Mathematics Computer Programming course.
Laboratory 2 hours and 10 minutes per week.
This course is designed to facilitate and enhance the use of the Computer Center for students enrolled in mathematics computer programming courses. This course may be repeated three times.

165 - INTRODUCTION TO ASSEMBLY (3) CSU
Prerequisite: Mathematics 125 with a grade of "C" or better. Concurrent enrollment in Mathematics 160.
Lecture 3 hours and 20 minutes per week.
Introduction to the fundamentals of operating systems and assembly language programming. The assembly language of the I.B.M. P.C. will be emphasized. (CAN CSCI 10)

170 - INTRODUCTION TO PASCAL (3) UC:CSU
Prerequisite: Mathematics 155 with a grade of "C" or equivalent.
Lecture 3 hours and 20 minutes per week.
Computer methods of programming in PASCAL. Course covers the fundamentals of I/O operations, decisions, loop constructions, arrays, strings and modular programming.

175 - MATHEMATICAL ELEMENTS OF COMPUTER PROGRAMMING (3) UC:CSU
Prerequisite: A grade of "C" or better in Mathematics 125 or equivalent.
Lecture 3 hours and 20 minutes per week.
Introduction to object-oriented programming in C++. This course covers the fundamentals of control structures, I/O operations, classes and data abstractions, inheritance, polymorphism, file processing and overloading.

215 - PRINCIPLES OF MATHEMATICS I (3) UC:CSU
Completion of Math 123C with a grade of "C" or better
Lecture 3 hours and 20 minutes per week.
First of two courses in a sequence designed for elementary school teachers. Emphasis is on the pedagogy of sets and relations, numeration systems, basic problem solving, elementary number theory and their applications.

216 - PRINCIPLES OF MATHEMATICS II (3) UC:CSU
Completion of Math 215 with a grade of "C" or better
Lecture 3 hours and 20 minutes per week.
Second of two courses in a sequence designed for elementary school teachers. Emphasis is on the pedagogy of probability, statistics networks, basic geometry concepts and their applications.

225 - INTRODUCTORY STATISTICS (3) UC:CSU
Prerequisite: A grade of "C" or better in Mathematics 125 or equivalent.
Lecture 3 hours and 20 minutes per week.
Topics covered include frequency distributions, measures of central tendency and variations, probability and probability distributions, sampling, analysis of measurements, count data, hypothesis testing, correlation, and regression. (CAN STAT 2)
227 - STATISTICS (4) UC:CSU
Completion of Math 123C with a grade of “C” or better
Lecture 4 hours and 25 minutes per week.
This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling and estimation. Hypothesis testing, analysis of variance, tests of independence, linear correlation and regression analysis are also covered.

230 - MATHEMATICS FOR LIBERAL ARTS STUDENTS (3) UC:CSU
Prerequisite: A grade of “C” or better in Mathematics 125 or equivalent.
Lecture 3 hours and 20 minutes per week.
Mathematics 230 is a survey course of selected topics in modern mathematics for students with limited mathematics background. Topics are selected from modern algebra, plane geometry, set theory, logic, number theory, probability and statistics, mathematical methods of science numerical methods and computer science. (CAN MATH 2)

235 - FINITE MATHEMATICS (5) UC:CSU
Completion of Math 123C with a grade of “C” or better
Lecture 5 hours and 30 minutes per week.
The objective of this course is to expose students to various mathematical techniques required in solving business and social science related problems. The topics cover a brief survey of basic algebra, together with the theory of matrices, simplex method, and their applications in linear programming. In addition, the course also covers mathematics of finance, probability theory with applications to statistics, the binomial and normal distributions.

236 - CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (5) UC:CSU
Prerequisite: Completion of Math 245 with a grade of “C” or better.
Lecture 5 hours and 30 minutes per week.
This course consists of basic concepts of differential and integral calculus in single variables with applications for business, life and social sciences. Topics include limits, derivatives, maxima and applications, integration techniques with applications, and graphs. (CAN MATH 34)

240 - TRIGONOMETRY (3) CSU
Prerequisites: Completion of Math 120 and 125 with a grade of “C” or better in Intermediate Algebra (Mathematics 125) and Plane Geometry (Mathematics 120) or equivalent.
Lecture 3 hours and 20 minutes per week.
This course provides a study of the circular functions and equations, as well as formulas related to angles and the solution of triangles and their applications to other sciences. (CAN MATH 8)

245 - COLLEGE ALGEBRA (3) UC:CSU
Prerequisite: Completion of Math 123C with a grade of “C” or better
Lecture 3 hours and 20 minutes per week.
This course is designed for students who are looking for a transferable course that satisfies the college algebra requirements, as well as for students who wish to pursue Math 235, 236 sequence

260 - PRE-CALCULUS (5) UC:CSU
Prerequisite: A grade of “C” or better in Mathematics 125 or equivalent.
Lecture 5 hours and 30 minutes per week.
Topics in college algebra such as induction, the binomial theorem, theory of equations, arithmetic and geometric series, determinants and matrices. Function analysis and analytic geometry topics also covered. (CAN MATH 16)

265 - CALCULUS WITH ANALYTIC GEOMETRY I (5) UC:CSU
Prerequisites: Mathematics 240 and 260 or equivalents.
Business majors are urged to take Mathematics 235 and 236 instead of Mathematics 260 and 265 unless they plan to take additional calculus courses.
Lecture 5 hours and 30 minutes per week.
This is the first in a sequence of three courses in calculus and analytic geometry. Topics include functions, limits, continuity, derivatives, integrals of rational and trigonometric functions. Applications include topics in engineering and physics. (CAN MATH 18)

266 - CALCULUS WITH ANALYTIC GEOMETRY II (5) UC:CSU
Prerequisite: Mathematics 265 with a grade of “C” or better.
Lecture 5 hours and 30 minutes per week.
This course includes applications of integrals to work and pressure, exponential, logarithmic, inverse trigonometric and hyperbolic functions. Additional topics include integration techniques, improper integrals, L’Hospital Rule, infinite series and analytic geometry of conic sections. (CAN MATH 20; MATH 265+266 = CAN MATH SEQ B)

267 - CALCULUS WITH ANALYTIC GEOMETRY III (5) UC:CSU
Prerequisite: A grade of “C” or better in Mathematics 266.
Lecture 5 hours and 30 minutes per week.
This course includes polar spherical and cylindrical coordinates; parametric equations, vector algebra and calculus in two and three dimensions; partial derivatives; multiple integrals and applications. (CAN MATH 22)

270 - LINEAR ALGEBRA (3) UC:CSU
Prerequisite: A grade of “C” or better in Mathematics 266 or equivalent.
Recommended corequisite: Concurrent enrollment in Math 267.
Lecture 3 hours and 20 minutes per week.
Matrix algebra, vector spaces, linear transformations and matrices are included in this course. There is emphasis on theory and applications. (CAN MATH 26)

271 - DISCRETE MATHEMATICS (3) UC:CSU
Prerequisite: Mathematics 235 with a grade of “C” or better.
Lecture 3 hours and 20 minutes per week.
Non calculus based mathematics course for mathematics or computer science majors. Topics include graphs and trees, sets, elementary logic and induction, functions and sequences, matrices and semi-groups, relations, and counting techniques.
275 - ORDINARY DIFFERENTIAL EQUATIONS (3) UC:CSU
Prerequisite: Mathematics 267 or equivalent or concurrent enrollment in Mathematics 267.
Lecture 3 hours and 20 minutes per week.
This is a course in differential equations with emphasis on applications in physical science. Traditional methods of solution by closed forms are studied together with series solutions and numerical methods of solution. La Place transforms are also included. (CAN MATH 24)

185 - DIRECTED STUDY-MATH (1) UC*:CSU RPT 2
Prerequisite: Completion of Math 125 with a grade of “C” or better or equivalent.
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY-MATH (2) UC*:CSU
Prerequisite: Completion of Math 125 with a grade of “C” or better or equivalent.
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY-MATH (3) UC*:CSU
Prerequisite: Completion of Math 125 with a grade of “C” or better or equivalent.
Conference 1 hour and 5 minutes per week per unit.
Allows student to pursue directed study in Math on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit limit: A maximum of 3 units in Directed Study.

COOPERATIVE WORK EXPERIENCE EDUCATION
Mathematics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

MEXICAN-AMERICAN STUDIES
Courses in Mexican-American Studies are listed below to enable interested students to see the complete offerings in this field. The descriptions of the courses can be found in numerical order in the appropriate section of the catalog listings in History and Spanish.

HISTORY 19 - HISTORY OF MEXICO (3) UC:CSU
HISTORY 20 - HISTORY OF CALIFORNIA AND THE PACIFIC COAST (3) UC:CSU
HISTORY 23 - LATIN AMERICAN CIVILIZATION (3) UC:CSU
(Same as Spanish 10)
HISTORY 24 - MEXICAN CIVILIZATION (3) UC:CSU
HISTORY 43 - THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (3) UC:CSU
HISTORY 44 - THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (3) UC:CSU
SPANISH 10 - LATIN-AMERICAN CIVILIZATION (3) UC:CSU
(Same as History 23)
SPANISH 12 - CONTEMPORARY MEXICAN LITERATURE (3) UC:CSU

MICROBIOLOGY
1 - INTRODUCTORY MICROBIOLOGY (5) UC:CSU
Prerequisites: Chemistry 55, 65, or 101, or high school chemistry and one course from Biology 3, 5 or 6.
Lecture 3 hours and 20 minutes and laboratory 6 hours and 30 minutes per week.
This course surveys the principles of microbiology and how they relate to the entire biological world and to humans. Topics include: chemistry of life, cell structure: metabolic processes, human infection and disease; immunology; molecular genetics; micro ecology. (CAN BIOL 14).

20 - GENERAL MICROBIOLOGY (4) UC:CSU
Prerequisite: High school chemistry or one semester of college chemistry.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course surveys the principles of microbiology and how they relate to the entire biological world and to humans. Topics include: chemistry of life, cell structure: metabolic processes, human infection and disease; immunology; molecular genetics; microbe ecology.

40 - MICROBIOLOGY LABORATORY PREPARATIONS (1) CSU - RPT 2
Prerequisite or corequisite: Microbiology 1 or 20.
Laboratory 3 hours and 20 minutes per week.
Students completing Microbiology 20 with a grade of “C” or better, and who complete Microbiology 40 within two years of taking Microbiology 20, may petition to have his or her transcript changed to Microbiology 1. This course includes the preparation of culture media, indicators, reagents and stains; cleaning and care of glassware and bacteriological equipment; care, transfer and storage of culture organisms; and use of the hot air oven, autoclave, and UV sterilizer. A survey of protozoa, algae and fungi is also undertaken.

COOPERATIVE WORK EXPERIENCE EDUCATION
Microbiology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

MUSIC
101 - FUNDAMENTALS OF MUSIC (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.
111 - MUSIC APPRECIATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.

136 - MUSIC IN AMERICAN CULTURE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course explores musical styles prominent in our diverse American culture. Emphasis will be on understanding the music from historical and social perspectives as well as on the development of critical listening skills.

141 - JAZZ APPRECIATION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is an introduction to music approached through the study of American jazz. An in-depth understanding of the music is developed by tracing historical, cultural, and political, as well as musical influences that shaped jazz. Records, video tapes and concerts provide the musical experience.

161 - INTRODUCTION TO ELECTRONIC MUSIC (3) CSU
Lecture 2 hours and 10 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
This exploratory course emphasizes the application of musical acoustics to the electronic music synthesizer. Technical, compositional, and performance skills utilizing digital synthesizers, computers, and digital recording equipment are introduced and developed.

165 - INTRODUCTION TO RECORDING ARTS (3) CSU
Lecture 2 hours and 10 minutes and rehearsal/demonstration 1 hour and 5 minutes per week.
This course introduces the student to the basic principles of audio recording. Covered are basic principles of acoustics, multi-track recording, audio mixing, and effects processing.

180 - APPLIED MUSIC LABORATORY (½) CSU RPT 3
Prerequisite: Placement audition; Corequisite: enrollment in Music 181, 182, 183, 184, or 299 and participation in private lessons. Laboratory 5 hours and 30 minutes per week.
Students in Applied Music instruction are required to practice a minimum of five hours per week in Music Department practice rooms. Additional lab time may be required in the Computer Laboratory for TAP machine practice or computer applications. The course will be designated as a credit/non-credit course.

181 - APPLIED MUSIC I (½) UC:CSU
Corequisite: Music 180
Laboratory 1 hour and 5 minutes per week.

182 - APPLIED MUSIC II (½) UC:CSU
Corequisite: Music 180. Prerequisite: Music 181.
Laboratory 1 hour and 5 minutes per week.

183 - APPLIED MUSIC III (½) UC:CSU
Corequisite: Music 180. Prerequisite: Music 182.
Laboratory 1 hour and 5 minutes per week.

184 - APPLIED MUSIC IV (½) UC:CSU
Corequisite: Music 180
Prerequisite: Music 183
Laboratory 1 hour and 5 minutes per week.

185 - DIRECTED STUDY (1) UC*:CSU
By arrangement with instructor. Conference 1 hour and 5 minutes per week per unit.
Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.
* UC credit may be granted by petition after transfer.

200 - INTRODUCTION TO MUSIC THEORY (4) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 2 hours and 10 minutes per week.
This course is an in-depth review of all music fundamentals in preparation for enrolling in Music 201. The course also includes an introduction to the basic principles of harmonic progression and ear training.

201 - HARMONY I (3) UC:CSU
Prerequisite: Music 200 or equivalent.
Corequisite: Music 211.
Lecture 3 hours and 20 minutes per week.
Harmony I is appropriate for music majors who may wish to pursue a 4-year degree. The course is a study of major and minor Diatonic Harmony, encompassing chord structure, chord progression, figured bass, voice leading, non-chord tones and the basics of rhythm and form. The study of commercial chord symbols and pop/jazz harmony is also included.

202 - HARMONY II (3) UC:CSU
Prerequisite: Music 201. Corequisite: Music 212
Lecture 3 hours and 20 minutes per week.
This course is a continuation of Harmony I. It includes a study of seventh chords, modulations, and the beginnings of chromatic harmony. Basic musical forms, such as the ABA form, are studied. The contemporary use of modes and chord substitutions in jazz is also included.

203 - HARMONY III (3) UC:CSU
Prerequisite: Music 202
Corequisite: Music 213
Lecture 3 hours and 20 minutes per week.
This continuation of Music 202 includes the analysis of late Nineteenth Century and Twentieth Century harmonic practices such as expanded tonality, pandiatonicism, 12-tone technique, aleatory and electronic music.

211 - MUSICIANSHIP I (2) UC:CSU
Prerequisite: Concurrent or previous enrollment in Music 201 or 230.
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
In Musicianship, students develop skills in reading music and listening analytically to music through pattern drills, sight singing, dictation, keyboard application, and computer programs.
212 - MUSICIANSHIP II (2) UC:CSU
Prerequisite: Concurrent or previous enrollment in Music 202.
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
This course is a continuation of Music 211. Ear training, sight singing and keyboard harmony are continued on a more advanced level.

213 - MUSICIANSHIP III (2) UC:CSU
Prerequisite: Concurrent or previous enrollment in Music 203 or 223.
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
This course is the continuation of Music 212. Ear training, sight singing and keyboard harmony will develop aural skills in the music examined in Harmony III.

223 - TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES (3) UC:CSU
Prerequisite: Music 232
Lecture 3 hours and 20 minutes per week.
This course is the third semester of Commercial Harmony, it will continue the work of Music 252 through current experimental harmonic practices in jazz.

230 - JAZZ AND COMMERCIAL HARMONY (3) CSU
Prerequisite: Music 101 or equivalent.
Lecture 3 hours and 20 minutes per week.
This course is appropriate for the music student who is earning a music certificate or is interested in how pop/jazz music is constructed. This course will stress the scales, modes, chords and progressions of jazz, pop and rock. Chord symbols will be used, although the figured bass and voice leading of traditional classical harmony will be introduced.

231 - ORCHESTRATION AND ARRANGING I (3) UC:CSU
Prerequisite: Music 230 or equivalent.
Recommended Preparation: Knowledge of basic music theory.
Lecture 3 hours and 20 minutes per week.
This course focuses on the writing of arrangements for a variety of bands, orchestras, and vocal groups. The student will study harmony and voicing, and the basics about all the common instruments. Student arrangements will be performed.

232 - ORCHESTRATION AND ARRANGING II (3) UC:CSU
Prerequisite: Music 231.
Lecture 3 hours and 20 minutes per week.
Instruments will be examined in detail and students will write in a variety of styles, with emphasis on their special interests. Students arrangements will be performed.

241 - MUSIC NOTATION AND COPYING I (1) CSU
Lecture 1 hour and 5 minutes per week.
Beginning techniques of drawing notes, rests, and other basic music symbols.

242 - MUSIC NOTATION AND COPYING II (1) CSU
Prerequisite: Music 241.
Lecture 1 hour and 5 minutes per week.
In this class beginning students learn notation and copying skills as they are used by professionals today. Advanced students will improve their craft by copying new compositions for actual performances.

250 - MUSIC PERFORMANCE WORKSHOP (½) CSU RPT 3
Recommended Preparation: Proficiency in a performance medium.
Lecture 3 hours and 20 minutes per week.
This class is designed to improve the student’s ability to perform successfully in concerts, casuals, auditions, rehearsals, recording sessions and jam sessions.

251 - JAZZ IMPROVISATION WORKSHOP (½) UC:CSU RPT 3
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
Here students learn to play improvised solos with various groups and big bands, and study the chords, scales, and “licks” used by great players. Students then practice these techniques in a weekly jam session.

