

# Los Angeles Harbor College

## General Catalog

### 2016 - 2018







## **A Message from Dr. Otto Lee, President of Los Angeles Harbor College**

Over 65 Years of Educational Opportunity to Our Community

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for more than 65 years. Harbor College is known for the superb teaching and personalized attention that we offer students. As you read through this catalog, you will see that Harbor College offers a broad range of programs geared toward helping students prepare themselves for life in

the 21st Century. We are proud of our faculty and staff who care about each and every student – and our rigorous academic programs. Our students transfer to UCLA, USC, Cal State Dominguez Hills and other colleges both within and outside California.

The moment you step on our campus, you find we offer a variety of programs and services to help you achieve your goals. From the Counseling Office, Transfer Center, Learning Skills Center, to the Veterans Center, Financial Aid, as well as numerous workshops, our staff will assist you in making your learning experience here a success. We also offer numerous co-curricular student activities that will enrich your experience here at Harbor College including our excellent athletics program that boasts several state championships in several different sports, several student clubs that reflect a wide diversity of interests, and our Associated Students Organization (ASO) emphasizing student participation in campus and off-campus activities. ASO offers an unparalleled opportunity to expand your leadership skills through participation in the ASO Senate and/or on the ASO Executive Board as well as advocacy at the local, state, and federal levels addressing issues that affect students.

Again, welcome to Harbor College. We look forward to serving you.

Remember, Education Changes Everything

A handwritten signature in blue ink, reading "Otto Lee". The signature is stylized and cursive.

## WEB CATALOG 2016-2018

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# LOS ANGELES HARBOR COLLEGE

## 2016 - 2018 General Catalog



For more information, see page 7  
[www.achievingthedream.org](http://www.achievingthedream.org)

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



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, California 90017, (213) 891-2000

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## LOS ANGELES HARBOR COLLEGE ADMINISTRATION as of 8/21/17

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## Acknowledgments

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Chairperson and Associate Professor in Music

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## Equal Opportunity Policy

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.

## Equal Opportunity Policy Compliance Procedure

In order to insure equal opportunity policy compliance at Los Angeles Harbor College, please direct inquiries to LACCD, Office of Affirmative Action, at (213) 891-2000, x2315 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 Amarylles Hall, Director, Special Programs and Services at Los Angeles Harbor College, (310) 233-4621.

## Programa en Relacion Con la Igualdad de Oportunidades

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.

## Politica de Acuerdo Con Los Procedimientos, de Igualdad de Oportunidades

Para poder asegurar igualdad de oportunidades en Los Angeles Harbor College, por favor dirija sus preguntas a las siguientes personas a la oficina del Distrito de Acción Afirmativa, teléfono (213) 891-2000 x 2315.

A la filosofía de igualdad de oportunidad e igualdad Title IX, Section 504: Amarylles Hall, Coordinador del programa de personas incapacitadas en Los Angeles Harbor College, (310) 233-4621.

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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.

This catalog is subject to revisions and updates after publication. The most accurate information is available on the college website at [www.lahc.edu](http://www.lahc.edu).

# ACADEMIC CALENDARS

## FALL 2016

Registration Begins: May 2, 2016  
Semester Begins: August 29, 2016  
Semester Ends: December 18, 2016  
Holidays & Non-Instruction Days include:  
Labor Day, September 5, 2016  
Veterans' Day: November 11, 2016  
Thanksgiving: November 24-25, 2016  
Non-Instruction: November 26-27, 2016

## WINTER 2017

Registration Begins: October 24, 2016  
Semester Begins: January 3, 2017  
Semester Ends: February 5, 2017  
Holidays & Non Instruction Days include:  
Martin Luther King Day: January 16, 2017

## SPRING 2017

Registration Begins: November 14, 2016  
Semester Begins: February 6, 2017  
Semester Ends: June 5, 2017  
Holidays & Non Instruction Days include:  
Presidents' Days: February 17 - 20, 2017  
Non-Instruction: March 30, 2017  
Cesar Chavez Day: March 31, 2017  
Spring Break: April 1 - 7, 2017  
Non-Instruction: April 16, 2017  
Memorial Day: May 29, 2017

## SUMMER 2017

Registration Dates: See Class Schedule  
Semester Begins: June 12, 2017\*  
Semester Ends: August 27, 2017\*  
Holidays and Non-Instruction Days:  
Independance Day: July 4, 2017  
\*Actual Summer Session dates will vary

## FALL 2017

Registration Dates: See Class Schedule  
Semester Begins: August 28, 2017  
Semester Ends: December 17, 2017  
Holidays and Non-Instruction Days:  
Labor Day, September 4, 2017  
Veterans' Day: November 10, 2017  
Thanksgiving: November 23-24, 2016  
Non-Instruction: November 25-26, 2016

## WINTER 2018

Registration Dates: See Class Schedule  
Semester Begins: January 2, 2018  
Semester Ends: February 4, 2018  
Holidays and Non-Instruction Days:  
Martin Luther King Day: January 15, 2018

## SPRING 2018

Registration Begins: See Class Schedule  
Semester Begins: February 5, 2018  
Semester Ends: June 4, 2018  
Holidays & Non Instruction Days include:  
Presidents' Days: February 16 - 19, 2018  
Non-Instruction: March 29, 2018  
Cesar Chavez Day: March 30, 2018  
Spring Break: March 31 - April 6, 2018  
Memorial Day: May 28, 2018

## SUMMER 2018

Registration Dates: See Class Schedule  
Semester Begins: June 11, 2018\*  
Semester Ends: August 26, 2018\*  
Holidays and Non-Instruction Days:  
Independance Day: July 4, 2018  
\*Actual Summer Session dates will vary



# 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, California State University systems and other colleges and universities give full credit for appropriate courses completed.

## MISSION, VISION AND CORE VALUES OF THE LACCD

### Mission Statement

The mission of the Los Angeles Community College District is to provide our students with an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

### Vision Statement

The LACCD will strive to become a national leader in student success by providing high quality, accessible, educational opportunities across the greater Los Angeles area that change students' lives, enrich the area's many diverse cultures, and strengthen the regional economy. The District will do so continuing to provide a culture of continuous improvement and by closing persistent equity gaps.

### Core Values

The Los Angeles Community College District's core values reflect how we will pursue our plan as well as how we will fulfil our mission and realize our vision. We - the faculty, staff, administrators, and students of the LACCD - hold the following values essential to achieving our District's mission.

## 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 veteran status.

## HISTORY OF LOS ANGELES HARBOR COLLEGE

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 10,000 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

Los Angeles Harbor College promotes access and student success through associate and transfer degrees, certificates, economic and workforce development, and basic skills instruction. Our educational programs and support services meet the needs of diverse communities as measured by campus institutional learning outcomes.

### Vision Statement

Harbor College provides a stimulating learning environment that prepares members within the community to meet goals and opportunities successfully.

### Values

Student Success, Excellence, Integrity, A Supportive Environment, Personal and Institutional Accountability, and Civic Responsibility.

## Institutional Student Learning Outcomes (ISLO)

**ISLO 1 - Communication:** Use language and non-verbal modes of expression appropriate to the audience and purpose.

**ISLO 2 - Cognition:** Use critical thinking skills to analyze, synthesize, and evaluate ideas and information.

**ISLO 3 - Information and Technological Competency:** Utilize research skills necessary to achieve educational, professional, and personal objectives. (Addition of Technological is pending approval.

**ISLO 4 - Social Responsibility and Ethics:** Demonstrate sensitivity to and respect for others and participate actively in activities that empower self and others.

## **Strategic Educational Master Plan Goals (SEMP)**

**Goal 1 - Access and Preparation for Success:** Improve equitable access; help students attain important early educational momentum points.

**Goal 2 - Teaching and Learning for Success:** Strengthen effective teaching and learning by providing a learner-centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increases equity in the achievement of these outcomes.

**Goal 3 - Organizational Effectiveness:** Improve organizational effectiveness through data-informed planning and decision-making, process assessment, and professional development.

**Goal 4 - Resources and Collaboration:** Increase and diversify sources of revenue in order to achieve and maintain fiscal stability and to support District initiatives. Enhance and maintain mutually beneficial external partnerships with business, labor, and industry and other community and civic organizations in the greater Los Angeles area.

## **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 as well as 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.



# ACHIEVING THE DREAM

Achieving the Dream (AtD) is a nationwide initiative which seeks to identify barriers to student achievement and then implement college-wide strategies for addressing these obstacles. In March 2011, the Los Angeles Community College District (LACCD) joined the Achieving the Dream Initiative to help each campus improve student success. As part of this four-year project, LA Harbor College is one of 30-colleges participating in the 2011-2012 cohort which began working immediately to identify strategies for improving student success, closing achievement gaps, and increasing retention, persistence, and completion rates.

Achieving the Dream's Goal: Success for more of the nation's 6.7 million community college students, especially students of color and low-income students.

Success is defined by the rates at which students: 1) Successfully complete remedial or developmental instruction and advance to credit-bearing courses, 2) Enroll in and successfully complete the initial college-level or gateway courses in subjects such as math and English, 3) Complete the courses they take with a grade of "C" or better, 4) Persist from one term to the next, and 5) Earn a certificate or associate degree.

Achieving the Dream, the nation's most comprehensive community college reform network including more than 150 colleges, has been and will continue to make considerable contributions significantly toward the nation's goal of increasing the number of Americans with a college certificate or degree with marketplace value within the next decade.

In 2014, Los Angeles Harbor College was awarded ATD Leader College status, a designation as one of the nation's top community colleges awarded for our commitment to improving student success and closing achievement gaps. Our interventions include Front Door to Success Program, now known at the Harbor Advantage, Math Success and Completion, and Cultural Equity Awareness. For detailed information on LAHC's participation in Achieving the Dream, <http://www.lahc.edu/facultystaff/atd/index.html>

## LAHC CULTURE WEEK 2016



# COLLEGE DEMOGRAPHICS

Status	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Concurrent HS Students	1,024	742	1,068	1,064	1,026
First Time Students	1,552	1,381	1,494	1,425	1,482
New Transfer Students	1,099	878	989	974	1,018
Continuing Students	5,153	5,162	5,017	5,167	4,928
Returning Students	1,377	1,361	1,537	1,430	1,493
<b>Total Credit Students</b>	<b>10,205</b>	<b>9,525</b>	<b>10,104</b>	<b>10,059</b>	<b>9,945</b>
Credit/Non-Credit Headcount	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Credit Students	10,205	9,525	10,104	10,059	9,945
Noncredit Students	99	85	131	153	134
Gender	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Female	57.7%	57.9%	58.7%	59.1%	59.3%
Male	42.3%	42.1%	41.3%	40.9%	40.7%
Ethnicity	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
African American	16.2%	14.8%	14.4%	13.6%	13.2%
Asian/Pacific Islander	17.0%	15.8%	16.4%	17.1%	17.8%
Hispanic/Latino	48.8%	52.3%	53.8%	53.9%	53.5%
White	16.3%	15.4%	13.9%	13.7%	13.9%
Other/Unknown	1.6%	1.6%	1.5%	1.7%	1.6%
Age	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Under 20	31.3%	29.0%	31.0%	30.8%	30.3%
20 to 24 years old	34.2%	36.6%	36.1%	36.7%	36.8%
25 to 34 year old	20.1%	19.9%	19.2%	19.6%	20.3%
35 and over	14.4%	14.5%	13.8%	13.0%	12.5%
Educational Goal:	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Transfer to 4 Year	44.6%	49.3%	52.2%	54.0%	56.0%
AA/Vocational Degree	9.8%	9.5%	9.3%	9.3%	9.8%
College Prep	4.7%	3.4%	3.3%	3.8%	3.6%
Career/Workforce	17.0%	14.7%	13.0%	11.0%	10.5%
4 year College Credit	4.7%	4.4%	5.4%	5.5%	5.1%
Personal Development	2.6%	2.3%	2.0%	1.9%	2.0%
Undecided/Unknown	17.5%	16.8%	15.1%	14.9%	13.6%
Study Load:	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
12 units or more	30.2%	30.7%	28.9%	29.6%	29.0%
6 to 11 units	36.7%	38.7%	39.2%	39.7%	39.5%
5 units or less	33.1%	30.6%	32.0%	30.7%	31.5%

Source: LACCD Office of Institutional Effectiveness (<http://www.laccd.edu/Departments/EPIE/Research/Pages/Student-Characteristics.aspx>); Noncredit Count from LACCD IRDS Term

# DISTRICT POLICIES AND PROCEDURES

## **Academic Freedom**

The Board's policy on academic freedom is contained in Article 4 of the LACCD's Agreement with the American Federation of Teachers College Guild, which is in effect between July 1, 2008 and June 30, 2011. This article states that, "the Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students."

## **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 LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315.

## **Classroom Courtesies**

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.

## **Copyright Statement**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action including but not limited to suspension or expulsion.

## **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.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

### ***1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.***

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

### ***2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.***

With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

### ***3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.***

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally



identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

**4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written consent of the student.**

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- (a) 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 previous educational agency or institution attended by the student;
- (b) student employee records may be released in order to comply with collective bargaining agreements;
- (c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- (d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, DC 20202-4605.

## **Instructional Materials**

Students may be required to provide instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and 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 LACCD, Office of Affirmative Action, at (213)891-2000, x 2315.

## **Smoking Policy**

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

## **Student I.D. Numbers**

Students receive a district wide identification number, which is not their social security number. This student identification number will be used in registration and to identify all records pertaining to the students.

## **Why you should use your social security number on your admissions application:**

- 1. To be eligible for financial aid. You will not receive financial aid if you do not submit a social security number,
- 2. So your GPA can be submitted to the California Student Aid Commission to determine if you are eligible for a Cal Grant, and
- 3. Loan deferments are processed automatically only for students who have provided a social security number.

We, too, are concerned about your privacy. Your SSN will be safeguarded and only available to offices that must have it to assist you. We encourage all students to provide a social security number.

If you have any questions, come to the Financial Aid Office in the Student Services & Administration Building (SSA 114). We will be glad to discuss your concerns with you.

### **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.

### **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 veteran 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.

Board Rule 9803.27. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not to exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

Board Rule 9805. Every person who attempts to cause, or causes, any officer or employee of the Los Angeles Community Colleges or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

Board Rule 9805.10. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

Board Rule 9806. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety directions of District and/or College staff; willful disregard to safety rules as adopted by the District and/or College; negligent behavior which creates an unsafe environment.

### **Student Grievance Procedures**

The purpose of the Student Grievance Procedure 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, 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, the Office of Student Services or the College Ombudsperson.

### **Student Learning Outcomes**

Los Angeles Harbor College is accredited by the Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges (WASC- ACCJC). As a part of the accreditation process, Los Angeles Harbor College is committed to constant improvement to better serve our students. The college uses many measurements in order to assess student learning, and uses the assessment data in order to improve our student services and academic programs. As we engage in measuring Student Learning Outcomes (SLOs) at multiple levels of learning, it is a fluid and dynamic process. Therefore, we have chosen to include the measurement and assessment data in our online catalog format so that the data is most accurate when you are reading it. You will see links throughout the catalog which will take you to the online report of SLOs for each academic area. You may either type in the website URL, if you are using the printed version of the catalog; or if you are viewing the catalog online, click on the link which will take you directly to the appropriate webpage. You may also contact the college and request a copy of the SLO information you need through the Vice President of Academic Affairs office (for academic programs SLOs); or contact the office of the Vice President of Student Services (for student services area SLOs).

For information on Student Learning Outcomes online, go to <http://www.lahc.edu/slo>.

### **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 MATRICULATION

## **Admission Eligibility**

You are eligible to attend Harbor College if you meet any of the following criteria:

1. You have graduated from high school or have successfully passed the California High School Proficiency Examination.
2. You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
3. You are under 18 years of age and not a high school student, with special permission as a full-time student. Students under 18 and not in school are considered special permission students and are ineligible for aid.

## **Concurrent Enrollment at Harbor College and High School**

As a high school student you may enroll concurrently at Harbor College. Students who are currently enrolled in high school may apply online. Additionally, you are required to submit a Special Student Attendance Approval Form to the Admissions & Records Office by mail or in person BEFORE you will be allowed to register for classes. The Special Student Attendance Approval Form must be signed by you, your high school counselor and your parent or guardian. We require the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester (7 units in the Summer or Winter Session). Students in less than 9th grade require special processing. Call (310) 233-4021 for details. Concurrent students are given the last priority for registration. Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

## **International Students**

Students who are not U.S. citizens but live outside of the United States and are interested in coming to the United States to study at Los Angeles Harbor College must apply directly through the Los Angeles Harbor College International Student Office. Application materials are available at the LAHC International Student website at <http://www.lahc.edu/studyinlosangeles/>. Students living outside of the U.S. who wish to take online classes while living outside the U.S. may file an online application (see Apply Online on the college home page [www.lahc.edu](http://www.lahc.edu)).

Students are advised to apply 6-9 months in advance of the semester they wish to begin. Students will be considered for the semester following application processing.

## **Non-Resident Students**

**Fall Semester Apply:** January through July before the start of term

**Spring Semester Apply:** May through December before the start of term

## **Procedures For Admission and Matriculation**

Apply online on the Harbor College home page at <http://www.laccd.edu>

Complete all required information on the online application. All information requested on the application must be provided. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal

## **Student ID Number**

Every student will be assigned a student ID number when they apply. Providing your Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

## **Enrollment Process**

### **New Students**

#### **1. Complete Application**

To receive the earliest possible registration appointment, apply online at [www.lahc.edu](http://www.lahc.edu). International students must complete their admissions process through the International Students Office. Returning students can also apply online. Concurrent high school students must also bring a completed Concurrent Enrollment for Students in Grades K-12 form to the Admissions Office.

#### **2. Financial Aid**

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov) every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. We still encourage students to apply after March 2nd, however funding for other financial aid programs are limited.

#### **3. Assessment**

Complete the English or English as a Second Language (ESL) and Mathematics placement process. This process helps place you in classes where you are most likely to succeed. You should complete the assessment process as early as possible. Sample English and Math test questions can be viewed at <http://lahc.edu/studentservices/matriculation>. Test scores and/or course work from other colleges might be used in place of the LAHC Assessment within the past two years if accepted by the Assessment Center. Contact the Assessment Center at (310) 233-4072 with any questions.

#### **4. Orientation**

Orientation is completed immediately following assessment.

#### **5. Counseling**

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

#### **6. Registration**

Enroll in classes online at [www.lahc.edu](http://www.lahc.edu). You will be enrolled in the classes of your choice or placed on a waiting list if the class is full and waiting list space is available. Write down and

save your confirmation numbers. You can print your semester schedule on the LAHC website student information system.

### 7. Payment

Payment is due when you register. You may pay with cash, check, or credit card in the Business/Cashier Office. You may pay online by using a credit card.

### 8. Student ID Card

Visit the Seahawk Center to take a picture and pick up your student ID. Students must show a photo ID and proof of current enrollment to receive your student ID.

## Continuing Students

**You are a continuing student if you were active in classes during either the previous Fall or Spring semester.**

### 1. Registration Materials

Continuing students will receive an email with their priority online registration appointments for registration during the month before finals. Your priority registration appointment is also available on the LAHC website student information system.

### 2. Financial Aid

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov) every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

Under Assembly Bill 540, "Any student, except a person in nonimmigrant status, who meets the specific requirements shall be exempt from paying nonresident tuition at all public colleges and universities in California." The California Dream Act (AB 131) allows students who meet AB 540 criteria to apply for and receive State institutional grants through the CA Dream Act application. The California Dream Act application can be found at <https://dream.csac.ca.gov>. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

### 3. Assessment/Prerequisites

For English or Math placement you must take the assessment exam, provide proof of assessment from another college or present college transcripts. Sample English and Math test questions can be downloaded at <http://lahc.edu/studentservices/matriculation/assessment.html>.

You may need to meet course prerequisites prior to registration in certain general education courses. Check individual course requirements. Bring proof of official or unofficial transcripts, of prerequisite courses completed at other colleges to the Assessment Center or the Counseling Office. Both offices are located in the Student Services Building. Questions? Call (310) 233-4072.

### 4. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

### 5. Registration

Use your priority registration appointment to register by Internet. Write down and save your confirmation numbers.

### 6. Payment

Payments are due when you register. You may pay with cash, check, or credit card in the Business/Cashier's Office. You may pay online by using a credit card. A hold will be placed on your record if you do not pay when you register.

### IMPORTANT MESSAGE TO ALL APPLICANTS:

Please make sure you submit a valid email address. You will receive a confirmation email once your online application has been submitted. You will receive your student ID number and registration appointment by email in five to ten business days. If you do not receive the emails in your email inbox, please check your spam/junk mail folder.

## High School Students

Students who are currently enrolled in high school may apply online. Additionally, you are required to submit a Special Student Attendance Approval Form to the Admissions & Records Office by mail or in person BEFORE you will be allowed to register for classes. The Special Student Attendance Approval Form must be signed by you, your high school counselor and your parent or guardian. We require the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester (7 units in the Summer or Winter Session).

## 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.

## STUDENT SUCCESS AND SUPPORT PROGRAM - MATRICULATION PROCESS

Effective Fall 2014, every student must participate in the Student Success and Support Program (SSSP) before being allowed to enroll in any course. Students are **required by STATE LAW** (TITLE 5 SECTION 55530) to attend and complete assessment and testing, orientation and counseling.

The function of SSSP is to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components.

## Student Rights and Responsibilities (TITLE 5 SECTION 55530)

- Identify an educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an education goal and completing a course of study.



Matriculating Students Must:

- a. Identify a course of study.
- b. Participate in the assessment placement process.
- c. Complete an orientation activity provided by the college.
- d. Participate in counseling to develop at minimum an abbreviated student educational plan.
- e. Complete a Comprehensive Educational Plan by the 3<sup>rd</sup> semester or after completion of 15 semester units of degree applicable coursework (effective fall 2015).

Failure to complete a, b, c, d, and e (above) may result in a hold on a student's registration priority until the services have been completed. Refer to the section "Appeal Loss of Priority Registration" to learn how to have your priority registration reinstated by the Admission and Records office.

### **SSSP Exemptions**

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. EXEMPTIONS (TITLE 5 SECTION 55532).

The exemption policy is listed below:

### **Assessment Exemption Criteria:**

- Students who have already earned an A.A./A.S. degree or higher.
- Students who have completed assessments or prerequisite courses at other LACCD college.
- Students who have completed an equivalent English or math course at another college or university.

**Note:** Students who have completed assessments or prerequisite courses at other colleges should present this documentation (assessment scores or transcripts) for verification to the Assessment Center or Counseling Office. (Verification must be presented before an exemption can be granted).

### **Assessment Placement Process**

The Assessment Placement process at LAHC consists of a computerized English/ESL and paper/pencil Math assessment tests. Assessment Testing Dates and Appointments are available online at <http://lahc.edu/studentservices/matriculation/assessment.html> after submitting the LAHC application and receiving a student identification number. Admission application must be submitted and processed prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process in order to receive a priority registration date. Assessments are offered during the day, evening and scheduled Saturdays in the Student Services and Administration Building (SSA Room 118). For more information, please call the Assessment Office at (310) 233-4078 or visit us online at <http://lahc.edu/studentservices/matriculation/assessment.html>.

Please be prepared and study for the English and Math assessment as retesting policies are strictly enforced and are subject to change. Preparation materials are available online at <http://lahc.edu/studentservices/matriculation> and students are encouraged to participate in readiness workshops

available through the English and Math Department. Assessment placement results from other California Community Colleges are accepted within the last two years.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, ESL, and Mathematics) by contacting the Special Programs and Services (Café 108) at (310) 233-4629 and/or web page <http://www.lahc.edu/studentservices/sps/index.html>.

### **Orientation and Counseling**

Prior to or after participation in the assessment placement process, students must participate in orientation and develop an abbreviated student educational plan with a counselor. The orientation schedule is available on the Matriculation/Assessment Office web page <http://lahc.edu/studentservices/matriculation/assessment.html>.

All students should meet with a counselor during the semester to identify a program of study and develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop. The Probation Workshop schedule is available at the Counseling Center webpage <http://www.lahc.edu/studentservices/counseling/index.html>.

### **Appeal Loss of Priority Registration**

The enrollment priority appeal process for LAHC will be available to students only during specified periods during the Fall and Spring terms. The annual calendar for registration appointments (established by District) will be referenced to establish an appropriate start date and end date for appeals.

**For Fall and Spring registration, students can initiate to appeal their enrollment priority Five (5) weeks prior to the first registration period of the upcoming term but no later than two (2) weeks before the upcoming term registration begins. Refer to the schedule of classes to determine the exact dates.**

All enrollment priority appeals should be submitted with supporting documentation at the Admissions Office on a petition form.

The only appeals that will be approved are those for students that have extenuating circumstances. Circumstances that constitute grounds for an appeal are defined as:

1. Verified cases of accidents, illness, or other circumstances beyond the control of the student (e.g. fire, flood, or other extraordinary conditions).
2. Student designating that he/she applied for reasonable accommodation for a disability, but did not receive reasonable accommodation in a timely manner.
3. Significant academic improvement, which is defined as achieving no less than a 2.0 semester grade point average in the prior term for which restoration of enrollment priority is being requested.

Students that have approved appeals would be notified and their registration date will be changed to reflect their new enrollment priority, prior to the first date of registration for the subsequent term. Students whose petitions are denied will be advised of the denial and referred to the Assessment

office to complete the enrollment process.

## **ENROLLMENT FEES**

For California residents, the fee for community college attendance is \$46.00 per unit per semester. There is a mandatory \$1.00 Student Representation fee, a mandatory \$11.00 Health fee (Fall and Spring) and a mandatory \$8.00 Health fee (Winter and Summer) per semester. Non-resident fees are listed at the end of this section. Additional optional fees include a parking fee of \$20.00; Membership in the Associated Students Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer).

Students admitted as "Special Part time Students Grades K-12" and enrolling in 11 or fewer units are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

**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 at (310) 233-4320 or SSA 114. 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. Students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect
- b. Students who are attending classes under an approved apprenticeship training program, non-credit education students,
- c. Students enrolled in District colleges exclusively at sites where student health services are not provided,
- d. Students who are enrolled in District colleges exclusively through Instructional Television or distance education classes,
- e. Students who are enrolled in District colleges exclusively through contract education.

Students exempted under the provisions of (b) and (c) 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**

To learn about enrollment fee assistance, go to the Financial Aid section of the catalog or visit the website at <http://lahc.edu/studentservices/finaid/index.html>

### **BOG Fee Waiver Changes**

The BOG Fee Waiver is a form of enrollment fee assistance available to students who qualify. Once you've qualified for the BOG Fee Waiver, it is important to ensure that you're meeting satisfactory academic and progress standards (SAP) in order to avoid losing the fee waiver. Go to the Financial Aid section of the catalog or visit the website at <http://lahc.edu/studentservices/finaid/index.htm>. for a full list of SAP standards.

### **Enrollment Fee Refund Policy**

For full-term and short-term classes: The student may receive a full refund for classes dropped by the Last Day to Drop for a Refund as published in the Schedule of Classes. There will be no refunds after that date, unless the student is dropped from a class because it is canceled or rescheduled by the college administration. Before the last day to drop for a refund, the student may drop a course and use the fee to add another class for that particular semester. When in doubt of the exact drop date, check with the Admissions and Records Office. Refunds are not processed automatically and must be requested in person. Refunds cannot be rolled over or applied to future enrollment fees.

## **RESIDENCY REQUIREMENTS**

### **California Residence Requirements**

A California resident is defined as one who has established both physical presence and intent to make California their permanent home, for more than a year and a day immediately preceding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make California the permanent home is determined based upon acceptable evidence showing California is the student's permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

- 1.If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
- 2.If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have combined residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
- 3.If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.

### **Non-Resident Status**

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct inconsistent with a claim for California residence or who is precluded from establishing domicile in the United States within the last 12 months. Non-residents still may attend the college and are subject to non-resident tuition fees as established by the District's Board of Trustees.

### **Residence Reclassification**

Students who have been classified non-residents may petition to be reclassified as California residents if their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year and one day before the start of an upcoming semester. Reclassification requests must be submitted prior to the start of the semester in which reclassification is requested to be effective.

### **Residence Appeal**

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Enrollment Center. The written appeal along with supporting documents must be submitted to the college Admissions Dean. Any further appeals will be forwarded to the District Residency Appeal Officer. AB 540

### **Non-Resident Tuition Fee**

In addition to the enrollment fee of \$46 per unit, U.S. residents who have not established residence in California also pay a non-resident tuition charge of \$243 per unit (\$46 + \$243 = \$289 per unit). Non-U.S. resident students, such as F-1 visa students, are charged an additional \$37 per unit capital outlay fee (\$46 + \$206 + \$37 = \$289 per unit). The aforementioned fees and tuition charges are current as of 2016-2017, and must be paid at the time of registration. Fees and tuition are subject to change based on California state legislative or LACCD Board of Trustee action.

### **Non-Resident Tuition Refund**

Criteria and Schedule: A non-resident student who formally drops or otherwise separates from part or all of his/her 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.

### **Non-Resident Tuition Exemption**

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools.

Students are eligible for exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

- Attended a California high school for three or more years.
- Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
- Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Service (USCIS) to legalize his/her immigration status as soon as possible.
- Do not currently have "nonimmigrant alien" immigration status (for example F-series student visas and B-series visitor visas).

Additional proof of residency (for example, high school transcripts or diploma) is not required unless the college has conflicting information. Otherwise, the student's signed application for admission and the affidavit requesting the exemption will be all that is required for the exemption from non-resident tuition. Also, the college is not required to explore the student's eligibility for legalization of residency status nor is the college required to monitor future changes in eligibility. AB 540 does not grant residency in California for Financial Aid or any other purpose; it only exempts eligible students from non-resident tuition fees.

### **International Students**

The International Student Office at Los Angeles Harbor College welcomes applications from prospective students living overseas who would like to study in the United States and from prospective students currently in the U.S. on F-1, M-1, A, E, G, H, I, K, who would like to study full-time or part-time at the college. Applicants with B visas, who are currently in the U.S., may apply to the college through the International Student Office but cannot attend classes until or unless they are granted a change of status to F-1 (Student Status) by U.S. Citizenship and Immigration Services (USCIS).

Los Angeles Harbor College is approved by USCIS to issue the I-20 "Certificate of Eligibility for Nonimmigrant Student," form which is the document students present to the U.S. Embassy or Consulate when initially applying for an F-1 or M-1 student visa or to DHS – USCIS for a change of status. (F-1 students are in "academic" programs while M-1 students are in "vocational training" programs. Because of this distinction, virtually all of Los Angeles Harbor College international students receive F-1 visas.) The college admits overseas applicants who have a high school diploma or equivalent, an appropriate level of English proficiency (see section below), and sufficient funds available for the first year's educational and living expenses, with the expectation that subsequent semesters will also be provided by their sponsors.

### **Procedures for International Student Admission**

For admission to the college as an international student, students must:

- Complete the LAHC "International Student Application" front and back. (Note: All application materials are available at <http://www.lahc.edu/studyinlosangeles>.)
- Provide evidence of English proficiency. A minimum or above score on the following: TOEFL (IBT: 45; CBT: 133; or PBT: 450; IELTS: Band 5.0; iTEP: 4.0; STEPEiken: Level 2. This requirement may be waived if the student is from an English-language speaking country or if his/her high school instruction was English or if transferring as an F-1 from another U.S. school/college/university.
- Provide evidence of high school completion. Official transcripts in English must be sent directly from the student's school(s) to the International Student Office. If transcripts in English cannot be provided, the student's school can send native language transcripts; the student can then provide a notarized English translation of the document. If student has attended university, copies of university transcripts



should also be sent directly to the International Student Office.

- Sign and submit the "International Student Agreement."
- Submit a completed "Affidavit of Support" accompanied by appropriate supporting financial documents. (The appropriate financial documents are documents showing that the sponsor has sufficient funds to cover the first year of the student's educational and living expenses (currently \$20,000).
- Types of documents that may be submitted are the sponsor's personal bank account or investment account statement; a letter from the sponsor's bank, or even a copy of the sponsor's income tax statement.
- If an applicant is sponsoring himself or herself, he or she should write "Self" for the question "Students Relationship to You." If the student's sponsor is a U.S. citizen, the sponsor will have to complete both the Affidavit of Support and USCIS form.
- Submit two passport size photos taken within the last six months.
- Submit the \$35 application fee. (Do not send cash. Make payment with an international money order. The money order should list "LAHC" as the payee.)

#### **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 soon as possible. Filing early will permit earlier scheduling of visa interviews at a 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. Call the International Student Office at (310) 233-4111 for clarification.

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

The application packet is reviewed by the International Student Office. The student will be contacted if specific items are missing from the application packet. No action will be taken unless a complete application is submitted including the application fee.

When the application is approved, the International Student Office issues the student:

1. An official letter of acceptance
2. An I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student]
3. A letter to the U.S. Embassy or Consulate, and instructions on the steps involved for filing your F-1 student visa application.

The student can now apply for an F-1 (Student) Visa. Students may apply for an I-20 up to 120 days before the report date listed in section 5 of their I-20's; however, the student will not be permitted to enter the U.S. earlier than 30 days prior to report date.

To get an F-1 student visa, the applicant must pay the \$200.00 SEVIS I-901 processing fee at [www.fmjfee.com](http://www.fmjfee.com). The SEVIS I-901 fee pays for the cost of the operating the U.S. Government's Student and Exchange Visitor Information System. To pay this fee, the student will need his/her SEVIS identification number - the number above the bar code on the upper right of the I-20 beginning with the letter N - and the college identification number (LOS214F00318000), which is on the I-20.

Schedule an appointment for his/her F-1 student visa interview at the nearest U.S. Embassy or consular office.

Bring the following documents to the interview:

1. The I-20 sent to him/her by this college.
2. The acceptance letter addressed to U.S. EMBASSY sent to the student by this office.
3. A passport that is valid for at least six months after date of entry to the U.S., though longer is better.
4. A completed Form DS-160
5. One 2" X 2" photograph. (For picture format, check <http://www.travel.state.gov/>)

The SEVIS I-901 fee receipt from [www.fmjfee.com](http://www.fmjfee.com).

Copies of any documents the student submitted to Los Angeles Harbor College such as financial documentation and evidence of English language proficiency.

***\*\*Please note that there are several steps to apply for a visa. The order of these steps and how you complete them may vary at the U.S. embassy or consulate where you apply. Please consult the instructions available on the embassy or consulate website where you intend to apply.***

U.S. Foreign Service Officers are required by law to interview all visa applicants. The Embassy/Consular Officer who interviews the student will seek to verify that:

1. The student's intent in coming to the U.S. is for education and not for immigration,
2. The student has sufficient funds to cover his/her first year's educational and living expenses and will not be a financial burden on the people of the United States, and
3. The student intends to return home after he/she completes his/her education and, if appropriate, one year of practical training in the U.S.

As part of this verification process, the interviewer will ask the student a few questions to verify that the student's intent in coming to the U.S. is for education and check the documents the student has brought. The interview will be in English.

When approved, the student will receive his/her passport with an F-1 visa in it. The consular officer may put the entry documents in a sealed envelope. In this situation, the envelope can only be opened by a U.S. Port-of-Entry officer. Once in the U.S., the Port-of-Entry official will stamp the student's I-20 and passport. The officer will also write "D/S,"

on the stamp, which means “Duration of Stay.” “Duration of stay” means that a student with a current I-20 can stay in the U.S. for a reasonable but unspecified period of time to complete his or her program of study. You will need to print your I-94 online by going to <https://i94.cbp.dhs.gov/>

The I-94 is a very important document; students must be careful not to let it become separated from their passports. The Port-of-Entry official may ask what the student’s purpose is for coming to the U.S. in order to verify that the student is coming for educational purposes.

Students should be sure to arrive in Los Angeles in time for the mandatory New Student Orientation meeting (whose date and time is listed on their I-20’s). Students who arrive earlier are encouraged to stop by the International Student Office or contact the ISO to schedule an appointment with the International Student Advisor. Students should bring all of their documents (their passports, I-20’s, and a printed I-94) when they first come to the International Student Office. The earlier we meet a student, the earlier we can begin the registration, assessment, and course selection process.

### **Maintaining F-1 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, which means, they meet approximately 3 hours each week over the course of a semester. By law, 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 student status. The college usually offers a summer session and a winter intersession, though 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. International students, after a minimum of one year of study, may be eligible to apply to USCIS for permission to work off campus part time (Pre-Completion Optional Practical Training) while completing their programs of study or full-time ( Post-Completion Optional Practical Training) after completing their programs of study.

### **Housing and Living Expenses**

Actual housing and living expenses vary; however, we estimate that a frugal student would probably need at least \$10,000 per year to live in the general area with a roommate.

### **Housing**

Harbor College does not have on-campus housing. 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 bus lines and the freeways. Homestays can also be arranged. Check the college website for links to homestay programs. The International Student Office posts housing referrals. Students who have not made arrangements prior to coming usually stay at a nearby hotel for two or three days until appropriate housing is found.

### **Estimated Education-Related Expenses for International Students**

	<b>SEMESTER</b>	<b>ANNUAL</b>
Non-Resident Tuition (\$206.00* per unit x 12 units)	\$2,472.00	\$4,944.00
Enrollment Fee (\$46.00 per unit x 12 units)	\$552.00	\$1104.00
Capital Outlay Fee (\$37 per unit x 12 unit)	\$444.00	\$888.00
District SEVIS Filing Fee (Mandatory)	\$25.00	\$50.00
Health Fee (\$11.00) (Mandatory)	\$11.00	\$22.00
A.S.O. Student Representation Fee (Mandatory)	\$1.00	\$2.00
Associated Students Organization	\$10.00	\$20.00
Parking Fee	\$20.00	\$40.00
Medical Insurance **(Mandatory)	**\$636.00	\$1,272.00
<b>TOTAL</b>	<b>\$4,171.00</b>	<b>\$8,342.00</b>

\*These fees are subject to change each July 1.

\*\*These fees are subject to change each January 1.

Tuition, Capital Outlay, and Enrollment Fees are based on a minimum of 12 units in a semester. The effective cost of 1 unit of classes is \$289 per unit as of July 1, 2016 which is the combined non-resident tuition of \$206/unit, the capital outlay fee of \$37/unit, and the enrollment fee of \$46/unit.

Note: Textbooks are not included in the above estimate and can range from \$500-\$700 per semester. Some students lower textbooks costs by buying texts used or renting them from reputable providers on the internet. Students should be certain that they have the correct edition of each text they purchase or rent.

The Associated Student Organization Representation Fee is a charge related to student government.

The Health Fee is a fee to support the college health center which has a full time nurse on duty during the day time to assist with minor illnesses and referrals.

The Parking Permit Fee is only applicable if student has a car which he/she parks on campus.

All F-1 Visa (international) students are required to participate in the medical insurance program. Brochures for this program can be found in the International Student Office (SSA 115).

# STUDENT SERVICES AND FINANCIAL AID

## STUDENT SERVICES

### Assessment Center

The assessment test is required for all students who wish to enroll in English and/or math classes, and who are pursuing an Associate Degree or plan to transfer to a four-year university. Students may schedule an appointment to take the assessment test at <http://www.lahc.edu/sars/assessment/eSARS.asp> or by calling (310) 233-4072. Students without an appointment must arrive an hour before scheduled testing time to check availability, but a seat is not guaranteed. For more details, please see the Assessment Center website <http://www.lahc.edu/student-services/matriculation/assessment.html>.

Prerequisites completed at another college must be cleared by the Counseling and Assessment Office. This is done by appointment only and students must present official or unofficial transcripts. Some science classes have prerequisites that need approval as well. Please see the class schedule to see if the class requires a prerequisite.

### 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.- 1:00 p.m.

*Closed Saturdays and Sundays*

Rush Period Schedule:

*(Two Weeks Only)*

Monday thru Thursday 8:00 a.m.-7:00 p.m.

Friday 8:00 a.m.- 1:00 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: All textbooks being returned must be accompanied by a current dated cash register sales receipt issued by the Bookstore. No exceptions.

Textbooks must be returned within the first 5 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.

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.

- New textbooks returned with minor marks or damages may be refunded at a maximum of 75% of their retail price during the refund period.
- Textbooks purchased after the 5th school day must be returned within 24 hours and be accompanied by a current dated cash register sales receipt to be given a refund.
- Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy.
- Trade paperbacks, study guides, dictionaries and workbooks must be returned within 24 hours and in an unused, clean and resalable condition for refund. No refund will be given on syllabus.
- 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:

1. Items required as materials for certain classes will be refunded the first 5 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.
2. No refund is given on safety goggles and other personal clothing which are governed by California Health Laws.
3. 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.

### Refunds 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 MasterCard.

### 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.

### **Business Office / Cashier's Office**

The Business Office is located in the Seahawk Center Building near the Bookstore. It is the place where you can pay your school fees in person:

1. Enrollment Fees and Tuition
2. Health, ASO, Rep. Fees.
3. Parking Fees.
4. Transcripts and Verification Fees.
5. Duplicate Registration forms
6. Dishonored/returned checks(including Bookstore checks)
7. Financial Aid overpayments

Other services:

- Student refunds
- Lost Warrant Affidavits (Financial Aid Checks)
- Associated Student Organization accounts set up, deposits, and checks.
- Checks disbursements to students and employees.
- Scholarships
- Other services(making all deposits, issuing checks, paying bills, processing fund commitments and other documents, reports, etc).

Regular Business Hours:

Monday thru Thursday 9:30 a.m. to 6:30 p.m. Closed Fridays.

### **CalWORKs (California Work Opportunity and Responsibility to Kids Program)**

The goal of the program is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment and ultimately self-sufficiency. This is accomplished through a partnership between key college and community partnerships. Students are provided counseling by professional faculty, peer advising, mentoring and paid work-study employment opportunities to support the 32-35 hour participation requirements. The office is located in the CDC Building Room, 105.

### **CAFYES (Cooperative Agencies Foster Youth Education Support (CAFYES) Program)**

The Cooperating Agencies Foster Youth Education Support (CAFYES) Program, was designed to impact those students who have previous interaction with the Child Welfare System. Students who have experienced foster care have unique needs, and the CAFYES Program offers a higher level of support and commitment to helping them remove barriers (educational and others) that stand in the way of achieving academic and professional success. The program is only available to EOPS eligible students; see Extended Opportunity Program and Services for additional information. The program services those students who were a part of the Foster Care system at the age of 16 and are no older than 26 years of age. Some of the services offered by the program are, service coordination to facilitate access to on and off campus resources, academic counseling, book and supply grants, tutoring, independent living and financial literacy skills support, meal vouchers, frequent in person contact, career guidance, transfer counseling, and transportation assistance. More information about the CAFYES

and EOPS programs can be found by visiting [www.lahc.edu/eops](http://www.lahc.edu/eops). You can also call the office at (310) 233-4265 or visit the office in the Student Services and Administration building (SSA) room 207.

### **CARE (Cooperative Agencies and Resources for Education)**

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve their educational goals. The program is only available to EOPS eligible students; see *Extended Opportunity Program and Services* for additional information.

If you are a single parent interested in developing new educational, career and employment skills, the Cooperative Agencies Resources for Education (CARE) program, can help you nurture your appetite for achievements and a better life style. The CARE program helps single parents receive the support and advisement necessary to explore their interests and move forward toward successful completion of educational, career or transfer pathways. CARE will bring you together with a group of students who are facing many of the same challenges as you are. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. By combining our energies, we can help you to become successful student and complete your goal.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. For more information, call (310) 233-4265 or drop by the EOPS/CARE office located in the Student Services & Administration Building, SSA 207, or visit the EOPS website ([www.lahc.edu/eops](http://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 located in the Student Services & Administration Building (SSA 105). The Center is open from 9:00 a.m. to 4 p.m. daily and evenings by appointment. Call (310) 233-4282 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 \$5.00 per hour. For further information and application contact the Child Development Center at (310) 233-4200.

## **Computer and Internet Services**

Los Angeles Harbor College has over 30 computer labs located throughout the campus. Access to computers and internet changes periodically. Department offices will post hours of operation and guidelines for computer use in their respective labs. Computers in open-access areas of the campus are for students to work on course related materials only. The Library+Learning Resource Center's (LLRC) first-floor Computer Commons area has 100 computers dedicated to such open-access use. Additionally, wireless internet services are available throughout most of the campus. Students actively enrolled in the current semester may access these services using their personal computers, etc.

The use of campus computers and software programs is governed by District regulations. These regulations appear on the monitors of all campus computers upon login. Students must agree to abide by the regulations before being permitted to gain access to the network. Printing fees are charged in most labs. The LLRC has a pay-to-print system that permits students to pay for and store printing credits for current and future use during a given semester. Students are encouraged to bring their own storage devices and headphones. Students must use headphones with any program that produces sound. Headphones may be checked out at the Circulation Desk for use in the LLRC.

## **Counseling Services**

The counseling faculty 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;
- Interpretation of standardized tests to assist the student in choosing suitable educational and er goals;
- Suggestion of methods of overcoming academic difficulties which the student may encounter;
- Personal counseling for achieving a more meaningful college experience;
- Suggestions for programs to assist in student development and growth.

To make an appointment with a counselor for educational advisement please go to <http://www.lahc.edu/sars/counseling/eSARS.asp>, by phone at (310) 233-4299, or in person at the Information Desk in the lobby of the Student Services & Administration Building.

## **Course Credit & Class Preparation**

To earn one unit of credit, you must spend one hour each week in a lecture class, two hours each week in a lab course that requires homework, or three hours each week in a lab course that does not require homework. You are expected to devote a weekly average of two hours in outside-of-class/homework preparation for each one hour of lecture class time or one hour of outside-of-class/homework preparation for each two hours of lab class time.

## **Disabled Student Programs and Services**

(See Special Programs and Services)

## **Distance Education**

Los Angeles Harbor College offers many fully online and hybrid courses. 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.)

**Distance Education Disclaimer:** If you currently live or plan to live outside of California while taking classes at Los Angeles Harbor College, be advised that the college is not authorized to provide educational services in all states. Go to <http://www.lahc.edu/authorization%2003-26-14.pdf> for a list of the states that have authorized the college's educational services, otherwise refer to your State Department of Education.

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

Extended Opportunity Program and Services (EOPS) offers special support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services extended to eligible students. Services students can obtain include academic, career and personal counseling; book and cash grants; free tutoring; priority enrollment; and classes focused on student success.

EOPS offers additional assistance to single parents through the CARE program, which offers support services in the form of cash grants to offset the cost of childcare and transportation to single parents as they pursue their educational and career goals.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. The EOPS faculty and staff is also prepared to assist students in both the English and Spanish language. For more information, call (310) 233-4265 or drop by the EOPS/CARE office in the Student Services & Administration Building, SSA 207, or visit the EOPS/CARE website ([www.lahc.edu/eops](http://www.lahc.edu/eops)).

## **Food Services**

Vending machine snack bars (two locations) are available according to posted schedules. The College Bookstore, located in Seahawk Center provides food and snacks. Breakfast and lunch services are offered in the Cafeteria by the Culinary Arts program during the semester.

## **International Student Program**

The International Student Program helps F-1 Visa students adjust to the American educational and cultural environment. The services provided include orientation to college programs and services, advisement on DHS USCIS (U.S. Government) rules and regulations, advisement on academic and personal matters, and referral assistance related to housing and community programs. The office also has the responsibility for processing international student applications, providing admission documentation for students planning to enter the U.S. for study, assisting students already in the U.S. who would like to transfer to this college full time or attend part time, and assisting students in the U.S. in different non-immigrant visa categories who would like to attend this college full time but

need appropriate documentation (an I-20 marked initial – Change of Status) to apply to USCIS for a Change of Status). For additional information, contact the International Student Office at (310) 233-4111 or at [www.lahc.edu/studyinlosangeles](http://www.lahc.edu/studyinlosangeles). The International Student Office is located in the Student Services/Administration Building, Room 131.

## 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, assessment and treatment of acute and chronic illnesses, first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of health services.

The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of \$11.00 per semester for fall and spring and \$8.00 for summer and winter sessions.

Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee through the Office of the Dean of Student Life (Seahawk Center Room 201). Emergencies: All medical emergencies should be reported to the Sheriff's Office. For speed in accessing the Sheriff's Office, dial 311 from any on campus phone, or 911 from any on campus pay phone. Non-emergencies: dial extension 4600. Calling from off campus you may dial (310) 233-4600. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the College Business Manager.

Athletic physicals 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.

**The Board of Trustees adopted Board Rule 2309.30 which instituted a mandatory health insurance fee for International Students. International Students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchase by the District on the student's behalf. Students are required to pay an international student medical insurance fees (IMED), currently \$420.00 per semester (Fall and Spring).**

*IMED fee Exception and Bypass: The International Student Medical Insurance fee only applies to the students attending an LACCD college under an I-20 issued by a college in the District. Students attending an LACCD college under I-20 issued by college outside the District are exempt from the IMED fee. This is the ONLY allowed exemption.*

## Job Placement Website

Los Angeles Harbor College provides an array of online resources through Job Placement Website to assist students and members of the community with their employment needs. The website provides tools to build resume writing, interviewing, and job search skills. The website is also a point of access for students in search of full-time, part-time, and temporary job listings. Students are able to create a profile and search job listings via [www.collegecentral.com](http://www.collegecentral.com).

Our goal is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment.

## Library + Learning Resource Center

The Library+Learning Resource Center (LLRC) houses the Library, the Learning Resource Center, and other programs. The services within the LLRC building are open according to posted schedules.

### Library

The LAHC Library provides access to a collection of over 95,000 books (print and e-books), periodicals, newspapers, reference materials 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.

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 online searching in the computer commons. Wireless connectivity is available by logging in. Students can also use the online databases from off-campus by logging in with their student login. 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.

There are nine group study rooms that may be reserved and used for collaborative group study. Photocopiers and printers are available and tables and study booths are located throughout the building. A current college ID card is required to check out library materials and to use the study rooms.

### Learning Resource Center

The Learning Resource Center, (310) 233-4149, is located on the 1st floor of the Library+Learning Resource Center (LLRC) and provides the following support services:

#### Tutoring

- All day drop-in one-on-one tutoring in the Math Lab, Writing Lab, and Reading (Literacy Center) Lab.
- One, two, three, or four day scheduled one-on-one and group tutoring sessions in such subject specific areas as Accounting, Anatomy, Economics, Chemistry, Physics, Microbiology, Physiology. Additional subjects may be added based on student request and budget availability.
- Tutoring for students enrolled in Special Programs and Services in the High Tech Lab (M-Th).

#### Support Courses with no fees and no units of credit.

- Tutoring students enroll in the 0 unit Supervised Learning Assistance 001

#### Support Courses for Credit

- English 67 (.5 unit) through the Writing Lab
- Developmental Communications 35 and 37 through the Writing (Literacy Center) Lab
- Computer Access and Printing
- 100 computer stations with pay-to-print capabilities are available in the Computer Commons to active LAHC enrolled students.

Tracking Computer Commons' foreign language practice by students using online course textbook/publisher provided resources.

[LearningExpressLibrary.com](http://LearningExpressLibrary.com)



#### Contacts:

LRC Subject Specific - (310) 233-4149  
High Tech Center - (310) 233-4393  
Math Lab - (310) 233-4498  
Reading (Literacy) Lab - (310) 233-4238  
Writing Lab - (310) 233-4238

### **Life Skills Center**

The Life Skills Center was established to provide crisis intervention, personal counseling 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 on a 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, located on Figueroa Place in the P.E. & Wellness Center, where they may be claimed by the rightful owner. Most items are stored for a two-month period before being removed.

### **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 Gary Gonzales, Seahawk Center, 201.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. For issues not resolved at the campus level, students may utilize a state administered complaint process [HEA Title IV, CFR, Sections 600.9 and 668.4 (3)(b)]. Information about the process and the complaint forms can be found at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

### **Orientation**

After you complete the Assessment Test, you will take the student orientation and a quiz. The orientation will provide you with an overview of available student support services, and academic and vocational programs.

To save yourself some time, you may also take the online orientation at <http://www.lahc.edu/studentservices/matriculation/assessment.html> before you take the Assessment Test.

### **Parking**

#### **Parking Areas**

Well-lighted parking facilities are available on campus for over 1500 cars. Metered visitor parking is available on Figueroa Place. All California Vehicle Code rules and regulations are applicable at the College.

Student parking locations include:

- Lot 5 south of the baseball field
- Lot 6 east of the baseball field
- Lot 7 south of the baseball field
- Lot 8 west of the Drama-Speech Building

West Parking Structure, west of the Child Development Center  
Disabled Student parking spaces are located in lots 4, 6, 7, & 8..  
Staff parking locations include: Lots 1,2,3,4,5,6, 8, 9A, 10 and West Parking Structure.

### **Parking Fee**

Campus parking is by permit only. Semester parking permits are purchased at the Business/Cashier's Office. The parking fee is \$20.00; members of the Associated Students Organization pay \$17.00. Membership in the Associated Students Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer). Daily parking permits are \$2.00 and can be purchased in Lot 6, Lot 8 and the West Parking Structure and can be used in all student parking lots. Parking fees paid can be paid online via the LAHC website student information system. Permits paid for online can only be picked up in the Business/Cashier's Office. Permits are required 7 days a week, 24 hours a day.

NOTE: The parking lot across from the campus on the north side of "L" Street is not owned by LAHC. Parking fees will be charged regardless of LAHC permit. This lot is not patrolled by campus sheriffs.

### **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 a select number of students with disabilities who demonstrate academic and/or financial need. Students can file an application for possible project assistance if they meet the federal eligibility criteria and desire attainment of any of the following educational goals: 1) The Associate in Arts Degree; 2) The Associate in 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, at (310) 233-4075 or 233-4536.

### **Sheriff Services**

The Sheriffs 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 Figueroa Place in the P.E. & Wellness Center; Telephone (310) 233-4600. For emergencies only, dial 311 from any campus phone and 411 from all campus pay phones.

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 Sheriff's 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.

### College Security and Safety

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

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://www.lahc.edu/sheriff/crimestats.htm>. You may also request a paper copy by contacting the Sheriff's Office at 310-233-4600.

OFFENSE - ON CAMPUS			
	2012	2013	2014
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	0	0
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
Other Forcible Sex Offenses	0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY	0	1	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	4	7	3
MOTOR VEHICLE THEFT	4	1	1
ARSON	0	0	0
WEAPONS LAW - ARRESTS	0	1	0
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	1	0	1
DRUG LAW - ARRESTS	1	0	0
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0
LIQUOR LAW - ARRESTS	0	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	5	0	4
<b>HATE CRIMES</b>			
2012 - No reported hate crimes			
2013 - No reported hate crimes			
2014 - No reported hate crimes			
<b>DOMESTIC VIOLENCE - STALKING</b>			
2012 - Information not compiled			
2013 - There was one (1) incident of domestic violence (robbery) occurring on campus			
2014 - No reported domestic/dating violence or stalking incidents			

## **Special Programs and Services**

The Office of Special Programs and Services has been established to assist individuals with mobility, visual, hearing, speech, learning and psychological disabilities or other health impairments who may require special assistance in the pursuit of an education. Special instructional support 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 priority registration, 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) 233-4628 or 233-4629.

## **Transfer Services Center**

The Transfer Services Center is designed to provide prospective transfer students with catalogs, applications, 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 the Student Services Center (SSA 105).

## **Tutorial Services**

Learning Resource Center - Individual and group tutoring is available in the Learning Resource Center. All students with an identified learning need, based on a referral from an instructor, are eligible for tutoring services. "Drop-in" tutoring is available in the Math Lab, and Writing Lab, and Reading (Literacy) Lab which are housed in the LLRC. All students receiving tutoring in the LRC who are not enrolled in a for credit tutoring lab will be enrolled in the non-credit, zero-unit tutoring lab course, Supervised Learning Assistance – Tutor 001T. There are no enrollment fees or grades involved with this lab course, and the course does not appear on the student's transcript. On-line tutoring is available through the LRC on request.

Special Programs and Services (Disabled Student Programs and Services) - This office provides tutorial and other learning assistance, as needed, to students in this program. The phone number is (310) 233-4623.

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

## **Veterans' Services**

Los Angeles Harbor College is dedicated to supporting those who have served along with their families through the transition into higher education. Whether it be a recent transition from the military or a veteran who served in an era several decades prior, LAHC provides services to all student-veterans. All veterans are encouraged to visit the Veteran Center, inquire about the recognized LAHC Chapter of Student Veterans of America, and/or call on the Veteran Counselor with any questions they may have about their college experience or veteran resources available to them in the area. Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs must report to the Financial Aid Office, located in the Student Services & Administration building (SSA 114), 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 the veteran's 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.

Veterans applying for Veterans Administration (VA) educational

benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Administration. Before we can certify enrollment for benefits, veterans must meet the college admission requirements and supply the college with copies of official transcripts from previous training. The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Administration and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective. Monthly rates may be accessed at [www.gibill.va.gov](http://www.gibill.va.gov).

Please note that the application process for Veterans Educational Benefits is different for new students who have never received benefits before from continuing/transfer students who have already initiated benefits. Applications for benefits may be obtained from the U.S. Veterans Administration or from the Veterans Center.

### **Office Hours**

Monday through Thursday, 8:00 am – 4:00 pm  
Friday, 8:00 am – 12:00 pm. Hours are subject to change and may vary in the spring/summer semesters. The Veterans Center is located in the LRC Building Room 125. They can be reached at 310-233-4093.

The Veterans Center offers the following services:

- Help student veteran start and continue educational benefits,
- Help student veteran with college admission and application process,
- Assist with financial aid application process,
- Offer advice on completing and filing VA forms,
- Provide information on student services available at Los Angeles Harbor College,
- Provide educational counseling,
- Offer orientation workshops to learn how to navigate college life, and
- Offer information on veterans services provided by VA Centers and support groups.

### **New Veteran Student Checklist:**

- Apply to Los Angeles Harbor College at [www.lahc.edu](http://www.lahc.edu). After you receive your Student ID#, make an appointment to take the Assessment Test and view the on-line Orientation.
- Apply for VA Educational Benefits by completing the VA 22-1990 form online at <http://www.benefits.va.gov>.
- Apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). Make sure Los Angeles Harbor College federal school code (001224) is included on your FAFSA.
- Request official transcripts from previous colleges and universities.

Mail transcripts to:  
Los Angeles Harbor College  
Attn: Admissions & Records Office  
1111 Figueroa Place  
Wilmington, CA. 90744

- Schedule an appointment with our Veterans Counselor in the Veterans Office or in the Counseling Office. Please request the Veterans counselor. Appointments must be made one week in advance. Please note that



a student educational plan must be submitted to the Veterans Services along with other paperwork in order to be certified for VA benefits. Submit the following documentation to the Financial Aid Office, Scholarships & Veterans Office located in SSA 114:

- a. Student Educational Plan signed by you and the counselor. Note: Short term classes affect the VA monthly benefits. Please check with the Veterans representative for additional information.
- b. Chapter 33 applicants must submit a Certificate of Eligibility letter awarded by the VA. This form is automatically sent to your home of record upon exiting the military. If you need to request an additional copy, call the VA Office at (888) 442-4551.
- c. Submit a copy of your DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384).
- d. Complete the Veterans Statement of Obligation and Responsibilities form available in the Veterans Services Office or the Financial Aid Office.

Make copies of all submitted documents for your own records.

1. To continue receiving benefits, visit the Veterans Services Center every semester to request VA Enrollment Certification.
2. You need to verify your attendance every month if you are receiving one of the benefits listed below. You may verify your enrollment by calling VA at (877) 823-2378 or online at <https://www.gibill.va.gov/wave/index.do>
  - a. Montgomery GI Bill - Active Duty
  - b. Montgomery GI Bill - Selected Reserve
  - c. REAP

### Veterans Educational Benefits

- Chapter 33 (Post 9/11 GI Bill) – this is the most comprehensive educational benefit package since the original Montgomery GI Bill. The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill. This program will pay for enrollment fees (non-resident tuition is not eligible) and other mandatory fees, a monthly housing allowance, and an annual books and supplies stipend for eligible individuals.
- Chapter 1606 – this program provide benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.
- Chapter 1607 – this program provides benefits for members of the Selected Reserve who have established eligibility for 1606 of the MGIB and have been called to active duty since September 11, 2001.
- Chapter 31 (Vocational Rehabilitation) – this is an educational assistance program that is available to disabled veterans who are in need of vocational rehabilitation.
- Chapter 35 (Dependents or Spouses) – this is an educational program is designed to provide benefits to dependents or spouse of veterans.

## FINANCIAL AID

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise without such aid, would be unable to attend college. 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 Income Tax Return or verification from agencies providing non-taxable income to the family may be required. To be considered for financial aid, a student must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be making satisfactory progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), or Supplemental Loan for Students (SLS) or Parents Loan for Undergraduate Students (PLUS) at any school the student attended.
- Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant (SSIG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid social security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Received a high school diploma or its equivalent, or passed a high school proficiency examination.

### When to Apply

The best time to submit the Free Application for Federal Student Aid (FAFSA) is between January 1st and March 2nd prior to the start of the academic year (Fall semester). This time frame may change due to the change in upcoming prior year FAFSA.

#### FOLLOW THE TIMELINE BELOW

January 1 - March 2	FAFSA priority applications
March 2	Deadline to apply for Cal Grant
May 1	Priority deadline to submit required documents to the Financial Aid Office
September 2	Extended competitive Cal Grant deadline for CA Community College students

To be considered for Title IV Financial Aid, LAHC College Financial

Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30 of the award year, whichever is earlier. Check the financial aid website at [www.lahc.edu/offices/financial\\_aid](http://www.lahc.edu/offices/financial_aid) for deadlines.

### How To Apply

To apply for Federal and State financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is an all-inclusive application form that allows students to apply for all programs.

### VERIFICATION POLICY

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- Child Development Teacher Grant
- California National Guard Education Assistance Award Program (CNGEAAP)

If your application has been selected for verification by the federal processor, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 20 working days prior to the last day of enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- IRS Tax Transcript
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

### ENGLISH As A SECOND LANGUAGE (ESL)

Students taking only ESL classes must submit a Student Educational Plan to the Financial Aid Office within the first semester.

### Audited Classes

Students cannot receive financial aid, including the BOGFW, for enrollment in audited classes. No exceptions to this policy can be made.

## Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office.

### ITV Classes

Students taking ITV courses must be enrolled in at least one (1) approved unit at the Home campus (the college that is processing their financial aid) in order to receive financial aid, provided eligibility exists. For financial aid programs that are limited in funding, students must be enrolled in a minimum of six (6) approved units at the Home campus; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their transcripts

for those courses from Los Angeles Mission College. Students enrolled only in ITV courses and wish to be considered for financial aid must apply at Los Angeles Mission College as the Home campus for financial aid purposes.

ITV classes are included in disbursements for all other classes.

### Tax Benefit

Plan ahead – you may be able to take advantage of federal tax benefits for education. Most tax benefits have income limits; to learn more about each program, see IRS Publication 970, Tax Benefits for Education, available at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676. Also, be sure to consult a professional tax advisor.

**American Opportunity Credit and Lifetime Learning Tax Credits** allow you or your parents to subtract a portion of your college costs from the taxes you owe each year when you file your tax return.

**Tuition and fees tax deduction and student loan interest deduction** allows you to subtract a portion of your tuition and fees from your taxable income and to deduct up to \$2,500 of the interest you pay on your student loan each year (or on any student loans you take out for your spouse's or child's education).

In addition, funds from your IRA, 529 college savings plan or Coverdell Education Savings Account may be withdrawn without a tax penalty to pay for qualified education expenses. There's also a tax break if you use certain U.S. savings bonds to pay for college. You should consult a tax professional for further details or consult the following website: <http://www.irs.gov/pub/irs-pdf/p970.pdf>

## **Types of Financial Aid Available**

### **Federal Financial Aid Grants**

The grant award is equal to the amount of a maximum PELL Grant for the award year – not to exceed the cost of attendance for that award year.

### **State Financial Aid Grants**

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

### **Federal PELL Grant Program**

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student's Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into [www.nslds.ed.gov](http://www.nslds.ed.gov). The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section of the webpage.

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Harbor College. FSEOG awards range upward from \$100 to \$400 per year, depending on need and packaging policy.

### **Iraq and Afghanistan Service Grant**

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Student eligibility requirements are:

- Must be ineligible for a Federal PELL Grant due only to having less financial need than is required to receive PELL funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

### **Cal Grants**

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college

- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

### **Board of Governors Fee Waiver Program (BOGFW)**

The BOGFW is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fees is no longer part of the fee waiver. All BOGFW (fee waiver) recipients are required to pay the student health fee.

You are eligible to apply for a BOGFW if you are:

- A California resident, *and*
- You are enrolled in at least one unit.
- Meet the income and asset ceiling as established by CSAC

Once you qualify for the BOG Fee Waiver, it's important to ensure you meet certain new academic and progress standards in order to avoid losing it. With the exception of students who are or were foster children under the age of 24, students on academic probation may not receive BOG Fee Waivers.

You may qualify for a BOGFW if any of the following categories applies to you:

- » At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program (formerly AFDC), Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). You have certification from the California Department of Veterans Affairs or the National Guard Adjutant that you are eligible for a dependent's fee waiver. Documented proof of benefits is required.
- » You meet the income standards as established by the Board of Governors. Check with the Financial Aid Office if you qualify.
- » You are qualified based on financial need as defined by the state. To qualify under this criteria, you will need to complete the FAFSA to determine if you have need based on state requirements. If you qualify after you have paid your enrollment fees, you should go to the college Business Office to request for a refund.

**Deadline date:** First deadline is March 2nd prior to the start of the academic year. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2 deadline when more funding is available.

**Students must submit a GPA Verification and FAFSA by the applicable deadlines to the California Student Aid Commission.** GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact your Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.



## Types of Grants Available

### Entitlement Grants

- **Cal Grant A** – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- **Cal Grant B** – provides subsistence payments for new recipients in the amount of \$1,670 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- **Cal Grant Transfer Entitlement Award** is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

### Competitive Grants

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

### California Dream Act

Students who have been determined to be AB540 by the Admissions Office and are recent high school graduates may apply for the Entitlement Cal Grant Program by completing the California Dream Application at <https://dream.csac.ca.gov>. The deadline to apply for the Entitlement Cal Grant for 2016-2017 is March 2, 2017.

AB540 students are not eligible for the Competitive Cal Grant.

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

### Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to [www.chafee.csac.ca.gov/default.aspx](http://www.chafee.csac.ca.gov/default.aspx)

### Law Enforcement Personnel Dependents Grant Program (LEPD)

This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time fire-fighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty.

Grant awards match the amount of a Cal Grant award and range from \$100 to \$11,259 for up to four years.

For more information and application materials, write directly to:

California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268, Option #3.

### Child Development Grant Program

This program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as a teacher, master teacher, site supervisor, or program director, are eligible to apply through the college they plan to attend. For more information, go to [www.csac.ca.gov](http://www.csac.ca.gov) or call (888) 224-7268 Option #3.

### California National Guard Education Assistance Award Program (CNGEAP)

This state-funded program designed to provide an educational incentive to improve skills, competencies, and abilities for up to 1,000 services members who remain active in the National Guard, the State Military Reserve, or the Naval Militia. This program authorizes the California Student Aid Commission to make payments to eligible program participants. Participants can receive up to the amount of the Cal Grant A award for attending the University of California or California State University, up to the Cal Grant B award for attending a community college, up to the University Cal Grant A amount for attending a non-public institution, or up to the Cal Grant A award plus \$500 for books and supplies for graduate students. To learn more about the program, visit the California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).

### Federal Student Loans

#### (AID THAT YOU HAVE TO PAY BACK)

**CAUTION ABOUT STUDENT LOANS:** It takes time for a loan application to be processed by the college, lender and/or the government. It may be several weeks after an application has been accepted in the Financial Aid Office before the student receives the loan funds. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) approved units. Check with the Financial Aid Office to request information about student loans.

