

2025-2026 GENERAL CATALOG



LAHC
LOS ANGELES
HARBOR COLLEGE



Education Changes Everything!

LOS ANGELES HARBOR COLLEGE

2025–2026 CATALOG



THE LOS ANGELES HARBOR COLLEGE CATALOG IS PUBLISHED YEARLY
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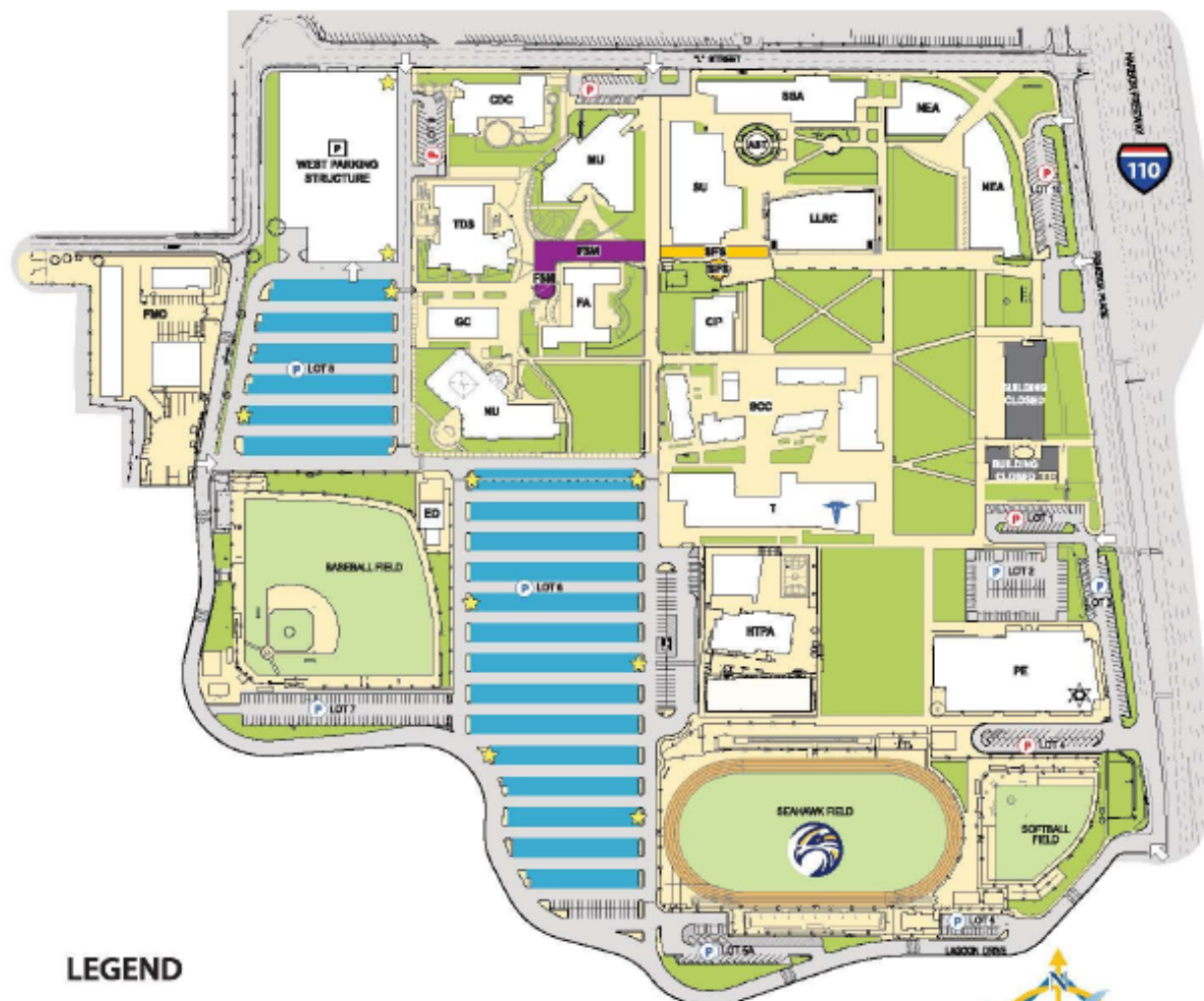
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Campus Map



Los Angeles Harbor College
1111 Figueroa Place, Wilmington, CA 90744



LEGEND

CP	Central Plant	AST	Planetarium
CDC	Child Development Center	PE	PE/Wellness
EO	Events Office	SCC	Science Complex
FMO	Facilities Maintenance and Operations	SCD	Sheriff's Department
FA	Fine Arts	(P)	Staff Parking Lot
FSM	Freedom of Speech Mall	SFS	Student Freedom of Speech Area
GC	General Classrooms	(H)	Student Health Center
HTPA	Harbor Teacher Preparatory Academy	(P)	Student Parking Lot
LLRC	Library/Learning Resource Center	SSA	Student Services & Administration
MU	Music	SU	Student Union
NEA	Northeast Academic	T	Technology
NU	Nursing	TDS	Theater Drama Speech
		(V)	Vehicle Entry
		(P)	West Parking Structure



Directions to Los Angeles Harbor College

- From the Metropolitan Los Angeles area and the north
 - South on the 110 Freeway to Anaheim Street. Exit and turn north to the campus
- From San Pedro
 - North on the 110 Freeway to Pacific Coast Highway. Exit and turn south on Figueroa Street, then west on "L" Street to the campus.
- From Long Beach and the southeast
 - West on Pacific Coast Highway. Turn south on Figueroa Street, then west on "L" Street to the campus.
- From LAX and the west
 - Go east on surface streets to the 405 Freeway to the 110 Freeway going south. Exit at Anaheim Street and turn north to the campus.
- Via public transportation:
 - [LA Metro](#)
 - Line 205 stops on L Street on the north side of campus
 - Line 232 stops on Figueroa and L streets, on the opposite side of the 110 Freeway.
 - [Torrance Transit](#)

College President's Message



A Message from Dr. Luis Dorado, President of Los Angeles Harbor College

Welcome to Los Angeles Harbor College!

For more than 75 years, Harbor College has proudly served the South Bay community as a beacon of opportunity, learning, and transformation. As President, I am honored to lead an institution that is deeply committed to student success, academic excellence, and community engagement.

At Harbor College, we believe education is the key to unlocking potential and creating meaningful change. Our faculty, staff, and administrators are dedicated to providing high-quality instruction and personalized support to help you reach your goals—whether you're preparing to transfer to a university, enter the workforce, or pursue lifelong learning.

We offer a diverse array of academic programs tailored to meet the evolving needs of today's society and empower the leaders of tomorrow. Our graduates continue their educational journeys at esteemed institutions within the California State University and University of California systems, as well as at private and out-of-state colleges. They go on to make meaningful contributions in their communities and professional fields.

Beyond the classroom, Harbor College offers a vibrant campus life. From student clubs and leadership opportunities through our Associated Student Organization (ASO), to championship-winning athletic teams and enriching cultural events, there are countless ways to get involved and grow.

As you explore this catalog, I encourage you to take full advantage of the resources available to you—from counseling and financial aid to tutoring and career services. We are here to support you every step of the way.

Thank you for choosing Los Angeles Harbor College.

We are beyond excited to be part of your educational journey!

Board of Trustees

Kelsey K. Iino, Ed.D., President

Sara Hernandez, J.D., 1st Vice President

Andra Hoffman, 2nd Vice President

Gabriel Buelna, Ph.D.

Nichelle Henderson

David Vela

Steven F. Veres

Jasmine Monet Francis, Student Trustee

District Administration

Alberto J. Román, D.P.A., Chancellor

Nicole Albo-Lopez, Ed.D., Deputy Chancellor

Maury Pearl, Interim Vice Chancellor, Educational Programs and Institutional Effectiveness

Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer

James Lancaster, Ed.D., Vice Chancellor, Workforce and Economic Development

Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer

Jeffrey Prieto, J.D., General Counsel

Leigh Sata, Ed.D., Interim Vice Chancellor/Chief Facilities Executive

Vacant, Vice Chancellor, Human Resources

The Los Angeles Community College District

Over the past seventy-seven years the LACCD has served as educator to more than three million students. Affordable, accessible and practical, the LACCD offers opportunity to all. Our doors are wide open for a diverse student population eager for skills, knowledge and upward mobility. LACCD educates almost three times as many Latino students and nearly four times as many African-American students as all of the University of California campuses combined. Eighty percent of LACCD students are from underserved populations.

Community colleges serve adults of all ages, meeting the needs of a society where "lifelong learning" is the rule and multiple careers and continual retraining are the norm. More than half of all LACCD students are older than 25 years of age, and more than a quarter are 35 or older. More than any other California system of higher education, community colleges offer a first - and a second - chance for anyone who wants to succeed.

About the College

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.

College Mission Statement

Los Angeles Harbor College serves our diverse community by providing access to associate and transfer degrees, certificates, economic and workforce development, and adult and noncredit instruction. We promote equity, diversity, and student success through academic programs and support services that ensure our students become productive members of a global society.

College Vision Statement

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

College 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.
- ISLO3: Information and Technological Competency: Utilize research skills necessary to achieve educational, professional, and personal objectives.
- 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 (SEMP) Goals

- **Goal 1: Access and Preparation for Success:** Provide equitable access to and provide clear pathways for students to 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 that provides student-centered pathways to help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase 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:** Manage, increase and diversify sources of revenue in order to maintain fiscal stability and to support State, District and local initiatives to achieve the college mission. Enhance and maintain mutually beneficial external partnerships with business, labor, and industry and other community and civic organizations in the greater Los Angeles area.

Programs and Services

To accomplish the above, Los Angeles Harbor College offers the following types of educational programs and services:

- **Transfer programs** enable students who complete them to continue upper-division coursework at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.
- **Career and Technical Education (CTE) programs** provide educational, work-related, and technical training that prepare completers for employment, career advancement or transfer to a university. These programs offer comprehensive classroom and practical instruction delivered by experienced, highly qualified faculty and/or industry professionals. Many of these programs involve collaborations with business, industry, labor, education, government and other institutions to enhance the educational opportunities of program participants, and advance the mission and functions of the District.
- **General education** consists of coursework designed to 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. Los Angeles Harbor College offers two general education patterns: one required for the completion of all Associate in Arts/Sciences degrees and another for transfer to the California State University and University of California systems.
- **Adult and Community Education programs** provide students with instruction and preparation in the following areas: basic skills, English as a Second Language, general education diploma (G.E.D.), citizenship preparation and short-term career education. These noncredit programs prepare students to take college and transfer-level courses and/or earn skills to enter the workforce. The English as a Second Language noncredit instruction is for immigrants, foreign students, and other students with limited English proficiency. Students may earn Certificates of Competency or Completion in the area of study.
- **Community Service programs** provide fee-based services that meets the needs of the community by providing short-term training opportunities, recreational and special programs for kids through the College for Kids program. The program is a self-supporting branch of the college financed by participant fees.
- **Counseling and guidance** incorporate academic, career, and personal counseling and assistance in matters of admissions, financial aid 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.
- **Many other services** are available to ensure that all students are able to complete their educational goals.

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.

Los Angeles Harbor College Demographics

Student Status	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
First-Time Student	2,116	1,933	1,589	1,288	1,324	1,007	1,086	1,088	1,346	1,154
First-Time Transfer Student	669	561	257	510	587	398	384	509	675	787
Returning Student	597	616	516	353	415	621	470	638	750	790
Continuing Student	6,166	5,919	6,522	5,738	5,628	5,304	4,212	4,091	4,478	4,615
Uncollected/Unreported	86	33	59	352	482	245	270	419	493	507
Special Admit Student	642	587	468	985	853	872	825	1,129	1762	2,216
Total Student Count	10,276	9,649	9,411	9,226	9,289	8,447	7,247	7,874	9,504	10,069
Credit/Non-Credit Headcount	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Credit Students Count	10,116	9,396	9,181	8,852	8,798	8,175	6,915	7,381	8,903	9,463
Noncredit Students Count	160	253	230	374	491	272	332	493	601	606
Gender	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Female	59.6%	58.8%	59.2%	59.9%	60.6%	61.7%	61.1%	61.2%	58.7%	59.7%
Male	40.4%	41.2%	40.8%	40.0%	39.1%	38.2%	38.2%	37.5%	39.4%	38.3%
Non-Binary	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.6%	0.7%	0.6%
Unknown	0.0%	0.0%	0.0%	0.1%	0.2%	0.1%	0.6%	0.7%	1.2%	1.4%
Ethnicity	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
African American	10.9%	10.4%	10.1%	9.2%	10.4%	9.3%	9.4%	9.9%	11.1%	11.5%
Asian/Pacific Islander	12.8%	12.6%	5.0%	12.3%	11.9%	11.6%	12.3%	11.2%	9.5%	9.7%
Hispanic/Latino	56.8%	58.9%	57.3%	60.2%	59.7%	60.9%	60.1%	62.6%	58.2%	59.8%
White	13.2%	11.9%	12.7%	11.1%	10.9%	11.3%	11.4%	10.3%	14.8%	12.7%
Other/Unknown	6.2%	6.1%	14.9%	7.1%	7.3%	6.9%	6.8%	6.0%	6.4%	6.3%
Age Group	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Under 20	27.9%	26.9%	31.8%	33.9%	31.1%	31.3%	31.5%	35.0%	36.6%	38.7%
20 to 24 years old	37.5%	37.3%	35.0%	32.1%	32.4%	32.2%	31.8%	28.2%	25.0%	24.3%
25 to 34 years old	21.0%	21.7%	20.6%	20.4%	21.7%	23.0%	22.5%	20.9%	20.4%	19.7%
35 and over	13.7%	14.1%	12.5%	13.5%	14.7%	13.6%	14.2%	15.9%	17.9%	17.3%
Educational Goal*	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Career/Workforce	13.9%	12.6%	11.6%	10.8%	10.5%	10.4%	9.8%	9.6%	9.0%	10.0%
College Prep	6.6%	6.6%	6.1%	7.6%	8.8%	11.6%	12.8%	14.9%	15.1%	14.6%
Complete Credits to Meet 4-Year College Requirements	6.0%	5.1%	5.7%	6.1%	5.7%	5.1%	4.2%	3.9%	3.2%	3.2%
Transfer to 4-Year	52.9%	55.6%	57.2%	55.5%	56.0%	54.1%	53.2%	50.6%	50.8%	47.9%
Two-Year AA Without Transfer	8.8%	8.5%	8.4%	7.9%	6.8%	6.9%	7.3%	7.1%	7.5%	9.3%
Undecided/Unknown	12.0%	11.7%	11.0%	12.1%	12.3%	11.9%	12.8%	13.9%	14.4%	15.0%
*Ed Goal Data Source: PeopleSoft tables SYS_PS_CES_STDNT_ATTR and SYSADM_PS_STDNT_ATTR_VAL, for the most recent goal of the student, extracted on 3-26-2025.										
Study Load:	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
12.0 units or more	29.3%	26.8%	28.3%	26.8%	26.4%	20.2%	20.3%	18.7%	15.6%	14.9%
6.0 to 11.9 units	38.6%	39.2%	34.2%	33.1%	31.0%	32.7%	32.5%	28.8%	25.4%	26.8%
5.9 units or less	30.5%	31.4%	35.1%	36.0%	37.3%	43.9%	42.6%	46.2%	52.7%	52.3%
Non-credit Only	1.5%	2.6%	2.4%	4.1%	5.3%	3.2%	4.6%	6.3%	6.3%	6.0%
Financial Aid Student Count	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Cal Grant B	624	606	511	622	654	649	554	689	682	732
Calif. College Promise - Method B	6,087	5,714	5,408	5,478	4,405	4,570	4,239	3,800	4,137	6,095
Calif. College Promise - Method C	2,236	2,250	2,217	2,290	2,181	2,185	2,250	1,993	2,277	2,750
Full-time Student Success Grant/Student Success Completion Grant (SSCG)	0	407	370	389	463	493	409	430	430	509
Pell Grant	3,939	3,488	2,900	2,445	2,411	2,578	1,892	1,891	2,024	2,180
SEOG (Supplemental Educational Opportunity Grant)	438	700	381	295	456	277	553	961	631	576
Data Source (Except for Ed Goal): California Community Colleges Chancellor's Office Data Mart (https://datamart.cccco.edu/DataMart.aspx), extracted on 3-24-2025.										

View LAHC complete profile in the “Data Resources” section at www.lahc.edu/offices/oie

Academic Calendar 2025-2026

Term		Day and Date*	Non-instruction Days
Summer 2025	Begins	Monday, June 16, 2025	
		Friday, July 4, 2025	Independence Day
		Saturday, August 30, 2025	Non-Instruction
	Ends	Sunday, August 31, 2025	Non-Instruction
Fall 2025	Begins*	Monday, September 1, 2025	Labor Day (Non-instruction)
		*Classes begin on their first regular meeting day <u>after</u> September 1, 2025.	
		*Online (asynchronous) classes begin September 2, 2025.	
		Tuesday, November 11, 2025	Veteran's Day (Non-instruction)
		Thursday, November 27, 2025	Thanksgiving (Non-instruction)
		Friday, November 28, 2025	Thanksgiving (Non-instruction)
		Saturday, November 29, 2025	Non-Instruction
		Sunday, November 30, 2025	Non-Instruction
	Ends	Sunday, December 21, 2025	
Winter 2026	Begins	Monday, January 5, 2026	
		Monday, January 19, 2026	Martin Luther King Day (Non-instruction)
	Ends	Saturday, February 8, 2025	
Spring 2026	Begins	Monday, February 9, 2026	
		Friday, February 13, 2026	Presidents' Day (Non-instruction)
		Saturday, February 14, 2026	Non-Instruction
		Sunday, February 15, 2026	Non-Instruction
		Monday, February 16, 2026	Presidents' Day (Non-instruction)
		Tuesday, March 31, 2026	Cesar Chavez Day (Non-instruction)
		Saturday, April 4, 2026	Spring Break
		Sunday, April 5, 2026	Spring Break
		Monday, April 6, 2026	Spring Break
		Tuesday, April 7, 2026	Spring Break
		Wednesday, April 8, 2026	Spring Break
		Thursday, April 9, 2026	Spring Break
		Friday, April 10, 2026	Spring Break
		Friday, April 24, 2026	Genocide Remembrance Day (Non-instruction)
		Monday, May 25, 2026	Memorial Day
	Ends	Monday, June 8, 2026	
Summer 2026	Begins	Monday, June 15, 2026	
		Friday, June 19, 2026	Juneteenth Day (Non-instruction)
		Friday, July 3, 2026	Independence Day (Observance)
	Ends	Sunday, August 30, 2026	

Class start/end dates may vary within a term. Consult the [Class Schedule](#) for details.

Starting Your Academic or Career Pathway

We all have unique interests and goals. You may be attending Los Angeles Harbor College for any number of reasons. Los Angeles Harbor College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to a four-year college or university to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at Los Angeles Harbor College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

You may already know what you want to accomplish while enrolled at Los Angeles Harbor College or you may be unaware of your options and what is necessary to reach your goals. Counselors at Los Angeles Harbor College are available to help you identify your goals and to create an educational plan that will help you achieve those goals. Counselors also assist undecided students in clarifying what their goals are. Schedule a counseling appointment to start exploring the possibilities.

Los Angeles Harbor Colleges offers seven distinct types of awards showing educational achievements. In the next pages are the Index of Los Angeles Harbor Colleges Degrees and Certificates separated in four different categories: 1) Degrees and Certificates by the seven distinct Types; 2) Degrees and Certificates by TCAP; 3) Degrees and Certificates by Educational Goal; 4) Degrees and Certificates by Topic

We look forward to assisting you with your academic and career pathway at Los Angeles Harbor College. Visit the Counseling Center or the Transfer Center to develop educational plans towards your academic/career goals and learn more about the various degrees/certificates offered at Los Angeles Harbor College.

Indexes of Degrees & Certificates

A description and list of graduation requirements for each degree and certificate is located starting on the page shown in the indexes below. (For general graduation requirements, see the “Graduation Requirements” section later in this catalog.) The first index is organized by degree/certificate type (Associate Degree for Transfer, Associate Degree for UC Transfer, Associate Degree (non-transfer), Certificate of Achievement, Skills Certificate, Certificate of Competency, and Certificate of Completion). The second is organized by “TCAP” (Transfer, Career and Academic Pathway). The third is organized by educational goal (transfer, employment, or other). The fourth is organized by title. And the fifth is organized by topic (and reflects how the programs are arranged in this catalog).

Note: The academic plan code for each program appears in parentheses beside each program.

Index of Degrees and Certificates by TYPE

Associate in Arts/Science Degrees for Transfer (AAT/AST): The following degrees are aligned with the lower-division transfer requirements in the major at all California State Universities. Completers are eligible to be admitted in the major to a CSU and to be awarded a bachelor’s degree in that major after completing an additional 60 upper-division units there. Other institutions may honor these provisions as well.

Administration of Justice - AST (H033087H).....	Journalism - AAT (H038068G)
Anthropology - AAT (H033285G)	Kinesiology - AAT (H031028G)
Biology - AST (H040145H).....	Law, Public Policy, and Society - AAT (H044499G).....
Business Administration 2.0 - AST (H041041H)	Mathematics - AST (H032688H)
Child and Adolescent Development - AAT (H044320G).....	Music - AAT (H032099G)
Communication Studies 2.0 - AAT (H043108G)	Nutrition and Dietetics - AST (H041357H)
Computer Science - AST (H043922H)	Philosophy - AAT (H038586G)
Early Childhood Education - AST (H032690H)	Political Science - AAT (H040109G)
Economics - AAT (H040037G)	Psychology - AAT (H032613G).....
Elementary Teacher Education - AAT (H042458G)	Public Health - AST (H045372H)
English - AAT (H032673G).....	Social Justice Studies: General - AAT (H045230G)
Environmental Science - AST (H039984H)	Sociology - AAT (H040231G)
History - AAT (H031221G).....	Spanish - AAT (H037517G)
Hospitality Administration - AST (H041370H)	Studio Arts - AAT (H031029G).....

Associate in Science Degrees for UC Transfer (UCTP): The following degrees are aligned with the lower-division requirements in the same major at most University of California campuses. However, UC admission is not guaranteed.

Chemistry - UCTP (H041129M)	Physics - UCTP (H041102M)

Associate in Arts/Science Degrees (AA/AS): The following degrees may be aligned with lower-division requirements at institutions not accepting Associate Degrees for Transfer (ADT) or in majors for which no ADT is available. They may also be aligned with requirements for employment in related fields.

Accounting - AS (H002771C).....	Child Development - AS (H008305C).....
Administration of Justice - AS (H002799C)	Computer Information Systems - AS (H010686C)
Administrative Assistant - AS (H002775C)	Computer Science and Engineering - AS (H030026C)
Architectural Technology - AS (H002768C).....	Culinary Arts - AS (H019344C).....
Art - AA (H019850C).....	Engineering - AS (H008298C)
Biotechnology - AS (H038592C)	Fire Technology - AS (H002800C)
Business Administration - AA (H017778C).....	French - AA (H041096C)
Business Administration - AS (H002770C)	Humanities - AA (H038880C).....
Chemistry - AS (H002797C).....	

Liberal Arts and Sciences: Arts and Humanities - AA
(H018706C).....

Liberal Arts and Sciences: Health and Fitness - AA
(H018707C).....

Liberal Arts and Sciences: Mathematics and Natural
Sciences - AA (H018708C).....

Liberal Arts and Sciences: Social and Behavioral Sciences -
AA (H018709C)

Liberal Studies - AA (H022950C)

Nursing Professional RN - AS (H002790C).....

Nursing Professional RN: LVN to RN - AS (H008304C)

Physics - AS (H002796C).....

Pre-Health Professions - AS (H041104C).....

Psychology - AA (H030319C).....

Certificates of Achievement (CA): The following certificates require a minimum of 16 units, and most are aligned with the requirements for employment in related fields. Some may require fewer units and may be aligned with other goals.

Accounting - CA (H010683D)

Administration of Justice - CA (H021646D)

Advanced Professional Baking and Pastry Arts - CA
(H044009D).....

Architectural Technology - CA (H021630D)

Biotechnology Lab Assistant - CA (H038716D)

Biotechnology Research Lab Assistant - CA (H038715D).....

Business Administration - CA (H021632D).....

Business Data Analytics - CA (H043586D).....

Business Information Worker I - CA (H035548D)

Business Information Worker II - CA (H037245D)

California General Education Transfer Curriculum (Cal-
GETC) - CA (H044947D).....

Child Development - CA (H021645D).....

Cloud Computing - CA (H039712D)

Creative Writing - CA (H044271D)

Culinary Arts - CA (H019343D).....

Fire Technology - CA (H021648D)

Global Trade and Logistics - CA (H036644D)

Hospitality Management - CA (H044180D)

ITTP I: Computer Sales and Support - CA (H037385D)

ITTP II: Help Desk User Support - CA (H041763D).....

Kinesiology - CA (H022949D).....

Media Arts - Animation - CA (H044376D)

Media Arts- Game Art and Design - CA (H044415D)

Music - CA (H010694D)

Music Performance - CA (H010693D)

Music Technology - CA (H008303D).....

Pre-Health Professions - CA (H041103D)

Professional Baking and Pastry Arts - CA (H043420D)

Real Estate - CA (H021633D)

Social Sciences Data Analytics - CA (H043398D)

Songwriting - CA (H010698D).....

Skills Certificates (SC): The following certificates require up to 15.5 units of coursework and do not appear on the transcript. Most are aligned with some of the requirements for employment in related fields.

Accounting - SC (H050201J)

Advanced Cook Skills - SC (H130630J)

Applied Journalism - SC (H060201J)

Applied Journalism Design - SC (H060202J).....

Architecture: Design SC - SC (H020100J)

Architecture: Production Drafting - SC (H020104J)

Architecture: Architectural Technology - SC (H020102J).....

Arts: Media Arts - Digital Design - SC (H103021J).....

Computer Science - SC (H070700J).....

Cook Skills - SC (H130631J)

Fitness Training - SC (H083550J)

French Language - SC (H110200J)

Journalism - SC (H060200J)

Journalism and Public Relations Study - SC (H060203J).....

Property Management - SC (H051100J).....

Public Relations and Marketing - SC (H060600J)

Real Estate - SC (H051103J).....

Records Management (Clerical Records & Filing) - SC
(H051404J)

Taxation - SC (H050202J).....

Certificates of Competency (CY): The following noncredit certificates require completion of two or more noncredit courses. They support success in other programs.....

*ESL Civics - CY (H038718F)

*ESL I - Beginning - CY (H036972F)

*ESL II - Intermediate - CY (H039199F)

*ESL III - Advanced - CY (H038696F).....

*GED - General Education Diploma - CY (H036919F).....

Certificates of Completion (CN): The following noncredit certificates require completion of two or more noncredit courses. Most are aligned with some of the requirements for employment in related fields.

*Basic Barista Skill I - CN (H045436E)	*Music Internship - CN (H044815E)
*Basic Barista Skill II - CN (H045238E)	*Pro Tools Certification - CN (H044347E)
*Bookkeeping - CN (H037140E)	*QuickBooks - CN (H039203E)
Culinary Basics Training - CN (H038682E)	*QuickBooks Online - CN (H041111E)
*Digital Marketing Pre-Apprenticeship - CN (H043724E)	*Strategies for Marketing a Sustainable Small Business Enterprise - CN (H043703E)
*Emergency Medical Technician Preparation - CN (H037141E)	*Sustainable Small Business Development - CN (H043704E)
*Fundamentals of Developing a Sustainable Small Business Enterprise - CN (H043702E)	
*Fundamentals of Warehousing and Distribution - CN (H037792E)	
*Hospitality, First Time Supervisor - CN (H044348E)	
*International Sales and Marketing Professional - CN (H038611E)	
*Introduction to Sustainable Small Business Development - CN (H043701E)	

Index of Degrees and Certificates by TCAP (Transfer, Career, and Academic Pathway)

An asterisk (*) denotes noncredit.

Arts, Performance & Design

Architecture	Media Arts- Game Art and Design - CA (H044415D)
Architectural Technology - AS (H002768C)	Arts: Media Arts - Digital Design - SC (H103021J)
Architectural Technology - CA (H021630D)	Music
Architecture: Design SC - SC (H020100J)	Music - AAT (H032099G)
Architecture: Production Drafting - SC (H020104J)	Music - CA (H010694D)
Architecture: Architectural Technology - SC (H020102J)	Music Performance - CA (H010693D)
Art and Media Art	Music Technology - CA (H008303D)
Studio Arts - AAT (H031029G)	Songwriting - CA (H010698D)
Art - AA (H019850C)	*Music Internship - CN (H044815E)
Media Arts - Animation - CA (H044376D)	*Pro Tools Certification - CN (H044347E)

Business, Economics & Hospitality

Accounting and *Bookkeeping	Business Administration - AA (H017778C)
Accounting - AS (H002771C)	Business Administration - AS (H002770C)
Accounting - CA (H010683D)	Business Administration - CA (H021632D)
Accounting - SC (H050201J)	Business Data Analytics - CA (H043586D)
Taxation - SC (H050202J)	Business Information Worker I - CA (H035548D)
*Bookkeeping - CN (H037140E)	Business Information Worker II - CA (H037245D)
*QuickBooks - CN (H039203E)	Global Trade and Logistics - CA (H036644D)
*QuickBooks Online - CN (H041111E)	Public Relations and Marketing - SC (H060600J)
Business	Records Management (Clerical Records & Filing) - SC (H051404J)
Business Administration 2.0 - AST (H041041H)	*Digital Marketing Pre-Apprenticeship - CN (H043724E)
Administrative Assistant - AS (H002775C)	

*Fundamentals of Developing a Sustainable Small Business Enterprise - CN (H043702E)

*Fundamentals of Warehousing and Distribution - CN (H037792E)

*International Sales and Marketing Professional - CN (H038611E)

*Introduction to Sustainable Small Business Development - CN (H043701E).....

*Strategies for Marketing a Sustainable Small Business Enterprise - CN (H043703E).....

*Sustainable Small Business Development - CN (H043704E)

Computer Science and Information Technology

Computer Science - AST (H043922H)

Computer Information Systems - AS (H010686C)

Computer Science and Engineering - AS (H030026C).....

Cloud Computing - CA (H039712D)

ITTP I: Computer Sales and Support - CA (H037385D) ..

ITTP II: Help Desk User Support - CA (H041763D)

Computer Science - SC (H070700J).....

Culinary Arts

Culinary Arts - AS (H019344C).....

Advanced Professional Baking and Pastry Arts - CA (H044009D).....

Culinary Arts - CA (H019343D)

Professional Baking and Pastry Arts - CA (H043420D)

Advanced Cook Skills - SC (H130630J).....

Cook Skills - SC (H130631J)

*Basic Barista Skill I - CN (H045436E).....

*Basic Barista Skill II - CN (H045238E).....

*Culinary Basics Training - CN (H038682E)

Economics - AAT (H040037G)

Hospitality

Hospitality Administration - AST (H041370H).....

Hospitality Management - CA (H044180D).....

*Hospitality, First Time Supervisor - CN (H044348E).....

Real Estate

Real Estate - CA (H021633D).....

Property Management - SC (H051100J).....

Real Estate - SC (H051103J)

Social Sciences Data Analytics - CA (H043398D)

Society, Culture & Communication

Administration of Justice

Administration of Justice - AST (H033087H).....

Administration of Justice - AS (H002799C).....

Administration of Justice - CA (H021646D)

Anthropology - AAT (H033285G)

Child Development and Education

Child and Adolescent Development - AAT (H044320G) .

Elementary Teacher Education - AAT (H042458G).....

Early Childhood Education - AST (H032690H)

Liberal Studies - AA (H022950C).....

Child Development - AS (H008305C)

Child Development - CA (H021645D)

Communication Studies 2.0 - AAT (H043108G)

English and Creative Writing

English - AAT (H032673G).....

Creative Writing - CA (H044271D)

English as a Second Language

*ESL Civics - CY (H038718F)

*ESL I - Beginning - CY (H036972F)

*ESL II - Intermediate - CY (H039199F).....

*ESL III - Advanced - CY (H038696F)

French

French - AA (H041096C)

French Language - SC (H110200J).....

History - AAT (H031221G)

Humanities - AA (H038880C).....

Journalism

Journalism - AAT (H038068G)

Applied Journalism - SC (H060201J).....

Applied Journalism Design - SC (H060202J)

Journalism - SC (H060200J)

Journalism and Public Relations Study - SC (H060203J)..

Law, Public Policy, and Society - AAT (H044499G).....

Liberal Arts and Sciences

Liberal Arts and Sciences: Arts and Humanities - AA (H018706C)

Liberal Arts and Sciences: Health and Fitness - AA (H018707C)

Liberal Arts and Sciences: Mathematics and Natural Sciences - AA (H018708C)

Liberal Arts and Sciences: Social and Behavioral Sciences - AA (H018709C)

Philosophy - AAT (H038586G).....

Political Science - AAT (H040109G)

Psychology

Psychology - AAT (H032613G).....

Psychology - AA (H030319C).....

Social Justice Studies: General - AAT (H045230G)

Social Sciences Data Analytics - CA (H043398D).....	Spanish - AAT (H037517G)
Sociology - AAT (H040231G)	

Education

Child Development and Education	Liberal Studies - AA (H022950C)
Child and Adolescent Development - AAT (H044320G) .	Child Development - AS (H008305C)
Elementary Teacher Education - AAT (H042458G)	Child Development - CA (H021645D).....
Early Childhood Education - AST (H032690H)	*GED - General Education Diploma - CY (H036919F).....