252 - JAZZ STRUCTURE (3) UC:CSU
Prerequisites: Music 230
Lecture 3 hours and 20 minutes per week.
This course is the second semester of Commercial/Jazz Harmony. It will continue the work of Music 230 through more advanced harmonic practices in jazz/rock/pop.

261 - ELECTRONIC MUSIC WORKSHOP (3) CSU RPT 2
Prerequisite: Music 161 with at least a grade of “C” or equivalent.
Lecture 2 hours and 10 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
This is a continuation of the Introduction to Electronic Music. Advanced synthesis and recording techniques are explored. Techniques for creating music with computers, synthesizers, and digital recorders are introduced.

265 - RECORDING ARTS WORKSHOP (3) CSU RPT 2
Prerequisite: Music 165 with at least a grade of “C” or better.
Lecture 2 hours and 10 minutes and rehearsal/demonstration 2 hours and 20 minutes per week.
This course introduces the student to advanced principles of audio recording.

271 - SONGWRITERS WORKSHOP (3) CSU - RPT 2
Lecture 3 hours and 20 minutes per week.
This course offers the student the opportunity to develop skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be presented.
280 - THE BUSINESS OF COMMERCIAL MUSIC (3)  
CSU  
Lecture 3 hours and 20 minutes per week.  
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.

281 - COMMERCIAL MUSIC TECHNIQUES I (3) CSU  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.  
A continuation of Music 280, exploring careers in music.

285 - DIRECTED STUDY (2) UC*:CSU  
By arrangement with instructor.  
Conference 2 hours and 10 minutes per week for 2 units.  
Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.  
* UC credit may be granted by petition after transfer.

291 - MIDI INSTRUMENT INSTRUCTION I (2) CSU  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
This is the first in a sequence of courses offering the opportunity to develop functional skills with synthesizers, digital keyboards, sequencers, drum machines, reverb units, disk drives, computers and other midi equipment.

292 - MIDI INSTRUMENT INSTRUCTION II (2) CSU  
Prerequisite: The preceding semester is required for Music 292, 293, and 294.  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
A continuation of Music 291.

293 - MIDI INSTRUMENT INSTRUCTION III (2) CSU  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
A continuation of Music 292.

294 - MIDI INSTRUMENT INSTRUCTION IV (2) CSU  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
A continuation of Music 293.

299 - MUSIC HONORS (1) CSU - RPT 3  
Prerequisite: Advanced status.  
Rehearsal/demonstration 3 hours and 20 minutes per week.  
This course is designed to allow the advanced student opportunities to explore areas of music in greater depth under the direct supervision of an instructor with the approval of the department chairman.

321 - ELEMENTARY PIANO I (2) UC:CSU  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
This course provides the student with functional keyboard skills such as note reading, sight reading, simple improvisations, transpositions, harmonization, technical skills (scales, chords, pedal use, etc.) in addition to learning repertoire on a graded level.

322 - ELEMENTARY PIANO II (2) UC:CSU  
Prerequisite: Music 321 or equivalent.  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.

323 - ELEMENTARY PIANO III (2) UC:CSU  
Prerequisite: Music 322 or equivalent.  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.

324 - ELEMENTARY PIANO IV (2) UC:CSU  
Prerequisite: Music 323.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
The primary function of this four-semester sequence is to provide the student with functional keyboard skills. Sight-reading, technique, repertoire, and functional skills such as improvisation, transposition, and harmonization are stressed. Music majors whose major instrument is not piano must enroll in a piano class each of the four semesters or pass a proficiency exam.

351 - PIANO ENSEMBLE (1) UC:CSU - RPT 3  
Recommended preparation: Music 324 or Intermediate piano proficiency.  
Laboratory 2 hours and 10 minutes per week.  
This is a performance class in which students play advanced literature for two, three, or four pianos. Several public performances will be scheduled.

361 - COMMERCIAL PIANO TECHNIQUES WORKSHOP (2) CSU - RPT 3  
Prerequisite: Music 323  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This course offers the opportunity to develop the ability to play Jazz and related commercial styles at the piano. The student will improve, read from lead sheets with chord symbols and read published song copies.

385 - DIRECTED STUDY (3) UC*:CSU  
By arrangement with instructor.  
Conference 3 hours and 20 minutes per week for 3 units.  
Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester.  
* UC credit may be granted by petition after transfer.

400 - VOICE FUNDAMENTALS (1) UC:CSU  
Laboratory 2 hours and 10 minutes per week.  
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.
401 - CLASSICAL VOICE I (1) UC:CSU  
Laboratory 2 hours and 10 minutes per week.  
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 Italian. Italian pronunciation and vocal style will be discussed. If prerequisite is not met, the student may audition for enrollment.

402 - CLASSICAL VOICE II (1) UC:CSU  
Laboratory 2 hours and 10 minutes per week.  
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 French. French pronunciation and vocal style will be discussed. If prerequisite is not met, the student may audition for enrollment.

403 - CLASSICAL VOICE III (1) UC:CSU  
Laboratory 2 hours and 10 minutes per week.  
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.

411 - ELEMENTARY VOICE I (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/discussion 2 hours and 10 minutes per week.  
In this course the student receives guidance in the learning and presentation of several types and styles of solo song. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements for traditional and commercial music majors.

412 - ELEMENTARY VOICE II (2) UC:CSU  
Prerequisite: Completion of Music 411.  
Lecture 1 hour and 5 minutes and rehearsal/discussion 2 hours and 10 minutes per week.

413 - ELEMENTARY VOICE III (2) UC:CSU  
Prerequisite: Completion of Music 412  
Lecture 1 hour and 5 minutes and rehearsal/discussion 2 hours and 10 minutes per week.

414 - ELEMENTARY VOICE IV (2) UC:CSU  
Prerequisite: Completion of Music 413.  
Lecture 1 hour and 5 minutes and rehearsal/discussion 2 hours and 10 minutes per week.  
In this four-semester sequence the student receives guidance in the learning and presentation of several types and styles of solo songs. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements of music majors, and to provide voice instruction for candidates working toward teaching credentials.

441 - SONG REPERTOIRE (2) UC:CSU - RPT 3  
A placement audition by the instructor at the first class meeting will be required.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This course is designed for advanced singers. It pursues the study of vocal repertoire in the area of art, song, opera, and oratorio from the Renaissance through contemporary periods, including church and musical theater repertoire, and the building of balanced programs.

453 - MUSICAL THEATER REPERTOIRE FOR SINGERS (½) UC:CSU  
Laboratory 3 hours and 20 minutes per week.  
This course is designed to teach the fundamentals of voice as utilized in the musical theater. Instruction includes text, music character analysis of songs, basic body dynamics and interpretation of Broadway song literature. Students will prepare solo, duet and ensemble projects excerpted from standard works.

511 - COLLEGIATE CHOIR (½) UC:CSU - RPT 3  
Rehearsal/demonstration 3 hours and 20 minutes per week.  
The course consists of analysis, rehearsal, and performance of choral vocal music with or without accompaniment. Emphasis is placed on reading and interpreting musical scores, learning to perform without music, and developing professional attitudes toward performance.

531 - PHILHARMONIC CHOIR (½) UC:CSU  
RPT 3  
Laboratory 3 hours and 20 minutes per week.  
This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester.

575 - VOCAL JAZZ ENSEMBLE (½) UC:CSU  
RPT 3  
Laboratory 3 hours and 20 minutes per week.  
In this course students develop the skills needed to rehearse and perform vocal jazz in varying styles. Public performances are given each semester.

601 - BRASS INSTRUMENT INSTRUCTION I (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

602 - BRASS INSTRUMENT INSTRUCTION II (2) UC:CSU  
Prerequisite: Music 601.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

603 - BRASS INSTRUMENT INSTRUCTION III (2) UC:CSU  
Prerequisite: Music 602.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.
604 - BRASS INSTRUMENT INSTRUCTION IV (2)  
UC:CSU  
Prerequisite: Music 603.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This beginning and intermediate instruction on the brass instruments is recommended for students planning to teach, as it offers the opportunity to learn several brass instruments, as well as instrumental “doubles.”

621 - WOODWIND INSTRUMENT INSTRUCTION I (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

622 - WOODWIND INSTRUMENT INSTRUCTION II (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

623 - WOODWIND INSTRUMENT INSTRUCTION III (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

624 - WOODWIND INSTRUMENT INSTRUCTION IV (2) UC:CSU  
Prerequisite: There is no prerequisite for Music 621. The preceding semester is required for Music 622, 623, and 624.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This beginning and intermediate instruction on the wind instruments is recommended for students planning to teach, as it offers the opportunity to learn several wind instruments, as well as instrumental “doubles.”

631 - PERCUSSION INSTRUMENT INSTRUCTION I (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

632 - PERCUSSION INSTRUMENT INSTRUCTION II (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

633 - PERCUSSION INSTRUMENT INSTRUCTION III (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.

634 - PERCUSSION INSTRUMENT INSTRUCTION IV (2) UC:CSU  
Prerequisite: There is no prerequisite for Music 631. The preceding semester is required for Music 632, 633, and 634.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
These beginning and intermediate classes in percussion are recommended for students planning to teach, as it offers the opportunity to learn several percussion instruments, as well as instrumental “doubles.”

650 - BEGINNING GUITAR (2) UC:CSU  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This course consists of basic instruction in guitar playing from the beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, and study of basic chords and repertoire.

651 - CLASSICAL GUITAR I (2) UC:CSU  
Prerequisite: Music 650 or equivalent.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
This course is a continuation of Music 650. All aspects of guitar performance will be presented.

652 - CLASSICAL GUITAR II (2) UC:CSU  
Prerequisite: Music 650 is required for Music 651. The preceding semester is required for Music 652.  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
These courses are a continuation of Music 650 with emphasis placed upon repertoire. The students will develop their skills in all areas of classical guitar technique and repertoire.

653 - CLASSICAL GUITAR III (2) UC:CSU  
Prerequisite: Music 652  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
Intermediate to advanced students probe deeper into analysis and performance practices of the classical guitarist. Compositions of greater harmonic and technical complexity are evaluated and performed.

654 - CLASSICAL GUITAR IV (2) UC:CSU  
Prerequisite: Music 653  
Lecture 1 hour and 5 minutes and rehearsal/demonstration 2 hours and 10 minutes per week.  
Advanced compositions incorporate the full range of classical guitar techniques are analyzed, prepared and performed at this level. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

705 - CHAMBER MUSIC (½) UC:CSU - RPT 3  
Rehearsal/demonstration 3 hours and 20 minutes per week.  
All instrumentalists and vocalists are welcome in this course. Small ensembles will be formed to rehearse and perform appropriate literature.

731 - REHEARSAL BAND (½) UC:CSU - RPT 3  
Rehearsal/demonstration 3 hours and 20 minutes per week.  
This course offers the opportunity to read, rehearse, and perform all styles of jazz.

735 - COMMUNITY BAND (½) UC:CSU - RPT 3  
Recommended: proficiency on an instrument.  
Rehearsal/demonstration 3 hours and 20 minutes per week.  
This class consists of reading and performance of standard concert band literature. A number of public performances are required.
737 - CONCERT BAND (½) UC:CSU - RPT 3
Rehearsal/demonstration 3 hours and 20 minutes per week.
Selected literature for the Concert Band is rehearsed and performed.
Opportunities are available for the advanced student to perform selected band literature of a more advanced level.

765 - PERCUSSION ENSEMBLE (½) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
This course provides the student with the opportunity to learn the principles of percussion ensemble playing as they apply to standard percussion ensemble literature in the symphonic and commercial fields. Public performances will be given.

766 - DRUMSET ENSEMBLE (½) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
In this course the student will gain experience and skill on the drum set in a variety of styles and in a variety of roles from improvising soloist to integrated member of the ensemble.

771 - GUITAR ENSEMBLE (½) UC:CSU - RPT 3
Rehearsal/demonstration 3 hours and 20 minutes per week.
This course consists of the study and performance of standard guitar ensemble literature with emphasis on intonation, rhythmic togetherness, balance, style, and the requirements of effective ensemble playing.

775 - JAZZ ENSEMBLE (½) UC:CSU - RPT 3
Rehearsal/demonstration 3 hours and 20 minutes per week.
Whatever the student's previous experience, this is an opportunity to play with a big jazz band and to learn to read and interpret all jazz styles.

780 - JAZZ COMBO WORKSHOP (½) UC:CSU
Rehearsal 3 hours and 20 minutes per week.
In this course students develop the skills needed to rehearse and perform small group jazz in all contemporary jazz styles.

781 - STUDIO JAZZ BAND (½) UC:CSU - RPT 3
Rehearsal 4 hours and 25 minutes per week.
Read, rehearse and perform all styles of Jazz in a big band.

399- A CERTIFIED NURSE ASSISTANT (5)
Lecture/Lab 24 hours per week for 7 weeks.
This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in the long-term care facility and the acute care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, emotional and social support. After successful completion of this course, the student will be eligible to apply for certification and to take the State of California Certified Nurse Assistant examination.

399B - HOME HEALTH AIDE (2)
Prerequisite: Completion of or concurrent enrollment in Nursing 399A.
Lecture/Lab - 24 hours per week for 3 weeks.
This combined lecture/lab course teaches the student the theory and clinical skills needed to work with clients in the home care setting. Emphasis is given to safety principles and to methods for providing physical care and emotional and social support. Upon successful completion of this course, the student is eligible to apply for certification as a Home Health Aide in the State of California.

NURSING, ELECTIVE COURSES
These courses are designed to assist students preparing for entrance into the Nursing Program, students already in the Program, and practicing RNs

301 - A,B,C, SUCCESS STRATEGIES FOR NURSING (3)
CSU - RPT 1
Lecture/Lab 3.5 hours per week.
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 mathematics skills, test taking skills, study skills, critical thinking and effective communication.

The course consists of three 1 unit consecutive modules. Each module may be taken separately for one unit of credit. The modules are as follows:

NURSING 301A - ORIENTATION TO NURSING (1)
NURSING 301B - CRITICAL THINKING AND NURSING STUDY SKILLS (1)
NURSING 301C - SUCCESSFUL TEST TAKING AND THE NURSING PROCESS (1)

302 - MATHEMATICS OF DRUGS AND SOLUTIONS (3) CSU
Lecture/discussion 3 hours and 20 minutes per week.
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.
337 - PERIOPERATIVE NURSING (1) CSU - RPT 2
Prerequisite: Completion of first semester of Nursing Program with grade “C” or better and eligible for 2nd semester, or admitted to the program advanced placement and completed one semester of clinical course work with a grade of “C” or better and completed Microbiology 1 or 20 with grade of “C” or better.
Laboratory 54 hours, e.g., 18 hours per week for 3 weeks.
This elective course is designed to introduce the student to perioperative nursing with an emphasis on surgical sterile technique. The student learns the skills needed to perform as a first and second scrub nurse and to assist as a circulating nurse in the operating room. Students are introduced to the different areas which compose the perioperative setting.

364 - PHARMACOLOGY (3) CSU
Lecture/discussion 3 hours and 20 minutes per week.
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.

NURSING, PROFESSIONAL
R.N.

Nursing courses may have both a lecture and a clinical component. It is necessary that the student perform satisfactorily in the hospital laboratory clinical experience in order to receive credit in any nursing course. A nursing student must have in force professional liability insurance, meet and maintain the health standards established by the Los Angeles Community College District, the immunization and CPR and OSHA certification requirements of the clinical agencies, and when in uniform, the appearance standards of the program. A grade “C” or better is required in all nursing and all general education courses that comprise the California Board of Registered Nursing approved nursing curriculum including communications, behavioral science, biological science, social science, humanities, and physical education courses.

The college policy will be followed regarding course repetition following receipt of an unsatisfactory grade. A student may enroll in a course a maximum of three times. Enrollment is defined as attending at least one class meeting.

When a student withdraws from the program, readmission is not automatic. A student who has received a less than “C” or less than satisfactory grade, in three or more nursing classes or has withdrawn from three or more nursing classes with less than passing status at the time of withdrawal, is ineligible to apply for readmission or transfer into the nursing program.

Nursing 311 through 347 constitute a modularized curriculum in registered nursing courses. Completion of the nursing courses at each level with a “C” or better is prerequisite to the next level of nursing courses.

As with any college-level courses, students should expect that several hours may be needed to prepare in advance for any class or clinical nursing assignment. It will be necessary throughout the program that preparation be accomplished in a local hospital in advance and/or in addition to the scheduled class and clinical hours. In addition to final exams, students are required to complete standardized Nursing assessment exams at specific times in each semester of the program.

Since most nursing program classes are “short-term” classes, unexcused absences or tardies are not acceptable. Students are expected to attend all class and clinical sessions. Whether the student can meet behavioral objectives for the course will be considered in cases of excessive absence.

All nursing students are required to accomplish successfully the stated objectives for each nursing course with regard to solving drug dosage problems. Failure to pass the evaluation tool as selected by the instructor will result in withdrawal from the course.

All program and college graduation requirements must be met in order to be awarded a degree as a graduate of the R.N. program, take the licensure exam as a graduate, and be eligible to receive a school pin.

By law, record of any felony conviction is subject to review by the Board of Registered Nursing before an R.N. license may be granted. Anyone who wishes clarification may contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814. Telephone: (916) 322-3350.