### LOS ANGELES HARBOR COLLEGE PARTICIPATES IN THE FOLLOWING LOAN PROGRAMS:

#### Federal Direct Loan

The Federal Direct Loan Program is a low-interest loan program for students and parents to help pay for the cost of higher education.

Loans are made by the federal government. The following are types of Direct Loans:

- **Subsidized Loans** - students must demonstrate financial need; no interest is charged while in school or attending college at least half-time.
- **Unsubsidized Loans** - this loan is not based on financial need; interest is charged during all periods.

To learn more about the federal student loan programs, visit the U.S. Department of Education website at [www.studentloans.gov](http://www.studentloans.gov).

## Part-time Employment

### Federal Work-Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units at the home school to be considered for this program. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Harbor College.

### Scholarships

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain areas of study. The Financial Aid Office has a listing of current scholarship offerings. Interested students are urged to go to the Financial Aid Office for information and assistance or visit the lahc.edu website.

### Summer Financial Aid

Please contact the Financial Aid Office for more information and deadlines.

### HOW FINANCIAL AID IS PACKAGED

Once the student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grants, work-study, and loan funds.

Los Angeles Harbor College prefers to meet a student's need with a combination of grant(s) and self-help aid whenever possible.

Students will be notified via email and should check the school portal, if email was provided on the FAFSA, when Aid Offer Letters are available for review in the Student Information System. In addition, students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

### Disbursement

Students who submit their required financial aid documents usually by the May 1st priority deadline may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met.

The award amount reflected on the Award Notification is for full-time enrollment. Disbursements will be adjusted if enrollment is less than full-time at the time of disbursement. Supplemental disbursements occur throughout the academic year. Disbursements will be adjusted if enrollment increases or decreases. After the second disbursement run date of the each semester, no further award adjustments can be made. ***Any outstanding institutional debt will be deducted from the financial aid disbursement.*** Student must be an active student (enrolled in at least one approved unit) at Los Angeles Harbor College to be eligible for financial aid disbursement. Payment for late-starting classes will not be issued until the class begins. Students are encouraged to log-on the Student Information System (SIS) at [www.laccd.edu/student\\_information](http://www.laccd.edu/student_information) to view their refund information. Please note that the disbursement schedules are based on full-time enrollment. The actual refund amount will depend on the enrollment status at the time of the disbursement run. Please note that if you are in an Extension Appeal due to satisfactory academic progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP). If the class you are enrolled in is not listed on your SEP, the units will not be included in the calculation of approved units.

Full-time is considered 12 or more units per semester; three

fourths time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

Federal PELL Grant is scheduled for payment twice a semester at the home school. FSEOG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units. Federal-Work Study (FWS) is paid through payroll every two weeks. Federal Student Loans are disbursed in two equal payments, once per semester at the home school, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

### Change of Enrollment

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the second disbursement run.

The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.

It is advised that you contact the Financial Aid Office ***before withdrawing*** from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

### Determining Financial Need

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC).

COA minus EFC = Financial need

### FEDERAL REFUND REQUIREMENTS RETURN TO TITLE IV

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be earned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

### STUDENTS WHO RECEIVE FINANCIAL AID AND TOTALLY WITHDRAW FROM ALL CLASSES MAY HAVE TO REPAY SOME OF THE FEDERAL FUNDS RECEIVED PRIOR TO WITHDRAWAL.

All students receiving federal aid and then withdraw from the institution in the first 60% of the term, are subject to ***Return Regulations***. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned.

***Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.***

If you owe a repayment, students will be notified in writing by the

Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

### Cost of Attendance

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

The cost of attendance is based on the Student Expenses and Resources Survey (SEARS) data and updated for three years of inflation using the estimated California Consumer Price Index.

The following table shows the estimated 2016-2017 9-month Cost of Attendance budget for a CA resident student living at home with parents and a CA resident student living away from parents:

	Living with Parents 9 months	Living away from home 9 months
Fees	\$ 1,220	\$ 1,220
Books & Supplies	\$1,791	\$1,791
Room & Board	\$4,968	\$12,492
Transportation	\$1,107	\$1,242
Personal Expenses	\$3,177	\$2,916
Total	\$12,263*	\$19,661*

\*Non-resident tuition will be added to the Cost of attendance for students who are non-residents.

\*Child care cost of \$1,000 per academic year will be added to the Cost of Attendance to students who qualify.

The financial aid office may also add the following to a student's cost of attendance, if applicable:

- Non-resident tuition cost plus \$46 enrollment fee
- Child Care cost - \$1,000 annually
- Direct Loan Origination/Insurance Fee - determined annually

### Expected Family Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

### Child Care Expenses

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

### Technical/Vocational Expenses

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

### Handicapped Expenses

As documented and in excess of amounts provided by other agencies.

## STUDENT RIGHTS AND RESPONSIBILITIES

### RIGHTS

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

- Information on all financial assistance available, which includes all Federal, State, and institutional financial aid programs.
- Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
- Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
- An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the Central Processor from the information provided on the FAFSA.
- Knowledge of what resources are considered in the calculation of student need.
- Knowledge of how a financial aid package is determined.
- An explanation of various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
- An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is.

### RESPONSIBILITIES

Students must take responsibility for:

- Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
- Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
- Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions and Records Office.



Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions and Records will not be processed their financial aid.

- Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog).
- Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
- Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.
- Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
- Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
- Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
- Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
- Performing the work that is agreed upon in accepting a work-study award.
- Knowing and complying with the deadlines for application or reapplication for financial aid.
- Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

## SATISFACTORY ACADEMIC PROGRESS POLICY

### GENERAL INFORMATION

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These standards apply to all students who apply for and receive financial aid from the programs listed below.

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- Child Development Teacher Grant
- California National Guard Education Assistance Award Program (CNGEAAP)

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

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

### Consortium Classes

- All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
- For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review. The District Student Information System will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility.

**Transfer coursework** from institutions outside of the LACCD will be used and evaluated for SAP standing. College Admissions & Records Offices (A&R) will record incoming units as indicated on transcripts.

### GENERAL REQUIREMENTS

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

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

To meet satisfactory academic progress standards student must:

- Maintenance of a 2.0 or higher cumulative grade point average (GPA).
- Completion of a minimum of 67% cumulative units attempted.
- Entries recorded in the student's academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.
- Fewer than ninety (90) attempted units for students who indicated AA/AS Degree and/or transfer as their educational goal.
- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
- Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.

## Application of Standards

- Satisfactory Academic Progress for financial aid students will be determined at the end of each payment period/semester (summer, fall/winter, or spring semester).
- Students who are initially in good standing but now have a cumulative GPA of less than 2.0 and/or their cumulative non-grades are greater than 33% will receive Warning Letters but remain eligible for the following term of enrollment in the LACCD.
- Students who are disqualified from financial aid will be notified by email or mail and receive information regarding the petition process.
- Students disqualified at any college in the LACCD are disqualified at all colleges within the LACCD.

## Disqualification

Students will be disqualified if they have one or more of the following deficiencies:

- Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
- Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.
- Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than ninety (90).
- An Associate or higher degree has been earned outside the LACCD. Degree information received and posted to the District Student Information System during a semester will be evaluated for the following semester for potential disqualification.

## Warning Letter

Students will receive a Warning Letter (by mail or email) if they were initially in good standing (based on SAP standards) but at the end of their most current semester they show one of the following academic deficiencies:

- Cumulative GPA is less than 2.0.
- Cumulative non-grades are greater than 33%.

## Advisory Letter

Students will receive an Advisory Letter at the end of the first semester where their number of units attempted reaches forty-five (45).

## Maximum Time Length

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

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.

## Short-Length Certificate Programs

Some certificate objectives in the LACCD colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

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

### Units required for the Certificate Program

	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

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

## PETITION PROCESS TO APPEAL FOR FINANCIAL AID DISQUALIFICATION

If the student is disqualified due to not meeting progress, the student may submit a petition for reinstatement or extension of financial aid.

To submit a Petition for reinstatement or extension of financial aid, you must download the form at [http://www.lahc.edu/offices/financial\\_aid/forms.asp](http://www.lahc.edu/offices/financial_aid/forms.asp) and submit to the Financial Aid Office before the established deadline. Please check the deadline dates at [http://www.lahccollege.edu/offices/financial\\_aid/assistance.asp](http://www.lahccollege.edu/offices/financial_aid/assistance.asp). There is no retroactive submission of petition forms; therefore, you must apply for financial aid and submit all required documentation by the established deadlines.

There are two (2) levels in the petition process at the college for each type of petition (reinstatement or extension).

1. The first-level petition must be reviewed by a committee. The result of the petition will generally be provided to the student in writing to the student's LACCD email within 30 calendar days. During peak periods, which are July through September and January through February, the review process may take up to six (6) weeks due to the number of petitions received. If the first-level petition is denied, the student may submit a second-level petition. The second-level petition form is available in the Financial Aid Office.
2. The second-level petition is reviewed by the Financial Aid Administrator or designee. Students will be notified in writing to the student's LACCD email of the result of the petition within 14 calendar days.

An Administrative District Review may be initiated by the student who reasonably believes that the college, state, and/or federal guidelines were applied incorrectly, and therefore, adversely affected the student's financial aid status, rights and privileges. A request for Administrative Review can only be submitted until after denial from the first-level and second-level petitions. An Administrative Review is conducted by district-appointed administrators. Administrative Reviews must be submitted before the end of the specified semester for which the student is requesting reinstatement or extension of financial aid eligibility.

## **Summer and Winter Financial Aid**

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards. Summer is considered a separate semester for evaluation purposes. Winter term, as it is combined with fall semester for payment purposes, will be included with fall semester for SAP evaluation purposes.

## **Financial Aid Related Websites and Telephone Number**

### **Websites**

FAFSA on the Web – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Sign up for the FSA ID to electronically sign your FAFSA  
– <https://fsaid.ed.gov/npas/index.html>

Information about the Cal Grant Program – [www.calgrants.org](http://www.calgrants.org)  
California Student Aid Commission – [www.csac.ca.gov](http://www.csac.ca.gov)

National Student Loan Database System – [www.nslds.ed.gov](http://www.nslds.ed.gov)

### **Telephone Numbers**

Los Angeles Harbor College Financial Aid and Scholarships Office  
(310)-233-4320

Los Angeles Harbor College Veterans Office (310)-233-4093  
California Student Aid Commission (888) 224-7268

Central Loan Administration Unit (Perkins Loan)  
(800) 822-5222

Department of Veterans Affairs (VA Benefits) (800) 827-1000  
Federal Student Aid Information Center (800) 433-3243

## **Fraud**

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, to the Federal Government and the Office of Inspector General. Restitution of any financial aid received in such manner will be required.

## **Other Information You Should Know**

### **State Tax Offset**

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

### **Special Circumstances**

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

A more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations can be obtained from the Financial Aid Office in the Student Services & Administration Building (SSA 114) and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices and on our website.

## **Lifetime Learning Credit**

The Lifetime Learning Credit is available for all types of post-secondary education. Generally, you should only use this credit once you have exhausted your eligibility for more generous credits. This credit may be particularly helpful to graduate students. This credit provides up to \$2,000 per tax return (not per student). Unlike the American Opportunity Tax Credit, this credit is non-refundable so the maximum credit is limited to the amount of tax you owe. You must have a modified adjusted gross income (MAGI) of \$61,000 or less (for married couples filing a joint return, \$122,000 or less). The credit is gradually reduced for those with a MAGI between \$51,000 and \$61,000 (\$102,000 and \$122,000 if married and filing jointly). You don't have to be pursuing a degree or certificate to qualify for the Lifetime Learning Credit. You can claim it for any post-secondary education and for courses to acquire or improve job skills. You must file a federal income tax return and have some income tax liability to get the credit. If you are claimed as a dependent on someone's tax return, only the person who claims you can receive the credit.

## **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

**Alpha Gamma Sigma / Alpha Psi Chapter** – This state honor society local chapter (Alpha Psi) awards scholarships to transfer or graduating students who have been active members of AGS for at least one previous semester and have attended at least 6-8 official meetings. Scholarship awards are based on an application procedure whereby members in good standing submit their application, which is then scored along with their cumulative GPA. Alpha Psi members themselves fundraise the dollars that are distributed, honoring the hard work and academic dedication of all members. Statewide scholarships are available for eligible active members in good standing, which are awarded at the AGS annual spring convention.

**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.

**Associated Students Organization Scholarship** – Scholarships are based on leadership shown through the students’ participation in the A.S.O Senate and/or Campus Clubs.

**Bernard Osher Foundation Scholarship** - Funding is provided by the generosity of the Bernard Osher Foundation as part of the California Community Colleges’ Scholarship Endowment. Mr. Osher’s vision is to “not only benefit the community college students of today, but countless more for years to come.

**Bill Stein Memorial Scholarship** – Established by the family of Bill Stein, a very respected Adjunct Instructor and mentor in the Business Division for 35 years (1974-2009) and Director of Administration for the Port of Los Angeles. Scholarships are awarded annually to business majors who have taken at least one evening business class and who have demonstrated financial need.

**Bonnie Easley Tutor Scholarship** – This scholarship is open to tutors with a 3.0 gpa, completing at least 30 units at LAHC and having tutored at LAHC for at least 2 semesters and completed the Tutor Training class.

**Bryan Nakano Scholarship** – This scholarship was established by Brian Nakano’s family in his memory as a permanent endowment to the architecture department, and with the intention of encouraging students to follow their dreams of becoming architects.

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

**Claudia Naranjo Scholarship** – Established by the family of Claudia Naranjo to assist students facing physical and mental challenges.

**Communications Retirees Scholarship** – The scholarship fund was established by the Communications Division’s retired professors to assist students in the field of Language Arts, Foreign Language, and Journalism.

**Doffoney Family Scholarship** – The Doffoney Family Scholarship is awarded to Harbor College students who are prior foster youth, are maintaining a 3.0 grade point average, are planning to transfer to a university, and are actively participating in community service and/or in campus club activities.

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

**English Department Essay Contest** - The English Department Essay Contest asked students to write an essay aimed at motivating their fellow students to stay in school by sharing with them how they met the challenges they face as a Harbor College student.

**EOPS and CARE Scholarships** – Awarded to participants of the EOPS and CARE programs, these scholarships recognize students who have performed outstandingly academically while overcoming significant social and economic obstacles to their continued college enrollment.

**Faculty and Staff Book Fund Scholarship** – LAHC faculty and staff contribute every month to this fund. It is used primarily to enable the Financial Aid Office to offer book vouchers to students whose financial aid is not ready when the semester begins.

**Foundation Scholarship** – Los Angeles Harbor College Foundation Board’s Scholarship fund awards a generous number of scholarships per year from fundraising efforts such as the Annual Golf Tournament. Any Harbor College student that meets the college’s scholarship eligibility requirements may apply.

**The Freye Scholarship** – This scholarship recognizes diligent and highly motivated disabled students. 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. Apply through Special Programs and Services.

**Professor George B. Potter Scholarship** – A scholarship established in honor of George B. Potter who taught business and business data processing at Harbor College from 1972-1988. This scholarship continues his legacy of teaching and learning.

**Harold W. Garvin and Robert W. Dunn Political Science Award** – This scholarship was established to honor Professors Emeriti Harold W. Garvin and Robert W. Dunn, founding members of the Political Science Department, to recognize students excelling in the field of political science.

**Henry Zbojniec Scholarship** – This scholarship evolved from a loving counselor at Harbor College and is an open category for Harbor students who have made use of the Career Center.

**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.

**Ismael Hernandez Scholarship** – This scholarship is in memory of Mercedes Yanez's father who emigrated to the United States and saw that his daughters were highly educated. To be eligible, applicants must be an immigrant with a grade point average of 3.0 or better and involved in community or volunteer service.

**Janice H. Sandell Scholarship** – In memory of a wonderful educator who was well loved by students, staff, and faculty. Janice Sandell was a Sociology professor at Harbor College for 43 years.

**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.

**Ruth Marie Anderson and Ken Miller Memorial Music Scholarships** - Ruth Marie Anderson and Ken Miller were long-time members of the Los Angeles Harbor College Music faculty. Ruth loved classical music and jazz and supported student musicians long after her retirement through generous contributions to our Music Scholarship fund. Ken taught music theory and jazz. Prior to teaching, he wrote scores for film and television, and published Big Band jazz arrangements that were performed by professional ensembles including Stan Kenton and his Orchestra. Both Ruth and Ken are remembered as great patrons of music, dedicated educators, and well-loved colleagues and student mentors. Students who satisfy the following criteria are eligible to apply for the scholarships in their memory: minimum cumulative GPA of 3.0, 12-24 successfully completed units, current enrollment in a minimum of 6 units at Harbor College, declared music major. Along with the standard scholarship application, applicants must submit a 250 word essay describing their goals in music and participate in an audition/jury performance or a music technology capstone project associated with their music courses. Applications will be evaluated by a committee of music faculty members based on a departmental rubric."

**Latina Leadership Network Student Club Scholarship** – Awarded to a member in recognition of their leadership, academic excellence, community outreach, fundraising efforts, and networking for the Latina Leadership Network.

**Linda Whitehead Scholarship** - Established by her family, in memory of Linda Whitehead. This scholarship continues her legacy of teaching and learning. Awarded to a student who has demonstrated dedication to Health/Kinesiology.

**Los Angeles Harbor College Foundation Scholarships** Students are eligible for scholarships funded by the Los Angeles Harbor College Foundation, based on multiple criteria; financial need, academic merit, and extracurricular activities.

**Nick and Betty Zorotovich Scholarship** – This scholarship was established in memory of Nick Zorotovich, a former chair of the Social Sciences Division at LAHC and his wife, Betty, a long time teacher in San Pedro. The scholarship is awarded to an outstanding student in the field of social sciences.

**Nursing Division Scholarship** – The Nursing faculty selects students from each graduating class to receive the following scholarships: Sally Gay Professional Nurse Award; Wendell Black Bedside Nurse Award; and Leadership Award. In addition, clinical agencies offer awards to nursing students.

**Osher Scholarship** – Funding is provided by the generosity of the Bernard Osher Foundation as part of the California Community Colleges Scholarship Endowment. Mr. Osher's vision is to "not only benefit the community college students of today but countless more for years to come"

**Ricky K. Benjamin Speaker Scholarship** - Established by Ricky K. Benjamin, LAHC staff member and first-ever LAHC Scholarship Ceremony Student Speaker, this annual scholarship is awarded to the runner-up applicant for Graduation Speaker. If no runner-up exists, the scholarship will be awarded to an active student member of Alpha Gamma Sigma Honor Society with a G.P.A of 3.0 or higher and has a minimum of 30 hours of volunteer experience.

**Soroptimist International of Los Angeles Harbor Women's Opportunity Award** – The Women's Opportunity Award who provide the primary financial support for their families and who have shown an outstanding commitment to obtaining a college degree or completing a vocational program.

**Spanish American Institute Scholarship** – The Spanish American Institute is a private, nonprofit organization dedicated to providing educational assistance to Hispanic students in Southern California.

**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 example of what the human spirit can overcome when faced with tremendous adversity. Apply through Special Programs and Services.

**The President's Scholarship** – The President's Scholarship is awarded by the College President and is designated for a deserving Harbor College student who demonstrates an outstanding commitment to both academic success and leadership. The awardee should be goal driven and show a strong motivation and perseverance in achievement along with a strong love for learning. The student in receipt of this award has overcome many obstacles to achieve their educational dreams.

**William L. Gram Scholarship** – Established by his family, this scholarship honors the memory of William L. Gram, History Professor, who served the students of Harbor College from 1966-1995.

**Watson Land Company Scholarship** – The Watson Land Company originated from the land holdings of the Dominguez family descendants as one of the original Spanish land grants in Rancho San Pedro. Today, the company is the largest land owner in the City of Carson where it actively participates in community activities and especially supporting youth. As Harbor College serves a large student population from Carson, Watson Land Co. established a scholarship for students entering the fields of Architecture, Planning, Business, and International Trade.

**Wendell C. Black Memorial 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.



# 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 extra-class 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 south of the Library/Learning Resources Center and north of the Science Complex. 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.

## 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 \$10.00 for each student. The fee is paid by the student on a completely voluntary basis. 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:

- Xerox copies for 5 cents.
- Photo I.D. and Library Card.

In case of withdrawal from the College, the student receives a refund of the student body membership fee after returning the ASO stickers and according to the following schedule.

First Week - \$10.00, Full Refund

Second Week through the Fourth Week - \$7.50, 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 a 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 LAHC 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 statewide student organization.

## 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, Chaffey, East Los Angeles, El Camino Compton, El Camino, Long Beach City, Long Beach City, Los Angeles Harbor, Los Angeles Southwest, Los Angeles Trade Tech, Mt. San Antonio, Rio Honda, Pasadena City colleges.

In football, Harbor College is a member of the Southern California Football Association and National Central Division along with El Camino, Long Beach, Mt. Sac, Chaffey, Riverside City colleges.

Harbor College sponsors women's teams in softball, volleyball, basketball, cross country and soccer; and men's teams in football, baseball, basketball, and soccer. The baseball team has won three state championships, the men's basketball team has 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, with numerous athletes receiving scholarships to four-year universities.

# INSTRUCTIONAL, ALTERNATIVE AND STUDENT SUCCESS PROGRAMS

## ***Alternatives to Weekday and On-campus Courses***

Harbor College offers courses at times and places convenient to the student, including in the evening and on weekends, on and off campus, and in traditional (face-to-face), online, and hybrid formats. Please consult the Schedule of Classes each semester for credit courses being offered in the community at times, formats, and 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.

Class offerings designated as Outreach Classes are offered at local high schools and other locations.

## ***Asian Pacific American Student Success (APASS)***

The mission of Asian Pacific American Student Success (APASS) is to support Asian American and Pacific Islander students in pursuit of academic success through early intervention and effective support services; promote individual growth and personal success through a culturally sensitive environment; recognize cultural diversity within the Asian American and Pacific Islander communities; and foster unity within the college community and beyond. Our partnerships with various resources will seek to empower students by promoting healthy identity formation and a strong sense of community. We want our APASS students to become advocates for themselves, their community, and their education.

## ***CalWORKs (California Work Opportunity and Responsibility to Kids Program)***

The goal of the program is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment and ultimately self-sufficiency. This is accomplished through a partnership between key college and community partnerships. Students are provided counseling by professional faculty, peer advising, mentoring and paid work-study employment opportunities to support the 32-35 hour participation requirements. The office is located in the CDC Building Room, 105.

## ***CAFYES (Cooperative Agencies Foster Youth Education Support (CAFYES) Program)***

The Cooperating Agencies Foster Youth Education Support (CAFYES) Program, was designed to impact those students who have previous interaction with the Child Welfare System. Students who have experienced foster care have unique needs, and the CAFYES Program offers a higher level of support and commitment to helping them remove barriers (educational and others) that stand in the way of achieving academic and professional success. The program is only available to EOPS eligible students; see Extended Opportunity Program and Services for additional information. The program services those students who were a part of the Foster Care system at the age of 16 and are no older than 26 years of age. Some of the services offered by the program are, service coordination to facilitate access to on and off campus resources,

academic counseling, book and supply grants, tutoring, independent living and financial literacy skills support, meal vouchers, frequent in person contact, career guidance, transfer counseling, and transportation assistance. More information about the CAFYES and EOPS programs can be found by visiting [www.lahc.edu/eops](http://www.lahc.edu/eops). You can also call the office at (310) 233-4265 or visit the office in the Student Services and Administration building (SSA) room 207.

## ***CARE (Cooperative Agencies and Resources for Education)***

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve their educational goals. The program is only available to EOPS eligible students; see *Extended Opportunity Program and Services for additional information*.

If you are a single parent interested in developing new educational, career and employment skills, the Cooperative Agencies Resources for Education (CARE) program, can help you nurture your appetite for achievements and a better life style. The CARE program helps single parents receive the support and advisement necessary to explore their interests and move forward toward successful completion of educational, career or transfer pathways. CARE will bring you together with a group of students who are facing many of the same challenges as you are. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. By combining our energies, we can help you to become successful student and complete your goal.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. For more information, call (310) 233-4265 or drop by the EOPS/CARE office located in the Student Services & Administration Building, SSA 207, or visit the EOPS website ([www.lahc.edu/eops](http://www.lahc.edu/eops)).

## ***CHAMPS - Challenging Athlete's Minds for Personal Success***

The purpose of this program is to enhance student-athlete engagement, to give them the tools and support needed to successfully advance in their education and sport, and to support interaction between athletes, coaches, faculty, staff, and support programs. Our mission is to enhance the quality of the student-athlete experience within the context of higher education. The program supports student-athlete development and excellence in five areas: Academics, Athletics, Personal Development, Career Development, and Community Service. The goals of the program are: serving the high-risk students shown to be low in course completion rates, decreasing dropout rates, and increasing the percentage of student-athletes' retention, completion, and transfer rates. Some strategies of the program include: mentors, SAAC (Student Athlete Advisory Council), grade checks/progress reports, study hall, tutoring assistance, an academic counselor, guest speakers and workshops with various campus departments, a student handbook and website for CHAMPS.

This program is an activity of the Student Equity Plan. We look forward to the impact this program will create on campus and



appreciate your support. If you have any input or have any questions, please contact Leslie Trujillo at [cordovld@lahc.edu](mailto:cordovld@lahc.edu).

### ***Distance Education (Online Classes)***

Disclaimer: If you currently live or plan to live outside of California while taking classes at Los Angeles Harbor College, be advised that the college is not authorized to provide educational services in all states. See the page at this link for a list of the states that have authorized the college's educational services, otherwise refer to your State

### ***Harbor Advantage***

Los Angeles Harbor College has instituted a process for transitioning all first-year students into their first year of college called Harbor Advantage. All Harbor Advantage students maintain full-time academic status which includes their English and Math placement courses. Three years ago LA Harbor College joined the national efforts put forth by the Achieving the Dream initiative aimed at creating success through student retention and persistence. The First Year Experience program (now Harbor Advantage) was introduced through a Title V grant and showed remarkable student success when compared to non-FYE students. Today, Harbor Advantage continues to grow and serve more students each year.

### ***Harbor Success –Second Year Experience (begins fall 2016)***

Harbor Success provides continued support for students transitioning to their sophomore year in college. It implements the following strategies to increase student retention, completion, transfer and success, in the Second Year academic experience: transfer success curriculum; summer internship opportunities to research careers; prioritized access to an academic counselor; Cultural Equity awareness and other support services as outlined in Harbor Advantage.

### ***Honors Transfer Program***

The Honors Transfer Program is a cooperative effort between Los Angeles Harbor College and the following universities: UCLA, UC Berkeley, UC Irvine, University of La Verne, Loyola Marymount University, The University of Arizona, Mills College, Occidental College, Chapman University, Pitzer College, Pomona College, La Sierra University, Amherst College, Colorado State, Connecticut College, Whittier College, Scripps Woman's College and Gonzaga University. It is intended to serve students interested in a challenging curriculum designed to prepare them for transfer. Students who complete the honors curriculum, and preparation for their major and fulfill all requirements of the program (with at least a 3.1 GPA), will receive:

- Guaranteed priority admission consideration or priority consideration. Please view specific admission criteria for each of these schools at: [www.htcca.org](http://www.htcca.org)

Honors to Honors admission is available with the following institutions: CSULB, San Diego State, Chapman University, Cal Poly Pomona, UCLA, UC Irvine, University of San Diego, CSU Stanislaus, CSU Fullerton Business School, San Jose State, La Sierra University, University of Arizona, University of La Verne, Whitman College and CSU Fullerton offer admission to the University Honors Program.

Interested students should make an appointment to see the Honors Counselor by calling the Counseling desk at (310)233-4230. You

may also email Yvonne Pueblos at [puebloyu@lahc.edu](mailto:puebloyu@lahc.edu) or Joachin Arias at [ariasjj@lahc.edu](mailto:ariasjj@lahc.edu).

### ***International Education Program Study Abroad***

College credit classes are offered for the Los Angeles Community College District by the 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 abroad are available. 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.

### ***ITV/The Weekend College***

Los Angeles Community College District offers transferable college classes through its Instructional Television (ITV) Weekend College program. The program uses a blended instructional format combining video lessons broadcast on television and available in video streaming, an online component (Etudes) and weekend class meetings. The classes are offered in 8-week sessions.

Instructional Television classes are convenient, flexible and especially suitable for working adults and college students wanting to supplement their on-campus program for those times when campus attendance is difficult or not possible. Students complete 2/3 of a class on their own time and 1/3 of the class by attending the classes on the weekend. Students view video lessons at home or by video streaming (the videos are also in the Harbor College LRC), complete online quizzes, participate in discussion forums, reading and study assignments online and attend weekend class meetings at one of four colleges: Southwest or City College on Saturdays or Valley or Pierce College on Sundays. ITV coursework will appear on transcripts issued by our sister college, LA Mission College, but may be applied to programs at Harbor College.

A Los Angeles Community College instructor with virtual and telephone office hours is assigned to each course. Students enrolled in classes keep in touch with faculty by telephone, the class website, email, as well as at the weekend seminars.

Interested students are advised to speak with their college counselor or may contact ITV directly at (800) 917-9277 or (818) 833-3594. To see a full schedule of classes go to the program website is: [www.lamission.edu/itv](http://www.lamission.edu/itv) ITV/The Weekend College Office is located at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342.

### ***PACE Program***

PACE, Plan for Accelerated College Education, is a transfer program designed to accommodate the working adult. PACE students are required to attend class one evening per week and every other Saturday and Complete online assignments

Students will earn 12-13 general education units per semester. The five semester PACE curriculum is designed to meet the lower division General Education requirements for the University of California and the California State University institutions. Therefore,

PACE offerings emphasize those courses that are mandated by the Liberal Arts-Transfer, CSU General Education certification, and IGETC requirements. For more information contact the Harbor College PACE Program via email at [pace@lahc.edu](mailto:pace@lahc.edu) or visit the website at <http://www.lahc.edu/classes/pace/>.

### **Puente Program**

The PUENTE Project is a national award-winning program that for more than 30 years has improved the college-going rate of tens of thousands of California's educationally underrepresented students. Its mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees and return to the community as mentors and leaders to future generations. The program is interdisciplinary in approach, with writing, counseling and mentoring components. PUENTE is open to all students.

For more information on how to join the Los Angeles Harbor College Puente Project please contact Puente Counselor Dr. Jassiel Domínguez at [domingj@lahc.edu](mailto:domingj@lahc.edu) or by phone at (310)233-4246.

### **Special Programs and Services**

The mission of Special Programs and Services (SPS) along with the Academic Success Action Plan (TRIO project) is to ensure that students with disabilities have equal access to all of the educational offerings at Los Angeles Harbor College. The programs facilitates, equal opportunity through the provision of appropriate support services, curriculum, instruction and adaptive technology.

Eligible students with mobility, visual, hearing, speech, learning, psychological, or other health impairments may benefit from available SPS services.

To determine your eligibility for specific support services, students may call SPS and make an appointment to speak with a SPS Counselor at (310) 233-4629. Our office hours are Monday - Thursday 8:30 a.m. - 6:00 p.m. and Friday 8:30 a.m. - 2:00 p.m. and located in Cafe 108.

### **STEM (Science, Technology, Engineering and Math) at LAHC**

The STEM Program at Los Angeles Harbor College (LAHC) is designed for students who are interested in Science, Technology, Engineering, or Math. Students majoring in these fields will greatly benefit from the program. College faculty, counselors, and staff are devoted to assisting and supporting STEM students.

In addition to our dynamic STEM curriculum, students in the program are given access to STEM-related announcements, program newsletters and various workshops that focus on resume writing, career opportunities and up-to-date four-year university options. Industry experts are on hand to advise and encourage students entering STEM fields.

Students may also participate in STEM in College Day, Summer STEM Passport Academy and university fieldtrips.

Personal assistance is available for identifying and applying for paid internships in STEM research and/or within the STEM industry. For information, call 310-233-4198. To apply, go to <http://www.lahc.edu/stem/> click on invited to join.

STEM-related Associate degrees include:

- Associate of Science Degree: Architectural Technology
- Associate of Science Degree: Chemistry
- Associate of Science Degree: Electronic Engineering Technology
- Associate of Science Degree: Engineering Technology

- Associate of Science Degree: Engineering General
- Associate of Science Degree: Mathematics
- Associate of Science Degree: Mathematics for transfer
- Associate of Science Degree: Physics
- Associate of Arts Degree: Liberal Arts & Sciences with emphasis in Mathematics and Natural Sciences

### **Umoja Community**

Umoja is a community of educators and learners committed to the academic success, personal growth and self-actualization of African American and other students. The Umoja Community seeks to educate the whole student—body, mind and spirit. Informed by an ethic of love and its vital power, the Umoja Community will deliberately engage students as full participants in the construction of knowledge and critical thought. The Umoja Community seeks to help students experience themselves as valuable and worthy of an education. The Umoja Community gains meaning through its connection to the African Diaspora. African and African American intellectual, cultural, and spiritual gifts inform Umoja Community values and practices. The Umoja Community will practice and foster civic engagement so that all its participants integrate learning and service. Likewise, the Umoja Community will instill in our students the knowledge and skills necessary to enable them to make positive differences in their lives and the lives of others.

## **LOS ANGELES HARBOR COLLEGE 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:

Community education and extension classes - The Extension Program offers over 1,000 not-for-credit fee based classes per year in: Recreation, The Arts, Career Development, Computers, Business and Entrepreneurship, Finance, Investments, Travel, Personal Development, Home Improvement, and Humanities. We have a diverse program for youth in our year round "College for Kids," which includes after school and Saturday courses, as well as a large summer program with complete sessions for ages 5-15.

Continuing Education not for credit "no-fee" classes - In our Continuing Education non-credit "no-fee" curriculum, we offer courses in Vocational Education. There is no required fee for students, and you may enroll as often as you like in any of these courses.

Continuing Education courses are not transcribed and may not be applied to any transfer pattern, degree, or certificate.

Programs and Services - Additional programs and services include Certified Typing Tests and a weekly Swap Meet.

Registration - Students may register online at [www.lahc.edu/ext](http://www.lahc.edu/ext), in person during business hours, by phone using MasterCard, Visa, or Discover, or by facsimile using the FAX number (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write The Extension Program, 1111 Figueroa Place, Wilmington, CA 90744.

The Extension Program is a self-supporting branch of Los Angeles Harbor College.

# ACADEMIC STANDARDS AND CHALLENGE PROCEDURES

## ACADEMIC HONORS

### ***Alpha Gamma Sigma Honor Society***

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 an 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 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.

- 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.)

### ***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.

**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 Honor List***

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

## 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 probation calculations.

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

- **Academic Probation.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).
- **Progress Probation.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) and "NP" (No Pass) are recorded reaches or exceeds fifty percent (50%).

### ***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), No Pass (NP), 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%).

## 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", "P", or "NP") will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day 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.

## COURSE REPETITION

### ***Course Repetition to Improve Substandard Grades***

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. Substandard grades are defined as "D", "F", "NC", "NP".

### **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. All grades awarded will show on student's permanent records to insure a true and complete academic history.

### **Second Course Repetition to Remove a Substandard Grade**

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 so annotated. The two lower substandard grades will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

### **Third Course Repetition to Remove a Substandard Grade**

A student may repeat the same course for a third 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 circumstances upon which the petition is based. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The petition is 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 third repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

### **Limit of Three (3) Attempts to Take the Same Course**

Only three attempts at any one course will be allowed. Enrollment blocks on students who have had 3 attempts went into effective in summer 2012. All credit course repeats and withdrawals in a student's enrollment history will be counted towards the new limit, regardless of when they took the course. If the student has three recorded attempts for a course in any combination of "W", "D", "F", or "NP" grades, the student is not allowed to register for that course within the colleges in the Los Angeles Community College District.

## Remedial Coursework Limit

No student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services. "Remedial coursework" refers to non-degree basic skills courses as defined in California Code of Regulation, Title 5, section 55000.

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability as defined in section 56036.

## 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 "Repeatable" (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 an 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.

## 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. For dismissal, "consecutive semester" are those where a break in the student's enrollment does not exceed one full primary term.

**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 three (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%).

**Notification of 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.

**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.

**Readmission After Dismissal:** A student who has been dismissed may request reinstatement after two (2) semesters (primary terms) have elapsed. The student shall submit a written petition requesting readmission to his/her home College in compliance with the College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned to probationary status.

## 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.

## PREREQUISITES

Students may not enroll in and receive credit for a course requiring one or more prerequisites if they have not successfully completed the prerequisite(s). Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Violation of this regulation will result in exclusion from class and denial of course credit.

### 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:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree-applicable program, and/or
- Sequential course work in certificate programs, and
- 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 *Prerequisite Challenge Petition* form, which is used to file a prerequisite challenge, can be obtained from the counseling office in the Student Services Administration. The form also available at the Mathematics Division Chair Office and English Division Chair Office both located in the Northeast Academic Building.

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.

## 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:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing*	1
F	Failing	0
P	Passing**	
NP	No Pass***	

\* *Less than satisfactory*

\*\* *At least equal to a "C" grade or better – units awarded are not counted in GPA. P has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.*

\*\*\* *Equal to a "D" or "F" grade- units are not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.*

(P and NP grades may be given only in courses authorized by the District Pass/No Pass Option 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 the "I" and a record shall be given to the student. A copy will also be 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.

### **RD – Report Delayed**

The "RD" symbol is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

### **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. "W's" will be used as factors in progress probation and dismissal.

### **MW - 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.

## **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 "P" 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 "P" or "NP" (or "CR" or "NC" prior to June 30, 2007) 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:

- **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.
- **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 \$20 per unit, subject to change by the state legislature or the LACCD Board of Trustees.
- **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.

### **Advanced Placement (AP), College-level Examination Placement (CLEP, and International Baccalaureate (IB):**

IB Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5.

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

For a list of specific required exam scores see the following link: <http://www.laccd.edu/About/Pages/Admin-Regs.aspx>. See E-110 for (AP), E-123 for (CLEP), and E122 for (IB).

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Placement (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the AP exam in Biology and the IB Biology HL exam, they will only receive credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

### **Advanced Placement Credit**

#### **1. Course Equivalency**

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associates Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

#### **2. Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees**

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix A.

#### **3. Advanced Placement Unit Credit**

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD

shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

#### **4. CSU GE Breadth and IGETC**

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

Original Issue Date: February 10, 2009

Initiated by: Educational Programs and Educational Effectiveness

Dates of Changes: January 15, 2010; April 30, 2015, July 19, 2016

References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.

"Use the link below to access the Advanced Placement Table. The table adapts that in the LACCD Regulation to include LAHC Major/ Area of Emphasis Course unit credit. Equivalencies listed on PAGES 228 - 235 of this online catalog may be applied without petition.

## IB Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.

## CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how IB exams are used to meet these requirements.

## Annotation of IB GE/ Elective Credit on LACCD Transcripts

IB credit should be annotated on LACCD transcripts using the following format: IB Exam name: Score received; AA GE Area met; units awarded (if applicable); AA electives; units awarded (if applicable); competency met (if applicable).

Example: IB Biology HL: Score 5; AA GE Area A, 3 units; AA electives, 3 units. IB Mathematics HL: Score 4; AA GE Area D2, 3 units; AA elective, 3 units; Competency req. met.

IB Credit: LACCD Regulation E-122 <http://laccd.edu/About/Documents/AdministrativeRegulations/E-122.pdf>

### Credit for Courses Completed at Outside Accredited Institutions

Degree-applicable coursework completed at other colleges for the purpose of Associate Degree general education will be accepted according to the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be Associate Degree applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to than alternative general education area, if deemed beneficial to the student.
5. Courses taken at the originating institution that do not appear on that college's general education pattern will be applied to an Harbor College general education course.
6. A minimum grade of "C" (2.0) is required in each course used to fulfill the English and Mathematics competency requirement.

## ~~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:

- The student presents a valid, current California license as a licensed registered nurse to the designated administrative officer;
- 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 in 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.

### **Pass/No-Pass Option**

The College President may designate courses in the College Catalog wherein all students are evaluated on a “pass/no-pass” 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 “pass/no-pass” or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No-Pass 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 Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.

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

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

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

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

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

Course Repetition: A student who has received a grade of “No-Pass” (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy. 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 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.

# GRADUATION AND GENERAL EDUCATION REQUIREMENTS

Los Angeles Harbor College offers courses leading toward the following objectives: transfer to a four-year university, associate in arts for transfer (AAT) and associate in arts (AA) and associate in science (AS) degrees, certificates of achievement, and skills certificates.

## Graduation Requirements

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences. 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.

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements.

A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. ~~Effective for all students admitted for the Fall 2000 term or any term thereafter, each course counted toward the major or area of emphasis requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.~~

~~Effective for all students admitted for the Fall 2000 term or any term thereafter, Competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Math 123C or 125 (Intermediate Algebra).~~

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Math 123C or 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Math 123C or 125, or successfully complete those courses.

## Residency Requirements

For associate degrees, students must complete no fewer than 12 units at the college conferring the degree. When the same [associate in arts or associate in science](#) major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

Certificates of achievement shall be awarded by the college where the majority (greater than 50.0%) of the certificate units were taken. The CSUGE Breadth Certificate of Achievement and IGETC Certificate of Achievement are exempt from this requirement. The college that certifies completion of either of these plans may award the Certificate of Achievement to the student regardless of the

number of units completed at the certifying college.

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

## General Education Requirement

General Education is designed to introduce students to the variety of means through which people comprehend the modern world.

The following three general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE-Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC).

## LACCD General Education Plan

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a 4-year institution. At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

- Area A: Natural Sciences (3 semester/4 quarter units minimum)
- Area B: Social and Behavioral Sciences and American Institutions (6 semester/8 quarter units minimum)
- B1: American Institutions (3 semester/4 quarter units minimum)
- B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)
- Area C: Humanities (3 semester/4 quarter units minimum)
- Area D: Language and Rationality (6 semester/8 quarter units minimum)
- D1: English Composition (3 semester/4 quarter units minimum)
- D2: Communication and Analytical Thinking (3 semester units/4 quarter units minimum)
- Area E: Health and Physical Education (3 semester units/4 quarter units minimum)
- E1: Health Education (one course minimum)
- E2: Physical Education Activity (1 semester/1 quarter unit minimum)

## Area E waiver for "high-unit" majors:

The GE requirement to 18 units, provided the following conditions are met: The total units required for the major are 42 or greater, with none of the major coursework eligible for double-counting in a General Education area;

The student, during their last semester as part of the petition to graduate process, requests to have 3 units of General Education waived; and

The student completes a minimum of 3 semester/4 quarter units from each of Areas A through C and a minimum of 3 semester/4 quarter units from each of Areas D1 and D2 as listed above.

## California State University General Education Breadth Plan (CSU GE-Breadth Plan)

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University

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

- Area A: English Language Communication and Critical Thinking: minimum 9 semester units or 12 quarter units – one course in each subarea
- A1: Oral Communication (3 semester units or 4 quarter units)
- A2: Written Communication (3 semester units or 4 quarter units)
- A3: Critical Thinking (3 semester units or 4 quarter units)
- Area B: Scientific Inquiry and Quantitative Reasoning: minimum of 9 semester units or 12-15 quarter units – one course each in subareas B1, B2, and B4, plus laboratory activity related to one of the completed science courses.
- B1: Physical Science (3 semester units or 4 quarter units)
- B2: Life Science (3 semester units or 4 quarter units)
- B3: Laboratory Activity (associated with a course taken to satisfy either B1 or B2)
- B4: Mathematics/Quantitative Reasoning (3 semester units or 4 quarter units)
- Area C: Arts and Humanities: minimum of 9 semester units or 12-15 quarter units – at least one course completed in each of these two subareas:
- C1: Arts: Arts, Cinema, Dance, Music, Theater
- C2: Humanities: Literature, Philosophy, Languages Other than English
- Area D: Social Sciences: minimum of 9 semester units or 12-15 quarter units
- Area E: Lifelong Learning and Self-Development: minimum of 3 semester units or 4 quarter units

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

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This policy is governed by the Intersegmental Committee of the Academic Senates (ICAS). The IGETC requires completion of a minimum of 37 semester/49 quarter units of courses in the following areas:

#### **AREA 1: ENGLISH COMMUNICATION**

- 1A: English Composition (one course – 3 semester or 4-5 quarter units)
- 1B: Critical Thinking – English Composition (one course – 3 semester or 4-5 quarter units)
- 1C: Oral Communication (CSU requirement only) (one course – 3 semester or 4-5 quarter units)

#### **AREA2A: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course – 3 semester or 4-5 quarter units)**

#### **AREA 3: ARTS AND HUMANITIES (3 courses, with one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)**

- 3A: ARTS
- 3B: HUMANITIES

#### **AREA 4: SOCIAL and BEHAVIORAL SCIENCES (3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units)**

**AREA 5: PHYSICAL and BIOLOGICAL SCIENCES (2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units)**

- 5A: PHYSICAL SCIENCE
- 5B: BIOLOGICAL SCIENCE

**AREA 6: LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (Proficiency equivalent to two years of high school study in the same language.)**

No requirements shall be imposed in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing either of these general education plans for an associate degree.

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States regionally accredited institution of higher education are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work. These students are not to be required to complete any other courses required by the college for an associate degree.

### **Double-counting**

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement. There is no limit on the number of courses that may be used simultaneously in this manner.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

For Associate in Arts and Associate in Sciences degrees, if the sum of GE requirements plus major requirements minus units in the major that may be double-counted as GE is less than 60, the balance in degree-applicable course units is required.

### **Reciprocity for Associate Degrees for Transfer (ADT)**

Course(s) completed at other US regionally accredited institutions may be substituted for an approved ADT. Students wishing to receive credit for coursework taken at outside Harbor college toward an ADT degree must request to do so by petition.

### **Catalog Rights**

A catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. At the time the student began such attendance at the college, or
2. Allow students to select an intervening catalog in years between the time the student began continuous attendance and time of graduation, or
3. At the time of graduation.



For the sole purpose of satisfying graduation competency requirements, students entering the Los Angeles Community College District prior to Fall 2009 who remain in continuous attendance within the LACCD may graduate from any LACCD College by satisfying graduation competency by either 1) fulfilling competency requirements in place at the time the student began such attendance within the district, or 2) fulfilling competency requirements in place at the time of graduation. The college may authorize or require substitutions for discontinued courses; or require a student changing his/her major to complete the major requirements in effect at the time of the change. This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

“Continuous attendance” means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a “military withdrawal” under the provisions of Board Rule 6701.10, will be considered to be in “continuous attendance” for their required period of military service.

### **Additional Associate Degrees**

Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

1. Pursuant to catalog rights, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. Completion of a minimum of six (6) units in a major must have been completed at the college. Major course requirements completed in previous degrees awarded can be used again for additional degrees. Associates Degrees for Transfer are exempt from this provision.
3. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

### **Concurrent Degrees**

Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).

Certificates of Achievement, Competency, and Completion whose requirements are subsets of degree requirements will be awarded automatically upon completion of the corresponding degree.

A Certificate of Achievement in CSU GE and/or IGETC will be awarded automatically upon certification of the completion of the corresponding general education plan.

### **Federal Student Right To-Know Rates (SRTK)**

All community colleges are required to provide their SRTK rates. The following are 2008 data for Los Angeles Harbor College from the California Community Colleges State Chancellor's office (<http://srk.cccco.edu/index.asp>)

Completion rate: 19.47%

Transfer rate: 10.59%

Definitions: Completion Rate is the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer- preparatory program. Transfer Rate is the total number of cohort non-completers who were identified as having enrolled in another institution.

### **Petition for Graduation**

Students expecting to earn a program award 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.

## ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

2017-2018

**General Education Requirements:** Minimum of 21\* semester units. Math 123C/125 or any math/stat course in D2 completed with "C" grade or better meets required math competency for graduation, as does placement above intermediate algebra or passing the math competency exam. English 101 with "C" grade or better meets English competency for graduation and Math 123C or 125 meets mathematics competency for graduation. **Please see a counselor and check the college catalog for specific major requirements.**

C = Completed I = In Progress N = Need

\*\*\*THIS FORM SUBJECT TO CHANGE EACH YEAR\*\*\*

	C	I	N
<b>A. NATURAL SCIENCES</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> <b>Anatomy 1L Anthro 101 Astron 1 Biology 3, 5, 101 Chem 65, 66, 101 Env Sci 1, 2 Geog 1 Geology 1</b> <b>Oceano 1, 12 Phys Sc 1 Physics 6, 7, 11, 37, 38, 39 Physiol 1 Psych 2</b> Other College _____ Advanced Placement _____			
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>6 Semester Units minimum</b></span> <b>B1. AMERICAN INSTITUTIONS</b> (3 Semester Units minimum) <b>History 5, 6, 11, 12, 41, 43 Pol Sci 1, 30</b> <b>B2. SOCIAL AND BEHAVIORAL SCIENCES</b> (3 Semester Units minimum) <b>Anthro 102, 103, 104, 121 Bus 1 Ch Dev 1 Draft 6 Econ 1, 2 EGT 28 Geog 2, 7</b> <b>History 1, 2, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52, 58, 74*, 81, 82, 86*, 87* Pol Sci 2, 4, 7 Psych 1, 14, 41</b> <b>Soc 1, 2, 4 12 Stat 1*</b> Other College _____ Advanced Placement _____			
<b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> <b>Arc 132, 133 Art 100, 101, 102, 103, 111, 201 DanceST 805 English 203, 204, 205, 206, 207, 208, 209, 211, 214,</b> <b>215, 218, 219, 234, 239, 240 French 1, 2, 10 History 10, 25, 26, 74*, 81*, 82*, 86*, 87*</b> <b>Human 1, 6, 17, 60 Japan 21, 22 Music 101, 111, 116, 141, 216-1 Philos 1, 20, 33 Photo 121</b> <b>Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36 Theater 100</b> Other College _____ Advanced Placement _____			
<b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 Semester Units minimum</b></span> <b>D1. ENGLISH COMPOSITION</b> (3 Semester Units minimum) <b>English 101</b> (meets English Composition competency for graduation) <b>D2. COMMUNICATION AND ANALYTICAL THINKING</b> (3 Semester Units minimum) <b>Co Sci 58 Comm 101, 104, 121, 122, 190 English 102, 103 Journal 105</b> <b>Math 215, 216, 227, 234, 236, 240, 260, 265, 266, 267, 270, 275 Philos 6, Stat 1*</b> Other College _____ Advanced Placement _____			
<b>E. HEALTH AND PHYSICAL EDUCATION*</b> <span style="float: right;"><b>3 Semester Units minimum</b></span> <b>E1. HEALTH EDUCATION</b> (3 Semester Units minimum) <b>Ch Dev. 1, 11 Counsel 20 Fam &amp; CS 21 Health 2, 6, 11, 12 Psych 3, Soc 21</b> <b>E2. ONE KINESIOLOGY ACTIVITY, (1 course)</b> <b>DanceTQ 141 Health 2, 6 Kin 10, 45, 46, 48, 49, 50, 217-1, 229, 229-1, 229-2, 245-1, 245-2, 250-1, 250-2,</b> <b>251, 251-1, 251-2, 287-1, 287-2, 288, 288-1, 288-2, 291, 291-1, 291-2, 349, 350, 350-1, 350-2,</b> <b>Kin Ath 503, 504, 508, 511, 512, 516, 552, 553, 556, 557, 558, Kin Maj 119, 126</b>  <i>*1. Military Credit awarded for Area E with acceptable documentation; Nursing students are exempt from Health and Kinesiology activity.</i> <i>*2. Area E may be waived if the student requests to do so while petitioning for graduation with a degree requiring 42 or greater major units.</i>			

**Major / Area of Emphasis:**

Major Courses (min. 18 units)			
Electives			
Competency Met: English: Course _____ Math: Course _____ Assessment test: _____ AP Exam: _____ <b>TOTAL</b>			

**Courses may be counted towards only one area\*.**

Name: \_\_\_\_\_

88-

Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

# GENERAL EDUCATION REQUIREMENTS FOR TRANSFER

## **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.

With counseling and careful planning a student can, in most instances, transfer as a junior with his/her lower division major requirements and appropriate general education requirements complete. Students who were ineligible to enter the California State University (CSU) or the University of California (UC) from high school can become eligible for transfer upon completion of 60 transferable units to CSU 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; Architecture; Art; Astronomy; Biology; Botany; Business; Chemistry; Child Development; Cinema; Communication Studies; Dental Hygiene; Dentistry; Economics; Education; Engineering; Liberal Arts; English; Ethnic Studies; Family & Consumer Sciences; Foreign Language; Geography; Geology; Health Education; History; Humanities; Industrial Arts; Journalism; Kinesiology; 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. 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 Student Services Center. 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:
  - a) 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,
  - b) Has submitted the results of the ACT or SAT test, if he or she has less than 60 transferable college units, and
  - c) Was in good academic standing at the last accredited degree-granting college or university attended.
2. The student was not eligible for admission to the California State University upon graduation from high school but has earned 60 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.

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*)

## **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 colleges 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.

Students are to make an appointment with a counselor early in their academic planning as well as prior to registering for their last 12 units at Los Angeles Harbor College as preliminary checks for Graduation and General Education requirements.

The pattern of general education for the bachelor's degree is common to all major fields of study.

## **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.

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**

UC Transferable courses may be subject to credit limitations. See a counselor or Assist.org for more information.

## **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.

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 Student Services and Administration Building.

Los Angeles Harbor College  
California State University GENERAL EDUCATION CERTIFICATION REQUIREMENTS

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty nine units (39) of general education coursework excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor's degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better.

A maximum of 30 units will be allowed in Areas "B", "C" and "D" collectively for certification. A minimum of 9 units must be completed in each of Areas "A", "B", "C", and "D" if the student wishes to have more than 30 units certified. If Areas "A" and "B" are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Most universities will expect students to finish 60 transferable units with a minimum 2.0 GPA, usually higher.

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 sending final transcripts to the University. Students may use [www.Assist.org](http://www.Assist.org) as a resource for reviewing major preparation. Please see a counselor for advisement.**

C= Completed I=In Progress N= Need

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 Units)			
Select one course from each A1, A2 and A3	C	I	N
<b>A1 Oral Communication</b> Comm 101, 121, 122^			
<b>A2 Written Communication</b> English 101			
<b>A3 Critical Thinking</b> Comm 104 Co Sci 58 English 102, 103 Journal 105 Philos 6			
AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 Units)			
Courses selected for this Area must include at least one course listed in each of the categories below			
<b>B1 Physical Science (at least one course):</b> Astron 1 Chem 65, 66, 101, 102, 211, 212 Env Sci 1 Geog 1 Geology 1 Oceano 1 Phys Sc 1 Physics 6, 7, 11, 37, 38, 39			
<b>B2 Life Science (at least 1 course):</b> Anatomy 1, 1L Anthro 101 Biology 3, 5, 101 Env Sci 2 Oceano 12 Physiol 1 Psych 2			
<b>B3 Laboratory Activity</b> Anatomy 1, 1L Anthro 111 Astron 5 Biology 3, 5, 101 Chem 65, 66, 101, 102, 211, 212 Geog 15 Geology 6 Oceano 10 Phys Sc 14 Physics 6, 7, 11, 37, 38, 39 Physiol 1			
<b>B4 Mathematics/Quantitative Reasoning (at least 1 course):</b> Math 215, 216, 227, 234, 236, 240, 260, 265, 266, 267, 270, 275 Stat 1			
AREA C- ARTS AND HUMANITIES (9 Units)			
Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category			
<b>C1 Arts (Arts, Cinema, Dance, Music, Theater)</b> Art 100, 101, 102, 103, 111, 201 Arc 132, 133 DanceST 805 Music 101, 111, 116, 141, 216-1, 216-4 Photo 121 Theater 100			

<b>C2 Humanities (Literature, Philosophy, Language Other than English)</b> English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, 240 French 1, 2, 10 History 74^, 81^, 82^, 86^, 87^ Human 1, 6, 17, 60 Japan 21, 22 Philos 1, 20, 33 Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36			
AREA D – SOCIAL SCIENCES (9 Units)			
Select courses from at least two disciplines or an interdisciplinary sequence			
<b>D Anthropology</b> 102, 103, 104, 121 <b>Business</b> 1 <b>Ch Dev</b> 1^ <b>Comm</b> 122^, 190 <b>Econ</b> 1, 2 <b>EGT</b> 28 same as Drafting 6 <b>Geog</b> 2,7 <b>History</b> 1, 2, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52 58, 74^, 81^, 82^, 86^, 87^ <b>Pol Sci</b> 1, 2, 4, 7, 30 <b>Psych</b> 1, 10, 14, 15, 41 <b>Soc</b> 1, 2, 12			
AREA E – LIFELONG LEARNING AND SELF DEVELOPMENT (3 Units)			
<b>Note: Only one unit of DanceTQ, Kin, or Kin Ath, or Kin Maj activity may be applied toward this area</b>			
<b>E Integrated Organism</b> <b>Ch Dev</b> 1^, 11 <b>Counsel</b> 20 <b>DanceTQ</b> 141 <b>Family &amp; CS</b> 21 <b>Health</b> 2, 6, 11, 12 <b>Kin</b> 10, 45, 46, 48, 49, 50, 217-1, 229, 229-1, 229-2, 245, 245-1, 245-2, 250-1, 250-2, 251, 251-1, 251-2, 268-1, 287-1, 287-2, 288, 288-1, 288-2, 291, 291-1, 291-2, 349, 350, 350-1, 350-2 <b>Kin Ath</b> 502, 503, 504, 508, 511, 512, 516, 552, 553, 556, 557, 558 <b>Kin Maj</b> 119, 126 <b>Psych</b> 3 <b>Soc</b> 21			
<b>STATUTORY REQUIREMENT (6 UNITS)</b> These courses may be completed prior to transfer, they are not required for certification, and may be "double counted" in Area D above.			
<b>Select one course from "A" and one course from "B" below:</b> A Pol Sci 1, 30			
B History 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82			

^ May be counted for one area only, not for both.

Name: \_\_\_\_\_ 88- \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**LOS ANGELES HARBOR COLLEGE**  
(INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM) **IGETC**  
**2017-2018**

The Inter-segmental 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. **Please see a counselor for additional information.**

**IMPORTANT: Students need to have the IGETC certified prior to sending final transcripts to the university. Failure to have general education certified may result in additional lower-division coursework being required after transfer. All courses must be completed with "C" grade or higher. Most universities will expect students to finish 60 transferable units with a minimum 2.4 GPA, and significantly higher for competitive majors.**

**AREA 1- ENGLISH COMMUNICATION**

(2-3 courses, 6-9 semester/ 12-15 quarter units)

**1A: ENGLISH COMPOSITION**

(1 course, 3 semester/4-5 quarter units)  
English 101

**1B: CRITICAL THINKING/ENGLISH COMPOSITION**

(1 course, 3 semester/ 4-5 quarter units)  
Courses must have English Composition as a prerequisite.  
English 102, 103

**1C: ORAL COMMUNICATION (CSU only)**

(1 course, 3 semester/ 4-5 quarter units)  
Comm 101, 104, 121, 122^

**AREA 2- MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING**

(1 course, 3 semester / 4-5 quarter units)

Math 227\*, 234, 236\*, 260, 265\*, 266, 267, 270, 275, Stat 1\*

**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.**

**3A: ART**

Arc 132, 133  
Art 100, 101, 102, 103, 111, 201  
DanceST 805  
Music 101, 111, 116, 141, 216-1, 216-4  
Photo 121  
Theater 100

**3B: HUMANITIES**

English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215  
219, 234, 239, 240  
French 2, 10  
History 74^, 81^, 82^, 86^, 87^  
Human 1, 6\*, 17, 60  
Philos 1, 20, 33  
Spanish 2, 3, 4, 12, 36

^ May be counted for one area only, 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.**

Anthro 102, 103, 104, 121  
Ch Dev 1  
Comm 122^, 190  
Econ 1, 2  
Geog 7  
History 1, 2, 6, 11\*, 12\*, 19, 20, 21, 41\*, 42\*, 43\*, 44\*, 52, 58, 74^, 81^, 82^, 86^, 87^  
Pol Sci 1, 2, 4, 7, 30  
Psych 1, 14, 15, 41  
Soc 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.**

**5A: PHYSICAL SCIENCE:** Astron 1, Chem 65\*, 101, 102, 211\*, 212\*, Envi Sci 1, Geog 1, Geology 1, Oceano 1, Phys Sc 1\*, Physics 6\*, 7\*, 11\*, 37\*, 38\*, 39\*

**5B: BIOLOGICAL SCIENCE:** Anatomy 1\*, Anthro 101, Biology 3\*, 5, 101, Env Sci 2, Oceano 12, Physiol 1\*, Psych 2

**5C: SCIENCE LABORATORY:** Anatomy 1\*, Astron 5, Biology 3\*, 5, 101, Chem 65\*, 101, 102, 211\*, 212\*, Geog 15, Geology 6, Oceano 10, Phys Sc 14\*, Physics 6\*, 7\*, 11\*, 37\*, 38\*, 39\*, Physiol 1\*

**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, 2  
Japan 21, 22  
Spanish 1, 22, 35

**CSU GRADUATION REQUIREMENT IN US HISTORY, CONSTITUTION AND AMERICAN IDEALS**

Not Part of IGETC, may be completed prior to transfer, and the courses may be "double counted" to satisfy requirements for IGETC Area 4 above.

6 Units, one course from (A) and one course from (B)  
(A) History 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82  
(B) Pol Sci 1, 30

Name:

88-

Counselor:

Date:



# IGETC INFORMATION

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## COMMON QUESTIONS ABOUT THE IGETC

### ***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. See a counselor for detailed information and exceptions or visit <http://admission.universityofcalifornia.edu/counselors/transfer/advising/igetc/index.html>.

### ***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. With a score of 3 or higher, Advanced Placement exams may be used to satisfy one general education course in the appropriate area. Although not part of the IGETC, Harbor College will also certify the completion of the CSU American History and Institutions graduation requirement.

### ***Why should I have my courses certified?***

To earn a Bachelor's degree from UC or CSU, students must complete a program of general education. Harbor College will certify the completion of all lower division general education requirements for graduation from UC or CSU. Students who transfer without certification will have to meet the general education requirements of the specific UC or CSU campus to which they are transferring. This usually requires completion of additional courses after transfer.

### ***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 either be equivalent to courses offered at Harbor College or at another California community college (CCC). These courses will be placed in the subject areas where the comparable LAHC courses are listed, or courses from another California community college on an approved IGETC pattern. If a course is not comparable to a CCC course listed on an approved IGETC pattern, it may

be reviewed by petition to determine whether or not it meets IGETC Area Standards. Unless a foreign institution has United States regional accreditation, courses completed at foreign institutions are not acceptable for IGETC except for certification of competence in a language other than English.

### ***How do I get my courses certified?***

Certification is not automatic; request for certification must be made in the Admissions and Records Office when you send your final transcript to UC or CSU. Completion of the full IGETC pattern is highly recommended; partial certification is now allowed. Students can be missing no more than two courses to qualify for partial certification. **WARNING:** You need to complete minimum UC/CSU transfer admissions requirements. Therefore, if you are missing courses in IGETC Area 1 and/or 2, you may not be eligible for admissions and could put your admissions in jeopardy; please consult with a counselor. Furthermore, 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 in the Admissions and Records Office at Harbor College.

# Q & A'S ABOUT COLLEGE PROGRAMS

## ***Frequently Asked Questions by All Students***

### **1. What type of goal may I pursue at Harbor College?**

Harbor College provides a number of options for community college students:

- Obtaining an AAT or AST (transfer) degree
- Obtaining an A.A. or A.S. degree
- Obtaining a certificate of achievement in a transfer or vocational area.
- Preparing to transfer to a university.
- Taking courses to enhance or learn a skill.
- Taking courses for personal interest.

### **2. What if I am undecided about my goals?**

You should discuss your educational and career plans with a counselor and faculty in any area that interests you. They can help you determine what might lead you into a successful field of employment and choose courses which will prepare you for a variety of options.

### **3. What is the difference between the Associate in Arts and the Associate in Science degree and a transfer degree?**

Ilge offers AA and AS degrees for both transfer and non-transfer students, and AAT and AST degrees for students wishing to transfer to a CSU. Each of these degree types is described in the section below preceding the list of programs (degrees and certificates).

### **4. 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. If you are receiving financial aid, contact the Financial Aid office to find out if there are restrictions.

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.

## ***Frequently Asked Questions by Transfer Students***

### **1. 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.

### **2. What is meant by General Education coursework?**

General Education courses are a range of subjects which focus upon critical thinking, reading and writing, analysis, criticism and synthesis of information. They provide the broad base of knowledge that is the 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.

### **3. What is meant by General Education certification?**

There are two types of General Education certification:

1. 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.

2. All CSU's and UC's participate in the IGETC (Intersegmental General Education Transfer Curriculum). This plan 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 allowed only with prior approval and for a specific hardship that occurred in the final term before transfer.

### **4. If I plan to transfer, is it best to concentrate my major coursework or fulfilling my general education coursework?**

It is best to complete both requirements. Some majors have fewer requirements and/or require few preparatory courses, allowing more flexibility for taking general education courses. However, some majors require many courses and/or preparatory courses. In this case, concentrate on fulfilling those and fill in GE courses whenever possible. Your counselor and faculty in the major area can provide guidance.

**5. 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.

***Frequently Asked Questions about  
Certificates in Occupational Programs***

**1. What type of certificates are offered in occupational programs?**

The college offers two types of certificates: the certificate of achievement and the skills certificate. Certificates of achievement are designed to provide students who complete them with a set of skills necessary to work in the field. Most require a minimum of 18 units, although some may require as few as 12 units, and all are transcribed awards. Skills Certificates do not appear on the transcript. They are designed to provide students who complete them with a more focused set of skills, and typically require fewer than 18 units.

**2. 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 benefit 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.

**3. 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.

**4. 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.

**5. 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.



# DIVISION AND PROGRAM LISTING

## **BUSINESS**

**Division Chair: Dr. Stanley Sandell**

### ***Career Technical Education Programs***

Accounting, Business Administration, Computer Information Systems, Computer Applications and Office Technology

### ***Disciplines***

Accounting, Business, Computer Information Systems, Finance, International Business, Management, Marketing, Computer Applications and Office Technology, Real Estate, Supervision

## **COMMUNICATIONS**

**Division Chair: Ann Warren**

### ***Disciplines***

Developmental Communications, English, ESL, French, Japanese, Journalism, Non-Credit ESL, Spanish,

## **COUNSELING**

**Division Chair: Joy Fisher**

Career Center, Honors, Information Desk, Orientation, Transfer Center

### ***Disciplines***

Counseling (formerly Personal Development)

## **HEALTH SCIENCES**

**Division Chair: Lynn Yamakawa**

### ***Career Technical Education Programs***

CNA/Home Health Aide, Professional Nursing, Emergency Department Assistant

### ***Disciplines***

Nursing

## **HUMANITIES & FINE ARTS**

**Division Chair: Juan Baez**

### ***Career Technical Education Programs***

Architectural Technology, Commercial Music

### ***Disciplines***

Architecture, Art, Cinema, Communication Studies, Environmental Design, Humanities, Industrial Design, Music, Philosophy, Photography, Psychology, Statistics, Theater

## **KINESIOLOGY, HEALTH & WELLNESS**

**Division Chair: Nabeel Barakat**

Dance, Health, Kinesiology

## **LIBRARY**

**Division Chair: Jonathon Lee**

Library Science

## **MATHEMATICS & TECHNOLOGY**

**Division Chair: Farzaneh Saddigh**

### ***Career Technical Education Programs***

Computer Technology, Drafting, Production Design, Electromechanical Engineering Technologist, Industrial Engineering Technology, Process Plant Technology

### ***Disciplines***

Computer Science, Computer Technology, Electronics, Engineering Tech., Drafting, General Engineering, Mathematics, Process Plant Technology

## **SCIENCE, FAMILY & CONSUMER STUDIES**

**Division Chair: Joyce Parker**

### ***Career Technical Education Programs***

Child Development, Culinary Arts

### ***Disciplines***

Anatomy, Astronomy, Biology, Chemistry, Child Development, Culinary Arts, Environmental Science, Family and Consumer Studies, Geography, Geology, Microbiology, Oceanography, Physiology, Physical Science, Physics

## **SOCIAL SCIENCES**

**Division Chair: Bradley Young**

### ***Career Technical Education Programs***

Administration of Justice, Fire Technology

### ***Disciplines***

Administration of Justice, Anthropology, Economics, Education, Fire Technology, History, Learning Foundations, Learning Skills, Political Science, Service Learning, Social Science, Sociology

# LOS ANGELES HARBOR COLLEGE



## DEGREES AND CERTIFICATES

### COURSE DESCRIPTIONS

## DEGREE AND CERTIFICATE PROGRAMS **last update 10/13/17**

**Title:** the title will begin with the award type (degree/certificate) followed by the subject title. Degree types include Associate in Arts/Science for Transfer Degrees (AAT/AST), Associate in Arts/Science Degrees (AA/AS) Certificates of Achievement (CA), and Skills Certificates (SC).