Health, Human Services & Public Safety

Administration of Justice	Pre-Health Professions - CA (H041103D)
Administration of Justice - AST (H033087H).....	*Emergency Medical Technician Preparation - CN
Administration of Justice - AS (H002799C)	(H037141E)
Administration of Justice - CA (H021646D)	Liberal Arts and Sciences: Health and Fitness - AA
Anthropology - AAT (H033285G)	(H018707C)
Fire Technology	Kinesiology and Fitness
Fire Technology - AS (H002800C)	Kinesiology - AAT (H031028G)
Fire Technology - CA (H021648D)	Kinesiology - CA (H022949D)
Law, Public Policy, and Society - AAT (H044499G)	Fitness Training - SC (H083550J)
.....	Psychology
Nursing and Health Professions	Psychology - AAT (H032613G).....
Nursing Professional RN - AS (H002790C)	Psychology - AA (H030319C).....
Nursing Professional RN: LVN to RN - AS (H008304C)...	Public Health - AST (H045372H)
Pre-Health Professions - AS (H041104C)	

STEM (Science, Technology, Engineering, and Mathematics)

Biology - AST (H040145H)	ITTP I: Computer Sales and Support - CA (H037385D) ..
Biotechnology	ITTP II: Help Desk User Support - CA (H041763D)
Biotechnology - AS (H038592C)	Computer Science - SC (H070700J)
Biotechnology Lab Assistant - CA (H038716D)	Engineering - AS (H008298C)
Biotechnology Research Lab Assistant - CA (H038715D)	Environmental Science - AST (H039984H)
.....	Liberal Arts and Sciences: Mathematics and Natural
Chemistry	Sciences - AA (H018708C)
Chemistry - UCTP (H041129M)	Mathematics - AST (H032688H)
Chemistry - AS (H002797C)	Physics
Computer Science and Information Technology	Physics - UCTP (H041102M)
Computer Science - AST (H043922H)	Physics - AS (H002796C)
Computer Information Systems - AS (H010686C)	Physics – AST (H032810H)
Computer Science and Engineering - AS (H030026C)....	Pre-Health Professions
Cloud Computing - CA (H039712D)	Pre-Health Professions - AS (H041104C).....
	Pre-Health Professions - CA (H041103D)

Index of Degrees and Certificates by GOAL

An asterisk (*) denotes noncredit.

Transfer: The following Associate in Arts/Sciences for Transfer degrees, Associate in Science for UC Transfer degrees, and Certificate of Achievement in California General Education Transfer Curriculum (Cal-GETC) are intended to prepare

completers to transfer to a California State University or University of California and may also meet transfer requirements at other institutions. They may also align with other goals.

Administration of Justice - AST (H033087H)	Hospitality Administration - AST (H041370H)
Anthropology - AAT (H033285G)	Journalism - AAT (H038068G)
Biology - AST (H040145H)	Kinesiology - AAT (H031028G)
Business Administration 2.0 - AST (H041041H)	Law, Public Policy, and Society - AAT (H044499G)
California General Education Transfer Curriculum (Cal-GETC) - CA (H044947D)	Mathematics - AST (H032688H)
Chemistry - UCTP (H041129M)	Music - AAT (H032099G)
Child and Adolescent Development - AAT (H044320G)	Nutrition and Dietetics - AST (H041357H)
Communication Studies 2.0 - AAT (H043108G)	Philosophy - AAT (H038586G)
Computer Science - AST (H043922H)	Physics - UCTP (H041102M)
Early Childhood Education - AST (H032690H)	Political Science - AAT (H040109G)
Economics - AAT (H040037G)	Psychology - AAT (H032613G)
Elementary Teacher Education - AAT (H042458G)	Public Health - AST (H045372H)
English - AAT (H032673G)	Social Justice Studies: General - AAT (H045230G)
Environmental Science - AST (H039984H)	Sociology - AAT (H040231G)
History - AAT (H031221G)	Spanish - AAT (H037517G)
	Studio Arts - AAT (H031029G)

Employment: The following degrees and certificates are intended to prepare completers for employment in related fields. They may also align with other goals.

Accounting - AS (H002771C)	Business Data Analytics - CA (H043586D)
Accounting - CA (H010683D)	Business Information Worker I - CA (H035548D)
Accounting - SC (H050201J)	Business Information Worker II - CA (H037245D)
Administration of Justice - AS (H002799C)	Child Development - AS (H008305C)
Administration of Justice - CA (H021646D)	Child Development - CA (H021645D)
Administrative Assistant - AS (H002775C)	Cloud Computing - CA (H039712D)
Advanced Cook Skills - SC (H130630J)	Computer Information Systems - AS (H010686C)
Advanced Professional Baking and Pastry Arts - CA (H044009D)	Computer Science - SC (H070700J)
Applied Journalism - SC (H060201J)	Computer Science and Engineering - AS (H030026C)
Applied Journalism Design - SC (H060202J)	Cook Skills - SC (H130631J)
Architectural Technology - AS (H002768C)	Culinary Arts - AS (H019344C)
Architectural Technology - CA (H021630D)	Culinary Arts - CA (H019343D)
Architecture: Design SC - SC (H020100J)	*Culinary Basics Training - CN (H038682E)
Architecture: Production Drafting - SC (H020104J)	*Digital Marketing Pre-Apprenticeship - CN (H043724E)
Architecture: Architectural Technology - SC (H020102J)	Early Childhood Education - AST (H032690H)
*Basic Barista Skill I - CN (H045436E)	*Emergency Medical Technician Preparation - CN (H037141E)
*Basic Barista Skill II - CN (H045238E)	Fire Technology - AS (H002800C)
Biotechnology - AS (H038592C)	Fire Technology - CA (H021648D)
Biotechnology Lab Assistant - CA (H038716D)	Fitness Training - SC (H083550J)
Biotechnology Research Lab Assistant - CA (H038715D)	*Fundamentals of Developing a *Sustainable Small Business Enterprise - CN (H043702E)
*Bookkeeping - CN (H037140E)	*Fundamentals of Warehousing and Distribution - CN (H037792E)
Business Administration - AA (H017778C)	Global Trade and Logistics - CA (H036644D)
Business Administration - AS (H002770C)	
Business Administration - CA (H021632D)	

Hospitality Management - CA (H044180D).....
 *Hospitality, First Time Supervisor - CN (H044348E).....
 *International Sales and Marketing Professional - CN
 (H038611E)
 *Introduction to *Sustainable Small Business Development
 - CN (H043701E)
 ITTP I: Computer Sales and Support - CA (H037385D).....
 ITTP II: Help Desk User Support - CA (H041763D)
 Journalism - SC (H060200J).....
 Journalism and Public Relations Study - SC (H060203J)
 Media Arts - Animation - CA (H044376D).....
 Media Arts- Game Art and Design - CA (H044415D)
 Music - AAT (H032099G).....
 Music - CA (H010694D).....
 *Music Internship - CN (H044815E).....
 Music Performance - CA (H010693D)
 Music Technology - CA (H008303D)
 Nursing Professional RN - AS (H002790C)

Nursing Professional RN: LVN to RN - AS (H008304C)
 *Pro Tools Certification - CN (H044347E)
 Professional Baking and Pastry Arts - CA (H043420D)
 Property Management - SC (H051100J).....
 Public Relations and Marketing - SC (H060600J)
 *QuickBooks - CN (H039203E)
 *QuickBooks Online - CN (H041111E).....
 Real Estate - CA (H021633D)
 Real Estate - SC (H051103J).....
 Records Management (Clerical Records & Filing) - SC
 (H051404J)
 Songwriting - CA (H010698D).....
 *Strategies for Marketing a *Sustainable Small Business
 Enterprise - CN (H043703E)
 *Sustainable Small Business Development - CN (H043704E)

 Taxation - SC (H050202J).....

Other: The following degrees and certificates are aligned with goals other than or in addition to transfer and employment.

Art - AA (H019850C).....
 Arts: Media Arts - Digital Design - SC (H103021J).....
 Chemistry - AS (H002797C).....
 Creative Writing - CA (H044271D)
 Engineering - AS (H008298C).....
 *ESL Civics - CY (H038718F)
 *ESL I - Beginning - CY (H036972F)
 *ESL II - Intermediate - CY (H039199F)
 *ESL III - Advanced - CY (H038696F)
 French - AA (H041096C).....
 French Language - SC (H110200J).....
 GED - General Education Diploma - CY (H036919F)
 Humanities - AA (H038880C)
 Kinesiology - CA (H022949D)

Liberal Arts and Sciences: Arts and Humanities - AA
 (H018706C)
 Liberal Arts and Sciences: Health and Fitness - AA
 (H018707C)
 Liberal Arts and Sciences: Mathematics and Natural
 Sciences - AA (H018708C)
 Liberal Arts and Sciences: Social and Behavioral Sciences -
 AA (H018709C).....
 Liberal Studies - AA (H022950C)
 Physics - AS (H002796C).....
 Pre-Health Professions - AS (H041104C).....
 Pre-Health Professions - CA (H041103D)
 Psychology - AA (H030319C)
 Social Sciences Data Analytics - CA (H043398D)

Index of Degrees and Certificates by TITLE

An asterisk (*) denotes noncredit.

Accounting - AS (H002771C).....
 Accounting - CA (H010683D)
 Accounting - SC (H050201J).....
 Administration of Justice - AS (H002799C)
 Administration of Justice - AST (H033087H).....
 Administration of Justice - CA (H021646D)
 Administrative Assistant - AS (H002775C)
 Advanced Cook Skills - SC (H130630J)

Advanced Professional Baking and Pastry Arts - CA
 (H044009D)
 Anthropology - AAT (H033285G)
 Applied Journalism - SC (H060201J).....
 Applied Journalism Design - SC (H060202J)
 Architectural Technology - AS (H002768C)
 Architectural Technology - CA (H021630D)
 Architecture: Design SC - SC (H020100J).....

Architecture: Production Drafting - SC (H020104J)	*ESL III - Advanced - CY (H038696F).....
Architecture: Architectural Technology - SC (H020102J).....	Fire Technology - AS (H002800C).....
Art - AA (H019850C).....	Fire Technology - CA (H021648D)
Arts: Media Arts - Digital Design - SC (H103021J).....	Fitness Training - SC (H083550J)
*Basic Barista Skill I - CN (H045436E)	French - AA (H041096C)
*Basic Barista Skill II - CN (H045238E)	French Language - SC (H110200J)
Biology - AST (H040145H).....	*Fundamentals of Developing a Sustainable Small Business
Biotechnology - AS (H038592C).....	Enterprise - CN (H043702E)
Biotechnology Lab Assistant - CA (H038716D)	*Fundamentals of Warehousing and Distribution - CN
Biotechnology Research Lab Assistant - CA (H038715D).....	(H037792E)
Bookkeeping - CN (H037140E).....	*GED - General Education Diploma - CY (H036919F).....
Business Administration - AA (H017778C).....	Global Trade and Logistics - CA (H036644D).....
Business Administration - AS (H002770C)	History - AAT (H031221G)
Business Administration - CA (H021632D).....	Hospitality Administration - AST (H041370H)
Business Administration 2.0 - AST (H041041H)	Hospitality Management - CA (H044180D)
Business Data Analytics - CA (H043586D).....	*Hospitality, First Time Supervisor - CN (H044348E)
Business Information Worker I - CA (H035548D)	Humanities - AA (H038880C).....
Business Information Worker II - CA (H037245D)	*International Sales and Marketing Professional - CN
California General Education Transfer Curriculum (Cal-	(H038611E)
GETC) - CA (H044947D).....	*Introduction to Sustainable Small Business Development -
Chemistry - AS (H002797C).....	CN (H043701E)
Chemistry - UCTP (H041129M)	ITTP I: Computer Sales and Support - CA (H037385D)
Child and Adolescent Development - AAT (H044320G).....	ITTP II: Help Desk User Support - CA (H041763D).....
Child Development - AS (H008305C)	Journalism - AAT (H038068G)
Child Development - CA (H021645D).....	Journalism - SC (H060200J)
Cloud Computing - CA (H039712D)	Journalism and Public Relations Study - SC (H060203J).....
Communication Studies 2.0 - AAT (H043108G)	Kinesiology - AAT (H031028G)
Computer Information Systems - AS (H010686C).....	Kinesiology - CA (H022949D).....
Computer Science - AST (H043922H)	Law, Public Policy, and Society - AAT (H044499G).....
Computer Science - SC (H070700J).....	Liberal Arts and Sciences: Arts and Humanities - AA
Computer Science and Engineering - AS (H030026C).....	(H018706C)
Cook Skills - SC (H130631J)	Liberal Arts and Sciences: Health and Fitness - AA
Creative Writing - CA (H044271D)	(H018707C)
Culinary Arts - AS (H019344C)	Liberal Arts and Sciences: Mathematics and Natural
Culinary Arts - CA (H019343D).....	Sciences - AA (H018708C)
*Culinary Basics Training - CN (H038682E).....	Liberal Arts and Sciences: Social and Behavioral Sciences -
*Digital Marketing Pre-Apprenticeship - CN (H043724E).....	AA (H018709C)
Early Childhood Education - AST (H032690H)	Liberal Studies - AA (H022950C)
Economics - AAT (H040037G)	Mathematics - AST (H032688H)
Elementary Teacher Education - AAT (H042458G)	Media Arts - Animation - CA (H044376D)
Emergency Medical Technician Preparation - CN	Media Arts- Game Art and Design - CA (H044415D)
(H037141E)	Music - AAT (H032099G)
Engineering - AS (H008298C).....	Music - CA (H010694D)
English - AAT (H032673G).....	*Music Internship - CN (H044815E)
Environmental Science - AST (H039984H)	Music Performance - CA (H010693D)
*ESL Civics - CY (H038718F)	Music Technology - CA (H008303D).....
*ESL I - Beginning - CY (H036972F)	Nursing Professional RN - AS (H002790C).....
*ESL II - Intermediate - CY (H039199F)	Nursing Professional RN: LVN to RN - AS (H008304C)

Nutrition and Dietetics - AST (H041357H)
 Philosophy - AAT (H038586G).....
 Physics - AS (H002796C)
 Physics - UCTP (H041102M).....
 Political Science - AAT (H040109G)
 Pre-Health Professions - AS (H041104C)
 Pre-Health Professions - CA (H041103D).....
 *Pro Tools Certification - CN (H044347E).....
 Professional Baking and Pastry Arts - CA (H043420D).....
 Property Management - SC (H051100J)
 Psychology - AA (H030319C).....
 Psychology - AAT (H032613G)
 Public Health - AST (H045372H)
 Public Relations and Marketing - SC (H060600J)
 *QuickBooks - CN (H039203E).....
 *QuickBooks Online - CN (H041111E)

Real Estate - CA (H021633D)
 Real Estate - SC (H051103J).....
 Records Management (Clerical Records & Filing) - SC
 (H051404J)
 Social Justice Studies: General - AAT (H045230G)
 Social Sciences Data Analytics - CA (H043398D)
 Sociology - AAT (H040231G)
 Songwriting - CA (H010698D).....
 Spanish - AAT (H037517G)
 *Strategies for Marketing a Sustainable Small Business
 Enterprise - CN (H043703E)
 Studio Arts - AAT (H031029G).....
 *Sustainable Small Business Development - CN (H043704E)

 Taxation - SC (H050202J).....

Index of Degrees and Certificates by TOPIC

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Accounting and *Bookkeeping
 Accounting - AS (H002771C).....
 Accounting - CA (H010683D)
 Accounting - SC (H050201J).....
 Taxation - SC (H050202J)
 *Bookkeeping - CN (H037140E).....
 *QuickBooks - CN (H039203E).....
 *QuickBooks Online - CN (H041111E)
 Administration of Justice
 Administration of Justice - AST (H033087H).....
 Administration of Justice - AS (H002799C)
 Administration of Justice - CA (H021646D)
 Anthropology - AAT (H033285G)
 Architecture
 Architectural Technology - AS (H002768C).....
 Architectural Technology - CA (H021630D).....
 Architecture: Design SC - SC (H020100J)
 Architecture: Production Drafting - SC (H020104J)
 Architecture: Architectural Technology - SC (H020102J)
 Art and Media Art
 Studio Arts - AAT (H031029G)
 Art - AA (H019850C)
 Media Arts - Animation - CA (H044376D).....
 Media Arts- Game Art and Design - CA (H044415D)
 Arts: Media Arts - Digital Design - SC (H103021J).....
 Biology - AST (H040145H).....
 Biotechnology
 Biotechnology - AS (H038592C).....

 Biotechnology Lab Assistant - CA (H038716D).....
 Biotechnology Research Lab Assistant - CA (H038715D)
 *Bookkeeping (refer to Accounting and *Bookkeeping)
 Business
 Business Administration 2.0 - AST (H041041H)
 Administrative Assistant - AS (H002775C)
 Business Administration - AA (H017778C)
 Business Administration - AS (H002770C)
 Business Administration - CA (H021632D).....
 Business Data Analytics - CA (H043586D)
 Business Information Worker I - CA (H035548D).....
 Business Information Worker II - CA (H037245D).....
 Global Trade and Logistics - CA (H036644D).....
 Public Relations and Marketing - SC (H060600J)
 Records Management (Clerical Records & Filing) - SC
 (H051404J)
 *Digital Marketing Pre-Apprenticeship - CN (H043724E)
 *Fundamentals of Developing a *Sustainable Small
 Business Enterprise - CN (H043702E)
 *Fundamentals of Warehousing and Distribution - CN
 (H037792E)
 *International Sales and Marketing Professional - CN
 (H038611E)
 *Introduction to *Sustainable Small Business
 Development - CN (H043701E)
 *Strategies for Marketing a *Sustainable Small
 Business Enterprise - CN (H043703E)

*Sustainable Small Business Development - CN
(H043704E)

California General Education Transfer Curriculum (Cal-
GETC) - CA (H044947D)

Chemistry
Chemistry - UCTP (H041129M).....
Chemistry - AS (H002797C).....

Child Development and Education
Child and Adolescent Development - AAT (H044320G) .
Elementary Teacher Education - AAT (H042458G).....
Early Childhood Education - AST (H032690H)

Liberal Studies - AA (H022950C).....
Child Development - AS (H008305C).....
Child Development - CA (H021645D)

Communication Studies 2.0 - AAT (H043108G)

Computer Science and Information Technology
Computer Science - AST (H043922H)

Computer Information Systems - AS (H010686C)

Computer Science and Engineering - AS (H030026C)....

Cloud Computing - CA (H039712D)

ITTP I: Computer Sales and Support - CA (H037385D) ...

ITTP II: Help Desk User Support - CA (H041763D)

Computer Science - SC (H070700J).....

Culinary Arts
Culinary Arts - AS (H019344C)

Advanced Professional Baking and Pastry Arts - CA
(H044009D)

Culinary Arts - CA (H019343D).....

Professional Baking and Pastry Arts - CA (H043420D)....

Advanced Cook Skills - SC (H130630J)

Cook Skills - SC (H130631J)

*Basic Barista Skill I - CN (H045436E)

*Basic Barista Skill II - CN (H045238E)

*Culinary Basics Training - CN (H038682E).....

Economics - AAT (H040037G)

*Emergency Medical Technician (refer to Nursing and
Health Professions)

Engineering - AS (H008298C)

English and Creative Writing
English - AAT (H032673G).....

Creative Writing - CA (H044271D)

English as a Second Language
*ESL Civics - CY (H038718F)

*ESL I - Beginning - CY (H036972F)

*ESL II - Intermediate - CY (H039199F).....

*ESL III - Advanced - CY (H038696F)

Environmental Science - AST (H039984H)

Fire Technology

Fire Technology - AS (H002800C).....

Fire Technology - CA (H021648D)

French
French - AA (H041096C).....

French Language - SC (H110200J)

Game Art and Design (refer to Art and Media Arts)

*GED - General Education Diploma - CY (H036919F).....

History - AAT (H031221G)

Hospitality
Hospitality Administration - AST (H041370H).....

Hospitality Management - CA (H044180D).....

*Hospitality, First Time Supervisor - CN (H044348E).....

Humanities - AA (H038880C).....

Journalism
Journalism - AAT (H038068G)

Applied Journalism - SC (H060201J).....

Applied Journalism Design - SC (H060202J)

Journalism - SC (H060200J)

Journalism and Public Relations Study - SC (H060203J)..

Kinesiology and Fitness
Kinesiology - AAT (H031028G)

Kinesiology - CA (H022949D)

Fitness Training - SC (H083550J)

Law, Public Policy, and Society - AAT (H044499G).....

Liberal Arts and Sciences
Liberal Arts and Sciences: Arts and Humanities - AA
(H018706C)

Liberal Arts and Sciences: Health and Fitness - AA
(H018707C)

Liberal Arts and Sciences: Mathematics and Natural
Sciences - AA (H018708C)

Liberal Arts and Sciences: Social and Behavioral
Sciences - AA (H018709C)

Mathematics - AST (H032688H)

Media Arts (refer to Art and Media Arts)

Music
Music - AAT (H032099G).....

Music - CA (H010694D)

Music Performance - CA (H010693D)

Music Technology - CA (H008303D).....

Songwriting - CA (H010698D)

*Music Internship - CN (H044815E)

*Pro Tools Certification - CN (H044347E)

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Nursing Professional RN - AS (H002790C).....

Nursing Professional RN: LVN to RN - AS (H008304C)

Pre-Health Professions - AS (H041104C).....

Pre-Health Professions - CA (H041103D)

*Emergency Medical Technician Preparation - CN
(H037141E)

Nutrition and Dietetics - AST (H041357H)

Philosophy - AAT (H038586G)

Physics	Public Health - AST (H045372H)
Physics - UCTP (H041102M)	Real Estate
Physics - AS (H002796C)	Real Estate - CA (H021633D)
Political Science - AAT (H040109G)	Property Management - SC (H051100J)
Pre-Health Professions (refer to Nursing and Pre-Health Professions)	Real Estate - SC (H051103J)
Psychology	Social Justice Studies: General - AAT (H045230G)
Psychology - AAT (H032613G)	Social Sciences Data Analytics - CA (H043398D)
Psychology - AA (H030319C)	Sociology - AAT (H040231G)
	Spanish - AAT (H037517G)

Degrees & Certificates

ASSOCIATE DEGREE:

Accounting

Associate in Science (AS) Degree

Academic Plan: H002771C

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.

Program Requirements: Requirements for the Accounting degree may be met by completing: (a) 34 units of major core courses (Component I) and 9 units of coursework (Component II) with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

COMPONENT I (CHOOSE 34 UNITS MINIMUM)

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)
ACCTG 003	Intermediate Accounting (3)
ACCTG 011	Cost Accounting (3)
ACCTG 015	Tax Accounting I (3)
ACCTG 016	Tax Accounting II (3)
BUS 001	Introduction to Business (3)
BUS 005	Business Law I (3)
BUS 032	Business Communications (3)
CIS 101	Introduction to Computers and Their Uses (3)

COMPONENT II (CHOOSE 9 UNITS MINIMUM)

BUS 038	Business Computations (3)
CIS 190	E-Commerce Essentials (3)
FINANCE 001	Principles of Finance (3)

FINANCE 002	Investments (3)
FINANCE 008	Personal Finance and Investments (3)
MGMT 013	Small Business Entrepreneurship (3)

Major (Components I and II)	43
Additional LACCD GE Requirements	15-18
(Not including 3-6 double-countable major units. Additionally, as a "high-unit" major, 3 units of the requirement for Area 4A and 3 units requirement for Area 7 are waived. Transfer students are advised to use the Cal-GETC pattern instead.)	
Additional Degree-applicable Requirements	0-2
Total	60-61

CERTIFICATE OF ACHIEVEMENT

Accounting

Certificate of Achievement (CA)

Academic Plan: H010683D

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.

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.

Program Requirements: Requirements for the Accounting certificate of achievement may be met by completing 22 units of required courses with a grade of "C" or better.

REQUIRED COURSES (22 UNITS):

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)
ACCTG 003	Intermediate Accounting (3)
ACCTG 011	Cost Accounting (3)
ACCTG 015	Tax Accounting I (3)
ACCTG 016	Tax Accounting II (3)

Total Units: 22

SKILL CERTIFICATE

Accounting Skill Certificate (SC)

Academic Plan: H050201J

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.

Program Requirements: Requirements for the Accounting Skills Certificate may be met by completing 13 units of the Core and Electives requirement with a grade of "C" or better.

REQUIRED CORE COURSES (10 UNITS):

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)

ELECTIVES, CHOOSE 1 COURSE (3 UNITS):

ACCTG 003	Intermediate Accounting I (3)
ACCTG 011	Cost Accounting (3)
or	
ACCTG 015	Tax Accounting I (3)

Total Units 13

ASSOCIATE DEGREE FOR TRANSFER:

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

Academic Plan: H033087H

Student completing the Associate in Science in Administration of Justice for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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 about public safety.

Note: this award can also be found in the Society, Culture & Communication and Health, Human Services & Public Safety TCAPs Pathway

REQUIRED CORE (6 UNITS):

ADM JUS 001	Introduction to Administration of Justice (3)
ADM JUS 002	Concepts of Criminal Law (3)

LIST A (SELECT AND COMPLETE 6 UNITS) (TWO COURSES):

ADM JUS 003	Legal Aspects of Evidence (3)
ADM JUS 005	Criminal Investigation (3)
ADM JUS 008	Juvenile Procedures (3)
ADM JUS 037	California Criminal Procedures I (3)

ADM JUS 067	Community Relations I (3)
ADM JUS 075	Introduction to Corrections (3)

LIST B (SELECT AND COMPLETE A MINIMUM OF 6 UNITS) (TWO COURSES):

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

ADM JUS 750	Ethics and the Criminal Justice System (3)
POLS C1000	American Government and Politics (3) <i>(formerly POL SCI 001)</i>
PSYC C1000	Introduction to Psychology (3) <i>(formerly PSYCH 001)</i>
SOC 001	Introduction to Sociology (3)
MATH 229	Statistics for Data Science (4)
Or	
STAT 001	Elementary Statistics (3)
Or	
STAT C1000	Introduction to Statistics (4) <i>(formerly MATH 227)</i>
Or	
STAT C1000E	Introduction to Statistics (4) <i>(formerly MATH 227S)</i>

Major (Required Core and Lists A and B)	18-19
*Additional Cal-GETC Requirements	25-31
(Not including 3-9 double-countable major units)	
Additional CSU-Transferable Units	10-17
Total Units Required	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Administration of Justice Associate in Science (AS) Degree

Academic Plan: H002799C

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.

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.

Note: this award can be found in the Society, Culture & Communication and Health, Human Services & Public Safety TCAPs Pathway

Program Requirements: Requirements for the Administration of Justice degree may be met by completing: (a) 21 units of major core courses and 9 units of electives with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (21 UNITS):

ADM JUS 001	Introduction to Administration of Justice (3)
ADM JUS 002	Concepts of Criminal Law (3)
ADM JUS 014	Report Writing for Peace Officers (3)
ADM JUS 016	Recruitment Selection Process (3)
ADM JUS 067	Community Relations I (3)
ADM JUS 319	Research Methods & Statistics in Criminal Justice (3)
ADM JUS 750	Ethics and the Criminal Justice System (3)

ELECTIVES (CHOOSE 9 UNITS MINIMUM)

ADM JUS 003	Legal Aspects of Evidence (3)
ADM JUS 005	Criminal Investigation (3)
ADM JUS 006	Patrol Procedures (3)
ADM JUS 008	Juvenile Procedures (3)
ADM JUS 037	California Criminal Procedures I (3)
ADM JUS 042	Advanced Criminal Law (3)
ADM JUS 075	Introduction to Corrections (3)

Major (Core and Electives)	30
Additional LACCD GE Requirements	24
(Not including 3 double-countable major units) (Transfer Students are advised to complete the Cal-GETC plan instead)	
Additional Degree-applicable Requirements	6
Total	60

CERTIFICATE OF ACHIEVEMENT

Administration of Justice Certificate of Achievement (CA)

Academic Plan: H021646D

A Certificate of Achievement in Administration of Justice is awarded upon completion of 27 units of technical coursework in Administration of Justice and Communications.

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.

Note: this award can be found in the Society, Culture & Communication and Health, Human Services & Public Safety TCAPs Pathway

Program Requirements: Requirements for the Administration of Justice certificate of achievement may be met by completing 24 units of major courses and 3 units in the additional requirements with a grade of "C" or better.

MAJOR COURSES (CHOOSE 24 UNITS MINIMUM):

ADM JUS 001	Introduction to Administration of Justice (3)
ADM JUS 002	Concepts of Criminal Law (3)
ADM JUS 003	Legal Aspects of Evidence (3)
ADM JUS 005	Criminal Investigation (3)
ADM JUS 006	Patrol Procedures (3)
ADM JUS 008	Juvenile Procedures (3)
ADM JUS 014	Report Writing for Peace Officers (3)
ADM JUS 016	Recruitment Selection Process (3)
ADM JUS 037	California Criminal Procedures I (3)
ADM JUS 042	Advanced Criminal Law (3)
ADM JUS 067	Community Relations I (3)
ADM JUS 075	Introduction to Corrections (3)
ADM JUS 319	Research Methods & Statistics in Criminal Justice (3)
ADM JUS 750	Ethics and the Criminal Justice System (3)

ADDITIONAL REQUIREMENTS (3 UNITS):

COMM C1000	Introduction to Public Speaking (3) <i>(formerly COMM 101)</i>

Total Units: 27**ASSOCIATE DEGREE:****Administrative Assistant****Associate in Science (AS) Degree**

Academic Plan: H002775C

This degree prepares students for positions in a variety of offices including business, aerospace, education, government, health care and industry.

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 workplace.
- demonstrate appropriate academic, ethical, and professional use of computer technology to
- communicate regionally, nationally, and globally.
- access the Internet for a variety of information and business purposes.

Program Requirements: Requirements for the Administrative Assistant degree may be met by completing: (a) 22 units of major core courses and 17 units of Electives coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (22 UNITS)

BUS 001	Introduction to Business (3)
BUS 031	Business English (3)
CAOT 033	Records Management and Electronic Filing (3)
CAOT 034	Business Terminology (2)

CAOT 047	Applied Office Practice (2)
CAOT 078	Microcomputer Acctg Applications for the Electronic Office (3)
CAOT 082	Microsoft Office Suite (3) CAOT 085 Microsoft Excel: Spreadsheet (3)

ELECTIVES (CHOOSE 17 UNITS MINIMUM)

BUS 005	Business Law I (3)
CAOT 001	Computer Keyboarding and Document Applications I (3)
CAOT 048	Customer Service (3)
CAOT 064	Computer Applications And Office Technologies Laboratory (1)
CAOT 067	Microsoft Outlook for the Office (2)
CAOT 084	Microsoft Word (3)
CAOT 086	Microsoft Access: Database (3)
CAOT 087	Excel Concepts for Business Applications (2)
CAOT 088	Microcomputer Office Applications: Desktop Publishing (3)
CAOT 092	Computer Windows Application (2)
CAOT 110	Microsoft PowerPoint: Presentation Design (3)

Major (Required Core + Electives)	39
Additional LACCD GE Plan Requirements	18
(Not including 3 double-countable major units) (LACCD GE Area 4A and Area 7 are waived due to this degree being a High Unit Major.)	
Additional Degree-applicable Requirements	3
Total	60

SKILL CERTIFICATE**Advanced Cook Skills**
Skills Certificate (SC)

Academic Plan: H130630J

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.

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.

Program Requirements: Requirements for the Advanced Cook Skills certificate may be met by completing 12 units of required core courses with a grade of "C" or better.

REQUIRED COURSES:

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)

CERTIFICATE OF ACHIEVEMENT

Advanced Professional Baking and Pastry Arts Certificate of Achievement (CA)

Academic Plan: H044009D

The Advanced Professional Baking and Pastry Arts program is designed for entry-level positions and advancement opportunities in the baking and pastry industry. Students will learn about the functions of cake decorating, wedding cakes, sugar flowers, chocolate, confections, sugar and showpieces, recipe costing, retail bakers management and sanitation skills.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

1. Understand and master various breads from around the world especially laminated doughs up to industry standards.
2. Demonstrate pastry production skills within an industry timeline
3. Demonstrate an understanding of the proper techniques for a variety of classical, modern and wedding cakes.
4. Define and understand the origins, and applications of cocoa and chocolate.

Program Requirements: Requirements for the Advanced Professional Baking and Pastry Arts certificate of achievement may be met by completing 12 units of required courses with a grade of "C" or better.

Note: this award can be found in the Business, Economics & Hospitality TCAP Pathway

REQUIRED COURSES:

*PROFBKG 130	Chocolate Confections Deco & Showpieces (3.0)
*PROFBKG 135	Specialty Cakes (3.0)
CLN ART 136	Restaurant Management (3.0)
HOSPT 120	Hospitality Cost Control (3.0)

Total Units Required 12

*This course has a prerequisite.

ASSOCIATE DEGREE FOR TRANSFER:

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

Academic Plan: H033285G

Student completing the Associate in Arts in Anthropology for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors:

<https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able 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.

TCAP Pathways: This award can be found in the Society, Culture & Communication and the Science, Technology, Engineering & Mathematics TCAP Pathways.

REQUIRED CORE COURSES (9 UNITS):

ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ANTHRO 103	Archaeology: Reconstructing the Human Past (3)

LIST A: COMPLETE ONE COURSE FROM THE FOLLOWING (3-4 UNITS)

ANTHRO 104	Human Language and Communication (3)
STATC1000	Introduction to Statistics (4) (Formerly MATH 227)
or	
STATC1000E	Introduction to Statistics (4) (Formerly MATH 227S)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)

LIST B: COMPLETE ONE TO TWO COURSE FROM THE FOLLOWING (3-4 UNITS)

Any List A course not already used or the following:

ANATOMY 001	Introduction to Human Anatomy (4)
GEOLOGY 001	Physical Geology (3)
and	
GEOLOGY 006	Physical Geology Laboratory (1)
<i>(To satisfy List B requirement, both GEOLOGY 001 & 006 are required, GEOLOGY 001 will not meet requirement without lab)</i>	
PSYCH 010	Behavioral Research Methods (4)
SOC 004	Sociological Analysis (3)

LIST C: COMPLETE ONE COURSE FROM THE FOLLOWING (3 UNITS)

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

ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)
ANTHRO 132	Native People of North America (3)

Major	18-20
*Additional Cal-GETC Requirements	18-28
(Not including 6-16 double-countable major units)	
Additional CSU-Transferable Units	12-24
Total Units Required	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

SKILL CERTIFICATE

Applied Journalism Skill Certificate (SC)

Academic Plan: H060201J

The Applied Journalism Skills Certificate 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). Journalism students are given practical experience designed to train them in desktop publishing skills and for editorial jobs on daily and weekly newspapers, magazines, trade journals, social media, including websites and consumer publications. They also are prepared for work as freelance writers and producers, possibly in the podcast or broadcast industry. The program will 1) introduce students to journalism 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, website and social media.
- edit news stories for print, demonstrating mastery of Associated Press style.
- demonstrate knowledge of converged media techniques including print, 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, podcast or Internet broadcast samples of work.

Program Requirements: Requirements for the Applied Journalism skills certificate may be met by completing 9 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

JOURNAL 218-1	Practical Editing I (3)
JOURNAL 218-2	Practical Editing II (3)
JOURNAL 218-3	Practical Editing III (3)

Total Units Required:

9

SKILL CERTIFICATE

Applied Journalism Design Skill Certificate (SC)

Academic Plan: H060202J

The Applied Journalism Design Skills Certificate is designed for students who wish to explore career programs in the Los Angeles Community College District (such as Journalism AA and AA-T programs). Journalism students are given practical experience designed to train them in desktop publishing skills for editorial jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance designers and graphic artists for television programs and news websites.