Information regarding tuition, fees, and the length of the Nursing Program may be obtained from the National League for Nursing Accreditation Commission (NLNAC) at the following address:

National League for Nursing Accreditation Commission
61 Broadway
New York, New York 10006
Telephone: (212) 363-5555
FAX: (212) 812-0390

185 - DIRECTED STUDY NURSING (1) RPT 2
285 - DIRECTED STUDY NURSING (2)
385 - DIRECTED STUDY NURSING (3)
Admission to the Nursing Program and concurrent enrollment in a required nursing course with a clinical component.
Conference 1 hour and 5 minutes per week per unit.
Students are encouraged to pursue Directed Study in Nursing under the direction of a supervising instructor. Study is coordinated with current course content and skill development needs, and responds to individual learning styles for practice and feedback.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

311 - COMMUNICATION IN NURSING (1) CSU RPT 1
Prerequisites: Official admission to the Nursing Program or experience in nursing permitting advanced placement in the Nursing Program.
Lecture/discussion 3 hours per week for 6 weeks.
This course provides theoretical knowledge and practical application and experience of interpersonal communication skills needed to interact therapeutically, institute a teaching learning plan, and communicate with individuals and groups.
313 - INTRODUCTION TO NURSING PROCESS AND PRACTICE (4) CSU
Prerequisites: Completion and verification of all program prerequisites and official admission to the nursing program. (For prerequisites see Nursing Program General Information handout and pages 61-65 of catalog.
Lecture/discussion 3.5 hours and laboratory 13.5 hours per week for 9 weeks.
This course is an introduction to nursing and prepares the student to give care to the hospitalized client, with focus on the (geriatric) mature adult. It includes introduction to the hospital environment and universal standards, basic nursing procedures, and utilization of the Nursing Process. After satisfactory completion of the course, the student can function at the beginning nurse aide level.

315 - FUNDAMENTALS OF NURSING PROCESS AND PRACTICE (4) CSU
Prerequisites: Nursing 313 with a grade of “C” or better
Lecture/discussion 3.5 hours and laboratory 13.5 hours per week for 9 weeks.
This course uses the nursing process to assess adult and older adult needs, plan and implement nursing interventions and evaluate their effectiveness. Calculation and administration of medication, flow rate determinations, asepsis and sterile technique, preoperative care, nutritional problem solving, and advanced skills are developed. Principles and practice of therapeutic communication and teaching are utilized. Documentation and legal obligations are focused. There may be a practicum included with this course. (After successful completion of this course student eligible to complete examination for Certified Nurse Attendant.)

318 - PATIENT CARE SEMINAR I (2) CSU - RPT 3
Requires current enrollment in a required Nursing Program class.
Lecture/discussion 36 hours per semester.
An elective, but strongly recommended, instructor guided course to facilitate development of knowledge and skills needed to safely assess, plan, and implement client care. Has individual and group work.

321 - NURSING PROCESS (1) CSU - RPT 1
Prerequisite: Official admission into the nursing program or experience in Nursing permitting advanced placement in the Nursing Program.
Lecture/discussion 3 hours a week for 6 weeks.
This course introduces the concepts and provides practice experiences to understand and use the nursing process and the Roy Adaptation Model for planning, implementing and evaluating client care. The course is divided into four modules: the Nursing Process, the Roy Adaptation Model, the use of the Nursing Process with the Physiological Mode, and the use of the Nursing Process with the Psycho-Social Modes.

323 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT I (5) CSU
Prerequisite: Completion of all program prerequisites and all previous courses in nursing with a grade of “C” or better.
Lecture/discussion 6 hours and laboratory 12 hours per week for 9 weeks.
Care of the medical-surgical client with problems of the cardiovascular, peripheral vascular, endocrine, immune and hematological system, and oncological problems is emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

325 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT II (5) CSU
Prerequisite: Completion of all program prerequisites and all previous courses in nursing with a grade of “C” or better.
Lecture/discussion 6 hours and laboratory 12 hours per week for 9 weeks.
Care of the adult medical-surgical client with problems of the gastrointestinal, genitourinary, orthopedic, and neurological systems is emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

327 - PATIENT CARE MANAGEMENT I (2) CSU 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.
Laboratory 108 hours TBA with Clinical Instructor.
This elective course will increase proficiency in the use of the nursing process and Roy Adaptation Model for the administration of client care. The clinical focus of care of clients with physiological mode problems will increase competency in client care management. Client care may include practice in specialty areas already successfully completed prior to this course. Staff preceptors may be used.

329A - ROLE TRANSITION FROM LVN TO RN (1) CSU
Prerequisites: Current LVN license or experience in nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 321 recommended.
Lecture/discussion 3 hrs per week for 6 weeks.
This course is designed to assist the LVN and other “alternate route” students to make a successful transition to the RN nursing student role in pursuit of an RN License. Lecture content will focus on resources available, role development, change theory, learning styles, LVN and RN scope of practice and roles, and medication calculations, including intravenous administration skills and advanced fluid flow.

329B - ROLE TRANSITION FROM LVN TO RN (1) CSU
Prerequisites: Completion of Nursing 329A. Current LVN license or experience in nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 311 recommended.
Lecture/discussion 3 hours per week for 6 weeks.
Continues with content to assist the LVN to make a successful transition to the role of RN nursing student. Content focuses on professional communication, legal and ethical issues, nursing process, physical assessment, critical thinking, and calculation and administration of IV piggyback medications.
333 - NURSING PROCESS AND PRACTICE IN THE HEALTH CARE OF WOMEN AND OF FAMILIES DURING CHILDBEARING (3) CSU
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 I or 20, Psychology 41, Psychology 1 and English 101. Lecture/discussion 4.5 hours and laboratory 13.5 hours for 6.5 weeks (including Final Exam). Students experience includes both theory and practice in meeting the health care needs of women, and of families during childbearing. Psycho-social as well as physiological nursing concepts, including cultural, emotional, developmental, and environmental are emphasized. Settings include hospitals, clinics, and parent education classes.

335 - NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN (3) CSU
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 I, Physiology I, Microbiology I or 20, Psychology 1, Psychology 41 and English 101. Lecture/discussion 4.5 hours and laboratory 13.5 hours per week for 6.5 weeks (including Final Exam).
Through utilization of developmental theories (primarily Erikson) and the Roy Adaptation Model, this course focuses on the assessment, analysis, planning, intervention, and evaluation of the bio-psycho-social problems of children and families. Integration of growth & development principles direct the care of the child related to position on health-illness continuum.

339 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE GERIATIC CLIENT (2) CSU
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. Lecture 4.5 hours and laboratory 13.5 hours per week for 4.5 weeks.
This course focuses on the Geriatric client, integrating content of the Roy Adaptation Model and the Nursing Process as well as the Roles of Practice. Clinical facilities include LTC facilities and Home Health Agencies. A more advanced role of the nurse is emphasized. Intravenous therapy is introduced in the course.

343 - NURSING PROCESS AND PRACTICE IN THE PSYCHO-SOCIAL ADAPTATION OF THE CLIENT (3) CSU
Prerequisite: “LVN-30 unit” option: Admission to Nursing Program and completion of 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. Generic: As above, AND completion of all previous semester nursing courses and cognates with grade of “C” or better. Lecture/discussion 4.5 hours and laboratory 13.5 hours per week for 6.5 weeks (including final exam).
This modularized course provides theoretical knowledge correlated with clinical experience in planning and administering care to the psychiatric client in the acute care facility. Emphasizes the care of the patient with mental health problems, cognitive disorders, problems of daily living and substance abuse. Utilizes the Roy Adaptation Model as a framework for using the Nursing Process for client care.

345 - NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT III (3) CSU
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, and Sociology 1 or Anthropology 102 with grades of “C” or better. Generic: As above, AND completion of all previous semester nursing courses and cognates with grade of “C” or better. Lecture/discussion 4.5 hrs. and laboratory 13.5 hours per week for 6.5 weeks (including final exam).
This modularized course provides theoretical knowledge correlated with clinical experience in the care of complex adult medical-surgical clients with cardio-pulmonary and multi-system insufficiencies. The Roy Adaptation Model and Nursing Process are used to plan and implement care. Clinical experiences utilize critical care units. Theory content from previous nursing courses and required cognates are synthesized.

347 - LEADERSHIP AND MANAGEMENT (3) CSU
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. Non-traditional schedule: Lecture 10 hours scheduled over 12 weeks (0.5 units), plus a final examination and laboratory 36-48 hours per week for 3½ to 4 weeks for a total of 136 passing clinical hours (2.5 units). This course includes historical perspectives, current issues, and legal, ethical, professional, and practice factors important to nursing. Leadership, management, and communication factors pertinent to client care are discussed. A four week full-time clinical preceptorship utilizing selected R.N. preceptors is performed in acute hospital settings for a total of 136 to 144 hours.

COOPERATIVE WORK EXPERIENCE EDUCATION
Nursing is approved for Cooperative Work Experience. See Cooperative Education course for prerequisites, course descriptions and credit limits.
NURSING, CONTINUING EDUCATION

The following courses, Nursing 380 and Nursing 382 are approved for continuing education (C.E.) credit in nursing. Provider (L.A. Harbor College, Nursing Division) approved by the California Board of Registered Nursing, provides number 02152, for the stated number of contact hours for each of the courses described below. Courses outside of the Nursing Division which are also approved for continuing education credit under this provider are as follow: Philosophy 19, Sociology 21 Spanish 14, and Spanish 24 each for 54 hours of C.E. credit; and Physiology 1, for 72 hours of C.E. credit. Other registered nursing care related courses approved for continuing education credit may be offered periodically through Community Services with the consent of the nursing program.

380 - ELECTROCARDIOGRAPHIC INTERPRETATION (3) CSU
Prerequisite: Registered Nurse, Licensed Vocational Nurse, or currently enrolled nursing student.
Lecture/Discussion 3 hours per week.
This course develops a systematic approach for analysis and recognition of cardiac dysrhythmias using electrocardiographic data. Assessment of client behaviors and of possible stimuli, identification of nursing diagnoses and appropriate goals for care, and nursing responsibilities, interventions and prescribed therapies are emphasized for significant dysrhythmias. Changes related to myocardial pathology are described. Provider approved by California BRN Provider No. 02152 for 54 contact hours.

382 - CARE OF THE PATIENT WITH NEOPLASTIC DISORDERS (1) CSU
Provider approved by the California BRN, Provider No. 02152, for 18 contact hours.
Prerequisite: Registered nurse, Licensed Vocational Nurse, or currently enrolled nursing student.
Lecture/discussion 2 hrs. per week for 9 weeks.
This course emphasizes the needs of clients with neoplastic disorders. A variety of modalities will be included e.g., current use of surgery, radiotherapy chemotherapy, immune therapy, as well as pain management.

COORDERATIVE WORK EXPERIENCE EDUCATION
Nursing is approved for Cooperative Work Experience. See Cooperative Education course for prerequisites, course descriptions and credit limits.

OCEANOGRAPHY

1 - INTRODUCTION TO OCEANOGRAPHY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course introduces the student to the field of oceanography. Major topics to be studied include the formation and features of the sea floor, islands and coastlines, properties of sea water, motions of the sea (waves, tides and currents), and marine life. Special reference is made to California and the problems of human uses of the sea. Field trips to marine areas of southern California are made.

4 - MARINE BIOLOGY LABORATORY (1) UC:CSU
Laboratory 3 hours and 20 minutes per week.
This laboratory and field studies course consists of a hands-on approach to the study of marine life of Southern California. The biology of marine plants and animals is examined with emphasis on morphology, classification, and ecology of major groups.

10 - PHYSICAL OCEANOGRAPHY LABORATORY (2) UC:CSU
Prerequisite or corequisite: Oceanography 1.
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
This course introduces the student to the tools of oceanography and what is being used in oceanographic research today. The student will also learn analytic techniques used to study oceanographic features, seawater properties, currents, tides, and waves. Field trips to coastal southern California are made.

12 - LECTURES IN MARINE BIOLOGY (3) UC:CSU
Prerequisite or corequisite: Oceanography 1.
Lecture 3 hours and 20 minutes per week.
Investigates the inter-tidal and offshore habitats. Included in the course is the study of marine plants and animals; their morphology, physiology, symbiotic relationships, ecology and issues of pollution and economic uses. Field trips and special projects are among the many class activities.

COORDERATIVE WORK EXPERIENCE EDUCATION
Oceanography is approved for Cooperative Work Experience. See Cooperative Education course for prerequisites, course descriptions and credit limits.

OFFICE MACHINES

Also see CAOT, CIS, Accounting, Business, Finance, International Business, Management, Marketing, Real Estate and Supervision.

1 - INTRODUCTION TO OFFICE MACHINES (1) CSU
Laboratory 2 hours and 10 minutes per week.
This class teaches touch operating skills on the computer ten-key pad, emphasizing speed and accuracy. Same as CAOT 61.

COORDERATIVE WORK EXPERIENCE EDUCATION
Office Machines is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

ORNAMENTAL HORTICULTURE

11 - LAND MAINTENANCE (3) CSU
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
On completion of this course the student will be a competent gardener and groundskeeper with the knowledge of safe working environment, plant use and placement, turf grasses and their needs, tree and plant pruning, up keeping such as water irrigation methods and sprinkler care, and use and maintenance of power equipment, hand tools, turf fertilizers, and soil amendments.
PERSONAL DEVELOPMENT

1 - INTRODUCTION TO COLLEGE (1) RPT 1
Lecture 1 hour and 5 minutes per week.
The purpose of this course is to provide information which will help the student to succeed in college work. Emphasis is placed on proper study techniques, note-taking methods, and procedures for preparing college papers and reports. The student learns about the college, its administrative organization, its plans and facilities for education, and its services to the student. All phases of college activity are presented.

2 - INTERPERSONAL RELATIONSHIPS (1) CSU - RPT 3
Lecture 1 hour and 5 minutes per week.
This course will provide the student with the opportunity to explore personal skills that will help promote success in school as well as in other aspects of his/her life.

4 - CAREER PLANNING (1) CSU
Lecture 1 hour and 5 minutes per week.
This is an educational and vocational course designed to assist the vocationally undecided student to make a meaningful decision regarding a career goal. The course includes vocational interest tests, various self-appraisal techniques, and information regarding occupational characteristics, trends, entry level, and career ladder roles. Data presented will serve as an aid to career development and insights into a student's abilities, interests, values, and personality as they apply to decision making and the selection of a firm career choice. Working with this information, students will develop a tentative vocational plan.

17 - COLLEGE SURVIVAL SKILLS DEVELOPMENT (1) UC:CSU
Lecture 1 hour and 5 minutes per week.
This course provides the student with a variety of survival skills necessary to be a successful college student. Course includes instruction in using the library, study skills, time management, effective communication, self-esteem, stress management, and developing a healthy life style. Campus services are explored.

20 - POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision-making process, study skills and the elements of a healthy lifestyle. Students will design their own individualized educational plan.

PHILOSOPHY

1 - INTRODUCTION TO PHILOSOPHY I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to introduce the student to philosophical thinking. Possible topics include: the existence of God; the relationship of mind to body; perception and knowledge of the external world; political theory; the free will issue; the nature, sources, and limits of knowledge; and the underlying principles of morality. (CAN PHIL 2)

6 - LOGIC IN PRACTICE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to improve critical thinking skills in evaluating arguments in everyday life, in particular, arguments over moral, social and political issues. Emphasis is placed upon the analysis of language as an aid to clear thinking. Informal fallacies of reasoning shall be studied and exercises in reasoning may be included. Techniques of formal logic are briefly introduced.

8 - DEDUCTIVE LOGIC (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is designed to promote critical thinking and to develop skills in distinguishing sound arguments from unsound arguments. It begins with the nature of logic and language and informal fallacies. The techniques of Aristotelian and symbolic logic are introduced for evaluating the structure and validity of deductive arguments. (CAN PHIL 6)

19 - CONTEMPORARY PROBLEMS IN BIOETHICS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course introduces students to general questions of ethical theory through a consideration of contemporary moral issue in medicine. Among the specific issues to be discussed will be abortion, euthanasia, informed consent, behavior modification, experimenting with human subjects, genetic engineering, confidentiality, new reproductive technologies, and the allocation of scarce medical resources.

20 - ETHICS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
A study of the basic principles of moral evaluation and issues of ethical theory, as well as of specific moral issues, such as sexual morality, abortion and the death penalty. The primary emphasis is in aiding students in developing critical abilities in moral evaluation. (CAN PHIL 4)

26 - PHILOSOPHY AND THE OCCULT (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course provides a survey of the nature and significance of the mythical symbols human beings use to understand, feel at home, and transform the world they inhabit. The mythical systems of the mandala, chakras, tantrism, and kabbalah are explored.

33 - COMPARATIVE SURVEY OF WORLD RELIGIONS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
A survey of the historical development of the world's greatest religions, with their origins, teachings, growth and contributions to man's cultural heritage.

385 - DIRECTED STUDY (3) UC*:CSU
Conference 3 hours and 20 minutes per week for 3 units.
Special studies in various areas of philosophy. Topic and areas of research will be contracted between the instructor and the students.

* UC credit may be granted by petition after transfer.

COOPERATIVE WORK EXPERIENCE EDUCATION

Philosophy is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.
PHOTOGRAPHY

28 - LABORATORY PROCESSES (1) RPT 3
Laboratory 3 hours and 20 minutes per week.
Students will develop film, make enlargements, and learn presentation “techniques.”

29 - PHOTOGRAPHY LABORATORY (1) CSU - RPT 3
Prerequisite: Student must be concurrently enrolled in either Photography 110, 111, or 117.
Laboratory 4 hours and 25 minutes per week
The 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.

110 - INTRODUCTION TO PHOTOGRAPHY (2)
UC:CSU
Prerequisite: The student must have access to a manually adjustable 35mm or 120 roll film camera; automatic or instamatic cameras are not adequate for this course.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
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.

111 - INTERMEDIATE PHOTOGRAPHY (2) CSU
RPT 2
Prerequisite: Photography 110 with a grade of “C” or better.
Recommended Preparation: Art 501.
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.
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.

117 - BEGINNING COLOR PHOTOGRAPHY (3) CSU
Prerequisite: Photography 110 or Photography 111 with a grade of “C” or better.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
Instruction covers the basic principles of color photography with darkroom experience. Negative and positive film developing and Type C and Type R printing techniques are investigated. The history and development of color photography is integrated into the course.