**Major Code:** this code identifies the program major in the Student Information System.

**Description:** this describes the general content and purpose of the program, as well as any entrance requirements or special characteristics. It may also summarize the program requirements.

**Program Learning Outcomes:** these are intended outcomes for the program: knowledge, skills, and competencies the students will have acquired upon successful completion of the program.

**Degree/certificate requirement categories** and their total units are summarized in a highlighted section for quick reference. The numbers in the right hand column represent the units required for each category. Note: Prior-to-college-level prerequisite courses may not appear in the program requirements. Pre/corequisites for GE courses do not appear under GE plan requirements.

- **Major or Total (and possibly sub-categories):** the units required for the major (or the total units for the certificate), possibly listing sub-categories (components, core/electives, lists A, B, C, etc.)
- **Additional GE Requirements:** the additional general education (GE) requirements not already satisfied by double-countable major units, if applicable. Note: AAT/AST degrees require either the CSU GE or IGETC plans, depending on the information listed. AA/AS degrees require, at a minimum, the LACCD GE plan, but may also use the CSU GE or IGETC plans. Units for LACCD GE Plan Area E that may be waived (via graduation petition for degrees requiring greater than 42 major units). When applicable, these have been omitted where applicable. Major units that double-count to satisfy GE requirements also have been omitted.
- **Additional Requirements:** Certificates do not require a GE plan, but may list some general education requirements such as communication studies, English, and math. These courses are listed as “additional requirements.”
- **Additional Degree-applicable Requirements:** Units from the GE requirements plus the major requirements minus any that count as GE must equal a minimum of 60. If this total is less than 60, the difference shows as “additional degree-applicable requirements” which must be made up by units from any degree-applicable courses not already used for the program.

**Course lists:** these list specific courses required or allowed for each requirement category listed in the summary. When courses are listed under a heading followed by a unit value only, all courses in that list are required. When one course may be chosen as an alternative for another, the word “or” appears before the alternative course. When courses appear under a heading followed by “choose n units minimum,” any one or more courses may be chosen to equal or exceed that figure. Courses that must be taken in combination will have the word “and” or the symbol “&” appearing before the subsequent course(s) in the combination. Numbers appearing in parentheses beside each course title represent the course units.

## Degree and Certificate Program Index (by Type)

### Associate in Arts/Science Degrees for Transfer (AAT/AST)

These degrees are intended for students planning to transfer into a Bachelor of Arts/Science program in the same or related subject at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts/Science Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C (or P) or better and a minimum cumulative grade point average (GPA) of 2.0. These degrees comply with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Administration of Justice AST .....	71	Kinesiology AAT .....	109
Anthropology AAT .....	73	Mathematics AST .....	114
Business AST .....	79	Music AAT .....	115
Communication Studies AAT .....	84	Physics AST .....	125
Early Childhood Education AST .....	82	Psychology AAT .....	126
English AAT .....	101	Studio Arts AAT .....	76
History AAT .....	108		

### Associate in Arts/Science Degrees (AA/AS)

These degrees are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major or for transfer to a four year institution. Note: while some or all coursework listed in specific AA/AS degree requirements may be transferable to a CSU/UC, these degrees are not specifically designed to meet transfer requirements. Students in these majors who wish to transfer are advised to use either the CSU GE or IGETC plan requirements, rather than the LACCD GE plan requirements listed.

Accounting AS .....	70	Legal Office Assistant AS .....	85
Administration of Justice AS .....	71	Liberal Arts and Sciences: Arts and Humanities	
Administrative Assistant AS .....	85	AA .....	111
Architectural Technology AS .....	73	Liberal Arts and Sciences: Health and Fitness	
Art AA .....	76	AA .....	111
Business Administration AA .....	78	Liberal Arts and Sciences: Mathematics and	
Business AS .....	78	Natural Sciences AA .....	112
Chemistry AS .....	81	Liberal Arts and Sciences: Social and Behavioral	
Child Development AS .....	82	Sciences AA .....	112
Communication Studies AA .....	83	Liberal Studies AA .....	113
Computer Information Systems AS .....	90	Mathematics AS .....	113
Computer Science and Engineering AS .....	92	Medical Office Assistant AS .....	85
Computer Technology AS .....	93	Nursing Professional (L.V.N. to R.N.) AS .....	122
Culinary Arts AS .....	95	Nursing Professional (R.N.) AS .....	120
Drafting Production Design AS .....	97	Office Automation AS .....	86
Electronic Engineering Technology AS .....	98	Office Communication AS .....	86
Engineering AS .....	99	Physics AS .....	124
Engineering Technology: Electronics AS .....	100	Psychology AA .....	125
Engineering Technology: Manufacturing AS .....	100	Real Estate AS .....	126
Fire Technology AS .....	102		

### Certificates of Achievement (CA)

These certificates are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major. Note: the Certificates of Achievement in CSU GE and IGETC are intended to provide general transfer readiness for students wishing to transfer to the CSU or UC. However, earning one of these certificates does not alone constitute transfer eligibility. Certification in one of these plans must be obtained prior to transfer.

Accounting CA .....	70	Child Development CA .....	83
Administration of Justice CA .....	72	Computer Technology CA .....	94
Architectural Technology CA .....	74		
Business Administration CA .....	79	Culinary Arts CA .....	96
California State University General Education		Drafting CA .....	97
CA .....	103	Electronic Technology CA .....	98

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



Fire Technology CA .....	102	Music Performance CA .....	116
Intersegmental General Education Transfer Curriculum CA .....	104	Music Recording Arts CA .....	117
Legal Office Assistant CA .....	87	Music Songwriting CA .....	118
Medical Office Assistant CA .....	87	Music Theory CA .....	118
Microcomputer Applications CA .....	91	Office Administration CA .....	88
Music Arranging CA .....	115	Office Automation CA .....	88
Music Media CA .....	116	Physical Education CA .....	110
		Real Estate CA .....	127

### Skills Certificates (SC)

These certificates are intended for students who wish to build skills for personal development or those that may be applicable to employment in a field related to the major. Note: skills certificates do not appear on student transcripts.

Accounting SC .....	71	Journalism .....	108
Administrative Assistant SC .....	89	Keyboarding SC .....	89
Advanced Cook Skills SC .....	96	Legal Office Assistant SC .....	89
Advanced Retail Management SC .....	81	Legal Studies SC .....	80
Applied Journalism .....	109	Logistics SC .....	90
Architecture: Architectural Technology SC .....	75	Management and Supervision SC .....	80
Architecture: Design SC .....	75	Marketing SC .....	80
Architecture: Environmental Graphics SC .....	75	Medical Office Assistant SC .....	90
Architecture: Production Drafting SC .....	75	Network Administration SC .....	94
Arts: Media Arts – Digital Design SC .....	77	Network Technology SC .....	94
Business SC .....	80	Office Automation SC .....	90
Business Software Applications SC .....	91	Programming SC .....	92
Communication SC .....	89	Property Management SC .....	127
Computer Repair Technology SC .....	95	Real Estate SC .....	128
Computer Science SC .....	93	Records Management (Clerical Records & Filing) SC .....	89
Cook Skills SC .....	97	Retail Management SC .....	81
Fiber Optics SC .....	95	Taxation SC .....	71
Finance SC .....	80	Web Development SC .....	92
Fitness Training .....	110		
Health Occupations SC .....	107		

### Degree and Certificate Program Index (by Subject)

Accounting AS .....	70	Business AST .....	79
Accounting CA .....	70	Business SC .....	80
Accounting SC .....	71	Business Software Applications SC .....	91
Administration of Justice AS .....	71	California State University General Education CA .....	103
Administration of Justice AST .....	71	Chemistry AS .....	81
Administration of Justice CA .....	72	Child Development AS .....	82
Administrative Assistant AS .....	85	Child Development CA .....	83
Administrative Assistant SC .....	89	Communication SC .....	89
Advanced Cook Skills SC .....	96	Communication Studies AA .....	83
Advanced Retail Management SC .....	81	Communication Studies AAT .....	84
Anthropology AAT .....	73	Computer Information Systems AS .....	90
Applied Journalism .....	109	Computer Repair Technology SC .....	95
Architectural Technology AS .....	73	Computer Science and Engineering AS .....	92
Architectural Technology CA .....	74	Computer Science SC .....	93
Architecture: Architectural Technology SC .....	75	Computer Technology AS .....	93
Architecture: Design SC .....	75	Computer Technology CA .....	94
Architecture: Environmental Graphics SC .....	75	Cook Skills SC .....	97
Architecture: Production Drafting SC .....	75	Culinary Arts AS .....	95
Art AA .....	76	Culinary Arts CA .....	96
Arts: Media Arts – Digital Design SC .....	77	Drafting CA .....	97
Business Administration AA .....	78	Drafting Production Design AS .....	97
Business Administration CA .....	79	Early Childhood Education AST .....	82
Business AS .....	78		

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Electronic Engineering Technology AS.....	98	Medical Office Assistant AS.....	85
Electronic Technology CA.....	98	Medical Office Assistant CA.....	87
Engineering AS.....	99	Medical Office Assistant SC.....	90
Engineering Technology: Electronics AS.....	100	Microcomputer Applications CA.....	91
Engineering Technology: Manufacturing AS.....	100	Music AAT.....	115
English AAT.....	101	Music Arranging CA.....	115
Fiber Optics SC.....	95	Music Media CA.....	116
Finance SC.....	80	Music Performance CA.....	116
Fire Technology AS.....	102	Music Recording Arts CA.....	117
Fire Technology CA.....	102	Music Songwriting CA.....	118
Fitness Training.....	110	Music Theory CA.....	118
Health Occupations SC.....	107	Network Administration SC.....	94
History AAT.....	108	Network Technology SC.....	94
Intersegmental General Education Transfer		Nursing Professional (L.V.N. to R.N.) AS.....	122
Curriculum CA.....	104	Nursing Professional (R.N.) AS.....	120
Journalism.....	108	Office Administration CA.....	88
Keyboarding SC.....	89	Office Automation AS.....	86
Kinesiology AAT.....	109	Office Automation CA.....	88
Legal Office Assistant AS.....	85	Office Automation SC.....	90
Legal Office Assistant CA.....	87	Office Communication AS.....	86
Legal Office Assistant SC.....	89	Physical Education CA.....	110
Legal Studies SC.....	80	Physics AS.....	124
Liberal Arts and Sciences: Arts and Humanities		Physics AST.....	125
AA.....	111	Programming SC.....	92
Liberal Arts and Sciences: Health and Fitness		Property Management SC.....	127
AA.....	111	Psychology AA.....	125
Liberal Arts and Sciences: Mathematics and		Psychology AAT.....	126
Natural Sciences AA.....	112	Real Estate AS.....	126
Liberal Arts and Sciences: Social and Behavioral		Real Estate CA.....	127
Sciences AA.....	112	Real Estate SC.....	128
Liberal Studies AA.....	113	Records Management (Clerical Records &	
Logistics SC.....	90	Filing) SC.....	89
Management and Supervision SC.....	80	Retail Management SC.....	81
Marketing SC.....	80	Studio Arts AAT.....	76
Mathematics AS.....	113	Taxation SC.....	71
Mathematics AST.....	114	Web Development SC.....	92

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# Accounting

## Associate in Science Degree in Accounting

Major Code: 050200

The Associate in Science degree program qualifies the student for entry-level accounting positions in business, government, industry and financial institutions. This is not a transfer program. Students wishing to transfer should pursue an AS-T or AA degree in Business Administration with the advice of a counselor. Depending on courses chosen, this degree may require greater than 60 units and therefore may take more time to complete than other degrees.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions are analyzed and transformed into financial statements, demonstrate the ability to identify key issues, select relevant data, and think critically and analytically about the possible solutions for the financial problem encountered, receive and process written and oral financial information and prepare an appropriate response for management, investor, clients, or other fellow professionals, demonstrate effective use of technology applicable to accounting practice and procedures, analyze and interpret financial activities to identify and anticipate problems and find acceptable solutions for the individual or organization served, demonstrate the ability to act with integrity and honesty and choose an ethical course of action in all contacts with employers, clients, co-workers, and general public.

<b>Major (Components I and II)</b>	<b>44</b>
<b>Additional LACCD GE Requirements</b>	<b>15-18</b>
(Not including 0-3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>0-1</b>
<b>Total</b>	<b>60-62</b>

### **Component I (choose 25 units minimum)**

ACCTG 1	Introductory Accounting I (5)
ACCTG 2	Introductory 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)
BUS 5	Business Law I (3)

CO INFO 16	Spreadsheet Applications (3)
CO INFO 24	Accounting on Microcomputers (2)
CO INFO 64	Microcomputer Lab (1)

### **Component II (choose 19 units minimum)**

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 Computation (3)
BUS 60	Keyboarding Fundamentals (1)
CO INFO 1	Principles of Business Computer Systems I (3)
FINANCE 2	Investments (3)
FINANCE 8	Personal Finance and Investments (3)

## Certificate of Achievement in Accounting

Major Code: 050200

This Certificate provides the student with training necessary for entry-level accounting positions in business and other organizations such as government agencies, education and industry. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total (Components I and II)</b>	<b>31</b>
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### **Component I (choose 16 units minimum)**

ACCTG 1	Introductory Accounting I (5)
ACCTG 2	Introductory 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)

### **Component II (choose 15 units minimum)**

BUS 1	Introduction to Business (3)
BUS 5	Business Law I (3)
BUS 6	Business Law II (3)
BUS 31	Business English (3)
BUS 32	Business Communications (3)
BUS 38	Business Computation (3)
BUS 60	Keyboarding Fundamentals (1)
CO INFO 1	Principles of Business Computer Systems I (3)
CO INFO 16	Spreadsheet Applications – Excel (3)

*Requirements continue on next page*

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CO INFO 24	Accounting on Microcomputers (2)	MGMT 2	Organization and Management Theory (3)
FINANCE 2	Investments (3)	REAL ES 16	Income Tax Aspects of Real Estate (3)
FINANCE 8	Personal Finance and Investments (3)		

### **Skills Certificate in Accounting**

Major Code: 050201

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>16</b>	ACCTG 3	Intermediate Accounting (3)
ACCTG 1	Introductory Accounting I (5)	ACCTG 11	Cost Accounting (3)
ACCTG 2	Introductory Accounting II (5)	or ACCTG 15	Tax Accounting I (3)

### **Skills Certificate in Taxation**

Major Code: 050202

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>16</b>	CO INFO 24	Accounting on Microcomputers (2)
ACCTG 1	Introductory Accounting I (5)	REAL ES 16	Income Tax Aspects of Real Estate (3)
ACCTG 15	Tax Accounting I (3)		
ACCTG 16	Tax Accounting II (3)		

## **Administration of Justice**

### **Associate in Science Degree in Administration of Justice**

Major Code: 210500

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares students for entry level positions in a variety of fields of criminal justice. 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. See the program learning outcomes listed under the AST in this subject.

<b>Major (Core and Electives)</b>	<b>30</b>	ADM JUS 319	Research Methods in Criminal Justice (3)
<b>Additional LACCD GE Requirements</b>	<b>21</b>	ADM JUS 750	Ethics in Public Safety Careers (3)
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)			
<b>Additional Degree-applicable Requirements</b>	<b>9</b>	<b>Electives (choose 9 units minimum)</b>	
<b>Total</b>	<b>60</b>	ADM JUS 3	Legal Aspects of Evidence (3)
<b>Core (21 units)</b>		ADM JUS 5	Criminal Investigation (3)
ADM JUS 1	Introduction to Administration of Justice (3)	ADM JUS 6	Patrol Procedures (3)
ADM JUS 2	Concepts of Criminal Law (3)	ADM JUS 8	Juvenile Procedures (3)
ADM JUS 14	Report Writing for Peace Officers (3)	ADM JUS 37	California Criminal Procedures (3)
ADM JUS 16	Selection and Recruitment (3)	ADM JUS 42	Advanced Criminal Law (3)
ADM JUS 67	Community Relations (3)	ADM JUS 75	Introduction to Corrections (*3)

### **Associate in Science in Administration of Justice for Transfer (AS-T) Degree**

Major Code: 210500

The Associate in Science in Administration of Justice for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Administration of Justice, Law Enforcement, Correctional Science, Social Science, Pre-Law, Criminology, or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. It will also prepare students for a career in the field of criminal justice, working in law enforcement agencies as police officers, probation officers, county deputy sheriffs, state correctional officers, game wardens, state park rangers, or in private security. A student may earn an Associate in Science in Administration of Justice (AS-T) Degree by completing 60

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semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to communicate effectively with other agency colleagues and with the public, use critical thinking skills to select an appropriate response to a public safety event, identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

<b>Major (Core and Lists A and B)</b>	<b>18</b>
<b>Additional CSU GE or IGETC Requirements</b> (Not including 0-9 double-countable major units)	<b>28-39</b>
<b>Additional CSU-Transferable Units</b>	<b>3-14</b>
<b>Total</b>	<b>60</b>

**Core (6 units)**

ADM JUS 1	Introduction to Administration of Justice (3)
ADM JUS 2	Concepts of Criminal Law (3)

**List A (choose 6 units)**

ADM JUS 3	Legal Aspects of Evidence (3)
ADM JUS 5	Criminal Investigation (3)

ADM JUS 8	Juvenile Procedures (3)
ADM JUS 37	California Criminal Court Procedures (3)
ADM JUS 67	Community Relations (3)
ADM JUS 75	Introduction to Corrections (3)

**List B (choose 6 units)**

Any course from List A not already used or any of the following:

ADM JUS 750	Ethics in Criminal Justice (3)
PSYCH 1	Introduction to Psychology (3)
SOC 1	Introduction to Sociology (3)
STAT 1	Elementary Statistics (3)

**Certificate of Achievement in Administration of Justice**

Major Code: 210500

Certificates of Achievement in Administration of Justice are awarded upon completion of 24 units of technical coursework in Administration of Justice, plus English 28 or Comm 101 and Math 123B. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total (Major plus Additional Requirements)</b>	<b>31</b>
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**Major (choose 24 units minimum)**

ADM JUS 1	Introduction to Administration of Justice (3)
ADM JUS 2	Concepts of Criminal Law (3)
ADM JUS 3	Legal Aspects of Evidence (3)
ADM JUS 5	Criminal Investigation (3)
ADM JUS 6	Patrol Procedures (3)
ADM JUS 8	Juvenile Procedures (3)
ADM JUS 14	Report Writing for Peace Officers (3)
ADM JUS 16	Selection and Recruitment (3)
ADM JUS 37	California Criminal Procedures (3)
ADM JUS 42	Advanced Criminal Law (3)
ADM JUS 67	Community Relations (3)
ADM JUS 75	Introduction to Corrections (3)
ADM JUS 319	Research Methods in Criminal Justice (3)
ADM JUS 750	Ethics in Public Safety Careers (3)

**Additional Requirements (7 units)**

ENGLISH 28	Intermediate Reading and Composition (3)
or ENGLISH 100	Accelerated Prep: College Writing (3)
or COMM 101	Public Speaking (3)
MATH 123B	Elementary and Intermediate Algebra II (4)

*Effective spring 2017*

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## Anthropology

### Associate in Arts in Anthropology for Transfer (AA-T) Degree

Major Code: 220200

The Associate in Arts in Anthropology (AA-T) for Transfer Degree is intended for students planning to transfer into a Bachelor of Arts program in Anthropology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Anthropology (AA-T) for Transfer Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 20 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will have achieved the following learning outcomes: the ability to, describe the scientific environment in which they live, and the challenges of their personal lives, describe the coherence among disciplines and promotion of openness to the diversity of the human experience, employ important skills that are critical for success in the modern workplace, such as verbal and written communication, mathematics, the effective use of technology for work and research, and the ability to work with others and live responsibly, Identify major topics, developments, debates, and issues in anthropology, apply their knowledge of key concepts in anthropology to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline, discuss their global, national, and local perspective on issues pertaining to anthropology, preparing them for multiple pathways for future study and career opportunities.

<b>Major</b>	<b>20</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>24-26</b>
(Not including 13 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>14-16</b>
<b>Total</b>	<b>60</b>

#### **Major (20 units)**

ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)

ANTHRO 103	Archeology: Reconstructing the Human Past (3)
ANTHRO 104	Human Language and Communication (3)
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)
GEOLOGY 1	Physical Geology (3)
GEOLOGY 6	Physical Geology Laboratory (2)

## Architectural Technology

### Associate in Science Degree in Architectural Technology

Major Code: 020100

The Architectural Technology program prepares men and women for careers in the Architectural Industry as drafters, designers, project managers, or material salespersons. Students are also prepared for related fields such as environmental design, industrial design, sustainable technology, urban planning, fabrication or construction management. 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. This degree requires greater than 60 units and therefore more time to complete.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards; engage in logical and critical thinking using the Architectural design process: propose, refine and articulate solutions, employ appropriate digital tools and technologies during the design process, research and evaluate current information, latest technologies, and historical precedents using a variety of media such as online search, library resources, periodicals, and industry trade magazines; identify and apply sustainable design

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principles, demonstrating their value to the environment, building, economy, community, and self; develop an awareness of self and demonstrate the responsibilities of an ethical, informed and active citizen.

<b>Major</b>	<b>44</b>
<b>Additional LACCD GE Requirements</b>	<b>18</b>
(Not including 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>62</b>

#### Major (44 units)

ARC 115	Architectural Practice (2)
ARC 121	Freehand Drawing (2)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 161	Introduction to Computer Aided Architectural Design (2)

ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 201	Architectural Design I (3)
ARC 221	Architectural Rendering (2)
ARC 223	Portfolio Development (1)
ARC 261	Computer-Aided Design for Architecture (3)
ARC 271	Architectural Drawing III (3)
ARC 291	Strength of Architectural Materials (3)
ENV 101	Foundations of Design I (3)
ENV 102	Foundations of Design II (3)

### Certificate of Achievement in Architectural Technology

Major Code: 020100

Two options for the Certificate of Achievement in Architectural Technology are offered. They are Architectural Graphics and Architectural Construction Documents.

**Program Learning Outcomes:** Option 1: Architectural Graphics: Upon successful completion of the program, students will be able to analyze a design problem, derive solutions using the architectural design process, respond to environmental and site factors, create drawings and models to illustrate design concepts and solutions. Students will be able to create digital three dimensional models and illustrative and photo-realistic renderings and introductory level presentation boards to illustrate a design solution. Students will have introductory BIM skills and be able to create three dimensional models and floor plans, sections, elevations and three dimensional views. Students will have created a digital graphic portfolio illustrating their projects upon completion. Option 2: Architectural Construction Documents: Upon successful completion of the program, students will have CAD (Computer Aided Drafting) and BIM (Building Information Modeling) skills. Students will be able to digitally create a set of architectural documents and drawings, utilizing symbols and conventions that adhere to architectural industry standards. Students will be able to document a Type V residential project suitable for submission to a review agency. Students will be able to create a three dimensional BIM model and resulting drawings such as floor plans, sections and elevations. Students will be familiar with Type V construction techniques and materials. Students will be able to determine the role of an architect in a design and construction project.

#### **Total (Option 1 or 2 + Additional Requirements) 35-36**

#### **Option 1: Architectural Graphics (25 units)**

ARC 121	Freehand Drawing (2)
ARC 160	Computers for Designers (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 221	Architectural Presentation Graphics (2)
ARC 223	Portfolio Development (1)
ARC 261	Computer-Aided Design for Architecture I (3)
ARC 262	Computer-Aided Design for Architecture II (3)
ENV 101	Foundations of Design I (3)
ENV 102	Foundations of Design II (3)
or	

#### **Option 2: Architectural Construction Documents (24 units)**

ARC 115	Architectural Practice (2)
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ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 161	Introduction to Computer Aided Architectural Design I (2)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 271	Architectural Drawing III (3)
or ARC 272	Architectural Drawing IV (3)

#### **Additional Requirements (11 units)**

ENGLISH 28	Intermediate Reading and Composition (3)
or ENGLISH 100	Accelerated Prep: College Writing (3)
MATH 123A	Elementary & Int. Algebra I (4)
MATH 123B	Elementary & Int. Algebra II (4)
MATH 123A	Elementary & Int. Algebra I (4)
MATH 123B	Elementary & Int. Algebra II (4)

*Effective spring 2017*

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

## **Skills Certificate in Architecture: Architectural Technology**

Major Code: 020101

This skills certificate is designed to help students prepare for careers in the Architectural Industry.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to create basic level digital architectural drawings, utilizing symbols and conventions that adhere to architectural industry standards. Students will have developed an awareness of construction materials and sequences. Students will be able to determine the role of an architect in a design and construction project.

<b>Total</b>	<b>16</b>	ARC 161	Introduction to Computer Aided Architectural Design (2)
ARC 115	Architectural Practice (2)	ARC 162	Computer Aided Design and Drafting (3)
ARC 151	Materials of Construction (3)	ARC 172	Architectural Drawing I (3)
ARC 160	Computers for Designers (3)		

## **Skills Certificate in Architecture: Design**

Major Code: 020101

This skills certificate is designed to help students prepare for careers in the Architectural Industry.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to create a design solution for a building, consisting of a functional plan for a given architectural program that responds to site, context, circulation, environmental and other factors. The design solution will exhibit appropriate construction systems, materials and sustainable concepts. Students will have the skills to digitally create presentation boards that illustrate architectural designs including concept, diagrams, floor plans, sections, elevations and three dimensional views. Students will have experience creating three dimensional design models.

<b>Total</b>	<b>17</b>	ARC 202	Architectural Design II (3)
ARC 160	Computers for Designers (3)	ENV 101	Foundations of Design I (3)
ARC 164	Design Software for Architecture (2)	ENV 102	Foundations of Design II (3)
ARC 201	Architectural Design I (3)		

## **Skills Certificate in Architecture: Environmental Graphics**

Major Code: 020103

This skills certificate is designed to help students prepare for careers in the Architectural Industry.

**Program Learning Outcomes:** Upon successful completion of the program, students will have experience with the design process and ideation through sketching to solve an environmental design problem. Students will be able to create digital three dimensional models and illustrative and photo-realistic renderings. Students will have created a digital graphic portfolio describing their works upon completion.

<b>Total</b>	<b>17</b>	ARC 261	Computer-Aided Design for Architecture I (3)
ARC 121	Freehand Drawing (2)	ARC 262	Computer-Aided Design for Architecture II (3)
ARC 160	Computers for Designers (3)	ENV 101	Foundations of Design I (3)
ARC 221	Architectural Rendering (3)		
ARC 223	Portfolio Development (1)		

## **Skills Certificate in Architecture: Production Drafting**

Major Code: 020104

This skills certificate is designed to help students prepare for careers in the Architectural Industry.

**Program Learning Outcomes:** Upon successful completion of the program, students will have CAD (Computer Aided Drafting) and BIM (Building Information Modeling) skills. Students will be able to create a set of drawings documenting a Type V residential project suitable for submission to a review agency. Students will be able to create a three dimensional

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BIM model and resulting drawings such as floor plans, sections and elevations. Students will be familiar with Type V construction techniques and materials.

<b>Total</b>	<b>16</b>	ARC 164	Design Software for Architecture (2)
ARC 161	Introduction to Computer Aided Architectural Design (2)	ARC 172	Architectural Drawing I (3)
ARC 162	Computer Aided Design and Drafting (3)	ARC 173	Architectural Drawing II (3)
		ARC 271	Architectural Drawing III (3)
		or ARC 272	Architectural Drawing IV (3)

## Art

### Associate in Arts Degree in Art

Major Code: 100200

The Associate in Arts degree in Art is intended for students who wish to prepare for employment or further studies as a studio artist. See the program learning outcomes listed under the AAT degree in this subject.

<b>Major (Components I and II)</b>	<b>20</b>	ART 207	Life Drawing IV (3)
<b>Additional LACCD GE Requirements</b>	<b>15</b>	ART 301	Watercolor Painting I (3)
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)		ART 302	Watercolor Painting II (3)
<b>Additional Degree-applicable Requirements</b>	<b>25</b>	ART 303	Watercolor Painting III (3)
<b>Total</b>	<b>60</b>	ART 304	Acrylic Painting I (3)
		ART 305	Acrylic Painting II (3)
		ART 306	Acrylic Painting III (3)
		ART 310	Beginning Oil Painting (2)
		ART 311	Intermediate Oil Painting (2)
		ART 312	Advanced Oil Painting (2)
		ART 637	Presentation Graphics (3)
		ART 639	Introduction to Digital Imaging (3)
		ART 706	Clay Sculpture I (2)
		ART 707	Clay Sculpture II (2)
		ART 713	Beginning Ceramics I (2)
		ART 714	Beginning Ceramics II (2)
		PHOTO 121	History of Photography (3)
<b>Component I (14 units)</b>			
ART 101	Survey of Art History I (3)		
or ART 102	Survey of Art History II (3)		
ART 201	Drawing I (3)		
ART 300	Introduction to Painting (3)		
ART 501	2-Dimensional Design (3)		
ART 640	Portfolio Development (2)		
<b>Component II (choose 6 units minimum)</b>			
ART 204	Life Drawing I (3)		
ART 205	Life Drawing II (3)		
ART 206	Life Drawing III (3)		

### Associate in Arts in Studio Arts for Transfer (AA-T) Degree

Major Code: 100200

The Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Studio Arts or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 24 units in Visual and Studio Arts, 0-2 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and

transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to demonstrate mastery of the following outcomes: the ability to:

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

<b>Major (Core and Electives)</b>	<b>25-26</b>
<b>Additional CSU GE or IGETC Requirements</b> (Not including 6 double-countable major units)	<b>31-33</b>
<b>Additional CSU-Transferable Units</b>	<b>1-4</b>
<b>Total</b>	<b>60</b>

#### Core (15 units)

ART 101	Survey of Art History I (3)
ART 102	Survey of Art History II (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)
ART 201	Drawing I (3)

#### Electives (choose **10-11** units\*)

ART 202	Drawing II (3)
ART 300	Introduction to Painting (3)
ART 706	Clay Sculpture I (2)
and ART 707	Clay Sculpture II (2)
ART 713	Beginning Ceramics I (2)
and ART 714	Beginning Ceramics II (2)

\*The following may be substituted by petition:

ART 503	Intermediate Design (3)
ART 521	Art Gallery Techniques (3)
ART 638	Computer-Aided Art Laboratory (1)
ART 640	Portfolio Development (3)

### Skills Certificate in Animation

Major Code: 061440

Description and Program Learning Objectives TBA

<b>Total</b>	<b>15</b>
ANIMATN 212	Character Animation and Design (3)
ANIMATN 216	Layout and Background Art (3)
ANIMATN 217	Storyboards (3)

ANIMATN 218	Fundamentals of Animation (3)
ANIMATN 221	Advanced Three-dimensional Animation I (3)

*Effective Summer 2017*

### Skills Certificate in Arts: Media Arts – Digital Design

Major Code: 103021

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. See the program learning outcomes listed under the AAT degree in this subject.

<b>Total</b>	<b>15</b>
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)

ART 633	Introduction to Computer Graphics (3)
ART 637	Presentation Graphics (3)
ART 639	Introduction to Digital Imaging (3)

## Business

The Business program offers three degree options, an Associate in Arts in Business Administration, an Associate in Science in Business, and an Associate in Science in Business for Transfer. Students may also obtain a Certificate of Achievement in Business Administration and Skills Certificates in Business, Finance, Legal Studies, Management and Supervision, Marketing, Retail Management and Advanced Retail Management.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to demonstrate mastery of the following outcomes: the ability demonstrate a firm understanding and working knowledge of the basic functions of a business enterprise, including the following components: business entrepreneurship, economics, business law, finance, human resource management, and marketing. Demonstrate a firm understanding of the communication process in a business and professional setting, including: written, oral (including non-verbal), and electronic communication, and active listening. Evaluate issues across the range of business functional areas by recognizing and analyzing problems using creativity, sound judgment, and business principles; and interpret business conditions, activities, or problems to provide

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solutions and means of continuous improvement in functional areas with consideration to the solutions impact on business enterprise "Big Picture". Demonstrate actions of integrity, honesty and ethical, socially responsible in decision-making and interaction with customers, co-workers, employers, general public and society in general.

## **Associate in Arts Degree in Business Administration**

Major Code: 050100

This degree program is designed to prepare students for transfer to a four year university business program. See the program learning outcomes listed under the subject heading.

<b>Major (Core and Electives)</b>	<b>31</b>
<b>Additional LACCD GE Requirements</b>	<b>18-21</b>
(Not including 0-3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>8-11</b>
<b>Total</b>	<b>60</b>

### **Core (22 units)**

ACCTG 1	Introductory Accounting I (5)
ACCTG 2	Introductory Accounting II (5)
BUS 5	Business Law I (3)
CO INFO 1	Principles of Business Computer Systems I (3)
ECON 1	Principles of Economics I (3)
ECON 2	Principles of Economics II (3)

### **Electives (choose 9 units minimum)**

ACCTG 3	Intermediate Accounting (3)
ACCTG 11	Cost Accounting (3)
ACCTG 15	Tax Accounting (3)
ACCTG 16	Tax Accounting II (3)
BUS 1	Introduction to Business (3)
BUS 6	Business Law II (3)
BUS 32	Business Communications (3)
BUS 130	Intro. to Supply Chain Management (3)
CAOT 2	Computer Keyboarding II (3)
CAOT 30	Office Procedures (3)
CAOT 048	Customer Service (3)
CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 85	Microcomputer Office Applications: Spreadsheets (3)

CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 92	Computer Windows Application (2)
CO INFO 7	Introduction to Multimedia (3)
CO INFO 8	Microcomputer Applications (3)
CO INFO 14	Introduction to Computer Communications (3)
CO INFO 15	Database Programming (3)
CO INFO 16	Spreadsheet Applications (3)
CO INFO 21	Business Computer Programming (3)
CO INFO 23	Laboratory (1)
CO INFO 24	Accounting on Microcomputers (2)
CO INFO 64	Laboratory (1)
FINANCE 2	Investments (3)
FINANCE 8	Personal Finance and Investments (3)
INT BUS 1	International Trade (3)
MARKET 1	Principles of Selling (3)
MARKET 21	Principles of Marketing (3)
MGMT 2	Organization & Management Theory (3)
MGMT 13	Small Business Entrepreneurship (3)
REAL ES 1	Real Estate Principles (3)
REAL ES 3	Real Estate Practice (3)
REAL ES 5	Legal Aspects of Real Estate (3)
REAL ES 7	Real Estate Finance (3)
REAL ES 14	Property Management (3)
REAL ES 16	Income Tax Aspects of Real Estate (3)
REAL ES 18	Real Estate Investments I (3)
SUPV 1	Elements of Supervision (3)

*Effective Spring 2017*

## **Associate in Science Degree in Business**

Major Code: 050100

The Associate in Science Degree in Business is designed to meet the educational needs of employees, managers and business owners. This program qualifies the student for careers in business, government and other organizations. See the program learning outcomes listed under the subject heading.

<b>Major (Core and Electives)</b>	<b>42</b>
<b>Additional LACCD GE Requirements</b>	<b>15</b>
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>3</b>

<b>Total</b>	<b>60</b>
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### **Core (24 units)**

ACCTG 1	Introductory Accounting I (5)
BUS 1	Introduction to Business (3)
BUS 5	Business Law I (3)

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

BUS 31	Business English (3)
BUS 32	Business Communications (3)
BUS 38	Business Computation (3)
BUS 60	Keyboarding Fundamentals (1)
CO INFO 1	Principles of Business Computer Systems I (3)

**Electives (choose 18 units minimum)**

BUS 6	Business Law II (3)
CAOT 048	Customer Service (3)
FINANCE 2	Investments (3)
FINANCE 8	Personal Finance and Investments (3)

INT BUS 1	International Trade (3)
MARKET 1	Principles of Selling (3)
MARKET 21	Principles of Marketing (3)
MARKET 31	Retail Merchandising (3)
MGMT 2	Organization and Management Theory (3)
MGMT 13	Small Business Management (3)
MGMT 31	Human Relations for Employees (3)
MGMT 33	Personnel Management (3)
REAL ES 1	Real Estate Principles (3)
SUPV 1	Elements of Supervision (3)

*Effective Fall 2017*

*Requirements continue on next page*

## **Associate in Science in Business for Transfer (AS-T) Degree**

Major Code: 050500

The Associate in Science in Business Administration for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Business Administration or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Additionally, students who complete a baccalaureate degree in this subject will be prepared for positions in management and/or supervision for a wide variety of business organizations requiring a preparation in business skills. A student may earn an Associate in Science in Business Administration for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 29 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). See the program learning outcomes listed under the subject heading.

<b>Major (Core and Electives)</b>	<b>29</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>28-30</b>
(Not including 9 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>1-3</b>
<b>Total</b>	<b>60</b>

**Core (23 units)**

ACCTG 1	Introductory Accounting (5)
ACCTG 2	Introductory Accounting II (5)
BUS 5	Business Law I (3)
or BUS 6	Business Law II (3)

ECON 1	Principles of Economics I (Microeconomics) (3)
ECON 2	Principles of Economics II (Macroeconomics) (3)
MATH 227	Statistics (4)

**Electives (choose 6 units minimum)**

BUS 1	Introduction to Business (3)
or BUS 32	Business Communications (3)
CO INFO 1	Principles of Business Computer Systems (3)

## **Certificate of Achievement in Business Administration**

Major Code: 050100

The Business Administration Certificate of Achievement 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. See the program learning outcomes listed under the subject heading.

<b>Total (Choose 30 units minimum)</b>	<b>30</b>
ACCTG 1	Introductory Accounting I (5)
ACCTG 2	Introductory Accounting II (5)
BUS 1	Introduction to Business (3)
BUS 5	Business Law I (3)
BUS 6	Business Law II (3)
BUS 31	Business English (3)
BUS 32	Business Communications (3)

BUS 38	Business Computation (3)
BUS 60	Keyboarding Fundamentals (1)
CAOT 84	Word Processing (3)
CO INFO 1	Principles of Business Computer Systems I (3)
CO INFO 16	Spreadsheet Applications for Microcomputers (3)

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CO INFO 24	Accounting on Microcomputers (2)
INT BUS 1	International Trade (3)
FINANCE 2	Investments (3)
FINANCE 8	Personal Finance and Investments (3)
MARKET 1	Principles of Selling (3)
MARKET 21	Principles of Marketing (3)
MARKET 31	Retail Merchandising (3)
MGMT 2	Organization and Management Theory (3)

MGMT 13	Small Business Management (3)
MGMT 31	Human Relations (3)
MGMT 33	Human Resource Management (3)
REAL ES 1	Real Estate Principles (3)
SUPV 1	Elements of Supervision (3)

### **Skills Certificate in Business**

Major Code: 050101

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>16</b>
ACCTG 1	Introductory Accounting I (5)
ACCTG 2	Introductory Accounting II (5)

BUS 5	Business Law I (3)
CO INFO 1	Principles of Business Computer Systems I (3)

### **Skills Certificate in Finance**

Major Code: 050101

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>14</b>
ACCTG 1	Introductory Accounting I (5)
FINANCE 2	Investments (3)

FINANCE 8	Personal Finance and Investments (3)
REAL ES 7	Real Estate Finance (3)

### **Skills Certificate in Legal Studies**

Major Code: 051410

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>14</b>
ADM JUS 2	Concepts of Criminal Law (5)
BUS 5	Business Law I (3)

BUS 6	Business Law II (3)
CAOT 23	Legal Secretarial Procedures I (3)
REAL ES 5	Legal Aspects of Real Estate (3)

### **Skills Certificate in Management and Supervision**

Major Code: 050630

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>16</b>
MGMT 2	Organization & Management Theory (3)
MGMT 13	Small Business Management (3)

MGMT 31	Human Relations (3)
MGMT 33	Human Resources Management (3)
SUPV 1	Elements of Supervision (3)

### **Skills Certificate in Marketing**

Major Code: 050900

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>16</b>
BUS 1	Introduction to Business (3)
INT BUS 1	International Trade (3)
MARKET 1	Principles of Selling (3)

MARKET 21	Principles of Marketing (3)
MARKET 31	Retail Merchandising (3)

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## **Skills Certificates in Retail Management**

The Retail Management Skills Certificates are 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.

These certificates are endorsed by the Western Association of Food Chains (WAFC). This program is the product of years of collaboration between the food industry and the community college system in several states. This broad-based program will help students develop a clear sense of the scope of a management position and an understanding of the basic requirements for success, in order to be prepared to fill the numerous and varied management positions that become available.

### **Skills Certificate in Retail Management**

Major Code: **050905**

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>15-16</b>	MGMT 2	Organization & Management Theory (3)
BUS 32	Business Communications (3)	MGMT 31	Human Relations (3)
BUS 38	Business Computations (3)	MARKET 21	Principles of Marketing (3)
or MATH 123A	Elementary and Intermediate Algebra I (4)		

### **Skills Certificate in Advanced Retail Management**

Major Code: 050651

See the program learning outcomes listed under the subject heading.

<b>Total</b>	<b>15-17</b>	CO INFO 1	Principles of Business Computer Systems I (3)
ACCTG 1	Introductory Accounting I (5)	COMM 101	Oral Communications (3)
or		MGMT 33	Human Resources Management (3)
ACCTG 21	Bookkeeping and Accounting I (3)	MARKET 31	Retail Merchandising (3)

## **Chemistry**

### **Associate in Science Degree in Chemistry**

Major Code: 190500

The Associate in Science degree in Chemistry is designed for students who either intend to transfer to the UC or CSU as Chemistry majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant.

**Program Learning Outcomes:** Upon successful completion of the program, students will have the following skills: problem solving, scientific report writing, and laboratory skills.

<b>Major</b>	<b>52</b>	MATH 240	Trigonometry (3)
<b>Additional LACCD GE Requirements</b>	<b>12</b>	MATH 260	Precalculus (5)
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)		MATH 265	Calculus with Analytic Geometry I (5)
<b>Additional Degree-applicable Requirements</b>	<b>5</b>	MATH 266	Calculus with Analytic Geometry II (5)
<b>Total</b>	<b>64</b>	MATH 267	Calculus with Analytic Geometry III (5)
		PHYSICS 37	Physics for Engineers and Scientists I (5)
<b>Major Requirements (40 units)</b>		<i>Effective Fall 2017</i>	
CHEM 65	Introductory General Chemistry (4)		
CHEM 101	General Chemistry I (5)		
CHEM 102	General Chemistry II (5)		
CHEM 211	Organic Chemistry I (5)		
CHEM 212	Organic Chemistry II (5)		

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

# Child Development

## Associate in Science Degree in Child Development

Major Code: 130500

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 California Child Development Permit. 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. See the program learning outcomes listed under the AST degree in this subject.

<b>Major (Core and Lists A and B)</b>	<b>42-44</b>
<b>Additional LACCD GE Requirements</b>	<b>13</b>
(Not including 6 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements 3-5</b>	
<b>Total</b>	<b>60</b>

### **Core (38 units)**

CH DEV 1	Child Growth and Development (3)
CH DEV 2	Early Childhood: Principles & Practices (3)
CH DEV 3	Creative Experiences for Children I (3)
CH DEV 4	Creative Experiences for Children II (3)
CH DEV 5	Puppetry (3)
CH DEV 10	Health, Safety, and Nutrition (3)
CH DEV 11	Child, Family and Community (3)
CH DEV 12	Parent-Teacher-Child Interaction (3)
CH DEV 22	Practicum in Child Development I (4)
CH DEV 23	Practicum in Child Development II (4)
CH DEV 38	Administration and Supervision of Early Childhood Programs I (3)
FAM & CS 21	Nutrition (3)

### **List A (choose 3 units)**

CH DEV 30	Infant and Toddler Studies I (3)
CH DEV 34	Observing and Recording Children's Behavior (3)
CH DEV 42	Teaching in a Diverse Society (3)
CH DEV 45	Programs for Children with Special Needs (3)

### **List B (choose 1-3 units)**

CH DEV 36	Literature for Early Childhood (1)
CH DEV 39	Administration & Supervision of Early Childhood Programs II (3)
CH DEV 65	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 75	Child Safety (1)
CH DEV 185	Directed Study – Child Development (1)
CH DEV 911	Cooperative Education – Child Development (1)
CH DEV 921	Cooperative Education – Child Development (2)
CH DEV 931	Cooperative Education – Child Development (3)

## Associate in Science in Early Childhood Education for Transfer (AS-T) Degree

Major Code: 130500

The Associate in Science in Early Childhood Education for Transfer (AS-T) degree is intended for students planning to transfer into a Bachelor of Science program in Child Development, Child and Adolescent Development, Human Development, Education, or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Early Childhood Education for Transfer degree by completing 60 semester units that are eligible for transfer to the CSU, including 25 units in Early Childhood Education, 1 elective unit, and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or **P or** better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will have achieved the following outcomes: the ability to:

- Demonstrate the use of developmentally appropriate practices for young children.
- Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

- Implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- Develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

<b>Major</b>	<b>25</b>
<b>Additional IGETC Requirements</b> (Not including 3 double-countable major units)	<b>34</b>
<b>Additional CSU or UC-Transferable Units</b>	<b>1</b>
<b>Total</b>	<b>60</b>

#### Major Requirements (25 units)

CH DEV 1	Child Growth and Development (3)
CH DEV 2	Early Childhood Principles and Practices (3)

CH DEV 4	Creative Experiences for Children II (3)
CH DEV 10	Health, Safety and Nutrition (3)
CH DEV 11	Child, Family, and Community (3)
CH DEV 22	Practicum in Child Development (4)
CH DEV 34	Observing and Recording Children's Behavior (3)
CH DEV 42	Teaching in a Diverse Society (3)

### Certificate of Achievement in Child Development

Major Code: 130500

See the program learning outcomes listed under the AST degree in this subject.

<b>Major (Components I and II)</b>	<b>24</b>
<b>Additional Requirements</b>	<b>7</b>
<b>Total</b>	<b>31</b>

#### Component I (choose 20 units minimum)

CH DEV 1	Child Growth and Development (3)
CH DEV 2	Early Childhood: Principles & Practices (3)
CH DEV 3	Creative Experiences for Children I (1)
CH DEV 4	Creative Experiences for Children II (3)
CH DEV 5	Puppetry (3)
CH DEV 10	Health, Safety, and Nutrition (3)
CH DEV 11	Child, Family and Community (3)
CH DEV 12	Parent-Teacher-Child Interaction (3)
CH DEV 23	Practicum in Child Development II (4)
CH DEV 30	Infant and Toddler Studies (3)
CH DEV 31	Infant and Toddler Studies II (3)
CH DEV 34	Observing and Recording Children's Behavior (3)
CH DEV 36	Literature for Early Childhood (1)
CH DEV 38	Administration and Supervision of Early Childhood Programs I(3)

CH DEV 39	Administration & Supervision of Early Childhood Programs II (3)
CH DEV 42	Teaching in a Diverse Society (3)
CH DEV 45	Programs for Children with Special Needs (3)
CH DEV 65	Adult Supervision/Early Childhood 2
CH DEV 75	Child Safety(1)
CH DEV 185	Directed Study - Child Development (1)
CH DEV 911	Cooperative Education – Child Development (1)
CH DEV 921	Cooperative Education – Child Development (2)
CH DEV 931	Cooperative Education – Child Development (3)

#### Component II (4 units)

CH DEV 22	Practicum in Child Development I (4)
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#### Additional Requirements (7 units)

ENGLISH 101	College Reading and Composition I (3)
MATH 123A	Elementary and Intermediate Algebra I (4)

## Communication Studies

formerly Speech Communications

### Associate in Arts in Communication Studies Degree

Major Code: 150600

The Associate in Arts degree in Speech Communication is designed for students who either intend to transfer to the CSU system campuses, or other four-year institutions, as Speech Communication majors, or who want to develop and enhance their skills in oral communication. The classes prepare students who seek careers in which effective communication skills

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



are needed such as education, law, public relations, and service industry. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach a minimum of 60 units overall. See the program learning outcomes listed under the associate's AAT degree in this subject.

<b>Major</b>	<b>18</b>
<b>Additional LACCD GE Requirements</b>	<b>18</b>
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>24</b>
<b>Total</b>	<b>60</b>

#### Major (18 units)

COMM 101 Public Speaking (3)

COMM 102	Oral Communication II (3)
COMM 104	Argumentation and Debate (3)
COMM 111	Voice and Articulation (3)
COMM 121	Interpersonal Communication (3)
COMM 151	Small Group Communication (3)
COMM 190	Communication and New Media (3)

*Effective Fall 2017*

### Associated in Arts in Communication Studies for Transfer (AA-T) Degree

Major Code: 150600

The Associate in Art in Communication Studies (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Communication Studies or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Communication Studies (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in Communication Studies, 15-17 CSU-transferable units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P** or better (~~"P" for "pass" grades are not acceptable~~) and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, the student will be able to...

- Compose writing that expresses the writer's viewpoint and that utilizes the fundamentals of rhetoric and editing to communicate effectively for different audiences and purposes.
- Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

<b>Major</b>	<b>18</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>25-27</b>
(Not including 12 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>15-17</b>
<b>Total</b>	<b>60</b>

#### Major (18 units)

COMM 101	Oral Communication I (3)
COMM 104	Argumentation (3)
COMM 121	The Process of Interpersonal Communication (3)
COMM 151	Small Group Communication (3)
COMM 122	Communication Across Cultures (3)
COMM 190	Communication and New Media (3)

## Computer Applications and Office Technologies

The Computer Applications and Office Technologies (CAOT) program offers Associate in Science Degrees in Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation, and Office Communication. Certificates of Achievement are offered in Legal Office Assistant, Medical Office Assistant, Office Administration, and Office Automation. Skills Certificates may be obtained in Administrative Assistant, Clerical Records and Filing, Communication, Keyboarding, Legal Office Assistant, Medical Office Assistant, and Office Automation.

#### Program Learning Outcomes

Upon successful completion of the following programs, students will be able to, display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, and desktop publishing, analyze, assess, and produce business documents that are a solution to given problems, demonstrate a proficient level of keyboarding speed and accuracy, demonstrate proficient communication (written and oral) skills as required in the

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workplace, demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally and access the Internet for a variety of information and business purposes.

### **Associate in Science Degree in Administrative Assistant**

Major Code: 051400

This degree prepares students for positions in a variety of offices including business, aerospace, education, government, health care and industry. This degree requires greater than 60 units and therefore may take more time to complete than other degrees. See the program learning outcomes listed under the CAOT heading above.

<b>Major</b>	<b>50</b>	CAOT 64	Office Administration Lab (1)
<b>Additional LACCD GE Plan Requirements</b>	<b>15</b>	CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)		CAOT 79	Microcomputer Office Applications: Advanced Word Processing (Intermediate) (3)
<b>Total</b>	<b>65</b>	CAOT 82	Microcomputer Software Survey (3)
<b>Major (50 units)</b>		CAOT 84	Microcomputer Office Applications: Word Processing (Beginning) (3)
BUS 1	Introduction to Business (3)	CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
BUS 031	Business English (3)	CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 1	Keyboarding I (3)	CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 2	Keyboarding II (3)	CAOT 110	Microcomputer Office Applications: Presentation Design (3)
CAOT 7	Machine Transcription (3)		
CAOT 30	Office Procedures (3)		
CAOT 33	Records Management & Filing (2)		
CAOT 34	Business Terminology (2)		
CAOT 47	Applied Office Practice (2)		
CAOT 61	Introduction to Office Machines (1)		

### **Associate in Science Degree in Legal Office Assistant**

Major Code: 051410

This degree prepares students for administrative positions in a legal environment such as a law office, police department, insurance office, legal department of a corporation, and in related fields such as government and regulatory agencies. This degree requires greater than 60 units and therefore may take more time to complete than other degrees. See the program learning outcomes listed under the CAOT heading above.

<b>Major</b>	<b>50</b>	CAOT 30	Office Procedures (3)
<b>Additional LACCD GE Plan Requirements</b>	<b>15</b>	CAOT 34	Business Terminology (2)
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)		CAOT 47	Applied Office Practice (2)
<b>Total</b>	<b>65</b>	CAOT 61	Introduction to Office Machines (1)
<b>Major (60 units)</b>		CAOT 64	Office Administration Lab (1)
BUS 1	Introduction to Business (3)	CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)
BUS 5	Business Law I (3)	CAOT 82	Microcomputer Software Survey (3)
BUS 6	Business Law II (3)	CAOT 84	Microcomputer Office Applications: Word Processing (Beginning) (3)
BUS 31	Business English (3)	CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 1	Keyboarding I (3)	CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 2	Keyboarding II (3)	REAL ES 5	Legal Aspects of Real Estate (3)
CAOT 23	Legal Secretarial Procedures I (5)		

### **Associate in Science Degree in Medical Office Assistant**

Major Code: 051420

This degree prepares students for positions in a medical clinic office, doctor's office, hospital office, and related offices. This degree requires greater than 60 units and therefore may take more time to complete than other degrees. See the program learning outcomes listed under the CAOT heading above.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

<b>Major Requirements</b>	<b>50</b>
<b>Additional LACCD GE Plan Requirements*</b>	<b>15</b>
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>65</b>

#### Major (50 units)

BIOLOGY 33	Medical Terminology (3)
BUS 1	Introduction to Business (3)
BUS 31	Business English (3)
CAOT 1	Keyboarding I (3)
CAOT 2	Keyboarding II (3)
CAOT 21	Medical Secretarial Procedures I (5)
CAOT 30	Office Procedures (3)
CAOT 33	Records Management & Filing (2)
CAOT 34	Business Terminology (2)
CAOT 47	Applied Office Practice (2)

CAOT 61	Introduction to Office Machines (1)
CAOT 64	Office Administration Lab (1)
CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)
CAOT 79	Microcomputer Office Applications: Advanced Word Processing (Intermediate) (3)
CAOT 82	Microcomputer Software Survey (3)
CAOT 84	Microcomputer Office Applications: Word Processing (Beginning) (3)
CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 185	Directed Study: Office Administration (1)

### Associate in Science Degree in Office Automation

Major Code: 051401

This degree prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry. This degree requires greater than 60 units and therefore may take more time to complete than other degrees. See the program learning outcomes listed under the CAOT heading above.

<b>Major</b>	<b>46</b>
<b>Additional LACCD GE Plan Requirements</b>	<b>15</b>
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>61</b>

#### Major (46 units)

BUS 1	Introduction to Business (3)
BUS 31	Business English (3)
CAOT 1	Keyboarding I (3)
CAOT 2	Keyboarding II (3)
CAOT 7	Machine Transcription (3)
CAOT 30	Office Procedures (3)
CAOT 34	Business Terminology (2)
CAOT 61	Introduction to Office Machines (1)

CAOT 64	Office Administration Lab (1)
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CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)
CAOT 79	Microcomputer Office Applications: Advanced Word Processing (Intermediate) (3)
CAOT 82	Microcomputer Software Survey (3)
CAOT 84	Microcomputer Office Applications: Word Processing (Beginning) (3)
CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 110	Microcomputer Office Applications: Presentation Design (3)

### Associate in Science Degree in Office Communication

Major Code: 051402

This degree prepares students for positions requiring skills in communication for a variety of organizational offices in business, education, government and industry. This degree requires greater than 60 units and therefore may take more time to complete than other degrees. See the program learning outcomes listed under the CAOT heading above.

<b>Major</b>	<b>47</b>
<b>Additional LACCD GE Requirements</b>	<b>15</b>
(Not including 3 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>62</b>

#### Major (47 units)

BUS 1	Introduction to Business (3)
BUS 31	Business English (3)
CAOT 1	Keyboarding I (3)
CAOT 2	Keyboarding II (3)

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CAOT 30	Office Procedures (3)	CAOT 82	Microcomputer Software Survey (3)
CAOT 33	Records Management & Filing (2)	CAOT 84	Microcomputer Office Applications: Word Processing (Beginning) (3)
CAOT 34	Business Terminology (2)	CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 47	Applied Office Practice (2)	CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 61	Introduction to Office Machines (1)	CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 64	Office Administration Lab (1)	CAOT 110	Microcomputer Office Applications: Presentation Design (3)
CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)		
CAOT 79	Microcomputer Office Applications: Advanced Word Processing (Intermediate) (3)		

## **Certificates of Achievement in Computer Applications and Office Technologies**

The CAOT program offers certificates of achievement in Legal Office Assistant, Medical Office Assistant, Office Administration, and Office Automation. In these certificates the student is trained in the basic skills required for employment in the administrative assistant field. Units earned in any of the following may be applied to any of the associate degrees listed above.

### **Certificate of Achievement in Legal Office Assistant**

Major Code: 051410

This certificate 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. See the program learning outcomes listed under the CAOT heading above.

<b>Total (Core and Electives)</b>		<b>32</b>	
<b>Core (29 units)</b>			
BUS 5	Business Law I (3)	CAOT 64	Office Administration Lab (1)
CAOT 1	Keyboarding I (3)	CAOT 82	Microcomputer Software Survey (3)
CAOT 2	Keyboarding II (3)	CAOT 185	Directed Study – Computer Applications Office Technologies (1)
CAOT 9	Keyboarding Improvement (1)	<b>Electives (choose 3 units minimum)</b>	
CAOT 23	Legal Office Procedures I (5)	CAOT 79	Microcomputer Office Applications: Advanced Word Processing (3)
CAOT 30	Office Procedures (3)	CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 33	Records Management & Filing (2)	CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 34	Business Vocabulary and Spelling (2)		
CAOT 47	Applied Office Practice (2)		

### **Certificate of Achievement in Business Information Worker I**

Major Code: 050100

This certificate of achievement is designed for students who want a fast-track course of study that will provide them with a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace. Completion of the Business Information Worker pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to...

1. Display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, desktop publishing and bookkeeping and accounting applications.
2. Analyze, assess, and produce business documents that are a solution to given problems.
3. Demonstrate a proficient level of keyboarding speed and accuracy.
4. Demonstrate proficient communication (written and oral) skills as required in the workplace
5. Demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally, and access the Internet for a variety of information and business purposes.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



BUS 032	Business Communications (3)
CAOT 001	Computer Keyboarding and Document Applications 1 (3)
CAOT 047	Applied Office Practice (2)
CAOT 067	Microsoft Outlook for the Office (2)
CAOT 084	Microcomputing Office Application: Word Processing (3)

CAOT 085	Microcomputing Office Application: Spreadsheets (3)
CAOT 092	Computer Windows Applications (2)
CO INFO 001	Principles of Business Computing Systems (3)
MGMT 033	Personnel Management (3)

*Effective Fall 2017*

### **Certificate of Achievement in Medical Office Assistant**

Major Code: 051420

This certificate prepares students for administrative positions in a medical clinic, doctor's office, hospital office and related offices. See the program learning outcomes listed under the CAOT heading above.

<b>Total</b>	<b>31</b>
BIOLOGY 33	Medical Terminology (3)
CAOT 1	Keyboarding 1 (3)
CAOT 2	Keyboarding II (3)
CAOT 21	Medical Office Procedures I (5)
CAOT 33	Records Management & Filing (2)
CAOT 34	Business Vocabulary and Spelling (2)
CAOT 64	Business Administration Lab (1)
or CAOT 185	Directed Study Caot (1)

CAOT 79	Microcomputer Office Applications: Advanced Word Processing (3)
<i>Requirements continue on next page</i>	
CAOT 82	Microcomputer Software Survey (3)
CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 86	Microcomputer Office Applications: Database (3)

### **Certificate of Achievement in Office Administration**

Major Code: 051400

This certificate prepares students for general administrative positions in a wide variety of organizational offices, including business, aerospace, education, government, health care and industry. See the program learning outcomes listed under the CAOT heading above.

<b>Total</b>	<b>30</b>
CAOT 1	Keyboarding I (3)
CAOT 2	Keyboarding II (3)
CAOT 30	Office Procedures (3)
CAOT 33	Records Management & Filing (2)
CAOT 34	Business Terminology (2)
CAOT 61	Introduction to Office Machines (1)
CAOT 64	Business Administration Lab (1)
or CAOT 185	Directed Study CAOT (1)

CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)
CAOT 82	Microcomputer Software Survey (3)
CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 88	Microcomputer Applications: Desktop Publishing (3)
or CAOT 110	Presentation Design (3)

### **Certificate of Achievement in Office Automation**

Major Code: 051401

This certificate prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry. See the program learning outcomes listed under the CAOT heading above.

<b>Total</b>	<b>32</b>
CAOT 2	Keyboarding II (3)
CAOT 30	Office Procedures (3)
CAOT 33	Records Management & Filing (2)

CAOT 34	Business Terminology (2)
CAOT 61	Introduction to Office Machines (1)
CAOT 78	Microcomputer Accounting Application for the Electronic Office (3)

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CAOT 82	Microcomputer Software Survey (3)
CAOT 84	Microcomputer Applications: Word Processing (3)
CAOT 85	Microcomputer Applications: Spreadsheets (3)

CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 110	Microcomputer Office Applications: Presentation Design (3)

### **Skills Certificates in Computer Applications and Office Technologies**

These skills certificates prepare the student for employment in office procedures and clerical fields. Units earned in any of the following may be applied to any of the associate degrees listed above. For all CAOT skills certificates see the program learning outcomes listed under the CAOT heading above.

#### **Skills Certificate in Administrative Assistant**

Major Code: 051401

<b>Total</b>	<b>15</b>		
CAOT 7	Machine Transcription (3)	CAOT 82	Microcomputer Software Survey (3)
CAOT 30	Office Procedures (3)	CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 34	Business Terminology (2)		
CAOT 61	Introduction to Office Machines (1)		

#### **Skills Certificate in Records Management (Clerical Records & Filing)**

Major Code: 051404

<b>Total</b>	<b>15</b>		
CAOT 1	Computer Keyboarding I (3)	CAOT 34	Business Terminology (2)
CAOT 9	Keyboarding Improvements (1)	CAOT 61	Introduction to Office Machines (1)
CAOT 30	Office Procedures (3)	CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 33	Records Management and Filing (2)		

#### **Skills Certificate in Communication**

Major Code: 051403

<b>Total</b>	<b>17</b>		
CAOT 2	Computer Keyboarding II (3)	CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 34	Business Terminology (2)	CAOT 110	Microcomputer Office Applications: Presentation Design (3)
CAOT 79	Word Processing Applications (3)		
CAOT 86	Microcomputer Office Applications: Database (3)		

#### **Skills Certificate in Keyboarding**

Major Code: 051405

<b>Total</b>	<b>16</b>		
CAOT 1	Computer Keyboarding I (3)	CAOT 9	Keyboarding Improvement (1)
CAOT 2	Computer Keyboarding II (3)	CAOT 79	Word Processing Applications (3)
CAOT 7	Machine Transcription (3)	CAOT 82	Microcomputer Software Survey (3)

#### **Skills Certificate in Legal Office Assistant**

Major Code: 051411

<b>Total</b>	<b>17</b>		
BUS 5	Business Law I (3)	CAOT 30	Office Procedures (3)
CAOT 1	Computer Keyboarding I (3)	CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 23	Legal Secretarial Procedures I (5)		

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## **Skills Certificate in Logistics**

Major Code: 051406

This skill certificate is designed for students who want a fast-track course of study that will prepare them for an entry level career in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, and warehousing software will be explored and covered.

<b>Total</b>		<b>17</b>		
BUS 1	Introduction to Business (3)		CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
BUS 60	Business Documents Processing (1)		CAOT 129	Technology in Global Logistics (1)
BUS 130	Introduction to Supply Chain Management (3)		CO INFO 1	Principals of Business Computer Systems (3)
			INT BUS 1	International Business (3)

## **Skills Certificate in Medical Office Assistant**

Major Code: 051421

<b>Total</b>		<b>16</b>		
BIOLOGY 33	Medical Terminology (3)		CAOT 84	Microcomputer Office Applications: Word Processing (3)
CAOT 9	Keyboarding Improvement 1		CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 21	Medical Secretarial Procedures I (5)			
CAOT 64	CAOT Laboratory (1)			

## **Skills Certificate in Office Automation**

Major Code: 051402

Preparation for the Microsoft Office Certification Exams

<b>Total (Core and Electives)</b>		<b>16</b>		
<b>Core (13 units)</b>			CAOT 85	Microcomputer Office Applications: Spreadsheets (3)
CAOT 1	Computer Keyboarding I (3)		<b>Electives (choose 3 units minimum)</b>	
or CAOT 2	Computer Keyboarding II (3)		CAOT 86	Microcomputer Office Applications: Database (3)
CAOT 64	CAOT Laboratory (1)		CAOT 88	Microcomputer Office Applications: Desktop Publishing (3)
or CAOT 185	Directed Study – Computer Applications Office Technology (1)		CAOT 110	Microcomputer Office Applications: Presentation Design (3)
CAOT 79	Word Processing Applications (3)			
CAOT 82	Microcomputer Software Survey in the Office (3)			

# **Computer Information Systems**

## **Associate in Science Degree in Computer Information Systems**

(formerly Computer Information Systems - Information Management)

Major Code: 070200

This certificate program provides the student with minimum skills necessary for entry level positions.

**Program Learning Outcomes:** Upon successful completion of the program, the student will be able to explain why it is essential to learn about computers today and discuss several ways computers are integrated into our business and personal lives; understand how data and programs are represented to a computer and be able to identify a few of the coding systems used to accomplish this to be able to successfully complete business applications using Word, Power Point, Excel, and Access software; and explain why all computer users should be concerned about computer security and understand what information systems are and why they are needed.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

<b>Major (Core and Electives)</b>	<b>41</b>
<b>Additional LACCD GE Plan Requirements*</b>	<b>18</b>
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements*</b>	<b>1</b>
<b>Total</b>	<b>60</b>

#### Core (22 units)

BUS 1	Introduction to Business (3)
BUS 60	Keyboarding Fundamentals (1)
CO INFO 1	Principles of Business Computer Systems (3)
CO INFO 8	Microcomputer Applications (3)
CO INFO 15	Database programming (3)
CO INFO 16	Spreadsheet Applications (3)
CO INFO 21	Business Computer Programming (3)

CO INFO 23	Programming Laboratory (1)
or CO INFO 64	Microcomputer Laboratory (1)
CO INFO 24	Accounting on Microcomputers (2)

#### Electives (choose 19 units minimum)

ART 633	Introduction to Computer Graphics (3)
BUS 5	Business Law (3)
BUS 31	Business English (3)
BUS 38	Business Computations (3)
CO INFO 7	Introduction to Multimedia (3)
CO INFO 14	Introduction to Computer Communications (3)
CO INFO 64	Microcomputer Laboratory (1)
CO SCI 92	HyperText Markup Language (3)
CO SCI 344	Programming in Java (3)
CO TECH 35	Linux+ (3)
CO TECH 80	Server+ (3)

### Certificate of Achievement in Microcomputer Applications

Major Code: 070210

This certificate program provides the student with minimum skills training necessary for entry level positions. See the program learning outcomes listed under the CO INFO degree above.