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:

- layout and design news pages for print and web using Adobe Create Suite.
- create visually powerful designs using both Adobe Illustrator and PhotoShop applications.
- edit news stories for print and web, demonstrating mastery of Associated Press style.
- demonstrate knowledge of convergent media techniques including online and broadcast news.
- demonstrate newsroom management skills.

Program Requirements: Requirements for the Applied Journalism Design skills certificate may be met by completing 9 units of required core courses with a grade of "C" or better.

REQUIRED COURSES:

ART 633	Introduction to Computer Graphics (3)
JOURNAL 218-1	Practical Editing I (3)
JOURNAL 218-2	Practical Editing II (3)
or	
JOURNAL 218-3	Practical Editing III (3)

Total Units Required:

9

ASSOCIATE DEGREE:

Architectural Technology Associate of Science Degree (AS)

Academic Plan: H002768C

This program is a great fit for students interested in design, drawing/drafting, 3D modeling/printing or creating solutions for the built environment. Upon completion, students will be qualified to find

entry-level employment in architecture and related industries or transfer to a university program in architecture, interior design, urban planning or construction management. Students will develop skills in drawing/drafting and documentation, CAD, BIM, 3D modeling, 3D printing, graphics, design, building and construction technology and sustainability. The program offers a dedicated studio space and access to the latest software, fabrication tools and equipment.

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 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.

Note: this award can also be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Architectural Technology degree may be met by completing: (a) 40 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

MAJOR CORE COURSES (40 UNITS):

ARC 115	Architectural Practice (2)
ARC 121	Freehand Drawing (2)
ARC 132	Architectural History I: Prehistory to the Middle Ages (3)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
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 223	Portfolio Development (1)
ARC 261	Computer-Aided Design for Architecture (3)
ARC 271	Architectural Drawing III (3)
ARC 272	Architectural Drawing IV (3)
ENV 101	Foundations of Design I (3)

Major	40
Additional LACCD GE Requirements	18
Not including 3 double-countable major units. Additionally, as a "high-unit" major, 3 units of the requirement for Area 4A and 3 units requirement for Area 7 are waived. Transfer Students are advised to use the Cal-GETC pattern instead.)	
Additional degree-applicable units	2
Total	60

CERTIFICATE OF ACHIEVEMENT

Architectural Technology Certificate of Achievement (CA)

Academic Plan: H021630D

This program is for students interested in the technical side of architecture, including building technology, drawing/drafting, CAD, BIM and documenting designs for the built environment. Completers of the program will have the skills to seek employment in an architectural office or related industry. Completers will have the skills to create a drawing package for submission to a city or regulatory agency for a room addition/remodel or single-family residential project.

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.
- create a set of drawings documenting a Type V residential project suitable for submission to a review agency.
- create a three dimensional BIM model and resulting drawings such as floor plans, sections and elevations. Use CAD (Computer Aided Drafting) to draw architectural projects.
- demonstrate fluency with Type V construction techniques and materials.
- determine the role of an architect in a design and construction project.

Note: this award can be found in the Arts, Performance, & Design and Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Architectural Technology certificate of achievement may be met by completing 22 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

ARC 115	Architectural Practice (2)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
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)

Total	22

SKILL CERTIFICATE

Architecture: Architectural Technology Skill Certificate (SC)

Academic Plan: H020102J

This program is for students interested in the technical side of architecture, including building technology, drawing/drafting for advanced building types, CAD and 3D modeling. Completers of the program will have the skills to seek entry-level employment in an architectural office or related 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.
- determine the role of an architect in a design and construction project.

Note: this award can also be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Architecture: Architectural Technology skills certificate may be met by completing 14 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

ARC 115	Architectural Practice (2)
ARC 151	Materials of Construction (3)
ARC 261	Computer-Aided Design for Architecture I (3)
ARC 271	Architectural Drawing III (3)
ARC 272	Architectural Drawing IV (3)

Total Units **14**

SKILL CERTIFICATE

Architecture: Design Skill Certificate (SC)

Academic Plan: H020100J

This program is for students interested in the creative and design side of architecture. Students will develop skills to create design solutions for the built environment, including models, 3D models/3D printing, graphic presentation panels and materials for a work or transfer portfolio. Completers of the program will have the skills to seek employment in an architectural office, environmental design or related design-focused 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.
- create digital 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.

Note: this award can also be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Architecture: Design skills certificate may be met by completing 15 units of required courses with a grade of "C" or better.

Required Courses:

ARC 201	Architectural Design I (3)
ARC 202	Architectural Design II (3)
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)

Total Units **15**

SKILL CERTIFICATE

Production Drafting Skill Certificate (SC)

Academic Plan: H020104J

This program is for students interested in the technical side of architecture, including building technology, drawing/drafting, CAD, BIM and documenting designs for the built environment. Completers of the program will have the skills to seek entry-level employment in an architectural office or related industry as draftspersons or BIM modelers. This certificate is the first step in obtaining the more advanced Certificate of Achievement in Architectural Technology.

Program Learning Outcomes: Upon successful completion of the program, students will:

- communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards.
- create a three-dimensional BIM model and resulting drawings such as floor plans, sections and elevations. Use CAD (Computer Aided Drafting) to draw architectural projects.
- demonstration fluency with Type V construction techniques and materials.

Note: this award can also be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Production Drafting skills certificate may be met by completing 14 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

ARC 160	Computers for Designers (3)
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)

Total Units **14**

ASSOCIATE DEGREE:

Art

Associate in Arts (AA) Degree

Academic Plan: H019850C

The Associate in Arts degree in Art is intended for students who wish to prepare for employment or further studies as a studio artist.

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.

- 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.

Note: this award can be found in the Arts, Performance & Design and Education TCAPs Pathway

Program Requirements: Requirements for the Art degree may be met by completing: (a) 21 units of major coursework (Component I and Component II) with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

COMPONENT I (15 UNITS):

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 Beginning Two-Dimensional Design (3)

ART 640 Portfolio Development (3)

COMPONENT II (CHOOSE 6 UNITS MINIMUM):

ART 204 Life Drawing I (3)

ART 205 Life Drawing II (3)

ART 206 Life Drawing III (3)

ART 207 Life Drawing IV (3)

ART 301 Watercolor Painting I (3)

ART 302 Watercolor Painting II (3)

ART 303 Watercolor Painting III (3)

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 521 Art Gallery Techniques (3)

ART 531 Art Gallery Techniques II (3)

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)

Major (Components I and II)	21
Additional LACCD GE Requirements	24
(Not including 3 double-countable major units. Transfer Students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	15
Total	60

SKILL CERTIFICATE

Arts: Media Arts – Digital Design Skills Certificate (SC)

Academic Plan: H103021J

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.

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.
- 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.

Program Requirements: Requirements for the Media Arts – Digital Design skills certificate may be met by completing 15 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

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)

Total Units: 15

NONCREDIT CERTIFICATE

Basic Barista Skill I Certificate of Completion (Noncredit)

Academic Plan: H045436E

Basic Barista Skill I Certificate of Completion aims to provide individuals with learning of basic skills desired in the labor market, guide them in learning applicable barista skills, and provide them with knowledge of fundamental terminology and techniques to confidently enter the Specialty Coffee service.

The program is specifically for students interested in entry-level positions and individuals already employed in the field who desire to enhance their skills for entry-level barista positions. This certificate has been structured to update skill sets and introduce new skills to improve career opportunities in the Specialty Coffee industry. Industry partnerships enhance student opportunities for gainful employment.

This hands-on barista skill course introduces students to the basics of coffee-making techniques behind the bar, including espresso, pour-over, milk foaming, and cupping. Students will learn how to handle the bar flow as a barista.

Students will use textbooks, supplemental materials, and hands-on practicums.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate a working knowledge of a general overview of the specialty coffee supply chain and explore topics such as history and cultivation, variables that affect coffee quality, basics of sensory analysis, fundamentals of roasting, factors of coffee freshness, and principles of Brewing.
- Demonstrate knowledge and comprehension of the essential practical skills needed behind the espresso bar, such as how to set the grinder, make espresso, milk foam with proper texture for milk-based coffee drinks, and create latte art.
- Identify a complex interaction of various factors in Coffee brewing and demonstrate how to troubleshoot off-tasting outcomes of coffee brewing.
- Demonstrate the basic barista routine, from setting up the bar to cleaning equipment, including handling equipment to maintain safe and hygienic work practices.

Program Requirements: Requirements for the Basic Barista Skill I noncredit certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

VOC ED 701CE	Barista Skill Basic: Elements of Coffee (24 hours)
VOC ED 702CE	Barista Skill Basic: Coffee Brewing (24 hours)
VOC ED 703CE	Barista Skill I – Espresso (24 hours)
VOC ED 704CE	Barista Skill I – Milk Foaming (24 hours)

Total Certificate Hours 96

NONCREDIT CERTIFICATE

Basic Barista Skill II Certificate of Completion (Noncredit)

Academic Plan: H045238E

The Basic Barista Skills II certificate aims to provide individuals with the basic skills desired in the labor market, guide them in learning applicable barista skills, and gain hands-on experience and knowledge of real-world service to confidently enter the professional coffee service industry, thereby increasing their employability.

The program is intended for students interested in entry-level positions and individuals already employed in the industry who wish to enhance their skills for entry-level management positions.

This certificate is designed to update your skill set and introduce new skills to enhance your career opportunities in the professional coffee industry. Local business partnerships will even enhance to students' opportunities for profitable employment.

This hands-on barista skills course introduces students to advanced techniques for making coffee efficiently behind the coffee bar in a real-world working environment. Students learn how to control bar flow and handle customer orders efficiently and quickly, as well as the customer service essentials required of a barista.

Students will focus on hands-on practicum.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate a working knowledge of a general overview of the specialty coffee supply chain and explore topics such as history and cultivation, variables that affect coffee quality, basics of sensory analysis, fundamentals of roasting, factors of coffee freshness, and principles of Brewing.
- Demonstrate knowledge and understanding of the essential practical skills of an espresso bar, required to process customer orders within limited-service times. While working as a barista in class, you will learn techniques such as effectively setting up the grinder, making espresso, frothing milk with proper texture and temperature for milk-based coffee drinks, and creating latte art.
- Presentations – Demonstrate the ability to use critical thinking skills through various experience in difference customer experience various Demonstrate the proper presentation and service to the customers for different types of coffee: portion sizes, display, and garnishment.
- Demonstrate the ability to apply communication skills in the workplace and to cooperate with the workflow with other team members during the shift and communicate effectively with team members.

Program Requirements: Requirements for the Basic Barista Skill II noncredit certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 705CE	Barista Skill II-Part 1 (48 hours)
VOC ED 706CE	Barista Skill II-Part 2 (48 hours)

Total Certificate Hours	96

ASSOCIATE DEGREE FOR TRANSFER:

Biology

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H040145H

Student completing the Associate in Science in Biology for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Upon completion of the program, students will be able to demonstrate interdisciplinary knowledge and proficiency in quantitative methods, qualitative analysis, critical thinking, and written and oral communication skills needed to address fundamental areas in biology:

- the basic concepts of chemistry that apply to the study of life
- how cellular components and mechanisms interact to carry out cellular metabolism, communication, and inheritance
- the patterns and analyses of evolutionary change and the mechanisms that produce them
- biological diversity
- principles of form and function in plants and animals
- ecological principles

Note: this award can also be found in the Education and Science, Technology, Engineering & Mathematics TCAPs Pathway

REQUIRED CORE COURSES (10 UNITS):

BIOLOGY 006	General Biology I (5)
BIOLOGY 007	General Biology II (5)

LIST A (15 UNITS):

CHEM 101	General Chemistry I (5)

CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
Or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)

SELECT ONE PHYSICS SEQUENCE (8-10 UNITS):

Sequence 1:

PHYSICS 006	General Physics I (4)
PHYSICS 007	General Physics II (4)

Sequence 2:

PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)

Total Major Units:	33-35
*Additional Cal-GETC Requirements:	24
(Not including 10 double-countable major units)	
Additional CSU Transferable Units:	1-3
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Biotechnology

Associate in Science (AS) Degree

Academic Plan: H038592C

This program is designed to prepare students for employment in biotechnology research and related fields. Upon completing the required coursework, students will acquire proficiency in essential laboratory techniques, including precise weighing, expert liquid handling, buffer formulation, and aseptic techniques. Additionally, students will master the use of Standard Operating Procedures (SOPs), equipment operation, and maintenance, as well as small-scale protein expression and purification methods. The program emphasizes understanding and applying current Good Manufacturing Practices (cGMP) and developing expertise in Quality Assurance/Quality Control (QA/QC). Graduates will be adept in both the technical and regulatory aspects of biotechnology research, ensuring they are well-prepared for roles in academic and industrial laboratories.

Program Learning Outcomes: Upon completion, students will be able to:

- Master and employ the principles of Standard Operating Procedures (SOPs) for accurate documentation and recordkeeping, including the creation of SOPs.
- Perform precise weighing, expert liquid handling, and buffer formulation with accuracy and consistency.
- Apply aseptic techniques and maintain a sterile laboratory environment.
- Operate and maintain biotechnology lab equipment, ensuring reliability, and accuracy in experiments.
- Execute small-scale protein expression and purification methods, contributing to the development of biotechnology products.

- Understand and apply current Good Manufacturing Practices (cGMP) in laboratory settings.
- Demonstrate expertise in Quality Assurance/Quality Control (QA/QC) practices, ensuring the integrity and quality of biotechnological products.
- Analyze and present biotechnology data clearly and effectively in both oral and written forms.

Note: this award can be found in the Science, Technology, Engineering and Mathematics TCAP Pathway

Program Requirements: Requirements for the Biotechnology degree may be met by completing: (a) 22-23 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

CORE COURSE REQUIREMENTS (22-23 UNITS):

BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)
BIOTECH 006	Biotechnology: Quality Control (2)
MICRO 020	General Microbiology (4)

CHEM 051	Fundamentals of Chemistry I (5)
Or	
CHEM 065	Introduction to General Chemistry (4)

STAT C1000	Introduction to Statistics (4) (formerly MATH 227)

Or	
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)

(STAT 001 or STAT 001S can be substituted for STAT C1000 or STAT C1000E to fulfill the Core requirements)

Major Core:	22-23
Additional LACCD GE Requirements	21
(Not including 6 double-countable major units. Students wishing to transfer are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	16-17
Total	60

CERTIFICATE OF ACHIEVEMENT

Biotechnology Lab Assistant

Certificate of Achievement (CA)

Academic Plan: H038716D

Students who complete the program with a minimum grade of C in all required courses will receive a Certificate of Achievement. This certificate is ideal for those seeking to specialize in biotechnology, advance in their current role, or transition to a new career. Courses may apply toward an Associate Degree. For detailed program, graduation, and transfer information, consult a counselor.

Program Learning Objectives: Upon completion, students will be able to:

- Mastering Standard Operating Procedures (SOPs): Students will learn to follow and create detailed

SOPs to ensure consistency, safety, and quality in laboratory processes.

- **Precise Weighing Techniques:** Students will develop the ability to accurately measure and weigh chemicals and reagents, critical for successful experimentation and formulation.
- **Liquid Handling:** Training in the proper use of pipettes and other liquid handling tools to measure and transfer liquids with precision and care.
- **Buffer Formulation:** Students will gain expertise in preparing various buffers, understanding their role in maintaining stable pH conditions during experiments.
- **Aseptic Techniques:** Students will practice techniques to prevent contamination of sterile materials, ensuring the integrity of experiments and cultures.
- **Equipment Operation and Maintenance:** Students will learn to operate and maintain essential laboratory equipment, ensuring that all devices are functioning correctly and safely.
- **Small-Scale Protein Expression:** Students will be trained in expressing proteins on a small scale, including the necessary steps for producing and analyzing proteins in a laboratory setting.
- **Biotech Lab Proficiency:** Overall proficiency in biotechnology lab operations, encompassing a range of techniques and best practices critical for success in the biotechnology industry.

Note: this award can be found in the Science, Technology, Engineering and Mathematics TCAP Pathway

Program Requirements: Requirements for the Biotechnology Lab Assistant certificate of achievement may be met by completing 12-13 units of required coursework with a grade of "C" or better.

REQUIRED COURSES:

CHEM 051	Fundamentals of Chemistry I (5)
Or	
CHEM 065	Introductory General Chemistry (4)
BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)

Total Units	12-13

CERTIFICATE OF ACHIEVEMENT

Biotechnology Research Lab Assistant Certificate of Achievement (CA)

Academic Plan: H038715D

Students who complete the program with a minimum grade of C in all required courses will receive a Certificate of Achievement. This certificate is designed for those with limited time who want to specialize in biotechnology, advance in their current role, or prepare for a new career. Some courses may also apply toward an Associate Degree. Consult a counselor for detailed information on program requirements, graduation, and transfer opportunities.

Program Learning Objectives: Upon completion, students will be able to:

- Using a laboratory notebook to apply principles of proper documentation and recordkeeping, and create Standard Operating Procedures (SOPs)
- Explain and accurately perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Analyze and clearly present biotechnology data in both oral and written formats.
- Master essential laboratory techniques, including precise weighing, expert liquid handling, buffer formulation, and aseptic techniques.
- Operate and maintain laboratory equipment, troubleshoot issues, and perform routine maintenance tasks.
- Adhere to safety protocols and best practices in laboratory environments.
- Demonstrate teamwork and communication skills essential for collaborative research and professional interactions.

Note: this award can be found in the Science, Technology, Engineering and Mathematics TCAP Pathway

Program Requirements: Requirements for the Biotechnology Research Lab Assistant certificate of achievement may be met by completing 20-21 units of required coursework with a grade of "C" or better.

REQUIRED COURSES:

BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)
MICRO 020	General Microbiology (4)
CHEM 051	Fundamentals of Chemistry I (5)
Or	
CHEM 065	Introductory General Chemistry (4)
STATC1000	Introduction to Statistics (4) (formerly MATH 227)
Or	
STATC1000E	Introduction to Statistics (4) (formerly MATH 227S)
(STAT 001 or STAT 001S can be substituted for STATC1000 or STATC1000E to fulfill the Certificate requirements)	

Total	20-21

NONCREDIT CERTIFICATE

Bookkeeping Certificate of Completion (Noncredit)

Academic Plan: H037140E

The Bookkeeping Certificate of Completion will prepare students with the hands-on skills and knowledge needed for an entry-level career as a Bookkeeper, including use of QuickBooks software. Topics covered include navigating QuickBooks Online features, creating company files, setting up customers, and setting up vendors. Also included are inventory management, banking, the accounting cycle, closing the books, and using Payroll in QuickBooks Online.

Students who complete the course will be ready to take the National Bookkeepers Associations' (NBA) Uniform Bookkeeper Certified Examination and the National Certification of Public Bookkeepers

Exam (CPB). The NBA and NACPB verify the licensee's knowledge, skills, experience, and ethics in the accounting field.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- be able to complete tasks required to prepare for bookkeeping certification, Students will be tested on topics such as debits and credits, chart of accounts, evaluation, and posting of transactions, payroll, service and merchandise accounting, account receivable and payable, financial statements, and adjusting, closing and reversing entries.
- be able to create a new QuickBooks file based on narrative information that will include information on accounts, customers, vendors, employees, items, company information, and company preferences.
- be able to use QuickBooks to properly record purchase orders, sales, receipts, invoices on account, cash receipts, cash payments, inventory receipts, payroll, purchases on account, and accrual adjustments.
- be able to use QuickBooks to manage physical inventory and its components: create purchase orders, understand the difference between inventory and non-inventory, create credit memos, and produce various reports, use QuickBooks to work with balance sheet accounts and budgets: identify and record current assets, current liabilities, fixed assets, long term liabilities, depreciation and accumulated depreciation, and produce various reports, and use QuickBooks to process payroll and time tracking for employees: pay employees, managing the employee list, tracking employee time, and create reports.

Program Requirements: Requirements for the Bookkeeping certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

VOC ED 544CE	Introduction to QuickBooks Accounting(36 Total Hours)
VOC ED 545CE	Intermediate QuickBooks Accounting (54 Total Hours)
VOC ED 549CE	Bookkeeping (47 Total Hours)

Total Certificate Hours 137

ASSOCIATE DEGREE FOR TRANSFER:

Business Administration 2.0
Associate in Science for Transfer (AS-T) Degree

Academic Plan: H041041H

Student completing the Associate in Science in Business Administration 2.0 for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors:<https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate an understanding of all business functions, practices and related theories and be able to integrate this functional knowledge in order to address business problems.
- Demonstrate effective oral and written communication skills in English.
- Demonstrate conceptual learning, critical thinking, and problem-solving skills.
- Employ quantitative and technological skills to analyze and interpret business data and improve business performance.
- Demonstrate an understanding of and sensitivity to all forms of diversity, including, but not limited to: learning style, sex, age, ethnicity, national origin, religion, gender, gender identity, marital/family status, veteran status, disability, mental capacity, and economic status.
- Demonstrate awareness of ethical, social responsibility, and citizenship issues in decision making at the local and regional levels.

Note: this award can be found in the Business, Economics, & Hospitality TCAP Pathway.

REQUIRED CORE COURSES (30-31 UNITS):

ACCTG 001	Introductory Accounting (5)
ACCTG 002	Introductory Accounting II (5)
BUS 001	Introduction to Business (3)
or	
BUS 032	Business Communications (3)
BUS 005	Business Law I (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
BUS 015	Business Statistics (3)
or	
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
or	

STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)
MATH 236	Calculus for Business and Social Science (5)
or	
MATH 265	Calculus with Analytic Geometry I (5)
or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)

Major Units	30-31
*Additional Cal-GETC Requirements	28
(Not including 6 double-countable major units)	
Additional CSU-Transferable Units	1-2
Total Units	60

*Students with catalog rights prior to Fall 2025 have the following options:
Option 1: Continue following CSU GE Breadth or IGETC or Option 2:
 Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Business Administration Associate in Arts (AA) Degree

Academic Plan: H017778C

This degree program is designed to prepare students for transfer to a four-year university business program.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate an understanding of all business functions, practices and related theories and be able to integrate this functional knowledge in order to address business problems.
- Demonstrate effective oral and written communication skills in English.
- Demonstrate conceptual learning, critical thinking, and problem-solving skills.
- Employ quantitative and technological skills to analyze and interpret business data and improve business performance.
- Demonstrate an understanding of and sensitivity to all forms of diversity, including, but not limited to: learning style, sex, age, ethnicity, national origin, religion, gender, gender identity, marital/family status, veteran status, disability, mental capacity, and economic status.
- Demonstrate awareness of ethical, social responsibility, and citizenship issues in decision making at the local and regional levels.

Program Requirements: Requirements for the Business Administration degree may be met by completing: (a) 25 units of major core courses and 6 units of electives coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

CORE COURSES (25 UNITS):

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)
BUS 001	Introduction to Business (3)
BUS 005	Business Law I (3)
CIS 101	Introduction to Computers and Their Uses (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)

ELECTIVES (CHOOSE 6 UNITS MINIMUM)

BUS 032	Business Communications (3)
CIS 190	E-Commerce Essentials (3)
FINANCE 001	Principles of Finance (3)
FINANCE 002	Investments (3)
FINANCE 008	Personal Finance and Investments (3)
INTBUS 001	International Trade (3)
MARKET 001	Principles of Selling (3)
MARKET 011	Fundamentals of Advertising (3)
MARKET 021	Principles of Marketing (3)
MARKET 023	Introduction to Social Media Marketing (3)
MGMT 002	Organization And Management Theory (3)
MGMT 013	Small Business Entrepreneurship (3)
SUPV 001	Elements of Supervision (3)

Major (Core and Electives)	31
Additional LACCD GE Requirements	24-27
(Not including 3-6 double-countable major units. Transfer Students are advised to complete the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	2-5
Total Units	60

ASSOCIATE DEGREE:

Business Administration Associate in Science (AS) Degree

Academic Plan: H002770C

The Associate in Science Degree in Business Administration 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.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate an understanding of all business functions, practices and related theories and be able to integrate this functional knowledge in order to address business problems.
- Demonstrate effective oral and written communication skills in English.
- Demonstrate conceptual learning, critical thinking, and problem-solving skills.
- Employ quantitative and technological skills to analyze and interpret business data and improve business performance.
- Demonstrate an understanding of and sensitivity to all forms of diversity, including, but not limited to: learning style, sex, age, ethnicity, national origin, religion, gender, gender identity, marital/family status, veteran status, disability, mental capacity, and economic status.

- Demonstrate awareness of ethical, social responsibility, and citizenship issues in decision making at the local and regional levels.

Program Requirements: Requirements for the Business Administration degree may be met by completing: (a) 25 units of major core courses and 15 units of Elective courses with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

MAJOR CORE COURSES (25 UNITS):

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)
BUS 001	Introduction to Business (3)
BUS 005	Business Law I (3)
BUS 032	Business Communications (3)
BUS 038	Business Computations (3)
CIS 101	Introduction to Computers and Their Uses (3)

MAJOR ELECTIVE COURSES (CHOOSE 15 UNITS MINIMUM):

CIS 190	E-Commerce Essentials (3)
FINANCE 001	Principles of Finance (3)
FINANCE 002	Investments (3)
FINANCE 008	Personal Finance and Investments (3)
INTBUS 001	International Trade (3)
MARKET 001	Principles of Selling (3)
MARKET 021	Principles of Marketing (3)
MARKET 023	Introduction to Social Media Marketing (3)
MGMT 002	Organization and Management Theory (3)
MGMT 013	Small Business Entrepreneurship (3)
MGMT 033	Human Capital Management (3)
SUPV 001	Elements of Supervision (3)

Major (Core and Electives)	40
Additional LACCD GE Requirements	15-18
(Not including 3-6 double-countable major units. Additionally, as a "high-unit" major, 3 units of the requirement for Area 4A and 3 units requirement for Area 7 are waived. Transfer Students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	2-5
Total	60

CERTIFICATE OF ACHIEVEMENT

Business Administration

Certificate of Achievement (CA)

Academic Plan: H021632D

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.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate an understanding of all business functions, practices and related theories and be able to integrate this functional knowledge in order to address business problems.
- Demonstrate effective oral and written communication skills in English.
- Demonstrate conceptual learning, critical thinking, and problem-solving skills.
- Employ quantitative and technological skills to analyze and interpret business data and improve business performance.
- Demonstrate an understanding of and sensitivity to all forms of diversity, including, but not limited to: learning style, sex, age, ethnicity, national origin, religion, gender, gender identity, marital/family status, veteran status, disability, mental capacity, and economic status.
- Demonstrate awareness of ethical, social responsibility, and citizenship issues in decision making at the local and regional levels.

Program Requirements: Requirements for the Business Administration certificate of achievement may be met by completing 22 units of required courses with a grade of "C" or better.

REQUIRED CORE COURSES (16 UNITS)

ACCTG 001	Introductory Accounting I (5)
ACCTG 002	Introductory Accounting II (5)
BUS 001	Introduction to Business (3)
BUS 005	Business Law I (3)

ELECTIVE COURSES (CHOOSE 6 UNITS)

BUS 031	Business English (3)
BUS 032	Business Communications (3)
BUS 038	Business Computations (3)
CIS 101	Introduction to Computers and Their Uses (3)
CIS 190	E-Commerce Essentials (3)
FINANCE 001	Principles of Finance (3)
FINANCE 002	Investments (3)
FINANCE 008	Personal Finance and Investments (3)
INTBUS 001	International Trade (3)
MARKET 001	Principles of Selling (3)
MARKET 021	Principles of Marketing (3)
MGMT 002	Organization and Management Theory (3)
MGMT 013	Small Business Entrepreneurship (3)
MGMT 033	Human Capital Management (3)
SUPV 001	Elements of Supervision (3)

Total	22

CERTIFICATE OF ACHIEVEMENT

Business Data Analytics

Certificate of Achievement (CA)

Academic Plan: H043586D

The Business Data Analytics Certificate of Achievement is designed to provide students with a broad introduction to the business field and a basic foundation in data analysis and interpretation. This certificate will allow students to obtain high-demand labor market skills in the industry as well as other areas such as healthcare, education, and government agencies, and will act as a degree pathway for those who are considering completing an associate of arts or science degree or transferring to a four-year university.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

1. Students will demonstrate the ability to clearly and concisely articulate business concepts and interpret data in oral and written form.
2. Students will be able to critically evaluate business concepts and analyze and interpret data.
3. Students will demonstrate informational and technological competences as applied to general business and data analytics topics.
4. Students will demonstrate the ability to apply business principles and data analytical skills to real life cases and recognizing the complexity of social, cultural, and international diversity.

Note: this award can be found in the Business, Economics, & Hospitality TCAP Pathway

Program Requirements: Requirements for the Business Data Analytics certificate of achievement may be met by completing 16-18 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16-18 UNITS):

BUS 001 Introduction to Business (3)
 BUS 005 Business Law I (3)
 PSYCH 066 Introduction to Critical Thinking (3)
 PSYCH 076 Data Visualization in the Social Sciences (4)
 BUS 015 Business Statistics (3)
 or
 STAT 001 Elementary Statistics I for the Social Sciences (3)
 or
 STAT 101 Statistics for the Social Sciences (4)
 And
 STAT 185 Directed Study – Statistics (1)

Optional Elective Course (Not required but the course is recommended)

FINANCE 001 Principles of Finance (3)

Total Units Required	16-18

CERTIFICATE OF ACHIEVEMENT

Business Information Worker I Certificate of Achievement (CA)

Academic Plan: H035548D

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:

- display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, desktop publishing and bookkeeping and accounting applications.
- 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 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.

Program Requirements: Requirements for the Business Information Worker I certificate of achievement may be met by completing 24 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

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	Microsoft Word (3)
CAOT 085	Microsoft Excel: Spreadsheet (3)
CAOT 092	Computer Windows Application (2)
CIS 101	Introduction to Computers and Their Uses (3)
MGMT 033	Human Capital Management (3)

Total	24

CERTIFICATE OF ACHIEVEMENT

Business Information Worker II Certificate of Achievement (CA)

Academic Plan: H037245D

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 II program brings efficiency and productivity to the workplace. Completion of the Business Information Worker II 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:

- display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, desktop publishing and bookkeeping and accounting applications.
- 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 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.

Program Requirements: Requirements for the Business Information Worker II certificate of achievement may be met by completing 19 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

CAOT 033	Records Management and Electronic Filing (3)
CAOT 047	Applied Office Practice (2)
CAOT 048	Customer Service (3)
CAOT 078	Microcomputer Acctg Applications for the Electronic Office (3)
CAOT 086	Microsoft Access: Database (3)
CAOT 087	Excel Concepts for Business Applications (2)
CAOT 110	Microsoft PowerPoint: Presentation Design (3)

Total	19

CERTIFICATE OF ACHIEVEMENT

California General Education Transfer Curriculum (Cal-GETC) Certificate of Achievement (CA)

Academic Plan: H044947D

The California General Education Transfer Curriculum (Cal-GETC) is a pattern of courses that California Community college students can follow to satisfy lower-division general education requirements at California State University (CSU) or University of California (UC) campus. In addition, completion of Cal-GETC qualifies students to receive a Certificate of Achievement from Los Angeles Harbor College.

Students should be aware that additional courses are often required to fully satisfy the General Education requirements of the particular UC or CSU campus to which they transfer. Cal-GETC is not advisable for all transfer students. Students should meet with a counselor to determine the appropriate general education option for their transfer goal.

Students are advised to also request certification of the general education upon completion of this Certificate of Achievement. The Certificate of Achievement will appear on student's transcripts, but the certification is a separate request. It is the student's responsibility to submit it to their transfer institution. Students are firmly advised to meet with a counselor to discuss transfer requirements and lower division major preparation that is needed for their intended transfer university.

Program Learning Outcomes: Upon successful completion of the program, a student will be able to...

- 1) Demonstrate proficiency in verbal communication
- 2) Employ numeracy and quantitative reasoning to solve problems.
- 3) Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- 4) Demonstrate the ability to form conclusions based on the analysis of evidence.
- 5) Describe social constructs that guide ethical decision-making

6) Describe the role of human events and forms of expression in shaping society.

PROGRAM REQUIREMENTS

Requirements for the Cal-GETC certificate of achievement may be met by completing 34 units of required courses under the California General Education Transfer Curriculum (Cal-GETC) Check Sheet with a grade of "C" or better. See a counselor for more details.

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 <http://assist.org>

Total Units:	34 units (Minimum)

ASSOCIATE DEGREE:

Chemistry

Associate in Science (AS) Degree

Academic Plan: H002797C

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.

Program Requirements: Requirements for the Chemistry degree may be met by completing: (a) 40 units of major core courses requirement with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

Note: this award can be found in the Education and Science, Technology, Engineering & Mathematics TCAPs Pathway

MAJOR REQUIREMENTS (40 UNITS)

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
CHEM 211	Organic Chemistry I (5)
CHEM 212	Organic Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
Or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)
MATH 266	Calculus with Analytic Geometry II (5)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)

Major	40
Additional LACCD GE Requirements	15
(Not including 6 double-countable major units. Additionally as a "high-unit" major, 3 units from area 4A and 3 units from area 7 are waived. Transfer Students are advised to use the Cal-GETC plan instead.)	

Additional Degree-applicable Requirements	5
Total	60

UCTP CHEMISTRY

Chemistry

Associate in Science in for UC Transfer (UCTP) Degree

Academic Plan: H041129M

The University of California Transfer Pathway (UCTP) Associate's Degree in Chemistry is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Chemistry. As with UC Pathways+, in order to secure an admission, guarantee in Chemistry, students must:

- Complete the Transfer Pathway,
- Meet or exceed the required campus-based TAG GPA (campuses vary in a range of 2.8 - 3.4 GPA minimums)
- Submit a TAG application by September 30, and
- Apply for admission by November 30.

In addition to the benefits of the UC Pathways+ option, students completing the UCTP Associate's Degree in Chemistry will earn an AS degree from their respective community college. Note: UC does not require an Associate's Degree for transfer.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Use qualitative and quantitative analysis techniques to solve physical science problems through integration of multiple ideas that demonstrates reasoning completely and clearly.
- Use chemistry principles to evaluate and solve conceptual challenges.
- Perform hypothesis driven laboratory experiments using the appropriate instruments as well as analyze and interpret data to form appropriate conclusions.