118 - INTERMEDIATE COLOR PHOTOGRAPHY (3)
CSU
Prerequisite: Completion of Photography 117 with a grade of “C” or better.
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
This course enables the student to continue in the field and to improve color photographic skills and communication. It will also introduce a wide variety of color photographic printing techniques.

121 - HISTORY AND APPRECIATION OF PHOTOGRAPHY (3) UC:CSU
Lecture 3 hours and 20 minutes per week
This course covers the major historical developments in Photography from the origin of the camera to the present.

COOPERATIVE WORK EXPERIENCE EDUCATION
Photography is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

PHYSICAL EDUCATION

Note: UC grants a maximum of four semester units of credit for Physical Education Activity courses.

97 - PHYSICAL EFFICIENCY (2) UC:CSU
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.
This course consists of an active program of physical fitness through flexibility, running, and strength exercises. Also included are weight conditioning and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of fitness conditioning, weight control, and nutrition guidance.

98 - SCIENTIFIC PHYSICAL FITNESS LABORATORY (1) UC:CSU - RPT 3
Laboratory 2 hours and 10 minutes per week.
A scientific approach to physical fitness, this course is designed for the conscientious student who is unable to attend conventional class hours but wants to improve physical efficiency. Students will be tested on ergo metric cycles, heart rate monitoring equipment, and blood pressure recorder, etc. Grading can be based on re-testing results. Work is done on a “contract” basis.

185 - DIRECTED STUDY - PHYSICAL EDUCATION (1) UC:CSU - RPT 2
285 - DIRECTED STUDY - PHYSICAL EDUCATION (2) UC:CSU
385 - DIRECTED STUDY - PHYSICAL EDUCATION (3) UC:CSU
Conference 1 hour per unit. Allows students to pursue Directed Study in Physical Education on a contract basis under the direction of a supervising instructor. Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

INDIVIDUAL AND DUAL ACTIVITIES (1) UC:CSU RPT 3
Activity 2 hours and 10 minutes per week.
Some courses require a fee for the rental of off-campus facilities. Beginning, intermediate, and advanced levels are offered for most of the courses listed below, but all levels may not be taught each semester.

212 - TENNIS SKILLS
219 - TABLE TENNIS SKILLS
222 - RACQUET BALL SKILLS
228 - BODY CONDITIONING
229 - BODY DYNAMICS
238 - SELF-DEFENSE SKILLS
259 - GOLF SKILLS
262 - TRACK AND FIELD SKILLS
289 - BOWLING SKILLS

298 - STRESS REDUCTION AND PHYSICAL EFFICIENCY (2) UC:CSU
Lecture 1 hour and 5 minutes and activity 2 hours and 10 minutes per week.
The study of alternative forms of physical education for improved body alignment and ease of movement with ability to reduce stress for all individuals.

TEAM SPORTS (1) UC:CSU - RPT 3
Activity 2 hours and 10 minutes per week.
Beginning, intermediate, and advanced levels are offered for most of the courses listed below, but all levels may not be taught each semester.

301 - BASEBALL SKILLS
304 - BASKETBALL SKILLS
310 - FLAG/TOUCH FOOTBALL SKILLS
313 - SOCCER SKILLS
322 - VOLLEYBALL SKILLS
328 - SOFTBALL SKILLS

DANCE ACTIVITIES (1) UC:CSU - RPT 3
Activity 2 hours and 10 minutes per week.
Beginning, intermediate, and advanced levels are offered for all courses listed below, but all levels may not be taught each semester.

431 - MODERN DANCE
434 - BALLET
437 - JAZZ DANCE
440 - SOCIAL DANCE
456 - DANCE IMPROVISATION
469 - CONDITIONING FOR DANCE

INTERCOLLEGIATE SPORTS: MEN, WOMEN, AND COED (2) UC:CSU - RPT 1
Activity 10 or more hours per week in the sports in season.

502 - BADMINTON
503 - BASEBALL
504 - BASKETBALL
506 - CROSS COUNTRY
508 - FOOTBALL
509 - GOLF
511 - SOCCER
512 - SOFTBALL
514 - TENNIS
515 - TRACK AND FIELD
516 - VOLLEYBALL

COOPERATIVE WORK EXPERIENCE EDUCATION
Physical Education is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description, and credit limits.

RELATED ACTIVITIES:

550 - CHEER/YELL LEADERS/MARCHING BAND (2)
CSU - RPT 3
Laboratory 6 hours and 40 minutes per week.
Technique and practice in marching, drill patterns, cheerleading, and yell. Student will be required to perform at athletic events as course requirement.

552 - ATHLETIC PRE-SEASON CONDITIONING (1)
UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
This course is designed for the student athlete to cover the following areas: the analysis and training of athletic skills, analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

553 - STRENGTH AND FITNESS TRAINING FOR FOOTBALL (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

556 - STRENGTH AND FITNESS TRAINING FOR BASKETBALL (1) UC:CSU - RPT 3
Laboratory 3 hours per week.
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for basketball.

557 - STRENGTH AND FITNESS TRAINING FOR BASEBALL (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

558 - STRENGTH AND FITNESS TRAINING FOR SOCCER (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for soccer.

690 - WEIGHT TRAINING SKILLS (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
An open laboratory experience designed for people who desire an individualized strength program using a combination of Nautilus, universal and free weights. Suited for men and women of all age groups who are interested in muscle forming and muscle building beyond the normal workout.
ADAPTED PHYSICAL EDUCATION

641 - INTRODUCTION TO LABORATORY TECHNIQUES IN ADAPTED PHYSICAL EDUCATION (2) CSU - RPT 3
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
Class provides an orientation to specific disabilities, methods, and techniques of working with the disabled. The arranged laboratory experience requires assisting a specialist with students with disabilities enrolled in adapted physical education activity classes. Valuable for students pursuing health/rehabilitative careers.

642 - ADAPTED FITNESS (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
Course designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles. Students with disabilities must provide a physician prescription for exercises.

643 - ADAPTED STRENGTH TRAINING (1) UC:CSU RPT 3
Laboratory 3 hours and 20 minutes per week.
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.

644 - ADAPTED AEROBICS (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
Course is designed to meet the needs of students with disabilities who need an individualized exercise program and can function independently. Students will develop cardiovascular and muscular endurance, strength, and flexibility while exercising with musical accompaniment. Students with disabilities need a medical prescription for exercises.

645 - ADAPTED CARDIOVASCULAR FITNESS (1) UC:CSU RPT 3
Laboratory 3 hours and 20 minutes per week.
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 ergo meters, treadmills, hand cranks, etc., will be the major class focus. Students with disabilities need a medical prescription for exercises.

646 - ADAPTED EXERCISE FOR BACK DISORDERS (1) UC:CSU - RPT 3
Laboratory 3 hours and 20 minutes per week.
Course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

649 - ADAPTED SPORTS AND GAMES (1) UC:CSU RPT 3
Laboratory 3 hours and 20 minutes per week.
This course is designed to meet the needs of students with disabilities to develop gross motor skills and to facilitate participation in life-long activities. Activities are designed to enhance fitness, self-esteem and social interaction. The main focus of the class is skills development. Students with disabilities need a medical prescription for exercises from physician.

PHYSICAL EDUCATION MAJOR’S COURSES

These courses may or may not meet credit for Physical Education activity; they are required for Physical Education and Recreation majors and minors.

Note: UC grants a maximum of eight semester units of credit for Physical Education Activity courses except for P.E. 712.

710 - OFFICIATING COMPETITIVE SPORTS I (2) UC:CSU
Lecture 2 hours and 10 minutes and TBA 1 hour and 5 minutes per week.
This is a theory and practice course in the organization and techniques of officiating basketball, football, and other athletic activities normally conducted in the fall semester.

711 - OFFICIATING COMPETITIVE SPORTS II (2) UC:CSU
Lecture 2 hours and 10 minutes and TBA 1 hour and 5 minutes per week.
This is a theory and practice course in the organization and techniques of officiating baseball, track and other athletic activities normally conducted in the fall semester.

712 - INTRODUCTION TO PHYSICAL EDUCATION (3) UC:CSU
It is recommended that the student be a physical education or recreation major or minor. This course deals with professional physical education and does not satisfy state-required activity.
Lecture 3 hours and 20 minutes per week.
This course is designed to acquaint the major or minor student in health, physical education, or recreation with the scope and significance of these three professions. It covers historical background, interrelationship with other fields, major course requirements, job opportunities, teaching, and professional duties and responsibilities.

713 - INTRODUCTION TO COACHING ATHLETICS COED (3) UC:CSU
It is recommended that the student be a physical education or recreation major or minor or coach of men or women’s sports.
Lecture 3 hours and 20 minutes per week.
This course focuses encouragement of sound coaching principles and training methods for men and women. It presents information to help the coach, the physical education major who will be dealing with athletes, the leader of recreational programs, the physical education instructor, and the player. The concepts, problems, philosophy, and modern-day techniques relating to competitive athletics are discussed.
718 - FUNDAMENTALS OF ATHLETIC TRAINING (3)  
UC:CSU  
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.  
This course will emphasize the principles, techniques and ethics used by the athletic trainer in the prevention and care of athletic injuries. Emphasis is placed on the identification, prevention, first aid and follow-up care for these injuries.

719 - ADVANCED ATHLETIC TRAINING (3)  
CSU  
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.

DANCE MAJOR’S CLASSES

800 - INTRODUCTION TO DANCE AND DANCE HISTORY (3)  
UC:CSU  
Lecture 3 hours and 20 minutes per week.  
An introduction to dance exploring its many forms and purposes including social ethnic, ritual, art and therapy. Opportunities to observe, study, experience and discuss dance and to understand how dance influences our culture.

801 - DANCE MAJOR’S CLASSES—MODERN DANCE I (3)  
UC:CSU  
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.  
Stresses analysis of movement in terms of how and where it is produced; anatomical alignment of the body; repetition of drill in basic movements, e.g., brushes, leg extensions; emphasis in making a movement technically correct.

802 - DANCE MAJOR’S CLASSES—MODERN DANCE II (3)  
UC:CSU  
Prerequisite: Physical Education 801.  
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.  
This course is basically the same as Physical Education 801: it differs only in the student’s ability to execute the class work on a higher performance level.

803 - DANCE MAJOR’S CLASSES—MODERN DANCE III (3)  
UC:CSU  
Prerequisite: Physical Education 802.  
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.  
Covers techniques geared to students theoretically equipped with some skill in basics which will include learning the inner motivations of movement phrases, rhythmic and dynamic phrasing of movement, and longer combinations of movement phrases.

804 - DANCE MAJOR’S CLASSES—MODERN DANCE IV (3)  
UC:CSU  
Prerequisite: Physical Education 803.  
Lecture 1 hour and 5 minutes and laboratory 5 hours and 30 minutes per week.  
Techniques required to execute complex dance phrases on a higher performance level than in Modern Dance III. Emphasis will be on energy of attack and musicality of phrases.

805 - DANCE MAJOR’S CLASSES—BALLET I (2)  
UC:CSU  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
This course involves a study of ballet techniques and principles including terminology, history, and appreciation of ballet involving study of the beginnings of ballet through Noverre.

806 - DANCE MAJOR’S CLASSES—BALLET II (2)  
UC:CSU  
Prerequisite: Physical Education 805.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
This course involves a study of ballet techniques and principles including terminology, history, and appreciation of ballet dealing with study of the Romantic period of ballet.

807 - DANCE MAJOR’S CLASSES—BALLET III (2)  
UC:CSU  
Prerequisite: Physical Education 806.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
Intermediate work in ballet ensues using all basic movement learned in Fundamentals of Ballet I and II in more difficult combinations with a study of the Diaghilev Era and Bournonville.

808 - DANCE MAJOR’S CLASSES—BALLET IV (2)  
UC:CSU  
Prerequisite: Physical Education 807.  
Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.  
Advanced work in ballet technique with the study of modern ballet trends in the twentieth century.

814 - DANCE MAJOR’S CLASSES—DANCE PRODUCTION (COED) (2)  
UC:CSU - RPT 3  
Prerequisite: Physical Education 804.  
Lecture 1 hour and 5 minutes and laboratory 2 hours and 10 minutes per week.  
This course develops knowledge and skill in handling modern dance productions. In addition to increasing dance techniques, an opportunity to design, direct, choreograph, and produce a dance production is provided. This class is a workshop for the Harbor College Dance Company.

COOPERATIVE WORK EXPERIENCE EDUCATION

Physical Education is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

PHYSICAL SCIENCE

1 - PHYSICAL SCIENCE I (3)  
UC:CSU  
This course is not available for credit to students who have completed a college-level physics course.  
Lecture 3 hours and 20 minutes per week.  
The fields of astronomy, chemistry, geology and physics are presented with an interdisciplinary approach. The fundamental concepts and principles of each discipline are developed to allow the student the opportunity to gain an understanding of both science and the scientist’s viewpoint.
14 - PHYSICAL SCIENCE LABORATORY (1) UC:CSU
Laboratory 2 hours and 10 minutes per week.
Experiments in the fields of astronomy, chemistry, geology and physics are presented with an interdisciplinary approach. The fundamental concepts and principles of each discipline are developed to allow the student the opportunity to gain an understanding of both science and the scientist’s viewpoint.

PHYSICS

6 - GENERAL PHYSICS I (4) UC:CSU
Prerequisite: Completion of Math 240 or equivalent with a grade of “C” or better or concurrent enrollment.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This is a basic course in the mechanics of solids, thermodynamics, vibrations and waves. Physics 6 and 7 constitute the standard one-year college physics course required as part of the basic training of students in such fields as medicine, dentistry, optometry, geology, and agriculture. The course can be taken with advantage by students in technical and semi-professional fields which require a background in physics. The work includes the solution of problems and laboratory experiments selected to illustrate the major principles of physics. (CAN PHYSICS 2)

7 - GENERAL PHYSICS II (4) UC:CSU
Prerequisite: Physics 6.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This is a basic course in sound, light, electricity, and magnetism together with an introduction to modern physics. (CAN PHYSICS 4; PHYSICS 6+7 = CAN PHYS SEQ A)

11 - INTRODUCTORY PHYSICS (4) UC:CSU
Prerequisite: A grade of “C” or better in Mathematics 123C or equivalent. This course is not open for credit to students who have credit in Physics 6.
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
Survey course which covers the fundamental principles and concepts of mechanics, heat, sound, light, electricity, magnetism and modern physics.

37 - PHYSICS FOR ENGINEERS AND SCIENTISTS I (5) UC:CSU
Prerequisites: Physics 11 or equivalent and completion of or concurrent enrollment in Mathematics 265.
Lecture 4 hours and 25 minutes and laboratory 3 hours and 20 minutes per week.
Physics with calculus for majors in chemistry, engineering, mathematics and physics. Physics 37 includes mechanics, sound and heat.

38 - PHYSICS FOR ENGINEERS AND SCIENTISTS II (5) UC:CSU
Prerequisite: Physics 37 and completion of Math 265 with a grade of “C” or better.
Lecture 4 hours and 25 minutes and laboratory 3 hours and 20 minutes per week.
Physics with calculus for majors in chemistry, engineering, mathematics, and physics. Topics include electricity and magnetism, AC and DC circuits, and optics.

39 - PHYSICS FOR ENGINEERS AND SCIENTISTS III (5) UC:CSU
Prerequisite: Physics 37 and Math 265.
Lecture 4 hours and 25 minutes and laboratory 3 hours and 20 minutes per week.
Physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include wave phenomena, optics, modern physics, and relativity.

185 - DIRECTED STUDY PHYSICS (1) UC*:CSU
RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY PHYSICS (2) UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY PHYSICS (3) UC*:CSU
Prerequisite: Completion of Physics 11 with a grade of “C” or better, or equivalent.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Physics on a contract basis under the direction of a supervising instructor.
*UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study.

COOPERATIVE WORK EXPERIENCE EDUCATION
Physics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

PHYSIOLOGY

1 - INTRODUCTION TO HUMAN PHYSIOLOGY (4) UC:CSU
Lecture 3 hours and 20 minutes and laboratory 3 hours and 20 minutes per week.
This course provides a basic understanding of the physiological processes with a focus on the human body. Basic concepts of all structure, genetic control, energy, metabolism and enzymes, membrane transport and membrane potential are integrated within the concept of homeostasis involving various body systems: nervous and sensory, endocrine, muscular, cardiovascular, immune, respiratory, excretory, digestive, and reproductive. A basic knowledge of chemistry is highly desirable. This course is intended to prepare students to related courses in health and medical fields. This course meets the California Nursing Board Standards for 80 hours of continuing education credit for registered nurses, under provider number 02152. (ANATOMY 1 + PHYSIOL 1 = CAN SEQ B)

COOPERATIVE WORK EXPERIENCE EDUCATION
Physiology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.
POLITICAL SCIENCE

1 - THE GOVERNMENT OF THE UNITED STATES (3) 
UC:CSU
Lecture 3 hours and 20 minutes per week.
This is an introductory course in the principles and problems of the government in the national, state, and local areas. This course meets California State University requirements for United States Constitution and California state and local government. (CAN GOVT 2)

2 - MODERN WORLD GOVERNMENTS (3) UC:CSU 
Lecture 3 hours and 20 minutes per week.
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.

4 - INTRODUCTION TO STATE AND LOCAL GOVERNMENTS (3) CSU
Lecture 3 hours and 20 minutes per week.
This is an introductory course to the structures and politics of California state government including its relation to local governments—city, county and special district and to the federal government.