#### Total (Choose 30 units minimum ) 30

ART 633	Introduction to Computer Graphics (3)	CO INFO 15	Database Programming (3)
CO INFO 1	Principles of Business Computer Systems I (3)	CO INFO 16	Spreadsheet Applications (3)
CO INFO 7	Introduction to Multimedia (3)	CO INFO 21	Business Computer Programming (3)
CO INFO 8	Microcomputer Applications (3)	CO INFO 23	Programming Laboratory (1)
CO INFO 9	Network System Manager (4)	CO INFO 24	Accounting on Microcomputers (2)
CO INFO 14	Introduction to Computer Communications (3)	CO INFO 64	Microcomputer Laboratory (1)
		CO SCI 92	Hyper-Text Markup Language (3)
		CO TECH 35	Linux+ (3)
		CO TECH 80	Server+ (3)

### Skills Certificate in Business Software Applications

Major Code: 070402

This certificate prepares the student for certification and employment using Microsoft® Office applications. See the program learning outcomes listed under the CO INFO degree above.

#### Total 14

CO INFO 1	Principles of Business Computer Systems (3)	CO INFO 15	Database programming (3)
CO INFO 8	Microcomputer Applications (3)	CO INFO 16	Spreadsheet Applications (3)
		CO INFO 23	Programming Laboratory (1)
		CO INFO 64	Microcomputer Laboratory (1)

### Skills Certificate in Cisco Network Academy

Major Code: 070200

This program will prepare students for a challenging career in Information Technology with a focus in Cisco Networking and Local Area Network Administration. Students will develop skills to administer and support data communication hardware such as, file servers, printers and other related peripheral input/output devices. Upon completion of this program students are qualified for the Cisco Certified Networking Administration Certificate (CCNA) exam. The program covers Fundamentals of Computer Internet-working, Protocols, Network Theory and Standards, Cabling, Electrical Considerations, OSI Models, IP Addressing, basic networking Hardware, router fundamentals, beginning router setup and configuration, WAN fundamentals, network troubleshooting, network management, risk management and security technology (Firewalls and VPNs).

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



<b>Total</b>	<b>15</b>
CO INFO 001	Principles of Business Computer Systems (3)
CO INFO 070	Cisco Networking Academy I (3)
CO INFO 071	Cisco Networking Academy II (3)

CO INFO 072	Cisco Networking Academy III (3)
CO INFO 073	Cisco Networking Academy IV (3)
<i>Effective Summer 2017</i>	

### **Skills Certificate in Programming**

Major Code: 070401

This certification provides training in the skills necessary for creating business application software. See the program learning outcomes listed under the CO INFO degree above.

<b>Total</b>	<b>14</b>
CO INFO 1	Principles of Business Computer Systems (3)
CO INFO 015	Database programming (3)
CO INFO 021	Business Computer Programming (3)

CO INFO 23	Programming Laboratory (1)
CO INFO 64	Microcomputer Laboratory (1)
CO SCI 092	HyperText Markup Language (3)
or CO SCI 344	Programming in Java (3)

### **Skills Certificate in Web Development**

Major Code: 070403

This certificate provides training in the skills necessary for the student to create and maintain interactive internet and web sites. See the program learning outcomes listed under the CO INFO degree above.

<b>Total</b>	<b>14</b>
CO INFO 1	Principles of Business Computer Systems (3)
CO INFO 7	Introduction to Multimedia (3)

CO INFO 14	Introduction to Computer Communications (3)
CO INFO 23	Programming Laboratory (1)
CO INFO 64	Microcomputer Laboratory (1)
CO SCI 344	Programming in Java (3)

## **Computer Science**

### **Associate in Science Degree in Computer Science and Engineering**

Major Code: 070710

The Associate in Science in Computer Science and Engineering (A.S.) Degree is intended for students who are seeking employment as Computer Systems Analysts, Software Developers, Web Developers, and Computer Support Specialists and related fields, or transfer to a computer science, computer technology, or related program at a four-year institution. Note: additional units and/or alternative courses may be required for transfer. Transfer-bound students should consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the transfer institution of choice in order to facilitate a seamless transition.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

<b>Major (Core and Electives)</b>	<b>42</b>
<b>Additional LACCD GE Plan Requirements</b>	<b>15</b>
(Not including 6 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	

<b>Additional Degree-applicable Requirements</b>	<b>3</b>
<b>Total</b>	<b>60</b>

**Core (30 units)**

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

CO SCI 317	Micro Assembly Language Programming (3)
CO SCI 340	Programming in C++ (3)
CO SCI 344	Programming in Java (3)
CO SCI 360	Introduction to Data Structures (3)
CO SCI 942	Discrete Structures (3)
MATH 265	Calculus and Analytic Geometry I (5)
PHYSICS 37	Physics for Engineers and Scientists I (5)
PHYSICS 38	Physics for Engineers and Scientists II (5)

#### Electives (choose 12 units minimum)

CHEM 101	General Chemistry I (5)
CO SCI 58	Computer Literacy (3)
CO SCI 91	Beginning Basic Programming (3)
CO SCI 92	Hypertext Markup Language (3)
CO TECH 74	A+ Certification I (4)
CO TECH 76	A+ Certification II (4)
MATH 266	Calculus and Analytic Geometry II (5)
MATH 267	Calculus and Analytic Geometry III (5)

### Skills Certificate in Computer Science

Major Code: 070700

#### Major (Core and Electives) 15

##### Core (12 units)

CO SCI 317	Micro Assembly Language Programming (3)
CO SCI 340	Programming in C++ (3)
CO SCI 344	Programming in Java (3)
CO SCI 360	Introduction to Data Structures (3)

#### Electives (choose 3 units minimum)

CO SCI 91	Beginning Basic Programming (3)
CO SCI 92	Hypertext Markup Language (3)
CO SCI 942	Discrete Structures (3)

## Computer Technology

### Associate in Science Degree in Computer Technology

Major Code: 093411

This course of study is 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/Microcomputers, peripheral devices (hard disk, printers, terminals, magnetic media, etc.), automated office equipment, automated manufacturing processes, electronic control devices or animatronics. This degree requires greater than 60 units and therefore more time to complete. Students are encouraged to choose the "math" course options, if possible. Students wishing to transfer are advised to use either the CSU GE or IGETC plan, depending on their intended transfer institution.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphic communication; troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

#### Major Requirements 45<sup>+</sup>-51 Additional LACCD GE Plan Requirements 18

(Not including 3 double-countable major units if the 45-unit major option is chosen or 3 Area E units that may be waived for this degree via graduation petition if the 51-unit major option is chosen). Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)

**Total 63-69**

#### Core (45<sup>+</sup>-51 units)

CO SCI 344	Programming in Java (3)
CO TECH 35	Introduction to Linux + (3)
CO TECH 49	Introduction to Dynamic Web Applications (3)
CO TECH 50	Basic DC Electronics (4)

CO TECH 52	Fundamental Computer Circuits & Lab (4)
CO TECH 56	Computer Logic & Arithmetic (4)
CO TECH 60	Computer Mathematics I (5) <sup>+</sup>
CO TECH 61	Computer Mathematics II (5) <sup>+</sup>
CO TECH 74	A+ Certification Prep/Intro to PC I (4)
CO TECH 76	A+ Certification Prep/Intro to PC II (4)
CO TECH 78	Intro to Network+ (4)
CO TECH 80	Intro to Server+ (4)
CO TECH 114	Network Security Fundamental (3)
ENG TEK 81	Fabrication Techniques (1)

<sup>+</sup> Math 227, 234, or 260 (4 or 5 units each) may be substituted for the set of Co Tech 060 and Co Tech 061 (10 units, total), for a total of 44 major

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units. If this option is chosen, LACCD GE Area E may not be waived. However, 3 units of the higher-level Math courses may be double-

counted as GE. In either case, the additional LACCD GE requirements total 18 units.

## **Certificate of Achievement in Computer Technology**

Major Code: 093410

The certificate of achievement in Computer Technician provides the minimum information required for entry-level positions in the computer field. See the program learning outcomes listed under the associate's degree in this subject.

<b>Major (Core and Electives)</b>	<b>28</b>	CO TECH 76	A+ Certification Prep/Intro to PC Repair II (4)
<b>Additional Requirements</b>	<b>8</b>	CO TECH 78	Intro to Network + (4)
<b>Total</b>	<b>36</b>	CO TECH 80	Intro to Server + (4)
<b>Core (15 units)</b>		CO TECH 114	Network Security Fundamentals (3)
CO TECH 35	Introduction to Linux + (3)	CO TECH 185	Directed Study (1)
CO TECH 50	Basic DC Electronics (4)		
CO TECH 52	Fundamental Computer Circuits & Lab (4)	<b>Additional Requirements (8 units)</b>	
CO TECH 56	Computer Logic & Arithmetic (4)	ENGLISH 28	Intermediate Reading and Composition (3)
<b>Electives (choose 13 units minimum)</b>		or ENGLISH 100	Accelerated Prep: College Writing (3)
CO TECH 49	Introduction to Dynamic Web Applications (3)	or ENGLISH 101	Written Communications (3)
CO TECH 74	A+ Certification Prep/Intro to PC Repair I (4)	CO TECH 60	Computer Mathematics I (5)
		or ENG TEK 49	Technical Mathematics II (5)
			<i>Effective Spring 2017</i>

## **Skills Certificates in Network Administration**

Major Code: 079900

Completion of this certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment as a Network Administrative Technician. Setting up or modifying existing LAN systems within small to medium sized businesses, including the documentation, providing local "Help Desk" assistance, troubleshooting and repairing computers, are typical employment duties. Courses cover basic troubleshooting, upgrading and repair of hardware/network configurations, networking and server applications. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>16</b>	CO TECH 78	Intro to Network + (4)
CO TECH 35	Intro to Linux + (3)	CO TECH 80	Intro to Server + (4)
CO TECH 76	A+ Certification Prep/Intro to PC Repair II (4)	CO TECH 81	Intro to Fiber Optics (1)

## **Skills Certificate in Network Technology**

Major Code: 079901

Completion of this skills certificate 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. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>12</b>	CO TECH 185	Directed Study – Computer Technology (1)
CO TECH 50	Basic Electronics for Computer Technicians (4)	CO TECH 285	Directed Study – Computer Technology (1)
CO TECH 78	Introduction to Network + (4)		
ENG TEK 81	Fabrication Techniques (1)		

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

## **Skills Certificate in Computer Repair Technology**

Major Code: 070106

Completion of this skills certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment for 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. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>17</b>	CO TECH 74	A+ Certification Prep/Intro to PC Repair I (4)
CO TECH 50	Basic Electronics for Computer Technicians (4)	CO TECH 76	A+ Certification Prep/Intro to PC Repair II (4)
CO TECH 60	Computer Mathematics I (5)		

## **Skills Certificate in Fiber Optics**

Major Code: 070105

This skills certificate provides students with advanced laboratory experiences in electronic fabrication principles. Topics include 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 and maintenance technicians. Successful completion of this course can lead to employment opportunities for those who desire to work in this unique industry. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>1</b>	CO TECH 81	Introduction to Fiber Optics (1)
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# **Culinary Arts**

## **Associate in Science Degree in Culinary Arts**

Major Code: 130630

The Associate in Science degree in Culinary Arts is designed to qualify students for employment in occupations in the growing food industry. The program provides students with theory and practical experience. Students completing the program will be able to enter careers as cooks in restaurants, hotels, school food service programs, and catering companies, as well as in other areas of hospitality including food sales and consulting, and in entry level management.

**Note:** The National Restaurant Association certification requires passing ServSafe and ServSafe Alcohol exams.

**Also note:** For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the second semester major requirements for this degree.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to execute verbal, written, and visual instructions in recipe and menu development utilizing the art and science of cooking; communicate effectively with customers, co-workers and management considering the diverse composition of the team and guest; use mathematical concepts and methods to analyze recipes, products, pricing, and vendor services to purchase goods; demonstrate proficiency in any station of a commercial kitchen including the Garde Mange, butcher, savory, pastry, and short order areas; and demonstrate the skills necessary for employment as a manager of a small restaurant operation including utilizing the computer to perform research on culinary and management topics.

<b>Major (1<sup>st</sup>-3<sup>rd</sup> Semester Requirements)</b>	<b>36</b>	<b>First Semester (12 units, taken concurrently)</b>	
<b>Additional LACCD GE Requirements</b>	<b>21</b>	CLN ART 113	Culinary Skills I (3)
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)		CLN ART 114	Aromatics (2)
<b>Additional Degree-applicable Requirements</b>	<b>3</b>	CLN ART 115	Food Fabrication (2)
<b>Total</b>	<b>60</b>		

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



CLN ART 116	Product Identification & Purchasing (2)
CLN ART 117	Food Sanitation & Safety (3)

### **Second Semester (12 units, taken concurrently)**

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning & Nutrition (3)
CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 126	Baking Skills (3)

### **Third Semester (12 units, taken concurrently)**

CLN ART 133	Advanced Garde Manger (3)
CLN ART 134	Classic & Contemporary Cuisine (3)
CLN ART 135	Dining Room & Beverage Management (3)
CLN ART 136	Restaurant Management (3)

## **Certificate of Achievement in Culinary Arts**

Major Code: 130630

The intense hands-on curriculum is paired with management practice and concepts to complete the Certificate of Achievement in Culinary Arts. The students manage and operate the marquee 1111 Bistro at Harbor with the popular Signature Dinner Series.

The third semester classes provide an opportunity for students to highlight their mastery of the Classic & Contemporary Cuisines, showcase their skills in Advance Garde Manger and Charcuterie, and demonstrate a thorough understanding of Restaurant Management and its practical application into Dining Room and Beverage management.

**Note:** For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the second semester major requirements for this certificate.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to execute verbal, written, and visual instructions in recipe and menu development utilizing the art and science of cooking; communicate effectively with customers, co-workers and management considering the diverse composition of the team and guest; use mathematical concepts and methods to analyze recipes, products, pricing, and vendor services to purchase goods; demonstrate proficiency in any station of a commercial kitchen including the Garde Mange, butcher, savory, pastry, and short order areas; and demonstrate the skills necessary for employment as a manager of a small restaurant operation including utilizing the computer to perform research on culinary and management topics.

### **Total (1<sup>st</sup>-3<sup>rd</sup> Semester Requirements) 36**

#### **First Semester (12 units, taken concurrently)**

CLN ART 113	Culinary Skills I (3)
CLN ART 114	Aromatics (2)
CLN ART 115	Food Fabrication (2)
CLN ART 116	Product Identification & Purchasing (2)
CLN ART 117	Food Sanitation & Safety (3)

#### **Second Semester (12 units, taken concurrently)**

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning & Nutrition (3)
CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 126	Baking Skills (3)

#### **Third Semester (12 units, taken concurrently)**

CLN ART 133	Advanced Garde Manger (3)
CLN ART 134	Classic & Contemporary Cuisine (3)
CLN ART 135	Dining Room & Beverage Management (3)
CLN ART 136	Restaurant Management (3)

## **Skills Certificate in Advanced Cook Skills**

Major Code: 130631

The student builds on the Skills Certificate in Culinary Arts: Cook Skills requirements for an advanced laboratory experience that will prepare them for positions as line-cooks, sauciers, or as workers in the cold kitchen and/or the bakeshop. The curriculum includes intense hands-on experience in the cold kitchen, preparations of soups and sauces, vegetable and starch cookery, short order cooking in both the breakfast and lunch stations, introduction to basic baking skills, an understanding of nutrition and menu planning. This program is equivalent to the second semester major requirements of the Associate of Science Degree and Certificate of Achievement in Culinary Arts. See the program learning outcomes listed under the associate's degree in this subject.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

**Note:** For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the major requirements for this skills certificate.

<b>Total (taken concurrently)</b>	<b>12</b>	CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 123	Culinary Skills II (3)	CLN ART 126	Baking Skills (3)
CLN ART 124	Menu Planning & Nutrition (3)		

### **Skills Certificate in Cook Skills**

Major Code: 130630

The culinary arts program at LAHC provides an intensive hands-on curriculum that prepares students who complete the first semester classes for entry level jobs in the food service industry. The curriculum includes a mastery of the fundamentals of cookery, aromatics, food fabrication, product identification and purchasing, and the state required certification in ServSafe. This program is equivalent to the first semester major requirements of the Associate of Science Degree and Certificate of Achievement in Culinary Arts. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total (taken concurrently)</b>	<b>12</b>	CLN ART 115	Food Fabrication (2)
CLN ART 113	Culinary Skills I (3)	CLN ART 116	Product Identification & Purchasing (2)
CLN ART 114	Aromatics (2)	CLN ART 117	Food Sanitation & Safety (3)

## **Drafting Production Design**

### **Associate in Science in Drafting Production Design**

Major Code: 095300

This degree is designed to prepare well-trained drafters and designers to fill the widening gap between theoretical engineering concepts and practical manufacturing applications.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphical communication; troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

<b>Major</b>	<b>34-36</b>
<b>Additional LACCD GE Requirements</b>	<b>18</b>
<small>(Not including 3 double-countable major units for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)</small>	
<b>Additional Degree-applicable Requirements</b>	<b>6-8</b>
<b>Total</b>	<b>60</b>

<b>(36 units)</b>		DRAFT 81	Projects Laboratory (1)
DRAFT 4	Applied Descriptive Geometry (4)	DRAFT 82	CAD Drafting Laboratory (2)
DRAFT 9	Mechanical Drafting (3)	<del>MATH 123C</del>	<del>Elementary and Intermediate Algebra</del>
DRAFT 16	Blueprint Reading I (2)		<del>III (4)</del>
DRAFT 17	Blueprint Reading II (2)	PHYSICS 11	Introductory Physics (4)
DRAFT 51	Tool Design (4)		
or ENG GEN 112	Engineering Descriptive Geometry (3)	<b>Recommended for students also pursuing an engineer major.</b> <i>Effective Fall 2017</i>	
DRAFT 54	Simplified Stress Analysis (4)		
DRAFT 55	Computer-Aided Drafting (3)		
DRAFT 56	Automated Manufacturing (3)		

### **Certificate of Achievement in Drafting**

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

Major Code: 095300

The certificate of achievement in Drafting provides the student with the minimum information required for entry-level positions in the technical drafting field. It is also designed for persons seeking to enhance their advancement potential or for those who cannot pursue a full degree program or who already hold degrees in related fields. See the program learning outcomes listed under the associate's degree in this subject.

<b>Major</b>	<b>34-36</b>
<b>Additional Requirements</b>	<b>3</b>
<b>Total</b>	<b>37-39</b>

#### Major Component II (34-36 units)

DRAFT 4	Applied Descriptive Geometry (4)
DRAFT 9	Mechanical Drafting (3)
DRAFT 16	Blueprint Reading I (2)
DRAFT 17	Blueprint Reading II (2)
DRAFT 51	Tool Design (4)
or ENG GEN 112	Engineering Descriptive Geometry (3)
DRAFT 54	Simplified Stress Analysis (4)
DRAFT 55	Computer-Aided Drafting (3)
DRAFT 56	Automated Manufacturing (3)
DRAFT 81	Projects Laboratory (1)
DRAFT 82	CAD Drafting Laboratory (2)
PHYSICS 11	Introductory Physics (4)

#### Additional Requirements (6-8 units)

ENGLISH 28	Intermediate Reading and Composition (3)
or ENGLISH 100	Accelerated Prep: College Writing (3)
or ENGLISH 101	College Reading and Composition I (3)
ENG TEK 49	Technical Mathematics II (5)
or MATH 123A	Elementary and Intermediate Algebra I (4)
or MATH 123B	Elementary and Intermediate Algebra II (4)
or a higher level math course	(3-5)

Recommended for students also pursuing an engineer major.

Effective Fall 2017

## Electronic Engineering Technology

### Associate in Science Degree in Electronic Engineering Technology

Major Code: 093401

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 government contract firms dealing with aerospace, computers, aviation, automotive, quality control, circuit design, and research and development. Though this program is not specifically designed for transfer, Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead, depending on their intended transfer institution.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphical communication; troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

<b>Major</b>	<b>28</b>
<b>Additional LACCD GE Requirements</b>	<b>21</b>
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>11</b>
<b>Total</b>	<b>60</b>

#### Major (32 units)

CO TECH 35	Linux + (3)
ELECTRN 4	Fundamentals of Electronics (4)
ELECTRN 5	Fundamentals of Electronics I Lab (1)

ELECTRN 6	Fundamentals of Electronics II (4)
ELECTRN 7	Fundamentals of Electronics II Lab (1)
ELECTRN 16	Selected Elements of Electronics Mathematics (5)
ELECTRN 22	Electronics Circuits II (4)
ELECTRN 054	Computer Logic and Arithmetic (4)
ENG TEK 49	Technical Mathematics II (5)
ENG TEK 81	Fabrication Techniques (1)

Effective Fall 2017

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

## Certificate of Achievement in Electronic Technology

Major Code: 093400

The certificate of achievement in Electronic Technology provides the student with the minimum training required for entry-level positions in the electronics field. See the program learning outcomes listed under the associate's degree in this subject.

<b>Major (Core and Electives)</b>	<b>29</b>
<b>Additional Requirements</b>	<b>8</b>
<b>Total</b>	<b>37</b>

### Core (19 units)

CO TECH 35	Introduction to Linux + (3)
ELECTRN 4	Fundamentals of Electronics (4)
ELECTRN 6	Fundamentals of Electronics II (4)

ELECTRN 22	Electronics Circuits II (4)
ELECTRN 54	Computer Logic and Arithmetic (4)

### Electives (choose 5 units minimum)

DRAFT 1	General Drafting (3)
ELECTRN 5	Fundamentals of Electronics I Lab (1)

ELECTRN 7	Fundamentals of Electronics II Lab (1)
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ELECTRN 16	Selected Elements of Electronics Mathematics (5)
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ELECTRN 20	Electronics Circuits I (4)
ENG TEK 81	Fabrications Techniques (1)

### Additional Requirements (8 units)

ENGLISH 28	Intermediate Reading and Composition (3)
or ENGLISH 100	Accelerated Prep: College Writing (3)
or ENGLISH 101	College Reading and Composition I (3)
Eng Tek 49	Technical Mathematics II (5)

*Effective Fall 2017*

## Engineering

### Associate in Science Degree in Engineering

Major Code: 090100

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. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphical communication; troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

<b>Major Requirements</b>	<b>53*62</b>
(Not including 6 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional LACCD GE Plan Requirements</b>	<b>9</b>
<b>Total</b>	<b>65*-74</b>

### Major (53\*-62 units)

CHEM 65	Introductory General Chemistry (4) or high school chemistry (approved by petition)
CHEM 101	General Chemistry (5)
<del>CHEM 102</del>	<del>General Chemistry II (5)</del>
CO SCI 340	Programming in C++ (3)
or CO SCI 344	Programming in Java (3)

DRAFT 16	Blueprint Reading I (2)
DRAFT 51	Tooling Drafting (4)
or ENG GEN 112	Elementary Engineering Drafting (3)
DRAFT 55	Computer-Aided Drafting (3)
or ENG GEN 111	Engineering Drafting (3)
<del>ENG GEN 112</del>	<del>Descriptive Geometry (3)</del>
ENG GEN 243	Statics and Strength of Materials (4)
<del>ENG GEN 912</del>	<del>Elementary Engineering Drafting (3)</del>
MATH 240	Trigonometry (3)*
MATH 260	Precalculus (5)*
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 275	Ordinary Differential Equations (3)

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



PHYSICS 37 (5)	Physics for Engineers & Scientists I
PHYSICS 38 (5)	Physics for Engineers & Scientists II
<del>PHYSICS 39 (5)</del>	<del>Physics for Engineers &amp; Scientists III</del>

\*May be waived by petition for students who successfully complete high school calculus and achieve a satisfactory score on the math placement exam

**Students intending to transfer:** some CSU campuses require MATH 270 in addition to the above; and most UC campuses require CHEM 102 and PHYSICS 39 in addition to the above. (See a counselor to determine if these requirements apply.)

*Effective Fall 2017*

## Engineering Technology

### Associate in Science Degree in Engineering Technology: Electronics

Major Code: 093410

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. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphical communication; troubleshoot a variety of electronic and/or

computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

<b>Major</b>	<b>56</b>
<b>Additional LACCD GE Plan Requirements*</b>	<b>12</b>
(Not including 6 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>68</b>

#### **MAJOR (60 units)**

CHEM 65	Introductory General Chemistry (4)
CHEM 101	General Chemistry I (5)
CO TECH 35	Introduction to Linux + (3)
ELECTRN 4	Fundamentals of Electronics (4)
ELECTRN 5	Fundamentals of Electronics I Lab (1)
ELECTRN 6	Fundamentals of Electronics II (4)

ELECTRN 7	Fundamentals of Electronics II Lab (1)
ELECTRN 16	Selected Elements of Electronics Mathematics (5)
ELECTRN 22	Electronics Circuits II (4)
ELECTRN 54	Computer Logic and Arithmetic (4)
ENG TEK 49	Technical Mathematics II (5)
or CO TECH 60	Computer Mathematics I (5)
ENG TEK 50	Technical Mathematics III (5)
ENG TEK 81	Fabrication Techniques (1)
MIT 201	Fundamentals of Manufacturing and Processes (3)
PHYSICS 6	General Physics I (4)
PHYSICS 7	General Physics II (4)

### Associate in Science Degree in Engineering Technology: Mechanical Manufacturing

Major Code: 092400

This program is designed to train designer/drafters and places special emphasis on the preparation necessary to enter the Engineering Technology Program in the School of Engineering at CSULB. Note: some courses may not transfer. (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. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to articulate and justify technical problems through oral, written, and graphical communication; troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls; employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems; demonstrate industry-standards when interpreting and creating engineering drawings; and describe professional and ethical responsibilities in engineering.

<b>Major</b>	<b>42** -52</b>
<b>Additional LACCD GE Requirements</b>	<b>9</b>
(Not including 6 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>54** -62</b>

#### Major (42\*\* -52 units)

CHEM 65	Elementary Chemistry II (4) or high school chemistry (approved by petition)
<del>DRAFT 1</del>	<del>General Drafting (3)*</del>
DRAFT 4	Applied Descriptive Geometry (4)
DRAFT 9	Mechanical Drafting (3)
DRAFT 16	Blueprint Reading I (2)
DRAFT 17	Blueprint Reading II (2)
DRAFT 50	Production Drafting (4)

or ENG GEN 111	Engineering Drafting (3)
DRAFT 51	Tooling Drafting (4)
or ENG GEN 112	Elementary Engineering Drafting (3)
DRAFT 54	Simplified Stress Analysis (4)
DRAFT 56	Automated Manufacturing (3)
DRAFT 81	Projects Laboratory (1)
DRAFT 82	CAD Drafting Laboratory (2)
MATH 240	Trigonometry (3)
MATH 260	Precalculus (5)
MATH 265	Calculus with Analytic Geometry I (5)
PHYSICS 6	General Physics I (4)
PHYSICS 7	General Physics II (4)

**\*\*May be waived by petition for students who successfully complete high school calculus and achieve a satisfactory score on the math placement exam**

Effective Fall 2017

## English

### Associate in Arts in English for Transfer (AA-T) Degree

Major Code: 150100

The Associate in Arts in English for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in English or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in English for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in English, Humanities, and/or Journalism, 15-17 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P or** better and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Compose writing that expresses the writer's viewpoint and which utilizes the fundamentals of rhetoric and editing.
- Demonstrate the fundamentals of technological literacy.
- Communicate effectively for differing audiences and purposes
- Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

<b>Major (Core and Lists A, B, and C)</b>	<b>18</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>27-29</b>
(Not including 12 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>13-15</b>
<b>Total</b>	<b>60</b>

#### Core (6 units)

ENGLISH 101	College Reading and Composition I (3)
ENGLISH 102	Introductions to Literature (3)

#### List A (choose 6 units)

ENGLISH 203	World Lit I (3)
ENGLISH 204	World Lit II (3)
ENGLISH 205	English Lit. I (3)

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

ENGLISH 206 English Lit. II (3)  
 ENGLISH 207 American Lit. I (3)  
 ENGLISH 208 American Lit. II (3)

**List B (choose 3 units)**

Any course from List A not already used or any of the following:

ENGLISH 127 Creative Writing (3)  
 ENGLISH 209 California Literature (3)  
 ENGLISH 211 Fiction (3)

ENGLISH 214 Contemporary Literature (3)  
 ENGLISH 215 Shakespeare I (3)  
 ENGLISH 218 Children's Literature (3) \*

ENGLISH 219 American Ethnic Groups (3)  
 ENGLISH 239 Women's Literature (3)  
 ENGLISH 240 Film and Literature I (3)

\*May be substituted by petition

**List C (choose 3 units)**

Any course from Lists A or B not already used or any of the following:

JOURNAL 101 Collecting and Writing News (3)  
 HUMAN 001 Cultural Patterns of Western Civilization (3)

## Fire Technology

### Associate in Science Degree in Fire Technology (AS)

Major Code: 213300

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.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to communicate effectively with other agency colleagues and with the public, use critical thinking skills to select an appropriate response to a public safety event, identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

<b>Major (Core and Lists A and B)</b>	<b>19</b>
<b>Additional LACCD GE Requirements</b>	<b>21</b>
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>1</b>
<b>Total</b>	<b>38</b>

**Core (21 units)**

ADM JUS 750 Ethics in Public Safety Careers (3)  
**E D A 10A:** Emergency Medical Technician IA Ambulance (6)  
**E D A 10B:** Emergency Medical Technician IB Ambulance (2)  
 FIRE TEK 201 Fire Protection Organization (3)  
 FIRE TEK 202 Fire Prevention Technology (3)  
 FIRE TEK 203 Fire Protection Equipment and Systems (3)  
 FIRE TEK 204 Building Construction for Fire Protection (3)

FIRE TEK 205 Fire Behavior and Combustion (3)  
 FIRE TEK 216 Fundamentals of Personal Fire Safety & Emergency Action (3)

**Electives (choose 9 units minimum)**

ADM JUS 16 Recruitment Selection Process (3)  
 ADM JUS 319 Research Methods & Statistics in Criminal Justice (3)  
 FIRE TEK 207 Wildland Fire Control (3)  
 FIRE TEK 209 Fire Tactics and Strategy (3)  
 FIRE TEK 210 Fire Company Organization and Procedure (3)  
 FIRE TEK 213 Fire Investigation (3)  
 FIRE TEK 217 Fire Apparatus (3)

*Effective Fall 2017*

## **Certificate of Achievement in Fire Technology**

Major Code: 213300

See the program learning outcomes listed under the associate's degree in this subject.

<b>Major (Core and Electives)</b>	<b>27</b>
<b>Additional Requirements</b>	<b>7-8</b>
<b>Total</b>	<b>34-35</b>

### **Core (18 units)**

FIRE TEK 201	Introduction to Fire Protection (3)
FIRE TEK 202	Fire Prevention Technology (3)
FIRE TEK 203	Fire Protection Equipment & Systems (3)
FIRE TEK 204	Building construction for Fire Protection (3)
FIRE TEK 205	Fire Behavior and Combustion (3)
FIRE TEK 216	Fundamentals of Personal Fire Safety & Emergency Action (3)

### **Electives (choose 9 units minimum)**

E D A 10A	Emergency Medical Technician IA Ambulance (6)
E D A 10B	Emergency Medical Technician IB

	Ambulance (2)
FIRE TEK 207	Wildland Fire Control (3)
FIRE TEK 209	Fire Tactics and Strategy (3)
FIRE TEK 210	Fire Company Organization and Procedure (3)
FIRE TEK 213	Fire Investigation (3)
<b>Additional Requirements (6-8 units)</b>	
ENGLISH 28	Intermediate Reading and Composition (3)
or ENGLISH 100	Accelerated Prep: College Writing (3)
or ENGLISH 101	College Reading and Composition I (3)
MATH 115	Elementary Algebra (5)
or MATH 123A	Elementary and Intermediate Algebra I (4)
and MATH 123B	Elementary and Intermediate Algebra II (4)
or a higher level math course (3-5)	

*Effective Fall 2017*

## **General Education**

also see the LACCD GE, CSU GE, and IGETC plans, Liberal Arts and Sciences and Liberal Studies

## **Certificate of Achievement in California State University General Education (CSU GE)**

Major Code: 490112

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth\*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog\*\*. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

\* Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

\*\* Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at the website <http://www.assist.org/web-assist/welcome.html>. Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

**Program Learning Outcomes:** Upon successful completion of the program, a student will be able to...

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



- Describe the role of human events and forms of expression in shaping society.

## **Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)**

Major Code: 490111

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC)—option 1 or California State University (CSU)—option 2 into any baccalaureate program that requires the IGETC\*. In order to earn this certificate, a student must complete all IGETC requirements listed in the current catalog\*\*. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of “C” or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

\* Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student’s intended major program.

\*\* Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at the website <http://www.assist.org/web-assist/welcome.html>. Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

**Program Learning Outcomes:** Upon successful completion of the program, a student will be able to...

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

## **Certificate of Achievement in Certified Nursing Assistant (CNA)**

Major Code: 123030

Courses in Health Occupations are designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District and/ or prepare for a job in a related health care position in the Los Angeles area. These courses serve as the foundational knowledge base to enter the Certified Nursing Assistant (CNA) and Certified Home Health Aide (HHA) courses and to achieve Certificates of Achievement in each.

The Certified Nursing Assistant (CNA) certificate prepares students for a career in an area with a high demand for employment. The CNA provides basic nursing care for patients in hospitals, assisted living, or long-term care.

The CNA course consists of both classroom and clinical experiences. The course covers basic theory and skills such as patient rights, interpersonal skills, infection control, emergencies, body mechanics, patient care skills and procedures, vital signs, nutrition, observation and charting, long-term care, and rehabilitation.

The program is approved by the California Department of Public Health. Upon successful completion of the course, students are eligible to apply to take the state of California certification examination for CNA.

Upon successful completion of the CNA certification, students may opt to enter the HHA course. This course prepares CNAs for certification as a Home Health Aide (HHA) by the state of California Department of Public Health. HHAs function as an entry-level worker on a health care team in a home health agency. This course includes both classroom and clinical experiences.

In addition to the policies and standards of Los Angeles Harbor College, the CNA and HHA courses have policies and requirements based on professional standards, clinical agencies, and the state of California.

The student must submit verification of specific health requirements, obtain First Aid and basic life support training, and provide a clear background check prior to clinical placement.

Students are able to apply to the CNA program by visiting the Los Angeles Harbor College Health Sciences website:

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

(<http://www.lahc.edu/classes/nursing/cna.html>). All students are required to attend a mandatory orientation prior to the date that classes begin. Health requirements, uniforms, supplies, background checks and class guidelines will be discussed at the mandatory orientation sessions.

- All students must meet the following qualifications- must be a registered student at LAHC and have a social security number and valid state-issued identification.
- Students must undergo a medical history and physical examination and meet requirements for clinical agencies which includes, but is not limited to, titers and/or vaccines for measles/mumps/rubella/chicken pox and hepatitis B, 2-step tuberculin skin test (or chest x-ray if positive), flu vaccine, and Tdap vaccine
- Students may not have any health conditions that would create a hazard to self, employees, or patients
- Students must provide a clear background check prior to clinical rotation.
- Students must submit to live scan fingerprinting prior to the start of clinical experiences. In accordance with California Title 22 section 71828(c), students will not be allowed to participate in clinical experiences if they have been convicted of certain crimes.
- Students must have a current First Aid and American Heart Association Healthcare-Provider Basic Life Support card prior to clinical rotation

Students are responsible for covering the costs associated with the CNA program. Costs associated with the program include: uniform, shoes, physical and vaccines, wristwatch with second hand, background check, First Aid/CPR certification, supplies, tuition, textbooks, syllabus, malpractice insurance, and certification exam fee for licensure.

**Program Learning Outcomes: Upon successful completion of the program, students will be able to...**

1. Recall the role of the Certified Nurse Assistant
2. Identify the rights of patients as specified in Title 22, California Code of Regulations section 72527 & in sections 1599.1, 1599.2 & 1599.3 of the Health & Safety Code and in Title 42 communication skills.
3. Demonstrate principles of medical asepsis in caring for residents.
4. Demonstrate appropriate and safe body mechanics in caring for residents.
5. Demonstrates profession behaviors:
  - a. Empathy
  - b. Self-motivation
  - c. Appearance/personal hygiene
  - d. Time management
  - e. Teamwork
  - f. Respect
  - g. Patient advocacy
6. Demonstrate competent and safe patient procedures identified on the "NATP Skills Check list."

<b>Total</b>	<b>12.5</b>
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HLTHOCC 062	Skill Set for the Health Care Professional (2)
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology (2)
HLTHOCC 064	Cultural and Legal Topics for the Health Care Professional (1)
HLTHOCC 065	Fundamentals for the Health Care Professional
(2.5)NURSING 399A	Certified Nursing Assistant (5)

(Effective Fall 2017)

**Certificate of Achievement in Certified Nurse's Assistant (CNA)/Home Health Aide (HHA)**

Major Code: 123080

Courses in Health Occupations are designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District and/ or prepare for a job in a related health care position in the Los Angeles area. These courses serve as the foundational knowledge base to enter the Certified Nursing Assistant (CNA) and Certified Home Health Aide (HHA) courses and to achieve Certificates of Achievement in each.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

The Certified Nursing Assistant (CNA) certificate prepares students for a career in an area with a high demand for employment. The CNA provides basic nursing care for patients in hospitals, assisted living, or long-term care.

The CNA course consists of both classroom and clinical experiences. The course covers basic theory and skills such as patient rights, interpersonal skills, infection control, emergencies, body mechanics, patient care skills and procedures, vital signs, nutrition, observation and charting, long-term care, and rehabilitation.

The program is approved by the California Department of Public Health. Upon successful completion of the course, students are eligible to apply to take the state of California certification examination for CNA.

Upon successful completion of the CNA certification, students may opt to enter the HHA course. This course prepares CNAs for certification as a Home Health Aide (HHA) by the state of California Department of Public Health. HHAs function as an entry-level worker on a health care team in a home health agency. This course includes both classroom and clinical experiences.

In addition to the policies and standards of Los Angeles Harbor College, the CNA and HHA courses have policies and requirements based on professional standards, clinical agencies, and the state of California.

The student must submit verification of specific health requirements, obtain First Aid and basic life support training, and provide a clear background check prior to clinical placement.

Students are able to apply to the CNA program by visiting the Los Angeles Harbor College Health Sciences website: (<http://www.lahc.edu/classes/nursing/cna.html>). All students are required to attend a mandatory orientation prior to the date that classes begin. Health requirements, uniforms, supplies, background checks and class guidelines are discussed at the mandatory orientation sessions.

- All students must meet the following qualifications- must be a registered student at LAHC and have a social security number and valid state-issued identification.
- Students must undergo a medical history and physical examination and meet requirements for clinical agencies which includes, but is not limited to, titers and/or vaccines for measles/mumps/rubella/chicken pox and hepatitis B, 2-step tuberculin skin test (or chest x-ray if positive), flu vaccine, and Tdap vaccine
- Students may not have any health conditions that would create a hazard to self, employees, or patients
- Students must provide a clear background check prior to clinical rotation.
- Students must submit to live scan fingerprinting prior to the start of clinical experiences. In accordance with California Title 22 section 71828(c), students will not be allowed to participate in clinical experiences if they have been convicted of certain crimes.
- Students must have a current First Aid and American Heart Association Healthcare-Provider Basic Life Support card prior to clinical rotation

Students are responsible for covering the costs associated with the CNA program. Costs associated with the program include: uniform, shoes, physical and vaccines, wristwatch with second hand, background check, First Aid/CPR certification, supplies, tuition, textbooks, syllabus, malpractice insurance, and certification exam fee for licensure. Students must complete Nursing 399A with a grade of "C" or better to take Home Health Aide course Nursing 399B. The 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 Nursing 399B, the student is eligible to take the certification examination as a Home Health Aide in the State of California.

### **Program Learning Outcomes: Upon successful completion of the program, students will be able to...**

1. Recall the role of the Certified Nurse Assistant
2. Identify the rights of patients as specified in Title 22, California Code of Regulations section 72527 & in sections 1599.1, 1599.2 & 1599.3 of the Health & Safety Code and in Title 42 communication skills.
3. Demonstrate principles of medical asepsis in caring for residents.
4. Demonstrate appropriate and safe body mechanics in caring for residents.
5. Demonstrates profession behaviors:
  - a. Empathy

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

- b. Self-motivation
  - c. Appearance/personal hygiene
  - d. Time management
  - e. Teamwork
  - f. Respect
  - g. Patient advocacy
6. Demonstrate competent and safe patient procedures identified on the "NATP Skills Check list."
  7. Identify and describe the role and responsibilities of the home health aide in California.
  8. Perform, at a safe, competent level, the patient care skills and procedures listed in Title 22, Division V of the State of California regulations.
  9. Describe how the culture, lifestyle and life experiences of the client and family can influence care provided.
  10. Identify and describe the key principles of diet, nutritional needs, fluid balance, and safe food handling.
  11. Identify and describe the principles of a clean, safe, healthy home environment.
  12. Identify, describe and perform the specific skills and tasks that may be performed by the home health aide in the home setting.
  13. Describe and demonstrate BLS for the Healthcare Provider (Cardiopulmonary resuscitation and emergency cardiac care).
  14. Demonstrate the correct use of body mechanics and client positioning techniques in the home health setting.

<b>Total</b>	<b>14.5</b>
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HLTHOCC 62	Skill Set for the Health Care Professional (2)
HLTHOCC 63	Basic Medical Terminology, Pathophysiology and Pharmacology (2)
HLTHOCC 64	Cultural and Legal Topics for the Health Care Professional (1)
HLTHOCC 065	Fundamentals for the Health Care Professional (2.5)
NURSING 399A	Certified Nursing Assistant (5)
NURSING 399B	Certified Home Health Aide (2)

(Effective Fall 2017)

## Health Occupations

also see Nursing

### **Skills Certificate in Health Occupations**

Major Code: 123000

The Skills Certificate in Health Occupations is designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District (such as Certified Nurse Assistant/Home Health Aide, Emergency Department Assistant, Dental Hygiene, Senior Care Specialist, Health Information Technology, Medical Assistant, and Registered Nurse), and/ or prepare for a job in a related health care position in the Los Angeles area. The program will 1) introduce students to health care pathways and careers, 2) provide foundational knowledge necessary for a career in health care, and 3) better prepare students for entry into a health care pathway.

**Program Learning Outcomes:** Upon successful completion of this program the student will be able to describe available careers in health care and apply knowledge gained in the program to planning for entry into such careers.

Major Requirements	7.5		
HLTHOCC 62	Skill Set for the Health Care Professional (2)	HLTHOCC 64	Cultural and Legal Topics for Health Care Professionals (1)
HLTHOCC 63	Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)	HLTHOCC 65	Fundamentals for the Health Care Professional (2.5)

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



# History

## Associate in Arts in History for Transfer (AA-T) Degree

Major Code: 220500

The Associate in Arts in History for Transfer (AA-T) Degree is intended for those transfer-directed students who plan to complete an AA in History, guaranteeing admission to the CSU system (but not to a specific campus or major). In order to earn the AA-T in History, students must complete a minimum of 60 required semester units of CSU-transferable coursework which includes the CSU General Education or IGETC requirements with a [grade of C or P or better and a minimum GPA of 2.0](#). Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Summarize and critically analyze graphic and textual information.
- Communicate a clear argument both orally and in writing. The argument will include a thesis statement, support data, and citations.
- Identify field-specific theories/perspectives and apply the theories to new information or situations.
- Locate, identify, and evaluate relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- Describe how different cultures have contributed to the workforce, community, and the world.

<b>Major (Core and Lists A1, A2, B1 and B2)</b>	<b>18</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>25-27</b>
(Not including 12 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>15-17</b>
<b>Total</b>	<b>60</b>

### Core (6 units)

History 11	Political and Social History of the United States I (3)
History 12	Political and Social History of the United States II (3)

### List A1 (choose 3 units)

HISTORY 1	Introduction to Western Civilization I (3)
HISTORY 86	Introduction to World Civilization I (3)

### List A2 (choose 3 units)

HISTORY 2	Introduction to Western Civilization II (3)
HISTORY 87	Introduction to World Civilization II (3)

*Requirements continue on next page*

### List B1 (choose 3 units)

Any course from Lists A1 and A2 not already used or any of the following:

JAPAN 21	Fundamentals of Japanese I (3)
SPANISH 21	Fundamentals of Spanish I (3)

### List B2 (choose 3 units)

HISTORY 21	History of the Russian People (3)
HISTORY 74	History of Asian Civilization (3)
Poli Sci 2	Modern World Governments (3)

# Journalism

## Skills Certificate in Journalism

Major Code: 060200

The Skills Certificate in Journalism is designed for students who wish to enter one of the Journalism career programs in the Los Angeles Community College District (such as the Journalism AA and AA-T programs at LACC, LAVC, and LASC). Journalism students are offered courses designed to train them in desktop publishing skills and for editorial and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs. The program will 1) introduce students to journalism pathways and careers, 2) provide foundational knowledge necessary for a career in journalism, and 3) better prepare students for entry into a journalism pathway.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to:

- Research, write, and produce news stories for print or broadcast.
- Edit news stories for print, demonstrating mastery of Associated Press style.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

- Demonstrate knowledge of converged media techniques including online and broadcast news writing.
- Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

<b>Total</b>	<b>8-9</b>	JOURNAL 218	Practical Editing (3)
JOURNAL 101	Collecting and Writing News (3)	or JOURNAL 217	Publication Laboratory (2)
JOURNAL 105	Mass Communications (3)	or JOURNAL 217-1	Publication Laboratory I (2)

## **Skills Certificate in Applied Journalism**

Major Code: 060200

The Skills Certificate in Applied Journalism is designed for students who wish to enter one of the Journalism career programs in the Los Angeles Community College District (such as the Journalism AA and AA-T programs at LACC, LAVC, and LASC). Journalism students are given practical experience designed to train them in desktop publishing skills and for editorial and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs. The program will 1) introduce students to journalism pathways and careers, 2) provide practical experience necessary for a career in journalism, and 3) better prepare students for entry into a journalism pathway.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to:

- Research, write, and produce news stories for print or broadcast.
- Edit news stories for print, demonstrating mastery of Associated Press style.
- Demonstrate knowledge of converged media techniques including online and broadcast news writing.
- Demonstrate newsroom management skills.
- Assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

<b>Total</b>	<b>8-9</b>	JOURNAL 218	Practical Editing (3)
JOURNAL 218	Practical Editing (3)	JOURNAL 217-2	Publication Laboratory (2)
or JOURNAL 217	Publication Laboratory (2)	JOURNAL 217-3	Publication Laboratory (2)
or JOURNAL 217-1	Publication Laboratory I (2)	JOURNAL 217-4	Publication Laboratory (2)

## **Kinesiology**

formerly Physical Education

### **Associate in Arts in Kinesiology for Transfer (AA-T) Degree**

Major Code: 127000

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). In order to earn the AA-T in Kinesiology, students must complete: a minimum of 18 semester units in the major (20-21 for this degree) with a grade of C or **P** or better while maintaining a minimum grade point average (GPA) of at least 2 in all CSU transferable coursework; 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; no more than 60 semester units are required.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

- Assess how National Mandates and Standards are needed to improve the physical education curriculum. Compare the fields of recreation, dance and sport. Explain how sub disciplines or fragmentations of physical education relate to health.
- Assess risk factors for stress, reproductive health, infectious diseases, major chronic diseases and personal safety.
- Demonstrate that diversity of career and professional opportunities are available in school and non-school setting.

<b>Major (Core and Electives)</b>	<b>20-23</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>29-32</b>
(Not including 7-11 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>7-10</b>
<b>Total</b>	<b>60</b>

### Core (17-18 units)

ANATOMY 1	Human Anatomy (4)
HEALTH 12	Safety Education and First Aid (3)
MATH 227 or STAT 1	Statistics (4) Elementary Statistics for Social Sciences (3)
PE 712	Introduction to Physical Education (3)
or KIN MAJ 100	Introduction to Kinesiology (3) <sup>+</sup>
PHYSIOL 1	Introduction to Human Physiology (4)

### Electives (3-5 units: 1 course from at least three of the following areas)

#### Combatives

PE 238 Self Defense Skills (1)

#### Dance

PE 440 Social Dance (1)  
DANCETQ 141 Modern Dance Techniques I (1)<sup>+</sup>

#### Fitness

HEALTH 2 Health and Fitness (3)

#### Individual Sports

PE 259 Golf Skills (1)  
PE 304 Basketball Skills (1)  
PE 322 Volleyball Skills (1)  
PE 328 Softball Skills (1)

KIN 229-2 Body Conditioning 2 (1)<sup>+</sup>  
KIN 245-1 Body Dynamics Skills 1 (1)<sup>+</sup>  
KIN 245-2 Body Dynamics Skills 2 (1)<sup>+</sup>  
KIN 272 Track and Field Skills (1)<sup>+</sup>

<sup>+</sup>May be substituted by petition

## Certificate of Achievement in Physical Education

Major Code: **083500**

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>21</b>
ANATOMY 1	Introduction to Human Anatomy (4)
KIN 217-1	Self Defense Skills I (1)
KIN 217-2	Self Defense Skills II (1)
KIN 229-1	Body Conditioning Skills I (1)
KIN 229-2	Body Conditioning Skills 2 (1)
KIN 250-1	Weight Training Skills I (1)
KIN 250-2	Weight Training Skills II (1)
<del>KIN 268-1</del>	<del>Golf Skills I (1)</del>
<del>KIN 268-2</del>	<del>Golf Skills 2 (1)</del>
KIN 272	Track and Field Skills (1)
KIN 287-1	Basketball Skills 1 (1)

KIN 287-2 Basketball Skills 2 (1)  
KIN 291-1 Volleyball Skills I (1)  
KIN 291-2 Volleyball Skills II (1)  
KIN 349 Stress Reduction for Physical  
Efficiency (2)  
KIN 350-1 Weight Training I (1)  
KIN 350-2 Weight Training 2 (1)  
KIN MAJ 119 Physical Education – Physical  
Efficiency (2)

*Effective Fall 2017*

## Skills Certificate in Fitness Training

Major Code: **083500**

Content and curriculum within each course in the program is designed to present the student with the knowledge, skills and abilities to become a successful Personal Fitness Trainer. Students will learn how to apply their client's health history, goals, and abilities integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases. The Certificate Program is designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging fitness/health industry, and for allied health and medical professionals from all fields seeking to broaden their

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careers to become full or part-time personal Fitness Trainer. See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>17</b>
ANATOMY 1	Introduction to Human Anatomy (4)
or BIOLOGY 5	Introduction to Human Biology (4)
COMM 101	Public Speaking (3)
or COMM 121	Interpersonal Communication (3)
FAM & CS 21	Nutrition (3)
HEALTH 12	Safety Education and First Aid (3)

KIN MAJ 119	Physical Efficiency (2)
KIN 10	Scientific Physical Fitness Laboratory (1)
KIN 250-1	Weight Training Skills I (1)
or KIN 250-2	Weight Training Skills II (1)
<i>Effective Spring 2017</i>	

## Liberal Arts and Sciences

also see General Education and Liberal Studies

### Associate in Arts in Liberal Arts and Sciences Degrees

The Associate in Arts in Liberal Arts and Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

**Program Learning Outcomes:** Upon successful completion of the program, a student will be able to...

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

### Associate in Arts in Liberal Arts and Sciences: Arts and Humanities Degree

Major Code: 490313

The courses in this area emphasize the study of cultural, literary, humanistic, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them with respect to artistic and cultural creation. Students will also learn to value aesthetics and incorporate these concepts when constructing value judgments. The Arts and Humanities concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Music, Philosophy and more. See the program learning outcomes listed under the subject heading.

<b>Major</b>	<b>18</b>
<b>Additional LACCD GE Requirements</b>	<b>9-21</b>
(Not including 0-12 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>21-33</b>
<b>Total</b>	<b>60</b>

**(Choose 18 units minimum)**

ARC 132, 133  
 ART 100, 101, 102, 103, 111, 201, 300, 501, 502, 639, 713  
 COMM 101, 104, 121, 122, 151, 190  
 DANCEST 805  
 ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 223, 234, 239, 240, 251, 260, 265, 270.

FRENCH 1, 2, 3  
 HISTORY 81, 82, 86, 87  
 HUMAN 1, 6, 17, 60  
 JAPAN 1, 21, 22  
 MUSIC 101, 111, 116, 141, 216-1, 2, 3, and 4, 217-1, 2, 3, and 4  
 PHILOS 1, 6, 20, 33  
 PHOTO 121  
 SPANISH 1, 2, 3, 4, 12, 21, 22, 35, 36  
 THEATER 100, 200, 270, 300

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



## **Associate in Arts in Liberal Arts and Sciences: Health and Fitness Degree**

Major Code: 490105

An emphasis in this area is designed to familiarize students with the various aspects that contribute to healthful living. Students will learn how to incorporate these principles into their own lives. They will also learn to critically evaluate their personal choices regarding disease prevention and fitness. The Health and Fitness concentration allows students to take courses that will prepare them for possible majors within the fields of Kinesiology, Dance, Kinesiology and others. See the program learning outcomes listed under the subject heading.

<b>Major</b>	<b>18</b>
<b>Additional LACCD GE Requirements</b>	<b>12</b>
(Not including 9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>30</b>
<b>Total</b>	<b>60</b>

**(Choose 18 units minimum)**

ANATOMY 4

ANTHRO 102

BIOLOGY 3, 5

FAM &CS 21

HEALTH 2, 6, 11, 12

KIN Up to four courses in this subject

**KIN ATH 503, 508**

KIN MAJ 100, 103, 126

MICRO ~~20~~, **20U**

NURSIN 302, 364

PHYSIOL 1

PSYCH 1, 2, 3, 14, 41

SOC 1, 2, 12, 21

## **Associate in Arts in Liberal Arts and Sciences: Mathematics and Natural Sciences Degree**

Major Code: 490203

This emphasis provides a broad based degree in mathematics and the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of math and science as investigative tools. The Mathematics and Natural Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Physics, and more. See the program learning outcomes listed under the subject heading.

<b>Major</b>	<b>18</b>
<b>Additional LACCD GE Requirements</b>	<b>15-18</b>
(Not including 3-6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>24-27</b>
<b>Total</b>	<b>60</b>

**(Choose 18 units minimum)**

ANATOMY 4

ANTHRO 101, 111

ASTRON 1, 5

BIOLOGY 3, 5, 101, 102, 103

CHEM 65, 66, 101, 102, 211, 212

ENV SCI 1, 2

GEOG 1, 15

GEOLOGY 1, 6

MATH 123C, 125, 215, 216, 227, 234, 236, 240, 260, 265, 266, 267, 270, 275

~~MICRO 20L~~

**MICRO 20U**

OCEANO 1, 10, 12

PHYS SC 1

PHYSICS 6, 7, 11, 37, 28, 39

PHYSIOL 1

PSYCH 2

## **Associate in Arts in Liberal Arts and Sciences: Social and Behavioral Sciences Degree**

Major Code: 490107

These courses focus on people as members of society. The courses in this area are designed to develop an awareness of the method of inquiry used by the Social and Behavioral sciences. Students will learn the perspectives, concepts, theories and methodologies of the disciplines that comprise the social and behavioral sciences, and will learn to think critically about, and appreciate, the ways people act and have acted in societies and social subgroups. The social and Behavioral Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Anthropology, Economics, History, Political Science, Psychology, Sociology and more. See the program learning outcomes listed under the subject heading.

<b>Major</b>	<b>18</b>
<b>Additional LACCD GE Requirements</b>	<b>12-18</b>

(Not including 3-9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

<b>Additional Degree-applicable Requirements</b>	<b>24-30</b>
<b>Total</b>	<b>60</b>

**(Choose 18 units minimum)**

ADM JUS 1  
 ANTHRO 101, 102, 103, 104, 111, 121  
 BUS 1  
 CH DEV 1  
 ECON 1, 2

FIRE TEK 201  
 GEOG 2, 7  
 HISTORY 1, 2, 5, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52, 58, 74, 81, 82, 86, 87  
 POL SCI 1, 2, 4, 7, 30  
 PSYCH 1, 2, 3, 14, 15, 41  
 SOC 1, 2, 4, 12, 21  
 STAT 1

## Liberal Studies

also see General Education and Liberal Arts and Sciences

### Associate in Arts Degree in Liberal Studies

Major Code: 490120

The Associate in Arts in Liberal Studies Degree provides breadth studies similar to that required for the elementary education major at some four-year institutions. Students planning to transfer to a four-year institution as an education major are strongly advised to see a counselor to determine which courses listed below articulate in the major at that institution.

**Program Learning Outcomes:** Upon successful completion of the program, a student will be able to...

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

<b>Major Requirements</b>	<b>25</b>
<b>Additional LACCD GE Unit Requirements</b>	<b>7</b>
(Not including 18 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Unit Requirements</b>	<b>28</b>
<b>Total</b>	<b>60</b>

#### **Core Requirements** **22**

ANTHRO 103      Archaeology: Reconstructing the Human Past (3)  
 or History 86      Introduction to World Civilization I (3)  
 Biology 3      Introduction to Human Biology (4)  
 Ch Dev 1      Child Growth and Development (3)  
 English 218      Children's Literature (3)

GEOG 7      World Regional Geography (3)  
 Math 215      Principles of Mathematics I (3)  
 Math 216      Principles of Mathematics II (3)

#### **Electives (choose 3 units minimum)**

Art 103      Art Appreciation I (3)  
 DanceST 805      History and Appreciation of Dance (3)  
 Music 101      Fundamentals of Music (3)  
 Music 111      Music Appreciation I (3)  
 Theater 100      Introduction to the Theater (3)

*Effective Fall 2017*

## Mathematics

### Associate in Science Degree in Mathematics Degree

Major Code: 170100

The Associate in Science degree in Mathematics is designed for students who intend to transfer to either the UC or CSU as Mathematics majors. See the program learning outcomes listed under the AST degree in this subject.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Explain and demonstrate mathematical concepts relevant to the course content.
- Analyze and construct proofs relevant to the course concepts.
- Create, interpret and analyze graphs relevant to the course content.
- Solve problems, including application problems, relevant to course concepts and content.

<b>Major Requirements</b>	<b>35</b>
<b>Additional LACCD GE Requirements</b>	<b>15</b>
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements*</b>	<b>10</b>
<b>Total</b>	<b>60</b>

**Major Requirements (35 units)**

MATH 227	Statistics (4)
MATH 240:	Trigonometry (3)
MATH 260:	Precalculus (5)

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)
PHYSICS 37	Physics for Scientists and Engineers I (5)
PHYSICS 38	Physics for Scientists and Engineers II (5)

## **Associate in Science in Mathematics for Transfer (AS-T) Degree**

Major Code: 170100

The Associate in Science in Mathematics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Mathematics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU

program. A student may earn an Associate in Science in Mathematics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-23 units in Mathematics, Physics, and/or Computer Technology, 1-9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P or** better and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Explain and demonstrate mathematical concepts relevant to the course content.
- Analyze and construct proofs relevant to the course concepts.
- Create, interpret and analyze graphs relevant to the course content.
- Solve problems, including application problems, relevant to course concepts and content.

<b>Major</b>	<b>22-23</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>31-37</b>
(Not including 2-6 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>1-7</b>
<b>Total</b>	<b>60</b>

**Major Requirements (22-23 units)**

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
or MATH 275	Ordinary Differential Equations (3)
MATH 227	Statistics (4)
or PHYSICS 37	Physics for Engineers and Scientists I (5)

## **Music**

The Music Program offers a comprehensive curriculum designed for students who wish to develop professional skills and who wish to transfer to a four-year music program. Students may earn an Associate in Arts in Music for Transfer (AA-T) Degree and/or Certificates of Achievement in any of the six areas of specialization: Arranging, Music Media, Performance, Recording Arts, Songwriting, and Music Theory.

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

## **Associate in Arts in Music for Transfer (AA-T) Degree**

Major Code: 100400

A student may earn an Associate in Arts in Music for Transfer (AA-T) Degree by completing 22 core units in Music **with a grade of C or P or better** and 37-39 IGETC or CSU GE Breadth units in General Education with a minimum GPA of 2.0. The Associate in Arts in Music for Transfer degree is intended for students who are planning to transfer to a California State University (CSU) into a Bachelor of Arts Music program; guaranteeing admission to the CSU system (but not to a specific campus or major – a process that may require auditions and/or placement tests at the transfer institution). Note: 3 units may be double counted as meeting GE requirements.

Note: while this degree provides certain guarantees for students transferring to the CSU, those who wish to transfer to a specific program at a specific campus—especially one in music performance or education, or a Bachelor of Music program (as opposed to Bachelor of Arts in Music program)—are advised to see a music faculty member to plan for additional coursework or other preparation that may be required for admission and/or consideration for music scholarships.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

<b>Major (Core and Performance Ensembles)</b>	<b>22</b>
<b>Additional CSU GE or IGETC Requirement</b>	<b>34-36</b>
(Not including 3 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>2-4</b>
<b>Total</b>	<b>60</b>

### **Core (18 units)**

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-1	Music Theory I (3)
MUSIC 217-1	Music Theory II (3)
or MUSIC 216-2	Music Theory II (3) <sup>+</sup>
MUSIC 218-1	Music Theory III (3)
or MUSIC 216-3	Music Theory III (3) <sup>+</sup>
MUSIC 219-1	Music Theory IV (3)

or MUSIC 216-4	Music Theory IV (3) <sup>+</sup>
MUSIC 216-2	Musicianship I (1)
or MUSIC 217-1	Musicianship I (1) <sup>+</sup>
MUSIC 217-2	Musicianship II (1)
MUSIC 218-2	Musicianship III (1)
or MUSIC 217-3	Musicianship III (1) <sup>+</sup>
MUSIC 219-2	Musicianship IV (1)
or MUSIC 217-4	Musicianship IV (1) <sup>+</sup>

### **Performance Ensembles (choose 4 units)**

(Each may be repeated or combined with others.)

MUSIC 501	Collegiate Choir (1) <sup>+</sup>
MUSIC 511	Collegiate Choir (1)
MUSIC 531	Philharmonic Choir (1)
MUSIC 775	Jazz Ensemble (1)

<sup>+</sup>May be substituted by petition

## **Certificate of Achievement in Music Arranging**

Major Code: 100506

This program focuses on the writing of arrangements for a variety of bands, orchestras, and vocal groups. The student will study harmony, voicing and how to compose and notate music appropriately for all the common instruments. These skills are essential for students who wish to become arrangers, composers, copyists and/or performing musicians working for music publishing companies and/or as freelance musicians.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with a musical arrangement and articulate the technical and stylistic forces that shape it.
- Employ appropriate theoretical, technical, and stylistic practices in writing arrangements for a representative body of varied ensemble music literature.
- Utilize technology to perform research and to prepare musical scores and parts for publication and performance.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



- Demonstrate collaborative skills and respect for differing musical styles and traditions.
- Demonstrate continuing growth in applying instrumentation and arranging techniques, musicianship, the ability to read and write music notation, and aesthetic awareness to the preparation of expressive musical works.

<b>Total</b>	<b>31</b>	MUSIC 231	Orchestration and Arranging I (3)
MUSIC 216-1	Music Theory I (3)	MUSIC 232	Orchestration and Arranging II (3)
MUSIC 216-2	Music Theory II (3)	MUSIC 241	Copying and Notation I (1)
MUSIC 216-3	Music Theory III (3)	MUSIC 242	Copying and Notation II (1)
MUSIC 216-4	Music Theory IV (3)	MUSIC 251-1	Jazz Improvisation Workshop I (1)
MUSIC 217-1	Musicianship I (1)	MUSIC 280	Business of Commercial Music (3)
MUSIC 217-2	Musicianship II (1)	MUSIC 321	Piano I (2)
MUSIC 217-3	Musicianship III (1)	MUSIC 501	College Choir (1)
MUSIC 217-4	Musicianship IV (1)		

### **Certificate of Achievement in Music Media**

Major Code: 100507

The Music Media program encompasses a study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills are applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment. Emerging trends are examined and concepts introduced and developed through lecture, demonstration, and hands-on experience. These skills are essential for students wishing to become composers of electronic music for film/TV, gaming, popular music, and other styles, as well as those who wish to become music producers.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with an electro-acoustic musical work and articulate the technical and stylistic forces that shape it.
- Employ appropriate theoretical, technological, and stylistic practices in creating electronic music for various media, i.e. performance, recording, radio, video, and film.
- Utilize technology to perform research and to realize musical scores using computers, synthesizers, controllers and effects devices.
- Demonstrate collaborative skills and respect for differing musical styles and traditions.
- Demonstrate continuing growth in applying music technology in the preparation and realization of expressive musical works.

<b>Total</b>	<b>27</b>	MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 161	Introduction to Electronic Music (3)	MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 216-1	Music Theory I (3)	MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 216-2	Music Theory II (3)	MUSIC 280	Business of Commercial Music (3)
MUSIC 217-1	Musicianship I (1)	MUSIC 321	Piano I (2)
MUSIC 217-2	Musicianship II (1)	MUSIC 501	College Choir (1)
MUSIC 251-1	Jazz Improvisation Workshop I (1)		

### **Certificate of Achievement in Music Performance**

Major Code: 100503

This program provides students with classroom and one-on-one instruction (depending on course options chosen) as well as solo and ensemble performance experience. Students develop musical and technical skills, practice strategies, and performance techniques on a principal instrument or voice. These skills are essential for students wishing to become performing musicians in a highly competitive field.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to music.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

**Total (Components I-III) 33-35**

**Component I (25 units)**

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 251-1	Jazz Improvisation Workshop I (1)
MUSIC 280	Business of Commercial Music (3)
MUSIC 321	Piano I (2)
MUSIC 501	College Choir (1)

**Component II (choose 2 units minimum)**

MUSIC 501*	College Choir (repeated) (1)
MUSIC 251-2	Jazz Improvisation II (1)
MUSIC 251-3	Jazz Improvisation III (1)
MUSIC 251-4	Jazz Improvisation IV (1)
MUSIC 765*	Percussion Ensemble (1)
MUSIC 775*	Jazz Band (1)

\*May be repeated up to three times and/or combined with others.

**Component III (6-8 units: choose one set)**

**Set A (6 units)**

(Enrollment limited by audition)

MUSIC 180-1	Applied Music Laboratory I (1.5)
MUSIC 180-2	Applied Music Laboratory II (1.5)
MUSIC 180-3	Applied Music Laboratory III (1.5)
MUSIC 180-4	Applied Music Laboratory IV (1.5)

**or Set B (6 units)**

Any course from Set A and/or any of the following

MUSIC 322	Piano II (2)
MUSIC 323	Piano III (2)
MUSIC 324	Piano IV (2)

**or Set C (choose 8 units minimum)**

Any course from Set A and/or any of the following

MUSIC 411	Elementary Voice I (2)
MUSIC 412	Elementary Voice II (2)
MUSIC 413	Elementary Voice III (2)
MUSIC 414	Elementary Voice IV (2)

*Requirements continue on next page*

**or Set D (choose 8 units minimum)**

Any course from Set A and/or any of the following

MUSIC 650	Beginning Guitar (2)
MUSIC 651	Classical Guitar I (2)
MUSIC 652	Classical Guitar II (2)
MUSIC 653	Classical Guitar III (2)
MUSIC 654	Classical Guitar IV (2)

**Certificate of Achievement in Music Recording Arts**

Major Code: 100505

This program provides students with classroom and hands-on experience studying acoustic principles, advanced multi-track recording, advanced audio editing and track-comping, advanced signal processing, and mastering techniques. These skills are essential for student wishing to work in a recording studio or live music performance venue as a recording technician, sound technician, sound recording editor, music producer, and/or a performing musician.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the techniques and processes associated with recorded musical performance and articulate the technical and stylistic forces that shape it.
- Employ appropriate theoretical, technological, and stylistic practices in creating recording musical performances.
- Utilize technology to perform research and to record musical performances using computers, synthesizers, controllers and effects devices.
- Demonstrate collaborative skills and respect for differing musical styles and traditions.
- Demonstrate continuing growth in applying recording techniques in capturing, editing, mixing, processing and mastering recorded sound.