Note: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

Note: this award can be found in the Education & Science, Technology, Engineering & Mathematics TCAPs Pathway

REQUIRED CORE COURSES (53 UNITS):

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
CHEM 211	Organic Chemistry for Science Majors I (5)
CHEM 212	Organic Chemistry for Science Majors II (5)
MATH 265	Calculus with Analytic Geometry I (5)
OR	
MATH 265S	Calculus with Analytic Geometry I with Support (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 275	Ordinary Differential Equations (3)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

COMPLETE THE FOLLOWING CAL-GETC REQUIREMENTS:

AREA 1A: English Composition (3-4 units)

AREA 1B:	Critical Thinking and Composition (3 units)
AREA 3:	Arts and Humanities (3 units)
AREA 4:	Social and Behavioral Sciences (3 units)
AREA 5B:	Biological Sciences (4 units)
AREA 6:	Ethnic Studies (3 units)

Major	53
Additional Cal-GETC Requirements	19-20
Total	72-73

**Students with catalog rights prior to Fall 2025 have the following options:
Option 1: Continue following IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.*

ASSOCIATE DEGREE FOR TRANSFER:

Child and Adolescent Development

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H044320G

Student completing the Associate in Arts in Child and Adolescent Development for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors:

<https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will have achieved the following outcomes: the ability to:

- Compare and contrast typical and atypical development of children and adolescents
- Locate, interpret, and critically evaluate scholarly articles in developmental theory

- Apply theoretical knowledge and methodological skills to observation, assessment, and interaction with children, adolescents, and the adults in their environment.
- Describe the scientific approach to developmental theory.
- Apply basic research methods in developmental theory, including research design, qualitative and quantitative analysis, and interpretation.
- Clearly and effectively express ideas using oral communication skills with attention to audience and topic
- Demonstrate effective written communication skills using APA format when appropriate.
- Evaluate the role that context (i.e., family, peers, schools, communities, cultures) plays in development.
- Describe and defend the guidelines for the ethical treatment of children and adolescents as articulated by the American Psychological Association, the Society for Research in Child Development, and the Society for Research on Adolescence.

TCAP Pathways: This award can be found in the Society, Culture & Communication and the Education TCAPs Pathways.

REQUIRED CORE COURSES (9-10 UNITS)

CH DEV 001 Child Growth and Development (3)
 PSYC C1000 Introduction to Psychology (3) (Formerly PSYCH 001)

Statistics- Complete one course from the following (3-4)

STAT C1000 Introduction to Statistics (4) (Formerly MATH 227)
 STAT C1000E Introduction to Statistics (4) (Formerly MATH 227S)
 STAT 001 Elementary Statistics I for the Social Sciences (3)
 STAT 001S Elementary Statistics I for the Social Sciences with Support (3)

LIST A - SELECT THREE (3) OF THE FOLLOWING COURSES, WITH NO MORE THAN TWO (2) FROM CH DEV: (9-12 UNITS) (exception is CH DEV 011 where the course can be combined with 2 CH DEV course to fulfill the List A requirement)

PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3)
 BIOLOGY 003 Introduction to Biology (4)
 ANTHRO 102 Human Ways of Life: Cultural Anthropology (3)
 or
 CH DEV 011 Child, Family and Community (3)
 or
 SOC 001 Introduction to Sociology (3)
 or
 SOC 011 Race and Ethnic Relations (3)
 or
 SOC 012 Marriage and Family Life (3)

Select two maximum from the following courses (3-8 units)

CH DEV 002 Early Childhood: Principles and Practices (3)
 CH DEV 010 Health, Safety and Nutrition (3)

CH DEV 012 Parent-Teacher-Child Interaction (3)
 CH DEV 022 Practicum in Child Development I (4)
 CH DEV 023 Practicum in Child Development II (4)
 CH DEV 030 Infant/Toddler Development (3)
 CH DEV 034 Observing and Recording Children's Behavior (3)
 CH DEV 042 Teaching in a Diverse Society (3)
 CH DEV 045 Programs for Children with Special Needs (3)

Total Required Major Units:	18-22
*Additional Cal-GETC Requirements (Not including 9-13 double-countable major units)	21-25
Additional CSU-Transferable Units:	13-21
Total Units Required:	60

**Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.*

ASSOCIATE DEGREE:

Child Development

Associate in Science (AS) Degree

Academic Plan: H008305C

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.

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.
- 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.

Program Requirements: Requirements for the Child Development degree may be met by completing: (a) 28 units of required core

courses and a minimum of 9 units of elective coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

Note: this award can be found in the Society, Culture & Communication & Education TCAPs Pathway

REQUIRED CORE COURSES (28 UNITS):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles and Practices (3)
CH DEV 007	Introduction to Curriculum in Early Childhood Education (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 022	Practicum in Child Development I (4)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 045	Programs for Children with Special Needs (3)

ELECTIVE COURSES: COMPLETE THE MINIMUM OF 9 UNITS FROM THE FOLLOWING COURSES:

CURRICULUM

CH DEV 005	Puppetry I (3)
CH DEV 008	Curriculum in Early Childhood Education (3)

ADMINISTRATION

CH DEV 038	Administration & Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)

INFANT & TODDLER

CH DEV 031	Infant/Toddler Care and Education (3)

SPECIAL NEEDS

CH DEV 044	Early Intervention for Children with Special Needs (3)

DUAL LANGUAGE

CH DEV 014	Dual Language Development in the Early Years (3)

EDUCATION

EDUC 001	Introduction to Teaching (3)

PARENT INTERACTIONS

CH DEV 012	Parent-Teacher-Child Interaction (3)

OTHER COURSES

CH DEV 036	Literature for Early Childhood (1)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)

Major (Core and Electives)	37
Additional LACCD GE Requirements	18
<i>(Not including 3 double-countable major units. Additionally, as a "high-unit" major, 3 units of the requirement for Area 4A and 3 units requirement for Area 7 are waived. Transfer students are advised to use the Cal-GETC plan instead.)</i>	
Additional Degree-applicable Requirements	5
Total Units	60

CERTIFICATE OF ACHIEVEMENT

Child Development

Certificate of Achievement (CA)

Academic Plan: H021645D

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.
- 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.

Note: this award can be found in the Society, Culture & Communication & Education TCAPs Pathway

Program Requirements: Requirements for the Child Development certificate of achievement may be met by completing Major Component I, Component II coursework and the additional requirement course for a total of 27-28 units with a grade of "C" or better.

COMPONENT I (4 UNITS)

CH DEV 022	Practicum in Child Development (4)

COMPONENT II (CHOOSE 20 UNITS MINIMUM)

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles and Practices (3)
CH DEV 003	Creative Experiences for Children I (3)
CH DEV 005	Puppetry I (3)
CH DEV 007	Introduction to Curriculum in Early Childhood Education (3)
CH DEV 010	Health, Safety, and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 012	Parent-Teacher-Child Interaction (3)
CH DEV 023	Practicum in Child Development II (4)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 031	Infant/Toddler Care and Education (3)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 036	Literature for Early Childhood (1)
CH DEV 038	Administration & Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 044	Early Intervention for Children with Special Needs (3)
CH DEV 045	Programs for Children with Special Needs (3)

CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)
CH DEV 185	Directed Study - Child Development (1)
EDUC 001	Introduction to Teaching (3)

ADDITIONAL REQUIREMENTS (3-4 UNITS)

ENGL C1000	Academic Reading and Writing (3) <i>(formerly ENGLISH 101)</i>
or	
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab (3)
or	
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab (3.5)
or	
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab (4)
or	
E.S.L. 110	College Composition for Non-Native Speakers (4)

Major (Components I and II)	24
Additional Requirements	3-4
Total Units	27-28

CERTIFICATE OF ACHIEVEMENT

Cloud Computing Certificate of Achievement (CA)

Academic Plan: H039712D

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, managing databases and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship and enterprise adoption. Industry certifications are embedded to prepare for occupations in Cloud Architect, Cloud Support Associate, Cloud Engineer or Cloud Technicians. Some preparation in information technology or computer programming is recommended.

Program Learning Outcomes:

- Design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private
- networks, managing databases and storage within a secure online environment.
- Analyze performance metrics of a cloud architecture to respond dynamically to information and computing technology workloads and optimize service costs.
- Collaborate in a team designing business solutions in an industry aligned project.

Note: this award can also be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Cloud Computing certificate of achievement may be met by completing 12 of required courses and 6 units of elective courses with a grade of "C" or better.

REQUIRED COURSES (12 units)

CIS 192	Introduction to Cloud Computing (3)
CIS 193	Database Essentials in Amazon Web Services (3)
CIS 194	Compute Engines in Amazon Web Services (3)
CIS 195	Security in the Cloud (3)

ELECTIVE COURSES (CHOOSE TWO) (6 UNITS):

CIS 112	Operating Systems – Beginning Linux (3)
or	
CIS 113	Intermediate Linux (3)
CS 113	Programming in Java (3)
CS 119	Programming in Python (3)

Total Units Required	18

ASSOCIATE DEGREE FOR TRANSFER:

Communication Studies 2.0

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H043108G

Student completing the Associate in Arts in Communication Studies 2.0 for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.

TCAP Pathways: This award can be found in the Society, Culture & Communication TCAP Pathway.

REQUIRED CORE COURSES: (6 UNITS)

Complete the following:

COMM C1000	Introduction to Public Speaking (3) (Formerly COMM 101)
COMM 121	Interpersonal Communication (3)

LIST A: SELECT THREE COURSES: (9 UNITS)

COMM 104	Argumentation and Debate (3)
COMM 122	Intercultural Communication (3)
COMM 151	Small Group Communication (3)
COMM 190	Communication and New Media (3)
JOURNAL 105	Mass Communications (3)

LIST B: SELECT ONE COURSE: (3 UNITS)

Any course from List A not already used	
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ENGL C1001	Critical Thinking and Writing (3) (Formerly ENGLISH 103)
ENGLISH 102	College Reading and Composition II (3)
PSYC C1000	Introduction to Psychology (3) (Formerly PSYCH 001)
SOC 001	Introduction to Sociology (3)
JOURNAL 101	Collecting and Writing News (3)

Major:	18
*Additional Cal-GETC Requirements:	25-28
(Not including 6-9 double-countable major units)	
Additional CSU-Transferable Units	14-17
Total	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Computer Information Systems

Associate in Science (AS) Degree

Academic Plan: H010686C

This certificate program provides the student with minimum skills necessary for entry level positions.

Program Learning Outcomes: Upon successful completion of the program, students 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, PowerPoint, Excel, and Access software.
- explain why all computer users should be concerned about computer security and understand what information systems are and why they are needed.

Note: this award can be found in the Business, Economics & Hospitality and Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Computer Information Systems degree may be met by completing: (a) 15 units of major core courses and 18 units of Electives coursework with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

MAJOR CORE COURSES (15 UNITS):

BUS 001	Introduction to Business (3)
CIS 101	Introduction to Computers and Their Uses (3)
CIS 111	Supporting Windows Desktops (3)
CIS 214	Introduction to Network + (3)
CIS 237	Installing, Configuring, and Administering Microsoft SQL (3)

MAJOR ELECTIVE COURSES (CHOOSE 18 UNITS):

ART 633	Introduction to Computer Graphics (3)
BUS 005	Business Law I (3)
BUS 031	Business English (3)
BUS 038	Business Computations (3)
CIS 112	Operating Systems – Beginning Linux (3)
CIS 147	CIWA Web Page Authoring Fundamentals (3)
CIS 223	Introduction to Server+ (3)
CS 113	Programming in Java (3)

Major (Core and Electives)	33
Additional LACCD GE Plan Requirements	24
(Not including 3 double-countable major units. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	3
Total	60

ASSOCIATE DEGREE:

Computer Science and Engineering

Associate in Science (AS) Degree

Academic Plan: H030026C

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.
- describe professional and ethical responsibilities in engineering.

Note: this award can be found in the Science, Technology, Engineering & Mathematics TCAP Pathway

Program Requirements: Requirements for the Computer Science and Engineering degree may be met by completing: (a) 30 units of major core courses and 12 units of Electives coursework with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

MAJOR CORE COURSES (30 UNITS):

CS 113	Programming in Java (3)
CS 116	Programming in C++ (3)
CS 130	Introduction to Computer Architecture and Organization (3)
CS 131	Discrete Structures for Computer Science (3)
CS 136	Introduction to Data Structures (3)
MATH 265	Calculus and Analytic Geometry I (5)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)

MAJOR ELECTIVE COURSES (CHOOSE 12 UNITS MINIMUM):

CHEM 101	General Chemistry I (5)
CS 100	Computer Literacy for the Liberal Arts Student (3)
CS 111	Programming in Visual Basic (3)
CIS 147	CIWA Web Page Authoring Fundamentals (3)
CIS 212	A+ Certification Preparation - Hardware (3)
CIS 213	A+ Certification Preparation - Software (3)
MATH 266	Calculus and Analytic Geometry II (5)
MATH 267	Calculus and Analytic Geometry III (5)

Major (Core and Electives)	42
Additional LACCD GE Plan Requirements	15
<i>(Not including 6 double-countable major units. LACCD GE Area 4A and Area 7 are waived due to this degree being a High Unit Major. Transfer Students are advised to use the Cal-GETC plan instead.)</i>	
Additional Degree-applicable Requirements	3
Total	60

ASSOCIATE DEGREE FOR TRANSFER:

Computer Science

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H043922H

Student completing the Associate in Science in Computer Science for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate mastery in core computer science areas such as problem analysis, programming languages, and computer hardware and architecture
- Formulate, develop, and implement solutions to real world problems through applying different solution techniques
- Communicate effectively technical solutions to both technical and non-technical audiences

TCAP Pathways: This award can be found in the Science, Technology, Engineering & Mathematics TCAP Pathway.

REQUIRED CORE COURSES (27 UNITS)

CS 116	Programming in C++ (3)
CS 130	Introduction to Computer Architecture and Organization (3)
CS 131	Discrete Structures for Computer Science (3)
CS 136	Introduction to Data Structures (3)
MATH 265	Calculus with Analytic Geometry I (5)
Or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)
MATH 266	Calculus with Analytic Geometry II (5)
PHYSICS 037	Physics for Engineers and Scientists I (5)

ADDITIONAL REQUIREMENTS: SELECT AND COMPLETE ONE COURSE (5 UNITS)

BIOLOGY 006	General Biology I (5)
OR	
BIOLOGY 007	General Biology II (5)
OR	
CHEM 101	General Chemistry I (5)
OR	
PHYSICS 038	Physics for Engineers and Scientists II (5)

Total Required Major Units:	32
*Additional Cal-GETC Requirements:	24-27
<i>(Not including 7-10 double-countable major units)</i>	

Additional CSU Transferable Units:	1-4
Total Units Required:	60

**Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.*

SKILL CERTIFICATE

Computer Science Skill Certificate (SC)

Academic Plan: H070700J

The Skills Certificate in Computer Science is intended for students who are seeking employment as Software Developers 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 Requirements: Requirements for the Computer Science skills certificate may be met by completing 12 units of required core courses and 3 units of elective course with a grade of "C" or better.

CORE COURSES (12 UNITS)

CS 113	Programming in Java (3)
CS 116	Programming in C++ (3)
CS 130	Introduction to Computer Architecture and Organization (3)
CS 136	Introduction to Data Structures (3)

ELECTIVE COURSE (CHOOSE 3 UNITS MINIMUM):

CIS 147	CIWA Web Page Authoring Fundamentals (3)
CS 111	Programming in Visual Basic (3)
CS 131	Discrete Structures for Computer Science (3)

Major (Core and Electives)	15

SKILL CERTIFICATE

Cook Skills Skills Certificate (SC)

Academic Plan: H130631J

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.

Program Requirements: Requirements for the Cook Skills skills certificate may be met by completing 12 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

CLN ART 113	Culinary Skills I (3)
CLN ART 114	Aromatics (2)
CLN ART 115	Food Fabrication (2)
CLN ART 116	Product Identification And Purchasing (2)
CLN ART 117	Food Sanitation And Safety (3)

Total Units: 12

CERTIFICATE OF ACHIEVEMENT

Creative Writing Certificate of Achievement (CA)

ACADEMIC PLAN: H044271D

The creative writing certificate of achievement provides students with the analytical skills to distinguish key elements and structures of the four major genres of creative writing: fiction, creative nonfiction, poetry, and playwriting. Through these analytical skills, students will be able to incorporate the structures and elements of each genre in their own work. While taking the program, students will also be tasked with evaluating both student and professional writer's mastery of key elements of the four genres using a criteria established by the course texts and by the instructor. Students will gain experience as editors on LAHC's literary magazine, *laharborlights*, through the process of selecting content and working on the production and design process of the magazine. Upon completion, students with this certificate will meet some of the requirements for aa transfer in English and degrees at most colleges with an emphasis or minor in literature and creative writing.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Recognize literary techniques and elements, including but not limited to tone, imagery, symbolism, point of view, and theme, in order to facilitate the analysis of dramatic literature, short fiction, poetry, and personal essay/memoir.
- Develop and demonstrate critical thinking skills through the analysis, interpretation, and evaluation of dramatic literature/ short fiction/poetry/ memoir/personal essay.
- Further develop writing skills through the recognition of elements that produce the varying genres of creative writing.
- Produce short fiction, prose and verse/metered poetry, dramatic literature, and a memoir/personal essay by incorporating the conventions and elements recognized in these various genres of literature.

Program Requirements: Requirements for the Creative Writing certificate of achievement may be met by completing 8-9 units of required courses and three additional courses (8-9 units) with a grade of "C" or better.

REQUIRED COURSES (8-9 units):

ENGL C1000 Academic Reading and Writing (3.0) *(formerly ENGLISH 101)*
or
ENGLISH 101X College Reading and Composition I Plus 1-Hour lab (3.0)
or
ENGLISH 101Y College Reading and Composition I Plus 2-Hour Lab (3.5)
or
ENGLISH 101Z College Reading and Composition I Plus-3-Hour Lab (4.0)
or
E.S.L. 110 College Composition for Non-Native Speakers (4.0)

ENGLISH 127 Creative Writing (3.0)
ENGLISH 032 College Literary Magazine Editing (2.0)

COMPLETE THREE COURSES LISTED BELOW (8-9 UNITS):

ENGLISH 212 Poetry (3.0)
ENGLISH 213 Dramatic Literature (3.0)
ENGLISH 214 Contemporary Literature (3.0)
ENGLISH 223 Creative Nonfiction (3.0)
JOURNAL 105 Mass Communications (3.0)
THEATER 275 Scene Study (2.0)

Total Units Required	16-18

ASSOCIATE DEGREE:

Culinary Arts

Associate in Science (AS) Degree

Academic Plan: H019344C

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.
- 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.

Program Requirements: Requirements for the Culinary Arts degree may be met by completing: (a) 36 units of major core courses coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

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 and Purchasing (2)
CLN ART 117 Food Sanitation and Safety (3)

SECOND SEMESTER (12 UNITS, TAKEN CONCURRENTLY)

CLN ART 123 Culinary Skills II (3)
CLN ART 124 Menu Planning and Nutrition (3)
CLN ART 125 Breakfast and 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 and Contemporary Cuisine (3)
CLN ART 135 Dining Room and Beverage Management (3)
CLN ART 136 Restaurant Management (3)

Major (1st-3rd Semester Requirements)	36
Additional LACCD GE Requirements	24
(Either LACCD GE Area 4A or Area 7 (student choice) can be waived due to this degree being a high unit major. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	0
Total	60

CERTIFICATE OF ACHIEVEMENT

Culinary Arts

Certificate of Achievement (CA)

Academic Plan: H019343D

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.

Program Requirements: Requirements for the Culinary Arts certificate of achievement may be met by completing 36 units of required courses (First semester + Second Semester + Third semester course work) with a grade of "C" or better.

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 and Purchasing (2)
CLN ART 117	Food Sanitation and Safety (3)

SECOND SEMESTER (12 UNITS, TAKEN CONCURRENTLY)

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning and Nutrition (3)
CLN ART 125	Breakfast and 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)

Total Units Required **36**

NONCREDIT CERTIFICATE

Culinary Basics Training Certificate of Completion (Noncredit)

Academic Plan: H038682E

The Culinary Basics Training Certificate of Completion will prepare students for an entry level positions in the Foodservice industry. This program is taught at our state of the art facility, featuring six professional kitchens. The space features two stadium seating demonstration lecture lab kitchens. The program will prepare you for the Food Handler's Examination. The courses will cover how to cook, and prepare a wide variety of meats, vegetables, starches, and pastries using multiple cooking techniques. Styles of service and place setting guidelines will be demonstrated with a variety of Garde manger techniques used in the kitchen. Courses will cover fundamental math skills related to Culinary professionals. This is a Noncredit program. Students are assessed for comprehension of material.

Participants will receive a Culinary Basics Training Certificate upon completion of all courses, and these students will be a natural feeder into the credit Culinary Arts program.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- take the California Food Handlers Card Examination.

Program Requirements: Requirements for the Culinary Basic Training certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

VOC ED 539CE	Culinary: Food Handlers Card (18 total hours)
VOC ED 540CE	Culinary: Elements of Cooking Techniques (36 total hours)
VOC ED 541CE	Culinary: Baking Skills (36 total hours)
VOC ED 542CE	Culinary: Dining Room Management and the Garde Manger (36 total hours)
VOC ED 543CE	Culinary: Basic Math Skills for Culinary Professionals (18 total hours)

Total Certificate hours: **144**

NONCREDIT CERTIFICATE

Digital Marketing Pre-Apprenticeship Certificate of Completion (Noncredit)

Academic Plan: H043724E

The Digital Marketing Pre-Apprenticeship program is a project-based learning experience designed to provide aspiring digital marketers with a solid foundation in the principles, strategies, and tools that drive successful online marketing campaigns. This comprehensive program is ideal for individuals seeking to launch a career in digital marketing or expand their existing skill set.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Understand and apply fundamental principles of digital marketing to create effective online marketing strategies.
- Utilize analytical tools to assess the performance of digital marketing campaigns, identify areas for improvement, and make data-driven optimizations.
- Demonstrate critical thinking, problem-solving, and collaboration skills essential for success in the digital marketing field.

Program Requirements: Requirements for the Digital Marketing Pre-Apprenticeship noncredit certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 917CE	Pre-Apprenticeship in Digital Marketing I (36 hours)
VOC ED 918CE	Pre-Apprenticeship in Digital Marketing II (36 hours)

Total Certificate Hours **72**

ASSOCIATE DEGREE FOR TRANSFER:

Early Childhood Education

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H032690H

Student completing the Associate in Science in Early Childhood Education for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree

majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.
- 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.

Note: this award can also be found in the [*Education and Society, Culture & Communication*](#) TCAPs Pathway

MAJOR REQUIREMENTS (25 UNITS):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles and Practices (3)
CH DEV 007	Introduction to Curriculum in Early Childhood Education (3)
CH DEV 010	Health, Safety and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 022	Practicum in Child Development I (4)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)

Major Units:	25
*Additional Cal-GETC Requirements:	31
(Not including 3 double-countable major units)	
Additional CSU-Transferable Units:	4
Total Units:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:

Economics

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H040037G

Student completing the Associate in Arts in Economics for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon Successful Completion of the program, students will be able to:

- Apply essential economic theories, laws, models, and methodology to analyze cases related to fundamentals of micro-and macroeconomic studies
- Demonstrate knowledge of principles behind the real-world actions of individuals, firms, and governments in light of learned economic concepts
- Demonstrate adequate mathematical competence relevant to problem-solving work in economics.

TCAP Pathways: This award can be found in the Business, Economics & Hospitality TCAP Pathway.

REQUIRED CORE COURSES: (14 TO 15 UNITS)

ECON001 Principles of Microeconomics (3)

ECON 002 Principles of Macroeconomics (3)

BUS 015 Business Statistics (3)

or

MATH 229 Statistics for Data Science (4)

or

STATC1000 Introduction to Statistics (4) (formerly MATH 227)

or

STATC1000E Introduction to Statistics (4) (formerly MATH 227S)

or

STAT001 Elementary Statistics I for the Social Sciences (3)

or

STAT001SElementary Statistics I for the Social Sciences with Support (3)

or

STAT 101 Statistics for the Social Sciences (4)

MATH 236 Calculus for Business and Social Science (5)

Or

MATH 265 Calculus with Analytic Geometry I (5)

Or

MATH 265S Calculus with Analytic Geometry I with Support (5)

LIST A, SELECT ONE COURSE: (3 TO 5 UNITS)

ACCTG 001 Introductory Accounting I (5)

ACCTG 002 Introductory Accounting II (5)

BUS 032 Business Communications (3)

CIS 101 Introduction to Computer and Their Uses (3)

CS 131 Discrete Structure for Computer Science (3)

MATH 266 Calculus with Analytic Geometry II (5)

LIST B, SELECT ONE COURSE (3 TO 5 UNITS):

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

MATH 267 Calculus with Analytic Geometry III (5)

MATH 270 Linear Algebra (3)

Total Required Major Units:	20-25
*Additional Cal-GETC Requirements:	28
<i>(Not including 6 double-countable major units)</i>	
Additional CSU Electives Required:	7-12
Total Units Required for AA-T Degree:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:

Elementary Teacher Education

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H042458G

Student completing the Associate in Arts in Elementary Teacher Education for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors:

<https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon completion of the program, students will be able to demonstrate mastery of:

- Design and implement age-appropriate activities.
- Identify opportunities that support school-age student learning and development.
- Synthesize child development and education research and theories to support the development and learning modalities of children.

Note: this award can be found in the Education TCAP Pathway

REQUIRED CORE COURSES (42 UNITS):

BIOLOGY 003 Introduction to Biology (4)

CH DEV 001 Child Growth and Development (3)

COMM C1000 Introduction to Public Speaking (3) (formerly COMM 101)

*EDUC 001 Introduction to Teaching (3)

ENGL C1000 Academic Reading and Writing (3) (formerly ENGLISH 101)

ENGLISH 102 College Reading and Composition II (3)

GEOG 007 World Regional Geography (3)

GEOLOGY 001	Physical Geology (3)
GEOLOGY 006	Physical Geology Laboratory (1)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 086	Introduction to World Civilization (3)
MATH 215	Mathematical Concepts for Teachers I (3)
PHYS SC 001	Physical Science I (3)
PHYS SC 014	Physical Science Laboratory (1)
POLS C1000	American Government and Politics (3) <i>(formerly POL SCI 001)</i>

LIST A: (3 UNITS):

ENGL C1001	Critical Thinking and Writing (3) <i>(formerly ENGLISH 103)</i>

LIST B: (CHOOSE 1 COURSE) (3 UNITS):

ART 101	Survey of Art History (3)
ART 103	Art Appreciation I (3)
DANCEST 805	History and Appreciation of Dance (3)
MUSIC 111	Music Appreciation (3)
THEATER 100	Introduction to the Theater (3)

Major	48
**Additional Cal-GETC Requirements (Not including 28 double-countable major units)	6
Additional CSU Transferable Units	6
Total	60

*If EDUC 001 is taken within the LACCD, only LAHC, LAMC, LAPC, LASW, LATT, and WLAC version of the course meets the requirement (C-ID EDUC 200). A different course, EDUC 203 meets the requirement (C-ID EDUC 200) at ELAC and LAVC. Please see a counselor for guidance when registering.

***Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.*

NONCREDIT CERTIFICATE

Emergency Medical Technician Preparation Certificate of Completion (Noncredit)

Academic Plan: H037141E

The Emergency Medical Technician Preparation Certificate of Completion will prepare students with the hands-on skills and knowledge needed for an entry-level career as an Emergency Medical Responder.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- successfully complete tasks required to prepare for the Emergency Medical Technician program
- describe the attributes that EMS providers are expected to maintain
- show competency in topics related to assisting in medical emergency situations in accidents and emergencies
- describe the guidelines for effective communication with patients
- show competency in assisting with first aid for flesh wounds and/or bone and soft tissue injuries

- demonstrate ability to assist with providing patients with protection when preparing them for transport to the hospital including stabilizing the spine and neck, controlling bleeding and protecting them from infection or exposure to hazardous substances.

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 547CE	Emergency Medical Technician Prep Course I (45 Total Hours)
VOC ED 548CE	Emergency Medical Technician Prep Course II (45 Total Hours)

Total Certificate Hours: 90

ASSOCIATE DEGREE:

Engineering

Associate in Science (AS) Degree

Academic Plan: H008298C

The Associate in Science degree in Engineering Program introduces students to the high-demand fields of Engineering including, but not limited to Aerospace, Chemical, Civil, Electrical, Manufacturing, Mechanical, and Structural Engineering.

Engineers are significant and valuable members of our society relied on to produce solutions through the utilization, design, and development of many technologies. With the increasing demand for qualified engineers in the workforce, this program allows those in the local community the opportunity to fill a vital role.

Students must be aware that completion of the course selection will not satisfy all lower division requirements. The program is listed to permit sufficient flexibility for students transferring to a variety of institutions. Engineering majors are highly selective and impacted at most universities and students are advised to make themselves as competitive as possible when applying for admission both in GPA and course preparation. Students should consult with an LA Harbor College Counselor, assist.org, university websites, and the admission at their intended transfer destination to make sure they are adequately prepared for transfer.

Students intending to transfer: Some campuses require MATH 270 + MATH 275 in addition to the Math courses listed in the core requirement; and most UC campuses require CHEM 102 and PHYSICS 039 in addition to Chemistry and Physics in the core requirement. (See a counselor to determine if these requirements apply.)

Program Learning Outcomes

1. Upon completion of the program, students will demonstrate basic knowledge of engineering principles of design and analysis and exhibit effective communication skills and ethical behavior as shown through their written work, teamwork, and lab work.

Program Requirements: Requirements for the Engineering degree may be met by completing: (a) 30 units of required core courses and 8-10 units of additional coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (30 UNITS):

CHEM 101 General Chemistry (5)

*MATH 265 Calculus with Analytic Geometry I (5)

or

MATH 265S Calculus with Analytic Geometry I with Support (5)

*MATH 266 Calculus with Analytic Geometry II (5)

*MATH 267 Calculus with Analytic Geometry III (5)

*PHYSICS 037 Physics for Engineers & Scientists I (5)

*PHYSICS 038 Physics for Engineers & Scientists II (5)

CHOOSE AT LEAST THREE COURSES AS APPROPRIATE TO SATISFY THE INTENDED TRANSFER INSTITUTION'S REQUIREMENTS. (8-10 UNITS)

(Please consult with your Counselor in the course selection below to ensure a smooth transition to the four-year institution of choice)

ENG GEN 101 Introduction to Science, Engineering and Technology (2)

EGD TEK 101 Engineering Graphics with CAD (3)

*ENG GEN 122 Programming and Problem-Solving in MATLAB (3)

Or

CS 116 Programming in C++ (3)

*ENG GEN 131 Statics (3)

*ENG GEN 151 Materials of Engineering (3)

*ENG GEN 220 Electrical Circuits (4)

*ENG GEN 231 Dynamics (3)

*ENG GEN 241 Strength of Materials (3)

Major Requirements	38-40
(Not including 6 double-countable major units) (LACCD GE Area 4A and Area 7 are waived due to this degree being a High Unit Major.)	
Additional LACCD GE Plan Requirements	15
Degree-applicable Electives	5-7
Total Units	60

*This course has a prerequisite.

ASSOCIATE DEGREE FOR TRANSFER:

English

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H032673G

Student completing the Associate in Arts in English for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable

to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.

Note: this award can be found in the Education and Society, Culture & Communication TCAPs Pathway

REQUIRED CORE COURSES (6 UNITS):

ENGL C1001	Critical Thinking and Writing (3) (Formerly ENGLISH 103)
ENGLISH 102	College Reading and Composition II (3)

LIST A (SELECT TWO) (6 UNITS):

ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
ENGLISH 205	British Literature I (3) (Formerly English Literature I)
ENGLISH 206	British Literature II (3) (Formerly English Literature II)
ENGLISH 207	American Literature I (3)
ENGLISH 208	American Literature 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 213	Dramatic Literature (3)
ENGLISH 214	Contemporary Literature (3)
ENGLISH 215	Shakespeare I (3)
ENGLISH 218	Children's Literature (3)
ENGLISH 219	American Ethnic Groups (3)
ENGLISH 234	African-American Literature I (3)
ENGLISH 239	Women's Literature (3)
ENGLISH 240	Literature and Motion Picture I (3)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3)

LIST C (CHOOSE 3 UNITS):

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

ANTHRO 104	Archaeology: Reconstructing the Human Past (3)
BUS 032	Business Communications (3)
ENGLISH 223	Creative Nonfiction (3)
ENGLISH 251	The Short Story (3)
ENGLISH 260	Detective and Crime Fiction (3)
ENGLISH 271	Graphic Fiction (3)
ENGLISH272	Video Games as Literature (3)
JOURNAL 101	Collecting and Writing News (3)
HUMAN 001	Cultural Patterns of Western Civilization (3)
THEATER 100	Introduction to the Theater (3)

Major (Core and Lists A, B, and C)	18
*Additional Cal-GETC Requirements	25-28
(Not including 6-9 double-countable major units)	
Additional CSU-Transferable Units	14-17
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:**Environmental Science****Associate in Science for Transfer (AS-T) Degree**

Academic Plan: H039984H

Student completing the Associate in Science in Environmental Science for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree

majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).

- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon completion of the program, students will be able to demonstrate mastery of the following outcomes:

- Demonstrate knowledge of the physical, biological, and social sciences required to effectively address current environmental issues.
- Have the ability to critically analyze the interplay between natural and social systems.
- Demonstrate proficiency in quantitative methods, qualitative analysis, critical thinking, and written and oral communication needed to address current environmental challenges.

TCAP Pathways: This award can be found in the Science, Technology, Engineering & Mathematics TCAP Pathway.

REQUIRED CORE COURSES (15 UNITS):

Select one of the two options below:

Option 1

BIOLOGY 006	General Biology I (5)
BIOLOGY 007	General Biology I (5)
CHEM 101	General Chemistry I (5)

Option 2

BIOLOGY 006	General Biology (5)
CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)

LIST A (15-16 UNITS):

ENV SCI 002	The Human Environment: Biological Processes (3)
GEOLOGY 001 and GEOLOGY 006	Physical Geology (3) Physical Geology Laboratory (1)
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
or	
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
MATH 236	Calculus for Business and Social Science (5)
or	
MATH 265	Calculus with Analytic Geometry I (5)
or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)

LIST B (11-13 UNITS):

ECON 001	Principles of Microeconomics (3)
PHYSICS 006 and PHYSICS 007	General Physics I (4) General Physics II (4)
OR	
PHYSICS 037 and PHYSICS 038	Physics for Engineers and Scientists I (5) Physics for Engineers and Scientists II (5)

Major (Core and Electives)**41-44**

*Additional Cal-GETC Requirements	21
(Not including 13 double-countable major units)	
Additional CSU-Transferable Units	
Total	62-65

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

NONCREDIT CERTIFICATE

ESL Civics

Certificate of Competency (Noncredit)

Academic Plan: H038718F

The ESL Civics Certificate of Competency provides non-native adult learners with communicative-based language that introduces students to U.S. history and government and promote civic participation. The course will focus on the important benchmarks in U.S. history beginning with the first North Americans until the present time, U.S. government including federal, state, and local government, U.S. geography, and important aspects of civics participation and tools to assist them become a part of their community.