7 - CONTEMPORARY WORLD AFFAIRS (3) UC:CSU
RPT 1
Lecture 3 hours per week.
Contemporary world and national affairs are studied in this course. Current readings, lectures, and speakers assist students to develop an understanding of the background behind the headlines. Emphasis is placed on historical origins, political and economic developments.

8 - THE MODERN FAR EAST (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a comparative study of governments and politics in the major states and regions of Asia, focusing on China, Japan, India, and Southeast Asia.

30 - THE POLITICAL PROCESS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a critical survey of political parties, pressure groups, and public opinion and their impact on the operation of United States political institutions and processes with emphasis on California state and local government. This course meets California State University requirements for United States Constitution and California state and local government.

41 - PRINCIPLES OF STUDENT LEADERSHIP (2) 
CSU - RPT 1
Lecture 2 hours and 10 minutes per week.
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 members of the Associated Student Government and others.

185 - DIRECTED STUDY POLITICAL SCIENCE (1) 
UC*:CSU - RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY POLITICAL SCIENCE (2) 
UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY POLITICAL SCIENCE (3) UC*:CSU
By arrangement with instructor.
Conference 1 hour and 5 minutes per unit.
Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor. 
* UC credit may be granted by petition after transfer. 
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Political Science is approved for Cooperative Work Experience. See Cooperative Education course for prerequisites, course descriptions and credit limits.

PROCESS PLANT TECHNOLOGY

Knowledge of elementary algebra would enhance success in these classes.

100 - INTRODUCTION TO INDUSTRIAL PROCESSES (3) CSU
Lecture 3 hours and 20 minutes per week.
This course introduces the student to the workings and community impact of a process plant. The student will be presented with general and detailed concepts of process plants as they relate to oil refineries, waste water treatment, petro chemical and power generation plants. Topics discussed will include: workplace environment, typical types of duties, shift work, advancement, training, workplace ethics, and impact of this industry on the community, city, county and state. Additionally, the topics of compliance, professional organizations, and Union roles as they pertain to the process plant operator will be studied.

102 - PROCESS MEASUREMENT AND CONTROL FUNDAMENTALS (3) CSU
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the student to two (2) process plant fundamental skills. Process measurements; temperature, pressure, level and flow and process controls; position, integral proportional and derivative. These fundamental skills are discussed in lecture and developed in hands-on practice in the laboratory.

103 - PROCESS PLANT EQUIPMENT (3) CSU
Lecture 2 hours and 10 minutes and laboratory 3 hours and 20 minutes per week.
This course introduces the student to the equipment used in a process plant. Students will learn the fundamentals of pipes, flanges, gaskets, valves, pumps, compressors and blowers, drivers, heat exchangers, fired heaters, tanks, columns and vessels, and process applications.
200 - PETROLEUM REFINING FUNDAMENTALS (3) CSU
Lecture 3 hours and 20 minutes per week.
This course introduces the student to petroleum refining. The following subjects are discussed: fluid catalytic cracking, plants, alklylation, catalytic reforming, hydro cracking, hydro treating, and isomerization. Also the understanding of crude oil composition and product blending.

201 - WASTE WATER UNIT PROCESSES AND CHEMISTRY (3) CSU
Lecture 3 hours and 20 minutes per week.
This course introduces the student to wastewater processes and chemistry. The following topics are discussed; unit processes at wastewater treatment plants, alternative secondary treatment, sludge dewatering processes, chemistry of chlorination, air emissions from wastewater treatment plants, and safety. Also discussed will be design of unit process loadings, detention times and removal efficiencies, and basic wastewater process calculations.

PSYCHOLOGY

1 - GENERAL PSYCHOLOGY I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course covers a basic introduction to the scientific study of human behavior including emotion, motivation, growth & development, learning & memory, personality, intelligence, sensation, perception, social psychology, biology of behavior, abnormal behavior, and mental health. Relevant areas such as dreams, interpersonal communication, sexuality, aging, death, creativity, multi-cultural diversity, and stress are also presented. (CAN PSY 2)

2 - GENERAL PSYCHOLOGY II (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, the central nervous system, the muscular effectors, the glandular effectors, the physiological aspects of motivation, learning, emotion, memory, and other higher brain functions.

3 - PERSONALITY AND SOCIAL DEVELOPMENT (3) CSU
Lecture 3 hours and 20 minutes per week.
This course encourages the attainment of more effective behavior through increased understanding of personality dynamics. Basic techniques for recognizing and dealing with emotions and defenses are studied. The student is invited to explore his or her own feelings and experiences in the light of the fundamental principles of awareness, clarification, integration, and growth of selfhood.

22 - COLLEGE STUDY SKILLS (3) RPT 1 - NDA
Lecture 3 hours and 20 minutes per week.
This course emphasizes effective methods of reading, study, and learning in college subject fields. Practical laboratory and individual study practice sessions are provided with an emphasis on comprehension of study-type material, vocabulary, concentration, note taking, test taking, time budgeting and good study habits.

41 - LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Elaboration of developmental aspects of psychosocial, cognitive and physical change throughout the life cycle. Topics include: physical development, intelligence, personality, self-concept, and social roles, tasks, changes, and adjustments related to each phase of the life span.

185 - DIRECTED STUDY PSYCHOLOGY (1) UC*:CSU RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY PSYCHOLOGY (2) UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY PSYCHOLOGY (3) UC*:CSU
By arrangement with instructor.
Conference 1 hour and 5 minutes per week per unit.
Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE PSYCHOLOGY
Psychology is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

REAL ESTATE

1 - REAL ESTATE PRINCIPLES (3) CSU
Lecture 3 hours and 20 minutes per week.
This is a fundamental real estate course covering the basic laws and principles of California real estate. It provides the background and terminology necessary for advanced study in specialized courses. This course is required for all real estate salesperson's license applicants. It is the only course required to take the California Real Estate Sales exam.

3 - REAL ESTATE PRACTICE (3) CSU
Prerequisite: Real Estate 1 or a real estate sales license.
Lecture 3 hours and 20 minutes per week.
This course stresses day-to-day operations in real estate sales and brokerage activities. Subject areas include listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course is part of the State's educational requirements for the broker's examination.

5 - LEGAL ASPECTS OF REAL ESTATE I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course is a study of California real estate law. Areas covered include rights related to property ownership and management, agency contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course is part of the State's educational requirements for the broker's examination.
7 - REAL ESTATE FINANCE I (3) CSU
Lecture 3 hours and 20 minutes per week.
This course stresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also emphasized. This course applies toward the State's educational requirements for the broker's examination.

9 - REAL ESTATE APPRAISAL I (3) CSU
Lecture 3 hours and 20 minutes per week.
This is an introductory course covering the purposes of appraisal, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is placed on residential and single-unit properties. This course is part of the State's educational requirements for the broker's examination.

10 - REAL ESTATE APPRAISAL II (3) CSU
Prerequisite and/or co-requisite: Real Estate 9 or comparable experience.
Lecture 3 hours and 20 minutes per week.
This course is directed at the solution of practical appraisal problems. Students learn techniques of appraising single family residences, multiple dwellings, commercial, and industrial property.

14 - PROPERTY MANAGEMENT (3) CSU
Lecture 3 hours and 20 minutes per week.
This is a course for persons who plan to become real estate operators or owners of income-producing properties. Topics covered include the nature and types of property management and management techniques for contracting, leasing, space selling, renting, and rent scheduling. Budgets, purchasing, reports, and legal and professional relationships are topics also included. This course applies toward the state’s educational requirements for the broker’s examination.

16 - INCOME TAX ASPECTS OF REAL ESTATE (3) CSU
Lecture 3 hours and 20 minutes per week.
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.

18 - REAL ESTATE INVESTMENTS I (3) CSU
Lecture 3 hours and 20 minutes per week.
A thorough analysis of investment factors is made to determine the value of commercial, industrial, and residential projects. Among the areas emphasized are site location, feasibility studies, zoning, other restrictions, financing, sales and leaseback, and condominiums.

21 - REAL ESTATE ECONOMICS (3) CSU
Lecture 3 hours and 20 minutes per week.
Among the topics discussed will be business and real estate cycles, money, credit, real estate activity, regional and community economic development, real estate investment, income tax impact, and residential markets. This course is part of the educational requirements for the Broker's Examination.

For other courses that apply to the education requirements of the California Real Estate Broker's license see: Business 5 & Accounting 1.

COOPERATIVE WORK EXPERIENCE EDUCATION
Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

SOCIOMETRY

1 - INTRODUCTION TO SOCIOLOGY (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course provides an introduction to the general principles of sociology emphasizing social organization, change, and interaction. Reference is made to varied world cultures with concentration upon social institutions in our own society. Topics include culture, status, role, personality, socialization, social groups, social power, family, social stratification, collective behavior, and social change. (CAN SOC 2)

2 - AMERICAN SOCIAL PROBLEMS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Emphasis is placed on the analysis of social problems as aspects of social change in a multi-cultural environment. Problems analyzed objectively include those which reflect the pressing issues of population and of family life, personal and social disorganization, crime and delinquency, economics and politics, education and propaganda, race and ethnic relations, social planning and reform, and war and peace in a contracting world. (CAN SOC 4)

12 - MARRIAGE AND FAMILY LIFE (3) UC:CSU
This course is the same as Family and Consumer Studies 31. Credit is allowed in only one of Family and Consumer Studies 31 or Sociology 12. Lecture 3 hours and 20 minutes per week.
This course provides a sociological analysis which contributes to an understanding of the origin, structure, and functions of marriage and family life. This course includes, but is not limited to, studies of sex roles, legal controls, religious attitudes, mixed marriages and financial and family planning. There is an emphasis on marriage and family as a social institution and on the multicultural influences on this institution in society today. (CAN FCS 12)

21 - HUMAN SEXUALITY (3) UC:CSU
Provider approved by the California Board of Registered Nursing, Provider 02152, for 54 contact hours. Same as Psychology 52. Lecture 3 hours and 20 minutes per week.
This course provides a comprehensive introduction to the cultural, behavioral, psychosocial and biological aspects of human sexuality in a way that is meaningful to students. Topics will also include AIDS, physical and emotional orgasmic response, myths, sexual variance and dysfunction, gender identity, gender roles, communication about sex, love, improving sexual satisfaction, sexuality throughout life cycle and cross-cultural variations in sexual expression.

COOPERATIVE WORK EXPERIENCE SOCIOLOGY
Sociology is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
SPANISH

Note: The Spanish Department does not offer Credit by Exam.

1 - ELEMENTARY SPANISH I (5) UC:CSU
Credit is allowed for only one: Spanish 1 or the Spanish 21 and 22 combination.
Lecture 5 hours and 30 minutes per week.
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. (CAN SPAN 2)

2 - ELEMENTARY SPANISH II (5) 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.
Lecture 5 hours and 30 minutes per week.
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. (CAN SPAN 4; SPANISH 1+2 = CAN SPAN SEQ A)

3 - INTERMEDIATE SPANISH I (5) UC:CSU
Prerequisite: A grade of “C” or better in Spanish 2 or three years of high school Spanish or equivalent.
Lecture 5 hours and 30 minutes per week.
A thorough review of Spanish grammar is given in this course, with emphasis on the development of the student's ability to express written and oral language. Attention is given to vocabulary building, reading comprehension, and increased proficiency in pronunciation. (CAN SPAN 8)

4 - INTERMEDIATE SPANISH II (5) UC:CSU
Prerequisite: A grade of “C” or better in Spanish 3 or four years of high school Spanish or equivalent.
Lecture 5 hours and 30 minutes per week.
This course is a continuation of Spanish 3. Special emphasis is placed on the students attaining sufficient knowledge in both written and oral language to be able to communicate fluently and correctly. Oral and written reports form an important part of the course. (CAN SPAN 10; SPANISH 3+4 = CAN SPAN SEQ B)

5 - ADVANCED SPANISH I (5) UC:CSU
Prerequisite: A grade of “C” or better in Spanish 4, or equivalent.
Lecture 5 hours and 30 minutes per week.
This course is an introduction to the important authors of Spanish and Latin-American literature. It continues the study of advanced composition and grammar. The reading of the selections is designed to develop linguistic skills and to stimulate interest in the Hispanic culture and literature.

6 - CONVERSATIONAL SPANISH (2) UC:CSU
Prerequisite: A grade of “C” or better in Spanish 2 or equivalent.
Lecture 2 hours and 10 minutes per week.
This course is designed to develop the student’s ability to communicate fluently, idiomatically, and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected texts.

12 - CONTEMPORARY MEXICAN LITERATURE (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course includes a presentation of several Mexican and Chicano novels, short stories and biographies in English with emphasis on the 20th century. Students will read the texts in English. Lecture is also in English.

14 - SPANISH FOR PUBLIC SERVICE PERSONNEL (3) CSU - RPT 1
Provider approved by the California Board of Registered Nursing, Provider No. 02152, for 54 contact hours.
Lecture 3 hours and 20 minutes per week.
A foundation course in the practical use of Spanish for personnel serving the Spanish community. This course is specifically designed for policemen, clerks, teachers and other public service employees.

21 - FUNDAMENTALS OF SPANISH I (3) UC:CSU
Prerequisite: None. Not open to students having credit for Spanish 1.
Lecture 3 hours and 20 minutes per week.
This course introduces the fundamentals of pronunciation and grammar structure. It offers practical material for simple conversation based on everyday experience. Conversation is stressed so that the student is able to use simple Spanish conversation. Spanish 21 and Spanish 22 together are equivalent to Spanish 1.

22 - FUNDAMENTALS OF SPANISH II (3) UC:CSU
Prerequisite: Spanish 21
Lecture 3 hours and 20 minutes per week.
This course completes the elementary grammar of Spanish, but it does not include the subjunctive mood. It offers practical material for simple conversation based on everyday experiences, and it further increases the student’s ability to use simple Spanish conversation. Spanish 21 and Spanish 22 together are equivalent to Spanish 1.

24 - SPANISH FOR MEDICAL PERSONNEL (3) CSU - RPT 1
Provider approved by the California Board of Registered Nursing, Provider No. 02152, for 54 contact hours.
Lecture 3 hours and 20 minutes per week.
A foundation course in the practical use of Spanish for personnel serving the Spanish speaking community in health services.

101 - SPANISH LANGUAGE LABORATORY (1) CSU - RPT 3
Concurrent enrollment in Spanish class is required.
Laboratory 2 hours and 10 minutes per week.
An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials. Students must complete 25 hours.

185 - DIRECTED STUDY SPANISH (1) UC*:CSU - RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY SPANISH (2) UC*:CSU - RPT 2
* UC credit may be granted by petition after transfer.
385 - DIRECTED STUDY SPANISH (3) UC*:CSU
Prerequisite: Spanish 1 or 2 or equivalent.
Conference 1 hour and 5 minutes per unit.
Allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Spanish is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

SPECIAL EDUCATION
See Learning Foundations and Learning Skills

SPEECH COMMUNICATION

61 - SPEECH LABORATORY (1) RPT 3 - NDA
Laboratory 3 hours and 20 minutes per week.
This clinic is designed for any student with a speech problem that will affect emotional adjustment or vocational capabilities. A student who has any one of the following speech disturbances should profit from Speech 61: lisping, nasality, stuttering, disturbed rhythm, inaccurate pronunciation or foreign dialect.

62 - SPEECH LABORATORY TECHNIQUES (1) RPT 3
Prerequisite: A major in Speech or Education
Laboratory 3 hours and 20 minutes per week.
Under the directions of the instructor, students learn the techniques of speech therapy by helping the students correct their speech deficiencies.

72 - SPEAKING ENGLISH AS A SECOND LANGUAGE II (3) NDA
Lecture 3 hours and 20 minutes per week.
This course is designed for learning basic general American speech patterns. It is for students with foreign language backgrounds. It stresses basic English vowels, consonants and dip thongs pronunciation.

72 - HABLAR EN INGLÉS COMO SEGUNDA LENGUA II (3) NDA
3 horas y 20 minutos de clase por semana.
Este curso está diseñado para que uno aprenda los patrones básicos y generales del habla americano. Es para los estudiantes con conocimientos en lenguas extranjeras. Se enfoca en las vocales básicas del inglés y en la pronunciación de las consonantes y de los diptongos.

101 - ORAL COMMUNICATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
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.
(CAN SPCH 4)

103 - BUSINESS AND PROFESSIONAL SPEAKING (3) CSU - RPT 2
Lecture 3 hours and 20 minutes per week.
This course trains in speech preparation and delivery for business and professional women and men. Emphasized are the types of speech required at business meetings, conferences, and panel discussions. Students will research job markets, prepare resumes, and conduct job interviews.

104 - ARGUMENTATION I (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course trains students in the theory and practice of collegiate debating. It includes a study of the fundamentals of logical thinking, the techniques of developing constructive arguments and refutation, and the methods of evaluating effective delivery. Participation in off-campus speech activities is encouraged. (CAN SPCH 6)

111 - VOICE AND ARTICULATION (3) CSU
Lecture 3 hours and 20 minutes per week.
Foreign students should take Speech 72 before taking Speech 111.
Lecture 3 hours and 20 minutes per week.
The purpose of this course is to enable the student to develop a pleasant voice and manner of expression. The various problems of voice and diction are presented, including the physiology of voice production and phonetics. Drills for the improvement of the student's voice are provided. Dictionary work is stressed. This course is valuable to the student who wishes to improve voice and articulation. It provides an adequate background for students who plan to enter teaching, especially teaching on the elementary level.

113 - ENGLISH SPEECH AS A SECOND LANGUAGE (3) CSU - RPT 1 (CR/NCR)
Lecture 3 hours and 20 minutes per week.
This course is designed for students with foreign language backgrounds. It stresses the speaking of English, pronunciation, idiomatic expressions, phraseology, rhythmic inflection, grammar, vocabulary building, and oral composition.