**Total 27**

MUSIC 165	Introduction to Recording Arts (3)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)

MUSIC 251-1	Jazz Improvisation Workshop I (1)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 280	Business of Commercial Music (3)
MUSIC 321	Piano I (2)

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

### **Certificate of Achievement in Music Songwriting**

Major Code: 100501

This program helps students develop skills in Commercial Songwriting. Basic to advanced songwriting skills are introduced, explored and developed. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced. These skills are essential for students wishing to become composers of popular/commercial music and other styles, singer-songwriters, performing musicians, and/or music producers.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with a popular song and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of commercial music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to commercial music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances in contemporary, popular styles.

<b>Total</b>		<b>24</b>		
MUSIC 216-1	Music Theory I (3)		MUSIC 271	Songwriters' Workshop I (3)
MUSIC 216-2	Music Theory II (3)		MUSIC 272	Songwriters' Workshop II (3)
MUSIC 217-1	Musicianship I (1)		MUSIC 273	Songwriters' Workshop III (3)
MUSIC 217-2	Musicianship II (1)		MUSIC 280	Business of Commercial Music (3)
MUSIC 251-1	Jazz Improvisation Workshop I (1)		MUSIC 321	Piano I (2)
			MUSIC 501	College Choir (1)

### **Certificate of Achievement in Music Theory**

Major Code: 100500

This program presents principles used in the composition and analysis of music of varied styles from the seventeenth century on, including classical, folk, jazz, and popular. It explores the application of music theory to the realization of musical scores in performance and the dictation/transcription of music to the score. The mastery of music theory and musicianship is essential for students who plan to become composers or performing musicians, or those who wish to pursue an AA-T in Music.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

<b>Total</b>		<b>18</b>		
MUSIC 216-1	Music Theory I (3)		MUSIC 217-2	Musicianship II (1)
MUSIC 216-2	Music Theory II (3)		MUSIC 217-3	Musicianship III (1)
MUSIC 216-3	Music Theory III (3)		MUSIC 217-4	Musicianship IV (1)
MUSIC 216-4	Music Theory IV (3)		MUSIC 251-1	Jazz Improvisation Workshop I (1)
MUSIC 217-1	Musicianship I (1)		MUSIC 501	College Choir (1)
			<b>MUSIC 775</b>	<b>Jazz Ensemble (1)</b>

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

# Nursing

also see Health Occupations

## Admission by Special Application

Note: The nursing program is 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, sexual orientation, age, disability, or veteran status.

The Registered Nursing Program is a four-semester program of concentrated study (after the completion of program prerequisites) which prepares a diverse body of students to become safe, competent, and caring practitioners for entry-level positions in health care settings in the community, while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning.

Coursework in the biological, social, and behavioral sciences and humanities serves as the basic foundation in the nursing program. The program integrates theoretical instruction in the classroom with small group discussions and clinical experiences in hospitals, home health care agencies, and other settings in the community. Students also have the opportunity to participate in simulated clinical experiences and practice clinical skills in the state-of-the art Simulation Laboratory and Nursing Learning Laboratory.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community.
- Internalize professional behaviors of the nursing practice.
- Formulate clinical judgements in practice that promote the health of patients.
- Provide safe, patient-centered care.
- Assimilate effectively within nursing and inter-professional teams, fostering effective communication to achieve quality patient care.
- Integrate best current evidence with clinical expertise for optimal health care.
- Describe strategies for improving outcomes of care in clinical practice.
- Incorporate information and technology to communicate, manage knowledge, mitigate error, and support decision making.

The program is approved by the:

Board of Registered Nursing  
P.O. Box 944210  
Sacramento, California 94244  
(916) 322-3350  
[www.rn.ca.gov](http://www.rn.ca.gov)

The program is accredited by the:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.org/>

General information, schedules of monthly nursing group counseling sessions, and application instructions for the nursing program may be found at <http://www.lahc.edu/classes/nursing/index.html>. Students are admitted into the program in the fall and spring semesters. *Please see the nursing website for filing dates and instructions.* Late applications will not be considered.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



**Transfer Students:** Transfer applicants who are requesting admission from another nursing program are considered on a space-available basis. Transfer applicants must meet all program requirements. Information may be obtained from the Health Sciences Division office.

### **Application Process:**

The procedure and process for application to the nursing program are available on the Health Sciences Division website: <http://www.lahc.edu/classes/nursing/index.html>. Prospective students are highly encouraged to attend the nursing program information sessions; dates can be found on the division website.

### **Admitted Students:**

Students who accept an invitation for admission to the nursing program must complete the following requirements of the LACCD and clinical agencies prior to clinical placement. It is the student's responsibility to bear the expenses of these requirements.

- A criminal background check from the nursing program-designated agency must be completed. (Note: \*Students who are unable to present a clear background check will not be admitted to the program. Students who cannot clear Live-Scan fingerprinting will not be permitted to continue in the nursing program, unless an appropriate clinical placement can be found at an alternative agency.)
- \*\*Conviction of a felony or misdemeanor may affect a student's eligibility for licensure in the state of California. It is the student's responsibility to contact the California Board of Registered Nursing as soon as possible for more information or to seek clarification: <http://www.rm.ca.gov/enforcement/index.shtml>
- Physical Examination, specific laboratory blood studies, 2-step TB skin test or chest x-ray (if skin test is positive), and immunizations\* as required by the LACCD and clinical agencies. The physical examination must be repeated every 3 years.
- Titers to demonstrate immunity from rubella, rubeola, varicella, polio, hepatitis B, and mumps.
- Copies of all laboratory results and physical examination must be submitted to the instructor.
- Standard American Red-Cross First Aid and Personal Safety certificate (note- not required for LVNs or EMTs)
- Current American Heart Association Health-Care Provider level Basic Life Support certification (BCLS)
- Current Student Nurse professional liability insurance. Information and applications for insurance are available in the Health Sciences Division office.
- Other requirements as outlined by clinical agencies.

\*Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers and the community. Students must obtain the immunizations listed in Section 4b prior to clinical placement. Copies of all immunization results must be submitted to the Nursing Department as specified. If additional tests or immunizations are required by a hospital or other affiliating facility, students will be notified.

Students must be free from communicable diseases, infection, psychological disorder, and other conditions which would present a threat to, or negatively impact the well-being of faculty, students, or consumers, or would prevent the successful performance of responsibilities and tasks required in the nursing program. If any such condition is developed by the student after admission to the program, it may be considered sufficient cause for suspension from the program.

Students are responsible for all costs incurred in meeting program requirements and there is a financial commitment to being a student in the nursing program. Expenses incurred include, but are not limited to, books and classroom supplies; uniforms; medical supplies; standardized nursing tests; and mandatory health requirements. For Financial Aid assistance, see <http://www.lahc.edu/student-services/fees.html>.

Following admission into the program, students must maintain a "C" or better in all General Education requirements of the approved required nursing curriculum, including humanities, communications, and social, behavioral, and biological sciences. Students must also achieve a grade of "C" or better in the theory AND clinical component of each nursing course in order to progress through the program. The nursing program has a separate and distinct policy regarding academic and progress suspension, readmission, and disqualification, which differs from the LAHC policy. Disqualification from the nursing program will occur if a student withdraws or receives a substandard grade in any required nursing course in the first semester of coursework. After the first semester, a student may be suspended from the program for academic or progress reasons and is required to complete a plan for remediation before an application is considered for readmission into the program. For a detailed explanation of suspension and disqualification from the nursing program, see Administrative Regulation E-10 (<http://laccd.edu/About/Pages/Admin-Regs.aspx>).

### **Associate in Science in Nursing, Professional (R.N.) Degree**

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**Admission Route 1:** The student enters as a generic nursing student and completes all courses in the approved nursing curriculum. Completion of the program leads to the Associate of Science Degree in Nursing, Professional. Applicants must successfully complete established admission requirements:

**Prerequisites**

- Evidence of graduation from an accredited U.S. high school or 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.
- Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition of any substandard grade in any one of these courses.
- A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.
- A grade of "C" or better for Psychology 1 (General Psychology) and Psychology 41 (Life- Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher.
- A cumulative GPA of 2.5 for all college coursework taken.
- Completion of standardized admission test at or above required cut score.

Official high school and college transcripts, official foreign transcript evaluations, and/or approved petitions must be submitted to the Health Sciences Division with the nursing program application. Applications without official transcripts will not be considered. Application deadlines, continuation requirements, and program prerequisites apply to all nursing program applicants.

**Admission Route 2:** Students with verified previous health experience may be eligible for this route. The Policy for Transfer and Challenge may be obtained from the Health Sciences Division. All transfer courses must be verified with official transcripts prior to enrollment. The student must be in progress with classes in the first semester to establish eligibility to take challenge examinations. The maximum number of units for which a student may petition for credit by examination at the college is 15 units.

Without regard to semester admitted, students are required to complete all LACCD general education (except Area E) and graduation requirements in order to be awarded the Associate of Science Degree, Professional Nursing.

Upon the successful completion of this program, graduates receive an Associate in Science in Nursing, Professional (R.N.) Degree and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order for a student to be approved as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing program, a student must complete all requirements for graduation under the LACCD Plan, 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 nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

This sequence of courses in the curriculum is approved the Board of Registered Nursing. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

<b>Major (Prerequisites and 1<sup>st</sup>-4<sup>th</sup> Semesters)</b>	<b>64</b>
(This figure includes GE options that are specifically designated as required for the major, except units listed for Humanities GE and US History or Political Science. They are reflected in the additional requirements below.)	
<b>Additional LACCD GE Requirements</b>	<b>6</b>
(Not including 18 double-countable major units and 3 Area E units, which may be met by completing the requirements for a Nursing degree. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Total</b>	<b>70</b>

#### Prerequisite Requirements (21 units)

ANATOMY 1	Introduction to Human Anatomy (4)
ENGLISH 1	College Reading and Composition I (3)
MICRO 20U	General Microbiology (3)
<b>MICRO 20L</b>	<b>General Microbiology Laboratory (1)</b>
PHYSIOL 1	Introduction to Human Physiology (4)
PSYCH 1	General Psychology (3)
PSYCH 41	Life Span Psychology (3)

#### First Semester Requirements (13 units)

NURSING 311	Communication in Nursing (1)
NURSING 313	Introduction to Nursing Process Practice (4)
NURSING 315	Fundamentals of Nursing (4)
NURSING 321	Nursing Process (1)
SOC 1	Introduction to Sociology (3)*

or ANTHRO 102 Human Ways of Life: Cultural Anthropology (3)\*

#### Second Semester Requirements (13 units)

Humanities GE requirement (3)*	
NURSING 323	Care of the Adult Client I (5)
NURSING 325	Care of the Adult Client II (5)

#### Third Semester Requirements (11 units)

COMM 101	Oral Communication (3)*
or COMM 121	Interpersonal Communication (3)*
NURSING 333	Health Care of Women (3)
NURSING 335	Care of Children (3)
NURSING 339	Care of Geriatric Client (2)

#### Fourth Semester Requirements (12 units)

NURSING 343	Psychosocial Adaptation of Client (3)
NURSING 345	Care of the Adult Client II (3)
NURSING 347	Leadership and Management in Nursing (3)
US History or Political Science GE requirement (3)*	

It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

\*It is highly recommended that general education courses be taken prior to entering the nursing program.

## Associate in Science Degree in Nursing, Professional (L.V.N. to R.N.) Degree

Major Code: 123001

This route leads to graduation from the generic program with an Associate of Science Degree, Professional Nursing. An L.V.N. with a current California license may enter the generic program at an advanced level after completing the required program prerequisites and the transition semester courses. The general education co-requisites must be completed before graduation. Applicants must achieve the required cut score on the standardized admission test. Entry by this route is on a space-available basis.

Without regard to semester admitted, students are required to complete all LACCD general education (except Area E) and graduation requirements in order to be awarded the Associate of Science Degree, Professional Nursing.

#### Prerequisites:

- Current California L.V.N. license
- Evidence of graduation from an accredited U.S. high school or 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.
- Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition in any one of these courses.
- A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

- A grade of “C” or better for Psychology 1 (General Psychology) and Psychology 41 (Life Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher.
- A cumulative GPA of 2.5 for all college coursework taken.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of “C” or better.
- Completion of standardized admission test at or above required cut score

Upon the successful completion of this program, graduates receive an Associate in Science in Nursing, Professional (R.N.) Degree and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order for a student to be approved as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing program, a student must complete all requirements for graduation under the LACCD Plan, 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 nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

This sequence of courses in the curriculum is approved the Board of Registered Nursing. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

#### Major Requirements

58

(This figure includes GE options that are specifically designated as required for the major, except units listed for Humanities GE and US History or Political Science. They are reflected in the additional requirements below.)

#### Additional LACCD GE Plan Requirements

6

(Not including 3 Area E units, which may be met by completing the requirements for a Nursing degree, and 15 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)

#### Total

64

#### Prerequisite Requirements (21 units)

ANATOMY 1	Introduction to Human Anatomy (4)
ENGLISH 101	College Reading and Comprehension I (3)
MICRO 20U	General Microbiology (3)
<b>MICRO 20L</b>	<b>General Microbiology Laboratory (1)</b>
PHYSIOL 1	Introduction to Human Physiology (4)
PSYCH 1	General Psychology (3)
PSYCH 41	Life Span Psychology (3)

#### Transition Semester Requirements (7)

NURSING 311	Communication in Nursing (1)
NURSING 321	Nursing Process (1)
NURSING 329A	Role Transition LVN to RN (1)
NURSING 329B	Role Transition LVN to RN (1)

SOC 1	Introduction to Sociology (3)
or ANTHRO 102	Human Ways of Life (3)

#### Second Semester Requirements (13 units)

Humanities GE requirement (3)*	
NURSING 323	Care of the Adult Client I (5)
NURSING 325	Care of the Adult Client II (5)

#### Third Semester Requirements (11 units)

COMM 101	Oral Communication (3)*
or COMM 121	Interpersonal Communication (3)*
NURSING 333	Health Care of Women (3)
NURSING 335	Care of Children (3)
NURSING 339	Care of Geriatric Client (2)

#### Fourth Semester Requirements (12 units)

NURSING 343	Psychosocial Adaptation of Client (3)
NURSING 345	Care of the Adult Client II (3)
NURSING 347	Leadership and Management in Nursing (3)

US History or Political Science GE requirement (3)\*

It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

\*It is highly recommended that general education courses be taken prior to entering the nursing program.

#### Non-degree LVN to RN Pathway

Major Code: 123001

Applicants are required to meet with the Chairperson of the Health Sciences Division if considering this route for individual counseling and consideration. This option is open to applicants who possess a current California Vocational Nursing

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



(L.V.N.) license. Completion of this option allows students to become eligible for the examination for licensure as a Registered Nurse, however completion of this option does NOT meet the requirements for the Associate of Science Degree in Nursing, Professional. Students completing this option will not be a graduate of LAHC and cannot receive the program's nursing pin. Additionally, several states do not recognize persons completing this option as being a Registered Nurse even though they may have successfully completed the NCLEX-RN examination. (Students pursuing this option should follow the Non-degree LVN to RN Pathway listed after the degree requirements?)

Applicants are expected to demonstrate mathematical and clinical nursing competence equivalent to a second year generic nursing student. Route 3 includes general education courses and advanced theory and clinical experiences. The student must perform satisfactorily in both theory and clinical portions of the courses to receive credit in any nursing courses and must receive a grade of "C" or better for all courses. Entry by this route is on a space-available basis.

**Prerequisites:**

- Current California L.V.N. license
- An overall GPA of 2.5 for Physiology 1 and Microbiology 20 with no less than a "C" for each course and no more than one repetition in any one of these courses.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of "C" or better
- Completion of standardized admission test at or above required cut score

Upon the successful completion of this program, students are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

<b>Total</b> (Not included the recommended prerequisite course.)	<b>29</b>
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**Recommended Prerequisite (3 units)**

PSYCH 41 Life Span Psychology (3)

**Required Prerequisites (12 units)**

MICRO 20 General Microbiology (4)  
 NURSING 329A Role Transition RN to LVN (1)  
 NURSING 311 Communication in Nursing (1)  
 NURSING 321 Nursing Process (1)  
 NURSING 329B Role Transition RN to LVN (1)  
 PHYSIOL 1 Introduction to Human Physiology (4)

*Requirements continue on next page*

**First Semester Requirements (8 units)**

NURSING 333 Health Care of Women (3)  
 NURSING 335 Care of Children (3)  
 NURSING 339 Care of Geriatric Client (2)

**Second Semester Requirements (9 units)**

NURSING 343 Psychological Adaptation of the Client (3)  
 NURSING 345 Care of Adult Client III (3)  
 NURSING 347 Leadership and Management in Nursing (3)

## Physical Education

see Kinesiology

## Physics

### Associate in Science in Physics Degree

Major Code: 190200

The Associate in Science degree in Physics is designed for students who either intend to transfer to the UC or CSU as Physics majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant. See the program learning outcomes listed under the AST degree in this subject.

*Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.*

<b>Major</b>	<b>40</b>
<b>Additional LACCD GE Plan Requirements</b>	<b>15</b>
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements</b>	<b>5</b>
<b>Total</b>	<b>60</b>

#### Major (40 units)

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 37	Physics for Engineers I (5)
PHYSICS 38	Physics for Engineers II (5)
PHYSICS 39	Physics for Engineers III (5)

### Associate in Science in Physics for Transfer (AS-T) Degree

Major Code: 190200

The Associate in Science in Physics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Physics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Physics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 30 units in Physics and Mathematics and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or **P** or better and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Accurately and safely use lab equipment.
- Use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- Apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- Use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

<b>Major</b>	<b>30</b>
<b>Additional IGETC Requirements</b>	<b>30</b>
(Not including 7 double-countable major units)	
<b>Total</b>	<b>60</b>

#### Major (30 units)

PHYSICS 37	Physics for Engineers and Scientists I (5)
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PHYSICS 38	Physics for Engineers and Scientists II (5)
PHYSICS 39	Physics for Engineers and Scientists III (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)

## Psychology

### Associate in Arts in Psychology Degree

Major Code: **209900**

The Associate of Arts degree in Psychology will give students a foundation for more advanced psychology courses and a foundation for optimal human interaction in the workplace and/or in their own personal relationships. Students who complete this degree will be prepared to transfer to four-year institutions with which an articulation agreement has been established. See the program learning outcomes listed under the AAT degree in this subject.

<b>Major (Core and Lists A and B)</b>	<b>18-19</b>
<b>Additional LACCD GE Plan Requirements</b>	<b>12-13</b>
(Not including 9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements*</b>	<b>29-30</b>
<b>Total</b>	<b>60</b>

#### Core (12 units)

PSYCH 1	General Psychology I (3)
PSYCH 2	<b>Biological Psychology (3)</b>
PSYCH 10	Principles of Psychology (3)

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*

STAT 1 Elementary Statistics I for the Social Sciences (3)  
**or MATH 227 Statistics (4)**

**List A (choose 3 units minimum)**

PSYCH 3 Personality and Social Development (3)  
 PSYCH 14 Abnormal Psychology (3)  
 PSYCH 15 Adult Development and Aging (3)

PSYCH 41 Life-Span Psychology: From Infancy to Old Age (3)

**List B (choose 3 units minimum)**

ANTHRO 101 Human Biological Evolution (3)  
 ANTHRO 102 Human Ways of Life: Cultural Anthropology (3)  
 SOC 1 Introduction to Sociology (3)  
 SOC 21 Human Sexuality (3)

**Associate in Arts in Psychology for Transfer (AA-T) Degree**

Major Code: 200100

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Psychology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Psychology for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 20 units in Psychology, Statistics or Mathematics, and/or Biology, 10-12 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or **P or better** (~~"P" for "pass" grades are not acceptable~~) and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to:

- Compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- Evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
- Integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- Recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- Apply psychological principles to the development of interpersonal, occupational, and social skills and life-long personal growth.

<b>Major (Core and Electives)</b>	<b>19-20</b>
<b>Additional CSU GE or IGETC Requirements</b>	<b>28-30</b>
(Not including 9 double-countable major units)	
<b>Additional CSU-Transferable Units</b>	<b>10-13</b>
<b>Total</b>	<b>60</b>

**Core (16-17 units)**

BIOLOGY 3 Introduction to Biology (4)  
 MATH 227 Statistics (4)

or STAT 1 Statistics I for the Social Sciences (3)\*  
 PSYCH 1 General Psychology (3)  
 PSYCH 10 Principles of Psychology (3)  
 PSYCH 14 Abnormal Psychology (3)

\*May be substituted by petition

**Electives (choose 3 units)**

PSYCH 2 General Psychology II (3)  
 PSYCH 41 Life Span Psychology (3)

## Real Estate

The Real Estate program offers an Associate in Science degree, a Certificate of Achievement and Skills Certificates in Property Management and Real Estate.

**Associate in Science Degree in Real Estate Degree**

Major Code: 051100

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

The A.S. in Real Estate 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. 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. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

**Program Learning Outcomes:** Upon successful completion of the program, students will be able to demonstrate competency in the major areas of real estate including but not limited to principles, practice, legal aspects, economics, property management, and real estate appraisal; apply knowledge of real estate law, principles, and practice to properly complete real estate documents; perform research and organize information to advance their careers as well as their own self-development; and demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

<b>Major Requirements</b>	<b>41</b>
<b>Additional LACCD GE Requirements</b>	<b>18-21</b>
(Not including 0-3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
<b>Additional Degree-applicable Requirements 0-1</b>	
<b>Total</b>	<b>60-62</b>

#### Component I (20 units)

ACCTG 1	Introductory Accounting I (5)
BUS 5	Business Law I (3)
REAL ES 1	Real Estate Principles (3)
REAL ES 3	Real Estate Practices (3)
REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 7	Real Estate Finance (3)

#### Component II (choose 21 units minimum)

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 Computations (3)
BUS 60	Keyboarding Fundamentals I (3)
CO INFO 1	Principles of Business Computer Systems (3)
MARKET 1	Principles of Selling (3)
MARKET 21	Principles of Marketing (3)
REAL ES 14	Property Management (3)
REAL ES 16	Income Tax Aspects of Real Estate (3)
REAL ES 18	Real Estate Investments (3)

### Certificate of Achievement in Real Estate

Major Code: **051100**

The Certificate of Achievement in Real Estate granted in conjunction with the California Division of Real Estate and the California Real Estate Association, may be earned by completing the following courses. See the program learning outcomes listed under the associate's degree in this subject.

#### Total (Core and Electives) 29

#### Core (23 units)

ACCTG 1	Introductory Accounting I (5)
BUS 5	Business Law I (3)
REAL ES 1	Real Estate Principles (3)
REAL ES 3	Real Estate Practices (3)
REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 7	Real Estate Finance (3)

#### Electives (choose 9 units minimum)

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 Computations (3)
BUS 60	Keyboarding Fundamentals I (3)
CO INFO 1	Principles of Business Computer Systems (3)
MARKET 1	Principles of Selling (3)
MARKET 21	Principles of Marketing (3)
<b>REAL ES 10</b>	<b>Real Estate Appraisal II (3)</b>
REAL ES 14	Property Management (3)
REAL ES 16	Income Tax Aspects of Real Estate (3)
REAL ES 18	Real Estate Investments (3)

### Skills Certificate in Property Management

Major Code: **051103**

See the program learning outcomes listed under the associate's degree in this subject.

*Program listings do not include basic skills prerequisites for college-level courses or prerequisites for GE courses. Numbers appearing in parentheses beside each course title represent course units. Courses may not be offered every term. Students are strongly advised to see a counselor prior to enrolling in any program.*



<b>Total</b>	<b>17</b>
ACCTG 1	Introductory Accounting 1 (5)
BUS 5	Business Law 1 (3)
or REAL ES 18	Real Estate Investments (3)

REAL ES 1	Real Estate Principles (3)
REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 14	Property Management (3)

### **Skills Certificate in Real Estate**

Major Code: 051102

See the program learning outcomes listed under the associate's degree in this subject.

<b>Total</b>	<b>12</b>
REAL ES 1	Real Estate Principles (3)
REAL ES 3	Real Estate Practices (3)

REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 7	Real Estate Finance I (3)

### **Real Estate Salesperson Pathway**

Major Code: 051100

Since the California Department of Real Estate determines the exact requirements for obtaining Real Estate licenses, students are advised to contact the Department of Real Estate directly at [www.dre.ca.gov](http://www.dre.ca.gov). Successful completion of three college level courses is required to qualify to take the real estate salesperson examination given by the California Department of Real Estate:

<b>Total (Core and Electives)</b>	<b>9-11</b>
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#### **Core (6 units)**

REAL ES 1	Real Estate Principles (3)
REAL ES 3	Real Estate Practices (3)

#### **Electives (choose 3-5 units minimum)**

ACCTG 1	Introductory Accounting I (5)
BUS 5	Business Law I (3)
REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 7	Real Estate Finance (3)
REAL ES 14	Property Management (3)

### **Real Estate Broker Pathway**

Major Code: 051100

Note: courses listed below do not 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.

<b>Total</b>	<b>23</b>
ACCTG 1	Introductory Accounting I (5)
BUS 5	Business Law I (3)
REAL ES 1	Real Estate Principles (3)

REAL ES 3	Real Estate Practices (3)
REAL ES 5	Legal Aspects of Real Estate I (3)
REAL ES 7	Real Estate Finance (3)
REAL ES 14	Property Management (3)

## **Speech Communication**

see Communication Studies

## **Studio Art**

see Art

Updated program learning outcomes may appear on one or both of the following websites: <http://www.lahc.edu/slo/program.html> and/or [https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18\\_SLO-SAO\\_Assessment.aspx](https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18_SLO-SAO_Assessment.aspx). If so, those listed on the latter site supersede all others.

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## ACCTG (Accounting)

### ACCTG 1: Introductory Accounting I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, C-ID ACCT 110
- This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

### ACCTG 2: Introductory Accounting II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, C-ID ACCT 120
- Prerequisite: ACCTG 1 or 21 and 22
- This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

### ACCTG 3: Intermediate Accounting I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: ACCTG 2 or 21 and 22
- This Course emphasizes the application of generally accepted accounting principles in the preparation and use of financial statements for decision making purposes. Special emphasis is placed on the recognition and measurement of revenues, cash, receivables, inventories, property, plant and equipment, depreciation and depletion, and intangibles.

### ACCTG 11: Cost Accounting

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: ACCTG 2
- This course examines managerial cost accumulation concepts and techniques for product and service costing, planning and control. Emphasis is on the use of cost accounting information for decision making and the preparation, analysis and use of cost

accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting and profit planning, and activity based costing.

### ACCTG 15: Tax Accounting I

- 3 units, Letter, 3 lec
- DA, CSU
- This is a practical course covering the federal income tax process, federal income tax laws that apply to individuals, and the application of tax principles to specific problems. Topics include gross income and exclusions, business deductions and itemized deductions, losses, certain tax credits and property transactions.

### ACCTG 16: Tax Accounting II

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: ACCTG 1 or 15
- A continued study of income tax regulations and procedures is made. Accounting methods, installment sales, partnerships and corporate income tax procedures are studied.

### ACCTG 21: Bookkeeping and Accounting I

- 3 units, Letter, 3 lec
- DA, CSU/UC
- This course is the first half of accounting I and it is an introduction to financial accounting and accounting information systems. It includes recording, summarizing, and reporting of business transactions in various journals and ledgers, preparation of trial balance and financial statement, revenues and expense recognition; assets, liability, and capital accounts.

### ACCTG 22: Bookkeeping and Accounting II

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Prerequisite: ACCTG 21
- Review of the fundamentals of bookkeeping and accounting and the preparation of adjusting, closing, and reversing entries, work sheets and financial statements for a sole proprietorship. Application of accounting principles to partnership and corporation accounting records.

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## **ADM JUS (Administration of Justice)**

### **ADM JUS 1: Introduction to Administration of Justice**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID AJ 110,
- This course examines the characteristics of the philosophy, history, theories of the criminal justice system. This course focuses on examining crime measurement, theoretical explanation of crime, responses to crime components of the criminal justice system and the current challenges. It examines cross-cultural roles, functions, and interrelationships among criminal justice agencies context and emphasis is placed on the structure, function of the United States police, courts, corrections and the social impact on crime. A research paper in APA or ASA format is required.

### **ADM JUS 2: Concepts of Criminal Law**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID AJ 120
- Advisory Prerequisite: ADM JUS 1
- This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

### **ADM JUS 3: Legal Aspects of Evidence**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID AJ 124
- This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court

### **ADM JUS 5: Criminal Investigation**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID AJ 140
- 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 surveillance of criminal activity, follow-up and case preparation.

### **ADM JUS 6: Patrol Procedures**

- 3 units, Letter, 3 lec
- DA, CSU
- This course includes the responsibilities, techniques, and methods of police patrol procedures.

### **ADM JUS 8: Juvenile Procedures**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID AJ 220
- Advisory Prerequisite: eligibility for ENGLISH 101
- This course includes the organization, functions, and jurisdiction of the juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

### **ADM JUS 14: Report Writing for Peace Officers**

- 3 units, Letter, 3 lec
- DA, CSU
- 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.

### **ADM JUS 16: Recruitment Selection Process**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides an in-depth coverage of the legal selection process designed to assist student with employment in a law enforcement agency. Written and oral exam techniques and the agility exam are covered. The background investigation process is examined in detail.

### **ADM JUS 37: California Criminal Procedures I**

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID AJ 122
- This course includes a study of the history and organization of the court system, jurisdiction, arrest, search and seizure, bail, complaints and extradition.

### **ADM JUS 42: Advanced Criminal Law**

- 3 units, Letter, 3 lec
- DA, CSU
- An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

### **ADM JUS 67: Community Relations I**

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- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID AJ 150
- This course explores the relationship between all aspects of the justice system and the community it serves. Principal emphasis is placed upon the professional image of members of the justice system and the development of positive relationships with the community including the challenges and prospects of administering justice within a diverse multicultural population. topics may include the consensus and conflicting values in culture, religion, ethnicity, working with the homeless, illegal aliens, diverse populations and law.

#### **ADM JUS 75: Introduction to Corrections**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID AJ 200
- This course surveys the total correctional cycle and the relationships of its components, including historical, theoretical and philosophical explanations of criminal behavior; statistics and research findings; employment opportunities; and employment requirements. This course will also examine the basic nature of correctional work; aims and objectives of correctional administration; probation and parole; skills; knowledge and attitudes required for employment in this field.

#### **ADM JUS 319: Research Methods & Statistics in Criminal Justice**

- 3 units, Letter, 3 lec, 54:00 TBA, DE
- DA, DE, CSU
- Introduction to research methodologies used most often in the study of crime and criminal behavior, police/court systems, and correctional institutions, policies, and programs. Students will acquire the knowledge to conceptualize a research problem and develop a number of complementary design, measurement, and data collection approaches to bring evidence to bear on a criminal justice policy issue. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **ADM JUS 750: Ethics and the Criminal Justice System**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course explores ethical dilemmas, value definitions, and their application to decision making, by police, court, probation, parole, corrections, and private security personnel. Remediation strategies relating to unethical behavior by individuals and groups will also be addressed in this course.

## **ANATOMY**

### **ANATOMY 1: Introduction to Human Anatomy**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C, C-ID BIOL 110B
- Pre-requisite or corequisite: CHEM 65; Advisory Pre-requisite: ENGLISH 28
- This course in human anatomy is planned for the student of art, pre-physical education, and pre-nursing. Subjects emphasized are the surface structures, bones, joints, muscles, organs of the human body, and the dissection of higher vertebra. Demonstrations are made through the use of models, the human skeleton, and human cadavers. Completion of Anatomy 1 with physiology constitutes one option for fulfilling requirements in the R. N. program. Not open to credit to students who have completed Physiology 8 and 9 with a grade of "C" or better.

### **ANATOMY 1L: Introduction to Human Anatomy**

- 1 unit, Letter, 3 lab
- DA, CSU, LACCD A, CSUGE B3
- **Pre- or corequisite: CHEM 65**
- Corequisite: PHYSIOL 1U
- This course provides a basic understanding of the physiological processes with a focus on the human body. Basic concepts of cell structure, membrane transport and membrane potential are integrated within the concept of homeostasis involving various body systems: nervous, sensory, endocrine, muscular, cardiovascular, immune, respiratory, excretory, digestive and respiratory.

### **ANATOMY 1U: Introduction to Human Anatomy**

- 3 units, Letter, 3 lec
- DA, CSU
- This course in human anatomy is planned for the student of art, pre-physical education, and pre-nursing. Subjects emphasized are the surface structures, bones, joints, muscles, organs of the human body, and the dissection of higher vertebra. Demonstrations are made through the use of models, the human skeleton, and human cadavers. Completion of Anatomy 1 with physiology constitutes one option for fulfilling requirements in the R. N. program. Not open to credit to students who have completed Physiology 8 and 9 with a grade of "C" or better.

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## ANIMATN (Animation)

### ANIMATN 212: Character Animation and Design

- 3 units, Letter, 2 lec/4 lab
- DA, CSU
- This course provides foundational character animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue and facial expressions.

Effective Spring 2017

## ANTHRO (Anthropology)

### ANTHRO 101: Human Biological Evolution

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE B2, IGETC 5B, C-ID ANTH 110
- Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

### ANTHRO 102: Human Ways of Life: Cultural Anthro

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID ANTH 120
- 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.

### ANTHRO 103: Archaeology: Reconstructing the Human Past

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID ANTH 150
- Advisory Prerequisite: ENGLISH 101
- This course covers the objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving of human culture.

### ANTHRO 104: Human Language and Communication

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID ANTH 130
- Advisory Prerequisite: ENGLISH 101
- As an introduction to linguistic Anthro, this course will cover the study of language, culture, and society from an anthropological perspective. Language will be presented as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, and linguistic Anthro in the contemporary world. Special topics may include pidgins and creoles, language death and revival, and the relationship between language, identity, and power.

### ANTHRO 111: Laboratory in Human Biological Evolution

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, CSUGE B3
- Prerequisite: ANTHRO 101
- This course will enable students to apply key concepts and techniques in physical Anthro. Through the understanding and use of scientific methodology, students will experience how to solve problems related to genetics, human variation, the living primates, and human paleontology.

### ANTHRO 121: Anthro of Religion, Magic and Witchcraft

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- This course considers the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

## ARC (Architecture)

### ARC 115: Architectural Practice

- 2 units, Letter, 2 lec
- DA, CSU
- This course covers the role of an Architect in professional practice, including employment, legal and administrative procedures, and relationship to other design and construction professions. Licensing requirements and the operation of a professional office are also studied.

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**ARC 121: Freehand Drawing I**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Students will study drawing and sketching using pencil, ink, and charcoal, mostly of perspective drawings of architectural forms. This course includes studies of composition, form, value, and scale.

**ARC 132: Architectural History I: Prehistory to the Middle Ages**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- This course covers the development of architecture from prehistoric times to the beginning of the Renaissance, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

**ARC 133: Architectural History II: Late Middle Ages to Modern**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- This course covers the development of architecture from Renaissance to modern architecture of today and tomorrow, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

**ARC 151: Materials of Construction**

- 3 units, Letter, 3 lec
- DA, CSU
- This course investigates principal building materials: wood, steel, concrete, and masonry, and their uses in the architecture and construction field. Non-structural materials such as glass, roofing, plastics, and paint are covered as well as sustainable strategies and materials.

**ARC 160: Computers for Designers**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- This course is an introduction to Photoshop and Illustrator, geared toward architects, environmental and industrial designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry.

**ARC 161: Introduction to Computer-Aided Architectural Design**

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU
- This course introduces AutoCAD drafting geared toward architects, Covering all basic commands, drawing organization, and residential projects.

**ARC 162: Computer-Aided Design and Drafting**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: ARC 161
- This course is a continuation of ARC 161 presenting studies of AutoCAD for architects focusing on advanced concepts such as dynamic blocks and annotative text and dimensioning. Includes basic 3-dimensional modeling in AutoCAD and Rhino.

**ARC 164: Design Software for Architecture**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- This course introduces Revit and BIM concepts. Creation of a 3-dimensional model and resulting 2-dimensional drawings such as plan, section, elevation.

**ARC 172: Architectural Drawing I**

- 3 units, Letter, 2 lec/4 lab
- DA, CSU
- In this course techniques of architectural drafting, symbols, dimensioning, and methods of representation, including the fundamentals needed to prepare a complete set of working drawings for a simple wood frame structure.

**ARC 173: Architectural Drawing II**

- 3 units, Letter, 2 lec/4 lab
- DA, CSU
- Prerequisite: ARC 172; Prerequisite or Corequisite: ARC 161
- In this course students will study further development of drafting skills centered around the documentation of a two-story wood frame structure including floor plans, elevations, sections, details, plot plan, and topography. Covers the fundamental use of materials in construction with emphasis on building codes.

**ARC 201: Architectural Design I**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- Prerequisite: ARC 172 and ENV 101
- In this course students will work in a design lab studio exploring an architectural design problem, focused on analysis, layout, aesthetics, interpretation, sustainability and the nature of materials. Methods of presentations are studied as well as design approaches.

**ARC 202: Architectural Design II**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC

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- Prerequisite: ARC 201
- Students in this course will work in a design lab studio exploring an architectural design problem, focused on analysis, function, site, urban environment, aesthetics, culture and sustainability. Methods of presentations are studied as well as design approaches.

#### **ARC 221: Architectural Rendering**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Prerequisite: ARC 160 and 161
- In this course students will study a variety of digital media including Rhino, AutoCAD, Illustrator, InDesign, and Photoshop used in the creation of advanced rendering and illustration of architectural projects. Graphic layouts, montage, and interchange between various formats are explored.

#### **ARC 223: Portfolio Development**

- 1 unit, Letter, 2 lab
- DA, CSU
- Prerequisite: ARC 160 and 161 and ENV 102
- Students in the course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Synthesize previous projects and skills into a cohesive graphic package.

#### **ARC 261: Computer-Aided Design for Architecture I**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- This course is an introduction to Rhino modeling software, including 3-dimensional modeling of objects and environments, rendering and materials.

#### **ARC 262: Computer-Aided Design for Architecture II**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- ~~Prerequisite: ARC 261~~
- In this course students will further develop Rhino modeling software skills and techniques, focused on advanced modeling and rendering techniques.

#### **ARC 271: Architectural Drawing III**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: ARC 173
- In this course students study the design and construction of masonry 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.

#### **ARC 272: Architectural Drawing IV**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: ARC 173
- In this course students study the design and construction of steel buildings are studied with wood as a secondary system. Special code requirements and drawing conventions as they relate to steel construction are emphasized.

#### **ARC 291: Strength of Architectural Materials I**

- 3 units, Letter, 3 lec
- DA, CSU
- This course introduces basic principles of architectural structures and materials, including various structural systems used in buildings. The structural design and sizing of columns, beams and their relationships in building structures are developed.

### **ART**

#### **ART 100: Introduction to Studio Art for Non-Art Majors**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- This course is designed to improve the creative process for non-art majors. Through a series of academic investigations, appraisals, creative experiments and skill development, students will attain the ability to assess their world through critically examining their perceptions of how the brain works and how to express ideas through artistic means.

#### **ART 101: Survey of Art History I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- Prerequisite: ENGLISH 28; or Advisory Prerequisite: ENGLISH 101
- Survey of Art History from the Prehistoric through Gothic periods with attention given to the historical background and the analysis of art works of each period.

#### **ART 102: Survey of Art History II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID ARTH 120
- Prerequisite: ENGLISH 28
- A study of the historical development of art from the Renaissance period to the 21st Century and the Contemporary scene with emphasis on the cultural changes which influence the evolution of styles.

#### **ART 103: Art Appreciation I**

Student learning outcomes may appear in any or all of the following online locations: linked to the course outline at <https://ecd.laccd.edu/Default.aspx>, and/or listed at <http://www.lahc.edu/facultystaff/slo/courseassessment.html>, and/or <https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18%20SLO-SAO%20Assessment.aspx>. If so, those listed on the last site supersede all others.



- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID ARTH 100
- Advisory Prerequisite: ENGLISH 101
- 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.

#### ~~ART 109: The Arts of Africa, Oceania, and Ancient America~~

- ~~• 3 units, Letter, 3 lec, DE~~
- ~~• DA, CSU, C-ID ARTH 140~~
- ~~• Survey of visual culture within select regions in Africa, Oceania, and indigenous North America.~~

*Effective Spring 2017*

#### **ART 111: History of Contemporary Art**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A/3B
- This survey course examines the various art movements beginning with the cubist and advancing through today's modern art scene.

#### ~~ART 120: Entrepreneurial Practices in the Arts~~

- ~~• 3 units, Letter, 3 lec~~
- ~~• DA, CSU~~
- ~~• This course is designed to give students of art an understanding of the processes, procedures and regulations required for developing and maintaining a business in art production. General business practices combined with student specific discipline requirements will be addressed.~~

*Effective Spring 2017*

#### **ART 201: Drawing I**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID ARTS 110
- This course explores various drawing approaches in black and white media with emphasis upon the development of observation and skill in graphic representation.

#### **ART 202: Drawing II**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID ARTS 205
- Prerequisite: ART 201 and 501
- This course is a continuation of Drawing I with continued emphasis on technical, observational and analytical aspects of drawing with the addition of color media as well as mixed drawing media. Projects are designed to test conceptual skills.

#### **ART 204: Life Drawing I**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 201
- This is a beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

#### **ART 205: Life Drawing II**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 204
- This is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

#### **ART 206: Life Drawing III**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 205
- This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

#### **ART 207: Life Drawing IV**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 206
- This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

#### **ART 300: Introduction to Painting**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID ARTS 210
- Prerequisite: ART 201 and 501
- This course is an introduction to various painting materials, media and techniques. The course is also a survey of painting methods both contemporary and traditional.

#### **ART 301: Watercolor Painting I**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 300

**Letter:** letter graded; **P/NP:** pass/no-pass graded; **Repeatable:** may be repeated; **Lec/Lab:** hours per week of lecture/lab; **TBA:** maximum total hours to be arranged; **DE:** distance education (online and/or hybrid); **NC:** non-credit; **DA/NDA:** degree/non-degree applicable; **CSU/UC:** transferability to the listed institution; **LACCD/CSUGE/IGETC:** general education area applicable; **C-ID:** CSU course ID equivalency; **Prerequisite:** required prerequisite (prior completion with a minimum grade of "C" or "P"); **Corequisite:** required corequisite (concurrent enrollment)



- In this course students will be exposed to various tools and media associated with watercolor painting. Project will stress the development of personal style and developing eye recognition of various watercolor techniques.

### **ART 302: Watercolor Painting II**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 301
- This course provides continued experience with selected aqueous media; watercolor and gouache, technical control, organizational and compositional skills are emphasized.

### **ART 303: Watercolor Painting III**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 302
- A continuation of various transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

### **ART 304: Acrylic Painting I**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 300
- This course will provide students an overview of acrylic painting techniques with an emphasis on materials used in acquiring these skills.

### **ART 305: Acrylic Painting II**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 304
- A continuation of Acrylic Painting I with emphasis on composition.

### **ART 306: Acrylic Painting III**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 305
- A continuation of Acrylic Painting II with emphasis on various concepts, styles and techniques.

### **ART 310: Beginning Oil Painting**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Prerequisite: ART 300
- This course presents an overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

### **ART 311: Intermediate Oil Painting**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Prerequisite: ART 310
- A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues. Historical oil painting techniques are explored.

### **ART 312: Advanced Oil Painting**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Prerequisite: ART 311
- A continuation of Intermediate Oil Painting through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

### **ART 501: Beginning Two-Dimensional Design**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID ARTS 100
- Advisory Corequisite: ART 201
- This course presents an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

### **ART 502: Beginning Three-Dimensional Design**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID ARTS 101
- Prerequisite: ART 501
- This course covers the principles of three-dimensional design. 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.

### **ART 503: Intermediate Design**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 501; Advrsory Prerequisite: ART 201
- A studio art course focused on further studies of the elements of art and the principles of design. These include line, shape, value, texture, color, space, and composition.

### **ART 521: Art Gallery Techniques**

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- 3 units, Letter, 2 lec/2 lab, 72:00 TBA
- DA, CSU
- Art 521 covers the basics of art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation. This course may be scheduled at times to be arranged (TBA) for a minimum of 72:00 hours.

#### **ART 531: Art Gallery Techniques II**

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA
- DA
- Prerequisite: ART 521; Advisory Prerequisite: ART 501 or 502. Student may be required to operate stationary and hand-held power tools.
- This is an intermediate course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

#### **ART 600: Typography**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Typography is a study of letterforms with emphasis on their use in graphic communication where the focus is placed on style, spacing, proportion and their applied use in Graphic Design.

*Effective Summer 2017*

#### **ART 633: Introduction to Computer Graphics**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This is an introductory course in computer graphics designed to introduce students to basic graphic design processes employed by commercial artists to create visually powerful designs using both Adobe Illustrator and PhotoShop applications.

#### **ART 637: Presentation Graphics**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This course introduces presentation graphics and web page design and site management. The

characteristics of web page design and navigation structures are analyzed. Emphasis is on innovative ways by which to conceptualize, design and create interactive websites, as well as, creating engaging graphical presentations that match the presentation to it's intended audience.

#### **ART 638: Computer-Aided Art Laboratory**

- 1 unit, Letter, 2 lab, 36:00 TBA
- DA, CSU
- This course is designed to reinforce lectures presented in each art class. Emphasis is placed on applying design principles to projects using selected computer applications. This course may be scheduled at times to be arranged (TBA) for a minimum of 36:00 hours.

#### **ART 639: Introduction to Digital Imaging**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU, C-ID ARTS 250
- This is an introductory course in computer still image manipulation. The topics presented will include image editing application of filter, integration of text, and the combination of scanned images.

#### **ART 640: Portfolio Development**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This course will help students assess the needs of their chosen professions, assess their strengths and develop an e-portfolio which will best represent them to perspective employers or transfer institutions.

#### **ART 644: Advanced Digital Imaging**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Prerequisite: ART 639
- In this course students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

#### **ART 706: Clay Sculpture I**

- 2 units, Letter, 1 lec/3 lab, 72:00 TBA
- DA, CSU/UC

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- 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 stressed. This course may be scheduled at times to be arranged (TBA) for a minimum of 72:00 hours.

#### **ART 707: Clay Sculpture II**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Prerequisite: ART 706
- This course is a continuation of Art 706 using clay as a medium in three dimensions and relief. Group criticism is included regarding the aesthetics of clay sculpture.

#### **ART 712: Ceramics Workshop**

- 2 units, Letter, 4 lab
- DA, CSU/UC
- Prerequisite: ART 713
- This course is designed for students who wish to continue study in ceramics through an approved program with a ceramics instructor.

#### **ART 713: Beginning Ceramics I**

- 2 units, Letter, 4 lab
- DA, CSU/UC
- This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Focus is placed upon developing skills in forming and decorating.

#### **ART 714: Beginning Ceramics II**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Prerequisite: ART 713
- This course provides a further study of ceramics its materials, design, and production. More emphasis is put on glazes and kiln firing.

## **ASTRON (Astronomy)**

#### **ASTRON 1: Elementary Astronomy**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A
- Advisory Corequisite: ASTRON 5
- This course introduces astronomical methods used to determine the nature of our universe. Course work includes use of astronomical instruments in a laboratory setting. A planetarium is used to study the solar system, star patterns and constellations.

#### **ASTRON 5: Fundamentals of Astronomy Laboratory**

- 1 unit, Letter, 3 lab
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: ASTRON 1
- This course introduces laboratory experiments used in the study of astronomy. A planetarium is used to study the solar system, star patterns and constellations.

## **BIOLOGY**

#### **BIOLOGY 3: Introduction to Biology**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C
- Advisory Corequisite: ENGLISH 21
- In this survey course for non majors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern world.

#### **BIOLOGY 5: Introduction to Human Biology**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C
- A lecture/laboratory course that introduces the student to basic biological principles and their relationship to humans. Also, a foundation course for students who will enter the Health Sciences. May fulfill requirements in programs such as Physicians' Assistant, Human Services, Social Services, Home Health Care, and other Health related fields.

#### **BIOLOGY 33: Medical Terminology**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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 the use of a medical dictionary.

#### **BIOLOGY 101: Biodiversity and Environmental Biology**

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- 5 units, Letter, 4 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C
- Prerequisite or Corequisite: CHEM 101
- This is the first course of a three-course lecture and laboratory sequence for Biology majors, including Biol 101, 102, and 103. It includes the scientific method, cell structure and function, biodiversity, including major taxa and their ecological and morphological relationships, behavioral, population community and ecosystem ecology, and distribution and adaptations of organisms. It includes field trips and library research. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division biology, medicine, dentistry, public health, veterinary medicine, etc. A materials fee is required.

### **BIOLOGY 102: Molecular Cell Biology and Evolution**

- 5 units, Letter, 4 lec/3 lab
- DA, CSU/UC
- Prerequisite: BIOLOGY 101 and CHEM 101
- This is the second course of a three-course lecture and laboratory sequence for Biology majors, including Biol 101, 102, and 103. Introduction to biological molecules, cell function, including transport, enzymes, and biochemical pathways; cell cycle, cell division, life cycles, Mendelian genetics, the chromosomal and molecular bases of inheritance, flow of genetic information and mutations; evidence and mechanisms of evolution. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division biology, medicine, dentistry, public health, veterinary medicine, etc. A materials fee is required.

### **BIOLOGY 103: Molecular Genetics and Physiology**

- 5 units, Letter, 4 lec/3 lab
- DA, CSU/UC
- Prerequisite: BIOLOGY 102 and CHEM 102
- This is the third course of a three-course lecture and laboratory sequence for Biology majors, including Biol 101, 102, and 103. An introduction to the molecular basis of genetic expression in viruses, prokaryotes, and eukaryotes, and regulation of this gene expression; techniques important in recombinant DNA technology and molecular genetics analysis; developmental patterns and physiological principles and adaptations. The degree of rigor and the amount of independent learning are designed to meet the preparation needs of students pursuing upper division

biology, medicine, dentistry, public health, veterinary medicine, etc. A materials fee is required.

## **BSICSKL (Basic Skills)**

### **BSICSKL 6CE: Review of Basic English**

- 0 units, Non-credit, Repeatable, 1.5 lec
- NC, NDA
- This course will reinforce grammar rules and usage. The course reviews parts of speech, sentence structure, and effective paragraph models and strategies.

### **BSICSKL 23CE: College and Scholastic Assessment Preparation**

- 0 units, Non-credit, Repeatable, 12 lab
- NC, NDA
- This course is designed to prepare students to be assessed and/or to take standardized or proficiency exams in the content areas of Mathematics and English. This course provides an overview and review of these areas and is not intended to provide in-depth instruction.

## **BUS (Business)**

### **BUS 1: Introduction to Business**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, C-ID BUS 110
- This survey course introduces the various technical specialties used in a business including: organization, entrepreneurship, international business, marketing, finance, human resource management, production, business law, and risk management and insurance. The student is exposed to many different aspects of the world of e-business throughout the course and can evaluate potential careers.

### **BUS 5: Business Law I**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- This course covers the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

### **BUS 6: Business Law II**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- This course presents the relationship of law to business. Topics included are sales, product liability, secured transactions, consumer protection, debtors

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and creditors, partnerships, corporations, government regulation and real property. Practice in the application of legal principles to business transactions is provided.

### **BUS 31: Business English**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers word choice, sentence and paragraph construction, punctuation, spelling and vocabulary are studied within the context of modern business communications.

### **BUS 32: Business Communications**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU, C-ID BUS 115
- Prerequisite: BUS 31 and ENGLISH 101
- Students will develop the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. This course stresses the problem-solving approach to create messages that inform, persuade, and convey negative news. The program emphasizes the concepts of effective writing style such as organization, coherence, and unity as well as the principles of grammar and punctuation in written business documents.

### **BUS 38: Business Computations**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers basic mathematics as it applies to business problems. The student will examine questions related to banking, discounts, payroll, interest, investments, taxes and financial statements.

### **BUS 60: Business Document Processing**

- 1 unit, Letter, 3 lab, DE
- DA
- This course 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 course is not open for credit for Office Administration majors

### **BUS 130: Introduction to Supply Chain Management**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is an overview of the entire supply chain and its key elements. It covers basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning,

fulfillment planning, and related components of a supply chain.

### **BUS 185: Directed Study - Business**

- 1 unit, P/NP, 1 lec
- DA, CSU
- This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

## **CAOT (Computer Applications of Office Technologies)**

also see VOC ED (Vocational Education)

### **CAOT 1: Computer Keyboarding and Document Applications I**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports.

### **CAOT 2: Computer Keyboarding and Document Applications II**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Corequisite: CAOT 64, 185, or 285; Advisory Prerequisite: CAOT 1
- 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 45 net words per minute.

### **CAOT 7: Machine Transcription**

- 3 units, Letter, 2 lec/2 lab, DE
- DA
- Prerequisite: BUS 31; Advisory Prerequisite: CAOT 1 or ability to type 30 words-per-minute
- This course provides instruction in operating transcribing machines. English fundamentals are thoroughly reviewed. Techniques of producing mailable letters from machine dictation are stressed.

### **CAOT 9: Computer Keyboarding Improvement**

- 1 unit, Letter, 3 lab, DE
- DA, CSU

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- Prerequisite: ability to type 25 words per minute using correct keyboarding technique complete a beginning keyboarding course
- This course provides 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 CAOT 002 if the student needs additional speed and/or accuracy building. .

#### **CAOT 21: Medical Secretarial Procedures I**

- 5 units, Letter, 5 lec, DE
- DA
- Prerequisite: CAOT 2; **Advisory** Corequisite: CAOT 64; Advisory Prerequisite: BIOLOGY 33 and BUS 31
- This is a beginning medical transcriptions course where students learn medical terminology: anatomy and physiology, disease processes, pharmaceutical, pathological and laboratory, and related medical terms. Emphasis is on developing speed and accuracy in transcribing dictated medical documents including chart notes, history and physical reports, consultations, office procedure notes, x-ray reports, progress notes, and letters.

#### **CAOT 22: Medical Secretarial Procedures II**

- 5 units, Letter, 5 lec, DE
- DA
- Prerequisite: **CAOT 2 and 21; Advisory Prerequisite:** CAOT 64; Advisory Prerequisite: BUS 31, BIOLOGY 33, CAOT 34
- This is an advance course where students improve their skill in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, handling of confidential documents, scheduling appointments in a variety of medical facilities, and medical insurance.

#### **CAOT 23: Legal Office Procedures I**

- 5 units, Letter, 5 lec, DE
- DA
- Prerequisite: CAOT 2
- This course offers 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.

#### **CAOT 30: Office Procedures**

- 3 units, Letter, 3 lec, DE
- DA, CSU

- Advisory Prerequisite: CAOT 1 or BUS 60
- This course covers office work methods are studied. Students learn about work routine, ethics, etiquette, mail handling and telephone technique.

#### **CAOT 33: Records Management and Filing**

- 2 units, Letter, 1 lec/2 lab, DE
- DA
- In this course students learn standard indexing and filing rules for manual and electronic filing systems as well as records management procedures

#### **CAOT 34: Business Terminology**

- 2 units, Letter, 2 lec
- DA, CSU
- This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication.

#### **CAOT 47: Applied Office Practice**

- 2 units, Letter, 5 lab
- DA
- This course provides practice of office skills in a campus office. Placements are made according to the skills possessed by the student and requirements of the office.

#### **CAOT 048: Customer Service**

- 3 units, Letter, 3 lec
- DA, CSU
- This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention. *Effective Fall 2017*

#### **CAOT 61: Introduction to Office Machines**

- 1 unit, Letter, 2 lab, DE
- DA
- This course is designed to teach basic business functions using software to develop proficiency on the computer ten-key pad by touch, emphasizing speed and accuracy.

#### **CAOT 64: Computer Applications and Office Technologies Laboratory**

- 1 unit, P/NP, 2 lab, DE
- DA, CSU

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- Corequisite: any CAOT course
- This laboratory course will provide students enrolled in all Office Administration skills courses additional work time to reinforce skills being developed.

#### **CAOT 67: Microsoft Outlook for the Office**

- 2 units, Letter, 1 lec/2 lab
- DA
- Students learn to use the features of Microsoft Outlook in the business setting. This course includes sending and receiving e-mail messages as well as managing contacts and mail. It allows students to learn and use (1) Outlook's Calendar for scheduling appointments, planning meetings, and scheduling events; (2) Outlook's Tasks feature; and (3) Outlook's Notes feature.

#### **CAOT 78: Microcomputer Acctg Applications for the Electronic Office**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Acquaints students with the use of the microcomputer for bookkeeping and accounting applications in the electronic office. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using a microcomputer software package.

#### **CAOT 79: Word Processing Applications**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Prerequisite: CAOT 84
- Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares students for certification exam.

#### **CAOT 82: Microcomputer Software Survey in the Office**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Corequisite: CAOT 1
- 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.

#### **CAOT 84: Microcomputer Office Applications: Word Processing**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Prerequisite: CAOT 1
- This course provides information and hands-on training on the use of microcomputer word processing applications. Students will learn how to create, edit, and manipulate various types of documents. Students will create, format, edit, save, and print documents including letters, memos, tables, and reports. Shared documents and mail-merge are also presented.

#### **CAOT 85: Microcomputer Office Applications: Spreadsheet**

- 3 units, Letter, 1 lec/4 lab, **DE**
- DA, CSU
- This course provides a detailed study of business applications using Microsoft Excel or a similar software. Topics include the commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Students will learn to create macros, customize toolbars and menus, and integrate Excel with other applications. Covers the creation, editing, formatting and printing of worksheets. Emphasizes preparing computerized worksheets, using formulas and functions to analyze data, prepare graphs, and simplify office accounting procedures. Fulfills CAOT AA degree and Certificate requirements.

#### **CAOT 86: Microcomputer Office Applications: Database**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Corequisite: CAOT 1
- This course provides students with in-depth, hands-on training with office database applications. Design, implement and manage relational databases. Extract information from a database and output it in customized forms, reports, mailings and web pages. Prepares students for certification exam in Access.

#### **CAOT 087: Excel Concepts for Business Applications**

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU
- Advisory prerequisite: CAOT 085
- This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity,

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technology, time management, stress management, and customer retention. *Effective Fall 2017*

**CAOT 88: Microcomputer Office Applications: Desktop Publishing**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- This course provides hands-on experience with desktop software. Creation of advertisements, flyers, brochures, business forms, reports, newsletters, and presentations using accepted principles of design. Selection and use of desktop publishing software.

**COAT: 92: Computer Windows Application**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Window's multimedia features.

**CAOT 110: Microcomputer Office Applications: Presentation Design**

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Corequisite: CAOT 1
- Provides an overview of presentation design principles. Uses presentation software to create presentations incorporating presentation software templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

**CAOT 129: Technology in Global Logistics**

- 1 unit, Letter, 1 lec, DE
- DA
- This course introduces the technology that is used within global logistics. The emphasis is on state-of-the-art technologies and practices found within the mobile workforce and dynamic worksite environments that enable global commerce. Topics include handheld devices used in sales, inventory, and real-time tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, an introduction to global value networks, and a survey of global supply chain logistics careers.

**CAOT 185: Directed Study – Computer Applications and Office Technologies**

- 1 unit, Letter, 1 lec
- DA, CSU
- Corequisite: Any CAOT course
- This course provides additional skill development work in conjunction with one or more courses in CAOT.

**CH DEV (Child Development)**

**CH DEV 1: Child Growth and Development**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2/E1, CSUGE D/E, IGETC 4, C-ID CDEV 100
- Students are introduced to the theory of human development focusing on growth from conception through adolescence. The course content focuses on the physical, cognitive, and social-emotional domains, and ways in which biological and diverse environments influence growth. Students identify typical and atypical development and apply strategies to promote healthy child development in their personal and/or professional lives.

**CH DEV 2: Early Childhood: Principles and Practices**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 120
- Introduction to early childhood education theoretical, historical and contemporary models of principles and developmentally appropriate practices will be explored. This course includes teaching strategies, professional practices, advocacy/ethics, adult-child interactions, programs, diversity and environments supporting physical, social/emotional, cognitive and language development of young children.

**CH DEV 3: Creative Experiences for Children I**

- 3 units, Letter, 3 lec
- DA, CSU
- This course explores the philosophy of developing creative activities for preschool and middle years children through hands-on experiences using numerous media.

**CH DEV 4: Creative Experiences for Children II**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 130
- Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting

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development and engagement for all young children. Planning, implementation and evaluation of curriculum includes but is not limited to: music and movement, creative representation, science, motor skills, math readiness, and emergent literacy.

#### **CH DEV 5: Puppetry I**

- 3 units, Letter, 3 lec
- DA, CSU
- This course is ideal for those seeking a medium especially suited for teaching children. Puppets are used to voice quality scripts to instruct children in the areas of physical and social development, emotional expression, and creative drama. Practical techniques are learned to plan and perform creative puppet shows. Emphasis is on construction and manipulation of various genres of puppets using developmentally appropriate literature for children.

#### **CH DEV 10: Health, Safety and Nutrition**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 220
- This course provides students and teachers with a fundamental understanding of children's health, safety, and nutrition needs and guides the implementation of effective classroom practices. Emphasis is placed on the pivotal role that teachers play in identifying children's health needs, creating and maintaining high-quality, safe learning environments, meeting children's essential nutritional needs, collaborating with families, and providing comprehensive health education in culturally and developmentally appropriate ways. Course is designed to actively engage learners, connecting theoretical and real life experience.

#### **CH DEV 11: Child, Family and Community**

- 3 units, Letter, 3 lec
- DA, CSU, LACCD E1, CSUGE E, C-ID CDEV 110
- This course asks students to define their personal ethics within the context of a contemporary society. Students analyze the relationships that exist among the home, school, and community. Racial, ethnic, and language differences affecting the structure and status of the family are investigated. Principles of an anti-bias curriculum will be discussed. Resources and referral agencies available within the local community will be identified.

#### **CH DEV 12: Parent-Teacher-Child Interaction**

- 3 units, Letter, 3 lec
- DA, CSU
- This course familiarizes students with positive discipline techniques and other guidance models to

be used with children from early childhood through adolescence. Communication techniques used in parent-teacher conferences are explored to give the student confidence in working with parents/guardians.

#### **CH DEV 22: Practicum in Child Development I**

- 4 units, Letter, 2 lec/6 lab
- DA, CSU, C-ID ECE 210
- Prerequisite: CH DEV 1, 2, 3 or 4, health exam and TB test
- Course provides supervised experience in a variety of Early Childhood Programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare providers and school age programs. The student will relate all previous theory and curriculum.

#### **CH DEV 23: Practicum in Child Development II**

- 4 units, Letter, 2 lec/6 lab
- DA, CSU
- Prerequisite: CH DEV 22
- This course provides advanced supervised practicum in a variety of Early Childhood Education programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare homes, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom.

#### **CH DEV 30: Infant and Toddler Studies I**

- 3 units, Letter, 3 lec
- DA, CSU
- This course explores social, emotional, cognitive, and physical development from birth through 3 years. It provides information on principles of caregiving, teaching techniques, setting up the environment, and observing and recording infant/toddler behavior with an emphasis on cultural competency and development.

#### **CH DEV 31: Infant and Toddler Studies II**

- 3 units, Letter, 3 lec
- DA, CSU
- This course is a study of infant and toddler development, brain research and a relationship based approach to responsive program planning. Skill building in assessment, intervention, and inclusion will be developed. Direct observation in infant and toddler programs are required. Creating developmentally appropriate curriculum is emphasized.

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### **CH DEV 34: Observing and Recording Children's Behavior**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 200
- Prerq: The Department of Social Services Child Care Licensing Division and the Department of Health require all individuals working with children in a paid or voluntary position to have a negative Mantoux or chest x-ray every two years
- This course explores appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

### **CH DEV 36: Literature for Early Childhood**

- 1 unit, Letter, 1 lec
- DA, CSU
- This course is an overview of literature suitable for children from birth through eight years. Students analyze a wide variety of books to address contemporary issues. Techniques of selection and presentation methods are explored.

### **CH DEV 38: Administration & Supervision of Early Childhood Programs I**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CH DEV 1
- This course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State 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.

### **CH DEV 39: Administration & Supervision of Early Childhood Programs II**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CH DEV 1
- This 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.

### **CH DEV 42: Teaching in A Diverse Society**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 230
- This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias methods and techniques will be explored to support all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles and practices in integrating another approach to philosophy, objectives and goals to better perform teaching practices/styles and the development of inclusive program environments.

### **CH DEV 45: Programs for Children With Special Needs**

- 3 units, Letter, 3 lec
- DA, CSU
- This course examines specific classifications and special characteristics of exceptional children. Information on legislation for exceptional children is explored. IDEA, the IEP process, inclusion, early identification, and curricular approaches are examined. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

### **CH DEV 65: Adult Supervision/Early Childhood Mentoring**

- 2 units, Letter, 2 lec
- DA, CSU
- This course presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood program. The study of methods of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities are explored.

### **CH DEV 75: Child Safety**

- 1 unit, Letter, 1 lec
- DA
- 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.

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**CH DEV 185: Directed Study - Child Development**

- 1 unit, Letter, 1 lec
- DA, CSU
- This course allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

~~**CH DEV 911: Cooperative Education - Child Development**~~

- ~~• 1 unit, Letter, 1 lec~~
- ~~• DA, CSU~~
- ~~• Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.~~
- ~~• Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.~~

~~**CH DEV 924: Cooperative Education - Child Development**~~

- ~~• 2 units, Letter, 2 lec~~
- ~~• DA, CSU~~
- ~~• Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.~~
- ~~• Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.~~

~~**CH DEV 934: Cooperative Education - Child Development**~~

- ~~• 3 units, Letter, 3 lec~~
- ~~• DA, CSU~~
- ~~• Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.~~
- ~~• Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.~~

**CHEM (Chemistry)****CHEM 65: Introductory General Chemistry**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: MATH 123C **or** 125
- This course introduces basic principles of inorganic chemistry plus basic concepts of solutions, gases and dimensional analysis. It is a Prerequisite: for chemistry 066 intended for allied health majors. It is also recommended as a Prerequisite: for chemistry 101.

**CHEM 66: Organic and Biochemistry for Allied Health**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3
- Prerequisite: CHEM 65
- This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.

**CHEM 101: General Chemistry I**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C, C-ID CHEM 110
- Prerequisite: CHEM 65
- First of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

**CHEM 102: General Chemistry II**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: CHEM 101
- Second of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

**CHEM 211: Organic Chemistry for Science Majors I**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: CHEM 102
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

**CHEM 212: Organic Chemistry for Science Majors II**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: CHEM 102
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

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## CLN ART (Culinary Arts)

### CLN ART 113: Culinary Skills I

- 3 units, Letter, 2 lec/4 lab
- DA, CSU
- Corequisite: CLN ART 114, 115, 116, and 117
- This course covers career opportunities in the culinary fields, world cultures and food trends, kitchen organization, sanitation and safety, nutrition, basic knife techniques, basic culinary terminology, ingredient function, product identification, and the theory of food preparation and production.