Program Learning Outcomes: Upon successful completion of this program, students will:

- develop communicative skills in listening and speaking to help them be confident in responding to questions at the naturalization test.
- gain a knowledge of American Government, American History, and Integrated Civics which will provide them with the knowledge base to answer questions on these subjects at the naturalization interview.
- be enabled to become confident in their language skills afford them the resources to become productive and informed members of the community.

Program Requirements: Requirements for the ESL Civics certificate of competency may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

ESLCVCS 013CE	ESL and Civics IV	(54 Total Hours)
ESLCVCS 014CE	ESL and Civics V	(54 Total Hours)

Total Certificate Hours	108

NONCREDIT CERTIFICATE

ESL I – Beginning

Certificate of Competency (Noncredit)

Academic Plan: H036972F

The ESL I - Beginning Certificate of Competency provides non-native adult learners with communicative-based language proficiency skills in listening/speaking and reading/writing. Students develop language skills that will enable them to address basic survival needs and engage in routine social interaction. Students will acquire reading and writing skills that assist them in comprehending and interpreting basic materials including directions, schedules, signs, maps, and menus and

completion of forms with basic personal information. These skills will improve their ability to enter the workforce and gain entry-level positions.

Program Learning Outcomes: Upon successful completion of this program, students will:

- develop communicative skills in listening and speaking.
- be comfortable in addressing basic survival needs and engage in routine social interactions.
- enhance their ability to become productive members of society, and become confident in their reading and writing skills.
- acquire the ability to read, comprehend, and interpret basic materials including directions, schedules, signs, maps, and menus.
- have the ability to complete forms with personal information and write basic notes and information that will help students become more confident in accessing community resources and engaging in society.
- develop skills in listening/speaking and reading/writing that open doors to entry-level jobs and thereby improve students' prospects of entering the workforce.

Program Requirements: Requirements for the ESL I - Beginning certificate of competency may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

ESL NC 061CE	English as a Second Language I	(54 Total Hours)
ESL NC 062CE	English as a Second Language II	(54 Total Hours)
ESL NC 063CE	English as a Second Language III	(54 Total Hours)

Total Certificate hours:	162

NONCREDIT CERTIFICATE

ESL II – Intermediate

Certificate of Competency (Noncredit)

Academic Plan: H039199F

The English as a Second Language II - Intermediate Certificate of Competency is an intermediate – advanced communicative-based listening/speaking and reading/writing language proficiency program. Students will focus on understanding and engaging in extended conversations, discussions, and lectures. They will work on developing academic reading skills such as identifying the main ideas, supporting details, skimming, scanning, and inferencing. Students will focus on developing structurally accurate complex sentence structures and developing paragraph skills. These skills will improve their ability to achieve their academic and career goals.

Program Learning Outcomes: Upon successful completion of this program, students will:

- develop communicative skills in listening and speaking that will enable them to understand and engage in extended conversations, discussions, and lectures. These skills will increase students' self-esteem and enable them to confidently communicate and participate in social and educational settings.

- acquire intermediate academic reading and writing skills. Students will engage in reading authentic material and developing important reading skills such as identifying main ideas, supporting details, skimming, scanning, and inferencing. They will also focus on writing structurally accurate complex sentence structures and focus on improving paragraph writing skills. These skills will prepare students to transition from a noncredit ESL program to credit programs in ESL and English. In addition, students will have sufficient language skills that will enable them to enroll in regular college level academic and vocational coursework which will be foundational in supporting them to pursue their educational goals.
- improve skills in listening/speaking and reading/writing open the doors for students to handle entry level and mid-level jobs and thereby improve students' prospects of becoming gainfully employed.

Program Requirements: Requirements for the ESL II - Intermediate certificate of competency may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

ESL NC 064CE	English as a Second Language - IV - Low Intermediate (54 Total Hours)
ESL NC 065CE	English as a Second Language - V - Intermediate (54 Total Hours)
ESL NC 066CE	English as a Second Language - VI - High Intermediate (54 Total Hours)

Total Certificate hours: 162

NONCREDIT CERTIFICATE

ESL III – Advanced Certificate of Competency (Noncredit)

Academic Plan: H038696F

The ESL III - Advanced Certificate of Competency provides non-native adult learners with academic language proficiency skills in listening/speaking and reading/writing. Students develop academic language skills that will prepare them for college transfer-level classes. Furthermore, this certificate will enable students to pursue a community college degree and/or transfer to a four- year university. The skills acquired in the sequence of courses will improve their ability to enter the college environment and successfully pursue their academic goals.

Program Learning Outcomes: Upon successful completion of this program, students will:

- read and think critically about advanced academic essays and books.
- correctly use the verb tense system in English.
- identify and construct simple, compound, and complex sentences in their own writing.
- compose thesis-driven expository essays developed with information from personal experience and/or assigned readings using different rhetorical modes.

Program Requirements: Requirements for the ESL III - Advanced certificate of competency may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

ESL NC 094CE	College ESL IV: Writing and Grammar (108 Total Hours)
ESL NC 095CE	College ESL V: Writing and Grammar (108 Total Hours)
ESL NC 096CE	College ESL VI: Writing and Grammar (108 Total Hours)

Total Certificate Hours: 324

ASSOCIATE DEGREE:

Fire Technology

Associate in Science (AS) Degree

Academic Plan: H002800C

The Fire Technology Program is designed to prepare persons for positions in the various branches of the firefighting 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.
- demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

Program Requirements: Requirements for the Fire Technology degree may be met by completing: (a) 29 units of required core courses and 9 units of elective coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED COURSES (29 UNITS):

ADM JUS 750	Ethics and the Criminal Justice System (3)
E D A 010A	Emergency Medical Technician IA Ambulance (6)
E D A 010B	Emergency Medical Technician IB Ambulance (2)
FIRETEK 201	Fire Protection Organization (3)
FIRETEK 202	Fire Prevention (3)
FIRETEK 203	Fire Protection Equipment and Systems (3)
FIRETEK 204	Building Construction for Fire Protection (3)
FIRETEK 205	Fire Behavior and Combustion (3)
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action (3)

ELECTIVE COURSES (CHOOSE 9 UNITS MINIMUM)

ADM JUS 016	Recruitment Selection Process (3)
ADM JUS 319	Research Methods & Statistics in Criminal Justice (3)
FIRETEK 207	Wildland Fire Control (3)
FIRETEK 209	Fire Tactics and Strategy (3)
FIRETEK 210	Fire Company Organization and Procedure (3)

FIRETEK 213	Fire Investigation (3)
FIRETEK 217	Fire Apparatus (3)

Major (Required Courses and Electives)	38
Additional LACCD GE Requirements	21
(LACCD GE Area 4A and Area 7 are waived due to this degree being a High Unit Major. (Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	1
Total Units	60

CERTIFICATE OF ACHIEVEMENT

Fire Technology Certificate of Achievement (CA)

Academic Plan: H021648D

The Fire Technology Program is designed to prepare persons for positions in the various branches of the firefighting 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.
- demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

Program Requirements: Requirements for the Fire Technology certificate of achievement may be met by completing 18 units of required courses, 9 units of Elective courses and 6-9 units of Additional requirement course work with a grade of "C" or better.

REQUIRED COURSES (18 units):

FIRETEK 201	Fire Protection Organization (3)
FIRETEK 202	Fire Prevention (3)
FIRETEK 203	Fire Protection Equipment & Systems (3)
FIRETEK 204	Building Construction for Fire Protection (3)
FIRETEK 205	Fire Behavior and Combustion (3)
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action (3)

ELECTIVE COURSES (CHOOSE 9 UNITS MINIMUM)

E D A 010A	Emergency Medical Technician IA Ambulance (6)
E D A 010B	Emergency Medical Technician IB Ambulance (2)
FIRETEK 207	Wildland Fire Control (3)
FIRETEK 209	Fire Tactics and Strategy (3)
FIRETEK 210	Fire Company Organization and Procedure (3)
FIRETEK 213	Fire Investigation (3)

ADDITIONAL REQUIREMENTS (6-9 UNITS):

ENGL C1000	Academic Reading and Writing (3) <i>(formerly ENGLISH 101)</i>

or	
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab (3)
or	
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab (3.5)
or	
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab (4)

MATH 115 Elementary Algebra (5)
or a higher level math course (3-5)

Total Units:	33-36

SKILL CERTIFICATE

Fitness Training Skill Certificate (SC)

Academic Plan: H083550J

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 careers to become full or part-time personal Fitness Trainer. See the program learning outcomes listed under the associate's degree in this subject.

Program Requirements: Requirements for the Fitness Training Skills Certificate may be met by completing 13 units of the required coursework requirement with a grade of "C" or better.

REQUIRED COURSES:

COMM C1000	Introduction to Public Speaking (3) (formerly COMM 101)
or COMM 121	Interpersonal Communication (3)
FAM &CS 021	Nutrition (3)
or	
HEALTH 006	Nutrition for Healthful Living and Fitness Activities (3)
HEALTH 012	Safety Education and First Aid (3)
KIN MAJ 119	Physical Efficiency (2)
KIN 010	Kinesiology-Physical Fitness (1)
KIN 250-1	Weight Training Skills I (1)
or	
KIN 250-2	Weight Training Skills II (1)

Total Units	13

ASSOCIATE DEGREE:

French

Associate in Arts (AA) Degree

Academic Plan: H041096C

The Associate in Arts degree in French provides a solid foundation in French language and literature for those wishing to continue their study of French. The courses included in the degree prepare students who seek careers in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in art, music, cinema, literature and other Romance languages. The AA degree consists of a core general education component, 23-25 units in the major, and additional elective units as needed to reach a minimum of 60 units overall. Some major courses may double count for general education.

Program Learning Outcomes: Upon completion of the program, students will be able to:

- Demonstrate high-intermediate fluency and accuracy in listening and reading comprehension skills in the French language.
- Write and speak in the French language (employing rules of French phonetics and diction) with high-intermediate proficiency using vocabulary, grammar, and idiomatic expressions acquired in class.
- Demonstrate intercultural knowledge and skills that allow the student to negotiate social exchanges in French-speaking settings abroad, and to situate the singularity of French and Francophone cultures as well as their own culture in a broader context.

Note: Students who place out of any Core course(s) and are not awarded units for those courses may complete other FRENCH courses to meet the 18-unit minimum requirements for Major Units.

Note: this award can be found in the Education and Society, Culture & Communication TCAPs Pathway

Program Requirements: Requirements for the French degree may be met by completing: (a) 20 units of required core courses and 3-5 units of elective coursework with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED COURSES (20 units):

FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French I (5)
FRENCH 004	Intermediate French II (5)

ELECTIVE COURSES (SELECT ONE)

FRENCH 005	Advanced French I (5)
FRENCH 010	French Civilization (3)
FRENCH 026	Understanding French Culture Through Film (3)

Major (Required Courses and Electives)	23-25
Additional LACCD GE Requirements	24
(Not including 3 double-countable major units. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	11-13
Total Units	60

SKILL CERTIFICATE

French language

Skill Certificate (SC)

Academic Plan: H110200J

The French Language Skills certificate is designed for those students who wish to explore the French language and culture with the intent of continuing their study of French in upper division programs in local colleges and universities. French students will be exposed to the French language in context and will learn 1) practical "survival skills" such as how to introduce themselves and begin a conversation about their likes and dislikes, talk about their preferred activities, learn how to order in a café, talk about their future plans, etc. In addition, they will 2) be exposed to Francophone culture and gain an understanding the differences of the Anglo-American cultural norms versus French cultural norms. 3) Learn to appreciate French literature, art, cuisine and cinema and note French influences on world art and literature.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- understand, speak, read, write and communicate in basic French, using the grammar and structures presented in the texts;
- use basic vocabulary words and idiomatic expressions
- formulate statements and questions about present and future and past situations
- demonstrate an awareness and appreciation of the French-speaking peoples, their customs and culture.

Note: this award can be found in the Education and Society, Culture & Communication TCAPs Pathway

Program Requirements: Requirements for the French Language Skills Certificate may be met by completing 15 units of the required coursework with a grade of "C" or better.

REQUIRED COURSES:

FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
FRENCH 003	Elementary French III (5)

Total Units	15

NONCREDIT CERTIFICATE

Fundamentals Of Developing a Sustainable Small Business Enterprise

Certificate of Completion (Noncredit)

Academic Plan: H043702E

This certificate introduces students to the hands-on details that they need to understand in developing their business model including setting out and developing the operational, management, and financial logistics are needed to navigate and create a sustainable small business enterprise.

Upon completion of the required 2 courses, students will receive a Certificate of Completion in Fundamentals of Developing a Sustainable Small Business Enterprise This certificate provides a

pathway to career and college degree coursework in Business and/or Entrepreneurship.

Program Learning Outcome: Upon completion of the certificate program, students will be able to articulate and plan a financially viable and sustainable small business enterprise.

Program Requirements: Requirements for the Fundamentals of Developing a Sustainable Small Business Enterprise certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:
VOC ED 191CE Starting Your Own Small Business (36 total hours)
VOC ED 192CE Managing Small Business Operations (36 total Hours)

Total Hours 72

NONCREDIT CERTIFICATE

Fundamentals of Warehousing and Distribution
Certificate of Completion (Noncredit)

Academic Plan: H037792E

The Fundamentals of Warehousing and Distribution Certificate of Completion will expose students to the industry knowledge needed to succeed as a warehouse worker and quickly advance their career in transportation, warehousing and distribution. The courses focus on material handling equipment and information technology used to move, store, control, and protect products in warehouses and distribution centers; the use of material handling equipment and information technology to complete basic functional processes that are common to all modern warehouses and distribution centers; and how the performance of equipment, processes, and employees work together to build a strong work environment in different types of warehouse settings. It is recommended that non-native English speakers also take ESL NC 361CE VESL: English for Special Uses: Warehousing and Distribution in conjunction with this class. This English as a Second Language course is for advanced level ESL students.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- identify the five common functional areas in warehousing and distribution facilities and the operational tools that are used in each of the functional areas.
- discuss different types of warehouses and how the operations in these warehouses varying design and equipment in completing their order fulfillment process: receiving, storage, picking, packing, and shipping.
- discuss different types of warehouses and how the operations in these warehouses vary in design and equipment in completing their order fulfillment process: receiving, storage, picking, packing, and shipping.
- complete a group project using a warehousing/distribution center scenario to identify the equipment and informational technology needed to effectively handle movement, storage, control, and protection of the goods/materials delivered to the warehouse/ distribution center.

Program Requirements: Requirements for the Fundamentals of Warehousing and Distribution certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:
VOC ED 530CE Fundamentals of Warehousing and Distribution 1 – Material Handling (18 total hours)
VOC ED 531CE Fundamentals of Warehousing and Distribution 2- Warehouse Operations (18 total hours)
VOC ED 532CE Fundamentals of Warehousing and Distribution 3 – Warehouse and Personal Performance (18 total hours)
VOC ED 533CE Fundamentals of Warehousing and Distribution 4 – Developing Your Soft Skills (18 total hours)

Optional Course:
ESL NC 361CE VESL: English for Special Uses: Warehousing and Distribution (optional – based on competency, please see note from above) (54 total hours)

Total Certificate Hours 72

NONCREDIT CERTIFICATE

GENERAL EDUCATION DIPLOMA
Certificate of Competency (Noncredit)
Academic Plan: H036919F

The General Education Diploma (GED) Certificate of Competency is designed to measure the skills and knowledge equivalent to a high school course of study. It is composed of five content areas: Language Arts: Reading; Language Arts: Writing; Mathematics; Social Studies; and Science; Language Arts: Reading develops ability to read and interpret college level-ready texts to determine and summarize main and supporting ideas, predict, infer, and critically evaluate reading materials; Language Arts: Writing focuses on analyzing arguments and gathering evidence found in source content, developing and organizing writing in a cohesive and coherent format, and demonstrating fluency with conventions of English; Mathematics concentrates on math computation and applied math for statistics and data analysis, probabilities, algebraic and geometric functions, problem solving and reasoning; Social Studies focuses on Civics and Government, U.S. History, Economics, and Geography and the World; and Science includes topics such as Life Science, Physical Science, and Earth and Space Science.

Program Learning Outcomes: Upon successful completion of this program, students will:

- gain access to greater educational opportunities.
- enable students to improve their foundational skills and be better prepared for rigorous academic or vocational courses and thereby improve the chance of furthering their educational goals.
- gain new opportunities for employment. Currently, most jobs require applicants to have at least a high school diploma/high school equivalency certificate. Passing the GED examination will open the door to gaining more productive and higher paying jobs, and improve their self-confidence and gain a sense of satisfaction and achievement.
- be motivated to aim higher in their personal, academic, and career goals. This impacts not only the students themselves, but also their families and society as a whole.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

BSICKSL 083CE	GED/HiSET Preparation: Literature and the Arts (180 total hours)
BSICKSL 084CE	GED/HiSET Preparation: Mathematics (180 total hours)
BSICKSL 085CE	GED/HiSET Preparation: Science (180 total hours)
BSICKSL 086CE	GED/HiSET Preparation: Social Studies (180 total hours)
BSICKSL 087CE	GED/HiSET Preparation: Writing Skills (180 total hours)

Total Hours 900

CERTIFICATE OF ACHIEVEMENT

Global Trade and Logistics

Certificate of Achievement (CA)

Academic Plan: H036644D

The Certificate of Achievement in Global Trade and Logistics builds a foundation for careers in foreign trade business management and logistics. The program is designed for students that are seeking entry-level positions or advancement opportunities in domestic and international logistical operations, multinational wholesale and retail organizations, and warehousing establishments. Students will familiarize students with world geography, global logistics and transportation systems, foreign trade agreement and regulations as well as practices and procedures in global commerce.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Describe the objectives and elements of supply chain management.
- Understand the role of purchasing and its strategic impact on an organization's competitive advantage.
- Explain the importance of supplier partnerships.
- Understand the trend in ethical and sustainable sourcing.

Program Requirements: Requirements for the Global Trade and Logistics certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED CORE COURSES (18 UNITS):

BUS 001	Introduction to Business (3)
BUS 032	Business Communications (3)
INTBUS 001	International Trade (3)
INTBUS 601	Introduction to Global Trade and Logistics (3)
INTBUS 612	Supply Chain Management: Transport Systems (3)
CIS 190	E-Commerce Essentials (3)

Total Units 18

ASSOCIATE DEGREE FOR TRANSFER:

History

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H031221G

Student completing the Associate in Arts in History for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.

Note: this award can be found in the Education and Society, Culture & Communication TCAPs Pathway

REQUIRED CORE COURSES (6 UNITS):

HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)

LIST A: SELECT TWO COURSES (6 UNITS):

HISTORY 001	Introduction to Western Civilization I (3)
or	
HISTORY086	Introduction to World Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
or	
HISTORY 087	Introduction to World Civilization II (3)

LIST B: SELECT ONE COURSE FROM EACH AREA (6-8 UNITS):**Area 1 : (3-5 units)**

Any List A course not already used

AFRO AM 004	The African-American in the History of the U.S. I (3)
AFRO AM 005	The African-American in the History of the U.S. II (3)
CHICANO 007	The Mexican-American in the History of the United States I (3)
CHICANO 008	The Mexican-American in the History of the United States II (3)
HISTORY 052	The Role of Women in the History of the U.S. (3)
HISTORY 058	The Asian American in the History of the United States (3)
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French I (5)
FRENCH 004	Intermediate French II (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)

Area 2: (3 units)

Any List A course not already used

HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 020	History of California and the Pacific Coast (3)
HISTORY 021	History of the Russian People (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of the Working People in the United States I (3)
HISTORY 082	A History of the Working People in the United States II (3)
POL SCI 002	Introduction to Comparative Politics (3)

Major (Core and Lists A, B1 and B2)	18-20
*Additional Cal-GETC Requirements	25-28
(Not including 6-9 double-countable major units)	
Additional CSU-Transferable Units	12-17
Total	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:**Hospitality Management****Associate in Science for Transfer (AS-T) Degree**

Academic Plan: H041370H

Student completing the Associate in Science in Hospitality Management for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Describe the role and functions of a leader and manager in the hospitality industry.
- Apply costing principles and trends to profitably operate hospitality establishments.
- Recognize the challenges and opportunities of working effectively with people in a diverse environment.
- Demonstrate proficiency in appropriate tools and technologies utilized in Hotels and Restaurants.
- Describe the principles of law as they apply to the hospitality industry.

TCAP Pathways: This award can be found in the Business, Economics & Hospitality TCAP Pathway.

REQUIRED CORE COURSE (3 UNITS):

HOSPT 100	Introduction to the Hospitality Industry (3)

LIST A: COMPLETE THREE COURSES FROM THE FOLLOWING (9 UNITS)

CLN ART 113	Culinary Skills I (3)
CLN ART 117	Food Sanitation and Safety (3)
ECON 001	Principles of Microeconomics (3)
HOSPT 120	Hospitality Cost Control (3)
HOSPT 140	Introduction to Hotel Management (3)
HOSPT 320	Hospitality Law (3)

LIST B: COMPLETE TWO COURSES FROM THE FOLLOWING (6 TO 9 UNITS)

Any courses from List A not already used

ACCTG 001	Introductory Accounting I (5)
BUS 005	Business Law I (3)
FAM &CS 021	Nutrition (3)
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
or	
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)

Major (Core, List A and List B):	18-21
*Additional Cal-GETC Requirements	28-34
(Not including 0-6 double-countable major units)	
Additional CSU-Transferable Units	5-14
Total Units Required	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

CERTIFICATE OF ACHIEVEMENT

Hospitality Management Certificate of Achievement (CA)

Academic Plan: H044180D

The Hospitality Management Certificate prepares students in entry to mid-level positions in the Hospitality Industry. The certificate provides students with knowledge and training necessary in the hotel, restaurant and Hospitality industry. Courses are designed for students who desire a career in the hospitality industry in the following areas: reservations, front office, purchasing, lodging, events and housekeeping. A Certificate of Achievement is awarded upon completing all required courses with a C grade or better.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Recognize and define hospitality industry terminology.
- Demonstrate working knowledge of Food and Beverage Management and Controls
- Demonstrate knowledge and comprehension of sanitation and safety regulations in the hospitality industry.
- Analyze a profit and loss statement.

Note: this award can be found in the Business, Economics & Hospitality TCAP Pathway

Program Requirements: Requirements for the Hospitality Management certificate of achievement may be met by completing 24 units of first and second semester coursework with a grade of "C" or better.

FIRST SEMESTER (12 UNITS, TAKEN CONCURRENTLY)

HOSPT 100	Introduction to the Hospitality Industry (3.0)
CLN ART 113	Culinary Skills I (3.0)
CLN ART 117	Food Sanitation and Safety (3.0)
HOSPT 120	Hospitality Cost Control (3.0)

SECOND SEMESTER (12 UNITS, TAKEN CONCURRENTLY)

HOSPT 140	Introduction to Hotel Management (3.0)
HOSPT 320	Hospitality Law (3.0)
CLN ART 136	Restaurant Management (3.0)
HOSPT 136	Event Management (3.0)

Total Units	24.0

NONCREDIT CERTIFICATE

Hospitality, First Time Supervisor Certificate of Completion (Noncredit)

Academic Plan: H044348E

The Hospitality, First Time Supervisor Certificate of Completion prepares students for entry-level employment and supervisory positions in the Hospitality and tourism sector and/or prepares students to transition to college credit programs.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- Apply concepts and skills necessary to gain entry level employment in Hospitality and Tourism sector with an emphasis on Management.
- Prepares student for transition to college credit programs

Program Requirements: Requirements for the Hospitality, First Time Supervisor certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 300CE	Introduction to Tourism - City of Los Angeles (54 total hours)
VOC ED 930CE	Success Skills for Hospitality First Time Supervisor (36 total hours)

Total Certificate Hours:	90

ASSOCIATE DEGREE:

Humanities Associate in Arts (AA) Degree

Academic Plan: H038880C

The Humanities is the story of everything humankind has ever dreamed, thought, created, painted, built, written, believed, imagined, sculpted, sung, acted and played. It is our story, the story of us, as human beings. It is the study of culture, the creative expression of humankind through the ages, into the present, including global and historical overviews of subjects such as Art, Architecture, Mythology, Literature, and Film, as well as how they evolved and interconnect. In the Humanities students gain knowledge and information which will enable them to decode the world around them, understanding at a deeper level what they see and hear, as well as developing skills of critical analysis. Students examine relevant works carefully, putting them in historical, social and cultural context. What students gain through the study of the Humanities will prove invaluable lifelong, both in private life and in professional careers. Students are empowered to think for themselves, encouraged to work in teams, present their thoughts in writing, in discussions and in presentations. Students in Humanities courses will often be given the opportunity to complete a creative piece as their final project for the course.

Because the Humanities AA is an interdisciplinary degree, prepares students to transfer into a variety of majors. Students will complete a minimum of 60 degree applicable semester units consisting of required courses for major (18 units), general education and elective courses as needed. Some major courses may double count for general education.

Program Learning Outcomes: Upon completion of the program, students will be able to demonstrate mastery of:

- analyze how art, architecture, literature, philosophy, mythology (and other forms of human creative expression, including primary source documents) reflect the values, morals and attitudes of a variety of cultures.
- explore the patterns of human creative expression over time and cultures, taking into consideration the interconnectedness of the cultures which produce them.
- present either a term paper or a creative project, designed to demonstrate the student's grasp of course material and principles, to increase knowledge, to foster understanding
- and to promote change in the listeners' attitudes, values, beliefs or behaviors.

Note: this award can be found in the [Arts, Performance & Design and Society, Culture & Communication](#) TCAPs Pathway

Program Requirements: Requirements for the Humanities degree may be met by completing: (a) 18 units of major coursework with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (9 UNITS):

HUMAN 001	Cultural Patterns of Western Civilization (3)
HUMAN 003	The Arts of Contemporary Society (3)
HUMAN 017	Film Appreciation (3)

LIST A: (CHOOSE 1 COURSE):

ART 101	Survey of Art History 1 (3)
ART 102	Survey of Art History II (3)
ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
MUSIC 111	Music Appreciation (3)
THEATER 110	History of World Theater (3)

LIST B: (CHOOSE 1 COURSE):

HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HUMAN 002	Studies in Selected Cultures (3)
HUMAN 006	Great People, Great Ages (3)
HUMAN 008	Great Women in the Humanities (3)
HUMAN 030	The Beginnings of World Civilization (3)
HUMAN 060	People and Their World: Technology and the Humanities (3)
HUMAN 077	Medieval Civilizations (3)

LIST C: (CHOOSE 1 COURSE):

PHILOS 001	Introduction to Philosophy (3)
PHILOS 020	Ethics (3)
PHILOS 033	Comparative Survey of World Regions (3)

Major	18
Additional Cal-GETC Requirements	28-31

(Not including 3-6 double-countable major units. Students can opt for the LACCD GE Pattern instead of the Cal-GETC pattern to fulfill the General Education requirements for this degree.

Additional CSU transferable units:	11-14
Total	60

NONCREDIT CERTIFICATE

International Sales and Marketing Professional Certificate of Completion (Noncredit)

Academic Plan: H038611E

The International Sales and Marketing Professional Certificate of Completion prepares students to demonstrate the practical job skills and industry knowledge needed to become a professional in international business. Students will build on their current, domestic sales and marketing background to analyze the global environment for products and services, identify needs and opportunities, and design a marketing program focused on targeting consumers. For those who want to get industry credentials, passing the CGBP exam assures an employer that the applicant can demonstrate at least 2 years of expert knowledge and that the candidate is competent in these four knowledge domains: Global Business Management, Global Marketing, Supply Chain Management, and Trade Finance. The CGBP is designed to meet the needs of individuals studying and working in the field of international trade and commerce. With the appropriate practice and applied experience, students will have the foundational knowledge needed to pass the global marketing portion of the NASBITE Certified Global Business Professional (CGBP) exam.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- evaluate the global marketing environment.
- describe and determine a target market for whom international marketing strategies will be developed.
- design a global marketing plan which appropriately covers each element of the marketing mix from a global perspective.

Program Requirements: Requirements for the International Sales and Marketing Professional certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

VOC ED 536CE	International Marketing I: The Global Business Environment (18 total hours)
VOC ED 537CE	International Marketing II: Global Marketing Management (18 total hours)
VOC ED 538CE	International Marketing III: Global Marketing, Strategy, Planning (18 total hours)

Total Certificate Hours	54

NONCREDIT CERTIFICATE

Introduction to Sustainable Small Business Development Certificate of Completion (Noncredit)

Academic Plan: H043701E

This certificate introduces students the basic concepts skills and resources that are foundational in building sustainable small business enterprises and an understanding of the key financial elements that are necessary to maintain a profitable entrepreneurial venture.

Upon completion of the required 2 courses, students will receive a Certificate of Completion in Introduction to Sustainable Small Business Development. This certificate provides a pathway to career and college degree coursework in Business and/or Entrepreneurship.

Program Learning Outcome: Upon completion of the certificate program, students will be able to understand the importance of building socially responsible, entrepreneurial idea, product, or service. They will also be able to evaluate various funding streams that would provide financial viability.

Program Requirements: Requirements for the Introduction to Sustainable Small Business Development certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 190CE Pathway to Socially Responsible Entrepreneurship (36 total hours)
VOC ED 195CE Entrepreneurial Finance (36 total hours)

Total Certificate Hours 72

CERTIFICATE OF ACHIEVEMENT

Information Technology Technician ITTP I: Computer Sales and Support Certificate of Achievement (CA)

Academic Plan: H037385D

The goal of the Information Technology Technician (ITTP I) Computer Sales & Support Certificate of Achievement is to prepare students for jobs as entry-level computer sales and technical support. Skills will be taught in areas of: retail sales and management, business communications, planning, organizing, composing and revising business documents by using Word, Excel, PowerPoint, Access, Outlook applications; establishing knowledgebase of computer hardware and software installation and troubleshooting as well as concepts of network, security, and virtualizations. Students are led towards and encouraged to take CompTIA A+ Certification.

This certificate of achievement based on ICT-Digital Media Sector of the Doing What Matters Program - IT Technician Pathway (ITTP), which consists of three stages (ITTP I – III). This certificate of achievement is the first step in pursuing a career in Information and Technology field as an IT Technician. This certificate will help students launch a career in IT by starting with computer retail or customer service and support jobs, and building relevant skills and certifications over time. The entire pathway represents IT skill sets in demand by businesses throughout the state based upon interviews with IT contractors, equipment suppliers, various IT departments, and cross-referenced with CTE Faculty, advisory groups and other Labor Market Information. It is a program describing an effective balance of training, certifications and experience to develop IT Professionals without a 4-year degree. Visit <http://ict-dm.net/ittp> for more information about this pathway.

ITTP I curriculum is part of a planned career pathway sequence. To complete the ITTP I Certificate of Achievement Certificate, students must complete all of the core course requirements. Upon completion students become eligible to enroll in additional ITTP II and ITTP III upskill courses or work experience in the career pathway sequence. It is recommended that students consult with a College Counselor to discuss a short-term employment goal, designate a career pathway, identify industry certifications, and complete their educational plan.

Note: this award can be found in the Business, Economics & Hospitality and Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Information Technology Technician ITTP I: Computer Sales and Support certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

BUS 001	Introduction to Business (3)
BUS 032	Business Communications (3)
CAOT 048	Customer Service (3)
CIS 101	Introduction to Computers and Their Uses (3)
CIS 212	A+ Certification Preparation - Hardware (3)
CIS 213	A+ Certification Preparation - Software (3)

Total Units 18

CERTIFICATE OF ACHIEVEMENT

Information Technology Technician ITTP II: Help Desk User Support Certificate of Achievement (CA)

Academic Plan: H041763D

This Certificate of Achievement is the second step in pursuing a career in Information and Technology field as an IT Technician. This certificate will help students launch a career in IT by starting with Help Desk User Support jobs, and building relevant skills and certifications over time. The entire pathway represents IT skill sets in today's demand by businesses. It is a program describing an effective balance of training, certifications and experience to develop IT Professionals without a 4-year degree. Students are led towards and encouraged to take CompTIA Network+, N10-007, CompTIA Security+, SY0-501, CompTIA Server+, SK0-004 Certification.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Utilize knowledge of networking foundation in structuring and building LAN, WAN, WLAN. Use knowledge of OSI model, Network Components, Ethernet technologies, IPv4 and IPv6 protocol suite in building networks. Perform sub-netting, routing, management, security and troubleshooting of networks.
- Perform installation of Windows 2016 Server OS. Utilize knowledge of various roles and futures that come with Windows server. Perform installations and configurations of Active Directory, DNS, DHCP, Virtualization, User, group and security management with various policy development tools and methods.
- Perform system installations and utilize Windows Desktop Operating systems. With deep and solid background in the

futures offered by Windows Desktop OS build secure systems, manage file and folder permissions, auditing, encryption and malicious attack prevention.

- Utilize full range of security concepts and technics in relation to network vulnerabilities, cryptographic and public key infrastructure, access control, policy, and network and communication security.

Note: this award can be found in the Business, Economics & Hospitality and Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Information Technology Technician ITTP II: Help Desk User Support certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

CAOT 048	Customer Service (3)
CIS 111	Supporting Windows Desktops (3)
CIS 214	Introduction to Network+ (3)
CIS 215	Network Security Fundamentals (3)
CIS 223	Introduction to Server+ (3)
CIS 228	Introduction to Fiber Optics (1)

Total Units	16

ASSOCIATE DEGREE FOR TRANSFER:

Journalism

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H038068G

Student completing the Associate in Arts in Journalism for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon completion of the program, students will be able to demonstrate mastery of:

- an appreciation of the mass media, including free speech/free press provisions of the First Amendment, both as consumers and as potential practitioners.
- the ability to demonstrate a wide breadth and depth of understanding of mass media theories, social media and the internet, methods and concepts.
- an understanding of ethical and legal implications of media and the importance of cultural and intellectual diversity, civic engagement and social responsibility in the field of journalism.

TCAP Pathways: This award can be found in the Society, Culture & Communication TCAP Pathway.