113 - EL HABLA EN INGLÉS COMO SEGUNDA LENGUA (3) CSU - RPT 1 (CR/NCR)
3 horas y 20 minutos de clase por semana.
Este curso está diseñado para los estudiantes con conocimientos en lenguas extranjeras. Se enfoca en: el hablar del inglés, la pronunciación, expresiones idiomáticas, la fraseología, las inflexiones rítmicas, la gramática, la construcción del vocabulario y la composición oral.
121 - THE PROCESS OF INTERPERSONAL COMMUNICATIONS (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This course provides analysis of, and practice in, non platform speaking which takes place when people interact. Communication is analyzed in terms of speaker self-perception, feedback, verbal and non-verbal communication, listening, and communication barriers and breakdowns. Classroom performance of the exercises will provide understanding and awareness of the principles of communication. (CAN SPCH 8)

135 - STORYTELLING (3) CSU
This course is recommended for nursery and elementary school teachers. Lecture 3 hours and 20 minutes per week. This course stresses the selection, preparation, and oral presentation of stories and poetry. It includes a study of voice and gesture in story telling and the techniques of presenting illustrated stories. Opportunities are provided for class members to tell stories suitable for various age groups. Students who are, or who expect to become elementary teachers, nursery school teachers, or playground directors will find this course particularly valuable.

185 - DIRECTED STUDY SPEECH (1) UC*:CSU
RPT 2
* UC credit may be granted by petition after transfer.

285 - DIRECTED STUDY SPEECH (2) UC*:CSU
* UC credit may be granted by petition after transfer.

385 - DIRECTED STUDY SPEECH (3) UC*:CSU
Prerequisite: A major in Speech or Education. Conference 1 hour and 5 minutes per week per unit. Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.
* UC credit may be granted by petition after transfer.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

COOPERATIVE WORK EXPERIENCE EDUCATION
Speech is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

STATISTICS

1 - ELEMENTARY STATISTICS I FOR THE SOCIAL SCIENCES (3) UC:CSU
Prerequisite: Math 125 or higher or equivalent.
Lecture 3 hours and 20 minutes per week.
Introduces fundamental tools of quantitative methods in research: data collection, organization, presentation, analysis and interpretation. Attention is given to tabulation, graphic presentation of data, measure of central tendency, variability, the normal curve, probability and statistical inference, linear correlation and research methods. See also Mathematics 225.

COOPERATIVE WORK EXPERIENCE EDUCATION
Statistics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

SUPERVISION
Also see Management, Business, Accounting, CAOT, CIS, Finance, International Business, Marketing and Real Estate.

1 - ELEMENTS OF SUPERVISION (3) CSU
Lecture 3 hours and 20 minutes per week.
This course involves the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality-quantity control, and management-employee relations.

COOPERATIVE WORK EXPERIENCE EDUCATION
Supervision is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.

THEATER

100 - INTRODUCTION TO THE THEATER (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This is 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. It emphasizes the historical growth, basic vocabulary, skills, and crafts of the theater. This course offers students a basis for critical analysis through attending and evaluating theatrical and motion picture productions which aid in a greater appreciation and understanding of good theater and other entertainment.

185 - DIRECTED STUDY (1) UC*:CSU - RPT 2
Prerequisite: Student must qualify for advanced study in the Theater Arts Department.
Conference 1 hour and 5 minutes per week per unit.
Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge, and the course of study is to be submitted to the Humanities and Fine Arts Division Chairman at the beginning of the semester. * UC credit may be granted by petition after transfer.

200 - INTRODUCTION TO ACTING (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
A review is made of actors and acting approaches, past and present, along with elements of the actors' work as artists. The course covers introductory exercises in voice, diction, movement, and personality projection. The reading of plays and viewing of theatrical performances are also included.

232 - PLAY PRODUCTION (2) UC:CSU - RPT 3
Lecture 3 hours and 20 minutes per week.
Rehearsal 6 hours and 40 minutes per week.
Training and practice are given in all phases of mounting plays for stage and television. Topics considered are play selection, organization, directing, performance, costume and scenery designing, construction, and lighting.

250 - CHILDREN’S THEATER PRODUCTION (2) CSU
RPT 3
Lecture 1 hour and rehearsal 5 hours and 30 minutes per week.
Experience is given in the acting, directing, and producing of children's plays for public presentation.
262 - SPECIAL PROJECTS (2) UC*:CSU - RPT 3
Activity 4 hours and 25 minutes per week.
Individual and group projects are created by students for study and practice in all aspects of theater.
* UC credit may be granted by petition after transfer.

270 - BEGINNING ACTING (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
This is an introduction to the acting process with supervised practice in characterization, interpretation, body movement, pantomime, and concentration through exercises and improvisations. The selection study, and presentation of short scenes are emphasized. (CAN DRAM 8)

275 - SCENE STUDY (2) UC:CSU - RPT 3
Lecture 1 hour and 5 minutes and rehearsal 2 hours and 10 minutes per week.
Students are given the opportunity to plan, rehearse, stage, and produce all-student projects in a repertory theater atmosphere. Productions are presented before campus audiences during school hours and also in the evening. Students must be available for additional rehearsal and performance time outside of class.

291 - REHEARSALS AND PERFORMANCES I (1) UC:CSU - RPT 3
292 - REHEARSALS AND PERFORMANCES II (2) UC:CSU - RPT 3
293 - REHEARSALS AND PERFORMANCES III (3) UC:CSU - RPT 3
(Maximum credit is 4 units per semester; 16 units total)
Rehearsal 3 hours and 20 minutes per week per unit.
These classes are organized in the form of a company for drama productions at Harbor College. Each student is assigned to work in accordance with personal interests and talents. Phases of theater work included are acting, directing, and stage managing. Other topics studied are set design and construction, back-stage operation, lighting, costumes, make-up, and publicity.

300 - INTRODUCTION TO STAGE CRAFT (3) UC:CSU
This course is required of all theater majors.
Lecture 3 hours and 20 minutes per week.
A survey is made through lectures and demonstrations of all technical phases of play production. Phases include construction, painting, drafting, and manipulation of stage scenery, lighting equipment and properties; the organization and management of stage activity; and stagecraft terminology. Students are given experience in preparing and mounting play production for public presentation. Students must be available for rehearsals and performances in addition to scheduled class hours. (CAN DRAM 12)

310 - INTRODUCTION TO THEATRICAL LIGHTING (3) UC:CSU
This course is required of all theater majors.
Lecture 3 hours and 20 minutes per week.
Training and practice are given in problems of lighting for television and stage. Related topics considered are the study of color, procedures, control, and equipment. Students must be available for rehearsals and performances.

323 - STAGE MANAGEMENT AND PRODUCTION (3) UC:CSU
Lecture 3 hours and 20 minutes per week.
Study of all aspects of technical theater with emphasis on current college productions.

325 STAGE MANAGEMENT AND ADVANCED STAGE CRAFT (3) UC:CSU - RPT 3
Lecture 2 hours and 10 minutes and laboratory 2 hours and 10 minutes per week.
A two-year study of all technical phases of theater. Major topics: Scenic design, construction, lighting design and theory, manipulation of stage machinery, costume design and construction, make-up design and its application including advanced prosthesis and mask making, and theater budget control and personnel supervision.

332 - APPLIED STAGE MANAGEMENT AND PRODUCTION (2) UC:CSU - RPT 3
Rehearsal 6 hours and 40 minutes per week.
In the two courses, students are assigned jobs in technical and managerial phases of theater. Individual assignments are made on the basis of the student’s experience and acquisition of necessary skills. Laboratory work in scene shop is graduated in terms of fitness to serve as an assistant to such key persons as the stage manager, master carpenter, property master, master electrician, scenic artist, and set designer. Students must be available for rehearsals and performances of productions to which they are assigned.

342 - TECHNICAL STAGE PRODUCTION (2) UC:CSU - RPT 3
Rehearsal 6 hours and 40 minutes per week.
A study is made and laboratory practice is provided in solving the practical problems necessary to mount a stage production for public presentation. Those students who enroll must be available for dress rehearsals and performances of productions.

350 - THEATER MANAGEMENT (3) CSU
Lecture 3 hours and 20 minutes per week.
A study is made of the principals of play production, including script selection, financing, selecting personnel, casting, theater organization and management, budgeting, advertising, and publicity.

450 - BEGINNING STAGE MAKE-UP (2) UC:CSU
Lecture 1 hour and 5 minutes and rehearsal 3 hours and 20 minutes per week.
A study is made of the make-up required for stage performances. Practice is given in its application. (CAN DRAM 14)

451 - ADVANCED STAGE MAKE-UP (2) UC:CSU
RPT 1
Prerequisite: Theater 450 with a grade of “B” or better.
Lecture 1 hour and 5 minutes and rehearsal 3 hours and 20 minutes per week.
This course takes an in depth look into the art of make-up design and its application, focusing on advanced prosthesis and wig making.
**550 - MULTIMEDIA PRODUCTION FOR THE STAGE**  
(2) CSU - RPT 2  
*Lecture 1 hour and 5 minutes and laboratory 3 hours and 20 minutes per week.*  
This course investigates the use of “new technologies” and their incorporation in the performing arts. Areas covered include Television Production and editing, Telecommunication and Internet performance.

**COOPERATIVE WORK EXPERIENCE EDUCATION**  
Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, courses descriptions, and credit limits.
## DIVISION AND PROGRAM LISTING

### Behavioral Sciences
**Division Chair:** Bruce Lemon  
Anthropology, Personal Development  
Education, Psychology, Learning Skills  
Sociology

### Business
**Division Chair:** Stan Sandell  
**Occupational Programs**  
Accounting, Business Administration  
Computer Information Systems  
Computer Applications and Office Technology  
**Subject Fields**  
Accounting, Business  
Computer Information Systems, Finance  
International Business, Management  
Marketing, Office Machines  
Computer Applications and Office Technology, Real Estate, Supervision

### Communications
**Division Chair:** Carmen Carrillo  
Developmental Communications  
Journalism, English, Spanish  
French, Japanese, ESL, Speech

### Counseling
**Division Chair:** Joy Fisher  
CHAMP  
Career Center  
Orientation  
Transfer Center

### Health Sciences
**Division Chair:** Wendy Hollis  
**Occupational Programs**  
CNA/HHA  
Fire Technology, Professional Nursing  
Emergency Department Assistant  
**Subject Fields**  
Fire Technology, Nursing

### Humanities & Fine Arts
**Division Chair:** Mark Wood  
**Occupational Program**  
Architectural Technology  
**Subject Fields**  
Architecture, Art, Humanities  
Philosophy, Photography  
Theater, Music

### Library
**Division Chair:** Jonathon Lee  
Library Science

### Mathematics, Physical Sciences & Technology
**Division Chair:** Lauren J. McKenzie  
**Occupational Programs**  
Computer Technology  
Drafting Production Design  
Electromechanical Engineering Technologist, Process Plant Technology  
**Subject Fields**  
Astronomy, Electronics, Chemistry  
Computer Science, Computer Technology, Engineering Tech., Drafting, General Engineering, Mathematics, Process Plant Tech., Physical Science, Physics

### Physical Education, Health & Wellness
**Division Chair:** Nabeel Barakat  
Dance, Health, Physical Education

### Science, Family & Consumer Studies
**Division Chair:** Joyce Parker  
**Occupational Programs**  
Child Development  
**Subject Fields**  
Anatomy, Microbiology, Biology  
Oceanography, Child Development  
Ornamental Hort., Environmental Science  
Physiology, Family and Consumer Studies  
Geography, Geology

### Social Science
**Division Chair:** Bradley Young  
**Occupational Programs**  
Administration of Justice  
**Subject Fields**  
Administration of Justice, Political Science  
Economics Social Science, History
Date of original appointment follows names.

Joshua Abarbanel (2001) ............................................. Instructor
Art
B.S., UCLA; M.F.A., UC Berkeley

Michael Agopian (2002) ............................................. Instructor
Sociology
M.A., California State University, Los Angeles;
Ph.D., University of Southern California

Ann I. Arnold (1977) ........................................... Assistant Professor
Nursing
B.S.N., P.H.N., CSULB; M.S.N., CSULA

Susanne L. Aultz (1976) ......................................... Associate Professor
Music
B.M., Muskingum College, Ohio; M.M., University of Illinois

Nabeel Barakat (1994) ............................................. Associate Professor
Health and P.E.; Chairperson, Physical Education
B.A., M.A., CSULB

Cassandra A. Betts (1990) ....................................... Instructor
Child Development Center
B.A., San Jose State University; M.A., Atlanta University

Mary P. Borell (2000) ............................................. Instructor
English
B.A., Wellesley College; M.A., USC; Ph.D., Northwestern University;
M.P.W., U.S.C.

Charles Bossler (1983) .............................................. Dean
Student Services
A.A., El Camino College; B.A., M.A., CSUDH; Ph.D., Pepperdine University

Thomas L. Bottone (1970) ........................................ Professor
Speech
B.A., University of Denver, Colorado; M.F.A., Yale University

Ellen Caldwell (1996) ............................................. Associate Professor
History
M.A., University of Nebraska-Lincoln; Ph.D., University of Illinois-Chicago

Kate Campbell (1996) ............................................. Associate Professor
Speech
A.A., El Camino College; B.A., M.A., CSULB

Carmen Carrillo (1993) ............................................. Professor
English; Chairperson, Communications Division
A.A., Los Angeles Valley College; B.A., Loyola Marymount University; M.A.,
University of Iowa

Nancy E. Carson (1977) ............................................ Dean
Academic Affairs; Professor of Nursing
B.S., University of Washington; M.S., Loma Linda University

King Carter (1977) .................................................... Instructor
Afro-American Studies; Chairperson, PACE
B.A., University of Redlands; M.A., Claremont Graduate School

David Ching (1994) .................................................... Dean
Student Services and Evenings Operations
B.S., CSULA; M.B.A., Cal Poly, Pomona

Katherine A. Cleland (1981) ..................................... Associate Professor
Nursing
B.S.N., M.S.N., CSULA

Elizabeth Colocho (2000) ........................................... Counselor
B.A., CSU, Dominguez Hills; M.A., CSU, Dominguez Hills

John Corbally (1988) .................................................. Professor
English
B.S., M.A., CSULA

Karen Crummer (1976) .............................................. Director
Child Development Center
B.A., CSULB

Charles L. Davis (1981) .......................................... Professor
Computer Information Systems
B.A., San Diego State University; M.B.A., Pepperdine University

Jerry Davis (2002) ................................................... Vice President
Administrative Services
B.S., UC Riverside; M.B.A., UCLA; M.P.H., UCLA; D.P.A., USC

Ibtesam Dessouky (2000) .......................................... Librarian
B.A., M.S., University of Illinois, Urbana-Champaign

Patricia A. DiLeva (1976) ......................................... Professor
Nursing
Diploma in Nursing, St. Vincent’s College of Nursing; B.S.N., M.S.N., CSULB

Stephen Downey (1980) ............................................. Professor
Mathematics
B.S., M.A., USC; M.A., CSULB

Helen C. Edwards (1977) .......................................... Instructor
Developmental Communications
B.S., CSULB; M.S., USC

Ana Esther Escandon (1995) .................................... Associate Professor
Biology and Physiology
B.S., M.S. CSULB; Ph.D., UCLA

Sally Smith Fasteau (1983) ....................................... Professor
Special Education
B.A., Mill’s College; M.A., CSU Fresno

Joy P. Fisher (1988) ................................................. Associate Professor
Counseling; Chairperson, Counseling Division
B.A., M.S., CSULB

Martha Foster (1989) .............................................. Assistant Professor
Nursing
B.S., University of Phoenix

Joan C. Fu (1979) .................................................... Professor
Physics
B.S., Central Michigan University; M.S., Ph.D., University of Massachusetts

Mani S. Gagrat (1979) ............................................. Professor
Mathematics
B.A., M.A., University of Kanpur, India; Ph.D., Indian Institute of Technology

Barbara T. Gallardo (1976) ....................................... Instructor
Biology
B.A., UCLA; M.A., CSULA

Leonard Glover (1976) ............................................. Professor
Electronics
A.S., Los Angeles Harbor College; B.S., Cal Poly, Pomona; Voc. Ed. Credential, UCLA

Gary Gonzales (1989) ............................................. Associate Professor
Counseling
B.A., M.S., CSULB

Paul F. Grady (1987) ............................................... Professor
English as a Second Language; International Students Advisor
B.A., State College at Boston; M.A., University of Hawaii

Victor D. Grassian (1971) ....................................... Professor
Philosophy
B.S., City College of New York; Ph.D., UCLA