### CLN ART 114: Aromatics

- 2 units, Letter, 6 lab
- DA, CSU
- Corequisite: CLN ART 113, 115, 116, and 117
- This course presents an in depth study of history and purposes of herbs and spices in the context of world flavor profile. Emphasis is on developing a sense of taste for herbs, spices, blends and condiments, and, determining when and how much to use.

### CLN ART 115: Food Fabrication

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Corequisite: CLN ART 113, 114, 116, and 117
- In this course students will learn to fabricate meats, game, fish, shellfish, and poultry into portion size cuts. Emphasis on hotel and restaurant cuts, quality and yield grading, and costing the fabricated cuts.

### CLN ART 116: Product Identification and Purchasing

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Corequisite: CLN ART 113, 114, 115, and 117
- In this course participants focus primarily on meats, fish, poultry, vegetables, fruits, herbs, spices, groceries, dairy, paper, and other products. Students will learn how to recognize foods by their appearance, smell, texture, and taste. Course will cover purchasing cycle and quantity/quality controls.

### CLN ART 117: Food Sanitation and Safety

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Corequisite: CLN ART 113, 114, 115, and 116
- This course introduces food, 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. Course fulfills ServSafe Certification.

### CLN ART 123: Culinary Skills II

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- Prerequisite: CLN ART 113, 114, 115, 116, and 117; Corequisite: CLN ART 124, 125, and 126;
- This course reinforces knowledge, skills and techniques of basic cooking. Vegetable, starch, stock, soup and sauce cookery are investigated and produced. This course will also develop skills and techniques used in preparing, plating, and serving main course dishes.

### CLN ART 124: Menu Planning and Nutrition

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: CLN ART 113, 114, 115, 116, and 117; Corequisite: CLN ART 123, 125, and 126
- This course emphasizes menu planning for a variety of commercial and institutional foodservice operations. Layout and design of the printed menus are studied. Basic nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers.

### CLN ART 125: Breakfast and Lunch Cookery

- 3 units, Letter, 1 lec/6 lab, 126:00 TBA
- DA, CSU
- Prerequisite: CLN ART 113, 114, 115, 116, and 117; Corequisite: CLN ART 123, 124, and 126
- In this course students acquire basic skills needed to prepare breakfast and lunch in a foodservice operation. The basic methods of preparation for eggs, quick breads, grains, breakfast beverages, potatoes, meats, and fish are emphasized. The organization and maintenance of a smooth workflow on the line are studied. A variety of contemporary lunch items are prepared and served in a casual operation. Emphasis is on quality food presentation, quantity food production, and timing. This course may be scheduled at times to be arranged (TBA) for a minimum of 126:00 hours.

### CLN ART 126: Baking Skills

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: CLN ART 113, 114, 115, 116, and 117; Corequisite: CLN ART 123, 124, and 125
- This course emphasizes the basic principles of baking. Students create yeast dough, quick breads, doughnuts, fritters, pancakes and waffles, pies,

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cakes, cookies, custards, puddings, mousses, and soufflés. Functions of primary ingredients used in baking are also studied.

### **CLN ART 133: Advance Garde Manger**

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- Prerequisite: CLN ART 123, 124, 125, and 126;  
Corequisite: CLN ART 134, 135, and 136
- Introduction to the preparation of canapes, hot and cold hors d'oeuvre, appetizers, pates, galantines, terrines, ballotines, and mousse. Curing and smoking techniques for meats, seafood, and poultry items are practiced. Modern ways of decorating and arranging food platters for practical and show purposes are shown. Fruit, vegetables, tallow, salt and ice Carving techniques, and center pieces will be prepared.

### **CLN ART 134: Classic and Contemporary Cuisine**

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- Prerequisite: CLN ART 123, 124, 125, and 126;  
Corequisite: CLN ART 133, 135, and 136
- In this course students will learn to prepare classic and contemporary cuisine in a fine dining restaurant setting. Correct application of culinary skills, plate presentation, organization, and timing in the production of prix-fixed and a la carte menu will be practiced. Escoffier's guidelines and contemporary chef's philosophy of food are explored and examined in light of today's understanding of food, nutrition, and presentation.

### **CLN ART 135: Dining Room and Beverage Management**

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- Prerequisite: CLN ART 123, 124, 125, and 126;  
Corequisite: CLN ART 133, 134, and 136
- This course covers extensive and practical dining room and beverage service. Hands on skills with service mise en place, proper service techniques, suggestive selling, and different service styles. The course also includes Customer Service Certification from NRAEF ManageFirst.

### **CLN ART 136: Restaurant Management**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: CLN ART 123, 124, 125, and 126;  
Corequisite: CLN ART 133, 134, and 135

- This course provide extensive coverage of restaurant management and systems. Students will develop knowledge in the management of customers, operations, and employees. Student will identify the crucial elements in the successful operation of a restaurant and show their interrelationships.

## **CO INFO (Computer Information Systems)**

### **CO INFO 1: Principles of Business Computer Systems**

- 3 units, Letter, 3 lec/1 lab, DE
- DA, CSU/UC, C-ID BUS 140, ITIS 120
- This course introduces the principles and operation of computer systems used in business. Topics in this course include information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

### **CO INFO 003: Operating Systems**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Advisory Prerequisite: CO INFO 001
- This course provides students with the technical foundation in current operating system technologies. It covers PC architecture, preventive maintenance and troubleshooting. It covers operating system installation, configuration, administration and performance optimization. This course also gives students a solid grounding in the fundamentals of computer security like access control, file and folder permission, auditing and encryption. Students will learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming.  
*Effective Fall 2017*

### **CO INFO 7: Introduction to Multimedia**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 1; **Advisory** Corequisite: CO INFO 23 or 64
- This course discusses the capabilities and limitations of multi media technology, the planning process, the multi media building blocks, the authoring process, and the distribution and playback of the application.

### **CO INFO 8: Microcomputer Applications**

- 3 units, Letter, 3 lec
- DA, CSU

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- Prerequisite: CO INFO 1; **Advisory** Corequisite: CO INFO 23 or 64
- Provides in-depth hands-on training with Microsoft Office applications; Word, Excel, Access and Power Point. Covers concepts and operations needed to prepare for the certification exams in these products.

#### **CO INFO 9: Network System Manager**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Advisory Prerequisite: CO INFO 1
- This course introduces the components of Local Area Networks. It is designed to provide information and training in the use of LANs, their terminology and topologies.

#### **CO INFO 14: Introduction to Computer Communications**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: CO INFO 1
- This course provides broad coverage of Internet and networking technology such as; how the Internet works, connection methods, hardware and software installation and troubleshooting, protocols, infrastructure, security, e-commerce. Introduces web page creation with HTML, authoring tools, graphics, style sheets, and programming.

#### **CO INFO 15: Data Base Programming for Microcomputers**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: CO INFO 1
- This is a hands-on course in the design, implementation and maintenance of databases using SQL and the Management Studio. Students will learn and use SQL queries to retrieve and modify data and calculate summaries. Covers the essential skills needed to develop databases for Microsoft SQL Server.

#### **CO INFO 16: Spreadsheet Applications for Computers**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 1; **Advisory** Corequisite: CO INFO 23 or 64
- This course provides students with in-depth, hands-on training with Excel spreadsheet software. Topics include formatting, formulas, functions, charting, drawing, workbooks, lists, what-if analysis, Pivot tables, Pivot Charts, interfacing with the Web and

automating workbooks. Prepare students for certification exam in Excel.

#### **CO INFO 21: Business Computer Programming I**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 1; **Advisory** Corequisite: CO INFO 23 or 64
- This is a beginning course using Visual Basic. It covers program design and event driven, object-orient programming concepts. Topics specific to VB include objects and events, from design, control structures, arrays, (procedures and functions), file access and Web programs.

#### **CO INFO 23: Programming Laboratory**

- 1 unit, P/NP, 2 lab
- DA, CSU
- Corequisite: CO INFO 1, 7, 8, **14, 15**, 16, or 21
- This computer lab course requires the student to maintain concurrent enrollment in a Computer Information Systems lecture course. All computer lab assignments for this course will originate from the lecture class the student is enrolled. This course fulfills the computer lab requirement for Computer Information Systems courses.

#### **CO INFO 24: Accounting On Microcomputers**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Prerequisite: CO INFO 1
- In this course students will learn to 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.

#### **CO INFO 31: Accounting On Microcomputers**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 001
- This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

**Effective Fall 2017**

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### **CO INFO 37: E-Commerce Essentials**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 001
- This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

**Effective Fall 2017**

### **CO INFO 64: Microcomputer Laboratory**

- 1 unit, P/NP, 2 lab
- DA, CSU
- Corequisite: CO INFO 4, 7, 8, ~~14, 15~~, 16, or 21
- This computer lab course requires the student to maintain concurrent enrollment in a Computer Information Systems lecture course. All computer lab assignments for this course will originate from the lecture class the student is enrolled. This course fulfills the computer lab requirement for Computer Information Systems courses.

### **CO INFO 70: Cisco Networking Academy I**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Pre- or co-requisite: CO INFO 001
- The first in a four course sequence that qualifies the student to take the CISCO CCNA Certification Test; and covers Fundamentals of Computer Internet-networking, Safety Technology, Protocols, Network Theory and Standards, Cabling, Electrical Considerations, OSI Models, IP Addressing and basic networking Hardware.

**Effective Spring 2017**

### **CO INFO 71: Cisco Networking Academy II**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 70
- This is the second course in a four course sequence that qualifies the student to take the CISCO CCNA Certification Test; and covers router fundamentals, beginning router setup and configuration, routed and routing protocols, WAN fundamentals, network troubleshooting and network management.

**Effective Spring 2017**

### **CO INFO 72: Cisco Networking Academy III**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 71
- This is the third course in a four course sequence that qualifies the student to take the CISCO CERTIFICATION TEST; and covers advanced router set-up and configurations, LAN switching theory and VLANs, advanced LAN and LAN switched design, Novell IPX, and Threaded case studies.

**Effective Spring 2017**

### **CO INFO 73: Cisco Networking Academy IV**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CO INFO 72
- This is the fourth course in a four course sequence that qualifies the student to take the CISCO CCNA Certification Exam; and covers advanced WAN theory and design; WAN Technology, PPP, Frame Relay, ISDN; Application of National SCANS skills in managing a network and network threaded case studies.

**Effective Spring 2017**

## **CO SCI (Computer Science)**

### **CO SCI 58: Computer Literacy for the Liberal Arts Student**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCD D2, CSUGE A3
- This course develops critical thinking skills as applied to technological advances. Students will gain computer literacy by using the computer to evaluate issues. Hands-on projects using a current operating system, Internet search and e-mail, word processing, spreadsheet and presentation software are also included.

### **CO SCI 91: Beginning Basic Programming**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Advisory Prerequisite: CO SCI 58
- This course introduces problem-solving methods and programming using Visual Basic. Students will develop skills in writing event-driven, object-oriented programs incorporating decisions, loops, arrays and classes.

### **CO SCI 92: Hyper-Text Markup Language**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Advisory Prerequisite: CO SCI 58
- This course introduces design and development of web sites with HTML. These sites will incorporate

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media, links, tables, forms and current standards. Design and layout will be enhanced with cascading style sheets. Interactivity is added with Javascript.

#### **CO SCI 317: Beginning Micro Assembly Language**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 142
- Advisory Prerequisite: Co SCI 340
- Students will see how high level language structures are implemented at the machine level. The relationship between the computer architecture and assembly language instructions will be examined through projects written in Microsoft Assembly Language. Data and instruction representation, addressing, procedures, loops, decisions, stacks, macros, strings and floating point operations will be expressed in coding activities.

#### **CO SCI 340: Programming in C++**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 122
- Advisory Prerequisite: CO SCI 344
- This course provides an introduction to computer science and problem solving with the C++ language. Students will design, implement, test and debug programs. Topics include variables, data types, expressions, control structures, functions, and input/output.

#### **CO SCI 344: Programming in Java**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 112
- Advisory Prerequisite: CO SCI 58
- This course provides an introduction to computer science and object-oriented programming using the Java language. Students will design, implement, test and debug programs for various applications. Topics include algorithms, data types, classes, methods, control structures, arrays, and input/output.

#### **CO SCI 360: Introduction to Data Structures**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU, C-ID COMP 132
- Prerequisite: CO SCI 340
- In this second semester programming course, students apply software engineering techniques to design and develop larger algorithms and programs using data abstraction and data structures. Prerequisite: Completion of COSCI 340 or equivalent with a grade of 'C' or better.

#### **CO SCI 942: Discrete Structure**

- 3 units, Letter, 2 lec/2 lab, DE

- DA, CSU/UC, C-ID COMP 152
- Prerequisite: CO SCI 340
- This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: functions, relations and sets, basic logic, proof techniques, basics of counting, graphs, trees, and discrete probability.

### **CO TECH (Computer Technology)**

#### **CO TECH 35: Introduction to Linux +**

- 3 units, Letter, 2 lec/3 lab
- DA
- This course introduces the Linux Operating System for the standard PC as outlined by COMPTIA in order to prepare students for Linux + Certification. Topics include Linux operating system, installation and configuration, and essential troubleshooting techniques to maintain a stable operating system or network. Students will develop Linux administrative skills by creating user groups, file systems and networks.

#### **CO TECH 49: Introduction to Dynamic Web Applications**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: Co Tech 35
- This course introduces the design of dynamic web application and implementation. Student will receive hands-on experience working with the Linux operating system through open source softwares. Topics include Javascripts, PHP, XML, Apache and MYSQL.

#### **CO TECH 50: Basic DC Electronics**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Advisory Corequisite: CO TECH 60
- This is a beginning course for Electronics(EL) and Computer Technology(CT) majors that assumes no prior knowledge in electronics. Topics include Direct Current (DC) circuit analysis, basic test equipment usage, circuit component identification, Ohm's law, Kirchoff's laws, calculations involving series, parallel, and series-parallel circuits. Laboratory exercises are used to develop technical hands-on skills and to reinforce theoretical subject material presented in lecture. A written laboratory report, summarizing experimental results, will be submitted at the end of each lab exercise. Computerized tutorial software is available to assist students in developing their

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computational skills on electrical schematics and develop troubleshooting techniques.

**CO TECH 52: Fundamental Computer Direct Current Circuits and Laboratory**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: CO TECH 50
- This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 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.

**CO TECH 56: Computer Logic and Arithmetic**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: CO TECH 50
- This is a beginning course for Electronic majors(EL) and Computer Technology majors(CT) that assumes no prior knowledge in digital electronics. Topics of coverage will include the following; intro to digital circuitry and lab orientation, basic logic gate construction & applications, Boolean Algebra as applied to logic design, Boolean simplification methods using Veitch and Karnaugh mapping techniques, basic arithmetic operations & circuits, number systems and code conversions, flip flops, synchronous & non-synchronous counters and shift registers. Laboratory exercises are used to develop technical report writing skills and to reinforce theoretical subject material presented in lecture. Tutorial software is available via the internet to assist students in developing their troubleshooting skills on digital electrical schematics.

**CO TECH 60: Computer Mathematics I**

- 5 units, Letter, 5 lec
- DA, CSU
- 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 solutions, engineering and scientific notations, graphing and application of mathematics to technical applications.

**CO TECH 61: Computer Mathematics II**

- 5 units, Letter, 5 lec
- DA, CSU
- Prerequisite: CO TECH 60
- This course in computer 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.

**CO TECH 74: A+ Certification Preparation/ Intro to Computer Repair I**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- This course introduces personal computer(PC), hardware operating system characteristics and basic troubleshooting/repair techniques. Students will develop the ability to assemble/disassemble an operational PC,perform system upgrades, learn and perform reformatting of hard drives(HD's)and identify/replace malfunctioning hardware and peripheral devices.This is the first course in preparation to A+ certification.

**CO TECH 76: A+ Certification Preparation/ Intro to Computer Repair II**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- This course utilizes hands-on training. Students learn to install, update, use, and repair the Windows Operating Systems XP and 7. Students learn how Operating Systems start up, operate, and how they interface with different hardware. Students learn how to set up a Local Area Network to share resources, and how to interface with the Internet. This is the second course in preparation for A+ certification.

**CO TECH 78: Introduction to Network +**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: CO TECH 76
- This course is structured to provide Networking fundamentals outlined by COMPTIA, to prepare students to become NETWORK+ Certified. Topics presented during lectures/labs include: network media and devices, TCP/IP, message packaging and routing, installations, network administration,

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security, troubleshooting, fault tolerance and recovery, Internet services.

#### **CO TECH 80: Introduction to Server +**

- 4 units, Letter, 3 lec/3 lab
- DA
- This course introduces Network Server fundamentals as outlined by COMPTIA, in order to prepare students to become Server+ certified. Topics include advanced server hardware SCSI, RAID, multiple CPUs, and I/O subsystems. Activities and complex problems involved in server configurations, maintenance and repair procedures are emphasized

#### **CO TECH 81: Introduction to Fiber Optics**

- 1 unit, Letter, 3 lab
- DA
- This course provides students a laboratory experience in fiber optic technology. Topics include: fiber optic connectors and patch panels, splicing techniques, OTDR testing and measurements, techniques and products for fiber optic cabling termination, troubleshooting and documentation for fiber optic systems. "Hands on" laboratory emphasizing correct fiber optic fabrication techniques and the use of test equipment common in the computer and telecommunications industry.

#### **CO TECH 114: Network Security Fundamentals**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: CO TECH 78
- This course provides instruction and hands-on training in computer basic security principles, methods of establishing security baselines, and the most recent attack/defense techniques and technologies. In addition the course helps students prepare for CompTIA's examination and other professional security certification.

#### ~~**CO TECH 185: Directed Study - Computer Technology**~~

- ~~• 1 unit, P/NP, 1 lec~~
- ~~• DA, CSU~~
- ~~• This course allow student to pursue Directed Study in Computer Technology on a contract basis under the direction of a supervising instructor~~

*Effective Spring 2017*

#### **CO TECH 285: Directed Study - Computer Technology**

- 2 units, P/NP, 2 lec
- DA, CSU
- This course allow student to pursue Directed Study in Computer Technology on a contract basis under the direction of a supervising instructor.

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## **COMM (Communication Studies)**

formerly SPEECH (Speech Communications)

#### ~~**COMM 76: English Speech As A Second Language**~~

- ~~• 3 units, P/NP, 3 lec~~
  - ~~• DA, CSU~~
  - ~~• This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students.~~
- Effective Spring 2017*

#### **COMM 101: Public Speaking**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE A1, IGETC 1C, C-ID COMM 110
- Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches.

#### ~~**COMM 102: Oral Communication II**~~

- ~~• 3 units, Letter, 3 lec~~
  - ~~• DA, CSU/UC, LACCD D2, CSUGE A1, IGETC 1C~~
  - ~~• Prerequisite: COMM 101~~
  - ~~• This course builds upon the foundation of Speech 101 with an emphasis on using multimedia communications and an industry standard presentation tool for efficient business presentations. Students will learn effective content and organizational strategies, as well as, professional visual aids approaches.~~
- Effective Spring 2017*

#### **COMM 104: Argumentation and Debate**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE A3, IGETC 1C, C-ID COMM 120
- Advisory Corequisite: ENGLISH 101
- Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments.

#### **COMM 111: Voice and Articulation**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Advisory Corequisite: ENGLISH 28
- This course covers the study and practice of methods of voice development, speech sound production, articulation, pronunciation and prosody.

#### **COMM 121: Interpersonal Communication**

- 3 units, Letter, 3 lec, **DE**
- DA, CSU/UC, LACCD D2, CSUGE A1, IGETC 1C, C-ID COMM 130
- Advisory Corequisite: ENGLISH 101
- Principles of verbal and nonverbal transactions that occur in relationships. Study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts

#### **COMM 122: Intercultural Communication**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE A1/D, IGETC 1C/4, C-ID COMM 150
- Advisory Corequisite: COMM 121
- Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures. Appreciation and comparison of communication of diverse groups within the larger context of American culture.

#### **COMM 151: Small Group Communication**

- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID COMM 140
- Advisory Corequisite: ENGLISH 101
- Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

#### **COMM 190: Communication and New Media**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- Advisory Corequisite: ENGLISH 101
- This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, YouTube, and social networks, have reshaped communication practices. The course offers an overview of relevant theories and critical issues

while providing students with the opportunity to apply communication skills using new media.

## **COUNSEL (Counseling)**

formerly PERSDEV (Personal Development)

#### **COUNSEL 1: Introduction to College**

- 1 unit, Letter, 1 lec
- DA, CSU/UC
- This course is designed to provide students with skills needed to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and time management. Additional topics include: Certificate and associate degree requirements and transfer admission requirements.

#### **COUNSEL 2: Interpersonal Relationships**

- 1 unit, Letter, 1 lec
- DA, CSU
- This course enhances interpersonal skills for building effective communication for personal and professional growth. It utilizes group dynamics by enhancing self-esteem through self-awareness, acceptance, ability to listen and workplace habits. An honest appraisal of individual strengths and weaknesses is made in an effort to help remove barriers to social and academic growth.

#### **COUNSEL 4: Career Planning**

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessments, various self-appraisal techniques, and information regarding career characteristics and trends. The class includes exploration of career options utilizing career information technology. By providing the students with insight into their interests, abilities, work values, and personality, they will be able to make realistic and informed career choices.

#### **COUNSEL 6: Career Planning for Students With Disabilities**

- 1 unit, Letter or P/NP, 1 lec
- DA, CSU
- This course is designed to assist students with disabilities in the exploration and development of career goals with an emphasis on individual interests and lifestyle, values, personality traits and abilities. Topics covered include vocational assessment,

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career exploration, resume writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

#### **COUNSEL 17: College Survival Skills Development**

- 1 unit, Letter, 1 lec, DE
- DA, CSU/UC
- 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 lifestyle. Campus services are explored.

#### **COUNSEL 20: Post-Secondary Education: the Scope of Career Planning**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, CSUGE E
- 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 plans.

#### **COUNSEL 22: The Transfer Process**

- 1 unit, Letter, 1 lec
- DA, CSU
- This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and will provide students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals will enable the student to develop and transfer educational plan. The course will consist of lecture, use of internet resources, guest speakers and student assignments.

#### **COUNSEL 40: College Success Seminar**

- 3 units, Letter, 3 lec
- DA, CSU, LACCD E1, CSUGE E
- This course introduces students to the study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being, and success. Students engage topics such as motivation, critical thinking, learning strategies, time management, communication strategies, career exploration and educational planning by means of active learning strategies such as classroom activities and discussions, peer

presentations, real world scenarios and collaborative problem solving assignments.

*Effective Summer 2017*

### **DANCEST (Dance Studies)**

#### **DANCEST 805: History and Appreciation of Dance**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- **Advisory** Prerequisite: ENGLISH 28 and 67
- Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how Dance reflects the times, historical, social and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

### **DANCETQ (Dance Techniques)**

#### **DANCETQ 141: Modern Dance Techniques I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

### **DEV COM (Developmental Communications)**

#### **DEV COM 20: Fundamentals of Reading and Writing**

- 6 units, Letter, 6 lec
- NDA
- Prerequisite: DEV COM 35 or appropriate assessment test score
- This course prepares students for English 021 with an emphasis on the mastery of basic reading, writing, and study skills needed for college transfer and vocational programs.

#### **DEV COM 35: Reading I: Fundamentals**

- 3 units, Letter, 3 lec
- NDA
- This course is designed for the improvement of students' college reading skills. It emphasizes reading fluency, reading comprehension, reading rate, and vocabulary improvement.

#### **DEV COM 37Y: Communications Laboratory**

- 1 unit, P/NP, 3 lab
- NDA

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- Advisory Corequisite: DEV COM 35 or 76
- This is an open entry, variable credit course that offers students self-paced, individualized instruction in reading, vocabulary, and study skills at all levels.

#### **DEV COM 37Z: Communications Laboratory**

- 2 units, P/NP, 6 lab
- NDA
- Advisory Corequisite: DEV COM 35 or 76
- This is an open entry, variable credit course that offers students self-paced, individualized instruction in reading, vocabulary, and study skills at all levels.

#### **DEV COM 76: English As A Second Language Reading - Conversation II**

- 3 units, Letter, 3 lec
- NDA
- Advisory Corequisite: DEV COM 37Y or 37Z
- The primary purpose of this course is the improvement of reading in English. The course includes silent and oral reading, conversation, and correct pronunciation. It prepares the ESL student to meet the challenges of college study and everyday living.

### **DRAFT (Drafting)**

#### **DRAFT 1: General Drafting**

- 3 units, Letter, 6 lab
- DA, CSU
- This course provides instruction in the underlying principles and theories of mechanical drafting, the use and care of drawing instruments, geometric construction, freehand technical sketching, multi-view (orthographic) This course also provides basic training in preparation for advanced industrial and drafting courses.

#### **DRAFT 4: Applied Descriptive Geometry**

- 4 units, Letter, 2 lec/4 lab
- DA, CSU
- Prerequisite: DRAFT 9
- This course contains a thorough applied descriptive geometry unit which includes advanced auxiliary projection, definitions, and solutions of lines and planes, revolution, intersections, and developments of planes and solids. Contour lines, topography, and vector analysis are introduced. Cam mechanisms are also reviewed.

#### **DRAFT 6: Technology and Society**

- 3 units, Letter, 3 lec
- DA, CSU, LACCD B2, CSUGE D

- This course will explore the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

#### **DRAFT 9: Mechanical Drafting**

- 3 units, Letter, 6 lab
- DA, CSU
- Prerequisite: DRAFT 1; **Pre- or corequisite: DRAFT 16**; Corequisite: DRAFT 51
- This course reviews and introduces primary and secondary auxiliary projections respectively. Investigation and application of limits and fits, geometrical tolerance (ANSI Y14.5) studies, bearings and retaining ring designs as incorporated in layouts and ink drawings, technical illustration including axonometric projection and perspectives are also included. Combined graphical and mathematical solutions to design problems are required throughout the course. The student is required to prepare a professional type resume.

#### **DRAFT 16: Blueprint Reading I**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- This course provides instruction in reading and interpretation of materials detailed on blueprints. Symbols, conventions, dimensions, and language used in production and construction are included.

#### **DRAFT 17: Blueprint Reading II**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- Prerequisite: DRAFT 16
- This course covers three-dimensional detail prints. 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.

#### **DRAFT 50: Production Drafting**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: DRAFT 1; **Pre- or corequisite: DRAFT 16**
- 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

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assemblies. Special attention is devoted to manufacturing procedures, surface finishes and dimensioning, and tolerance practices used in commercial as well as government and military specifications.

#### **DRAFT 51: Tooling Drafting**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: DRAFT 1; **Pre- or corequisite: DRAFT 16**
- This course emphasizes the drawing of production tools such as drill jigs, machine fixtures, and dies similar to those used in industry. Special attention is given to the development of production standards required by industry.

#### **DRAFT 54: Simplified Stress Analysis**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: DRAFT 1; **Pre- or corequisite: DRAFT 16**
- 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 analysis by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

#### **DRAFT 55: Computer-Aided Design and Drafting**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU/UC
- Prerequisite: DRAFT 1; **Pre- or corequisite: DRAFT 16**
- This course introduces Computer Aided Drafting and Design (CADD). Students learn to use typical menu oriented systems to prepare drawings on the computer. Students use libraries, store and retrieve drawings utilizing magnetic discs, and produce commercial quality drawings.

#### **DRAFT 56: Automated Manufacturing**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- **Pre- or corequisite: DRAFT 50 or ENG GEN 111;**  
Prerequisite: DRAFT 50; Corequisite: DRAFT 82

- 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.

#### **DRAFT 81: Projects Laboratory**

- 1 unit, Letter, 3 lab, 54:00 TBA
- DA, CSU
- Prerequisite: DRAFT 56; **Pre- or corequisite: DRAFT 16; Corequisite: Draft 56**
- 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **DRAFT 82: CAD Drafting Laboratory**

- 2 units, Letter, 6 lab
- DA, CSU
- **Pre- or corequisite: DRAFT 16;** Corequisite: DRAFT 4, 9, 50, 51, 52, 54, 55, or 56
- This course this course supplements drafting courses by providing students with computers and other equipment necessary to complete assignments.

### **E D A (Emergency Department Assistant)**

#### **E D A 10A: Emergency Medical Technician IA Ambulance**

- 6 units, Letter, 6 lec
- DA
- Prerequisite: students must present to the instructor either a BLS for the Health Care Provider card from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross, prior to the beginning of class or no later than the first; Corequisite: EDA 10B
- This course is a lecture presentation of emergency pre-hospital care of the sick and injured including anatomy and physiology, observation and assessment techniques, intervention and transportation. EDA 10A must be taken concurrently with EDA 10B. After successful completion of both classes, the student will be able to apply for the certification and to take the EMT certification examination

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## **E D A 10B: Emergency Medical Technician IB**

### **Ambulance**

- 2 units, P/NP, 4 lab
- DA
- Prerequisite: students must present to the instructor either a BLS for the Health Care Provider card from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross, prior to the beginning of class or no later than the first; Corequisite EDA 10A
- This laboratory course is designed to develop EMT clinical skill. Must have concurrent enrollment with EDA 10A. Through adherence to the D.O.T. (Department of Transportation) Basic Life Support Curriculum, the student will be given the opportunity to develop the necessary skills and abilities required to successfully pass the National Registry EMT certification examination. Upon successful completion of EDA 10A and B, the student may apply for said certification examination. An EMT may gain employment with an ambulance company, hospital tech and/or progress to paramedic training. With few exceptions, EMT is conducted at the basic life support level.

## **E.S.L. (English as a Second Language – Credit)**

also see ESL (English as a Second Language) and ESL NC (English as a Second Language – Non-credit)

### **E.S.L. 4A: College ESL IV: Writing and Grammar**

- 6 units, Letter, 6 lec
- NDA
- Prerequisite: ESL 3A or placement exam
- Students in this intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 200-300 words. Prerequisite: Completion of ESL 3A with credit, or appropriate ESL placement level demonstrated through the assessment process.

### **E.S.L. 4C: College English As A Second Language IV: Listening and Speaking**

- 3 units, P/NP, 3 lec
- NDA
- This English speech improvement class is for students with foreign language backgrounds and

stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students.

### **E.S.L. 5A: College ESL V: Writing and Grammar**

- 6 units, Letter, 6 lec
- NDA
- Prerequisite: E.S.L. 4A or placement exam
- Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words. Prerequisite: Completion of ESL 4A with credit, or appropriate ESL placement level demonstrated through the assessment process.

### **E.S.L. 6A: College ESL VI: Writing and Grammar**

- 6 units, Letter, 6 lec
- NDA
- Prerequisite: ESL 5A or placement exam
- Students in this advanced ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 400-600 words. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

### **E.S.L. 84: College English As A Second Language I**

- 5 units, Letter, 5 lec
- NDA
- 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 the study of idioms, sentence structure, word order, vocabulary, and reading for comprehension. It also provides practice in writing compositions.

### **E.S.L. 85: College English As A Second Language II**

- 5 units, Letter, 5 lec
- DA, CSU
- Prerequisite: E.S.L. 84
- This course is designed for intermediate level students of English as a second language. It includes pronunciation practices, intermediate grammar,

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vocabulary, word order, idioms, and reading comprehension. Writing practice is in the form of dictation, simple paragraphs, and short compositions.

### **E.S.L. 86: College English As A Second Language III**

- 5 units, Letter, 5 lec
- DA, CSU/UC
- Prerequisite: E.S.L. 85
- This course is designed for advanced students of English as a second language. It emphasizes writing practice and the study of vocabulary and syntax.

## **ECON (Economics)**

### **ECON 1: Principles of Economics I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID ECON 201
- Prerequisite: MATH 115 or 123A and 123B; Advisory Prerequisite: ECON 2 and MATH 123C or 125
- This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the micro, or price and market approach, with special emphasis on the allocation of resources and the distribution of income through the price system. Note: ECON 001 is not a Prerequisite: for ECON 002. Students who plan on taking both are advised to take ECON 002 first.

### **ECON 2: Principles of Economics II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID ECON 202
- Prerequisite: MATH 115 or 123A and 123B; Advisory Prerequisite: MATH 123C or 125
- This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the macro or national approach, with special attention given to aggregate economics, money, banking and national income. The course explores the problems of unemployment, inflation, and governmental policies related to these problems. Note: ECON 001 is not a Prerequisite: for this course. Students who plan on taking both are advised to take ECON 002 first.

## **EGT (Engineering - General Technology)**

### **EGT 28: Technology and Society**

- 3 units, Letter, 3 lec
- DA, CSU, LACCD B2, CSUGE D

- This course will explore the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

## **ELECTRN (Electronics)**

### **ELECTRN 4: Fundamentals of Electronics I**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- 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.

### **ELECTRN 5: Fundamentals of Electronics I Laboratory**

- 1 unit, Letter, 3 lab
- DA, CSU
- Prerequisite: ELECTRN 4
- 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.

### **ELECTRN 6: Fundamentals of Electronics II**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: ELECTRN 4 and 16
- 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 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

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applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment.

### **ELECTRN 7: Fundamentals of Electronics II Laboratory**

- 1 unit, Letter, 3 lab
- DA, CSU
- Prerequisite: ELECTRN 6
- 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.

### **ELECTRN 16: Selected Elements of Electronics Mathematics**

- 5 units, Letter, 5 lec
- DA, CSU
- Prerequisite: ENG TEK 49
- This course in computer 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

### **ELECTRN 20: Electronic Circuits I**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Advisory Corequisite: ENG TEK 49
- This course is a 4 unit class that meets for 6 hours/week (3 hrs. lecture, 3 hrs. lab). This is a beginning course for Electronic majors (EL) and Computer Technology majors (CT) that assumes no prior knowledge in electronics. Topics will be for Direct Current (DC) circuit analysis and will include basic test equipment usage, circuit component identification, Ohm's law, Kirchoff's laws, calculations involving series, parallel, and series parallel circuits. Laboratory exercises are used to develop technical hands-on skills and to reinforce theoretical subject material presented in lecture. A written laboratory report, summarizing experimental results, will be submitted at the end of each lab exercise. Computerized tutorial software is available to assist students in developing their computational skills on

electrical schematics and develop troubleshooting techniques.

### **ELECTRN 22: Electronic Circuits II**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- Prerequisite: ELECTRN 6
- 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.

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### **ELECTRN 54: Computer Logic**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU
- This is a beginning course for Electronic majors(EL) and Computer Technology majors(CT) that assumes no prior knowledge in digital electronics. Topics of coverage will include the following; intro to digital circuitry and lab orientation, basic logic gate construction & applications, Boolean Algebra as applied to logic design, Boolean simplification methods using Veitch and Karnaugh mapping techniques, basic arithmetic operations & circuits, number systems and code conversions, flip flops, synchronous & non-synchronous counters and shift registers. Laboratory exercises are used to develop technical report writing skills and to reinforce theoretical subject material presented in lecture. Tutorial software is available via the internet to assist students in developing their troubleshooting skills on digital electrical schematics.

## **EMERGENCY MEDICAL TECHNICIAN "EMT"**

See E D A "Emergency Department Assistance

## **ENG GEN (Engineering – General)**

### **ENG GEN 111: Introduction to Engineering Drafting**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- Prerequisite: DRAFT 1 or ENG GEN 912

Student learning outcomes may appear in any or all of the following online locations: linked to the course outline at <https://ecd.laccd.edu/Default.aspx>, and/or listed at <http://www.lahc.edu/facultystaff/slo/courseassessment.html>, and/or <https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18%20SLO-SAO%20Assessment.aspx>. If so, those listed on the last site supersede all others.



- 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 tolerance practices used in commercial as well as government and military specifications.

#### **ENG GEN 112: Engineering Descriptive Geometry**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- Prerequisite: DRAFT 9 or ENG GEN 111
- 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.

#### **ENG GEN 243: Statics and Strength of Materials (Calculus Based)**

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC
- Prerequisite: DRAFT 1; Prerequisite or Corequisite: ENG GEN 112
- 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 analysis by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

#### **ENG GEN 912: Elementary Engineering Drafting**

- 3 units, Letter, 1 lec/5 lab
- DA
- This course provides instruction in the underlying principles and theories of mechanical drafting, the use and care of drawing instruments, geometric construction, freehand technical sketching, multi-view (orthographic) This course also provides basic training in preparation for advanced industrial and drafting courses.

### **ENG TEK (Engineering Technology)**

#### **ENG TEK 25: Industrial Safety**

- 1 unit, P/NP, 1 lec
- DA
- This course emphasizes CAL-OSHA Program (California General Industrial Safety Orders) standards and benefits of accident prevention. Loss of productivity, morale, real and intangible costs, relating to accidents are discussed. Students have to write about and discuss a current documented industrial accident.

#### **ENG TEK 35: Programming for Technicians**

- 3 units, Letter, 2 lec/3 lab
- DA
- This course introduces the Basic programming language using elementary techniques to simplify the transition to the more sophisticated language Visual Basic. Visual Basic is widely used in many industrial technical applications.

#### **ENG TEK 49: Technical Mathematics II**

- 5 units, Letter, 5 lec
- DA
- 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 and scientific notation, graphing, and application of mathematics to technical applications.

#### **ENG TEK 50: Technical Mathematics III**

- 5 units, Letter, 5 lec
- DA, CSU
- Prerequisite: ENG TEK 49
- 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.

#### **ENG TEK 81: Fabrication Techniques**

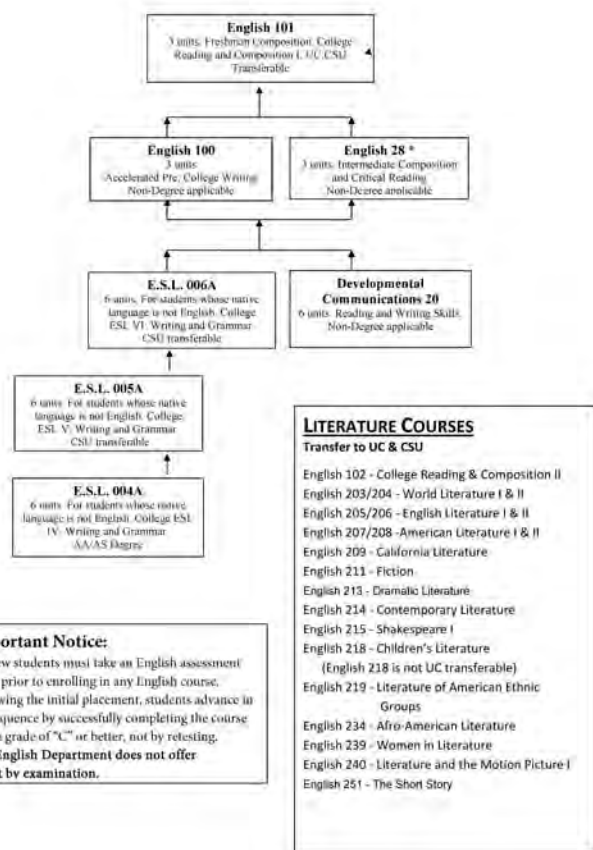
- 1 unit, Letter, 2 lab
- DA, CSU
- This course provides laboratory experience in fabrication principles utilized in the electronics &

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computer technology fields. Topics included are: familiarization and usage of hand tools, basic lathe and 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 and brake, drill press, band saw and belt sanders. Students complete lab projects to demonstrate their proficiency in basic fabrication techniques.

## ENGLISH

All new students must take an English assessment exam prior to enrolling in any ENGLISH course. The results of the exam will be used to place the student into the following sequence.



ENGLISH 101 satisfies the English competency requirement for graduation and the English composition requirement for both the CSU GE and IGETC plans. Students placed prior to ENGLISH 101 may advance through the sequence by achieving a minimum grade of "C" in each required prerequisite course. (The English Department does not offer credit by examination.)

**\*\* Prerequisite: DEV COM 20 or E.S.L. 86 (only if placed into DEV COM, E.S.L. or ESL courses via the English placement exam)**

(ENGLISH 67, which is a lab designed to accompany ENGLISH 21, 28, or 101, is not a required part of the sequence.)

Each of the following transferable courses requires ENGLISH 101 as a prerequisite, but otherwise may be taken in any order:

ENGLISH 102 College Reading & Composition II  
ENGLISH 203 World Literature I  
ENGLISH 204 World Literature II  
ENGLISH 205 English Literature I  
ENGLISH 206 English Literature II  
ENGLISH 207 American Literature I  
ENGLISH 208 American Literature II  
ENGLISH 209 California Literature  
**ENGLISH 213: Dramatic Literature Effective Spring 2017**  
ENGLISH 214 Contemporary Literature  
ENGLISH 215 Shakespeare I  
ENGLISH 218 Children's Literature  
ENGLISH 219 Literature of American Ethnic Groups  
ENGLISH 234 Afro-American Literature  
ENGLISH 239 Women in Literature  
**ENGLISH 251: The Short Story Effective Spring 2017**

### ENGLISH 21: English Fundamentals

- 3 units, P/NP, 3 lec
- NDA
- **Prerequisite: DEV COM 20 or E.S.L. 86 (only if placed into DEV COM, E.S.L. or ESL courses via the English placement exam)**
- English 021 is an entry-level course, which emphasizes improvement of writing skills, including correcting grammar errors, punctuation, capitalization, and other mechanics of writing. Students will progress from sentences to paragraphs and essay development in MLA format.

### ENGLISH 28: Intermediate Reading and Composition

- 3 units, Letter, 3 lec, DE
- NDA
- Prerequisite: ENGLISH 21 or 73 or appropriate assessment test score
- English 28 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays with various rhetorical patterns and will be introduced to research techniques. It is designed to assist the student in making the transition to English 101.

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**ENGLISH 31: Composition and Critical Reading**

- 5 units, Letter, 5 lec
- NDA
- Prerequisite: ENGLISH 21 or appropriate assessment test score
- English 31 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays incorporating various rhetorical modes and will be introduced to research techniques. The course is designed to assist the student in making the transition to English 101.

**ENGLISH 67: Writing Laboratory**

- 0.5 units, P/NP, 1 lab, 18:00 TBA
- NDA
- **Advisory Corequisite: ENGLISH 21, 28, or 101**
- In this course 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. Assistance is provided on organization, spelling, punctuation, grammar, mechanics, critical thinking, and understanding literary terms. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

**ENGLISH 73: Beginning College Reading and Writing**

- 3 units, P/NP, 2 lec/3 lab
- NDA
- Prerequisite: **ENGLISH 21** or appropriate assessment test score.
- English 073 is an entry-level course, which emphasizes improvement of writing skills, including correcting grammar errors, punctuation, capitalization, and other mechanics of writing. Students will progress from sentences to paragraphs and essay development in MLA format.

**ENGLISH 100: Accelerated Prep: College Writing**

- 3 units, Letter, 3 lec/1 lab, DE
- NDA, CSU
- Prerequisite: DEV COMM 20, or ESL 6A, or placement exam
- This class prepares students for academic reading, critical thinking, and writing expected in transfer and associate-degree classes. Students plan, draft, revise, and edit compositions based on college-level readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. This course prepares students for English 101. *Effective Spring 2017*

**ENGLISH 101: College Reading and Composition I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD D1, CSUGE A2, IGETC 1A, C-ID ENGL 100
- Prerequisite: ENGLISH 28 or 31 or appropriate assessment test score
- English 101 is a course in critical reading and prose writing designed to refine the student's skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper.

**ENGLISH 102: College Reading and Composition II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE A3, IGETC 1B, C-ID ENGL 120
- Prerequisite: ENGLISH 101
- This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations of texts reveal the multicultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

**ENGLISH 103: Composition and Critical Thinking**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- Prerequisite: ENGLISH 101
- This course, which meets the transfer critical thinking requirement, is designed to develop transfer-ready critical thinking, reading, and writing skills beyond the level achieved in English 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills, and research strategies with a minimum of 10,000 words of student writing submitted over the semester. Students will apply established modes of reasoning, analyze rhetorical strategies, evaluate logical fallacies, and detect propaganda techniques.

**ENGLISH 127: Creative Writing**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID ENGL 200
- Prerequisite: ENGLISH 101
- This course is designed for those who want to learn to write professionally. Students write poems, plays, stories, or essays and present them for informal discussion and criticism by the class and instructor.

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The course offers an opportunity to discover and develop talent and to practice basic professional writing techniques.

### **ENGLISH 137: Library Research and Bibliography**

- 1 unit, Letter, 1 lec
- DA, CSU/UC
- Corequisite: ENGLISH 101
- The student will learn to locate, evaluate, interpret, analyze, and organize information from a wide variety of library and internet sources with the object of producing a finished research paper. Students will learn to refine a topic, take notes, outline, document sources, and format a research paper.

### **ENGLISH 185: Directed Study - English**

- 1 unit, Letter, 1 lec, 18:00 TBA
- DA, CSU
- Students will work on self-paced, self-directed learning activities that will assist with grammar and writing skills. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

### **ENGLISH 203: World Literature I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 140
- Prerequisite: ENGLISH 101
- Great works of literature are studied in the context of the cultures that produced them. Mythic, Classical, Hebrew, Greek, Roman, Middle Ages, and the Renaissance writers are read and discussed.

### **ENGLISH 204: World Literature II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 145
- Prerequisite: ENGLISH 101
- This course looks at masterpieces of world literature following the Renaissance. Selections to be read and studied are from the Neo-Classical, the Romantic, the Realist, and the Modern periods.

### **ENGLISH 205: English Literature I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 160
- Prerequisite: ENGLISH 101
- This course surveys the literature of England from the Old English period to the late Neo-Classical period.

### **ENGLISH 206: English Literature II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 165

- Prerequisite: ENGLISH 101
- This course is a continuation of English 205. British Literature of the Romantic, Victorian, and Modern Periods is read and discussed.

### **ENGLISH 207: American Literature I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 130
- Prerequisite: ENGLISH 101
- 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.

### **ENGLISH 208: American Literature II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, C-ID ENGL 135
- Prerequisite: ENGLISH 101
- This course is a study of selected writers in the United States from the Civil War to the present.

### **ENGLISH 209: California Literature**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- 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.

### **ENGLISH 211: Fiction**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This course is a literary survey of the English and American novel from the beginning of the 18th century to the present.

### **ENGLISH 213: Dramatic Literature**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This is a survey course of dramatic literature selected from significant periods of achievement from the classical period to the present day. Students interpret, evaluate and analyze, in depth, a range of plays that have shaped dramatic literature from the time of the early Greek dramatists to our present day dramatists.

*Effective Spring 2017*

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**ENGLISH 214: Contemporary Literature**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- Representative examples of post-World War II literature are studied in this course, including Salinger, Cheever, O'Connor, Updike, Oates, Atwood, and others. Works will be examined in light of their literary attributes and their reflection of the complexities of contemporary life, values, and thought.

**ENGLISH 215: Shakespeare I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This is an introductory look at the Shakespeare canon, including a brief look at the theatrical background. The course will concentrate on eight major plays and poetry.

**ENGLISH 218: Children's Literature**

- 3 units, Letter, 3 lec, DE
- DA, CSU, LACCD C, CSUGE C2
- Prerequisite: ENGLISH 101
- This survey course analyzes picture books, folk tales, fantasy and modern realism written for children from preschoolers to teens.

**ENGLISH 219: The Literature of American Ethnic Groups**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- Through various readings students will visit diverse cultures in order to grasp content and meaning of the work, to look beyond plot to 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.

**ENGLISH 223: Creative Nonfiction**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- Students will read and write different genres of Creative Nonfiction (biography, profiles, editorials, cultural criticism, personal narrative, travel, diary, etc.). During the semester, students will learn to recognize and explore the features of creative nonfiction, and through the writing process, discover how to apply creative writing techniques to nonfiction subjects in both traditional and new media formats.

At the end of the course, students will have produced a portfolio of work and submitted an article for publication or e-published. *Effective Fall 2017*

**ENGLISH 234: African-American Literature I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This survey course examines the literary history of African-Americans through studying oral traditions, novels, short stories, poems, dramas, and essays written by African-Americans, revealing the dynamics of American culture as interpreted by African-Americans seeking to define themselves and other Americans.

**ENGLISH 239: Women in Literature**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- English 239 examines the roles of women in various cultures and literary periods in novels, short stories, poetry, drama, and essays.

**ENGLISH 240: Literature and the Motion Picture I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This is a course in comparative media which emphasizes the differences between films and the writings on which they are based.

**ENGLISH 251:**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- English 251 provides a study of the short story as a literary genre, with emphasis on close, informed reading and literary analysis, both written and in class discussion. The course looks at the rich short story tradition. It explores ideas and techniques of this genre through the works of a broad range of writers from diverse backgrounds and representing a variety of literary movements. *Effective Spring 2017*

**ENGLISH 260: Detective and Crime Fiction**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This class examines works of detective and crime fiction as literature. The course will explore critical questions of relevance to the genre, such as how specific works reflect societal anxieties and whether detective fiction is an essentially American genre.

*Effective Fall 2017*

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### **ENGLISH 270: Science Fiction - Fantasy**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This class looks at science fiction and fantasy as literature. Starting with their roots in myth and folk literature and some of the early works of science fiction, the course will explore these literary genres with emphasis on philosophical, political, social, and scientific issues.

*Effective Fall 2017*

### **ENGLISH 271: Graphic Fiction**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- This class looks critically at comics and graphic novels as literature. The class will begin chronologically with the origin of comics and move to current graphic novels. In addition, the class will explore character, plot, dialogue, setting and other storytelling elements using various literary lenses such as New Criticism, Feminism, and other focuses to analyze the futures and fantasies created by graphic fiction writers and illustrators.

*Effective Fall 2017*

### **ENGLISH 385: Directed Study - English**

- 3 units, Letter, 3 lec
- DA, CSU
- This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

## **ENV (Environmental Design)**

### **ENV 101: Foundations of Design I**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- This course introduces design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of elements, form, and space. Sustainable design topics, drawing and model-making techniques are covered.

### **ENV 102: Foundations of Design II**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: ENV 101
- This course serves as a design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of organization, circulation, proportion and scale.

Natural factors, materials, processes, sustainable design topics, drawing and model making techniques are covered.

## **ENV SCI (Environmental Science)**

### **ENV SCI 1: The Human Environment: Physical Processes**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A
- This course 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.

### **ENV SCI 2: The Human Environment: Biological Processes**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B2, IGETC 5B
- This course presents 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.

## **ESL (English as a Second Language)**

also see E.S.L. (English as a Second Language – Credit) and ESL NC (English as a Second Language – Non-credit)

### **ESL 3A: College ESL III: Writing and Grammar**

- 6 units, Letter, 6 lec
- NDA
- This course is designed for ESL students at the high beginning – low intermediate level. The course assists students in improving their writing skills to prepare for college work. Emphasis is placed on sentence structure, paragraph development, and specific composition-related grammatical problems.

## **ESL NC (English as a Second Language - Non-Credit)**

also see E.S.L. (English as a Second Language – Credit) and ESL (English as a Second Language)

### **ESL NC 5C: English As A Second Language**

- 0 units, Non-credit, Repeatable, 2 lec

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- NC, NDA
- The English as a second language basic skills course is designed as a forum for students to develop listening, speaking, and grammar skills. An emphasis will be placed on the production and comprehension of simple phrases and basic sentence structures.

#### ESL NC 40CE:

##### Writing/Grammar/Reading/Vocabulary/Listening/Speaking I

- 0 units, Non-credit, Repeatable, 5 lec
- NC, NDA
- This competency-based, open-entry ESL course teaches beginning English speaking, listening, reading and writing skills to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures and read simplified material.

*Effective Spring 2017*

#### ESL NC 41CE:

##### Writing/Grammar/Reading/Vocabulary/Listening/Speaking II

- 0 units, Non-credit, Repeatable, 5 lec
- NC, NDA
- This competency-based, open-entry ESL course teaches high beginning English speaking, listening, comprehension, reading and writing to non-native speakers of English. This course develops communicative competence in listening, speaking, reading and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

*Effective Spring 2017*

#### ESL NC 42CE:

##### Writing/Grammar/Reading/Vocabulary/Listening/Speaking III

- 0 units, Non-credit, Repeatable, 5 lec
- NC, NDA
- This open-entry, competency-based course is designed to develop communicative competence in listening, speaking, reading, and writing for the immediate needs of adult non-native English learners at the intermediate low level.

*Effective Spring 2017*

## FAM &CS (Family and Consumer Studies)

### FAM &CS 21: Nutrition

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD E1, CSUGE E
- The relationship between diet and health is emphasized. The functions, sources, and interrelationships of nutrients are explored. Current topics including heart disease, diabetes, cancer, osteoporosis, weight management, and sports nutrition are investigated. Nutritional status and body fat composition are assessed by computer analysis.

## FINANCE

### FINANCE 2: Investments

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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 investments vehicles-common stocks, bonds, preferred stocks, convertible securities and mutual funds.

### FINANCE 8: Personal Finance and Investments

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides the student with financial fundamentals to manage personal income and expenditures. It outlines the indicators in everyday communications that helps the individual make sound financial decisions to structure reasonable financial goals and plans. Emphasis on budgeting, credit, home ownership, risk management and the individual's personal balance sheet and net worth.

## FIRETEK (Fire Technology)

### FIRETEK 201: Fire Protection Organization

- 3 units, Letter, 3 lec, 54:00 TBA, DE
- DA, CSU
- This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and

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tactics. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **FIRETEK 202: Fire Prevention**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

#### **FIRETEK 203: Fire Protection Equipment and Systems**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers

#### **FIRETEK 204: Building Construction for Fire Protection**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

#### **FIRETEK 205: Fire Behavior and Combustion**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: FIRE TEK 201
- 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.

#### **FIRETEK 207: Wildland Fire Control**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides information relating to the incident command system and how it is used to control order and assign resources on wildland fires. The course will survey the methods used to suppress

wildland fires, including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing.

#### **FIRETEK 209: Fire Tactics and Strategy**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is an introduction to structural fire fighting methods, The course will provide students with the knowledge and information regarding the basic for procedures and policies for attacking a variety of structural fires. Included is information on the incident command system which is used to direct large scale fire operations.

#### **FIRETEK 210: Fire Company Organization and Procedure**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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.

#### **FIRETEK 213: Fire Investigation**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

#### **FIRETEK 216: Fundamentals of Personal Fire Safety & Emergency Action**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

#### **FIRETEK 217: Fire Apparatus**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: FIRE TEK 201

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- This course covers the principles of care, maintenance and operation of fire department vehicles. Subjects include internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburation, engine tune-up and troubleshooting, characteristics of fuels and lubricants, and safe emergency and non-emergency driving procedures.

## FRENCH

### FRENCH 1: Elementary French I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6A
- 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.

### FRENCH 2: Elementary French II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B/6A
- Prerequisite: FRENCH 1
- This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. The readings consist of selections dealing with France and diverse Francophone cultures. Students will continue the study of French civilization and modern developments in the French-speaking world. Basic computer skills are necessary to access and complete online homework.

### FRENCH 003: Intermediate French I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, 6A
- Prerequisite: FRENCH 002
- This intermediate course reviews the simple tenses, and explores in detail the present subjunctive, and the compound tenses. Students develop skills in reading and writing in French through work with journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of France and other French-speaking countries. *Effective Fall 2017*

### FRENCH 025: French and Francophone Short Story in Translation

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Students explore the art of the short story by engaging in a critical survey of short stories by writers from France and from different French-speaking

regions of the world. The works studied will be grounded in the region's historical, political, and cultural production from the nineteenth century to the present time. Students learn about key literary movements and authors, demonstrate understanding of the aesthetic and cultural specificity of the works studied, and develop critical reading and writing skills. The course is taught in English.

*Effective Fall 2017*

### FRENCH 026: Understanding French Culture Through Film

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- In this course, students explore the prolific output of feature and documentary films that emphasize social and cultural themes in France. Discussions center on how French film reflects the French social, cultural, and historical climate. Students become acquainted with the evolution of French cinema from the post WWII era to the present. The course is conducted in English. Films are subtitled in English.

*Effective Fall 2017*

### FRENCH 10: French Civilization

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- A study of the geography, history, government, and institutions of France. Readings on the French and French-speaking people, their customs and way of life, their values and important contributions to world culture in scientific, intellectual, and artistic domains are also included. The course is conducted in English.

## GEOG (Geography)

### GEOG 1: Physical Geography

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A
- Advisory Corequisite: ENGLISH 28 and 67
- Physical Geog is an exploration of the atmosphere, hydrosphere, biosphere, and lithosphere. Major topics are Earth-Sun relations, mapping and satellite imagery, weather and climate patterns, ecology, 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 Geog. Field trips and nature walks are a regular part of the class.

### GEOG 2: Cultural Elements of Geography

- 3 units, Letter, 3 lec

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- DA, CSU/UC, LACCD B2, CSUGE D
- Advisory Corequisite: ENGLISH 28 and 67
- Cultural Geog analyzes human settlement and activity from a spatial and ecological perspective, map and environmental patterns of population, agriculture, industry, cities, language, religion, political organization, and land use.

### **GEOG 7: World Regional Geography**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- This course examines the physical and cultural environments of Europe, Latin America, Middle east, Africa, Asia, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

### **GEOG 15: Physical Geography Laboratory**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: GEOG 1; Advisory Prerequisite: ENGLISH 28
- This course students use maps, lab manual diagrams and exercises, aerial photos, plants, soils, and rocks, to examine Earth-sun relationships, the science of maps, weather and climate, biological adaptations, and types of landforms.

## **GEOLOGY**

### **GEOLOGY 1: Physical Geology**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A, C-ID GEOL 100
- 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.

### **GEOLOGY 6: Physical Geology Laboratory**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC, CSUGE B3, IGETC 5C, C-ID GEOL 100L
- Prerequisite: GEOLOGY 1
- 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.

## **HEALTH**

### **HEALTH 2: Health and Fitness**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCD E1, CSUGE E
- 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

### **HEALTH 6: Nutrition for Healthful Living and Fitness Activities**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, LACCD E1, CSUGE E
- Basic nutrition theories, information for healthful food purchasing, the relationship of nutrition to disease, general health concerns of women and the exchange 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.

### **HEALTH 11: Principles of Healthful Living**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD E1, CSUGE E
- This course 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 disease. It encompasses much of the same content as Health 010 explores the subject in greater depth.

### **HEALTH 12: Safety Education and First Aid**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, CSUGE E, C-ID KIN 101
- This course covers the standard Personal Safety and Advanced Emergency Care of the American National Red Cross. The prevention of common accidents and the care of emergencies in the home, school, and the community are also studied.

## **HISTORY**

### **HISTORY 1: Introduction to Western Civilization I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID HIST 170

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- This course surveys the political, economic, social, religious, and intellectual activities of Western Civilization from the pre-history period through the fifteenth century. The study includes the ancient Middle East, Egypt, Greece, Rome, the Middle Ages, and the Renaissance and Reformation.

### **HISTORY 2: Introduction to Western Civilization II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID HIST 180
- This course surveys Western Civilization from the Protestant Reformation to the present. Major topics include the political, economic, and social organization of Europe with emphasis upon the rise of the nation state and industrialization. European imperialism in the nineteenth and twentieth centuries is also examined.

### **HISTORY 5: History of the Americas I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1
- This course examines the social, political, and economic developments of the Americas from the pre-Columbian era through the period of U.S. and Latin American independence. Emphasis is placed on the Native American cultures, European-Indian encounters, colonial settlements, imperial rivalries, and the independence movements in the western hemisphere.

### **HISTORY 6: History of the Americas II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1, CSUGE D, IGETC 4
- This course studies the economic, political, and social development of the Western Hemisphere in the nineteenth century to the present. This course meets the California State University requirements for United States history.

### **HISTORY 11: Political and Social History of the United States I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4, C-ID HIST 130
- This course surveys the political, social, and economic history of the United States from the Colonial era to 1876 with emphasis on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.

### **HISTORY 12: Political and Social History of the United States II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4, C-ID HIST 140
- This is the second semester course in United States History. It includes the political, cultural, and social development of the United States from 1876 to the present. This course meets California State University requirements for United States History.

### **HISTORY 12H: Political and Social History of the United States II**

- ~~• 3 units, Letter, 3 lec, DE~~
- ~~• DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4~~
- ~~• This is the second semester course in United States History. It includes the political, cultural, and social development of the United States from 1876 to the present. This course meets California State University requirements for United States History. Students must be admitted into the Honors program. See instructor or Honors Program Transfer Counselor for more information. The LAHC Honors Program is designed to encourage the development of talent and ability in highly motivate students as they begin their academic studies and prepare to transfer to a four-year college or university.~~

*Effective Spring 2017*

### **HISTORY 19: History of Mexico**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- This course examines the cultural, social, political, and economic history of Mexico from the pre-Colombian era to the present.

### **HISTORY 20: History of California and the Pacific Coast**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4F
- This course surveys the history of the Pacific Coast from pre-History to the present.

### **HISTORY 21: History of the Russian People**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- The course examines the development of Russia with emphasis on the nineteenth century to the present.

### **HISTORY 41: The African American in the History of the U.S. I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4

**Letter:** letter graded; **P/NP:** pass/no-pass graded; **Repeatable:** may be repeated; **Lec/Lab:** hours per week of lecture/lab; **TBA:** maximum total hours to be arranged; **DE:** distance education (online and/or hybrid); **NC:** non-credit; **DA/NDA:** degree/non-degree applicable; **CSU/UC:** transferability to the listed institution; **LACCD/CSUGE/IGETC:** general education area applicable; **C-ID:** CSU course ID equivalency; **Prerequisite:** required prerequisite (prior completion with a minimum grade of "C" or "P"); **Corequisite:** required corequisite (concurrent enrollment)

- This course surveys of United States history from the origins in Africa through the Civil War with special emphasis on the contributions of African-Americans. A study of the United States Constitution is also included. This course meets California State University requirements for United States history.

#### **HISTORY 42: The African American in the History of the U.S. II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4
- History 41 is not a Prerequisite: for this course. Credit is allowed in only one of History 12, 42, or 44. This course surveys U.S. History from Reconstruction to the present time with special emphasis on the contributions of African-Americans. This course meets the California State University requirement for United States History.

#### **HISTORY 43: The Mexican-American in the History of the United States I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4
- This course surveys U.S. History from the pre-Hispanic era through the Civil War focusing on the contributions of Mexican-Americans. This course meets California State University requirements for United States History and the Constitution.

#### **HISTORY 44: The Mexican American in the History of the United States II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4
- History 43 is not a Prerequisite: for this course. Credit is allowed in only one of History 44, 42, or 12. This course surveys United States history from 1876 to the present with emphasis on the contributions of Mexican-Americans. The course meets the California State University requirement for United States history.

#### **HISTORY 52: The Role of Women in the History of the U.S.**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4
- This course is a survey of women's roles throughout U.S. History focusing on the influence of race, ethnicity, and status on women's experience. This course meets the California State University requirement for United States History.

#### **HISTORY 58: The Asian American in the History of the United States**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4

- This is an introductory history of Asians in the United States from the mid nineteenth century to the present. The course emphasizes the experiences of Asian immigrants and Asian Americans within the broader context of immigration and race relations throughout American history. An interdisciplinary approach will be taken to address the issues facing Asian Americans including gender, race, identity, politics, socialization, assimilation, and popular culture.

#### **HISTORY 74: Asian Civilization**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2/C, CSUGE C2/D, IGETC 3B/4
- This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

#### **HISTORY 81: A History of Working People in the United States I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1/B2/C, CSUGE C2/D, IGETC 3B/4
- This course studies the history of American labor from the colonial era through Reconstruction from the perspective of America's multicultural working people. Emphasis is also placed upon the defining role of the the American Constitution and its impact upon labor.

#### **HISTORY 82: A History of Working People in the United States II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1/B2/C, CSUGE C2/D, IGETC 3B/4
- This course focuses on working people in the history of the United States from Reconstruction to the present. Issues of class, gender, and race within the context of work and the influence of organizations and collective action will be emphasized. The defining role of the American Constitution and its impact upon labor will also be examined.

#### **HISTORY 86: Introduction to World Civilization I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2/C, CSUGE C2/D, IGETC 3B/4, C-ID HIST 150
- This course surveys world civilization from the pre-history period up to 1500 and includes a comparative study of the social, economic, and political formation and cultural interactions. Major topics include the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.

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### **HISTORY 87: Introduction to World Civilization II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2/C, CSUGE C2/D, IGETC 3B/4, C-ID HIST 160
- This course surveys world civilization from 1500 to the present time. Major topics include the development of the nation-state, economic systems, global conquests, nationalism, and revolutionary movements in the twentieth and twenty-first centuries.

### **HISTORY 385: Directed Study - History**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

## **HLTHOCC (Health Occupations)**

also see NURSING

### **HLTHOCC 55: Clinical Assisting Techniques I**

- ~~4 units, Letter, 2.5 lec/4.5 lab~~
- ~~DA~~
- ~~Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts.~~
- ~~This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.~~

### **HLTHOCC 62: Skill Set for the Health Care Professional**

- 2 units, Letter, 1 lec/3 lab
- DA
- Prerequisite: student must complete H-Pact orientation; Advisory Corequisite: ENGLISH 21
- This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

### **HLTHOCC 63: Basic Medical Terminology, Pathophysiology and Pharmacology**

- 2 units, Letter, 2 lec
- DA

- Prerequisite: student must complete H-Pact orientation; Advisory Corequisite: ENGLISH 21
- This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### **HLTHOCC 64: Cultural and Legal Topics for Health Care Professionals**

- 1 unit, Letter, 1 lec
- DA
- Prerequisite: student must complete H-Pact orientation; Advisory Corequisite: ENGLISH 21
- This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional

### **HLTHOCC 65: Fundamentals for the Health Care Professional**

- 2.5 units, Letter, 2.5 lec
- DA
- Prerequisite: student must complete H-Pact orientation and receive an educational plan from a counselor; Advisory Corequisite: ENGLISH 21
- This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an externship during which area employers will introduce students to direct and indirect patient care opportunities.

## **HUMAN (Humanities)**

### **HUMAN 1: Cultural Patterns of Western Civilization**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- This course introduces the general concepts of Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of cultural heritage, values and perspectives as revealed in the arts.

### **HUMAN 6: Great People, Great Ages**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Advisory Corequisite: ENGLISH 28

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- This course presents a cultural survey of the lives and contributions of selected individuals such as Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

### **HUMAN 17: Film Appreciation**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- 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.

### **HUMAN 60: People and Their World: Technology and the Humanities**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- 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.

## **IND DSN (Industrial Design)**

### **IND DSN 101: Materials, Processes, Fabrication**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- This course is an introduction to digital design and methods of fabrication including materials, equipment and processes for students entering the advanced manufacturing or industrial design fields. Students will be introduced to analog and digital formats, including 2-D CAD, 3-D CAD and parametric modeling. Exploration of materials and fabrication techniques in a hands on lab environment to create prototypes.

### **IND DSN 201: Industrial Design I**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- Prerequisite: ENV 102

- This course explores product design and the nature and limitations of materials using two and three-dimensional form making. Design projects involve fundamental design principles and procedures, drawing techniques, and presentation methods as they relate to industrial design. Special emphasis is placed on the justification for design, user interface and manufacture.

### **IND DSN 202: Industrial Design II**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: ENV 201
- This course explores product design and the nature and limitations of materials using two and three-dimensional form making. Design projects involve fundamental design principles and procedures, drawing techniques, and presentation methods as they relate to industrial design. Special emphasis is placed on the justification for design, user interface and manufacture.

### **IND DSN 262: Advanced Parametric Modeling**

- 3 units, Letter, 1 lec/5 lab
- DA, CSU
- Prerequisite: DRAFT 50 or ENG GEN 111
- This course covers advanced surfacing topics in Solidworks parametric software including lofts, sweeps, boundary and freeform surfaces. Preparation for injection molding and presentation quality rendering is also covered.