REQUIRED CORE: COMPLETE THREE COURSES (9 UNITS):

JOURNAL 101	Collecting and Writing News (3)
JOURNAL 105	Mass Communications (3)
JOURNAL 218-1	Practical Editing I (3)
or	
JOURNAL 220	Magazine Production (3)

LIST A: COMPLETE ONE OR TWO COURSES (3 UNITS MINIMUM):

JOURNAL 258	Blogging and Social Media (3)
JOURNAL 202	Advanced Newswriting (3)
PUB REL 001	Principles of Public Relations (3)
JOURNAL 218-2	Practical Editing II (3)
or	
JOURNAL 217-1	Publication Laboratory (2)
and	
JOURNAL 219-1	Techniques for Staff Editors (1)

LIST B: COMPLETE TWO COURSES (6-7 UNITS):

COMM C1000	Introduction to Public Speaking (3) <i>(formerly COMM 101)</i>
COMM 104	Argumentation and Debate (3)
COMM 121	Interpersonal Communication (3)
COMM 190	Communication and New Media (3)
ENGL C1001	Critical Thinking and Writing (3) <i>(formerly ENGLISH 103)</i>
POLSC C1000	American Government and Politics (3) <i>(formerly POL SCI 001)</i>
POL SCI 002	Introduction to Comparative Politics (3)
STAT C1000	Introduction to Statistics (4) <i>(formerly MATH 227)</i>
or	
STAT C1000E	Introduction to Statistics (4) <i>(formerly MATH 227S)</i>
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)
ECON 001	Principles of Microeconomics (3)
or	
ECON 002	Principles of Macroeconomics (3)

Major	18-19
*Additional Cal-GETC Requirements	28-31

(Not including 3-6 double-countable major units)

Additional CSU transferable units:

10-14

Total Units

60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

SKILL CERTIFICATE

Journalism

Skill Certificate (SC)

Academic Plan: H060200J

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. 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.
- 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.

Program Requirements: Requirements for the Journalism skills certificate may be met by completing 8-9 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

JOURNAL 101 Collecting and Writing News (3)
JOURNAL 105 Mass Communications (3)

JOURNAL 217-1 Publication Laboratory I (2)
or
JOURNAL 218-1 Practical Editing I (3)

Total Units

8-9

SKILL CERTIFICATE

Journalism & Public Relations Study

Skill Certificate (SC)

Academic Plan: H060203J

The Skills Certificate in Journalism and Public Relations Study is designed for students who wish to explore career programs in the Los Angeles Community College District (such as Journalism AA and AA-T programs) through better understanding of writing, cultural, ethical and RPIE applications for print, broadcast and social media as it relates to specific publics. Students are offered courses designed to give them a broad overview of the media, train them in Associated Press writing style, as well as researching, planning, implementation and evaluation of tasks in order to better understand social and economic influences in the world today. The program will 1) introduce students to journalism, public relation and other media careers, 2) provide foundational knowledge necessary for a career in journalism and/or public relations and 3) better prepare students for entry into a journalism, public relations or other media pathway.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- research, write, and produce press releases in Associated Press style for print or broadcast.
utilize RPIE strategy in constructing a public relations campaign.
- identify various publics and their needs.
- develop reporting skills sufficient for a starting position in mass media news departments, college publications and broadcast positions
- demonstrate knowledge of convergent media, including social media, and its use and affect in the workplace.
- understand the functions, impact, effects and skills of various mass media that include, but are not limited to radio/television, newspapers, books, magazines, websites, social media and the internet.
- gain a working knowledge of the roles of mass communication in society.

Program Requirements: Requirements for the Journalism & Public Relations Study skills certificate may be met by completing 9 units of required core courses with a grade of "C" or better.

REQUIRED COURSES:

PUB REL 001 Principles of Public Relations (3)
JOURNAL 101 Collecting and Writing News (3)
JOURNAL 105 Mass Communications (3)

Total Units

9

ASSOCIATE DEGREE FOR TRANSFER:

Kinesiology

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H031028G

Student completing the Associate in Arts in Kinesiology for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a

particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.
- 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 settings.

TCAP Pathways: This award can be found in the Education and Health, Human Services & Public Safety TCAP Pathway.

REQUIRED CORE COURSES (14 UNITS MINIMUM):

KIN MAJ 100 Introduction to Kinesiology (3)
ANATOMY 001 Introduction to Human Anatomy (4)
PHYSIOL 001 Introduction to Human Physiology (4)

Movement-Based Courses (minimum 3 units). Select a maximum of one (1) course from any three (3) of the following areas:

Area 2: Combatives

KIN 217-1Self Defense Skills I (1)
KIN 217-2Self Defense Skills II (1)

Area 3: Dance

DANCETQ 141 Modern Dance Techniques I (1)

Area 4: Fitness

KIN 010 Kinesiology-Physical Fitness (1)
KIN229-1 Body Conditioning Skills I (1)

KIN 229-2Body Conditioning Skills II (1)
KIN 245-1Body Dynamics Skills I (1)
KIN 245-2Body Dynamics Skills II (1)
KIN 250-1Weight Training Skills I (1)
KIN 250-2Weight Training Skills II (1)
KIN 251-1Yoga Skills - I (1)
KIN 251-2Yoga Skills - II (1)
KIN 350-1Weight Training I (1)
KIN 350-2Weight Training II (1)
KIN ATH 552 Intercollegiate Sports – Conditioning & Skills Training (1)
KIN MAJ 119 Physical Efficiency (2)

Area 5: Individual Sports

KIN 272 Track and Field Skills (1)

Area 6: Team Sports

KIN 287-1Basketball Skills I (1)
KIN 287-2Basketball Skills II (1)
KIN 288-1Flag/Touch Football Skills-1 (1)
KIN 291-1Volleyball Skills I (1)
KIN 291-2Volleyball Skills II (1)
KIN ATH 504 Intercollegiate Athletics-Basketball (3)
KIN ATH 506 Intercollegiate Athletics-Cross Country (3)
KIN ATH 511 Intercollegiate Athletics-Soccer (3)
KIN ATH 512 Intercollegiate Athletics-Softball (3)
KIN ATH 516 Intercollegiate Athletics-Volleyball (3)
KIN ATH 557 Intercollegiate Baseball – Fitness & Skill Training (1)
KIN ATH 558 Intercollegiate Soccer – Fitness & Skill Training (1)

LIST A: SELECT TWO COURSES FROM THE FOLLOWING: (AT LEAST 6 UNITS)

STAT C1000 Introduction to Statistics (4) *(formerly MATH 227)*
or
STAT C1000E Introduction to Statistics *(formerly MATH 227S)*
or
STAT 001 Elementary Statistics I For the Social Sciences (3)

CHEM 065 Introductory General Chemistry (4)
or
CHEM 101 General Chemistry I (5)

PHYSICS 006 General Physics I (4)
or
PHYSICS 037 Physics for Engineers and Scientists I (5)

HEALTH 012 Safety Education and First Aid (3)

PSYC C1000 Introduction to Psychology (3) *(formerly PSYCH 001)*
or
SOC 001 Introduction to Sociology (3)

HEALTH 011 Principles of Health Living (3)

Total Required Major units:	20-26
*Additional Cal-GETC Requirements:	21-30
(Not including 4-13 double-countable major units)	
Additional CSU-Transferable Units	4-19

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

CERTIFICATE OF ACHIEVEMENT

Kinesiology

Certificate of Achievement (CA)

Academic Plan: H022949D

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.
- 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 settings.

Note: this award can be found in the Education and Health, Human Services & Public Safety TCAPs Pathway

Program Requirements: Requirements for the Kinesiology certificate of achievement may be met by completing 10 units of required core courses and 6 units of electives coursework with a grade of "C" or better.

REQUIRED CORE COURSES (10 Units)

ANATOMY 001	Introduction to Human Anatomy (4)
or	
PHYSIOL 001	Introduction to Human Physiology (4)
HEALTH 012	Safety Education and First Aid (3)
KIN MAJ 100	Introduction to Kinesiology (3)

ELECTIVE COURSES (CHOOSE 6 UNITS)

KIN 217-1	Self Defense Skills I (1)
KIN 229-1	Body Conditioning Skills I (1)
KIN 245-1	Body Dynamics Skills I (1)
KIN 250-1	Weight Training Skills I (1)
KIN 251-1	Yoga Skills – I (1)
KIN 272	Track and Field Skills (1)
KIN 287-1	Basketball Skills I (1)
KIN 291-1	Volleyball Skills I (1)
KIN 350-1	Weight Training I (1)

ASSOCIATE DEGREE FOR TRANSFER:

Law, Public Policy, and Society

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H044499G

Student completing the Associate in Arts in Law, Public Policy, and Society for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree

majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Describe the American legal system including its development, structure, and history.
- Articulate their views on legal and political issues
- Evaluate diverse viewpoints
- Demonstrate a working knowledge of research methods and identify research questions, hypothesize and analyze, critique, and integrate source materials.

TCAP Pathways: This award can be found in the Society, Culture & Communication TCAP Pathway.

REQUIRED CORE COURSES (24-26 UNITS)

Complete one Law course:

ADM JUS 001	Introduction to Administration of Justice (3.0)
ADM JUS 002	Concepts of Criminal Law (3.0)
ADM JUS 037	California Criminal Procedures I (3.0)
BUS 005	Business Law I (3.0)

Complete one Ethics course:

PHILOS 020	Ethics (3.0)

Complete one Oral Communications course:

COMM C1000	Introduction to Public Speaking (3.0) <i>(formerly COMM 101)</i>
*COMM 104	Argumentation and Debate (3.0)
COMM 151	Small Group Communication (3.0)

Complete one Composition course:

ENGL C1000	Academic Reading and Writing (3.0) <i>(formerly ENGLISH 101)</i>
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab (3.0)
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab (3.5)
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab (4.0)
E.S.L. 110	College Composition for Non-Native Speakers (4.0)

Complete one course in Critical Thinking:

*COMM 104	Argumentation and Debate (3.0)
ENGL C1001	Critical Thinking and Writing (3.0) <i>(formerly ENGLISH 103)</i>
PHILOS 006	Logic in Practice (3.0)

Complete one Statistics course:

STAT C1000	Introduction to Statistics (4.0) <i>(formerly MATH 227)</i>
STAT C1000E	Introduction to Statistics (4.0) <i>(formerly MATH 227S)</i>
STAT 001	Elementary Statistics I for the Social Sciences (3.0)

Complete one U.S. History course

HISTORY 011	Political and Social History of the United States to 1877 (3.0)
HISTORY 012	Political and Social History of the United States from 1865 (3.0)

Complete a Government course

POLS C1000	American Government and Politics (3.0) <i>(formerly POL SCI 001)</i>

COMPLETE A TOTAL OF TWO COURSES (NOT ALREADY USED FROM ABOVE) FROM TWO OF THE AREAS LISTED BELOW.**Area 1: Administrative Justice/Criminal Justice/Criminology**

ADM JUS 001	Introduction to Administration of Justice (3.0)
ADM JUS 002	Concepts of Criminal Law (3.0)
ADM JUS 003	Legal Aspects of Evidence (3.0)
ADM JUS 008	Juvenile Procedures (3.0)
ADM JUS 037	California Criminal Procedures I (3.0)
ADM JUS 067	Community Relations I (3.0)
ADM JUS 075	Introduction to Corrections (3.0)
SOC 003	Crime and Delinquency (3.0)

Area 2: Business

BUS 005	Business Law I (3.0)

Area 3: Economics

ECON 001	Principles of Microeconomics (3.0)
ECON 002	Principles of Macroeconomics (3.0)

Area 4: Political Science

POL SCI 002	Introduction to Comparative Politics (3.0)
POL SCI 003	Introduction to Political Science (3.0)
POL SCI 005	The History of Western Political Thought (3.0)
POL SCI 007	Introduction to International Relations (3.0)
POL SCI 050	Introduction to Research in Political Science (3.0)

Area 5: Public Policy

SOC 002	American Social Problems (3.0)

Area 6: Diversity

ANTHRO 102	Human Ways of Life: Cultural Anthropology (3.0)
COMM 122	Intercultural Communication (3.0)
SOC 011	Race and Ethnic Relations (3.0)
SOC 031	Sociology of Gender (3.0)

Any course that emphasizes under-represented groups approved as Cal-GETC Area 4

AFRO AM 004	The African American in the History of the U.S. I (3.0)
AFRO AM 005	The African American in the History of the U.S. II (3.0)
ANTHRO 132	Native People of North America (3.0)
HISTORY 043	The Mexican-American in the History of the United States I (3.0)
HISTORY 044	The Mexican-American in the History of the United States II (3.0)
HISTORY 052	The Role of Women in the History of the U.S. (3.0)
HISTORY 058	The Asian American in the History of the United States (3.0)

Area 7: College Success (A CSU-transferable course that is: UC transferable)

COUNSEL 040	College Success Seminar (3.0)

Area 8: Internship/Fieldwork

COOP ED 395	Work Experience – General I (3.0)

*COMM 104 counts for either the Oral Communication or Critical Thinking course, not both.

Total Required Major Units:	30-32
*Additional Cal-GETC Requirements: (Not including 15-18 double-countable major units)	16-19
Additional CSU-Transferable Units:	9-14
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:**Liberal Arts & Sciences: Arts and Humanities****Associate in Arts (AA) Degree**

Academic Plan: H018706C

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

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.

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.

Note: this award can be found in the Arts, Performance & Design and Society, Culture & Communication TCAPs Pathway

Program Requirements: Requirements for the Liberal Arts and Sciences: Arts and Humanities Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

MAJOR CORE COURSES (Choose 18 units minimum)

ARC 132 Architectural History 1: Prehistory to the Middle ages (3)
 ARC 133 Architectural History II: Late Middle Ages to Modern (3)
 ART 100 Introduction to Studio Art for Non-Art Majors (3)
 ART 101 Survey of Art History I (3)
 ART 102 Survey of Art History II (3)
 ART 103 Art Appreciation I (3)
 ART 111 History of Contemporary Art (3)
 ART 201 Drawing II (3)
 ART 300 Introduction to painting (3)
 ART 501 Beginning Two-Dimensional Design (3)
 ART 502 Beginning Three-Dimensional Design (3)
 ART 639 Introduction to Digital Imaging (3)
 ART 713 Beginning Ceramics I (2)
 ASIAN 020 Asian American Film and Media (3)
 CHICANO 032 Central American Literature (3)
 CHICANO 034 Central American Arts (3)
 CHICANO 036 Central American Film (3)
 COMM C1000 Introduction to Public Speaking (3) (formerly COMM 101)
 COMM 104 Argumentation and Debate (3)
 COMM 121 Interpersonal Communication (3)
 COMM 122 Intercultural Communication (3)
 COMM 151 Small Group Communication (3)
 COUNSEL 001 Introduction to College (1)

COUNSEL 002 Interpersonal Relationships (1)
 COUNSEL 004 Career Planning (1)
 COUNSEL 005 College Survival (2)
 COUNSEL 006 Career Planning for Students with Disabilities (1)
 COUNSEL 017 College Survival Skills Development (1)
 COUNSEL 020 Post-Secondary Education: The Scope of Career Planning (3)
 COUNSEL 022 The Transfer Process (1)
 COUNSEL 040 College Success Seminar (3)
 DANCEST 805 History and Appreciation of Dance (3)
 ENGLISH 102 College Reading and Composition II (3)
 ENGLISH 127 Creative Writing (3)
 ENGLISH 203 World Literature I (3)
 ENGLISH 204 World Literature II (3)
 ENGLISH 205 English Literature I (3)
 ENGLISH 206 English Literature II (3)
 ENGLISH 207 American Literature I (3)
 ENGLISH 208 American Literature II (3)
 ENGLISH 209 California Literature (3)
 ENGLISH 211 Fiction (3)
 ENGLISH 212 Poetry (3)
 ENGLISH 213 Dramatic Literature (3)
 ENGLISH 214 Contemporary Literature (3)
 ENGLISH 215 Shakespeare I (3)
 ENGLISH 218 Children's Literature (3)
 ENGLISH 219 The Literature of American Ethnic Groups (3)
 ENGLISH 223 Creative Notification (3)
 ENGLISH 234 African American Literature I (3)
 ENGLISH 239 Women Literature (3)
 ENGLISH 240 Literature and Motion Picture I (3)
 ENGLISH 251 The Short Story (3)
 ENGLISH 260 Detective and Crime Fiction (3)
 ENGLISH 265 Asian Pacific Islander American Literature and Popular Culture (3)
 ENGLISH 270 Science Fiction – Fantasy (3)
 ENGLISH 271 Graphic Fiction (3)
 ENGLISH 272 Video Games as Literature (3)
 FRENCH 001 Elementary French I (5)
 FRENCH 002 Elementary French II (5)
 FRENCH 003 Intermediate French I (5)
 FRENCH 004 Intermediate French II (5)
 FRENCH 005 Advanced French I (5)
 FRENCH 010 French Civilization (3)
 FRENCH 026 Understanding French Culture through Film (3)
 HISTORY 001 Introduction to Western Civilization I (3)
 HISTORY 002 Introduction to Western Civilization II (3)
 HISTORY 043 The Mexican-American in the History of the United States I (3)
 HISTORY 044 The Mexican-American in the History of the United States II (3)
 HISTORY 074 Asian Civilization (3)
 HISTORY 081 A History of Working People in the United States I (3)
 HISTORY 082 A History of Working People in the United States II (3)
 HISTORY 086 Introduction to World Civilization I (3)
 HISTORY 087 Introduction to World Civilization II (3)
 HUMAN 001 Cultural Patterns of Western Civilization (3)
 HUMAN 003 The Arts of Contemporary Society (3)
 HUMAN 006 Great People, Great Ages (3)
 HUMAN 008 Great Women in the Humanities (3)
 HUMAN 017 Film Appreciation (3)
 HUMAN 030 The Beginnings of World Civilization (3)

HUMAN 060	People and Their World: Technology and the Humanities (3)
HUMAN 077	Medieval Civilizations (3)
JAPAN 001	Elementary Japanese (5)
LIB SCI 101	College Research Skills (1)
MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation I (3)
MUSIC 116	Survey and History of Rock, Pop and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
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 501	College Choir (1)
MUSIC 700	Large Ensemble (1)
PHILOS 001	Introduction to Philosophy (3)
PHILOS 006	Logic in Practice (3)
PHILOS 020	Ethics (3)
PHILOS 033	Comparative Survey of World Religions (3)
SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)
SPANISH 012	Survey of Mexican Literature (3)
SPANISH 021	Fundamentals of Spanish I (3)
SPANISH 022	Fundamentals of Spanish II (3)
SPANISH 035	Spanish for Spanish Speakers I (5)
SPANISH 036	Spanish for Spanish Speakers II (5)
THEATER 100	Introduction to Theater (3)
THEATER 110	History of the World Theater (3)
THEATER 270	Beginning Acting (3)
THEATER 275	Scene Study (2)
THEATER 300	Introduction to Stage Craft (3)

Major	18-20
Additional LACCD GE Requirements	2-24
(Not including 3-15 double-countable major units. Transfer Students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirement	16-30
Total Units	60

ASSOCIATE DEGREE:

Liberal Arts & Sciences: Health and Fitness Degree Associate in Arts (AA) Degree

Academic Plan: H018707C

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

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.

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.

Program Requirements: Requirements for the Liberal Arts and Sciences: Health and Fitness Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

MAJOR CORE COURSES (Choose 18 units minimum)

ANATOMY 001	Introduction to Human Anatomy (4)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
BIOLOGY 003	Introduction to Biology (4)
BIOLOGY 005	Introduction to Human Biology (4)
CHEM 051	Fundamentals of Chemistry I (5)
CHEM 065	Introductory General Chemistry (4)
CHEM 101	General Chemistry I (5)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
DANCEST 805	History and Appreciation of Dance (3)
DANCETQ 141	Modern Dance Techniques I (1)
FAM & CS 021	Nutrition (3)
HEALTH 002	Health and Fitness (3)
HEALTH 006	Nutrition for Healthful Living and Fitness Activities (3)
HEALTH 011	Principles of Healthful Living (3)
HEALTH 012	Safety Education and First Aid (3)
<i>KIN Up to four courses in this subject</i>	
KIN ATH 503	Intercollegiate Athletics-Baseball (3)
KIN ATH 504	Intercollegiate Athletics-Basketball (3)
KIN ATH 506	Intercollegiate Athletics-Cross Country (3)
KIN ATH 508	Intercollegiate Athletics-Football (3)
KIN ATH 511	Intercollegiate Athletics-Soccer (3)
KIN ATH 512	Intercollegiate Athletics-Softball (3)
KIN ATH 516	Intercollegiate Athletics-Volleyball (3)
KIN ATH 552	Intercollegiate Sports-Conditioning & Skills Training (1)

KIN ATH 553	Intercollegiate Football-Fitness & Skills Training (1)
KIN ATH 555	Intercollegiate Cross Country-Fitness & Skills Training (1)
KIN ATH 556	Intercollegiate Basketball-Fitness & Skills Training (1)
KIN ATH 557	Intercollegiate Baseball-Fitness & Skills Training (1)
KIN ATH 558	Intercollegiate Soccer-Fitness & Skills Training (1)
KIN ATH 563	Intercollegiate Volleyball-Fitness & Skills Training (1)
KIN ATH 564	Intercollegiate Softball-Fitness & Skills Training (1)
KIN MAJ 100	Introduction to Kinesiology (3)
KIN MAJ 103	Introduction to Coaching Athletics (3)
KIN MAJ 119	Kinesiology - Physical Fitness* (2)
LIB SCI 101	College Research Skills (1)
MICRO 020	General Microbiology (4)
NURSING 302	Mathematics of Drugs and Solutions (3)
NURSING 364	Pharmacology (3)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYC C1000	Introduction to Psychology (3) (formerly PSYCH 001)
PSYCH 002	Biological Psychology (3)
PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
PSYCH 052	Psychological Aspects of Human Sexuality (3)
SOC 001	Introductory to Sociology (3)
SOC 002	American Social Problems (3)
SOC 012	Marriage and Family Life (3)
SOC 021	Human Sexuality (3)

Major	18-20
Additional LACCD GE Requirements	15-24
(Not including 3-12 double-countable major units. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	16-27
Total Units	60

ASSOCIATE DEGREE:

Liberal Arts & Sciences: Mathematics and Natural Sciences

Associate in Arts (AA) Degree

Academic Plan: H018708C

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

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.

Program Learning Outcomes: Upon successful completion of the program, a student will be able to...

1. Demonstrate proficiency in verbal communication.
2. Employ numeracy and quantitative reasoning to solve problems.
3. Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
4. Demonstrate the ability to form conclusions based on the analysis of evidence.
5. Describe social constructs that guide ethical decision-making.
6. Describe the role of human events and forms of expression in shaping society.

Note: this award can also be found in the Health, Human Services & Public Safety and Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Liberal Arts and Sciences: Mathematics and Natural Sciences Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

MAJOR CORE COURSES (Choose 18 units minimum)

ANATOMY 001	Introduction to Human Anatomy (4)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ASTRON 001	Elementary Astronomy (3)
ASTRON 005	Fundamentals of Astronomy Laboratory (1)
BIOLOGY 003	Introduction to Biology (4)
BIOLOGY 005	Introduction to Human Biology (4)
BIOLOGY 006	General Biology I (5)
BIOLOGY 007	General Biology II (5)
BUS 015	Business Statistics (3)
CHEM 051	Fundamentals of Chemistry I (5)
CHEM 065	Introductory to General Chemistry (4)
CHEM 066	Organic and Biochemistry for Allied Health (5)
CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
CHEM 211	Organic Chemistry for Science Majors I (5)
CHEM 212	Organic Chemistry for Science Majors II (5)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ENV SCI 001	Introduction to Environmental Sciences (3)
ENV SCI 002	The Human Environment: Biological Processes (3)
GEOG 001	Physical Geography (3)
GEOG 015	Physical Geography Laboratory (2)
GEOLOGY 001	Physical Geology (3)
GEOLOGY 006	Physical Geology Laboratory (1)

LIB SCI 101	College Research Skills (1)
MATH 215	Principles of Mathematics I (3)
MATH 216	Principles of Mathematics II (3)
MATH 229	Statistics for Data Science (4)
MATH 230	Mathematics for the Liberal Arts Students (3)
MATH 234	College Level Algebra (4)
MATH 236	Calculus for Business and Social Science (5)
MATH 240	Trigonometry (3)
MATH 241	Trigonometry with Vectors (4)
MATH 241S	Trigonometry with Vectors with Support (4)
MATH 260	Pre-calculus (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 265S	Calculus with Analytic Geometry I with Support (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)
MICRO 020	General Microbiology (4)
OCEANO 001	Introductory to Oceanography (3)
OCEANO 010	Physical Oceanography Laboratory (1)
OCEANO 012	Lectures in Marine Biology (3)
PHYS SC 001	Physical Science I (3)
PHYS SC 014	Physical Science Laboratory (1)
PHYSICS 006	General Physics I (4)
PHYSICS 007	General Physics II (4)
PHYSICS 011	Introductory Physics (4)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 002	Biological Psychology I (3)
PSYCH 076	Data Visualization in the Social Sciences (4)
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)
STAT 001	Elementary Statistics I for the Social Sciences (3)
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)
STAT 101	Statistics for the Social Sciences (4)

Major	18-20
Additional LACCD GE Requirements	24-27
(Not including 3-6 double-countable major units. Transfer Students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirement	13-18
Total Units	60

ASSOCIATE DEGREE:

Liberal Arts & Sciences: Social and Behavioral Sciences Degree

Associate in Arts (AA) Degree

Academic Plan: H018709C

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

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.

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.

Note: this award can be found in the Health, Human Services & Public Safety and Society, Culture & Communication TCAPs Pathway

Program Requirements: Requirements for the Liberal Arts and Sciences: Social and Behavioral Sciences Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

MAJOR CORE COURSES (Choose 18 units minimum)

ADM JUS 001	Introduction to Administration of Justice (3)
AFRO AM 004	The African American in the History of the U.S. I (3)
AFRO AM 005	The African American in the History of the U.S. II (3)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ANTHRO 103	Archaeology: Reconstructing the Human Past (3)
ANTHRO 104	Human Language and Communication (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)
ASIAN 001	Asian American History (3)
ASIAN 002	Contemporary Asian American Issues (3)
BUS 001	Introduction to Business (3)
CH DEV 001	Child Growth and Development (3)
CHICANO 002	The Mexican-American in Contemporary Society (3)
CHICANO 007	The Mexican-American in the History of the U.S. I (3)
CHICANO 008	The Mexican-American in the History of the U.S. II (3)
CHICANO 019	History of Mexico (3)
CHICANO 031	The Central American Experience
CHICANO 033	Introduction to Central American Studies (3)
CHICANO 047	The Mexican-American Woman in Society (3)
COMM 121	Interpersonal Communications (3)
COMM 190	Communication and New Media (3)
COUNSEL 001	Introduction to College (1)

COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
FIRETEK 201	Fire Protection Organization (3)
GEOG 002	Cultural Elements of Geography (3)
GEOG 007	World Regional Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)
HISTORY 020	History of California and the Pacific Coast (3)
HISTORY 021	History of Russian People (3)
HISTORY 041	The African American in the History of the U.S I (3)
HISTORY 042	The African American in the History of the U.S II (3)
HISTORY 043	The Mexican American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)
HISTORY 052	The Role of Woman in the History of the U.S. (3)
HISTORY 058	The Asian American in the History of the United States (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
LIB SCI 101	College Research Skills (1)
MUSIC 100	Music in Society (3)
POLS C1000	American Government and Politics (3) (formerly POL SCI 001)
POL SCI 002	Introduction to Comparative Politics (3)
POL SCI 004	Introduction to State and Local Governments (3)
POL SCI 007	Introduction to International Relations (3)
POL SCI 030	The Political Process (3)
PSYC C1000	Introduction to Psychology (3) (formerly PSYCH 001)
PSYCH 002	Biological Psychology (3)
PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
PSYCH 052	Psychological Aspects of Human Sexuality (3)
SOC 001	Introductory to Sociology (3)
SOC 002	American Social Problems (3)
SOC 004	Sociological Analysis (3)
SOC 012	Marriage and Family Life (3)
SOC 021	Human Sexuality (3)
STAT 001	Elementary Statistics I for the Social Science (3)

STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)

Major	18-19
Additional LACCD GE Requirements	12-24
(Not including 3-15 double-countable major units. Transfer Students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirement	17-30
Total Units	60

ASSOCIATE DEGREE:

Liberal Studies

Associate in Arts (AA) Degree

Academic Plan: H022950C

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.

Program Requirements: Requirements for the Liberal Studies degree may be met by completing: (a) 22 units of major coursework and 3 units of elective coursework with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (22 UNITS):

ANTHRO 103	Archaeology: Reconstructing the Human Past (3)
or	
HISTORY 086	Introduction to World Civilization I (3)

BIOLOGY 003	Introduction to Biology (4)
CH DEV 001	Child Growth and Development (3)
ENGLISH 218	Children's Literature (3)
GEOG 007	World Regional Geography (3)
MATH 215	Mathematical Concepts for Teachers I (3)
MATH 216	Mathematical Concepts for Teachers II (3)

ELECTIVES (CHOOSE 3 UNITS MINIMUM)

ART103	Art Appreciation I (3)
DANCEST 805	History and Appreciation of Dance (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation (3)
THEATER 100	Introduction to the Theater (3)

Major Requirements	25
Additional LACCD GE Unit Requirements.	12

(Not including 15 double-countable major units). (Transfer students are advised to use the Cal-GETC plan instead.)

Additional Degree-applicable Requirements	3
Total Units	60

ASSOCIATE DEGREE FOR TRANSFER:

Mathematics

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H032688H

Student completing the Associate in Science in Mathematics for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Note: this award can be found in the [Education](#) and the [Science, Technology, Engineering & Mathematics](#) TCAPs Pathway

REQUIRED CORE COURSES (15 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)

** Note: MATH 265S can be used in place of MATH 265

LIST A: SELECT ONE (3 UNITS)

MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)

LIST B: SELECT ONE (4 TO 5 UNITS)

Any course from List A not already used or any of the following:
STAT C1000 Introduction to Statistics (4) (formerly MATH 227)

OR

STAT C1000E Introduction to Statistics (4) (formerly MATH 227S)

OR
PHYSICS 037 Physics for Engineers and Scientists I (5)

Major	22-23
*Additional Cal-GETC Requirements	28-31
(Not including 3-6 double-countable major units)	
Additional CSU-Transferable Units	3-10
Total	60

*Students with catalog rights prior to Fall 2025 have the following options: [Option 1](#): Continue following CSU GE Breadth or IGETC or [Option 2](#): Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

CERTIFICATE OF ACHIEVEMENT

Media Arts – Animation

Certificate of Achievement (CA)

Academic Plan: H044376D

The Media Arts – Animation Certificate of Achievement equips students with essential artistic, technological, storytelling, and design skills vital for success as 3D animators and visual effects artists within the competitive entertainment, design, and communications industries.

The program not only focuses on traditional applications in film, television, and internet programming but also explores emerging fields like medical research, engineering, virtual and augmented reality, immersive media, and more.

The curriculum is rigorous, offering a foundational understanding of design and technology alongside specialized coursework in digital animation, visual effects, and immersive media.

Students will participate in a 2 semester curriculum, gaining practical experience in real-world settings. While predominantly face-to-face, the program also offers virtual courses taught by industry professionals nationwide, expanding students' networks and exposure to industry practices.

Through hands-on experience with industry-standard software and hardware, students cover the entire creative pipeline, from storyboarding to rendering and compositing, preparing them comprehensively for diverse career opportunities in these cutting-edge disciplines.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

1. Students will be able to communicate core visual art concepts in oral and written assignments.
2. Students will demonstrate the ability to use critical thinking skills when designing and implementing independent skill-based projects.

3. Students will demonstrate informational and technological competence as applied to visual art concepts
4. Students will be able to apply visual arts principles to the development of lifelong personal growth recognizing the complexity of social, cultural, and international diversity.

Note: this award can be found in the Arts, Performance & Design TCAP Pathway

Program Requirements: Requirements for the Media Arts – Animation certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

REQUIRED COURSES:

*ANIMATN 212	Character Animation and Design (3)
ANIMATN 218	Fundamentals of Animation (3)
ANIMATN 219	Animation Process and Production (3)
ANIMATN 221	Three-Dimensional Animation I (3)
*ANIMATN 225	Three-Dimensional Character Animation (3)
*ANIMATN 227	Three-Dimensional Animation Project (3)

Total Units 18.0

*This course has a prerequisite

CERTIFICATE OF ACHIEVEMENT

Media Arts – Game Art and Design Certificate of Achievement (CA)

Academic Plan: H044415D

The Media Arts – Game Art and Design Certificate of Achievement equips students with essential artistic, technological, storytelling, and design skills vital for success as developers and visual effects artists within the competitive entertainment, design, and communications industries.

The program not only focuses on traditional applications in software development, cinema, and internet programming but also explores emerging fields like medical research, engineering, virtual and augmented reality, immersive media, and more.

The curriculum is rigorous, offering a foundational understanding of design and technology alongside specialized coursework in game theory, visual effects, and immersive media.

Students will participate in a 2 semester curriculum, gaining practical experience in real-world settings. While predominantly face-to-face, the program also offers virtual courses taught by industry professionals nationwide, expanding students’ networks and exposure to industry practices.

Through hands-on experience with industry-standard software and hardware, students cover the entire creative pipeline, from

storyboarding to rendering and compositing, preparing them comprehensively for diverse career opportunities in these cutting-edge disciplines.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

1. Students will be able to communicate core visual art concepts in oral and written assignments.
2. Students will demonstrate the ability to use critical thinking skills when designing and implementing independent skill-based projects.
3. Students will demonstrate informational and technological competence as applied to interactive media concepts.
4. Students will be able to apply visual arts principles to the development of lifelong personal growth recognizing the complexity of social, cultural, and international diversity.

Note: this award can be found in the Arts, Performance & Design TCAP Pathway

Program Requirements: Requirements for the Media Arts – Game Art and Design certificate of achievement may be met by completing 20 units of required courses with a grade of “C” or better.

REQUIRED COURSES:

*ART 634	Computer Graphics I: 3D Computer Graphics (3)
*ART 636	Computer Graphics 2: 3D Computer Graphics (3)
GAD 101	Introduction to Game Design (3)
**GAD 102	Concept Design and Visual Development (3)
GAD 103	Game Technologies and Game Engines (3)
GAD 104	Level and Environment Design (3)
GAD 210-1	Production Studio I (2)

Total Units: 20.0

*This course has a prerequisite

** This course has an Advisory

ASSOCIATE DEGREE FOR TRANSFER:

Music

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H032099G

Student completing the Associate in Arts in Music for Transfer degree will have satisfied the lower division major preparation for bachelor’s degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor’s degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.