Dennis Griffith (2000) ............................................. Assistant Professor
Child Development
B.A., M.A., CSULA
Brenda Guertin (1989) .................................................. Professor
Counseling
B.A., CSU, Fullerton; M.A., USC; M.S., CSUN
Amarylles D. Hall (1996) .................................................. Counselor
Special Programs
B.S., M.S., CSU, Los Angeles
Larry W. Heimgartner (1973) ........................................... Professor
Theater Arts
B.A., Lewis and Clark State College, Idaho; M.A., University of Idaho
A. Leon Henry (1989) .................................................. Instructor
Physical Education
A.A., Los Angeles Valley College; B.S., CSULA; M.S., USC
Steve Hirsch (1984) .................................................. Associate Professor
Counseling and Psychology; EOP&S
A.B., MSED, USC
Michael J. Hiscocks (2000) ............................................ Instructor
Music
B.M., M.M., CSU Northridge
Wendy W. Hollis (1983) .................................................. Professor
Nursing; Chairperson, Health Sciences Division
B.S., M.N., UCLA
DeLores Jones Hudson (1995) ............................................ Instructor
English
B.A., CSUDH; M.A., CSUDH
Charles R. Huff (1958) .................................................. Professor
Mathematics and Astronomy
B.A., M.A., USC
Basil O. Ibe (1997) .................................................. Instructor
Chemistry
B.S., Pepperdine University; M.S., Idaho State University; Ph.D., University of Texas at Austin
DeAnn Jennings (1978) .................................................. Associate Professor
Art
B.S., University of Utah; M.A., CSU, Fullerton
Martina Jimenez-Zeljak (2000) ............................................ Instructor
Mathematics
B.A. Mathematics; M.S. Applied Mathematics
Larry Johnston (2001) .................................................. Instructor
Physical Education; Athletic Director
B.A. Azusa Pacific University; M.S. CSU Fullerton
Coni Juno (1989) .................................................. Associate Professor
Counseling
B.A., USC; M.S., CSULB; M.A., CSUDH
Kathleen B. Keller (1973) .................................................. Professor
Mathematics
B.A., College of Mt. St. Vincent, New York; M.S., Purdue University, Indiana
Lora Lane (1996) .................................................. Instructor
Computer Information Systems
B.S., M.S., CSUN
Jonathon Lee (1995) .................................................. Librarian
Chairperson, Library Division
B.A., University of Judaism; MLIS, UCLA
Bruce W. Lemon (1972) .................................................. Professor
Sociology; Chairperson, Behavioral Sciences Division
B.A., CSUF; M.A., USC
William Loiterman (1970) .................................................. Professor
Political Science and History
A.B., M.A., Ph.D., UCLA
Evelyn Lum (2000) .................................................. Instructor
Nursing
B.S.N., Andrews University; M.N., UCLA
Frank Ma (1989) .................................................. Associate Professor
Mathematics
B.S., University of New Mexico; M.S., Michigan State University; Ph.D., University of Michigan
Elliott J. Mason, Jr. (1973) ........................................... Assistant Professor
Counseling
B.A., University of Redlands; M.Div., Yale University; M.A., Stanford University; Ph.D., California School of Professional Psychology
Jay D. McCafferty (1982) .................................................. Associate Professor
Art
B.A., CSULA; M.F.A., UC, Irvine
Timothy McCoy (1999) ........................................... Assistant Professor
Pharmacy
B.S., Ph.D., UC Irvine
Lauren J. McKenzie (1976) .................................................. Professor
Mathematics; Chairperson, Mathematics and Physical Sciences Division
B.A., UCLA; M.S., CSUN
Susan Welsh McMurray (1997) ........................................... Associate Professor
English
B.A., M.A., CSU Dominguez Hills
Bobby R. McNeel (2000) ........................................... Acting Vice President
Economic Development and Workforce Development
B.A., University of Nevada, Las Vegas; M.A., Fuller Theological Seminary
Gary E. Miller (1968) .................................................. Professor
Economics
B.A., CSULB; M.A., Ph.D., USC
Kenneth B. Miller (1977) .................................................. Instructor
Music
B.S., University of Minnesota; M.A., Butler University, Indiana
Carol J. Minami (1976) .................................................. Instructor
Child Development Center
B.A., CSULB
Maria Elena Moreno (1978) ........................................... Instructor
Child Development Center
A.A., Los Angeles Harbor College
Steven L. Morris (1989) .................................................. Professor
Physics and Astronomy
B.S., University of Toronto; M.S., St. Mary’s University, Halifax; Ph.D., University of Calgary
Tissa Munasinghe (1998) .................................................. Instructor
Geology and Oceanography
B.S., University of Peradeniya, Sri Lanka; Ph.D., UC San Diego
David O’Shaughnessy (1997) ........................................... Instructor
Philosophy and Humanities
B.A., Biola University; M.A., San Francisco State University
Joyce E. Parker (1971) .................................................. Professor
Family and Consumer Studies; Chairperson, Science and Family and Consumer Studies Division
B.S., M.A., CSULB
Abbie L. Patterson (2003) ........................................... Vice President
Student Services
B.A., Pomona College; M.A., Peabody College
Jane P. Pavlina (1982) .................................................. Professor
Mathematics
B.A., M.A.T., UCLA
Evelyn Portis (1994) .................................................. Instructor
Nursing; Director of Learning Assistance Center; Coordinator, Distance Education Programs
B.S.N., CSULB; M.S.N., CSULB; EdD. Nova Southeastern University
Yvonne U. Pueblos (1989) .................................................. Associate Professor
Counseling
B.S., CSUDH; M.S., CSULB

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College Faculty & Staff
Melanie Patton Renfrew (1997) .......... Associate Professor
Geography
B.A., Bethel College; B.A., Univ. of Minnesota, Duluth;
M.A., Univ. of Minnesota; Ph.D., UCLA

Robert K. Richards (2001) ............. Associate Dean
Academic Affairs
B.A., Kent State University; M.S., Ph.D., Purdue University
Zahra T. Romero (1999) ................. Instructor
Academic Affairs
B.A., Hope College, Holland, MI; M.A., Western Michigan University

Luis M. Rosas (1978) .................... Vice President
Academic Affairs; Associate Professor of Counseling Services
B.A., M.A., CSULA

Linda D. Ruiz (2001) .................... Counselor
Counseling; EOP&S
B.A., Psychology, University of California, San Diego; M.A., Educational Counseling, San Diego State University

Farzaneh Saddigh (2000) ............... Professor
Mathematics
B.A., Lincoln University; M.A., University of Missouri

Janice H. Sandell (1970) ............... Professor
Sociology
B.S., USC; M.A., CSULA

Stanley C. Sandell, Jr. (1974) ......... Professor
Business Law; Chairperson, Business Division
A.A., Glendale Community College; B.S., M.B.A, USC; I.D., Southwestern University

Joyce Saxton (1987) ..................... Professor
Nursing
B.S., University of Rochester; M.A., University of San Francisco; M.S., University of Utah

Adell Shay (2000) ....................... Associate Professor
Business Mgmt. & Marketing
B.A., University of Cincinnati; M.B.A., University of So. California

Beverly W. Shue (1964) ............... Associate Professor
Microbiology
B.A., M.A., UCLA

Harvey N. Siegel (2001) ............... Assistant Professor
B.A., Management; M.P.A., N.B.A, USC

Byron J. Smith (2000) ................. Instructor
Music
B.M., CSULB

June Burlingame Smith (1986) ......... Professor
English
B.A., Reed College; M.S., Indiana University; M.A., CSUDH

Michael Song (2000) ................... Instructor
Architecture
B.A., Cal Poly Pomona; M.A., Art Center College of Design

Linda M. Spink (2000) ................. President
B.S., Michigan State University; M.S., Boston University; Ph.D., Boston College

Jim Stanbery (1970) .................... Professor
Political Science
A.B., UC, Berkeley; M.A., CSULB

Susan L. Steele (1999) ................. Counselor
Special Programs
B.A., M.A., University of Colorado at Colorado Springs

Craig D. Sutherland (1995) .......... Instructor
Engineering and Mechanical Drafting
A.S., Los Angeles Harbor College; B.S., CSULB

George F. Swade, Sr. (1974) ......... Professor
Physical Education and Health
B.S., Cal Poly, Pomona; M.S., Seattle University

Deborah Tull (1988) .................... Director
Disabled Student Programs and Services
B.A., M.S., CSULA; Ph.D., Saybrook Graduate School and Research Center

Randy L. Wade (2002) ................. Instructor
Biography
B.A., UC Berkeley; M.S., Ph.D., Northern Arizona University

Osamu Arthur Wakita (1965) ........ Professor
Architecture
B.A., M.A., CSULA; Ed.D., UCLA

Ann Warren (1995) ............... Assistant Professor
English
B.A., Gonzaga University; M.A., Boston College; Ph.D., USC

John Warstler (1984) ................. Instructor
Computer Information Systems
B.S., CSULB; B.A., UCLA; M.B.A., USC

Pamela E. Watkins (2000) ............ Associate Professor
English
B.A., Immaculate Heart College; M.A., University of San Francisco

Cheryl F. Watson (1975) ............ Professor
Child Development
B.A., M.A., CSULB

R. David Weber (1997) ............... Instructor
History and Economics
A.B., Washington University, St. Louis; M.P.A., USC; M.A., Ph.D., University of Wisconsin

Doris Webster (1979) ................. Instructor
Nursing
B.S.N., P.H.N., CSULA; M.N., UCLA

Don M. Weems (1989) ................. Instructor
Physical Education
B.A., M.A., CSULB

James J. White (1967) ............... Professor
Physical Education
B.S., USC

Mark D. Wood (1980) ................. Professor
Theater Arts; Chairperson, Humanities and Fine Arts
A.A., El Camino College; B.A., CSUDH; M.F.A., California Institute of the Arts

Mercy Yanez ......................... Acting Associate Dean
EOPS/CARE
B.A., CSUN; M.A., LMU

Susan E. Yoder (1995) ............... Instructor
Biological Science
B.A., UCSB; M.S., CSULA; Ph.D. UCI

Bradley J. Young (2000) ............. Associate Professor
Administration of Justice; Chairperson Social Sciences Division
A.A., El Camino College; B.S., CSULB; M.A., Chapman University
FACULTY EMERITI