## **INTBUS (International Trade)**

### **INTBUS 1: International Trade**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers the accelerating global economy and internationalization of business. It reviews international economics, finance, and trade effecting international business decisions and operations. Includes multinational enterprises, legal, political, and socio-cultural issues, survey of global strategic management. Covers the basics of starting and operating an import or export business.

### **INTBUS 3: Export Procedures I**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: INT BUS 1
- In this course the student identifies, defines, and explains that which is required by the United States

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regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

#### **INTBUS 4: Import Procedures I**

- 3 units, Letter, 3 lec
- DA, CSU
- Advisory Corequisite: INT BUS 1
- In this course the student learns how to identify, define, and explain the United States regulatory agencies requirements to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present to the Bureau of Customs the shipment and its document.

#### **INTBUS 006: International Marketing I**

- 3 units, Letter, 3 lec
- DA, CSU
- Students analyze the challenges of marketing consumer and industrial products in the global marketplace and the most effective approaches to these challenges. The top potential exports for different countries and the most promising markets through the use of current market data and actual case studies of international marketing companies are explored.

*Effective Fall 2017*

#### **INTBUS 022: International Management**

- 3 units, Letter, 3 lec
- DA, CSU
- Students examine international management principles with an overview of global and multinational organizations. The issues of international human resource, operational topics, marketing decisions, strategic planning, and cross-cultural issues are analyzed. *Effective Fall 2017*

#### **INTBUS 601: Introduction to Global Trade and Logistics**

- 3 units, Letter, 3 lec
- DA, CSU
- Students examine international management principles with an overview of global and multinational organizations. The issues of international human resource, operational topics, marketing decisions, strategic planning, and cross-cultural issues are analyzed.

*Effective Fall 2017*

## **JAPAN (Japaneses)**

#### **JAPAN 001: Elementary Japanese I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B, 6A
- This course develops basic Japanese language proficiency in the four language skills--listening, speaking, reading, and writing--and introductory cultural knowledge. The course provides an active learning environment to obtain skills and includes some cultural activities to enhance learning.

*Effective Fall 2017*

#### **JAPAN 21: Fundamentals of Japanese I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6A
- This course covers a half of Japanese 1 and is designed for the acquisition of basic skills in listening, speaking, reading, and writing, as well as the understanding of the culture relevant to language functions. Instruction will balance all four skills to provide a solid foundation for further language study. The class will be conducted through interactive pair and group activities, lectures, and assignments. This course is NOT recommended for native speakers of Japanese nor students who have completed two years of high school Japanese with a grade of B or better.

#### **JAPAN 22: Fundamentals of Japanese II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6A
- Prerequisite: JAPAN 21
- This course is continuation of the first half of Japanese I and is designed for further development of basic skills in listening, speaking, reading, and writing, as well as the understanding of the culture relevant to language functions. Instruction will balance all four skills to provide a solid foundation for further language study. The class will be conducted through interactive pair and group activities, lectures, and assignments. Students who have completed two years of high school Japanese with a grade of B or better may enroll. Native speakers of Japanese who have completed compulsory education in Japan may not enroll.

## **JOURNAL (Journalism)**

#### **JOURNAL 101: Collecting and Writing News**

- 3 units, Letter, 3 lec
- DA, CSU, C-ID JOUR 110

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- This introductory course stresses instruction in the gathering of information and in its presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information and in the recognition of propaganda appeals and libel. Newspaper, radio and television news are surveyed. Adherence to writing style and standards of the profession are emphasized.

#### **JOURNAL 105: Mass Communications**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE A3
- This course provides an examination of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. There is further discussion on the structure and function in print and electronic communications including film, print, television, radio, the recording industry, public relations and the Internet.

#### **JOURNAL 108: Advanced News Writing**

- 3 units, Letter, 3 lec
- DA, CSU
- This is a course for journalism majors, freelance writers and anyone who wants to learn to write articles for media. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

*Effective Fall 2017*

#### **JOURNAL 202: Article Writing**

- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: JOURNAL 101
- Students practice the principles of journalism through writing specialized types of newspaper and online stories. Mastery of fundamental reporting techniques, interpretative writing skills, editorial writing, and feature writing are emphasized. This course is required for all journalism majors.

*Effective Fall 2017*

#### **JOURNAL 217: Publication Laboratory**

- 2 units, Letter, 6 lab
- DA, CSU
- Advisory Corequisite: JOURNAL 101
- Student reporters, editors, photographers and other visual student journalists learn newspaper production

techniques through the publication of the campus newspaper and website, as well as other student-produced publications. Reporters will focus on basic reporting and writing for the campus newspaper and website and other student-run publications, while photographers focus on gathering images for publications. Other visual journalists will focus on beginning layout and design or cartooning and illustration.

#### **JOURNAL 217-1: Publication Laboratory I**

- 2 units, Letter, 6 lab
- DA, CSU
- Advisory Corequisite: JOURNAL 101
- In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real-world working conditions are stressed.

#### **JOURNAL 217-2: Publication Laboratory II**

- 2 units, Letter, 6 lab
- DA, CSU
- Prerequisite: JOURNAL 217-1
- In this intermediate level course, students learn to identify relevant editorial topics and produce content for the opinion/editorial section, through the publication of the campus newspaper. Reporters, photographers and cartoonists learn to collaborate at the intermediate level in order to produce effective staff editorials and editorial cartoons or other images. Students also produce content for the news section, and learn to create style sheets and dummy pages for the graphic design of the op/ed section. Students adhere to strict deadlines.

#### **JOURNAL 217-3: Publication Laboratory III**

- 2 units, Letter, 6 lab
- DA, CSU
- Prerequisite: JOURNAL 217-2
- In this advanced course, students learn newspaper production techniques, and adapt print work to the Internet. Advanced students produce stories for the print edition of the campus newspaper and also contribute content to the newspaper's digital site. Students focus on introductory vertical reporting skills that may include photography, videography, broadcast editing, broadcast reporting and print reporting. Students learn to generate ideas for photo essays, graphics centerpieces and bar charts.

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Student reporters focus on series and investigative reporting techniques.

#### **JOURNAL 217-4: Publication Laboratory IV**

- 2 units, Letter, 6 lab
- DA, CSU
- Prerequisite: JOURNAL 217-3
- Students learn professional-level newspaper production techniques through the publication of the campus newspaper, with an emphasis on mobile journalism and social media. At the professional level, students write for the campus newspaper and practice the skills necessary to work across social media, broadcast and print platforms. At the professional level, all students publish blogs, and create online portfolios.

#### **JOURNAL 218: Practical Editing**

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- This course provides practical instruction and practice in writing and editing the student newspaper and companion web site.

#### **JOURNAL 220: Magazine Production**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- Prerequisite: JOURNAL 101
- Students will learn the theory and practice of planning and producing a print magazine. This includes pre-press production, budgeting, writing, editing and publishing a magazine that includes social media, photography and broadcast components. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

*Effective Fall 2017*

#### **JOURNAL 258: Blogging and Social Media**

- 3 units, Letter, 1 lec/6 lab
- DA, CSU
- This course provides practical instruction and practice in developing, producing, writing and marketing blogs as part of the student online campus publications. Online editions are evaluated and critiqued in regularly scheduled student staff meetings.

*Effective Fall 2017*

#### **JOURNAL 385: Directed Study - Journalism**

- 3 units, Letter, 3 lec
- DA, CSU

- Maximum number of units for any combination of Directed Study 185, 285 and 385 is three(3).
- This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

#### **PUB REL 001: Principles of Public Relations**

- 3 units, Letter, 3 lec
- DA, CSU
- Students evaluate public relations as a growing profession. Students look at the job opportunities for the practitioner, internal and external PR and investigate relationships with the media, organizing and executing campaigns and tie-ins with marketing. The use of social media, photography, graphics and video/audio components for campaigns is studied.

*Effective Fall 2017*

### **KIN (Kinesiology)**

formerly PHYS ED (Physical Education); also see KIN ATH (Kinesiology – Athletics) and KIN MAJ (Kinesiology – Majors)

#### **KIN 10: Kinesiology - Physical Fitness**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed for the conscientious student who is unable to attend conventional class hours but wants to improve physical efficiency by using a scientific approach to physical fitness. 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.

#### **KIN 45: Adapted Fitness**

- 1 unit, Letter, 0.5 lec/2.5 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to meet the needs of students with disabilities requiring 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 physicians prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

#### **KIN 46: Adapted Strength Training**

- 1 unit, Letter, 0.5 lec/2.5 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to meet the needs of students with disabilities who require restricted or

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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 physicians prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

#### **KIN 48: Adapted Aerobics**

- 1 unit, Letter, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This 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 muscular endurance, strength, and flexibility while exercising with musical accompaniment. Students with disabilities must provide a physicians prescription for exercises.

#### **KIN 49: Adapted Cardiovascular Fitness**

- 1 unit, Letter, 0.5 lec/2.5 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers, treadmills, hand cranks, etc. will be the major class focus. Students with disabilities must provide physician prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

#### **KIN 50: Adapted Exercise for Back Disorders**

- 1 unit, Letter, 0.5 lec/2.5 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- This 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 must provide a physicians prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

#### **KIN 51: Adapted Sports and Games**

- 1 unit, Letter, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- 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 skill development. Students with disabilities must provide a physicians prescription for exercises.

#### **KIN 185: Directed Study – Kinesiology**

- 1 unit, Letter, 3 lab
- DA, CSU, LACCD E2, CSUGE E
- Prerequisite: instructor permission
- Student pursues directed study on a contract basis under the direction of a supervising instructor. A fitness log is required.

#### **KIN 217: Self-Defense Skills**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This is an activity course designed to include theory, techniques, and practice of self-defense skills. The course includes information for prevention and avoidance of danger, rape, becoming a victim and basic self-defense skills.

#### **KIN 217-1: Self Defense Skills I**

- 1 unit, Letter, 0.5 lec/1.5 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at an introductory level. The course includes discussion of safety precautions and the promotion of mental and physical well-being.

#### **KIN 217-2: Self-Defense Skills II**

- 1 unit, Letter, 0.5 lec/1.5 lab
- DA, CSU/UC
- Prerequisite: KIN 217 or 217-1
- This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at a beginning karate and martial arts skills level. The course includes discussion of safe defense and protection strategies and the promotion of mental and physical well-being.

#### **KIN 229: Body Conditioning Skills**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course will familiarize the student with procedures for evaluating fitness levels and will allow the student to experience the cognitive, affective and psycho motor levels of learning a variety of exercise

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programs and techniques which will improve the students' level of physical fitness.

#### **KIN 229-1: Body Conditioning Skills I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- **Prerequisite: KIN 229**
- This course will introduce students to cardiovascular and strength training activities using different modes of training. Students will assess their fitness levels to help improve their physical fitness levels.

#### **KIN 229-2: Body Conditioning Skills II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- **Prerequisite: KIN 229 or KIN 229-1**
- This course combines cardiovascular exercise, strength training and flexibility to further improve students fitness levels. Students will use fitness assessments to develop an individualized conditioning program to meet their needs.

#### **KIN 245: Body Dynamics Skills**

- 1 unit, Letter, 2 lab
- DA, CSU
- Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using non traditional equipment (fit balls, bends, medicine balls, etc.)

#### **KIN 245-1: Body Dynamics Skills I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using non traditional equipment (fit balls, bends, medicine balls, etc.)

#### **KIN 245-2: Body Dynamics Skills II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 245 or 245-1
- Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using non traditional equipment (fit balls, bends, medicine balls, etc.)

#### **KIN 250-1: Weight Training Skills I**

- 1 unit, Letter, 2 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

#### **KIN 250-2: Weight Training Skills II**

- 1 unit, Letter, 2 lab, 45:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 250-1
- Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

#### **KIN 251: Yoga Skills**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

#### **KIN 251-1: Yoga Skills - I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

#### **KIN 251-2: Yoga Skills - II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 251 or 251-1
- This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

#### **KIN 268: Golf Skills**

- 1 unit, Letter, 2 lab
- ~~DA, CSU/UC, LACCD E2, CSUGE E~~

**Letter:** letter graded; **P/NP:** pass/no-pass graded; **Repeatable:** may be repeated; **Lec/Lab:** hours per week of lecture/lab; **TBA:** maximum total hours to be arranged; **DE:** distance education (online and/or hybrid); **NC:** non-credit; **DA/NDA:** degree/non-degree applicable; **CSU/UC:** transferability to the listed institution; **LACCD/CSUGE/IGETC:** general education area applicable; **C-ID:** CSU course ID equivalency; **Prerequisite:** required prerequisite (prior completion with a minimum grade of "C" or "P"); **Corequisite:** required corequisite (concurrent enrollment)

- ~~—This course offers instruction and practice in the fundamental skills and basic techniques of golf. Students are given instruction in etiquette, rules and strategy of golf.~~

#### **KIN 268-1: Golf Skills I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course offers instruction and practice in the fundamental skills and basic techniques of golf. Students are given instruction in etiquette, rules and strategy of golf.

#### **KIN 268-2: Golf Skills II**

- ~~—1 unit, Letter, 2 lab~~
- ~~—DA, CSU, LACCD E2, CSUGE E~~
- ~~—Prerequisite: KIN 268 or 268-1~~
- ~~—This course offers instruction and practice in the fundamental skills and basic techniques of golf. Students are given instruction in etiquette, rules and strategy of golf.~~

#### **KIN 272: Track and Field Skills**

- 1 unit, Letter, 0.5 lec/2.5 lab
- DA, CSU/UC
- Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

#### **KIN 287: Basketball Skills**

- ~~—1 unit, Letter, 2 lab~~
- ~~—DA, CSU/UC, LACCD E2, CSUGE E~~
- ~~—This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.~~

#### **KIN 287-1: Basketball Skills I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

#### **KIN 287-2: Basketball Skills II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 287 or 287-1
- Students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting,

and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

#### **KIN 288: Flag/Touch Football Skills**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to teach students skills related to flag football as a team activity.

#### **KIN 288-1: Flag/Touch Football Skills I**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to teach students skills related to flag football as a team activity. Each level will explore the topic in greater depth.

#### **KIN 288-2: Flag/Touch Football Skills II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 288 or 288-1
- This course is designed to teach students advanced skills related to flag football as a team activity.

#### **KIN 291: Volleyball Skills**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed to teach beginning to intermediate volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

#### **KIN 291-1: Volleyball Skills I**

- 2 units, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.

#### **KIN 291-2: Volleyball Skills II**

- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 291-1
- Students learn volleyball skills and techniques. Skills learned are passing, serving, hitting and blocking. The students also learn strategy used for games and the rules of the sport.

#### **KIN 349: Stress Reduction for Physical Efficiency**

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- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is particularly useful to the athlete, dancer, musician, singer, actor and public speaker, but generally beneficial to anyone interested in improved physical and mental functioning. Alternative forms of physical education for improved body alignment and ease of movement with ability to reduce stress for all individuals is covered.

### **KIN 350: Weight Training**

- 1 unit, Letter, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.

### **KIN 350-1: Weight Training I**

- 1 unit, Letter, 0.5 lec/2.5 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- An introductory laboratory experience designed for the people who desire an individualized strength program using a combination of nautilus and universal machines. This is suited for men and women of all age groups who are interested in starting exercise to improve their health. This course may be scheduled at times to be announced (TBA) for a minimum of 45:00 hours.

### **KIN 350-2: Weight Training II**

- 1 unit, Letter, **0.5 lec/2.5 lab**
- DA, CSU/UC, LACCD E2, CSUGE E
- Prerequisite: KIN 350 or 350-1
- An intermediate training experience for the people who have experience with exercise, using a combination of machines and free weights. This is suited for men and women of all age groups who are interested in muscle toning and muscle building. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

### **KIN 385: Directed Study - Kinesiology**

- 3 units, Letter, 3 lec, 54:00 TBA
- DA, CSU, LACCD E2, CSUGE E
- Prerequisite: instructor consultation
- This course 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

## **KIN ATH (Kinesiology - Athletics)**

formerly PHYS ED (Physical Education); also see KIN (Kinesiology) and KIN MAJ (Kinesiology – Major)

### **KIN ATH 503: Intercollegiate Athletics-Baseball**

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or team tryouts.
- This course covers intercollegiate athletic competitive baseball skills including throwing, fielding, hitting, base running, and baseball game strategies. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

### **KIN ATH 504: Intercollegiate Athletics-Basketball**

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- This course covers fundamental, intermediate and advance principles/theories and skills of Basketball. Instruction, demonstration and practice of basic basketball skills, include passing, dribbling, shooting, rebounding, individual and team offense/defense and basketball intercollegiate competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

### **KIN ATH 506: Intercollegiate Athletics-Cross Country**

- 3 units, Letter, Repeatable, 10 lab
- DA, CSU/UC
- Enrollment in this course is limited to available seats awarded to those students judged most qualified based on past performance and/or tryouts.
- This is the Intercollegiate Athletic competitive cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the Cross country team.

### **KIN ATH 508: Intercollegiate Athletics-Football**

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E

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- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or tryouts.
- This course presents intercollegiate athletic competitive football activities. Advanced skills for blocking, tackling, ball carrying (offense and defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

#### **KIN ATH 511: Intercollegiate Athletics-Soccer**

- 3 units, Letter, Repeatable, 10 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course spends ten hours or more a week in seasonal soccer intercollegiate varsity and other conditioning activities as directed.

#### **KIN ATH 512: Intercollegiate Athletics-Softball**

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic skills, including throwing, fielding, hitting, base running, and intercollegiate competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180.00 hours.

#### **KIN ATH 516: Intercollegiate Athletics-Volleyball**

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCD E2, CSUGE E
- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or tryouts.
- This course provides students with intermediate and advanced volleyball skills the opportunity to compete at the intercollegiate level. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

#### **KIN ATH 552: Intercollegiate Sports-Conditioning & Skills Training**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

#### **KIN ATH 553: Intercollegiate Football-Fitness & Skills Training**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E

- 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.

#### **KIN ATH 556: Intercollegiate Basketball-Fitness & Skills Training**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

#### **KIN ATH 557: Intercollegiate Baseball -Fitness & Skills Training**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- 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.

#### **KIN ATH 558: Intercollegiate Soccer-Fitness & Skills Training**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

### **KIN MAJ (Kinesiology - Major)**

formerly PHYS ED (Physical Education); also see KIN (Kinesiology) and KIN ATH (Kinesiology – Athletics)

#### **KIN MAJ 100: Introduction to Kinesiology**

- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID KIN 100
- This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities and responsibilities in the areas of teaching, coaching, allied health, and fitness professions.

#### **KIN MAJ 103: Introduction to Coaching Athletics**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- This course focuses encouragement of sound coaching principles and training methods for men and

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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.

#### **KIN MAJ 119: Physical Education - Physical Efficiency**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC, LACCD E2, CSUGE E
- This course includes components of cardiorespiratory, strenght and flexibility activities. Students will identify and apply concepts and applications of exercise science to development of personalized training plan for different fitness levels and age groups.

#### **KIN MAJ 126: Fundamentals of Athletic Training**

- 3 units, Letter, 2 lec/3 lab
- DA, CSU, LACCD E2, CSUGE E
- This course is designed for future athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of the athletic training profession, including the prevention, recognition, evaluation, and management of athletic injuries.

### **LIB SCI (Library Science)**

#### **LIB SCI 101: Library Research Methods**

- 1 unit, Letter, 1 lec, 18:00 TBA, DE
- DA, CSU/UC
- This is a practical course in the use of libraries in general and academic libraries in particular. Students will learn efficient use of print and computerized library resources for searching and locating information for class assignments and research papers. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

#### **LIB SCI 102: Internet Research Methods**

- 1 unit, Letter, 0.5 lec/1 lab, 27:00 TBA, DE
- DA, CSU
- This course will focus on how to find and evaluate information and resource materials on the Internet, using a variety of applications. 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 online publishing will be discussed. This course may be scheduled at times to be arranged (TBA) for a minimum of 27:00 hours.

### **LRNFDTN (Learning Foundations)**

#### **LRNFDTN 1: Adapted Keyboarding**

- 1 unit, P/NP, 3 lab
- NDA
- Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Assistive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course

#### **LRNFDTN 2: Adaptive Word Processing Operations**

- 1 unit, P/NP, 3 lab
- NDA
- Designed for students with verified disabilities, this class provides individual training in the use of word processing technologies. Students learn skills at an individual, non-competitive pace using assistive hardware and software when needed. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.

#### **LRNFDTN 3: Adaptive Computer Operations**

- 1 unit, P/NP, 3 lab, 54:00 TBA
- NDA
- Designed for students with verified disabilities, this course provides individual assessment of assistive 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **LRNFDTN 31: Study Strategies for Students With Learning Differences**

- 3 units, Letter, 3 lec
- NDA
- This course is a special class designed for students with learning disabilities. Non-disabled students may enroll as long as they remain less than half of the total class. This applies when funded through DSPS categorical funds (Title5 Sec. 56028)

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- This course will help students with identified 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.

#### **LRNFDTN 70: Fundamentals of Arithmetic Laboratory**

- 1 unit, P/NP, 3 lab, 54:00 TBA
- NDA
- This course is designed for students with verified disabilities. 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

### **LRNSKIL (Learning Skills)**

#### **LRNSKIL 1: Reading**

- 3 units, P/NP, 9 lab
- NDA
- In this course 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

#### **LRNSKIL 1A: Reading**

- 1 unit, P/NP, 3 lab, 54:00 TBA
- NDA
- 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **LRNSKIL 1B: Reading**

- 1 unit, P/NP, 3 lab, 54:00 TBA
- NDA
- 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

#### **LRNSKIL 1C: Reading**

- 3 units, P/NP, 3 lec
- NDA
- In this course 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.

### **MARKET (Marketing)**

#### **MARKET 1: Principles of Selling**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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.

#### **MARKET 21: Principles of Marketing**

3 units, Letter, 3 lec, DE

- DA, CSU
- This survey course presents basic information including: the marketing environment and the roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process. Practical experience in planning a promotion may be provided

#### **MARKET 31: Retail Merchandising**

- 3 units, Letter, 3 lec
- DA, CSU
- Instruction in the principles and procedures involved in retailing in a global and multicultural environment. Applies the concept of fulfillment of customers wants and needs at a fair profit to department stores, mass merchandizing outlets, independent and chain stores, and non-store retailing, such as e-tailing.

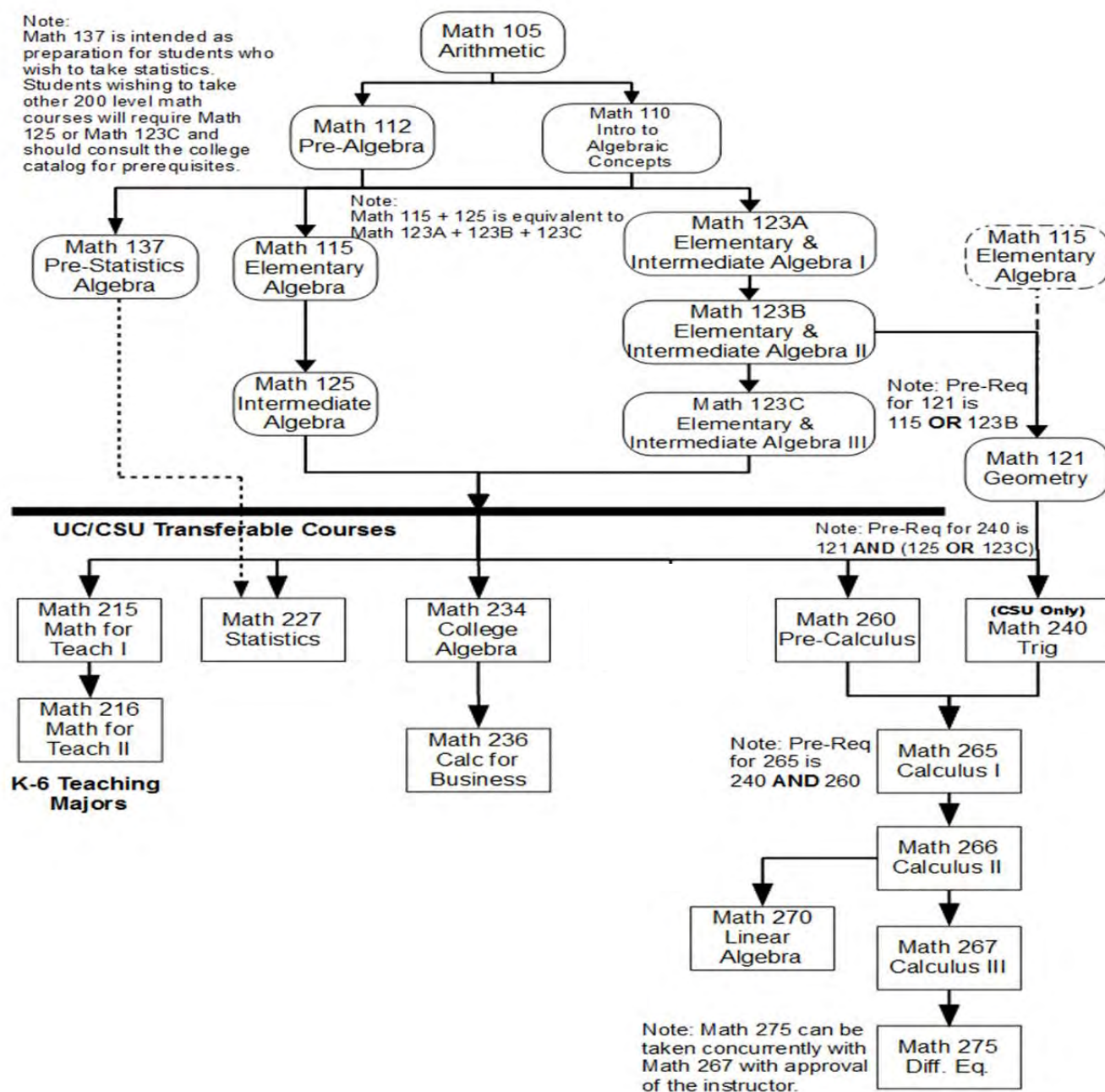
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# MATH (Mathematics)

also see STAT (Statistics)

All new students must take a mathematics assessment exam prior to enrolling in any MATH course. The results of the exam will be used to place the student into the following sequence.

MATH 123C or 125 satisfies the mathematics competency requirement for graduation. Students placed prior to MATH 123C or 125 may advance through the sequence by achieving a minimum grade of "C" in each required prerequisite course.



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**MATH 105: Arithmetic**

- 3 units, Letter, 3 lec
- NDA
- This course explores arithmetic concepts from a modern point of view. The course includes mathematics operations using whole numbers, fractions and decimals as well as arithmetic applications in Bus, finance and geometry.

**MATH 110: Introduction to Algebraic Concepts**

- 5 units, Letter, 5 lec
- NDA
- Prerequisite: MATH 105
- Math 110 discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Math 110 introduces fundamental notions of algebra including signed numbers, simple equations, and modeling. Math 110 includes hands-on laboratories and group work instruction in study skills.

**MATH 112: Pre-Algebra**

- 3 units, Letter, 3 lec
- NDA
- Prerequisite: MATH 105
- This course presents a review of arithmetic concepts followed by an introduction to elementary algebra topics such as operations with integers, exponents and solution of simple linear equations.

**MATH 115: Elementary Algebra**

- 5 units, Letter, 5 lec/1 lab
- NDA
- Prerequisite: MATH 110 or 112
- This course is an introduction to the concepts of algebra. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, and setting up and solving a variety of word problems.

**MATH 121: Elementary Geometry for College Students**

- 3 units, Letter, 3 lec
- NDA
- Prerequisite: MATH 115 or 123B
- 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 is also covered.

**MATH 123A: Elementary and Intermediate Algebra I**

- 4 units, Letter, 4 lec
- NDA
- Prerequisite: MATH 112 or 110
- First of three modules for Math 123 covering elementary algebra topics such as properties and operations with real numbers, addition, subtraction, multiplication of algebraic expressions, solution of linear equations and inequalities. Solution of word problems involving linear equations and inequalities.

**MATH 123B: Elementary and Intermediate Algebra II**

- 4 units, Letter, 4 lec
- NDA
- Prerequisite: MATH 123A
- This is the second of three modules for Math 123 covering elementary algebra topics such as addition, subtraction, multiplication of polynomials, solution of second degree equations and radical expressions. Solution of word problems involving second degree equations and radical expressions.

**MATH 123C: Elementary and Intermediate Algebra III**

- 4 units, Letter, 4 lec
- DA
- Prerequisite: MATH 123B
- This is the third of three modules for Math 123 covering intermediate algebra topics such as functions and their operations, conic sections, series and sequences. Applications of these topics to Bus, science and engineering are included.

**MATH 125: Intermediate Algebra**

- 5 units, Letter, 4 lec/2 lab
- DA
- Prerequisite: MATH 115
- This course is a study of the properties of real numbers, laws of exponents, radicals, equations and inequalities in linear and quadratic form, system of equations, matrices, graphing in two variables, rational expressions & equations, complex numbers, conic sections & their graphs, exponential and logarithmic functions.

**MATH 137: Pre-Statistics Algebra**

- 5 units, Letter, 5 lec/1 lab
- NDA
- Prerequisite: MATH 110 or 112 or placement exam
- This course introduces algebra topics and the basic elements of exploratory data analysis. Topics in the course include: solving algebraic equations, simplifying algebraic expressions, data analysis,

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sample statistics and graphs, measures of central tendency and spread, functions and their graphs, probability, sequences and series, and exponential and logarithmic functions. This class is intended as preparation for students who wish to take Statistics. Students wishing to take other 200 level math courses will require Math 123C and should consult the college catalog for prerequisites.

### **MATH 215: Principles of Mathematics I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE B4
- Prerequisite: MATH 123C or 125
- 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.

### **MATH 216: Principles of Mathematics II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE B4
- Prerequisite: MATH 215
- 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.

### **MATH 227: Statistics**

- 4 units, Letter, 4 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2, C-ID MATH 110
- Prerequisite: MATH 123C or 125, or 137
- This course is an introduction to probability, descriptive and inferential statistics. Topic include descriptive statistics; probability and sampling distribution; statistical inference; correlation and linear regression, chi-square and t-tests; application of technology of statistical analysis including the interpretation of the relevance of statistical finding. Applications using data from disciplines including Bus, social science, psychology, life science, and education.

### **MATH 234: College Level Algebra**

- 4 units, Letter, 4 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2
- Prerequisite: MATH 123C or 125
- This course is designed to prepare students to apply mathematical concepts and quantitative reasoning at a collegiate level. Topics include solution of higher order equations and inequalities, functional analysis, zeros of polynomials, exponential and logarithmic

functions, solution of systems of equations using matrices, and binomial expansions.

### **MATH 235: Finite Mathematics**

- ~~5 units, Letter, 5 lec~~
- ~~DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2, C-ID MATH 130~~
- ~~Prerequisite: MATH 123C or 125~~
- ~~This course begins with a brief algebra review followed by finite mathematical concepts such as theory of matrices, simplex method, linear programming and their applications.~~

### **MATH 236: Calculus for Business and Social Science**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2, C-ID MATH 140
- Prerequisite: MATH 234
- This course consists of basic concepts in differential and integral calculus in single and multiple variables with applications for Bus, life and social sciences. Topics include limits, derivatives, maxima and applications, integration techniques with application, and graphs.

### **MATH 240: Trigonometry**

- 3 units, Letter, 3 lec
- DA, CSU, LACCD D2, CSUGE B4
- Prerequisite: MATH 121, and 123C or 125
- This course is designed for students who are looking for a college level mathematics transfer level requirement. This course also satisfies the Math 235 and 235 sequence.

### **MATH 260: Precalculus**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2
- ~~Prerequisite: MATH 123C or 125 and 240~~
- This course consists of topics essential for a comprehensive background for the Calculus sequence. Topics include function analysis, analytic geometry, theory of equations, matrices, induction, sequences and series.

### **MATH 265: Calculus With Analytic Geometry I**

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2
- Prerequisite: MATH 240 and 260
- This is the first course 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.

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**MATH 266: Calculus With Analytic Geometry II**

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2A, C-ID MATH 220
- Prerequisite: MATH 265
- This is the second course in a three course sequence calculus and analytic geometry. Topics include applications of integrals such as finding areas, volumes and arc lengths, study of transcendental functions, techniques of integration, improper integrals, infinite series and analytic geometry of conic sections.

**MATH 267: Calculus With Analytic Geometry III**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2A, C-ID MATH 230
- Prerequisite: MATH 266
- This is the third course in a sequence of three courses in calculus and analytic geometry. Topics include polar, spherical and cylindrical coordinates; parametric equations, vector algebra; calculus in two and three dimensions; partial derivatives; multiple integrals and applications.

**MATH 270: Linear Algebra**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2A
- Prerequisite: MATH 266
- This course emphasizes the study of matrix algebra, vector spaces and linear transformations, including theory and applications.

**MATH 275: Ordinary Differential Equations**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD D2, CSUGE B4, IGETC 2A, C-ID MATH 240
- Prerequisite: MATH 267
- This course introduces the theory and applications of ordinary differential equations with emphasis on applications in the physical sciences. Traditional methods of solution by closed forms are studied together with series solutions, numerical methods and Laplace transforms solutions.

**MGMT (Management)****MGMT 2: Organization and Management Theory**

- 3 units, Letter, 3 lec, DE
- DA, CSU

- This course covers management organization and authority. Students learn to effectively communicate with and motivate employees. Students will understand the processes of hiring, evaluating, promoting and terminating personnel. Students will study the basic objectives, theory, and principles of management decision making.

**MGMT 13: Small Business Entrepreneurship**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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 regulation, labor relations, public relations and other phases of small business are studied. Particular emphasis is placed on entrepreneurship and business start-ups.

**MGMT 31: Human Relations for Employees**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course presents the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale.

**MGMT 33: Human Capital Management**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Advisory Corequisite: ENGLISH 28
- This course introduces human resources management techniques and procedures. Topics include the selection, placement, testing, orientation, counseling, merit rating, promotion, transfer and training.

**MICRO (Microbiology)****MICRO 20: General Microbiology**

- ~~• 4 units, Letter, 3 lec/3 lab~~
- ~~• DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C~~
- ~~• Prerequisite: CHEM 66 and 101; Advisory Corequisite: ANATOMY 1, BIOLOGY 33, and PHYSIOL 4~~
- ~~• 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, and microbe ecology.~~

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**MICRO 20L: General Microbiology L**

- 1 units, Letter, Repeatable, 3 lab
- DA, CSU/UC, **CSUGE B2, IGETC 5B**
- Prerequisite: **CHEM 65, or 66, or 101, or 102, or 211, or 212, or successful completion of 1 year of high school chemistry.** Corequisite: **Micro 20U**
- 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, and microbe ecology.

**MICRO 20U: General Microbiology U**

- 3 unit, Letter, 3 lec
- DA, CSU/UC, **LACCD A, CSUGE B3, IGETC 5C**
- Prerequisite: **CHEM 65, or 66, or 101, or 102, or 211, or 212, or successful completion of 1 year of high school chemistry.**
- 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, and microbe ecology.

**MICRO 40: Microbiology Laboratory Preparations**

- 1 unit, Letter, 3 lab, 54:00 TBA
- DA, CSU
- Prerequisite or Corequisite: MICRO 20
- 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 autoclave. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

## MIT (Manufacturing and Industrial Technology)

**MIT 201: Fundamentals of Manufacturing and Processes**

- 3 units, Letter, 2.5 lec/2.5 lab
- DA, CSU
- Prerequisite: ENG GEN 111 or DRAFT 50
- This is an introductory course in manufacturing and manufacturing processes. This course exposes students with the fundamentals of manufacturing such as materials, mechanical properties, and processes involved in the industrial sector. Emphasis is given to processes which are more common in the

industry such as, reverse engineering, rapid prototyping, plastics and composites, metal forming and generating tool paths, and casting. In addition to verbal understanding of the issues, mathematical models describing the processes of manufacturing are covered briefly in order for students to understand the relations between the parameters involved in the processes. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab.

## MUSIC

**MUSIC 101: Fundamentals of Music**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID MUS 110
- This course is offered for the non-music major who wishes to study the basic rudiments of music, including notation, rhythm, major and minor scales and key signatures, intervals, chords and chord progressions.

**MUSIC 111: Music Appreciation I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID MUS 100
- 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.

**MUSIC 116: Survey and History of Rock, Pop and Soul Music**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.

**MUSIC 141: Jazz Appreciation**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- 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, political, and musical influences that shaped jazz. CD's, DVD's, the YouTube website, and live concerts provide the musical experience.

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**MUSIC 161: Introduction to Electronic Music**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- This is an introductory course examining the equipment, techniques, concepts and terminology related to music technology. Skills are introduced and developed for utilizing synthesizers, MIDI devices, and computer software applications for composing, performing, transcribing, and studying music.

**MUSIC 165: Introduction to Recording Arts**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This introductory course covers basic acoustics, audio systems and terminology, microphone principles and usage, and an introduction to recording equipment and procedures.

**MUSIC 180-1: Applied Music Laboratory I**

- 1.5 units, Letter, 5 lab, 90:00 TBA
- DA, CSU/UC
- Prerequisite: Placement audition; Corequisite: MUSIC 181, 182, 183, or 184
- Individual instruction in solo vocal or instrumental technique and performance focusing on the development of effective practice habits, basic technique, and mastery of basic repertoire. Content will be further developed in the required co-requisite course, MUSIC 181. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

**MUSIC 180-2: Applied Music Laboratory II**

- 1.5 units, Letter, 5 lab, 90:00 TBA
- DA, CSU/UC
- Prerequisite: Placement audition and MUSIC 180-1; Corequisite: MUSIC 181, 182, 183, or 184
- Individual instruction in solo vocal or instrumental technique and performance focusing on the analysis and interpretation of repertoire. Content will be further developed in the required co-requisite course, MUSIC 182. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

**MUSIC 180-3: Applied Music Laboratory III**

- 1.5 units, Letter, 5 lab, 90:00 TBA
- DA, CSU/UC
- Prerequisite: Placement audition and MUSIC 180-2; Corequisite: MUSIC 181, 182, 183, or 184
- Individual instruction in solo vocal or instrumental technique and performance focusing on recital preparation. Content will be further developed in the required co-requisite course, MUSIC 183. Placement

is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

**MUSIC 180-4: Applied Music Laboratory IV**

- 1.5 units, Letter, 5 lab, 90:00 TBA
- DA, CSU/UC
- Prerequisite: Placement audition and MUSIC 180-3; Corequisite: MUSIC 181, 182, 183, or 184
- Individual instruction in solo vocal or instrumental technique and performance focusing on audition techniques. Content will be further developed in the required co-requisite course, MUSIC 184. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

**MUSIC 181: Applied Music I**

- 0.5 units, Letter, 1 lab
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: placement audition; Corequisite: any music course numbered 180s, 400s or 600s
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons and recital and jury performances. Parallels the offering for and requirements of UC and CSU music majors.

**MUSIC 182: Applied Music II**

- 0.5 units, Letter, 1 lab
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 181
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

**MUSIC 183: Applied Music III**

- 0.5 units, Letter, 1 lab
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 182
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

**MUSIC 184: Applied Music IV**

- 0.5 units, Letter, 1 lab
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 183
- This course is designed for students to develop study, practice, and performance skills on a principal

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instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

### **MUSIC 216-1: Music Theory I**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A, C-ID MUS 120
- Advisory Corequisite: MUSIC 217-1 and 321
- Music theory is the set of principles used to analyze the construction and perception of music. This course presents the principles of tonality and harmonic function—the tendency of certain types of music to progress toward a central tone or key. Topics will include a stylistic survey of music history, concepts in the sociological and psychological foundations in music, a review of the fundamentals of music, melodic construction, two-part counterpoint, harmonic progression, phrase structure and harmonization. Further application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship I (MUSIC 217-1) is required.

### **MUSIC 216-2: Music Theory II**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- Prerequisite: MUSIC 216-1; Advisory Corequisite: MUSIC 217-2 and 321
- This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of contrapuntal expansion of tonality. Topics will include the elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase structure. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship II (MUSIC 217-2) is required.

### **MUSIC 216-3: Music Theory III**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID MUS 140
- Prerequisite: MUSIC 216-2; Advisory Corequisite: MUSIC 217-3 and 321
- This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of chromatic expansion of tonality and an introduction to musical form. Topics

will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship III (MUSIC 217-3) is required.

### **MUSIC 216-4: Music Theory IV**

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID MUS 150
- Prerequisite: MUSIC 216-3; Advisory Corequisite: MUSIC 217-4 and 321
- This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents a survey of the principles of musical form used in a variety of styles from the late-nineteenth century on, including folk, classical, jazz, and popular music. Topics will include single-movement forms (binary, ternary, rondo and sonata), folk and popular song forms, extended tertian harmonies, modality, blues harmony, non-diatonic collections, post-tonal techniques, and non-pitch-related structures. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship IV (MUSIC 217-4) is required.

### **MUSIC 217-1: Musicianship I**

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 125
- Advisory Corequisite: MUSIC 216-1 and 321
- Musicianship is the ability to perceive and demonstrate musical artistry while reading, dictating and performing music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory I (MUSIC 216-1) is required.

### **MUSIC 217-2: Musicianship II**

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 135
- Prerequisite: MUSIC 217-1; Advisory Corequisite: MUSIC 216-2 and 321

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- This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory II (MUSIC 216-2) is required.

### **MUSIC 217-3: Musicianship III**

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 145
- Prerequisite: MUSIC 217-2; Prerequisite or Corequisite: MUSIC 216-3 and 321
- This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory III (MUSIC 216-3) is required.

### **MUSIC 217-4: Musicianship IV**

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 155
- Prerequisite: MUSIC 217-3; Prerequisite or Corequisite: MUSIC 216-4 and 321
- This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory IV (MUSIC 216-4) is required.

### **MUSIC 231: Orchestration and Arranging I**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Prerequisite or Corequisite: MUSIC 216-2; Advisory
- 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.

### **MUSIC 232: Orchestration and Arranging II**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Prerequisite: MUSIC 216-2 and 231
- In this course instruments will be examined in detail and students will write in a variety of styles, with emphasis on their special interests. Student's arrangements will be performed.

### **MUSIC 241: Music Notation and Copying I**

- 1 unit, Letter, 1 lec, DE
- DA, CSU/UC
- Prerequisite: MUSIC 101 or 216-1 or Corequisite: MUSIC 216-1
- Techniques for hand drawing notes, rests, and other music symbols.

### **MUSIC 242: Music Notation and Copying II**

- 1 unit, Letter, 1 lec, 18:00 TBA, DE
- DA, CSU/UC
- Prerequisite or Corequisite: MUSIC 241
- Techniques for computer-aided scoring of notes, rests, and other music symbols. This course may be offered at times to be announced (TBA) for a minimum of 18:00 hours.

### **MUSIC 251-1: Jazz Improvisation Workshop I**

- 1 unit, Letter, 3 lab
- DA, CSU/UC
- In this course 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. This first of four levels will focus on chart reading. Proficiency on a musical instrument is required for enrollment.

### **MUSIC 251-2: Jazz Improvisation Workshop II**

- 1 unit, Letter, 3 lab
- DA, CSU/UC
- Prerequisite: MUSIC 251-1
- In this course 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. This second of four levels will focus on improvisation in varied styles. Proficiency on a musical instrument is required for enrollment.

### **MUSIC 251-3: Jazz Improvisation Workshop III**

- 1 unit, Letter, 3 lab
- DA, CSU/UC
- Prerequisite: MUSIC 251-2

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- In this course 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. This third of four levels will focus on rehearsal and performance technique. Proficiency on a musical instrument is required for enrollment.

#### **MUSIC 251-4: Jazz Improvisation Workshop IV**

- 1 unit, Letter, 3 lab
- DA, CSU/UC
- Prerequisite: MUSIC 251-3
- In this course 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. This fourth of four levels will focus on developing performance plans from jazz charts. Proficiency on a musical instrument is required for enrollment.

#### **MUSIC 261-1: Electronic Music Workshop I**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 161; Advisory Corequisite: MUSIC 101
- This is the first in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

#### **MUSIC 261-2: Electronic Music Workshop II**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 261-1
- This is the second in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

#### **MUSIC 261-3: Electronic Music Workshop III**

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 261-2
- This is the third in an advanced series of courses that emphasize the study and application of electronic,

electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

#### **MUSIC 265-1: Recording Arts Workshop I**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Prerequisite: MUSIC 165
- This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation (DAW) computer applications.

#### **MUSIC 265-2: Recording Arts Workshop II**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Prerequisite: MUSIC 265-1
- This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix.

#### **MUSIC 265-3: Recording Arts Workshop III**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- Prerequisite: MUSIC 265-2
- This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques.

#### **MUSIC 271: Songwriters' Workshop I**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- 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.

#### **MUSIC 272: Songwriters' Workshop II**

**Letter:** letter graded; **P/NP:** pass/no-pass graded; **Repeatable:** may be repeated; **Lec/Lab:** hours per week of lecture/lab; **TBA:** maximum total hours to be arranged; **DE:** distance education (online and/or hybrid); **NC:** non-credit; **DA/NDA:** degree/non-degree applicable; **CSU/UC:** transferability to the listed institution; **LACCD/CSUGE/IGETC:** general education area applicable; **C-ID:** CSU course ID equivalency; **Prerequisite:** required prerequisite (prior completion with a minimum grade of “C” or “P”); **Corequisite:** required corequisite (concurrent enrollment)

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Prerequisite: MUSIC 271
- This class is a continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

### **MUSIC 273: Songwriters' Workshop III**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Prerequisite: MUSIC 272
- This class is the final continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

### **MUSIC 280: The Business of Commercial Music**

- 3 units, Letter, 3 lec
- DA, CSU
- This course offers the student the opportunity to examine economic opportunities in the music industry. Job opportunities and responsibilities for the performer, arranger, sales manager, audio engineer and other music business related position are explored. Students have the opportunity to research areas of interest and to discuss the music industry with guest speakers.

### **MUSIC 321: Elementary Piano I**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- 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.

### **MUSIC 322: Elementary Piano II**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 321
- This is a continuation of Music 321 topics with additional technique exercises, improvisation and more advanced piano literature.

### **MUSIC 323: Elementary Piano III**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 322

- The third course in a four-semester series that develops the student's functional keyboard skills. Sight reading, technique, improvisation, transposition, are introduced and practiced, and graded repertoire is studied. Music majors should enroll in a piano class for each of four semesters or pass a piano proficiency exam.

### **MUSIC 324: Elementary Piano IV**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 323
- 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.

### **MUSIC 411: Elementary Voice I**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- 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.

### **MUSIC 412: Elementary Voice II**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 411
- This course is a continuation of the study of concepts and techniques introduced in MUS 411. Students will develop their technical skills and apply them to new and more challenging repertoire.

### **MUSIC 413: Elementary Voice III**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 412
- This course is a continuation of the study of concepts and techniques introduced in MUS 411 and 412. Students will develop their technical skills and apply them to new and more challenging repertoire.

### **MUSIC 414: Elementary Voice IV**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 413

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- 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 requirement of music majors, and to provide voice instruction for candidates working toward teaching credentials.

### **MUSIC 501: College Choir**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU
- Prerequisite: Satisfactory performance in placement audition. Advisory Prerequisite: MUSIC 101
- A choral performance ensemble. Topics will include vocal technique and choral elements such as balance, intonation, diction, and music reading. Repertoire is chosen on the basis of group ability and represents historical and current styles of music. Students are required to perform in public.

### ~~**MUSIC 511: Collegiate Choir**~~

- ~~• 1 unit, Letter, Repeatable, 3 lab~~
- ~~• DA, CSU/UC, C-ID MUS 180~~
- ~~• This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester.~~

### ~~**MUSIC 531: Philharmonic Choir**~~

- ~~• 1 unit, Letter, Repeatable, 3 lab~~
- ~~• DA, CSU/UC, C-ID MUS 180~~
- ~~• This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester.~~

### **MUSIC 631: Percussion Instrument Instruction I**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- The student learns basic rhythms, rudiments, beginning notation and meters as applied to percussion instruments.

### **MUSIC 650: Beginning Guitar**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- 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.

### **MUSIC 651: Classical Guitar I**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC

- The first course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes beginning repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

### **MUSIC 652: Classical Guitar II**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 651
- The second course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes advanced beginning repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

### **MUSIC 653: Classical Guitar III**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 652
- The third course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

### **MUSIC 654: Classical Guitar IV**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: MUSIC 653
- The fourth course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

### **MUSIC 765: Percussion Ensemble**

- 1 units, Letter, Repeatable, 3 lab
- DA, CSU/UC
- This course provides the student with the opportunity to learn the principles of percussion ensemble playing as they apply to standard literature in the symphonic and commercial fields. Public performances will be given.

### **MUSIC 775: Jazz Ensemble**

- 1 units, Letter, Repeatable, 3 lab
- DA, CSU/UC, C-ID MUS 180
- Prerequisite: placement audition

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- This course provides experience in dance band/studio band performance. Students will rehearse standard and special arrangements with emphasis on sight-reading, intonation, jazz feel and improvisation. Music is prepared for public performances. Proficiency on an appropriate instrument and a successful audition are required for continued enrollment.

### **MUSIC 780: Jazz Combo Workshop**

- 1 unit, Letter, 3 lab
- DA, CSU/UC
- Prerequisite: placement audition
- Students will organize musical pieces, rehearse and perform a variety of jazz standards in jazz combo settings. Emphasis is on presentation, ensemble playing, improvisation, and live performance. A successful audition on the first day of class is required for placement and continued enrollment.

## **NURSING**

also see HLTHOCC (Health Occupations)

### **NURSING 185: Directed Study - Nursing**

- 1 unit, P/NP, 1 lec
- DA, CSU
- **Corequisite: NURSING 313, 321, 323, or 325**
- 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 response to individual learning styles for practice and feedback.

### **NURSING 302: Mathematics of Drugs and Solutions**

- 3 units, Letter, 3 lec
- DA, CSU
- 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.

### **NURSING 311: Communication in Nursing**

- 1 unit, Letter, 1 lec
- DA, CSU
- Prerequisite: official admission to the Nursing Program or currently licensed LVN taking required transition courses prior to application to RN Program.
- This course provides theoretical knowledge and practical experience needed by the nursing student to understand and effectively use basic communication

skills to interact therapeutically with patients, communicate in groups, institute a teaching-learning plan, and begin the journey to cultural competence.

### **NURSING 313: Introduction to Nursing Practice**

- 4 units, Letter, 1.75 lec/6.75 lab
- DA, CSU
- Prerequisite: [completion and verification of all program prerequisites and official admission to the nursing program: ANATOMY 1, PHYSIOL 1, MICRO 20U, MICRO 20L, ENGLISH 101, PSYCH 1, PSYCH 41; Corequisite: NURSING 321; Advisory Corequisite: NURSING 185](#)
- This course is an introduction to nursing and prepares the student to give care to the hospitalized patient, 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.

### **NURSING 315: Fundamentals of Nursing Process and Practice**

- 4 units, Letter, 1.75 lec/6.75 lab
- DA, CSU
- Prerequisite: completion and verification of all program prerequisites and official admission to the nursing program and NURSING 313; Corequisite: or Prerequisite: NURSING 311
- 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 determination, 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 is a practicum included with this course. (After successful completion of this course the student is eligible to complete examination for Certified Nurse Attendant.)

### **NURSING 318: Patient Care Seminar I**

- 2 units, P/NP, 2 lec
- DA, CSU/~~UC~~
- Corequisite: NURSING 333, 335, 339, 343, 345 or 347 and enrollment in Nursing Program Course with a clinical component
- This course is strongly recommended for continuing nursing students enrolled in classes with clinical labs. Sections are course specific. An elective, but strongly recommended, instructor guided course to facilitate

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development of knowledge and skills needed to safely assess, plan, and implement client care. Has individual and group work.

### **NURSING 321: Nursing Process**

- 1 unit, Letter, 1 lec
- DA, CSU
- Prerequisite: official admission into the nursing program or experience in Nursing permitting advanced placement in the Nursing Program and ANATOMY 1, ENGLISH 101, MICRO 20, and PHYSIO 1; Corequisite: NURSING 311 and 313; Advisory Corequisite: NURSING 185
- 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 units: The Roy Adaptation Model, the Nursing Process, and the use of the Nursing Process within the Physiological Mode, and the use of the Nursing Process within the Psycho-Social Modes.

### **NURSING 323: Nursing Process & Practice in the Care of Adult Client I**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU
- Prerequisite: completion of program prerequisites and all previous courses in Nursing with a grade of "C" or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance; Corequisite: NURSING 325; Advisory Corequisite: NURSING 185
- Care of the medical-surgical patient 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.

### **NURSING 325: Nursing Process & Practice in the Care of Adult Client II**

- 5 units, Letter, 3 lec/6 lab
- DA, CSU
- Prerequisite: completion of program prerequisites and all previous courses in Nursing with a grade of "C" or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance; Corequisite: NURSING 323; Advisory Corequisite: NURSING 185
- This course emphasizes care of the medical-surgical patient with nutritional, elimination, fluid and

electrolyte, rest and activity, sensory and regulatory needs, and connective tissue disorders. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

### **NURSING 327: Patient Care Management I**

- 2 units, P/NP, 6 lab, 108:00 TBA
- DA, CSU
- Prerequisite: NURSING 311, 313, 315, and 321 and eligibility for the second semester, or admitted to the program Advanced placement and completed one semester of clinical course work with a grade of "C" or better. Repeat: Eligible for 4th semester of nursing program.
- This elective course will increase proficiency in the use of the nursing process and 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. This course may be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

### **~~NURSING 329: Role Transition LVN to RN~~**

- ~~• 2 units, Letter, 2 lec~~
- ~~• DA, CSU~~
- ~~• Prerequisite: current California LVN license or experience in nursing permitting advanced placement in the nursing program; Corequisite: NURSING 311~~
- ~~• This course is designed to assist the L. V. N. to make a successful transition to the role of RN student and pursue an RN license. Content will focus on resources available, role development, learning styles, dosage calculations, and heart, lung and bowel assessment. In addition topics in critical thinking, documentation of history/assessment, nursing process, and administration of IV piggyback medications are also covered.~~

### **NURSING 329A: Role Transition LVN to RN**

- 1 units, Letter, 1 lec, DE
- DA, CSU
- Prerequisite: current LVN license or experience in nursing permitting advanced placement in nursing program; Advisory Corequisite: NURSING 321
- This online is designed to assist the L.V.N. to make a successful transition to role of RN student and pursue a RN license. Content will focus on resources available, role development, learning styles, dose calculations, and heart, lung and bowel assessment.

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**NURSING 329B: Role Transition LVN to RN**

- 1 units, Letter, 1 lec, DE
- DA, CSU
- Prerequisite: NURSING 329A and current LVN license or experience in Nursing permitting advanced placement in nursing program; Advisory Corequisite: NURSING 311 and ANTRHO 101
- Continues with content to assist the L.V.N. to make a successful transition to the role of R.N. nursing student. Content will focus on critical thinking, documentation of history and assessment, nursing process, and calculation and administration of IV piggyback medications.

**NURSING 333: Nursing Process & Practice in Health Care of Women/Families**

- 3 unit, Letter, 1.5 lec/4.5 lab
- DA, CSU
- Prerequisite: completion of all program prerequisites in all first year Nursing Program courses OR admission through the Advanced Placement LVN to RN route, and Prerequisite: NURSING 325; Advisory Corequisite: NURSING 318
- Students experience includes both theory and practice in meeting the health care needs of women, and of the families during childbearing. Psychosocial as well as psychological nursing concepts, including cultural, emotional, developmental and environmental are emphasized. Settings include hospitals, clinics and parent education classes.

**NURSING 335: Nursing Process and Practice in the Care of Children**

- 3 unit, Letter, 1.67 lec/4.5 lab
- DA, CSU
- Prerequisite: completion of all program prerequisites in all first year Nursing Program courses OR admission through the Advanced Placement LVN to RN route, and Prerequisite: NURSING 325; Advisory Corequisite: NURSING 318
- Through the utilization of developmental theories (primarily Erikson & Piaget) and the Roy Adaptation Model of Nursing, this course focuses on the assessment, identification and nursing interventions of the biopsychosocial problems of children and their families. Nursing action is directed toward the integration of growth and development principles in the care of the child in relation to health-illness continuum. The student will contribute to the development of an optimal environment of the child in the hospital setting, in clinics, and in school facilities

**NURSING 339: Nursing Proc & Practice in the Care of the Geriatric Client**

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Prerequisite: completion of all program prerequisites and NURSING 333 and 335 and preceding nursing courses, OR admission to Nursing Program "LVN-30 unit option route. Advisory Corequisite: NURSING 318
- This course focuses on the Geriatric patient, integrating content of the Roy Adaptation Model and the Nursing Process. Clinical facilities include Long Term Care facilities, Home Health Agencies, and Day Care Centers/Assisted Living Facilities. Intravenous therapy (venipuncture) is introduced in this course.

**NURSING 343: Nursing Process&Practice in Psy-Social Adaptation of Client**

- 3 units, Letter, 1.5 lec/4.5 lab
- DA, CSU
- Prerequisite: NURSING 339 and admission to Nursing Program, and LVN Advanced Placement: completion of required 2nd and 3rd semester nursing program courses and cognates; Advisory Corequisite: NURSING 318
- This course is designed to provide neurobiopsychosocial theoretical knowledge correlated with clinical experience in planning and administering evidence-based nursing care to the psychiatric client in the acute care setting. The Roy Adaptation Model is utilized as a framework for assessment within the Nursing Process for client care. Emphasis is placed on holistic care of the client with mental health disorders across the lifespan, via therapeutic communication, incorporating relevant cultural or ethnic considerations.

**NURSING 345: Nursing Process&Practice in the Care of Adult Client III**

- 3 units, Letter, 1.5 lec/4.5 lab
- DA, CSU
- Prerequisite: NURSING 339 and admission to Nursing Program, and LVN Advanced Placement: completion of required 2nd and 3rd semester nursing program courses and cognates
- This course emphasizes the nursing process and the Roy Adaptation model in the care of clients with complex medical-surgical problems. High acuity care settings and the critical care units are utilized.

**NURSING 347: Leadership and Management**

- 3 units, Letter, 0.5 lec/7.5 lab
- DA, CSU

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- Prerequisite: for lecture: all required nursing courses and cognates listed in the Nursing curriculum for the selected route; Prerequisite: for Lab: NURSING 343 and 345; Advisory Corequisite: NURSING 318
- This course includes historical perspectives, current issues, and legal, ethical, professional, and practice factors important to nursing Leadership, management, and communication factors pertinent to patient care are discussed. A four week full-time clinical preceptorship utilizing selected R.N. preceptors is performed in an acute hospital setting for a total of 136-144 hours.

#### **NURSING 364: Pharmacology**

- 3 units, Letter, 3 lec/0 lab
- DA, CSU
- 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 399: Certified Nurse Assistant/Certified Home Health Aide**

- ~~• 7 units, Letter, 4.5 lec/7.5 lab~~
- ~~• DA~~
- ~~• Prerequisite: must have AHA healthcare Provide BCLS card, have background check, and meet all health requirements of clinical agency prior to beginning clinical.~~
- ~~• This combined lecture/lab course teaches the student the theory and clinical skills needed to work with clients in the long-term care facility, the acute setting, and 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 Certified Nurse Assistant and Home Health Aide in the state of California.~~

#### **NURSING 399A: Certified Nurse Assistant**

- 5 units, Letter, 3 lec/6 lab
- DA
- Prerequisite: must have AHA healthcare Provide BCLS card, have background check, and meet all health requirements of clinical agency prior to beginning clinical.
- 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. Emphasis is given to safety principles, infection control, methods for providing physical care, emotional and social support. After the 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.

#### **NURSING 399B: Certified Home Health Aide**

- 2 units, Letter, 1 lec/2 lab
- DA
- Prerequisite: NURSING 399A and valid CNA license
- 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.

### **OCEANO (Oceanography)**

#### **OCEANO 1: Introduction to Oceanography**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A
- This course introduces the student to the field of physical oceanography. Major topics include Plate Tectonics and features of the seafloor, islands, and coastlines, properties of seawater, waves, tides, currents, marine resources and pollution, and the effects of oceanographic factors on marine life. Field trips to coastal areas are made.

#### **OCEANO 10: Physical Oceanography Laboratory**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: OCEANO 1
- This course introduces the student to the tools of oceanography and what is being used in oceanographic research today. The student will also learn analytical techniques used to study oceanographic features, seawater properties, currents, tides, and waves. Field trips to coastal southern California are made.

#### **OCEANO 12: Lectures in Marine Biology**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B2, IGETC 5B
- This course investigates the intertidal and offshore habitats. Included in the course is the study of marine plants and animals; their morphology, physiology, symbiotic relationships, ecology and issues of

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pollution and economic uses. Field trips and special projects are among the class activities.

## OLD ADL (Courses For Older Adults)

### OLD ADL 57CE: Adventures in Theater

- 0 units, Non-credit, Repeatable, 2 lec
- NC, NDA
- This class explores the development of a play from paper to performance. You will be guided from the backstage to the front stage while tracing the life cycle of a play from the hands of the playwright through auditions, rehearsals, and performance.

### OLD ADL 501CE: Community Chorus

- 0 units, Non-credit, Repeatable, 3
- NC, NDA
- This course provides the opportunity for members of the community to participate in the rehearsal and performance of choral music in an ensemble setting.

*Effective Fall 2017*

### OLD ADL 775CE: Community Jazz Band

- 0 units, Non-credit, Repeatable, 3
- NC, NDA
- This course provides the opportunity for members of the community who are experienced jazz musicians to participate in the rehearsal and performance of jazz repertoire in an ensemble setting. *Effective Fall 2017*

## PHILOS (Philosophy)

### PHILOS 1: Introduction to Philosophy

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- 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.

### PHILOS 6: Logic in Practice

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD D2, CSUGE A3
- Prerequisite: ENGLISH 28
- This course is designed to improve critical thinking skills in evaluating arguments in everyday life, in particular, arguments over moral 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.

### PHILOS 20: Ethics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101
- Philosophy 20 is a study of the basic principles of moral evaluation and issues of ethical theory, and their application to contemporary moral and social issues. The primary emphasis in the course is in aiding students in developing critical abilities in moral evaluation. The scope of this introductory ethics course will include metaethics, normative ethics, social ethics, applied ethics, and personal ethics.

### PHILOS 33: Comparative Survey of World Religions

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- This course presents a historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues.

## PHOTO (Photography)

### PHOTO 121: History and Appreciation of Photography

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- This course covers the major historical developments in photography from the origin of the camera to the present. The influence of the camera in relation to societal changes, technological advances and relationships with other art forms will be studied.

## PHYS ED (Physical Education)

see KIN, KIN ATH, and KIN MAJ (Kinesiology, Kinesiology – Athletics, and Kinesiology – Major)

## PHYS SC (Physical Science)

### PHYS SC 1: Physical Science I

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD A, CSUGE B1, IGETC 5A
- This course introduces astronomy, chemistry, geology and physics in 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.

### PHYS SC 14: Physical Science Laboratory

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- 1 unit, Letter, 2 lab
- DA, CSU/UC, LACCD A, CSUGE B3, IGETC 5C
- This course covers the study of nature through experiments in physics, geology, chemistry and astronomy.

## PHYSICS

### PHYSICS 6: General Physics I

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite or corequisite: MATH 240
- This is the first of two trigonometry based physics courses presenting topics in mechanics of solids and fluids, heat and thermodynamics, vibrations and waves.

### PHYSICS 7: General Physics II

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: PHYSICS 6
- This is second of two trigonometry based physics courses presenting topics in light, electricity, magnetism and an introduction to modern physics.

### PHYSICS 11: Introductory Physics

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C
- Prerequisite: MATH 115 or 123A
- This course introduces the principles of general physics emphasizing algebra-based computations. Topics include mechanics, heat, sound, light, electricity, magnetism and modern physics.

### PHYSICS 18: Spectroscopy Using Side Illuminated Optical Fibers

- 4 units, Letter, 2.5 lec/3 lab
- DA, CSU
- Prerequisite: CHEM 65 and PHYSICS 7
- This course covers the basic principles of spectroscopy using side illuminated optical fibers. Topics include a review of Geometrical Optics, total internal reflection, partial internal reflection, Fresnel reflection, light propagation in optical fibers, Beer-Lambert's Law, a historical review of side illuminated optical fibers and optical absorption, fluorescence and scattering.

### PHYSICS 37: Physics for Engineers and Scientists I

- 5 units, Letter, 4 lec/3 lab

- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C, C-ID PHYS 205
- Prerequisite or Corequisite: MATH 265
- First course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include Newton's three laws of motion, energy, momentum, rotational motion, gravitation and thermodynamics.

### PHYSICS 38: Physics for Engineers and Scientists II

- 5 units, Letter, 4 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C, C-ID PHYS 210
- Prerequisite: PHYSICS 37; Prerequisite or Corequisite: MATH 266
- Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

### PHYSICS 39: Physics for Engineers and Scientists III

- 5 units, Letter, 4 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGETC 5A/5C, C-ID PHYS 215
- Prerequisite: PHYSICS 37; Prerequisite or Corequisite: MATH 266
- Third course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include wave phenomena, electromagnetic radiation, relativity, quantum mechanics and nuclear physics.

### PHYSICS 185: Directed Study - Physics

- 1 unit, P/NP, 1 lec
- DA, CSU
- Students study Physics on a contract basis under the direction of a supervising instructor.

### PHYSICS 285: Directed Study - Physics

- 2 units, P/NP, 6 lab
- DA, CSU
- Students study Physics on a contract basis under the direction of a supervising instructor.

### PHYSICS 385: Directed Study - Physics

- 3 units, P/NP, 9 lab
- DA, CSU
- Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

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## PHYSIOL (Physiology)

### PHYSIOL 1: Introduction to Human Physiology

- 4 units, Letter, 3 lec/3 lab
- DA, CSU/UC, LACCD A, CSUGE B2/B3, IGETC 5B/5C, C-ID BIOL 120B
- Prerequisite or corequisite: CHEM 65; Advisory Corequisite: ENGLISH 28
- This course provides a basic understanding of the physiological processes with a focus on the human body. Basic concepts of cell structure, membrane transport and membrane potential are integrated within the concept of homeostasis involving various body systems: nervous, sensory, endocrine, muscular, cardiovascular, immune, respiratory, excretory, digestive and respiratory.

## POL SCI (Political Science)

### POL SCI 1: The Government of the United States

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1, CSUGE D, IGETC 4, C-ID POLS 110
- This is an introductory course in the principles and problems in the national, state, and local areas. This course meets California State University requirements for United States Constitution and California state and local government.

### POL SCI 2: Modern World Governments

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID POLS 130
- An introduction to the comparative analysis of political systems, including their histories, political institutions and processes, political cultures, and public policies. Theoretical issues are included. Britain, France or Germany, Russia, China and Japan or India are studied, as well as Mexico, Brazil, Nigeria, South Africa, or Iran.

### POL SCI 4: Introduction to State and Local Governments

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D
- This general survey course introduces the student to the various functions, structures and services of California government, its relations to local governments, and their interrelationships with the federal government.

### POL SCI 7: Contemporary World Affairs

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- This course analyzes political, historical, geographic, economic and strategic factors that underlie conflict and cooperation among nation-states, international organizations, and other political actors in the international system. Emphasis is on international relations theories, processes and policies.

### POL SCI 30: The Political Process

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B1, CSUGE D, IGETC 4
- This course surveys the nature and foundation of the democratic order. Specific focus is placed on traditional democratic theory, the contrasting philosophies of the Framers of the Constitution, and the impact of the decentralized, federal structure on the political processes of the United States.