Note: this award can also be found in the Education TCAP Pathway

REQUIRED CORE COURSES (12 UNITS):

MUSIC 216-1	Music Theory I (3) (Fall Only)
MUSIC 216-2	Music Theory II (3) (Spring Only)
MUSIC 216-3	Music Theory III (3) (Fall Only)
MUSIC 217-1	Musicianship I (1) (Fall Only)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)

REQUIRED APPLIED MUSIC COURSES (2 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)

REQUIRED CORE PERFORMANCE ENSEMBLES COURSES (CHOOSE 4 UNITS):

Each course may be repeated for a total of 4 units and/or combined with others.

MUSIC 501	Collegiate Choir (1)
MUSIC 700	Large Ensemble (1)
MUSIC 775	Jazz Ensemble (1)

LIST A: ELECTIVES COURSE (CHOOSE 3-4 UNITS):

MUSIC 111	Music Appreciation (3)

MUSIC 161	Introduction to Music Technology (3)
MUSIC 165	Introduction to Recording Arts (3) (Fall Only)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3) (Spring Only)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 321	Elementary Piano I (2)
MUSIC 322	Elementary Piano II (2)
MUSIC 323	Elementary Piano III (2)

Total Required Major Units:	21-22
*Additional Cal-GETC Requirement:	31
(Not including 3 double-countable major units)	
Additional CSU-Transferable Units:	7-8
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

CERTIFICATE OF ACHIEVEMENT

Music

Certificate of Achievement (CA)

Academic Plan: H010694D

This program provides an opportunity for students to acquire breadth of knowledge and introductory skills in music. It is designed for students considering a career in music but who have not yet decided upon an area of emphasis, or for those who wish to acquire such knowledge and skills prior to completing any of the other music awards offered at Harbor College.

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.
- 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.
- describe the different careers available to musicians and what skills are required of those who pursue them.

Note: this award can be found in the Arts, Performance & Design and Education TCAPs Pathway

Program Requirements: Requirements for the MUSIC certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

MAJOR COURSE REQUIREMENTS (8 UNITS)

MUSIC 216-1	Music Theory I (3) (Fall Only)
MUSIC 216-2	Music Theory II (3) (Spring Only)
MUSIC 217-1	Musicianship I (1) (Fall Only)
MUSIC 217-2	Musicianship II (1)

ELECTIVE COURSES (CHOOSE 1 UNIT):

MUSIC 501	College Choir (1)*
MUSIC 700	Large Ensemble (1)*
MUSIC 775	Jazz Ensemble (1)*

*Each may be repeated for a total of 4 units and/or combined with others.

ADDITIONAL ELECTIVE COURSES (CHOOSE 9 UNITS):

Any additional course(s) from the above elective units and/or the following:

MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation (3)
MUSIC 116	Survey and History of Rock, Pop, and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
MUSIC 161	Introduction to Music Technology (3)
MUSIC 165	Introduction to Recording Arts (3) (Fall Only)
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)**
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 216-3	Music Theory III (3) (Fall Only)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Music Technology Workshop I (3)
MUSIC 261-2	Music Technology Workshop II (3)
MUSIC 261-3	Music Technology Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3) (Spring Only)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 273	Songwriters' Workshop III (3)
MUSIC 280	The Business of Commercial Music (3) (Fall Only)
MUSIC 321	Elementary Piano I (2)
MUSIC 322	Elementary Piano II (2)
MUSIC 323	Elementary Piano III (2)
MUSIC 324	Elementary Piano IV (2)
MUSIC 411	Elementary Voice I (2)
MUSIC 412	Elementary Voice II (2)
MUSIC 413	Elementary Voice III (2)
MUSIC 414	Elementary Voice IV (2)
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)

**Successful completion of audition required for enrollment

Total Units (Major Courses plus Elective Requirements): **18**

NONCREDIT CERTIFICATE:

Music Internship

Certificate of Completion (Noncredit)

Academic Plan: H044815E

The Music Internship program offers students a platform to apply the skills acquired through required music courses towards earning a degree or certificate. Through partnerships with industry professions, students engage in experiential learning opportunities, gaining invaluable real-world experience and networking connections essential for success in the field.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

1. Acquire practical experience in pre-production, production, and postproduction processes within the music industry through active participation in approved internship activities.
2. Observe the organizational structure, dynamics, and cultural nuances of music-related businesses or entities, fostering a deeper understanding of industry operations.
3. Cultivate problem-solving abilities, effective teamwork strategies, and conflict resolution methods through engagement in diverse work scenarios encountered during the internship, promoting adaptability and collaboration in professional settings.
4. Demonstrate appropriate behavior, attire, attitude, and social interactions in accordance with professional standards when interacting with supervisors, colleagues, and industry professionals, fostering a professional demeanor conducive to career advancement and positive workplace relationship.

Program Requirements: Requirements for the Music Internship certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 931CE	Internship in Music 1	(10 hours)
VOC ED 932CE	Internship in Music 2	(20 hours)

Total Certificate hours: 30

CERTIFICATE OF ACHIEVEMENT

Music Performance

Certificate of Achievement (CA)

Academic Plan: H010693D

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.
- 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.

Program Requirements: Requirements for the Music Performance certificate of achievement may be met by completing 16.5 units of required courses, 3 units of Performance Ensemble elective coursework and 4.5-6 units of Additional Elective coursework with a grade of "C" or better.

REQUIRED COURSES (16.5 UNITS)

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 216-1	Music Theory I (3) (Fall Only)
MUSIC 216-2	Music Theory II (3) (Spring Only)
MUSIC 216-3	Music Theory III (3) (Fall Only)
MUSIC 217-1	Musicianship I (1) (Fall Only)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)
MUSIC 280	The Business of Commercial Music (3) (Fall Only)

PERFORMANCE ENSEMBLE ELECTIVES (CHOOSE 3 UNITS)

MUSIC 501*	College Choir (1)
MUSIC 700*	Large Ensemble (1)
MUSIC 775*	Jazz Ensemble (1)

*Each may be repeated for a total of 4 units and/or combined with others.

ADDITIONAL ELECTIVES (4.5-6 UNITS: CHOOSE ONE SET):

SET A (ALL OF THE FOLLOWING 4.5 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)

OR SET B (CHOOSE 5 UNITS MINIMUM)

Any course from Set A and/or any of the following:

MUSIC 321	Elementary Piano I (2)
MUSIC 322	Elementary Piano II (2)
MUSIC 323	Elementary Piano III (2)
MUSIC 324	Elementary Piano IV (2)

OR SET C (CHOOSE 5 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)

OR SET D (CHOOSE 5 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)

Total Unit (Required and Electives)

24-25.5

CERTIFICATE OF ACHIEVEMENT

Songwriting

Certificate of Achievement (CA)

Academic Plan: H010698D

This program helps students develop skills in Commercial Songwriting. Basic to advance 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.

Program Requirements: Requirements for the Music Songwriting certificate of achievement may be met by completing 17 units of required core courses, and one course in List A with a grade of "C" or better.

REQUIRED CORE COURSES (17 UNITS)

MUSIC 216-1	Music Theory I (3) (Fall Only)
MUSIC 216-2	Music Theory II (3) (Spring Only)
MUSIC 217-1	Musicianship I (1) (Fall Only)
MUSIC 217-2	Musicianship II (1)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 280	The Business of Commercial Music (3) (Fall Only)

LIST A (CHOOSE ONE COURSE):

MUSIC 501	College Choir (1)
MUSIC 700	Large Ensemble (1)
MUSIC 775	Jazz Ensemble (1)

Electives: optional additional enrichment classes
MUSIC 273 Songwriters' Workshop III (3)

Total Units (Required Core and List A) 18

CERTIFICATE OF ACHIEVEMENT

Music Technology **Certificate of Achievement (CA)**

Academic Plan: H008303D

This program provides students with classroom and hands-on experience studying the various technologies available to musicians. Depending on the electives chosen, students will engage in topics addressing songwriting, acoustic principles, digital sound-generation, multi-track recording, audio editing and track-comping, signal processing, mastering techniques, and business principles in music. 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, songwriter, 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 composing, digitally generating, and/or digitally recording music.
- Employ appropriate theoretical, technological, and stylistic practices in the practice of music composition, digital synthesis, and/or digital recording and mastering music.
- Utilize technology to compose, perform, research, and/or record music.
- Demonstrate collaborative skills and respect for differing musical styles and traditions.

Program Requirements: Requirements for the Music Technology certificate of achievement may be met by completing 11 units of required courses, 3 units of Elective courses & 2 units of Additional Elective coursework with a grade of "C" or better.

REQUIRED UNITS (11)

MUSIC 161 Introduction to Music Technology (3)
or
MUSIC 165 Introduction to Recording Arts (3) (Fall Only)

MUSIC 101 Fundamentals of Music (3)
or
MUSIC 216-1 Music Theory I (3) (Fall Only)

MUSIC 280 The Business of Commercial Music (3) (Fall Only)
MUSIC 321 Elementary Piano I (2)

ELECTIVES (CHOOSE 3 UNITS)

MUSIC 261-1 Music Technology Workshop I (3)
or
MUSIC 265-1 Recording Arts Workshop I (3) (Spring Only)

ADDITIONAL	ELECTIVES (CHOOSE 2 UNITS)
MUSIC 217-1	Musicianship I (1) (Fall Only)
MUSIC 501*	College Choir (1)
MUSIC 700*	Large Ensemble (1)
MUSIC 775*	Jazz Ensemble (1)

*Each may be repeated for a total of 4 units and/or combined with others.

Total (Required and Electives): 16 units

ASSOCIATE DEGREE:

Nursing, Professional (R.N.) Degree **Associate in Science (AS) Degree**

Academic Plan: H002790C

GENERAL INFORMATION ABOUT NURSING PROGRAM

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.

REGISTERED NURSING PROGRAM

The Associate Degree Nursing Program is a four-semester program of concentrated study (after the completion of program prerequisites) and its mission is to educate and prepare a diverse body of students to obtain the necessary knowledge, skills, and attitudes to continuously improve the safety and quality of their individual performance and the health care system. The nursing program commits to accountability, commitment, student diversity, closing equity gaps, personal and program integrity, life-long learning, professionalism, and high academic standards with preparation for a seamless transfer into university degree programs, or support for concurrent enrollment in university degree programs. The nursing program fosters a supportive learning environment for student success.

Coursework in the biological, social and behavioral sciences and humanities serves as the foundation for 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.

The program is approved by the:

Board of Registered Nursing
P.O. Box 944210
Sacramento, California 94244
(916) 322-3350
www.rn.ca.gov

The Associate Degree Nursing Program at Los Angeles Harbor College in Wilmington, California is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3990 Peachtree Road NE, Suite 1440
Atlanta, Georgia
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is continuing accreditation.

ROUTES OF ADMISSION INTO THE ASSOCIATE DEGREE NURSING PROGRAM

Route 1: The student enters as a generic nursing student and completes all courses in the approved nursing curriculum.

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.

Route 3 (L.V.N 30-unit option): Applicants must meet with the Health Sciences Division Chairperson if considering this route for individual counseling and consideration. This option is open to applicants who possess a current California Licensed Vocational Nursing (L.V.N.) license and one year of patient care experience as an L.V.N. Applicants must meet the prerequisite requirements of microbiology, physiology, Nursing 329A, Nursing 329B, Nursing 321, and Nursing 311. Applicants must also achieve the required cut score on the standardized admission test. 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 L.V.N. to R.N. Pathway listed after the degree requirements.). Entry by this route is on a space-available basis.

Route 4 (L.V.N. Advanced Placement Route/Career Ladder Option): This route leads to graduation from the nursing program with an Associate of Science Degree, Professional Nursing, L.V.N to R.N. An L.V.N. with a current California license and one year of patient care experience as an L.V.N. may enter the nursing program at an advanced level after completing the required program prerequisites and the transition semester courses: Nursing 329A, Nursing 329B, Nursing 321, Nursing 311. The general education co-requisites must be completed before graduation. Applicants must also 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 general education and graduation requirements to be awarded the Associate of Science Degree, Nursing Professional (R.N.), except for route 3.

NURSING PROGRAM PREREQUISITES

1. 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 Proficiency Examination or graduation from an accredited U.S. college or university. International 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 international coursework will receive the equivalent of "C" for each course given such credit.
2. ANATOMY 001, minimum 4 semester units with lab
3. PHYSIOL 001, minimum 4 semester units with lab
4. MICRO 020, minimum 4 semester units with lab
5. PSYC C1000 (*formerly PSYCH 001*), minimum 3 semester units
6. PSYCH 041, minimum 3 semester units
7. ENGL C1000 (*formerly ENGLISH 101*), minimum 3 semester units
8. Mathematical Concepts and Quantitative Reasoning, minimum 3 semester units, LACCD GE area 2
9. A minimum cumulative gpa of 2.5 for all college coursework
10. An overall minimum 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 a substandard grade (D, F) within all three of these courses.

To graduate from the college and receive the Associate of Science, Nursing Professional (R.N.) degree, students must complete program co-requisites and general education requirements. The nursing program strongly encourages students to complete coursework before entering it.

- COMM C1000 (*formerly COMM 101*) minimum 3 semester units
- SOC 001 or ANTHRO 102, minimum 3 semester units
- Arts and Humanities, 3 semester units, LACCD GE area 3
- Ethnic Studies, 3 semester units, LACCD GE area 6

(American Institutions, 3 semester units, LACCD GE area 4A- LACCD GE area 4A shall be waived for degrees in Nursing) (AP4100)

APPLICATION TO THE PROGRAM

The Los Angeles Harbor College (LAHC) Associate Degree Nursing program has two application periods: the end of January to middle of February for the fall semester and the end of August to the middle of September for the spring semester. To apply to the program, the following steps must be completed before the application filing period.

1. All students except current LAHC students must submit a college application.
2. All U.S. transcripts outside of the Los Angeles Community College District must be sent directly to the Admissions

and Records office. Hand-carried transcripts will not be accepted.

3. All transcripts outside the U.S. must be evaluated according to the following procedures:
 - Must complete 12 units with a “C” average within the LACCD prior to submitting a petition for credit
 - Submit international transcripts to an LAHC approved international transcript evaluation service to obtain credit recommendations
 - Submit a sealed copy of the evaluation service’s credit recommendations and a petition for credit to the Admissions & Records office
4. Attend a mandatory information session; dates and times can be found on the nursing website “prospective students”:
<https://www.lahc.edu/academics/pathways/hhsps/nursing/prospective-students>
5. The application for the nursing program is only posted during application periods and can be found on the nursing website “prospective students”:
<https://www.lahc.edu/academics/pathways/hhsps/nursing/prospective-students>. Complete the PDF-fillable application, print out and sign the application.
6. Attach all transcripts, petition(s) for credit, if applicable, and documentation for points (for multicriteria admission) to the application and submit directly to the nursing building at designated location.

SELECTION PROCESS:

The nursing program admits 50% of an incoming class using the multicriteria enrollment as defined by SB 1891. A multi-criteria score is determined for each applicant based on previous degrees/certificates, work or volunteer experience in a health care setting, GPA in identified coursework, life experience or special circumstances, veteran status, and scores from the pre-admission nursing readiness examination (TEAS). The remaining 50% of an incoming class is selected by random lottery.

Generic Applicants - Eligible applications are reviewed and ranked according to Criteria 1-6 of the multicriteria enrollment criteria. Applicants who have not taken the current Assessment Technology Inc. (ATI) TEAS version, as posted on our school website, may be invited to take the test through Los Angeles Harbor College.

- 50% of the students will be selected based upon score ranking criteria 1-6 to complete the TEAS
- 50% of the students will be selected by random lottery to complete the TEAS
- Students who have previously taken the current required TEAS version, as posted on the nursing website, and passed on the 1st attempt at the required cut score, will be sent an email requesting electronic submission of TEAS results directly from ATI to LAHC Nursing.

- Applicants who complete the TEAS unsuccessfully with LAHC will be eligible for the remediation process provided by the nursing program, after the development of an individualized plan for remediation.

Upon receipt of TEAS scores, all eligible applicants are placed in one final applicant selection pool. Applicant points are recalculated according to the 1-7 criteria on multicriteria admission. 50% of applicants are conditionally admitted based upon score ranking and 50% are conditionally admitted by random lottery.

L.V.N to R.N. Applicants- Eligible applications are reviewed and applicants must have completed, or be enrolled in Nursing 329A and Nursing 329B, Nursing 311 and Nursing 321 during the fall semester. L.V.N. applicants who have not taken the ATI TEAS are invited to take the test through LAHC. Applicants who meet the required cut score are conditionally admitted into the second semester of the nursing program, on a space-available basis.

- Applicants who complete the TEAS unsuccessfully with LAHC will be eligible for the remediation process provided by the nursing program, after the development of an individualized plan for remediation.

Transfer Applicants- Transfer applicants are reviewed for prerequisites and other application requirements. Students must submit the Transfer Recommendation form from the former program director. The form can be found on the nursing website “Prospective Students.”

<https://www.lahc.edu/academics/pathways/hhsps/nursing/prospective-students>

The form must be sent directly to the nursing program by the previous nursing program. If admitted, the student must meet with the nursing program Director.

Waitlist- There is no waitlist for the nursing program. Eligible applicants who are not admitted via the multicriteria enrollment process or random lottery may reapply during the next application period, using the “Re-apply Application” found on the nursing website “Prospective Students”:

<https://www.lahc.edu/academics/pathways/hhsps/nursing/prospective-students>

Eligible applications are kept on file for two consecutive application periods.

All applicants receive an email of acceptance or denial from the nursing department after the selection process is complete. Students whose applications were deemed ineligible can apply during an upcoming application cycle by submitting the complete 1st time application.

Program Student Learning Outcomes

Upon graduation from the Associate Degree Nursing Program, the graduate nurse, guided directly or indirectly by an experienced Registered Nurse, in a variety of health care settings, will demonstrate the following competencies:

1. Integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community.
2. Internalize professional behaviors in the practice of nursing.
3. Formulate clinical judgments that promote the health of patients and families
4. Provide safe, patient-centered care.
5. Assimilate effectively within nursing and inter-professional teams fostering effective communication to achieve quality patient care.
6. Integrate best current evidence with clinical expertise for optimal health care
7. Describe strategies for improving outcomes of care in clinical practice.
8. Incorporate information and technology to communicate, manage knowledge, mitigate error, and support decision making

Upon completion of the nursing program and all degree requirements, students receive an Associate of 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 the NCLEX-RN leads to licensure as a Registered Nurse.

PREREQUISITE REQUIREMENTS (24 UNITS)

ANATOMY 001 Introduction to Human Anatomy (4)
 ENGL C1000 Academic Reading and Writing (3)
(formerly ENGLISH 101)
 MICRO 020 General Microbiology (4)
 PHYSIOL 001 Introduction to Human Physiology (4)
 PSYC C1000 Introduction to Psychology (3)
(formerly PSYCH 001)
 PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3)
 Mathematical Concepts and Quantitative Reasoning, LACCD GE Area 2 (3)

FIRST SEMETER REQUIREMENTS (13 units)

NURSING 311 Communication in Nursing (1)
 NURSING 313 Introduction to Nursing Practice (4)
 NURSING 315 Fundamentals of Nursing Process and Practice (4)
 NURSING 321 Nursing Process (1)
 SOC 001 Introduction to Sociology (3)*
 or
 ANTHRO 102 Human Ways of Life: Cultural Anthropology (3)*

SECOND SEMESTER REQUIREMENTS (13 units)

NURSING 323 Nursing Process & Practice in the Care of the Adult Client I (5)
 NURSING 325 Nursing Process & Practice in the Care of the Adult Client II (5)
 Arts and Humanities LACCD GE Area 3 (3)*

THIRD SEMESTER REQUIREMENTS (11 units)

NURSING 333 Nursing Process & Practice in Health Care of Women/Families (3)

NURSING 335 Nursing Process and Practice in the Care of Children (3)
 NURSING 339 Nursing Proc & Practice in the care of the Geriatric Client (2)
 COMM C1000 Introduction to Public Speaking (3)*
(formerly COMM 101)
FOURTH SEMESTER REQUIREMENTS (12 units)
 NURSING 343 Nursing Process & Practice in Psy-Social Adaptation of Client (3)
 NURSING 345 Nursing Process & Practice in the Care of the Adult Client III (3)
 NURSING 347 Leadership and Management (3)
 Ethnic Studies LACCD GE Area 6 (3)*
 American Institution, LACCD GE Area 4A shall be waived for degrees in Nursing (per AP 4100) (3)

*It is highly recommended that general education courses be taken prior to entering the nursing program.

Major (Prerequisites and 1st-4th Semesters)	73
(This figure includes GE options that are specifically designated as required for the major.)	
Total Units	73

ADMITTED STUDENTS

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 who accept an invitation to the nursing program must complete the following requirements of the LACCD and clinical agencies before clinical placement. It is the student's responsibility to bear the expenses of these requirements.

- Criminal background check and drug screen from the nursing program-designated agency
- Physical Examination, specific laboratory blood studies, 2-step TB skin test (or QuantiFERON); chest x-ray (if skin test is positive), and immunizations as required by the LACCD and clinical agencies.
- COVID vaccination varies by clinical facilities
- Titers to demonstrate immunity from rubella, rubeola, varicella, hepatitis B, and mumps
- 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 (BLS)
- 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.

Copies of all laboratory results, physical examination, and other requirements must be uploaded into the student health portal as designated by the nursing 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 books, personal computers, and classroom supplies; uniforms; medical supplies; standardized nursing tests; and mandatory health requirements. For an approximate program costs, see website "Prospective Students":

<https://www.lahc.edu/academics/pathways/hhsps/nursing/prospective-students>. For Financial Aid assistance, see <https://www.lahc.edu/financial-aid>

Following admission into the program, students must maintain a "C" or better in all general education requirements of the approved required nursing curriculum, including art and humanities, communications, ethnic studies, and social and behavioral, and biological sciences. Students must also achieve a grade of "C" (75%) or better in the theory AND clinical component of each nursing course to progress through the program. The nursing program has a separate and distinct policy regarding academic progression, suspension, readmission, and disqualification, which differs from the LAHC policy, and can be found in the Nursing Handbook, which is publicly accessible on the nursing website. Disqualification from the nursing program will occur if a student withdraws or receives a substandard grade in any required nursing course during 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 an individualized plan for remediation before an application is considered for readmission into the program.

Attendance at all scheduled nursing classes, theory, clinical, and skills lab, is expected and if absences in hours exceed the number of hours the class meets per week, the student will be excluded from the class.

GRADUATION

Please refer to the LACCD GE Plan in this catalog. Only students who meet degree requirements are considered graduates. Degree students must petition to graduate with the assistance of the nursing counselor.

ASSOCIATE DEGREE:

Nursing, Professional (L.V.N. to R.N.) Degree Associate in Science (AS) Degree

Academic Plan: H008304C

Please also refer to General Information about Nursing Programs on the preceding pages.

This route leads to graduation from the nursing program with an Associate of Science Degree, Professional Nursing, L.V.N. to R.N. An L.V.N. with a current California license and one year of work experience 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 4A and 7) and graduation requirements to be awarded the Associate of Science Degree, Nursing Professional (R.N.) degree.

L.V.N To R.N. Program Prerequisites:

1. Current California L.V.N. license with one year of patient care experience
2. 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. International 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 international coursework will receive the equivalent grade of "C" for each course given such credit.
3. ANATOMY 001, minimum 4 semester units with lab
4. PHYSIOL 001, minimum 4 semester units with lab
5. MICRO 020, minimum 4 semester units with lab
6. PSYC C1000 (*formerly PSYCH 001*), minimum 3 semester units
7. PSYCH 041, minimum 3 semester units
8. ENGL C1000 (*formerly ENGLISH 101*), minimum 3 semester units
9. Mathematical Concepts and Quantitative Reasoning, minimum 3 semester units, LACCD GE area 2
10. An overall minimum GPA of 2.5 for ANATOMY, PHYSIOL, and MICRO prerequisite courses with no grade less than "C" for each course and no more than one repetition of a substandard grade (D, F) within all three of these courses.
11. A minimum cumulative gpa of 2.5 in all college course work
12. Completion of Nursing 329A and B, Nursing 311, and Nursing 321 with a grade of "C" or better.

This sequence of courses in the curriculum is approved by the Board of Registered Nursing. This degree requires over 60 units and may take more time than other degrees.

Refer to "generic" program option for admission process.

Program Student Learning Outcomes

Upon graduation from the Associate Degree Nursing Program, the graduate nurse, guided directly or indirectly by an experienced Registered Nurse, in a variety of health care settings, will demonstrate the following competencies:

1. Integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community.
2. Internalize professional behaviors in the practice of nursing.
3. Formulate clinical judgments that promote the health of patients and families
4. Provide safe, patient-centered care.
5. Assimilate effectively within nursing and inter-professional teams fostering effective communication to achieve quality patient care.
6. Integrate best current evidence with clinical expertise for optimal health care
7. Describe strategies for improving outcomes of care in clinical practice.

8. Incorporate information and technology to communicate, manage knowledge, mitigate error, and support decision making

Upon completion of the nursing program and all degree requirements, students receive an Associate of 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 the NCLEX-RN leads to licensure as a Registered Nurse.

Graduation

Please refer to the LACCD GE Plan in this catalog. Only students who meet degree requirements are considered graduates. Degree students must petition to graduate with the assistance of the nursing counselor.

Prerequisite Requirements (24 units)

ENGL C1000	Academic Reading and Writing (3) <i>(formerly ENGLISH 101)</i>
ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020	General Microbiology (4)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYC C1000	Introduction to Psychology (3) <i>(formerly PSYCH 001)</i>
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
Mathematical Concepts and Quantitative Reasoning, LACCD GE area 2 (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 001	Introduction to Sociology (3)*
or	
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)*

Second Semester Requirements (13 units)

NURSING 323	Nursing Process & Practice in the Care of Adult Client I (5)
NURSING 325	Nursing Process & Practice in the Care of Adult Client II (5)
Arts and Humanities	LACCD GE Area 3 (3)*

Third Semester Requirements (11 units)

NURSING 333	Nursing Process & Practice in Health Care of Women/Families (3) Health Care of Women (3)
NURSING 335	Nursing Process and Practice in the Care of Children (3) Care of Children (3)
NURSING 339	Nursing Proc & Practice in the Care of the Geriatric Client (2) Care of Geriatric Client (2)
COMM C1000	Introduction to Public Speaking (3)* <i>(formerly COMM 101)</i>

Fourth Semester Requirements (12 units)

NURSING 343	Nursing Process & Practice in Psychosocial Adaptation of Client (3) Psychosocial Adaptation of Client (3)
NURSING 345	Nursing Process & Practice in the Care of Adult Client III (3) Care of the Adult Client II (3)
NURSING 347	Leadership and Management (3)

Ethnic Studies LACCD GE Area 6 (3)*

American Institutions 3 semester units, LACCD GE area 4A-
LACCD GE area 4A shall be waived for degrees in Nursing (AP4100)

*It is highly recommended that general education courses be taken prior to entering the nursing program.

Major Requirements	67
(This figure includes GE options that are specifically designated as required for the major.)	
Total Units	67

NON-DEGREE LVN to RN PATHWAY

Please also refer to General Information about Nursing Programs on preceding pages.

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 (L.V.N.) license and one year of patient care experience as an L.V.N.. 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.

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.

Non-degree L.V.N to R.N. Program Prerequisites:

1. Current California L.V.N. license with 1 year work experience
2. PHYSIOL 001, minimum 4 semester units including lab
3. MICRO 020, minimum 4 semester units including lab
4. Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of "C" or better
5. An overall minimum GPA of 2.5 for PHYSIOL 001 and MICRO 020 with no less than a "C" for each course and no more than one repetition of a substandard grade (D, F) within both courses
6. A minimum cumulative gpa of 2.5 for all college coursework
7. Completion of standardized admission test at or above required cut score

Upon the successful completion of this pathway, 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.

The following courses do not comprise a certificate or other award.

Recommended Prerequisite (3 units)

PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3)

Required Prerequisites (12 units)

MICRO 020 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 001 Introduction to Human Physiology (4)

First Semester (8 units)

NURSING 333 Health Care of Women (3)
NURSING 335 Care of Children (3)
NURSING 339 Care of Geriatric Client (2)

Second Semester (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)

Total

(not including the recommended prerequisite courses) **29**

For All Routes of Program Admission:

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 this pathway and all required coursework.

ASSOCIATE DEGREE FOR TRANSFER:

Nutrition and Dietetics

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H041357H

Student completing the Associate in Science in Nutrition and Dietetics for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Identify sources and functions of carbohydrates, fats, proteins, vitamins, minerals, and water.
- Examine the processes of absorption, digestion, and metabolism of nutrients throughout the body. Match the components essential to nutritional labeling.
- Identify components of a healthy diet and lifestyle that lead to optimal health and prevention of diet-related diseases including heart disease, diabetes, cancer, and osteoporosis.
- Effectively communicate health and nutrition information through written assignments and oral presentations
- Determine food safety and sanitation practices that prevent food-borne illnesses.

TCAP Pathways: This award can be found in the Health, Human Services & Public Safety TCAP Pathway.

REQUIRED CORE COURSES (15 UNITS):

FAM & CS 021 Nutrition (3)
PSYC C1000 Introduction to Psychology (3) (formerly PSYCH 001)
CHEM 101 General Chemistry I (5)
MICRO 020 General Microbiology (4)

LIST A (CHOOSE TWO COURSES, 7-10 UNITS)

CHEM 102 General Chemistry II (5)
CHEM 211 Organic Chemistry for Science Majors I (5)

ANATOMY 001 Introduction to Human Anatomy (4)
or
PHYSIOL 001 Introduction to Human Physiology (4)

STAT C1000 Introduction to Statistics (4) (formerly MATH 227)
or
STAT C1000E Introduction to Statistics (4) (formerly MATH 227S)
or
STAT 001 Elementary Statistics I for the Social Sciences (3)
or
STAT 001S Elementary Statistics I for the Social Sciences with Support (3)

LIST B (CHOOSE ONE COURSE, 3-5 UNITS):

CLN ART 113 Culinary Skills I (3)
CHEM 065 Introductory General Chemistry (4)
CHEM 066 Organic and Biochemistry for Allied Health (5)
CLN ART 117 Food Sanitation and Safety (3)
CLN ART 123 Culinary Skills II (3)

Major (Core, List A and List B)	25-30
*Additional Cal-GETC Requirements	21-24
(Not including 10-13 double-countable major units)	
Additional CSU-Transferable Units	6-14
Total Units	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:

Philosophy

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H038586G

Student completing the Associate in Arts in Philosophy for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon completion of the program, students will be proficient in the ability to:

- 1) Possess a foundational understanding of Metaphysics, Epistemology, Logic, Ethics, and Value Theory.
- 2) Inquire into the basic nature of concepts such as truth, justice, rightness, knowledge, beauty, and reality.
- 3) Critically investigate how these concepts aid in both the formation of beliefs and decision making for an individual and society.

TCAP Pathways: This award can be found in the Society, Culture & Communication TCAP Pathway.

REQUIRED CORE COURSES: SELECT TWO (6 UNITS):

PHILOS 009 Symbolic Logic I (3)
or
PHILOS 006 Logic in Practice (3)

PHILOS 001 Introduction to Philosophy (3)
or
PHILOS 020 Ethics (3)

LIST A: SELECT ONE COURSE (3 UNITS)

Any Required Core not already used
PHILOS 033 Comparative Survey of World Religions (3)

LIST B: SELECT TWO COURSES (6 UNITS)

Any List A course not already used
HISTORY 001 Introduction to Western Civilization I (3)
HISTORY 002 Introduction to Western Civilization II (3)

LIST C: SELECT ONE COURSE (3-5 UNITS)

Any List A or B course not already used.

ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
ENGLISH 205	British Literature I (3)
ENGLISH 206	British Literature II (3)
ENGLISH 207	American Literature I (3)
ENGLISH 208	American Literature II (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	The Literature of American Ethnic Groups (3)
ENGLISH 234	African-American Literature I (3)
ENGLISH 239	Women in Literature (3)
ENGLISH 240	Literature and the Motion Picture I (3)
ENGLISH 251	The Short Story (3)
ENGLISH 260	Detective and Crime Fiction (3)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270	Science Fiction – Fantasy (3)
ENGLISH 271	Graphic Fiction (3)
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French (5)
FRENCH 010	French Civilization (3)
FRENCH 026	Understanding French Culture Through Film (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
HUMAN 001	Cultural Patterns of Western Civilization (3)
HUMAN 006	Great People, Great Ages (3)
HUMAN 017	Film Appreciation (3)
HUMAN 060	People and Their World: Technology and the Humanities (3)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)
SPANISH 012	Survey of Mexican Literature (3)
SPANISH 035	Spanish for Spanish Speakers I (5)

Total Required Major Units:	18-20
*Additional Cal-GETC Requirement.	22-28
(Not including 6-12 double-countable major units)	
Additional CSU-Transferable Units	12-20
Total	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Physics

Associate in Science (AS) Degree

Academic Plan: H002796C

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.

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.

Program Requirements: Requirements for the Physics degree may be met by completing: (a) 40 units of required coursework requirement with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

Note: this award can be found in the Education and Science, Technology, Engineering & Mathematics TCAPs Pathway

REQUIRED COURSES (40 units)

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
Or	
MATH 265S	Calculus with Analytic Geometry I with Support (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 037	Physics for Engineers I (5)
PHYSICS 038	Physics for Engineers II (5)
PHYSICS 039	Physics for Engineers III (5)

Required Courses	40
Additional LACCD GE Plan Requirements	15
(Not including 6 double-countable major units. Additionally as a "high-unit" major, 3 units from area 4A and 3 units from area 7 are waived. Transfer students are advised to use the Cal-GETC Pattern instead.)	
Additional Degree-applicable Requirements	5
Total Units	60

ASSOCIATE DEGREE FOR TRANSFER:

Physics

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H032810H

Student completing the Associate in Science in Physics in for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.

Note: this award can be found in both the Education and Science, Technology, Engineering & Mathematics TCAPs Pathway

REQUIRED CORE COURSES (30 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)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

**** Note:** MATH 265S can be used in place of MATH 265

Major (Required Core Courses):	30
*Additional Cal-GETC Requirements:	27
(Not including 7 double-countable major units)	
Electives to meet 60 CSU units:	3
Total	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

UCTP PHYSICS

Physics

Associate in Science for UC Transfer (UCTP)

Degree

Academic Plan: H041102M

The University of California Transfer Pathway (UCTP) Associate's Degree in Physics is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Physics. As with UC Pathways+, in order to secure an admission, guarantee in Physics, students must:

- Complete the Transfer Pathway,
- Meet or exceed the required campus-based TAG GPA (campuses vary in a range of 2.8 - 3.4 GPA minimums)
- Submit a TAG application by September 30, and
- Apply for admission by November 30.