Clare F. Adams, 1993-1998
Dean of Academic Affairs
*Claudius A.V. Aklamakpe, 1969-1992
Assistant Professor of Anthropology
Norma Almquist, 1966-1980
Associate Professor of English
Ruth M. Anderson, 1966-1985
Professor of Music
David E. Arant, 1966-2003
Professor of Accounting
*Nathan M. Banks, 1959-1982
Professor of Physics
*Sydell L. Baral, 1965-1995
Professor of Speech and Speech Pathology
Instructor of Earth Science
*Camille L. Baxter, 1955-1976
Professor; Library Coordinator
Professor of Mathematics
Richard F. Bernard, 1962-1979
Associate Professor of History; Assistant Dean of Student Personnel Services
*Joe H. Berry, 1950-1972
Professor, Physical Education
Professor of Music
*Patricia A. Binding, 1961-1989
Professor of Physical Education
President
Muriel R. Blatt, 1968-1989
Professor of English
Pamela A. Bleich, 1961-1989
Professor of Library Services
Samuel Bluefarb, Ph.D., 1958-1979
Associate Professor of English
Muriel E. Brewer, 1969-1976
Instructor, Special Reading and English
Barbara S. Burd, 1970-1989
Instructor of Nursing
Peggy C. Burkhardt, Ph.D., 1979-1989
Professor of English
Nuria Bustamante, 1989-2003
Instructor of Spanish
Rosemary Butte, Ph.D., 1954-1980
Professor of English
Margaret B. Cain, Ed.D., 1964-1974
Professor of English
Russell I. Calkins, 1961-1980
Assistant Professor of Automotive Technology
Albert J. Campbell, 1970-1983
Associate Professor of Business
*Elisabeth R. Campbell, 1981-2000
Chairperson, Library Division; Professor of Library Services
Professor of Speech
Professor of Mexican-American Studies; Instructor of Spanish
*Donald V. Carlucci, 1965-1987
Professor of Physical Education
*Raymond J. Casey, 1948-1958
Director
John Cassone, 1959-1994
Associate Professor of Art
Professor of Business
Professor of Theater
Associate Professor of Physical Education
*Joseph F. Chartier, 1958-1982
Instructor of Automotive Technology
Ruth M. Clarke, 1960-1979
Professor of Nursing
Dorothy Clayton 1976-2003
Professor of Education and Developmental Communications
F. James Clines, 1949-1980
Professor of Vocational Education; Coordinator of Vocational Education
Peter Coad, Ph.D., 1979-1989
Professor of Physics
Marilyn Cohn, 1964-2000
Professor of Health
Eugene B. Collins, 1957-1974
Professor of Chemistry
Amy Coury, 1963-1989
Professor of Nursing
Donald R. Culton 1998-2001
Associate Professor of History
*Kermit Dale, 1967-1974
Dean of Instruction
*Harold Daniels 1971-2000
Professor of Physical Education
Joan Dawson, 1964-1990
Professor of English
Dolores T. Denova 1984-2000
Professor of Business
Assistant Dean of Instruction
Professor of Mathematics
Professor of Education Psychology; Counselor
Reine B. Dorion, 1968-1992
Associate Professor of French
Robert W. Dunn, 1954-1985
Professor of Political Science and History
Bonnie Easley, 1967-2000
Professor of History; Director of Learning Assistance Center; Coordinator, Distance Education Programs
Marjorie S. Edelen 1979-2004
Associate Professor of English; Director of Learning Assistance Center; Coordinator, Distance Education Programs
Professor of Developmental Communications
Gerald Eliot, Ph.D., 1959-1985
Professor of Economics
*Patricia M. Elmore, 1970-1989
Associate Professor of Afro-American Studies
*Julian Enguidanos, 1960-1987
Assistant Professor of Spanish
Ellen Z. Erchul, Ph.D., 1957-1972
Professor, Sociology
*F. Fallon Evans, 1988-1992
Instructor of English
Donald M. Faber, 1970-1995
Professor Physical Education and Recreation
Howard V. Filer, 1964-1979
Professor of Printing
*Frank E. Fishbaugh, 1957-1985
Assoc. Professor of Business Data Processing
*Kenneth A. Fiske, 1961-1986
Professor of Electronics
Jesse J. Flores, 1969-1989
Assistant Professor of Counseling Services
Claudia B. Fonda-Bonardi, 1967-2004
Assistant Professor of English
Linda Forrest, 1971-2002
Professor of Chemistry
Lawrence H. Frank, 1967-1994
Instructor of History
Beverly V. Fridley, 1968-2003
Professor of Psychology
Alice K. Fuerst, 1966-1981
Associate Professor of German and Spanish
Professor of Mathematics
Janet Bell Garber, 1973-1986
Associate Professor of Biology
Andrea J. Gargaro, 1972-1995
Professor of Nursing
Dwight L. Garner, 1949-1977
Professor of Speech
Max D. Garten, 1965-1995
Professor of Political Science and History
Dean of Instruction/Evening-Outreach
Harold W. Garvin, 1956-1979
Professor of Political Science
*Dora F. Gaut, 1968-1987
Instructor of Nursing
Associate Professor of Nursing; Assistant Dean of Instruction
Associate Professor of Theater Arts; Assistant Dean of Student Affairs
Professor of Nursing
Robert F. Gervais, 1957-1970
Associate Professor of Engineering
A. Lea Gettings, 1969-1986
Professor of Child Development
Regis C. Ginn, 1970-1989
Instructor of English
Alfonse Gobran, 1958-1985
Professor of Mathematics
Sally Gogin, 1989-2004
Associate Professor of Library Services
Eugene N. Gottsdanker, 1957-1971
Professor of Geology
William L. Gram, 1966-1995
Professor of History
Mahlon S. Green, 1968-1986
Professor of Biology
Robert J. Hanson, 1970-1986
Professor of Business
Frank Harris, 1984-1989
Professor of Automotive Technology
*Stephen P. Harshfield, 1972-1986
Professor of Psychology; Counselor with Disabled
*J. Rayburn Hatfield, 1949-1969
Dean of Educational Services
Jarmila Havlena, 1960-1983
Professor of Art
Professor of Engineering & Mechanical Drafting
James H. Heffron, 1963-1995
Professor of Office Administration
Elisabeth A. Heisch, 1965-1974
Associate Professor of English
William R. Hughes, 1959-1984
Instructor of English
Christie O. Ichikawa, 1968-1989
Professor of Nursing
Martin H. Ivener, 1968-1989
Professor of Finance
Marilouise E. Jackson, 1972-1986
Associate Professor of Nursing
Allan Jacobson, 1977-1993
Professor of Developmental Communications
*Norman Jacot, 1956-1975
Professor of Physical Education
*Armine Janeves, 1949-1971
Professor of Business
Louise S. Johnson, Ph.D., 1957-1966
Associate Professor of Psychology
Harold E. Johnston, 1971-1986
Professor of Automotive Technology
*Harold H. Jones, 1949-1965
Division Chairman, Humanities and Fine Arts
Associate Professor, Counselor
Steve Judge, 1993-2003
Instructor of Automotive Technology
Verne B. Kelsey, 1966-1989
Associate Professor of Physical Education
*Norman J. Kettering, 1949-1972
Professor of Science
Associate Professor of Technical Math & Computer Science
Jane Kimball, 1989-1995
Assistant Professor of Nursing
Clarence O. Kimes, Jr., 1970-1989
Professor of English
Robert B. Kirklin, 1977-1995  
Professor of Computer Information Systems  
Fred F. Kokawa, 1980-1993  
Instructor of Automotive Technology  
Instructor of Humanities  
Sylvia S. Lamont, 1964-1995  
Associate Professor of Library Services  
*Roberta Lindberg, 1958-1968  
Division Chairman, Nursing and Home Economics  
*Biserka V. Livesay, 1966-1994  
Professor of Humanities and Fine Arts  
David L. Loftin 1971-2002  
Associate Professor of Psychology  
Professor of English  
James R. Madden, 1966-1984  
Professor of Business  
*Ramon M. Mann, 1968-1995  
Professor of Counseling Services  
*Carmen L. Marinella, 1959-1981  
Professor of Business  
Jean R. Marton, 1959-1983  
Professor of Physical Education; Counselor  
*J. Quentin Mason, Ph.D., 1978-1986  
Vice President of Administration  
Samuel M. Mathews, Jr., 1970-1995  
Professor of Mathematics  
Jean M. McAlary, 1951-1976  
Professor of Anthropology  
Regina E. McClain, 1949-1984  
Professor of Office Administration  
Calvin C. McDaniel, 1953-1983  
Professor of Chemistry  
*William H. McMasters, 1952-1969  
Assistant Dean of Admissions and Guidance  
Walter H. McMullen, Jr., 1964-1995  
Professor of Business  
Bobbie W. McTee, 1968-1995  
Professor of Physical Education  
E. Norene Monroe, 1970-1982  
Instructor of Nursing  
Raymond L. Moore, 1966-1995  
Associate Professor of German  
*Eunice L. Moorefield, Ph.D., 1950-1968  
Associate Professor of French  
Vincent V. Mottola, 1969-1985  
Professor of Physical Education; Assistant Dean of Student Affairs  
Lorenz A. Mundstock, 1960-1995  
Instructor of Philosophy  
Albert Murphy, 1975-1982  
Instructor of Air Conditioning and Refrigeration  
Sachiye Nakano 1969-2002  
Professor of Dance  
*Loretta Newman, 1949-1977  
Professor of Psychology and Reading  
Jeanne M. Nichols, 1960-1990  
Professor of English  
Professor of Psychology; Counselor  
Dean of Student Personnel Services  
Rodney H. Oakes, 1972-2000  
Associate Professor of Music  
James P. O’Brien 1975-2001  
Instructor of Physical Education  
*Nance O’Neill, 1964-1972  
Associate Professor; Librarian  
Reith Paine, 1967-1989  
Professor of Mechanical Drafting and Engineering Technology  
David M. Palmquist, 1958-1980  
Professor of Mathematics  
Richard G. Parker, 1959-1983  
Professor of Humanities  
*Miriam H. Pearce, 1964-1983  
Professor of Nursing  
Associate Professor of Speech, Drama  
George Potter, 1971-1986  
Professor of Business  
*George D. Price, 1968-1995  
Instructor of Biology  
John R. Quier, 1954-1983  
Vocational Education Administrator; Professor of Vocational Education  
Jack S. Radabaugh, Ph.D., 1968-1986  
Professor of History and Environmental Studies; Assistant Dean of Admissions and Records  
*Doris M. Ray 1960-2001  
Professor of Anatomy, Microbiology and Biology  
*Martin Reiter, 1963-1983  
Professor of Geology  
Associate Professor of Music  
Floyd M. Rhea, 1958-1985  
Division Chairman, Physical Education  
Bruce L. Ripley, 1968-1983  
Instructor of Air Conditioning and Refrigeration  
*Don J. Rogan, 1950-1975  
Associate Professor of History  
*Sydney Ruffner, Ph.D., 1949-1972  
Associate Professor of Spanish  
Kaye M. Sakai, 1973-1983  
Librarian  
B.H. Sampson, J.D., 1972-1982  
Instructor of Business  
*Marilyn R. Sanacore 1973-2002  
Professor of Nursing  
Samuel H. Sandt, 1989-2003  
Assistant Professor of Anthropology  
*Antonio Q. Sarinana, 1970-1983  
Instructor of Sociology; Instructor-Advisor  
*JoAnn Sarver 1997-2002  
Instructor of Business  
Chesley T. Saunders, 1965-1983  
Associate Professor of Physical Education  
*Russell L. Sawyer, 1971-1982  
Instructor of Business  
Lou Schreiber, 1967-1999  
Assistant Professor of Psychology
Joan Reighley Schaffner, 1988-1999
Professor of Nursing
Shirley A. Schwanzara 1972-2001
Professor of Biology
Robert Schweitzer, 1958-1984
Professor of Physics
Linda K. Shafor, 1971-2003
Assistant Professor of Physical Education
Josephine M. Shepherd, 1963-1982
Professor of Nursing
Patricia D. Singleton, 1959-1987
Associate Professor of Earth Science
Arnold Small, 1969-1986
Professor of Biology
Jack E. Smith, Ed.D., 1974-1984
Professor of Economics; Vice President of Academic Affairs
Leila R. Smith, 1965-1995
Professor of Office Administration
John M. Snider, Ph.D., 1965-1971
Instructor of Chemistry
Rose K. Snider, 1971-1986
Assistant Professor of Library Services
*Francis Sonico, Jr., 1969-1998
Associate Professor of Computer Technology
Joan M. Sorensen, 1970-1984
Associate Professor of Nursing
Vice President of Academic Affairs
Professor of Nursing, Assistant Dean of EOP&S
Professor of French
Instructor of History
Elizabeth M. Swanson, 1961-1982
Associate Professor of Physical Education
*Robert Tabing, 1964-1979
Professor of Physical Education, Instructor-Advisor
Sherrill Tabbing, 1966-2003
Professor of Psychology
*Thelma V. Taylor, 1949-1968
Library Coordinator
Shirley K. Tendick, 1966-1999
Professor of Chemistry
Vitalina C. Thiel, Ph.D., 1975-1989
Associate Professor of Spanish
William D. Timberlake 1966-2002
Associate Professor of Chemistry
*Herbert A. Thomas, 1958-1977
Professor of Botany
Jack T. Thomas, 1966-1995
Professor of Biology and Physiology
*Annemarie Towner, 1964-1970
Assistant Professor of English
John Vosbigian, 1959-1993
Professor of Chemistry
Jack O. Wade, 1969-1983
Professor of English
Montague M. Wadey, 1950-1980
Professor of Biology; Counselor
Patricia I. Wainwright, 1978-1995
Vice President of Academic Affairs
*Terry D. Wallace, 1972-1993
Instructor of Physical Education
Associate Professor of English
*Van Guilder Waring, 1963-1978
Division Chairman, Social Science
Nancy W. Webber, 1965-2000
Professor of Art
Professor of Nursing
*Karl R. Weber, 1956-1974
Professor of Business
*Lawrence C. Welch, Ph.D., 1949-1970
Professor of Philosophy
*Gordon A. Wells, 1962-1995
Professor of Physical Education
*John K. Whelan, 1960-1978
Professor of Journalism
*Kenneth R. Williams, 1950-1977
Dean of Educational Services
J. Harrison Wilson, 1980-1995
Associate Professor of Music
Laurel Woodley, 1986-2004
Professor of Biology
*Lawrence J. Wong, 1976-1999
Assistant Professor of Music
Robert G. Wrenn, 1956-1995
Professor of Business
Professor of Nursing
*Selwyn W. Yancy, 1949-1974
Division Chairman, Physical Education
William M. Young, 1968-1986
Associate Professor of Physical Education
Henry P. Zbojniewicz, 1971-1995
Assistant Professor of Counseling Services
John Zoeger, 1970-1984
Associate Professor of Biology
*Nicholas Zorotovich, 1949-1970
Division Chairman, Social Sciences
Jo Rae T. Zuckerman, 1964-1999
Professor of Psychology; International Student Advisor
*Deceased
Elie Accad, CSIT
Lucille Acquaye-Baddoo, Poli. Science
Edward Afana Jr., Vocational Education
Peter A. Aguilera, Vocational Education
Cheri Allmond, Nursing
Julia Anderson, Speech
Nenita Andres-Sandor, Mathematics
Craig Antrim, Art
Marc Alvillar, Physical Education
David Arant, Accounting
Lloyd Ashmore, CSIT
Seongok Bae, French
Nagy Bakhoum, Architecture
Bill Barlow, Physical Education
William Beckham, Physical Education
Yolanda Bell, Nursing
Eman Bernani, Architecture
Cassandra Betts, Child Development
Patricia Beuoy, Nursing
Karen Blank, English
Norkor Bolder, Physical Education
Allison Boyce, English
Mason Boyer, English
Mary Brickhouse, Nursing
Romulo Broas, Mathematics
Nuria Bustamante, Spanish
Larry Calabrese, Anatomy
Al Campbell, Business
Imelda Carey, Spanish
Patrick Carey, History
Daisy Carr, Anatomy
Michelle Carr, Anatomy/Physiology
Antonio Carter Loza, Physical Education
John Cassone, Art
Anita Chang, Music
Christine Chao, E.S.L.
Arnold Charitan, Business
Christopher Chima, Economics
David Ching, Accounting
Theresa Collins, Physical Education
Victor Comparetto, Admin. of Justice
John Criscuolo, Mathematics
Catherine Crouch, Biology
Karen Crummer, Child Development
William Cuddihy, History
Yolanda Cuesta, Spanish
Patricia Daskivich, English
Richard Daum, Administration of Justice
John Desulima-Przyborow, Mathematics
William Diaz-Brown, History
Edith Dino, Spanish
Andrew Diver, Physical Education
Bruce Dovner, Mathematics
John Dudley, Accounting
Judy Dugas, Child Development
Denise Dumars, English
Jo Ann Eastwood, Nursing
Don Eckford, Mathematics
Joan Englehaupt, English
Farid Faridpak, Mathematics
Claude Fiddler, Art
Jacqueline Freedman, Art
Beverley Fridley, Psychology
Elizabeth Froes, Nursing
Catherine Garay, Spanish
Reynaldo Garay, Spanish
Darryle Gatlin, History
Marilyn Gavin, History
Stephen Gelman, E.S.L
Abraham Gill, Mathematics
Christopher Graciano, Admin. of Justice
Michael Greco, ESL
Willie Griffin, Supervision
Igor Grigoriev, Music
Jean Grooms, English
Rhonda Guess, Journalism
Tom Guinn, Biology/Microbiology
Amarylies Hall, CAOT
Hamza Hamza, Mathematics
Rachel Hanna, Spanish
Luther Hayes, Counselor
Mary Heffern, Drafting
James Heffron, Computer Info. Systems
Catherine Hendrickson, Librarian
Cassandra Hendrix, Parenting
Kasara Heneks, Mathematics
Enrique Heredia, Spanish
William Hernandez, Spanish
Kenneth Hillger, Physiology
Timothy Hillis, Admin. of Justice
Nina Hixon, Business
Thu Hang Hoang, Mathematics
Wendy Hoole, Anthropology
Patricia Hoovler, English
Jeffrey Hoppenstand, Humanities
Karl Houben, Chemistry
Shiuling Huang, Mathematics
Roxana Huete, Speech
Paula Huggins, Health
William Hughes, English
Alan Hyde, Administration of Justice
Masako Ikenushi, Japanese
Aurora Imbaros, English
Gail Jacobs, Art
Herbert Jacobson, Physical Education
Hilda Jenkins, Child Development
Beatrice Johnson, English
Eric Johannsen, Physical Education
George Judd, Mathematics
Melvin Kanz, Chemistry
Sean Kelleher, Business
Patricia Kellner, Geography
James Keville, Art
Sholeh Khoroooshi, Political Science
Jane Kimball, Nursing
Alan King, Physical Education
Janet Kocyan, Music
Gerry Koehler, Spanish
George Kolarov, Finance
Yuhaniz Koletty, Personal Development
Sinisha Kostich, Physical Education
Marlene Koven, Spanish
Lorenz Krueger, Speech
Joseph Krupa, Administration of Justice
Sylvia Lamont, Library Services
Cynthia Latulp, F. & C.S.
Philip Lau, Accounting
Janet Laurin, Business
Doc Le, Mathematics
Joshua Leibner, Humanities
Elsie Linares-Velasquez, CAOT
Ronald Linden, Art
Jack Lockett, Mathematics
Victoria Loschuk, Art
Tod Lychkoff, Art
Leo Lynch, Mathematics
Perry Lynn, History
John Mack, Oceanography
Lee Macpherson, Fire Technology
Peggy Maag, Nursing
Jose Macias, Mathematics
Nina Malone, Political Science
Ronald Maricich, Business
Lida Masoudipour, Chemistry
Dee Masters, English
Maria Mateo, Political Science
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Mits Yamashita, Physical Education
Florence Yates, Physical Education
Henry Zbojniewicz, Counselor
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<td>Prov. Instructional Assistant-Mathematics</td>
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<tr>
<td>Lucy Acosta</td>
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<td>Edward Afana Jr.</td>
<td>Administrative Assistant, Academic Affairs</td>
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<td>Peter A. Aguilera</td>
<td>Community Services Assistant</td>
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<td>Manuel Aguillon</td>
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<td>Arif Ahmed</td>
<td>Prov. Assistant Administrative Analyst</td>
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<td>Valerie Allen</td>
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<td>Madeleine Ao</td>
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Virgina Zavala
Senior Accounting Technician
**GLOSSARY OF TERMS**

**Academic Probation:** After attempting 12 units, a student whose cumulative grade point average (beginning Fall 1981) falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for two consecutive semesters is subject to dismissal from the college.

**Academic Renewal:** Removal from a student's academic record, for the purpose of computing the grade point average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.

**Add Permit:** A card issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

**Admissions and Records:** The office and staff that admits a student and certifies his/her legal record of college work; also provide legal statistical data for the College.

**Administration:** Officials of the College who direct and supervise the activities of the institution.

**Application for Admission:** A form provided by the College on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

**A.S.O.:** Organization to which all enrolled students are eligible to join called the Associated Student Organization.

**Associate Degree (A.A. or A.S.):** A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student’s satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

**Bachelor’s Degree (B.A.,A.B.,B.S.):** A degree granted by a four year college or university which recognizes a student’s satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

**Career Education Certificate:** A certificate granted by a community college which recognizes a student’s satisfactory completion of a organized program of vocational study consisting of 120 to 130 semester units.

**Career Program:** A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or Associate Degree.

**Class Section:** A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes before the scheduled time of class meeting.

**Community College:** A two-year college offering a wide range of programs of study, many determined by local community need.

**Concurrent Enrollment:** Enrollment in two or more classes during the same semester.

**Continuing Student:** A student registering for classes who attended the College during the previous semester. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring semester; attendance during the summer session is not included in this determination.

**Corequisite:** A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite is concurrent enrollment in another course.

**Counseling:** Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

**Course:** A particular portion of a subject selected for study. A Course is identified by a Subject Title and Course Number; for example: Accounting 1.

**Course Title:** A phrase descriptive of the course content, for example the course title of Accounting 1 is “Introductory Accounting 1.”

**Credit by Examination:** Course or unit credit granted for demonstrated proficiency through testing.

**Credit/No Credit:** A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for class work the equivalent of a grade of C or above.

**Dismissal:** A student on academic or progress probation may be dismissed from the College. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**Educational Programs:** A planned sequence of credit courses leading to a defined educational objective such as a Career Educational Certificate or Associate Degree.

**Electives:** Course which a student may choose without the restriction of a particular major program-curriculum.

**Enrollment:** That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class. That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained form the instructor of the class.

**Full-time Student:** A student may be verified as a full-time student if he/she is enrolled/active in 12 or more units during the Fall or Spring semester.

**General Education Requirements:** (Breadth Requirements): A group of courses selected from several disciplines which are required for graduation.

**Grade Point:** The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

**Grade Point Average:** A measure of academic achievement used in decision on probation, graduation, and transfer; The GPA is determined by dividing the total grade points earned by the number of attempted units.
Grade Points Earned: Grade points times the number of units for a class.

I : Incomplete: The administrative symbol "I" recorded on the student’s permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student’s control. The student must complete the courses within one year after the end of the semester of the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

IP: In Progress: "IP" is recorded on the student’s permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division: Courses at the freshman and sophomore level of college.

Major: A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

Minor: The subject field of study which a student chooses for secondary emphasis.

Module: A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

Non-penalty Drop Period: The first four weeks of a regular semester during which a student’s enrollment in a class is not recorded on the student’s permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Parent Course: A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letter in the course number field.

Permit to Register: A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the College, and to all continuing students.

Placement Tests: Test are given prior to admission which are used to determine the student’s assignment to the most appropriate class level.

Prerequisite: A requirement that must be satisfied before enrolling in a particular course- usually a previous course, a test score, or consent of the appropriate division.

Progress Probation: After enrolling in 12 units a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semester is subject to dismissal from the College.

RD: Report Delayed: This temporary administrative symbol is recorded on the student’s permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration: The process whereby a continuing student or a new or re-entering student whose application has been accepted formally enters the College for a specific semester and receives an ID Card. The student may enroll in open class registration process.

Returning Student: A student registering for classes who did not attend the College during the previous semester. A student registering for the fall semester is a returning student only if he or she did not attend the College during the spring semester; attendance during the summer session is not included in this determination.

Schedule of Classes: A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Instructor, and Location of all classes offered in a semester.

Semester: One-half of the academic year, usually 18 weeks.

Subject: A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency: Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Ticket Number: A term used interchangeably with Class Section Number; See “Class Section” above.

Transfer: Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units: College units earned through satisfactory completion of courses which have been articulated with four-year institution.

Transcript: An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer Courses: Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Units: The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lectures or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted: Total number of units in the course for which a student received a grade of A, B, C, D, or F.

Units Completed: Total number of units in the courses for which a student received a grade of A, B, C, D, F, or CR.

Units Enrolled: Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student’s transcript.

W: An administrative symbol assigned to a student’s permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal: The action a student takes in dropping all classes during any one semester and discontinuing course work at the College.
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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.

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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 3-3-unit classes and received an A, B and D, then \((4 \times 3) + (3 \times 3) + (1 \times 3) = 24\), then \(24/9 = 2.67\). For more information see page 29.

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CAMPUS MAP

North Main Parking Entrance

Disabled Students Office
(Special Programs & Services)
Public Telephones
Snack Bars
Metro Bus Stops with
Bus Line Numbers
Student Parking Lots
$1 Parking Permit
Machines

Buildings:
AC Assessment Center
AD Administration
AST Astronomy
B Bungalows
BU Business
CA Cafeteria
CCC Calif. Conservation Corps
CDC Child Development Center
DS Drama/Speech
FA Fine Arts
GC General Classrooms
LA Liberal Arts

Buildings:
LAC Learning Assistance Center
LRC Learning Resources Center
MU Music
NU Nursing
P Sheriff
PE Physical Education
PH Physics
R Receiving
REC Recreation
SCI Science
SHC Seahawk Center
T TECH (Technology)
U Unified

Student Parking Lots:
Lots C, D, E, G, H & M

Staff Only Parking Lots:
Lots A, F, J, K, L & N

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 H) or call them at (310) 233-4618.