### POL SCI 41: Principles of Student Leadership

- 2 units, Letter, 2 lec
- DA, CSU
- This course prepares students in the theory and practice of organizations, leadership, principles of group leadership, and the development of decision making skills.

### POL SCI 285: Directed Study - Political Science

- 2 units, Letter, 2 lec
- DA, CSU
- Students study Political Science on a contract basis under the direction of a supervising instructor. Transfer Credit: CSU

### POL SCI 385: Directed Study - Political Science

- 3 units, Letter, 3 lec
- DA, CSU
- This course allows students to pursue Directed Study in the field of Political Science on a contract basis under direction of the instructor. The student's writing will analyze the policymaking process in the issue area chosen, including the identification of the problem, placement on the policy agenda, development/formulation and adoption of the policy, and its implementation and evaluation. Transfer Credit: CSU

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## PSYCH (Psychology)

### PSYCH 1: General Psychology I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID PSY 110
- 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

### PSYCH 2: Biological Psychology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD A, CSUGE B2, IGETC 5B, C-ID PSY 150
- Prerequisite: PSYCH 001
- This course is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, and the central nervous system, the muscular effectors, the glandular effectors, the physiological aspects of motivation, learning, emotion, memory, and other higher brain functions.

### PSYCH 3: Personality and Social Development

- 3 units, Letter, 3 lec, DE
- DA, CSU, LACCD E1, CSUGE E
- 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 fundamental principles of awareness, clarification, integration, and growth of selfhood.

### PSYCH 10: Principles of Psychology

- 3 units, Letter, 3 lec
- DA, CSU/UC, CSUGE D, C-ID PSY 200
- Prerequisite: PSYCH 001 and MATH 227 or STAT 1; Advisory Corequisite: ENGLISH 101
- This course is an introduction to research design and statistical analysis for the behavioral sciences with a focus on the application of the philosophy of science and the scientific method. Students learn to design and conduct research, analyze data using descriptive and inferential statistics, and report results using the American Psychological Association format. The

hands-on approach to this course exposes students to the challenges and skills involved in actively participating on a research team while conducting their own independent research projects.

### PSYCH 14: Abnormal Psychology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- Prerequisite: PSYCH 1
- This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal and ethical issues of psychopathology are included.

### PSYCH 15: Adult Development and Aging

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- Prerequisite: PSYCH 1
- This course examines the specific age stages of adult development and aging using a biopsychosocial framework. Topics to be covered include social cognition in adulthood, gender role and personality development across the lifespan, adaptive coping, intimacy, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them are explored. These issues include physical health, mental health, health care policy, caregiving, dependency and positive aging strategies.

### PSYCH 41: Life-Span Psychology: From Infancy to Old Age

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID PSY 180
- Prerequisite: PSYCH 001
- This course presents the psychosocial development of the person from the pre-natal period to old age and death. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human development. Topics covered in this course include physical development, intelligence, personality, self-concept, and social roles, tasks, changes, and adjustments related to each phase of the life-span.

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## PUB REL (Public Relations)

See also Journalism

### PUB REL 001: Principles of Public Relations

- 3 units, Letter, 3 lec
- DA, CSU
- Students evaluate public relations as a growing profession. Students look at the job opportunities for the practitioner, internal and external PR and investigate relationships with the media, organizing and executing campaigns and tie-ins with marketing. The use of social media, photography, graphics and video/audio components for campaigns is studied.

Effective Fall 2017

## REAL ES (Real Estate)

### REAL ES 1: Real Estate Principles

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course examines the basic laws and principles of California Real Estate. It provides the background and terminology required for all Real Estate Agent License applicants and for advanced study.

### REAL ES 3: Real Estate Practices

- 3 units, Letter, 3 lec, DE
- DA, CSU
- ~~Advisory Prerequisite: ENGLISH 28~~
- 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. This course is required by the California Department of Real Estate before a licensee with a conditional license can receive an unconditional license. This course is also part of the State's educational requirements for the real estate brokers license.

### REAL ES 5: Legal Aspects of Real Estate I

- 3 units, Letter, 3 lec
- DA, CSU
- ~~Advisory Prerequisite: ENGLISH 28~~
- This course is a study of California real estate law. Areas covered include property ownership, transfer of title, contract law, agency law, landlord/tenant law, probate proceedings, the Department of Real Estate regulation of licensees, taxation of real estate, foreclosures, escrow and title insurance and recent legislation.

### REAL ES 7: Real Estate Finance I

- 3 units, Letter, 3 lec

- DA, CSU

~~Advisory Prerequisite: ENGLISH 28~~

- 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 is part of the State's Department of Real Estate educational requirements for the brokers examination.

### REAL ES 14: Property Management

- 3 units, Letter, 3 lec
- DA, CSU
- This course partially satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It explains the principles, laws, and ethics relating to property management. This course emphasizes the principles of real estate property management including the basic foundation for pursuing the field of property management. Topics covered include history, preparing your business real estate leases and clauses, ethics, maintenance procedures, records, and advertising for both residential and commercial properties.

### REAL ES 16: Income Tax Aspects of Real Estate

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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.

### REAL ES 18: Real Estate Investments I

- 3 units, Letter, 3 lec
- DA, CSU
- Advisory Prerequisite: ENGLISH 28
- This course is an analysis of investment factors to determine the value of commercial, industrial and residential projects. Emphasized are site location, feasibility studies, zoning, financing, sales and leasebacks, and condominiums.

### REAL ES 21: Real Estate Economics

- 3 units, Letter, 3 lec
- DA, CSU
- Advisory Prerequisite: ENGLISH 28
- This course covers business and real estate cycles, money, credit, real estate activity, regional and community economic development, real estate investment, income tax impact and residential

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markets. This course is part of the educational requirements for the Real Estate Broker's License

## SERVLN (Service Learning)

### SERVLN 100: Introduction to Service Learning

- 1 unit, P/NP, 0.5 lec/1 lab, 27:00 TBA, DE
- DA, CSU
- Corequisite: enrollment in any class
- This is an activity course in which students provide service to public and private agencies. It emphasizes course content while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated with and enhances the curriculum of the students by applying course content and classroom learning in courses with service learning components. This course may be scheduled at times to be arranged (TBA) for a minimum of 27:00 hours.

### SERVLN 100-1: Introduction to Service Learning I

- 1 unit, P/NP, 0.5 lec/1 lab, 27:00 TBA, DE
- DA, CSU
- Corequisite: enrollment in any class
- This is an activity course in which students provide service to public and private agencies. It emphasizes course content while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated with and enhances the curriculum of the students by applying course content and classroom learning in courses with service learning components. This course may be scheduled at times to be arranged (TBA) for a minimum of 27:00 hours.

## SOC (Sociology)

### SOC 1: Introduction to Sociology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4, C-ID SOCI 110
- 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.

### SOC 2: American Social Problems

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4

- This course analyzes social problems and aspects of social change in a multi-cultural environment. Problems analyzed objectively include those which reflect the pressing issues of population and 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.

### SOC 4: Sociological Analysis

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2
- Prerequisite: SOC 1
- This class is an introduction to the scientific study of social phenomena. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students analyze specific data collected in the field.

### SOC 12: Marriage and Family Life

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- 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.

### SOC 21: Human Sexuality

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD E1, CSUGE E, IGETC 4
- 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.

## SPANISH

also see Voc Ed (Vocational Education)

### SPANISH 1: Elementary Spanish I

- 5 units, Letter, 5 lec, DE

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- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6
- 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.

### **SPANISH 2: Elementary Spanish II**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B/6A
- Prerequisite: SPANISH 1
- This course stresses the mastery of speaking and understanding. Emphasis is also placed on correct pronunciation, vocabulary, and sentences structure. Reading and writing of basic Spanish are also further developed. Introduction to Hispanic culture.

### **SPANISH 3: Intermediate Spanish I**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B/6A
- Prerequisite: SPANISH 2
- A thorough review of Spanish grammar is given in this course along with an introduction to advanced grammatical concepts. Emphasis is also placed on the development of the student's ability to express written and oral language, vocabulary building, reading comprehension, and increasing proficiency in pronunciation.

### **SPANISH 4: Intermediate Spanish II**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B/6A
- Prerequisite: SPANISH 3
- This course is a continuation of Spanish 3. Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works where the focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures and stylistics and the use of idiomatic expressions will also be developed.

### **SPANISH 12: Contemporary Mexican Literature**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- This course includes a presentation of Mexican and Chicano literary works of various genres with emphasis on the 20th century. Students will read the texts in English. Lecture is also in English.

### **SPANISH 21: Fundamentals of Spanish I**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2

- This course is for absolute beginners. It covers the first half of Spanish 1. Offers an introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and the use of idiomatic expressions. It stresses the ability to understand, read, write, and speak simple Spanish. Introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish1.

### **SPANISH 22: Fundamentals of Spanish II**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6
- Prerequisite: SPANISH 21
- This course is a continuation of Spanish 21. It covers the second half of Spanish 1. It introduces the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. Furthermore, it stresses the ability to understand, read, write, and speak simple Spanish and introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish1. Both Spanish 21 and 22 must be taken for UC:CSUGE Credit.

### **SPANISH 35: Spanish for Spanish Speakers I**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 6
- This course addresses the needs of the native Spanish speaking student. It focuses on the acquisition of a solid grammar base, vocabulary enrichment, spelling, reading, and writing skills. Also included is a study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization.

### **SPANISH 36: Spanish for Spanish Speakers II**

- 5 units, Letter, 5 lec
- DA, CSU/UC, LACCD C, CSUGE C2, IGETC 3B
- Prerequisite: SPANISH 35
- This course is a continuation of Spanish 035. It completes the study of grammar, vocabulary, and continues the development of reading and writing skills. Further course study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization

### **SPANISH 101: Spanish Language Laboratory**

- 1 unit, P/NP, 2 lab, 36:00 TBA
- DA, CSU
- Corequisite: SPANISH 1, SPANISH 2, SPANISH 3, or SPANISH 4
- An independent course in which students improve their reading, writing, speaking and comprehension

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skills by use of audio and online materials. Students must complete 36 hours for credit. This course may be scheduled at times to be arranged (TBA) for a minimum of 36:00 hours.

## **SPEECH (Speech Communications)**

see COMM (Communication Studies)

## **STAT (Statistics)**

also see MATH (Mathematics)

### **STAT 1: Elementary Statistics I for the Social Sciences**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2/D2, CSUGE B4, IGETC 2A, C-ID MATH 110, SOCI 125
- Prerequisite: MATH 123C or 125; Advisory Corequisite: PSYCH 1
- Introduces fundamental tools of quantitative methods in research: the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics in this course include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including Bus, social sciences, psychology, life science, health science, and education.

## **SUPV (Supervision)**

### **SUPV 1: Elements of Supervision**

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course presents 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.

## **THEATER**

also see OLD ADL (Courses for Older Adults)

### **THEATER 100: Introduction to the Theater**

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD C, CSUGE C1, IGETC 3A
- This is a lecture course designed to provide the beginning student with a general knowledge of

theater, television, motion pictures, and radio, and their influences on modern society. It emphasizes the historical growth, basic vocabulary, and related skills and crafts within 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.

### **THEATER 200: Introduction to Acting**

- 3 units, Letter, Repeatable, 3 lec
- DA, CSU/UC
- This course covers introductory exercises in voice, diction, movement, and personality projection. The course also reviews actors and acting approaches, past and present, along with elements of the actors work as artists. The reading of plays and viewing of theatrical performances are also included.

### **THEATER 232: Play Production II**

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA
- DA, CSU/UC
- Training and Practice are given in all phases of mounting plays for stage and television. Topics considered are plays selection, organization, directing, performance, costume, and scenery designing, construction, and lighting. This course may be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

### **THEATER 250: Children's Theater Production**

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA
- DA, CSU
- Experience is given in the acting, directing, and producing of children's plays for public presentation. This course may be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

### **THEATER 270: Beginning Acting**

- 3 units, Letter, Repeatable, 3 lec
- DA, CSU/UC
- 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.

### **THEATER 271: Intermediate Acting**

- 3 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- Prerequisite: THEATER 270

**Letter:** letter graded; **P/NP:** pass/no-pass graded; **Repeatable:** may be repeated; **Lec/Lab:** hours per week of lecture/lab; **TBA:** maximum total hours to be arranged; **DE:** distance education (online and/or hybrid); **NC:** non-credit; **DA/NDA:** degree/non-degree applicable; **CSU/UC:** transferability to the listed institution; **LACCD/CSUGE/IGETC:** general education area applicable; **C-ID:** CSU course ID equivalency; **Prerequisite:** required prerequisite (prior completion with a minimum grade of "C" or "P"); **Corequisite:** required corequisite (concurrent enrollment)

- Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

*Effective Spring 2017*

#### **THEATER 275: Scene Study**

- 2 units, Letter, 1 lec/2 lab
- DA, CSU/UC
- In this course 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.

#### **THEATER 279: Musical Theater**

- 2 units, Letter, Repeatable, 1 lec/2 lab
- DA, CSU
- A performance class which integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

#### **THEATER 280: Musical Theater Workshop I**

- 3 units, Letter, 6 lab
- DA, CSU/UC
- This course will provide practical experience in using techniques and principles of acting in the musical theatre and will culminate with a live performance before an audience. Emphasis will focus on the development of acting, singing, and movement skills. Students are advised to have some knowledge of reading music and vocal singing ability.

#### **THEATER 291: Rehearsals and Performances I**

- 1 unit, Letter, Repeatable, 3 lab
- DA, CSU/UC
- Training and Practice are given in all phases of mounting plays for stage and television. Topics considered are plays selection, organization, directing, performance, costume, and scenery designing, construction, and lighting.

#### **THEATER 292: Rehearsals and Performances II**

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA
- DA, CSU/UC
- Training and Practice are given in all phases of mounting plays for stage and television. Topics considered are plays selection, organization, directing, performance, costume, and scenery designing, construction, and lighting. This course may

be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

#### **THEATER 300: Introduction to Stage Craft**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- An introduction to technical theater and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.

#### **THEATER 301: Stage Craft**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: THEATER 300
- This course is an intermediate level and laboratory practice of technical theater, including the creation of scenic elements and solving the practical problems involved in all technical aspects of mounting a stage production. Areas of concentration include painting techniques, set construction, set movement, prop construction, backstage organization, lighting hang and focus, and basic sound set up.

*Effective Spring 2017*

#### **THEATER 323: Stage Management and Production**

- 3 units, Letter, 3 lec
- DA, CSU/UC
- This course is a study of stage managerial practices and procedures. Students will study the organization of theatrical and multi-media production and the various aspects which interconnect in the production process.

#### **THEATER 325:**

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: THEATER 301
- This course will provide the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theater technician in all the specialty areas. The process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainment medias is covered. The direct outcome is to prepare the student for work in the behind the scenes of the entertainment industry.

*Effective Spring 2017*

#### **THEATER 550: Multimedia Production for the Stage**

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- 2 units, Letter, 6 lab
- DA, CSU
- Students taking this course will develop theater skills including: video camera operation, video studio operation, telecommunication technology, and other ways of incorporating digital technology into the performing arts. Focus of this course will be on collaborative productions with other campuses within the United States and international sites.

## TUTOR (Tutoring)

### TUTOR 001T: Supervised Tutoring

- 0 units, Non-credit, Repeatable, 20 lab, 360:00 TBA
- NC, NDA
- Prerequisite: referred by instructor or counselor per Title 5 Section (58170 e.)
- Upon faculty/counselor referral, student will receive tutoring in designated subject areas using course textbooks and other related materials. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. **TUTOR 001T** will not appear on the student's transcript. This course may be scheduled at times to be arranged (TBA) for a minimum of 360:00 hours.

## VOC ED (Vocational Education)

Also see SPANISH and CAOT (Computer Applications of Office Technologies)

### VOC ED 53CE: Spanish for Public Personnel

- 0 units, Non-credit, Repeatable, 3 lec
- NC, NDA
- This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

### VOC ED 100CE: Typing

- 0 units, Non-credit, Repeatable, 3 lec
- NC, NDA
- This beginning course in typing is designed to develop mastery of the keyboard and the fundamental keyboarding techniques.

### VOC ED 106CE: Word Processing

- 0 units, Non-credit, Repeatable, 3 lec
- NDA

- This course introduces word processing software and provides basic hands-on instruction. Students will learn the basics in computer usage and word processing software. Students will create documents, memos, fliers, and other office related documents. Students will be introduced to basic editing procedures and file management.

### VOC ED 117CE: Clerical Skills

- 0 units, Non-credit, Repeatable, 3 lec
- NC, NDA
- This course introduces office related clerical skills including basic communication, letter/memo writing, mathematics/calculator usage, answering telephone calls, and simple bookkeeping techniques. Students will also prepare/update a resume and practice interview skills.

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# COLLEGE ADMINISTRATORS, FACULTY & STAFF

## COLLEGE PRESIDENTS

**Raymond J. Casey**, (Director) 1949-1958  
**Wendell C. Black**, 1958-1971  
**Kenneth W. Williams**, (Acting) 1971-1972  
**Eugene A. Pimentel**, 1972-1979  
**Edward W. Robings**, (Acting) 1979-1980  
**\*James L. Heinselman**, 1990-1998  
**Robert S. Standen**, (Acting) 1989-1990  
**\*James L. Heinselman**, 1980-1989

**Jose L. Robledo**, (Acting) 1998-1999  
**Francisco C. Quiambao Jr.**, (Acting) 1999-2000  
**Dr. Linda M. Spink**, 2000-2010  
**Marvin Martinez**, 2010- 2013  
**Farley Herzek**, (Interim) 2013-2014  
**Dr. Otto W.K. Lee**, 2014-

\*Indicates deceased

## COLLEGE FACULTY & ADMINISTRATORS

### **Joshua Abarbanel (2001)**

Instructor, Art  
*B.S., UC Los Angeles; M.F.A., UC Berkeley*

### **Dr. Michael Agopian (2002)**

Associate Professor, Sociology  
*M.A., CSU Los Angeles; Ph.D., Univ. of Southern Calif.*

### **Tigran Alikhanyan (2012)**

Assistant Professor, Mathematics  
*M.S., Yerevan State University, Armenia,  
M.S., UC Los Angeles*

### **Marc Alvillar (2016)**

Instructor, Health and Kinesiology & Head Baseball Coach  
*B.A., CSU Dominguez Hills; M.S., Azusa Pacific Univ.*

### **Karen Amano-Tompkins (2014)**

Instructor, English  
*A.B. Cornell University, M.A. Columbia University*

### **Dr. Joachin Arias (2007)**

Instructor, Chemistry  
*B.S., M.S. CSU Los Angeles; Ph.D., UC Los Angeles*

### **Jenny Arzaga (2010)**

Assistant Professor, Nursing  
*B.S.N., CSU Dominguez Hills; M.S.N., CSU Dominguez Hills*

### **Dr. Stephanie A. Atkinson-Alston (2013)**

Dean, Academic Affairs  
*A.A., Columbia College, B.S., Southern Illinois Univ., M.A., CSU Fresno,  
Ed.D., Fielding Graduate University*

### **Nabeel Barakat (1994)**

Associate Professor, Health and Kinesiology  
Chairperson, Kinesiology  
*B.A., M.A., CSU Long Beach*

### **Juan Baez (2010)**

Instructor, Theater Arts  
*B.A., CSU Dominguez Hills, M.A., CSU Los Angeles*

### **Cassandra A. Betts (1990)**

Instructor, Child Development Department  
*B.A., San Jose State Univ.; M.A., Atlanta Univ.*

### **Adrienne C. Brown (2013)**

Instructor, Counseling  
Career Counselor, Career & Transfer Center  
*A.A. Fullerton College, B.A. UC Los Angeles,  
M.A. San Diego State University*

### **Stephanie D. Brown (2013)**

Instructor, Communications  
*B.A., CSU Dominguez Hills, M.F.A. Mills College*

### **Dr. Bonnie Burstein (2016)**

Clinical Training Director and Counselor, Life Skills Center  
*B.A., Brandeis University; M.A. PhD, UC Los Angeles*

### **Scott Callihan (2009)**

Associate Professor, Architecture  
*B.A., Cal Poly Pomona*

### **Cynthia Caloia (2015)**

*Instructor of French and Spanish  
B.A., M. A. ,Univ. of California, Los Angeles*

### **Andrea C. Cano (2012)**

Instructor, English as a Second Language (ESL)  
*B.A., Univ. of California, Berkeley; M.S. CSU Fullerton;  
Fulbright Fellow, Chile, 2007*

### **Carmen Carrillo (1993)**

Acting Dean, Academic Affairs  
Professor, English  
*A.A., L.A. Valley College; B.A., Loyola Marymount Univ.;  
M.A., Univ. of Iowa*

### **James Carver (2011)**

Instructor, Mathematics  
*B.S., University of Arkansas, Fort Smith, M.S., Northern Arizona University*

### **Van Chaney (2013)**

Instructor, Political Science  
*B.A., Loyola Marymount Univ.; M.P.A., CSU Northridge*

### **Hsien-ming Chen (2014)**

Instructor, Technical Theater  
*B.A., Ottawa University; M.F.A., CSU Long Beach*

### **Elizabeth Colocho (2000)**

Professor, Counseling  
*B.A., M.A., CSU Dominguez Hills*

### **Mary Copeland (2016)**

Instructor, Humanities  
*A.A., Los Angeles Harbor College; B.A., UC Los Angeles; M.A., M.F.A., Mt.  
St. Mary's Univ.*

### **John Corbally (1988)**

Professor, English  
*B.S., M.A., CSU Los Angeles*



## COLLEGE FACULTY & ADMINISTRATORS, continued

### **Leslie Cordova-Trujillo (2008)**

Instructor, Health and Kinesiology  
B.S., M.A., CSU Los Angeles

### **Dr. Alexandra Sasha David (2013)**

Instructor, Anthropology  
B.A., Cornell Univ.; M.A., Ph.D., UC Los Angeles

### **Charles L. Davis (1981)**

Professor, Computer Information Systems  
B.A., San Diego State Univ.; M.B.A., Pepperdine Univ.

### **Ibtesam Dessouky (2000)**

Librarian, Library Science  
B.A., M.L.S., Univ. of Illinois, Urbana-Champaign

### **Dr. Jassiel Dominguez (2014)**

Counselor  
B.A., UC Santa Barbara; M.Ed., UC Los Angeles

### **Dr. Luis Dorado (2016)**

Vice President, Student Services  
B.A., CS Polytechnic Univ. – Pomona; M.P.A., University of La Verne;  
Ed.D., USC.

### **Dean Dowty (2014)**

Instructor, Health and Kinesiology  
Athletic Director  
B.A., Utah State Univ., M.A. American Public Univ.

### **Dr. Ana Esther Escandon (1995)**

Associate Professor, Biology and Physiology  
B.S., M.S., CSU Long Beach; Ph.D., UC Los Angeles

### **Joy P. Fisher (1988)**

Professor, Counseling  
Chairperson, Counseling Division  
B.A., M.S., CSU Long Beach

### **Michael Fradkin (2013)**

Instructor, Economics  
A.A., Pierce College; B.S., CSU Northridge; M.A., CSU Los Angeles

### **Dr. Mani S. Gagrath (1979)**

Professor, Mathematics  
B.A., M.A., Univ. of Kanpur, India;  
Ph.D., Indian Institute of Technology

### **Eddie Galvan (2014)**

Instructor, Psychology  
A.A., Rio Hondo College; B.A., M.S., CSU Los Angeles

### **Gary Gonzales (1989)**

Professor, Counseling  
B.A., M.S., CSU Long Beach

### **Paul F. Grady (1987)**

Professor, English as a Second Language  
Director, Learning Assistance Center  
B.A., State College at Boston; M.A., Univ. of Hawaii

### **Jean R. Grooms (2013)**

Assistant Professor, English  
B.S., Middle Tennessee State University; M.A. CSU Dominguez Hills

### **Amarylles D. Hall (1996)**

Coordinator, Special Programs and Services  
B.S., M.S., CSU, Los Angeles

### **William L. Heffern**

Assistant Professor, Drafting & Engineering  
A.A., Long Beach City College, B.S. CSU Long Beach

### **William Hernandez (2006)**

Associate Professor, Spanish  
B.A., M.A., CSU Long Beach

### **Amy Herrschaft (2015)**

Counselor, International Students  
B.S., CSU Fullerton, M.S. CSU Long Beach

### **Michael J. Hiscocks (2000)**

Instructor, Music  
B.M., M.M., CSU Northridge

### **Fredrick Ho (2007)**

Assistant Professor, Accounting  
B.S., Univ. of Southern Calif.; MBA, CSU Los Angeles

### **Wendy Hoffman (2013)**

Instructor, Business  
B.S., M.B.A., M.A., CSU Dominguez Hills

### **Dr. Basil O. Ibe (1997)**

Instructor, Chemistry  
B.S., Pepperdine Univ.; M.S., Idaho State Univ.;  
Ph.D., Univ. of Texas at Austin

### **Maritza Jimenez-Zeljak (2000)**

Instructor, Mathematics  
B.A. Mathematics; M.S. Applied Mathematics, CSU Long Beach

### **Dr. Ellen Joiner (1996)**

Professor, History  
M.A., Univ. of Nebraska-Lincoln; Ph.D., Univ. of Illinois-Chicago

### **Dr. Lorrie Kato (2013)**

Instructor, Psychology  
B.A., UC Irvine; M.A., Univ. Southern Calif.; M.A. Pepperdine; Ph.D.,  
Fielding Graduate Univ.

### **Dr. Daniel Keller (200)**

Associate Professor, Music  
B.M., Northern Arizona Univ., M.M., Univ. of Oklahoma;  
D.M.A., Univ. of Southern California

### **Shazia Khan (2009)**

Assistant Professor, Developmental Communications  
B.A., CSU Fullerton, M.A., Univ. of LaVerne

### **Yesenia King (2012)**

Instructor, Sociology  
A.A., Orange Coast College; B.A., CSU Long Beach;  
M.A. CSU Fullerton

### **Jonathon Klyng (2016)**

Instructor, Philosophy  
A.A., Pierce College; B.A., M.A., UC Los Angeles

### **Lorenz Krueger (2015)**

Instructor, Communication Studies  
A.A., L.B. City College; B.A., M.A., CSU Long Beach

### **Deborah Larson (2010)**

Assistant Professor, Nursing  
B.S.N., Barry College; N.P. University of Miami; M.N. UC Los Angeles

## COLLEGE FACULTY & ADMINISTRATORS, continued

### **Jonathon Lee (1995)**

Librarian  
Chairperson, Library Division  
*B.A., Univ. of Judaism; M.L.I.S., UC Los Angeles*

### **Elsie Linares (2007)**

Instructor, Computer Applications and Office Technologies (CAOT)  
*A.A., Los Angeles Harbor College; B.A., M.A., CSU Los Angeles*

### **Ronald Linden (2015)**

Instructor, Art  
*B.F.A., M.F.A., University of Illinois*

### **Dr. William Loiterman (1970)**

Professor, Political Science and History  
*A.B., M.A., Ph.D., UC Los Angeles*

### **Priscilla Lopez (2014)**

Associate Dean, Grants Management, Economic & Workforce Development  
*B.S., CSU Fresno; M.B.A., CSU Long Beach*

### **Christian Lozada (2016)**

Instructor, English  
*B.A., CSU Long Beach; M.F.A., CSU Long Beach*

### **Evelyn Lum (2000)**

Instructor, Nursing  
*B.S.N., Andrews Univ.; M.N., UC Los Angeles*

### **Dr. Frank Ma (1989)**

Associate Professor, Mathematics  
*B.S., Univ. of New Mexico; M.S., Michigan St. Univ.; Ph.D., Univ. of Michigan*

### **Dr. Elliott J. Mason, Jr. (1973)**

Assistant Professor, Counseling  
*B.A., Univ. of Redlands; M.Div., Yale Univ.; M.A., Stanford Univ.; Ph.D., California School of Professional Psychology*

### **Jay D. McCafferty (1982)**

Associate Professor, Art  
*B.A., CSU Los Angeles; M.F.A., UC Irvine*

### **Dr. Timothy McCord (1999)**

Assistant Professor, Physiology  
*B.S., Ph.D., UC Irvine*

### **Susan Welsh McMurray (1997)**

Associate Professor, English  
*B.A., M.A., CSU Dominguez Hills*

### **Joelle Estelle Mendoza (2016)**

Instructor, English  
*B.A., M.A., University of California Riverside*

### **Edie Moore (2006)**

Associate Professor, Nursing  
*B.S., CSU Dominguez Hills; M.S.N., UC Los Angeles*

### **Maria Elena Moreno (1978)**

Instructor, Child Development Center  
*A.A., Los Angeles Harbor College*

### **Dr. Steven L. Morris (1989)**

Professor, Physics and Astronomy  
*B.S., Univ. of Toronto; M.S., St. Mary's Univ., Halifax; Ph.D., Univ. of Calgary*

### **Dr. Tissa Munasinghe (1998)**

Associate Professor, Earth Sciences  
*B.S., Univ. of Peradeniya, Sri Lanka; Ph.D., UC San Diego*

### **Micaela Murillo (2008)**

Counselor  
*B.A., M.A., CSU Dominguez Hills*

### **Daryle Nagano-Krier (2008)**

Assistant Professor, Communication Studies  
*B.A., M.A., CSU Fullerton*

### **Kaman Ng (2013)**

Counselor/Coordinator, EOPS/CARE/CalWorks  
*B.A., UC Santa Cruz; M.A., San Diego State Univ.*

### **Son Nguyen (2010)**

Instructor, History  
*B.A., M.A., Cal Poly Pomona*

### **Sue Nowinski (2004)**

Associate Professor, Nursing  
*B.S.N. CSU Long Beach; M.S.N. CSU Los Angeles*

### **David O'Shaughnessy (1997)**

Instructor, Psychology  
*B.A., Biola Univ.; M.A., San Francisco State Univ.*

### **Norkor Omaboe (2002)**

Associate Professor, Health and Kinesiology  
*B.A., B.S., University of Lausanne, Switzerland, M.S., CSULB*

### **Nobeyba Ortega (2012)**

Assistant Professor, Nursing  
*B.S.N., CSU Dominguez Hills; M.S.N., CSU Long Beach*

### **Joyce E. Parker (1971)**

Professor, Family and Consumer Studies  
Chairperson, Science and Family and Consumer Studies Division  
*B.S., M.A., CSU Long Beach*

### **Yvonne U. Pueblos (1989)**

Professor, Counseling  
*B.S., CSU Dominguez Hills; M.S., CSU Los Angeles*

### **Dr. Elena Reigadas (2007)**

Assistant Professor, Psychology  
*B.A., CSU Dominguez Hills; M.A., Claremont Graduate Univ.; Ph.D., Claremont Graduate Univ.*

### **Dr. Melanie Patton Renfrew (1997)**

Associate Professor, Geography  
*B.A., Bethel College; B.A., Univ. of Minnesota, Duluth; M.A., Univ. of Minnesota; Ph.D., UC Los Angeles*

### **Dawn Reid (2016)**

Associate Dean, Associate Dean of Categorical Programs  
EOPS, CARE, CAFYES, CalWORKs and The Child Development Center  
*B.A., UC Irvine; M.S., CSU Dominguez Hills*

### **Michael Reid (2011)**

Instructor, Administration of Justice  
*A.A., Golden West College; B.S., Univ. of LaVerne; M.A., Chapman Univ.*

### **Delia Renteria (2012)**

Assistant Professor, Spanish  
*B.A., Occidental College; M.A., CSU Long Beach*

## COLLEGE FACULTY & ADMINISTRATORS, continued

### **Corey Rodgers (2014)**

Dean, Admission and Records-Enrollment Management  
*B.A. Univ. of CA, Irvine; M.A. Claremont Graduate Univ.*

### **Dr. Nelly Rodriguez (2014)**

Instructor, Special Assignment, Economic & Workforce Development  
*A.A. East LA College, B.A., M.A., CSU Los Angeles; Ed.D., Pepperdine University;*

### **Zahra T. Romero (1999)**

Instructor, Mathematics  
*B.A., Hope College, Holland, MI; M.A., Western Michigan Univ.*

### **Sara Rubio (2012)**

Instructor, Counseling  
Transfer Director/Counselor, Career & Transfer Center  
*B.A. UC San Diego, M.A. San Diego State University*

### **Daniel Ruiz, Jr. (2011)**

Assistant Professor, Counseling  
*B.A., CSU Long Beach; M.A., CSU Dominguez Hills*

### **Farzaneh Saddigh (2000)**

Professor, Mathematics  
*B.A., Lincoln Univ.; M.A., Univ. of Missouri*

### **Dr. Andrew Sanchez (2010)**

Assistant Dean, Economic and Workforce Development  
*B.A., CSU San Francisco; M.S., Hunter College, City Univ. of New York; Ed.D., CSU Long Beach*

### **Sandra Sanchez (2011)**

Dean, Economic and Workforce Development  
*B.S., CSU Long Beach; M.B.A., Univ. of Redlands*

### **Stanley C. Sandell, Jr. (1974)**

Professor, Business Law; Chairperson, Business Division  
*A.A., Glendale Community College; B.S., M.B.A., Univ. of Southern Calif.; J.D., Southwestern Univ.*

### **Hale Savard (2011)**

Assistant Professor, English  
*B.A., CSU Long Beach, M.A. CSU Long Beach*

### **Joyce Saxton (1987)**

Professor, Nursing  
*B.S., Univ. of Rochester; M.A., Univ. of San Francisco; M.S., Univ. of Utah*

### **John Paul Sikora (2012)**

Assistant Professor, Mathematics  
*B.A., M.S., California State University Northridge*

### **Byron J. Smith (2000)**

Instructor, Music  
*B.M., CSU Long Beach, M.M., CSU Los Angeles*

### **Michael Song (2000)**

Instructor, Architecture  
*B.A., Cal Poly Pomona; M.A., Art Center College of Design*

### **Jim Stanbery (1970)**

Professor, Political Science  
*A.B., UC Berkeley; M.A., CSU Long Beach*

### **Susan L. Steele (1999)**

Counselor, Special Programs and Services  
*B.A., M.A., Univ. of Colorado at Colorado Springs*

### **Carole K. Stevenson (1993)**

Director, Student Health Center  
*BSN, St. Louis University, MSN, University of Connecticut  
Family Nurse Practitioner-Certified, University of Colorado*

### **Kent Stoddart (2008)**

Assistant Professor, English  
*B.A., M.A., California State Univ. Los Angeles*

### **Robert Suppelsa (2015)**

Vice President, Administrative Services  
*B.S., M.B.A., CSU Dominguez Hills; M.S.A. Pepperdine University; M.B.A., Capella University*

### **Craig D. Sutherland (1995)**

Instructor, Engineering and Mechanical Drafting  
*A.S., Los Angeles Harbor College; B.S., CSU Long Beach*

### **Nestor Tan (1995)**

Associate Vice President, Administrative Services  
*B.S., Adamson Univ.; M.B.A., Keller Graduate School of Mgt. of DeVry Univ.*

### **Jennifer Triplett (2016)**

Instructor, English  
*B.A., UC Santa Barbara, M.A., CSU Dominguez Hills, Ed D., Pepperdine*

### **Dr. Cindy Tseng (2014)**

Instructor, Music  
*B.A., UC Los Angeles; M.M. Northwestern Univ., Ph.D., Univ. of Oklahoma*

### **Mario Valadez (2014)**

Instructor, History  
*A.A., Golden West College; B.A., UC Los Angeles; M.A., UC Santa Barbara*

### **Bobbi Villalobos, (2013)**

Vice President, Academic Affairs  
*A.A., Pasadena City College; B.A., Humboldt State; M.A., CSU Long Beach; Ed.D., Pepperdine University*

### **Kathy T. Vo (2010)**

Assistant Professor, Nursing  
*B.S.N., CSU Dominguez Hills; M.S.N., CSU Dominguez Hills*

### **Dr. Randy L. Wade (2002)**

Instructor, Biology  
*B.A., UC Berkeley; M.S., Ph.D., Northern Arizona Univ.*

### **Ann Warren (1995)**

Associate Professor, English  
*B.A., Gonzaga Univ.; M.A., Boston College; Ph.D., Univ. of Southern California*

### **Lynn Yamakawa (1994)**

Professor, Nursing  
Chairperson, Nursing  
*B.S.N., M.S.N., CSU Long Beach*

### **Mercy Yanez (2004)**

Dean, Student Services  
*B.A., CSU Northridge; M.A., Loyola Marymount Univ.*

### **Dr. Susan E. Yoder (1995)**

Associate Professor, Biological Science  
*B.A., UC Santa Barbara; M.S., CSU Los Angeles; Ph.D., UC Irvine*

### **Bradley J. Young (2000)**

Professor, Administration of Justice  
Chairperson, Social Sciences Division  
*A.A., El Camino College; B.S., CSU Long Beach; M.A., Chapman Univ.*

## 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*

**Ann I. Arnold, 1977-2004**

*Professor of Nursing*

**Susanne L. Aultz 1976-2007**

*Associate Professor of Music*

**\*Nathan M. Banks, 1959-1982**

*Professor of Physics*

**\*Sydell L. Baral, 1965-1995**

*Professor of Speech and Speech Pathology*

**Wayne E. Bates, 1969-1994**

*Instructor of Earth Science*

**\*Camille L. Baxter, 1955-1976**

*Professor; Library Coordinator*

**Edward R. Berger, 1970-1998**

*Professor of Mathematics*

**Richard F. Bernard, 1962-1979**

*Associate Professor of History;*

*Assistant Dean of Student Personnel Svcs*

**\*Joe H. Berry, 1950-1972**

*Professor of Physical Education*

**\*Robert H. Billings, 1961-1995**

*Professor of Music*

**\*Patricia A. Binding, 1961-1989**

*Professor of Physical Education*

**\*Wendell C. Black, L.H.D., 1958-1971**

*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*

**\*Mary P. Borell 2000-2007**

*Instructor of English*

**Charles Bossler 1983-2006**

*Dean of Student Services*

**\*Thomas L. Bottone, 1970-2006**

*Professor of Speech*

**Muriel E. Brewer, 1969-1976**

*Instructor of 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*

**Katherine Campbell, 1996-2015**

*Chairperson, Humanities and Fine Arts*

*Professor, Speech*

**Nancy E. Carson 1977-2007**

*Academic Affairs; Professor of Nursing*

**King Carter, 1977 - 2012**

*Instructor of Afro-American Studies; Chairperson, PACE*

**Joyce Cannon, 1963-1991**

*Professor of Speech*

**Patrick D. Carey-Herrera, 1971-2000**

*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*

**Geneva F. Cates, 1963-1995**

*Professor of Business*

**\*Marjorie H. Chandler, 1970-1985**

*Professor of Theater*

**Josephine A. Chapman, 1963-1995**

*Associate Professor of Physical Education*

**\*Joseph F. Chartier, 1958-1982**

*Instructor of Automotive Technology*

\*Indicates deceased

## FACULTY EMERITI, continued

### David Ching, 1994-2014

*Dean, Student Services and Evening Operations*

### Ruth M. Clarke, 1960-1979

*Professor of Nursing*

### Dorothy Clayton 1976-2003

*Professor of Education and Developmental Communications*

### Katherine A. Cleland, 1981-2012

*Professor, Nursing*

### 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. Coulton, Ph.D., 1968-1980, 1998-2001

*Associate Professor of History and Political Science*

*Assistant Dean of Academic Affairs*

### Karen Crummer, 1976-2013

*Director, Child Development Center*

### \*Kermit Dale, 1967-1974

*Dean of Instruction*

### \*Harold Daniels 1971-2000

*Professor of Physical Education*

### \*Joan Dawson, 1964-1990

*Professor of English*

### Giovanni Delrosario 2010-2016

*Associate Professor of Culinary Arts*

### \*Dolores T. Denova 1984-2000

*Professor of Business*

### \*Merle A. Dietz, Ed.D., 1954-1974

*Assistant Dean of Instruction*

### Enid Diamond, 1963-1998

*Professor of Mathematics*

### Patricia A. DiLeva, 1976-2008

*Professor of Nursing and Physical Education, Health and Wellness*

### \*David H. Dingilian, Litt.D., 1955-1972

*Professor of Education Psychology, Counselor*

### Leige Doffoney, 2009-2013

*Dean, Academic Affairs*

### Reine B. Dorion, 1968-1992

*Associate Professor of French*

### Stephen Downey, 1980-2003

*Professor of Mathematics*

### \*Robert W. Dunn, 1954-1985

*Professor of Political Science and History*

### Bonnie Easley, 1987-2000

*Professor of History; Director of Learning Assistance Center;*

*Coordinator, Distance Education Programs*

### Marjorie S. Edelen 1979-2004

*Associate Professor of English; Director, Learning Assistance Center;*

*Coordinator, Distance Education Programs*

### Thomas A. Edelman, 1968-1995

*Professor of Developmental Communications*

### Helen Edwards, Ed. D. 1977-2006

*Professor of Reading*

### 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 of Sociology*

### \*F. Fallon Evans, 1988-1992

*Instructor of English*

### Donald M. Faber, 1970-1995

*Professor of Physical Education and Recreation*

### Sally Smith Fasteau 1983-2013

*Professor, Special Education, Director, Learning Assistance Center*

### \*Howard V. Filer, 1964-1979

*Professor of Printing*

### \*Frank E. Fishbaugh, 1957-1985

*Associate 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*

### Martha Foster, 1989-2008

*Assistant Professor, Nursing*

### Lawrence H. Frank, 1967-1994

*Instructor of History*

### Beverly V. Fridley, 1968-2003

*Professor of Psychology*

\*Indicates deceased



## FACULTY EMERITI, continued

**Joan C. Fu, 1979 - 2012**

*Professor, Physics*

**Alice K. Fuerst, 1966-1981**

*Associate Professor of German and Spanish*

**Barbara T. Gallardo 1976 - 2011**

*Professor of Humanities, Philosophy and Anthropology*

**\*William V. Gamzon, 1958-1981**

*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*

**Calvin B. Garvin, 1986-1991**

*Dean of Instruction/Evening-Outreach*

**Harold W. Garvin, 1956-1979**

*Professor of Political Science*

**\*Dora F. Gaut, 1968-1987**

*Instructor of Nursing*

**\*Sally O'Dell Gay, 1962-1981**

*Associate Professor of Nursing; Assistant Dean of Instruction*

**Michael Gegna, 1969-1991**

*Associate Professor of Theater Arts;*

*Assistant Dean of Student Affairs*

**Violet P. Geres, 1962-1981**

*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*

**\*Leonard Glover, 1976-2014**

*Professor, Electronics*

**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*

**\*Victor D. Grassian 1971-2006**

*Professor of Philosophy*

**Mahlon S. Green, 1968-1986**

*Professor of Biology*

**Dennis Griffith, 2000-2011**

*Professor of Child Development*

**\*Brenda Guertin, 1989-2012**

*Professor of Counseling*

**\*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*

**William L. Heffern, 1967-1995**

*Professor of Engineering & Mechanical Drafting*

**James H. Heffron, 1963-1995**

*Professor of Office Administration*

**Larry W. Heimgartner, 1973-2009**

*Professor of Theater Arts*

**\*Elisabeth A. Heisch, 1965-1974**

*Associate Professor of English*

**A. Leon Henry, 1989 - 2011**

*Instructor, Physical Education*

**\*Steve Hirsch, 1984-2014**

*Associate Professor, Counseling and Psychology; EOP&S*

**Wendy W. Hollis, 1983-2007**

*Nursing; Chairperson, Health Sciences Division*

**Delores Jones Hudson, 1995-2016**

*Professor of English*

**Charles R. Huff, 1958-2010**

*Professor, Mathematics and Astronomy*

**\*William R. Hughes, 1959-1984**

*Instructor, English*

**David M. Humphreys, 2007-2012**

*Dean, Academic Affairs*

**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*

\*Indicates deceased

## FACULTY EMERITI, continued

**Allan Jacobson, 1977-1993**

*Professor of Developmental Communications*

**\*Norman Jacot, 1956-1975**

*Professor of Physical Education*

**\*Armine Janeves, 1949-1971**

*Professor of Business*

**DeAnn Jennings, 1978-2008**

*Associate Professor of Art*

**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*

**\*Maryann D. Jones, Ed.D., 1970-1976**

*Associate Professor, Counselor*

**Steve Judge, 1993-2003**

*Instructor of Automotive Technology*

**Coni Juno, 1989-2014**

*Associate Professor, Counseling*

**Kathleen Keller 1973-2007**

*Professor of Mathematics*

**Verne B. Kelsey, 1966-1989**

*Associate Professor of Physical Education*

**\*Norman J. Kettering, 1949-1972**

*Professor of Science*

**William S. Kim, 1986-1998**

*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*

**\*Maurine L. LaCaff, Ed.D., 1954-1970**

*Instructor of Humanities*

**Sylvia S. Lamont, 1964-1995**

*Associate Professor of Library Services*

**Bruce W. Lemon 1972-2006**

*Professor of Sociology; Chairperson, Behavioral Sciences Division*

**\*Roberta Lindberg, 1958-1968**

*Division Chairman, Nursing and Home Economics*

**\*Biserka V. Livesay, 1966-1994**

*Professor of Humanities and Fine Arts*

**Marian Locascio, 2004-2014**

*Librarian, Library Science*

**David L. Loftin 1971-2002**

*Associate Professor of Psychology*

**William W. Longstreth, 1966-1989**

*Professor of English*

**James R. Madden, 1966-1984**

*Professor of Business*

**Nina Malone 1999-2012**

*Dean, Student Life*

**\*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*

**Lauren J. McKenzie, 1976-2013**

*Professor, Mathematics*

*Chairperson, Mathematics and Physical Sciences Division*

**\*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*

**Gary E. Miller 1968-2011**

*Professor of Economics*

**\*Kenneth B. Miller, 1977-2009**

*Instructor of Music*

**Carol J. Minami (1976-2016)**

*Instructor of Child Development*

**E. Norene Monroe, 1970-1982**

*Instructor of Nursing*

\*Indicates deceased

## FACULTY EMERITI, continued

### **Raymond L. Moore, 1966-1995**

*Associate Professor of German*

### **\*Eunice L. Moorefield, Ph.D., 1950-1968**

*Associate Professor of French*

### **Maria Elena Moreno, 1978-2011**

*Instructor, Child Development Center*

### **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*

### **\*Richard D. Noble, 1956-1980**

*Professor of Psychology; Counselor*

### **\*Clarence W. Norris, Ed.D., 1972-1981**

*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*

### **Abbie L. Patterson (2003)**

*Vice President, Student Services*

### **Jane P. Pavlina, 1982 - 2011**

*Professor, Mathematics*

### **\*Miriam H. Pearce, 1964-1983**

*Professor of Nursing*

### **\*Reuben G. Plaskoff, 1959-1980**

*Associate Professor of Speech, Drama*

### **Evelyn Portis, 1994-2007**

*Professor of Nursing; Director of Learning Assistance Center;*

*Coordinator, Distance Education Programs*

### **\*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*

### **Daniel R. Remeta, 1964-1994**

*Associate Professor of Music*

### **\*Floyd M. Rhea, 1958-1985**

*Division Chairman, Physical Education*

### **Robert K. Richards, 2001 - 2011**

*Associate Dean, Academic Affairs*

### **Bruce L. Ripley, 1968-1983**

*Instructor of Air Conditioning and Refrigeration*

### **\*Don J. Rogan, 1950-1975**

*Associate Professor of History*

### **Luis M. Rosas, 1978-2015**

*Vice President, Academic Affairs*

*Associate Professor, Counseling*

### **\*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*

### **\*Janice H. Sandell, 1970 - 2011**

*Professor of Sociology*

### **\*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*

## FACULTY EMERITI, continued

**\*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*

**Adell Shay, 2000-2008**

*Associate Professor, Business Mgmt. & Marketing*

**Josephine M. Shepherd, 1963-1982**

*Professor of Nursing*

**\*Beverly W. Shue, 1964-2007**

*Professor of Microbiology*

**Harvey N. Siegel, 2001 - 2011**

*Assistant Professor of Administration of Justice*

**Patricia D. Singleton, 1959-1987**

*Associate Professor of Earth Science*

**Arnold Small, 1969-1986**

*Professor of Biology*

**Arlene Smith (2000)**

*Professor of Nursing*

**\*Jack E. Smith, Ed.D., 1974-1984**

*Professor of Economics; Vice President of Academic Affairs*

**June Burlingame Smith, 1986-2011**

*Professor, English*

**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*

**\*Robert S. Standen, 1995-1997**

*Vice President of Academic Affairs*

**Mary K. Stanley, Ed.D., 1964-1988**

*Professor of Nursing, Assistant Dean of EOP&S*

**\*Rosalyn S. Stern, 1980-1995**

*Professor of French*

**\*George B.T. Sturr, L.L.B., 1970-1984**

*Instructor of History*

**George F. Swade, Sr., 1974-2010**

*Athletic Director*

**Elizabeth M. Swanson, 1961-1982**

*Associate Professor of Physical Education*

**\*Robert Tabing, 1964-1979**

*Professor of Physical Education, Instructor-Advisor*

**Sherrill Tabing, 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*

**Deborah Tull (1988)**

*Director, Disabled Student Programs and Services*

**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*

**Osamu Arthur Wakita 1965-2008**

*Professor of Architecture*

**\*Terry D. Wallace, 1972-1993**

*Instructor of Physical Education*

**\*John F. Walsh, 1970-1995**

*Associate Professor of English*

**\*Van Guelder Waring, 1963-1978**

*Division Chairman, Social Science*

\*Indicates deceased

## FACULTY EMERITI, continued

**\*John Warstler 1984-2007**

*Instructor of Computer Information Systems*

**Pamela E. Watkins, 2000 - 2011**

*Associate Professor, English*

**Cheryl F. Watson, 1975 - 2011**

*Professor of Child Development*

**Nancy W. Webber, 1965-2000**

*Professor of Art*

**Anne M. Weber, 1970-1990**

*Professor of Nursing*

**\*Karl R. Weber, 1956-1974**

*Professor of Business*

**R. David Weber, 1997-2005**

*Instructor of History and Economics*

**\*Doris Webster, 1979-2016**

*Professor of Nursing*

**Don M. Weems, 1989-2010**

*Instructor, Physical Education*

**\*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*

**James J. White, 1967-2006**

*Professor of Physical Education*

**Patricia Wickers, 1993-2013**

*Professor, Nursing*

**\*Kenneth R. Williams, 1950-1977**

*Dean of Educational Services*

**J. Harrison Wilson, 1980-1995**

*Associate Professor of Music*

**Carol J. Wirth 1975-1989**

*Associate Professor of Counseling Services*

**Mark D. Wood (1980)**

*Chairperson, Humanities and Fine Arts*

**Laurel Woodley, 1986-2004**

*Professor of Biology*

**\*Lawrence J. Wong, 1976-1999**

*Assistant Professor of Music*

**Robert G. Wrenn, 1956-1995**

*Division Chairman, Professor of Business*

**Barbara R. Wright, Ed.D., 1959-1981**

*Professor of Nursing*

**\*Selwyn W. Yancy, 1949-1974**

*Division Chairman, Physical Education*

**William M. Young, 1968-1986**

*Associate Professor of Physical Education*

**\*Henry P. Zbojnowicz, 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*

\*Indicates deceased



## ADJUNCT FACULTY

**Lucille Acquaye-Baddoo**, *Political Science*

**Edward Afana, Jr.**, *Vocational Education*

**Peter A. Aguilera**, *Sociology*

**Dr. Geoffrey Aguirre**, *English*

**Arif Ahmed**, *Accounting*

**Brandon Alcocer**, *Kinesiology*

**Jeremiah Alexander**, *English*

**Cheri Allmond**, *Nursing*

**Tommy Amano-Tompkins**, *English*

**Julie Amenta**, *Nursing*

**Julia Anderson**, *Communication Studies*

**Nenita Andres-Sandor**, *Mathematics*

**Shane Andrews**, *Communication Studies*

**Craig Antrim**, *Art*

**Lourdes Antonio**, *Nursing*

**Ray Armenteros**, *Art*

**Lloyd Ashmore**, *CSIT*

**Erin Auerbach**, *Journalism*

**Seongok Bae**, *French*

**Nagy Bakhoun**, *Architecture*

**Natalie Bakhoun**, *Architecture*

**Ramon Baltazar**, *Business*

**Marissa Banuelos**, *Sociology*

**Maria Barrio De Mendoza**, *Spanish*

**Tony Beauvy**, *Art*

**William Beckham**, *Kinesiology*

**Sage Bennet**, *Philosophy*

**Beverly Berlin**, *Nursing*

**George Blake**, *English*

**Lisa Blod**, *Vocational Education*

**Allison Boyce**, *English*

**Mason Boyer**, *English*

**Romulo Broas**, *Mathematics*

**Dr. Kristienne Brooks**, *Psychology*

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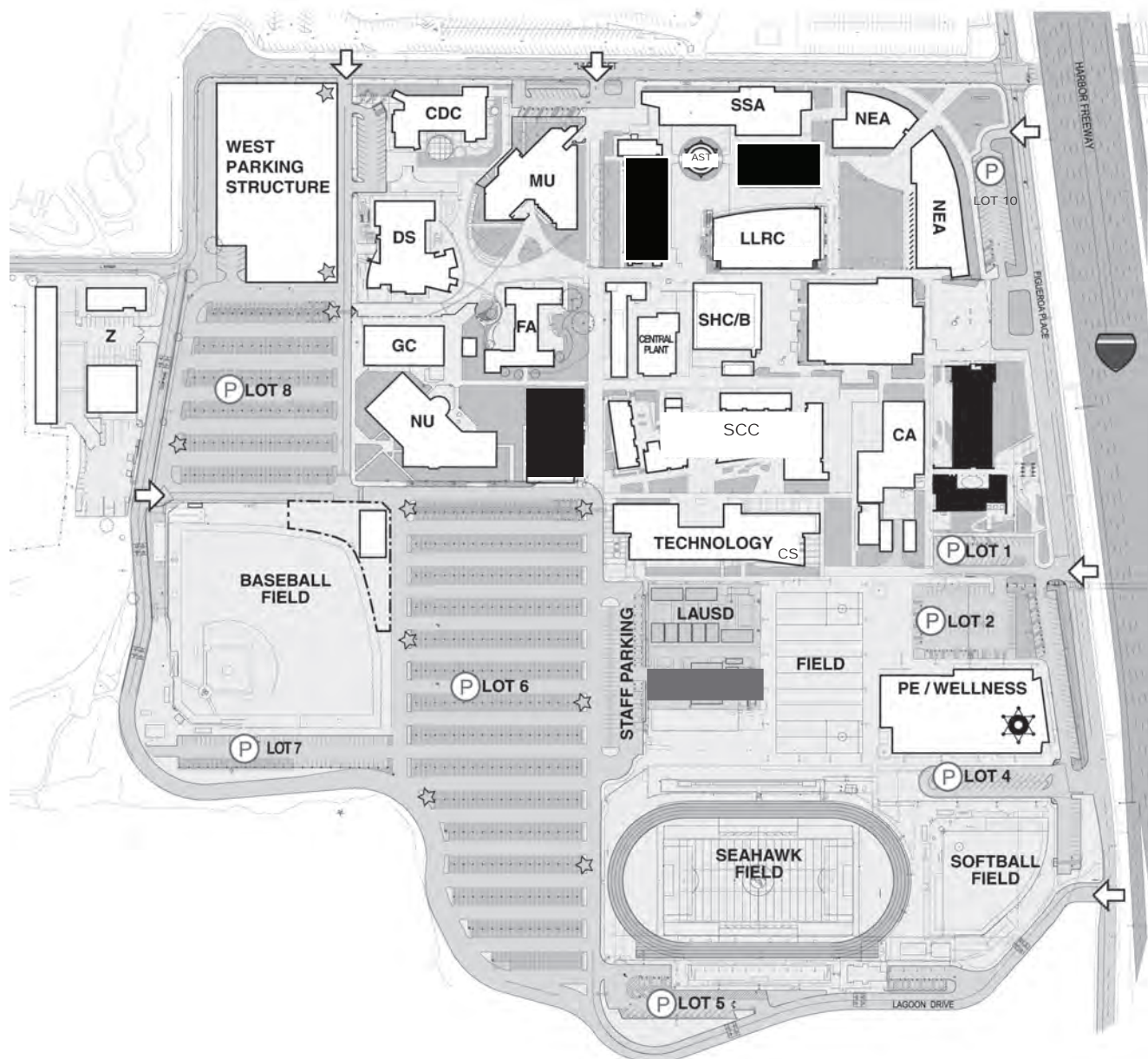
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# CAMPUS MAP



## LEGEND

AST	PLANETARIUM	NU	NURSING
CA	CAFETERIA / CULINARY ARTS	NEA	NORTHEAST ACADEMIC
CDC	CHILD DEVELOPMENT CENTER	PE/W	PE/WEELLNESS
CS	COMMUNITY SERVICES & Extension Program	SCC	SCIENCE COMPLEX
DS	DRAMA SPEECH/THEATER	SHC/B	SEAHAWK CENTER/BOOKSTORE
FA	FINE ARTS	SSA	STUDENT SERVICES & ADMINISTRATION BUILDING
GC	GENERAL CLASSROOMS	TECH	TECHNOLOGY
LAUSD	L.A. UNIFIED COMPLEX	Z	FACILITIES, MAINTENANCE & OPERATIONS
LLRC	LIBRARY / LEARNING RESOURCE CENTER		
MU	MUSIC BUILDING		

Student Parking Lots: 5, 6, 7, 8, and West  
Parking Structure

Staff Parking Lots: 1, 2, 3, 4, 6, 8, 9, 9A, 10,  
and West Parking Structure

Guest/Visitor all day paid parking:  
Any student parking lot with \$2 paid permit  
from parking permit machines.

Parking Questions? Visit the Sheriff's Office  
or call (310) 233-4600





# ADVANCED PLACEMENT CREDIT

From page 50 of this online catalog...

## Advanced Placement Credit

### 1. Course Equivalency

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associates Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

### 2. Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix A.

### 3. Advanced Placement Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

### 4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

Original Issue Date: February 10, 2009

Initiated by: Educational Programs and Educational Effectiveness

Dates of Changes: January 15, 2010; April 30, 2015, July 19, 2016

References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.

"Use the link below to access the Advanced Placement Table. The table adapts that in the LACCD Regulation to include LAHC Major/Area of Emphasis Course unit credit. Equivalencies listed on the following pages:228 - 235 of this online catalog may be applied without petition.



AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Art Studio Drawing	3, 4, 5	ART 201 (3) or ART 204 (3)	3	3	Area C: Humanities			NA	NA
Art Studio 2D Design	3, 4, 5	ART 501 (3)	3	3	Area C: Humanities			NA	NA
Art Studio 3D Design	3, 4, 5	Art 502 (3)	3	3	Area C: Humanities			NA	NA
Art History	3, 4, 5	ART 101 (3) and ART 102 (3)	6	3	Area C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biology	3, 4, 5	BIOLOGY 3 (4)	6	3	Area A: Natural Science			5B and 5C 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Calculus AB	3, 4, 5	Math competency and for the Liberal Arts and Sciences: Natural Sciences and Mathematics (3) and MATH 260 (3)	3	3	Area D: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC	3, 4, 5	Math competency and for the Liberal Arts and Sciences: Natural Sciences and Mathematics (3) and MATH 265 (5)	6	3	Area D: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units

AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/A DT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Calculus BC/AB Subscore	3, 4, 5	Math competency and for the Liberal Arts and Sciences: Natural Sciences and Mathematics (3) and MATH 260 (3)	3	3	Area D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Chemistry	3, 4, 5	CHEM 65 (4)	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language and Culture	3, 4, 5	For the Liberal Arts and Sciences: Arts and Humanities degree only, in lieu of JAPAN 21 (3) and JAPAN 22 (3) or SPANISH 1 (5)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Comparative Government and Politics: Comparative	3, 4, 5	POL SCI 2 (3)	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units
Computer Science Exam A	3, 4, 5	CO SCI 58 (3)	3	3	Area D: Language & Rationality: Area 2. Communication and Analytical Thinking			NA	NA

AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/A DT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
English Language and Composition	3, 4, 5	ENGLISH 101 (3)	6	3	Area D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature and Composition	3, 4, 5	ENGLISH 205 (3) and ENGLISH 206 (3)	6	3	Area C: Humanities, or Area D: Language & Rationality: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	ENV SCI 1 (3) or ENV SCI 2 (3)	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
European History	3, 4, 5	HISTORY 1 (3) and HISTORY 2 (3)	6	6	Area B2: Social and Behavioral Sciences, or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	FRENCH 1 (5)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	For the Liberal Arts and Sciences: Arts and Humanities degree only, in lieu of FRENCH 10 (3) or SPANISH 12 (3)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (no longer offered* after fall 09)
German Language and Culture	3, 4, 5	For the Liberal Arts and	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units

AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Government and Politics: U.S.	3, 4, 5	POL SCI 1 (3)	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 semester units/ 4 quarter units	D8+US-2 3 semester units
History: U.S.	3, 4, 5	HISTORY 11 (3) and HISTORY 12 (3)	6	3	Area B1: American Institutions		American Institutions Satisfied	3B or 4 and US-1 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
History: World	3, 4, 5	HISTORY 86 (3) and HISTORY 87 (3)	6	3	Area B2: Social and Behavioral Sciences			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
Human Geography	3, 4, 5	GEOG 2 (3)	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language and Culture	3, 4, 5	For the Liberal Arts and Sciences: Arts and Humanities degree only, in lieu of FRENCH 10 (3) or SPANISH 12 (3)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	JAPAN 21 (3) and JAPAN 22 (3)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	For the Liberal Arts and	6	3	Area C: Humanities			3B and 6A 3 semester units/4	C2 3 semester units

AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Latin Literature	3, 4, 5	For the Liberal Arts and Sciences: Arts and Humanities degree only, in lieu of FRENCH 10 (3) or SPANISH 12 (3)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (no longer offered* after fall 09)
Latin: Vergil	3, 4, 5	For the Liberal Arts and Sciences: Arts and Humanities degree only, in lieu of FRENCH 1 (3) or JAPAN 21 (3) or SPANISH 1 (3)	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (no longer offered* after fall 12)
Macroeconomics	3, 4, 5	ECON 2 (3)	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	ECON 1 (3)	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	MUSIC 216-1 (3)	6	3	Area C: Humanities			NA	C1 3 semester units (no longer offered* after fall 12)



AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/A DT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Physics 2: Algebra-Based	3, 4, 5	Liberal Arts and Sciences: Natural Sciences and Mathematics (4) and PHYSICS 6 (3) or PHYSICS 7 (3) or PHYSICS 6 and 7 (4)	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B [equivalent to Physics 1 and 2 combined]	3, 4, 5	Liberal Arts and Sciences: Natural Sciences and Mathematics (6) and PHYSICS 6 and 7 (6)	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (no longer offered* after fall 13)
Physics C: Mechanics	3, 4, 5	Liberal Arts and Sciences: Natural Sciences and Mathematics (4) and PHYSICS 37 (4)	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics :C Electricity and Magnetism	3, 4, 5	Liberal Arts and Sciences: Natural Sciences and Mathematics (4)	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units

AP Subject Area	AP Score	*LAHC Major/Area of Emphasis Course (Units) or Math Competency	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201	IGETC Applicability Source: IGETC Standards v 1.7	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2015-19*
Spanish Language and Culture	3, 4, 5	SPANISH 1 (5)	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	STAT 1 (3) Math competency	3	3	Area D: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units

# IMPORTANT PHONE NUMBERS

General Information (310) 233-4230 For Departments, Dial (310) 233 + extension

Admissions & Records .....	4090 .....	SSA Lobby
Art Gallery .....	4411 .....	FA 100
Assessment Center Office.....	4072 .....	SSA 118
Associated Students Org. ....	4594 .....	SHC 201
Athletics.....	4140 .....	Athletics
Bookstore .....	4170 .....	SHC 105
CalWorks .....	4403 .....	OV 1B
Career Guidance Center .....	4282 .....	SSA 105
Cashier's Office.....	4212 .....	SHC, 1st Fl.
Child Development Center .....	4200 .....	CDC
Community Services.....	4450 .....	B 16
Compliance Office .....	213-891-2000, x2315	
Counseling .....	4230 .....	SSA Lobby
Economic and Workforce Development .....	4042 .....	SSA 239
EOP&S/CARE/CAYFES .....	4265 .....	SSA 207
<i>Extended Opportunity Programs and Services</i>		
Extension Program .....	4450 .....	B16
Financial Aid .....	4320 .....	SSA 114
Foundation Office .....	4336 .....	SSA 237
Health Services (Nurse) .....	4520 .....	Cafe 110
Honors Program .....	4038 .....	SSA 130

Instructional Programs .....	4020 .....	SSA 218
International Students .....	4111 .....	SSA 115
Learning Assistance Center .....	4149 .....	LAC
Library .....	4480 .....	LRC
Lost & Found .....	4618 .....	Sheriff
Matriculation.....	4043 .....	SSA 103E
Nursing Program.....	4360 .....	NU Lobby
PACE Program .....	4522 .....	NEA 167
<i>Plan for Accelerated College Education</i>		
Sheriff's Office .....	4600 .....	PE Bldg.
Special Programs and Services .....	4629 .....	Cafe 108
Student Services.....	4030 .....	SSA 203
Transfer Services Center .....	4282 .....	SSA 105
Tutoring Office.....	4149 .....	LRC 114
Veteran Affairs Office.....	4232 .....	SSA 114
<b>Instructional Labs</b>		
Biology .....	4553 .....	SCC 213
Health Sciences.....	4360 .....	NU 148
Math .....	4498 .....	LAC 105B
Music .....	4429 .....	MU 150
Nursing .....	4360 .....	NU 148
Reading.....	4149 .....	LAC 111
Writing.....	4148 .....	LAC 104A4A

## EMERGENCY RESPONSE QUICK GUIDE

IN CASE OF EMERGENCY, DIAL 911 FROM ANY CAMPUS PHONE  
OR 310-233-4600 IF CALLING FROM A CELL PHONE TO AVOID ANY UNNECESSARY DELAYS IN RESPONSE

### ACTIVE SHOOTER

If the Active Shooter is INSIDE your building:

- Remain calm.
- If possible, exit the building via safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety, barricade doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

If the Active Shooter is OUTSIDE your building:

- Remain calm.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

When Law Enforcement Arrives:

- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and yelling

### EARTHQUAKE

Stay calm.

If indoors, "Duck, Cover, and Hold On" under a table or desk or against an inside wall until the shaking stops. Protect your head and neck with your arms.

If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.

Do not use elevators.

Do not exit a building during the shaking--there is a danger from falling debris.

### FIRE OR EXPLOSION

- Do not panic and activate the nearest fire alarm.
- Call 911 or the Campus Sheriff Station to report the location of the fire.
- If the fire is small, attempt to extinguish it with a fire extinguisher.
- If the fire is large, evacuate the building via the nearest fire exit.
- Close all doors when exiting.
- Use stairways and keep to the right.
- Do not use elevators, they may shut down or stop on the floor of the fire.
- Check all doors for heat prior to opening them.
- If you are caught in smoke, drop to your hands and knees and crawl.
- Breathe shallowly through your nose and use your clothing to cover your nose and mouth.
- Proceed to the nearest evacuation area.
- If you are trapped by fire in a room:
  - Place moist cloth material around/under the door to keep smoke out.
  - Retreat--Close as many doors as possible between you and the fire.
  - Be prepared to signal from windows, but do not break the glass unless absolutely necessary (Outside smoke and draft could be drawn in).





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1111 Figueroa Place  
Wilmington, CA 90744  
310-233-4000  
[www.lahc.edu](http://www.lahc.edu)

Fanfare at San Pedro Gateway