In addition to the benefits of the UC Pathways+ option, students completing the UCTP Associate's Degree in Physics will earn an AS degree from their respective community college. Note: UC does not require an Associate's Degree for transfer.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Use qualitative and quantitative analysis techniques to solve physical science problems through integration of multiple ideas that demonstrates reasoning completely and clearly.
- Understand physics principles to evaluate and solve conceptual challenges.
- Perform hypothesis driven laboratory experiments using the appropriate instruments as well as analyze and interpret data to form appropriate conclusions.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

Note: this award can be found in the Education & Science, Technology, Engineering & Mathematics TCAPs Pathway

REQUIRED CORE COURSES (46 UNITS):

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
OR	
MATH 265S	Calculus with Analytic Geometry I with Support (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 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

COMPLETE THE FOLLOWING CAL-GETC REQUIREMENTS:

AREA 1A:	English Composition (3-4 units)
AREA 1B:	Critical Thinking and Composition (3 units)
AREA 3:	Arts and Humanities (3 units)
AREA 4:	Social and Behavioral Sciences (3 units)
AREA 5B:	Biological Sciences (4 units)
AREA 6:	Ethnic Studies (3 units)

Major	46
Additional Cal-GETC Requirements	19-20
Total	65-66

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:

Political Science

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H040109G

Student completing the Associate in Arts in Political Science for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as

required by the Los Angeles Community College District (LACCD) (Title 5§55062).

- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- a. Identify and explain major economic, political, social, cultural and historical themes underlying contemporary issues in the policymaking process.
- b. Critically analyze different theories pertaining to the discipline using primary and/or secondary sources in support of their arguments.
- c. Identify and distinguish various academic and journalistic sources and explain what these reveal about contemporary political issues and policymaking.

TCAP Pathways: This award can be found in the Society, Culture & Communication TCAP Pathway.

REQUIRED CORE COURSES: SELECT THREE COURSES (9 UNITS):

POLS C1000	American Government and Politics (3) (formerly POL SCI 001)
POL SCI 002	Introduction to Comparative Politics (3)
POL SCI 005	The History of Western Political Thought (3)
POL SCI 007	Introduction to International Relations (3)

LIST A: SELECT TWO COURSES (6-7 UNITS) FROM THE FOLLOWING:

Any Course not selected from the Required Core

POL SCI 003	Introduction to Political Science (3)
POL SCI 004	Introduction to State and Local Governments (3)
POL SCI 030	The Political Process (3)

POL SCI 050	Introduction to Research in Political Science (3)
or	
STAT 001	Elementary Statistics I For the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I For the Social Sciences With Support (3)

or	
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)

or	
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)

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

Any course not selected from Required Core or List A.

ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
BUS 001	Introduction to Business (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
GEOG 002	Cultural Elements of Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 011	Political and Social History of the United States To 1877 (3)

HISTORY 012	Political and Social History of the United States From 1865 (3)

SOC 001	Introduction to Sociology (3)

Total Required Major Units:	18-19
*Additional Cal-GETC Requirements:	25-31
(Not including 3-9 double-countable major units)	
Additional CSU-Transferable Units:	10-17
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE:

Pre-Health Professions

Associate in Science (AS) Degree

Academic Plan: H041104C

The Pre-Health Professions AS will prepare students for entry into health professional programs such as Nursing. Courses in this degree are prerequisites for many health professional programs and are transferable to various majors, such as Nursing, at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

Note: this award can be found in the Science, Technology, Engineering & Mathematics and Health, Human Services & Public Safety TCAPs Pathway

Program Requirements: Requirements for the Pre-Health Professions degree may be met by completing: (a) 18 units of required courses, 6 units of courses in List A, and a 3-5 unit course in List B with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED COURSES: (18 Units)

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020	General Microbiology (4)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYC C1000	Introduction to Psychology (3) (formerly PSYCH 001)
SOC 001	Introduction to Sociology (3)

LIST A (CHOOSE 2 COURSES)

BIOLOGY 033	Medical Terminology (3)
NURSING 364	Pharmacology (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)

LIST B (CHOOSE 1 COURSE)

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

CHEM 051	Fundamentals of Chemistry I (5)
or	
CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)

NURSING 302	Mathematics of Drugs and Solutions (3)

Major Requirements	27-29
Additional LACCD GE Requirements	21
(Not including 6 double-countable major units. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	10-12
Total	60

CERTIFICATE OF ACHIEVEMENT

Pre-Health Professions

Certificate of Achievement (CA)

Academic Plan: H041103D

The Pre-Health Professions Certificate of Achievement will prepare students for entry into health professional programs such as Nursing. Courses in this certificate are prerequisites for many health professional programs and are transferable to various majors at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

Note: this award can be found in the Science, Technology, Engineering & Mathematics and Health, Human Services & Public Safety TCAPs Pathway

Program Requirements: Requirements for the Pre-Health Professions certificate of achievement may be met by completing 18-20 units of required and elective courses with a grade of "C" or better.

REQUIRED COURSES: (12 Units):

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020	General Microbiology (4)
PHYSIOL 001	Introduction to Human Physiology (4)

ELECTIVE COURSES (CHOOSE TWO COURSES, 6-8 UNITS):

BIOLOGY 033	Medical Terminology (3)
CHEM 051	Fundamentals of Chemistry I (5)
or	
CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)
PSYC C1000	Introduction to Psychology (3) (formerly PSYCH 001)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)

Total Units (Required Courses and Electives)	18-20

CERTIFICATE OF ACHIEVEMENT

Professional Baking and Pastry Arts

Certificate of Achievement (CA)

Academic Plan: H043420D

The Professional Baking and Pastry Arts program is designed for entry-level positions opportunities in the baking and pastry industry. Students will learn about the functions of ingredients, bakers percentage, methods of preparation in yeast and quick breads, pies, cakes, pastries, artisanal breads, hot and cold plated desserts, and sanitation skills are practiced.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Students will learn about the functions of ingredients, bakers percentage, methods of preparation in yeast and quick breads, pies, cakes, pastries, artisanal breads, hot and cold multicomponent plated desserts and sanitation skills are practiced and refined through laboratory practice and production settings.

Note: this award can be found in the Business, Economics & Hospitality TCAP Pathway

Program Requirements: Requirements for the Professional Baking and Pastry Arts certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

FIRST SEMESTER (9 UNITS, TAKEN CONCURRENTLY)

CLN ART 117	Food Sanitation and Safety (3)
PROFBKG 100	Principles of Baking and Pastry Skills I (3)
PROFBKG 110	Principles of Bread and Artisan Bread I (3)

SECOND SEMESTER (12 UNITS, TAKEN CONCURRENTLY)

PROFBKG 122	Artisanal Breads, Specialty Breads (6)
PROFBKG 132	Multi-Component Desserts and Pastries (6)

Total Units Required	21

SKILL CERTIFICATE

Property Management

Skill Certificate (SC)

Academic Plan: H051100J

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.

- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Program Requirements: Requirements for the Property Management skills certificate may be met by completing 9 units of required courses with a grade of "C" or better.

REQUIRED COURSES (9 units):

REAL ES 001	Real Estate Principles (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 014	Property Management (3)

Total Units: 9

NONCREDIT CERTIFICATE

Pro Tools Certification Certificate of Completion (Noncredit)

Academic Plan: H044347E

The Pro Tools Certification program provides expert and emerging professional musicians with the opportunity to become an Avid Certified User for Pro Tools. By completing the Pro Tools certification, professionals and aspiring artists are verified to possess a fundamental understanding of and the capability to use Avid Pro Tools to engineer a project through to completion. Becoming an Avid Certified User for Pro Tools helps professionals build an acknowledged standard of excellence, provides a valid and fair method to test relevant skills and knowledge, and connects a community of music professionals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

1. Demonstrate fundamental competency in digital audio editing and mixing with Avid pro Tools.
2. Understand the use of Avid Pro Tools to produce a project through to completion with operational skills to record, edit, mix and output the finished session.
3. Gain the title of Avid Certified User for Pro Tools, an industry recognized credential, upon completion.

Program Requirements: Requirements for the Pro Tools Certification certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 926CE	Pro Tools Fundamentals 1 (9 hours)
VOC ED 927CE	Pro Tools Fundamentals 2 (9 hours)

Total Certificate Hours: 18

ASSOCIATE DEGREE:

Psychology Associate in Arts (AA) Degree

Academic Plan: H030319C

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.

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 lifelong personal growth.

Note: this award can be found in the Health, Human Services & Public Safety, Society, Culture & Communication and the Science, Technology, Engineering & Mathematics TCAPs Pathway

Program Requirements: Requirements for the Psychology degree may be met by completing: (a) 13-14 units of required core courses, a 3 units course in List A, and a 3 unit course in List B with a grade of "C" or better; (b) all general education requirements; (C) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

REQUIRED CORE COURSES (13 -14 units):

PSYC C1000	Introduction to Psychology (3) <i>(formerly PSYCH 001)</i>
PSYCH 002	Biological Psychology (3)
PSYCH 010	Behavioral Research Methods (4)
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT C1000	Introduction to Statistics (4) <i>(formerly MATH 227)</i>
or	
STAT C1000E	Introduction to Statistics (4) <i>(formerly MATH 227S)</i>

LIST A (CHOOSE 3 UNITS MINIMUM)

PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	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 001	Introduction to Sociology (3)
SOC 021	Human Sexuality (3)

Major (Core and Lists A and B)	19-20
Additional LACCD GE Plan Requirements	15
(Not including 12 double-countable major units. Transfer students are advised to use the Cal-GETC plan instead.)	
Additional Degree-applicable Requirements	25-26
Total Units	60

ASSOCIATE DEGREE FOR TRANSFER:

Psychology

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H032613G

Student completing the Associate in Arts in Psychology for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree

majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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 lifelong personal growth.

Note: this award can also be found in the Health, Human Services & Public Safety; Science, Technology, Engineering & Mathematics and Society, Culture & Communication TCAP Pathway.

REQUIRED CORE COURSES: (10-11 UNITS)

PSYC C1000	Introduction to Psychology (3) (formerly PSYCH 001)
PSYCH 010	Behavioral Research Methods (4)
STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
or	
STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)

LIST A: SELECT ONE COURSE (3 UNITS)

PSYCH 002	Biological Psychology (3)

LIST B: SELECT ONE (3 UNITS)

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

PSYCH 014	Abnormal Psychology (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)

LIST C: SELECT ONE COURSE (3 UNITS)

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

PSYCH 003	Personality and Social Development (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 042	Industrial Organizational Psychology (3)
PSYCH 052	Psychological Aspects of Human Sexuality (3)
PSYCH 066	Introduction to Critical Thinking (3)

Total Required Major Units:	19-20
*Additional Cal-GETC Requirements:	22-25
(Not including 9-12 double-countable major units)	
Additional CSU-Transferable Units:	15-19
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

SKILL CERTIFICATE

Public Relations & Marketing

Skill Certificate (SC)

Academic Plan: H060600J

The Applied Skills Certificate in Public Relations and Marketing is designed for students who wish to explore career programs in the Los Angeles Community College District (such as Journalism

AA and AA-T programs with emphasis in PR and/or marketing). Students are offered courses designed to give them a broad overview of the media, train them in researching, planning, implementation and evaluation of tasks and understand concepts within global markets. The program will 1) introduce students to journalism, public relation and marketing pathways and careers, 2) provide foundational knowledge necessary for a career in journalism, public relations and/or marketing and 3) better prepare students for entry into a journalism, public relations and/or marketing pathway.

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- research, write, and produce press releases in Associated Press style for print or broadcast.
- utilize RPIE strategy in constructing a public relations campaign.
- identify various publics and their needs.
- comprehend roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process.
- demonstrate knowledge of convergent media, including social media, and its use and affect in the workplace.

Program Requirements: Requirements for the Public Relations & Marketing skills certificate may be met by completing 9 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

PUB REL 001	Principles of Public Relations (3)
MARKET 021	Principles of Marketing (3)
JOURNAL 105	Mass Communications (3)

Total Units: 9

ASSOCIATE DEGREE FOR TRANSFER:

Public Health

Associate in Science for Transfer (AS-T) Degree

Academic Plan: H045372H

Student completing the Associate in Science in Public Health for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course

requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).

- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of the program, students will have achieved the following outcomes: the ability to:

- Outline strategies for prevention, detection and control of infectious and chronic disease
- Describe the organization, financing and delivery of various medical and population-based services in the United States health care system
- Explain the role of Public Health in addressing the following issues: disparities among different populations, aging, injuries, obesity, control of emerging diseases, and epidemics, and emergency preparedness.
- Analyze reliable public data sources to find statistical and epidemiologic data on incidence, prevalence, and trends in drug, tobacco and alcohol use.

REQUIRED CORE COURSES (13-15 UNITS)

HEALTH 011	Principles of Healthful Living (3)
HEALTH 101	Introduction to Public Health (3)

BUS 015 Business Statistics (3)

or

STAT C1000 Introduction to Statistics (4) (formerly MATH 227)

or

STAT C1000E Introduction to Statistics (4) (formerly MATH 227)

or

STAT 001 Elementary Statistics I for the Social Sciences (3)

or

STAT 101 Statistics for the Social Sciences (4)

BIOLOGY 003 Introduction to Biology (4)

or

BIOLOGY 005 Introduction to Human Biology (4)

or

BIOLOGY 006 General Biology I (5)

LIST A - SELECT ONE (1) OF THE FOLLOWING COURSES, (4-5 UNITS)

CHEM 065	Introductory General Chemistry (4)
CHEM 101	General Chemistry I (5)
ANATOMY 001	Introduction to Human Anatomy (4)
PHYSIOL 001	Introduction to Human Physiology (4)
MICRO 020	General Microbiology (4)

LIST B – SELECT ONE (1) OF THE FOLLOWING COURSES (3 UNITS)

SOC 002 American Social Problems (3)

LIST C—SELECT ONE (1) OF THE FOLLOWING COURSES (3 UNITS)

ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
BIOLOGY 033	Medical Terminology (3)
HEALTH 015	Stress Management Strategy (3)

PSYC C1000	Introduction to Psychology (3) <i>(formerly PSYCH 001)</i>
PSYCH 052	Psychological Aspects of Human Sexuality (3)
SOC 001	Introduction to Sociology (3)

Total Units for the Major:	23-26
Additional Cal-GETC Units:	18-24
(Not including 10-16 double-countable major units)	
Additional CSU Electives Required:	10-19
Total Units Required for the AS-T Degree:	60

** Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

NONCREDIT CERTIFICATE

QuickBooks

Certificate of Completion (Noncredit)

Academic Plan: H039203E

The QuickBooks Certificate of Completion will provide students with the hands-on skills and knowledge needed for professional bookkeeping, entrepreneurs, accounting clerks, payroll clerks, auditing clerks, administrative assistance, and office managers. The course of study focuses on navigating QuickBooks features, creating company files, setting up customers, setting up vendors, preparing estimates, setting up security and access within QuickBooks, and creating estimates and statements. Also included are inventory management, banking, the accounting cycle, closing the books, and using Payroll in QuickBooks. Students who want additional preparation before taking the QuickBooks Certificate exam may include the Advance QuickBooks class in their course of study. It is recommended that non-native English speakers also take English Second Language (ESL) English for Special Uses (ESU)– 360CE in conjunction with this class. ESU is for advanced level ESL students.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Create a new QuickBooks file, based on narrative information that will include information on accounts, customers, vendors, employees, items, company information, and company preferences.
- Use QuickBooks to properly record purchase orders, sales, receipts, invoices on account, cash receipts, cash payments, inventory receipts, payroll, purchases on account, and accrual adjustments.
- Use QuickBooks to deal with physical inventory and its components: create purchase orders, understand the difference between inventory and non-inventory, create credit memos, and produce various reports.
- Use QuickBooks to work with balance sheet accounts and budgets: identify and record current assets, current liabilities, fixed assets, long term liabilities, depreciation and accumulated depreciation, and produce various reports.
- Use QuickBooks to process payroll and time tracking for employees: pay employees, managing the employee list, tracking employee time, and create reports.

Program Requirements: Requirements for the QuickBooks certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 544CE	Introduction to QuickBooks Accounting (36 total hours)
VOC ED 545CE	Intermediate QuickBooks Accounting (54 total hours)

Optional Course

VOC ED 546CE	Advance QuickBooks (Optional) (36 total hours)

Additional Optional Course (Please see above for more information):

ESL NC 360CE	VESL: English for Special Uses (Optional) (54 total hours)

Total Certificate hours

90

NONCREDIT CERTIFICATE

QuickBooks Online

Certificate of Completion (Noncredit)

Academic Plan: H041111E

This certificate provides comprehensive coverage of the new QuickBooks Online program. Topics include tips on choosing the appropriate subscription level for the business, customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds, and reconciliation processes for bank and credit card accounts. More advanced topics include; purchase orders, sales tax, journal entries, transferring funds between accounts, setting user permissions, reports with class and location tracking, inventory adjustments, filing payroll tax forms, and more. Students who complete the course will be ready to take the QuickBooks Online Certification Exam.

Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- Manage the bookkeeping activities of a small to medium size business in a cloud environment. The students will be prepared to take on the activities or job assignments for bookkeepers, payroll clerks, accounting clerks, accounts payable clerks, and accounts receivable.
- Display proficiency with QuickBooks online microcomputer accounting applications; this includes the ability to manage vendors and customers, to track expenses, manage payroll, create invoices, and pay bills.
- Demonstrate appropriate academic, ethical, diversity, 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 Requirements: Requirements for the QuickBooks Online certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 549CE	Bookkeeping (45 total hours)
VOC ED 629CE	QuickBooks Online (54 total hours)

Total Certificate Hours

99

CERTIFICATE OF ACHIEVEMENT

Real Estate

Certificate of Achievement (CA)

Academic Plan: H021633D

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.

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.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Program Requirements: Requirements for the Real Estate certificate of achievement may be met by completing 20 units of required courses and 9 units of elective coursework with a grade of "C" or better.

REQUIRED COURSES (20 Units):

ACCTG 001	Introductory Accounting I (5)
BUS 005	Business Law I (3)
REAL ES 001	Real Estate Principles (3)
REAL ES 003	Real Estate Practices (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 007	Real Estate Finance I (3)

ELECTIVE COURSES (CHOOSE 9 UNITS MINIMUM):

BUS 001	Introduction to Business (3)
BUS 031	Business English (3)
BUS 032	Business Communications (3)
BUS 038	Business Computations (3)
CIS 101	Introduction to Computers and Their Uses (3)
MARKET 001	Principles of Selling (3)
MARKET 021	Principles of Marketing (3)
REAL ES 014	Property Management (3)

Total Units: 29

SKILL CERTIFICATE

Real Estate

Skill Certificate (SC)

Academic Plan: H051103J

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.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Program Requirements: Requirements for the Real Estate skills certificate may be met by completing 14 units of required courses with a grade of "C" or better.

REQUIRED COURSES:

REAL ES 001	Real Estate Principles (3)
REAL ES 003	Real Estate Practices (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 007	Real Estate Finance I (3)

Total Units 12

Real Estate Salesperson Exam Qualification Pathway

The courses listed below satisfy the 3-course educational requirements needed to take the California Real Estate Salesperson Exam. Students should check for the complete and latest list of requirements at the California Department of Real Estate www.dre.ca.gov

Students interested in real estate are advised to see a counselor about choosing an educational goal in Real Estate.

The following courses do not comprise a certificate or other award.

RECOMMENDED COURSES:

- 1) Real Estate Principles
REAL ES 001 Real Estate Principles (3)
- 2) Real Estate Practice
REAL ES 003 Real Estate Practices (3)
- 3) One course from the following list:
ACCTG 001 Introductory Accounting I (5)
BUS 005 Business Law I (3)
REAL ES 005 Legal Aspects of Real Estate I (3)
REAL ES 007 Real Estate Finance I (3)
REAL ES 014 Property Management (3)

SKILL CERTIFICATE

Records Management (Clerical Records & Filing) Skill Certificate (SC)

Academic Plan: H051404J

This Skills Certificate is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

Program Requirements: Requirements for the Records Management (Clerical Records & Filing) skills certificate may be met by completing 11 units of required courses with a grade of "C" or better.

REQUIRED COURSES (11 Units):

CAOT 001	Computer Keyboarding and Document Applications I (3)
CAOT 033	Records Management and Electronic Filing (3)
CAOT 034	Business Terminology (2)
CAOT 086	Microsoft Access: Database (3)

Total Units**11****CERTIFICATE OF ACHIEVEMENT****Social Sciences Data Analytics
Certificate of Achievement (CA)**

Academic Plan: H043398D

The Social Sciences Data Analytics Certificate of Achievement is designed to provide high school students with an introduction to the data analytics field within the context of the social sciences, providing a foundation in data analysis and interpretation. This certificate will allow students to obtain high demand labor market skills relevant to several industries including business, education, technology, healthcare, marketing, supply chain, and government agencies. It will also act as a degree pathway for those who are considering completing an associate of arts or science degree or transferring to a four-year university in any social science discipline (e.g., business, psychology, sociology, political science, communications, education, research, human resources and other disciplines). Program Learning Outcomes: Upon successful completion of the program, students will be able to:

- 1) Students will demonstrate the ability to clearly and concisely analyze and interpret data in oral and written form.
- 2) Students will be able to critically evaluate, analyze, and interpret data to produce actionable insights
- 3) Students will demonstrate informational and technological competences as applied to data analytics topics
- 4) Students will be able to demonstrate the ability to apply data analytical skills to real life cases and recognizing the complexity of social, cultural, and international diversity.

Program Requirements: Requirements for the Social Sciences Data Analytics certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

REQUIRED COURSES (16 Units):

PSYCH 010	Behavioral Research Methods (4)
PSYCH 066	Introduction to Critical Thinking (3)
PSYCH 076	Data Visualization in the Social Sciences (4)
PSYCH 098	Social Science Data Analytics Capstone (1)
STAT 101	Statistics For The Social Sciences (4)
<i>(STAT 185: Directed Study – Statistics- Available for students who completed a 3-unit statistics course and need one additional unit focused on statistical software use.)</i>	

TOTAL UNITS**16****ASSOCIATE DEGREE FOR TRANSFER:****Social Justice Studies: General
Associate in Arts for Transfer (AA-T) Degree**

Academic Plan: H045230G

Student completing the Associate in Arts in Social Justice Studies: General for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors:

<https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon successful completion of this program, students will be able to:

- 1) Identify and apply interdisciplinary perspectives and theories relevant to social justice studies.
- 2) Demonstrate an awareness of issues relevant to social justice studies including race/ethnicity, gender, sexuality and identity.

TCAP Pathway: This award can be found in the Society, Culture & Communication TCAP Pathways.

REQUIRED CORE COURSES (9.0 UNITS)

SOC 011	Race and Ethnic Relations (3.0)
SOC 031	Sociology of Gender (3.0)

COMPLETE ONE OF THE FOLLOWING COURSES: *1 *2 (PLEASE SEE FOOTNOTE BELOW)

AFRO AM 004	The African American in the History of the U.S. I (3.0)
AFRO AM 005	The African American in the History of the U.S. II (3.0)
CHICANO 002	The Mexican-American in Contemporary Society (3.0)
CHICANO 008	The Mexican-American in the History of the United States II
CHICANO 031	The Central American Experience (3.0)
CHICANO 032	Central American Literature
CHICANO 033	Introduction to Central American Studies (3.0)

CHICANO 034	Central American Arts (3.0)
CHICANO 047	The Mexican-American Woman in Society (3.0)
HISTORY 006	History of the Americas II (3.0)
HISTORY 052	The Role of Women in the History of the U.S.
HISTORY 058	The Asian American in the History of the United States
ENGLISH 234	African-American Literature I (3.0)
ENGLISH 239	Women in Literature (3.0)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3.0)
SPANISH 012	Survey of Mexican Literature (3.0)

LIST A

Complete three courses (9 units minimum) from at least two of the following areas (Area 1 to Area 5):

Area 1: History or Government

CHICANO 007	The Mexican-American in the History of the United States I (3.0)
CHICANO 008	The Mexican-American in the History of the United States II (3.0)
CHICANO 019	History of Mexico (3.0)
HISTORY 043	The Mexican-American in the History of the United States I (3.0)
HISTORY 044	The Mexican-American in the History of the United States II (3.0)

Area 2: Arts and Humanities

CHICANO 032	Central American Literature (3.0)
CHICANO 034	Central American Arts (3.0)
CHICANO 036	Central American Film (3.0)

Area 3: Social Sciences

CHICANO 031	The Central American Experience (3.0)
CHICANO 033	Introduction to Central American Studies (3.0)
CHICANO 047	The Mexican-American Woman in Society (3.0)

Area 4: Quantitative Reasoning and Research Methods

PSYCH 010	Behavioral Research Methods (4.0)
SOC 004	Sociological Analysis (3.0)
STAT C1000	Introduction to Statistics (4.0) (formerly MATH 227)
STAT C1000E	Introduction to Statistics (4.0) (formerly MATH 227S)
STAT 001	Elementary Statistics I for the Social Sciences (3.0)
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3.0)
STAT 101	Statistics for the Social Sciences (4.0)

Area 5: Major Preparation *1 *2 (Please see footnote below)

AFRO AM 004	The African American in the History of the U.S. I (3.0)
AFRO AM 005	The African American in the History of the U.S. II (3.0)
CHICANO 002	The Mexican-American in Contemporary Society (3.0)

CHICANO 008	The Mexican-American in the History of the United States II
CHICANO 031	The Central American Experience (3.0)
CHICANO 032	Central American Literature
CHICANO 033	Introduction to Central American Studies (3.0)
CHICANO 034	Central American Arts (3.0)
CHICANO 047	The Mexican-American Woman in Society (3.0)
HISTORY 006	History of the Americas II (3.0)
HISTORY 052	The Role of Women in the History of the U.S.
HISTORY 058	The Asian American in the History of the United States
ENGLISH 234	African-American Literature I (3.0)
ENGLISH 239	Women in Literature (3.0)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3.0)
SPANISH 001	Elementary Spanish I (5.0)
SPANISH 002	Elementary Spanish II (5.0)
SPANISH 003	Intermediate Spanish I (5.0)
SPANISH 004	Intermediate Spanish II (5.0)
SPANISH 012	Survey of Mexican Literature (3.0)
SPANISH 035	Spanish for Spanish Speakers I (5.0)

Total Required Major Units:	18-23
Additional Cal-GETC Requirements: (Not including 6-15 double-countable major units)	19-28
Additional CSU Electives Required:	9-23
Total Units Required for the AA-T Degree:	60

*1 It is strongly recommended that whenever possible students take a course that directly relates to their intended major at their transfer institution

*2 Courses cannot fulfill more than one requirement within the major, even if the course is listed as a choice in more than one area.

** Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth

or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

ASSOCIATE DEGREE FOR TRANSFER:

Sociology

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H040231G

Student completing the Associate in Arts in Sociology for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree

majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: Upon completion of the program, students will be able to demonstrate mastery of:

- Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion, and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is “academically sound and viable.”
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

REQUIRED CORE COURSES (9 TO 10 UNITS):

SOC 001	Introduction to Sociology (3)
SOC 002	American Social Problems (3)
STAT 001 or STAT 001S	Elementary Statistics I for the Social Sciences (3) Elementary Statistics I for the Social Sciences with Support (3)
or STAT C1000	Introduction to Statistics (4) (formerly MATH 227)
or STAT C1000E	Introduction to Statistics (4) (formerly MATH 227S)

LIST A: COMPLETE TWO COURSES FROM THE FOLLOWING: (6 UNITS)

SOC 003	Crime and Delinquency (3)
SOC 004	Sociological Analysis (3)
SOC 011	Race and Ethnic Relations (3)
SOC 012	Marriage and Family Life (3)
SOC 031	Sociology of Gender (3)

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

Any List A course not already used or the following:

ANTHRO 102	Humans Ways of Life: Cultural Anthropology (3)
GEOG 002	Cultural Elements of Geography (3)

HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)
HISTORY 041	The African American in the History of the US I (3)
HISTORY 042	The African American in the History of the US II (3)
HISTORY 043	The Mexican-American in the History of the US I (3)
HISTORY 044	The Mexican-American in the History of the US II (3)
HISTORY 052	The Role of Women in the History of the U.S. (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
POL SCI 004	Introduction to State and Local Governments (3)
SOC 021	Human Sexuality (3)

Major Units	18-19
*Additional Cal-GETC Requirements (Not including 6-9 double-countable major units)	25-28
Additional CSU-Transferable Units	13-17
TOTAL	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

Spanish

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H037517G

Student completing the Associate in Arts in Spanish for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).
- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course

requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).

- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

Program Learning Outcomes: This degree provides a solid foundation in the study of the Spanish language and literature for those wishing to continue their education in Spanish.

Upon completion of the program, students will be able to demonstrate mastery of the following outcomes: the ability to:

- demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension).
- demonstrate knowledge of the global society, and the role of Spanish-speaking nations, and of the Spanish language and Hispanic cultures in the contemporary world.

Note: this award can also be found in the Society, Culture & Communication and Education TCAPs Pathway

REQUIRED CORE COURSES (20 UNITS):

SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
or	
SPANISH 036	Spanish for Spanish Speakers II (5)
SPANISH 004	Intermediate Spanish II (5)

List A (select ONE) (choose 3-5 units):

CHICANO 002	The Mexican-American in Contemporary Society (3)
CHICANO 007	The Mexican-American in the History of the United States I (3)
CHICANO 008	The Mexican-American in the History of the United States II (3)
ENGLISH 203	World Literature I
ENGLISH 204	World Literature II
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French I (5)
FRENCH 004	Intermediate French II (5)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 043	The Mexican-American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)
SPANISH 012	Survey of Mexican Literature (3)

Course substitutions: if a student places out of any core course (s) and is not awarded units for that course, the student will need to take additional units for that course to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Students may choose any additional substitution course (s) from List A (above) or from other approved substitution courses (see below) to compensate for loss of units. For example, students who are placed out of lower levels of Spanish into a more advanced level, either by the department or through Advanced Placement credit, must take additional courses to meet the minimum 18-unit title 5 statewide template requirement.

Additional Approved Substitution Courses:

ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ANTHRO 104	Human Language and Communication (3)
CHICANO 019	History of Mexico (3)
CHICANO 032	Central American Literature (3)
COMM 122	Intercultural Communication (3)
SOC 001	Introduction to Sociology (3)
SOC 011	Race and Ethnic Relations (3)
SOC 031	Sociology of Gender (3)
SPANISH 035	Spanish for Spanish Speakers I (5)

Total Required Major Units:	23-25
*Additional Cal-GETC Requirements:	28-31
(Not including 3-6 double-countable major units)	
Additional CSU-Transferable Unit:	4-9
Total Units Required:	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

NONCREDIT CERTIFICATE

Strategies for Marketing a Sustainable Small Business Enterprise Certificate of Completion (Noncredit)

Academic Plan: H043703E

This certificate introduces students to strategies that will enable them to skillfully market their product and maintain a sustainable small business venture using various social media tools.

Upon completion of the required 2 courses, students will receive a Certificate of Completion in Strategies for Marketing a Sustainable Small Business Enterprise. This certificate provides a pathway to career and college degree coursework in Business and/or Entrepreneurship.

Program Learning Outcome: Upon completion of the certificate program, students will be able to market their small business enterprise using a variety of social media tools.

Program Requirements: Requirements for the Strategies for Marketing a Sustainable Small Business Enterprise certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

VOC ED 193CE	Marketing and Sales for Small Business (36 total hours)
VOC ED 194CE	Technology for Small Business (36 total hours)

Total Certificate Hours	72 hours

NONCREDIT CERTIFICATE

Sustainable Small Business Development

Certificate of Completion (Noncredit)

Academic Plan: H043704E

Sustainable businesses are enterprises that strive to meet the triple bottom line, which is a social, environmental and financial framework to evaluate business performance and success over time. Upon completion of the required 6 courses, students will receive a Certificate of Completion in Sustainable Small Business Development. This certificate provides a pathway to career and college degree coursework in Business and/or Entrepreneurship.

Program Learning Outcome: Upon completion of the certificate program, students are able to assess the viability of a socially responsible, entrepreneurial idea, product or service.

Program Requirements: Requirements for the Sustainable Small Business Development certificate of completion may be met by completing all required courses with a grade of "Pass."

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

VOC ED 190CE	Pathway to Socially Responsible Entrepreneurship (36 total hours)
VOC ED 191CE	Starting Your Own Small Business (36 total hours)
VOC ED 192CE	Managing Small Business Operations (36 total hours)
VOC ED 193CE	Marketing and Sales for Small Business (36 total hours)
VOC ED 194CE	Technology for Small Business (36 total hours)
VOC ED 195CE	Entrepreneurial Finance (36 total hours)

Total Certificate Hours	216 Min

ASSOCIATE DEGREE FOR TRANSFER:

Studio Arts

Associate in Arts for Transfer (AA-T) Degree

Academic Plan: H031029G

Student completing the Associate in Arts in Studio Arts for Transfer degree will have satisfied the lower division major preparation for bachelor's degrees in similar majors as determined by California State University (CSU) campuses and are guaranteed admission with junior status to the California State University system, although not to a particular campus or major. Students can use the website ADT Search by CSU Campus to find CSU campuses that accept ADT degrees as being similar to their bachelor's degree majors: <https://www.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

To earn an Associate Degree for Transfer, Students must complete 60 semester units (90 quarter units) of coursework that is transferable to the California State University with an overall GPA of 2.0 or higher, and also complete each of the following requirements:

- (1) Major/Area of Emphasis: A minimum of 18 semester units (27 quarter units) of coursework, with a C or higher earned

in each course or P if taken on a Pass/No Pass basis, as required by the Los Angeles Community College District (LACCD) (Title 5§55062).

- (2) General Education: Completion of the California General Education Transfer Curriculum (Cal-GETC) course requirements, with a C or higher earned for each course or P if taken on a Pass/No Pass basis (34 semester/45 quarter units).
- (3) Residency: A minimum of 12 semester units must be completed within the LACCD (Title 5§55062).

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.
- 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.

Note: this award can also be found in the Arts, Performance & Design and Education TCAPs Pathway

REQUIRED CORE COURSES (12 UNITS):

ART 102	Survey of Art History II (3)
ART 201	Drawing I (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)

LIST A: (SELECT ONE COURSE) (3 UNITS):

ART 101	Survey of Art History I (3)

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

ART 202	Drawing II (3)
ART 111	History of Contemporary Art (3)
ART 204	Life Drawing I (3)
ART 205	Life Drawing II (3)
ART 300	Introduction to Painting (3)
ART 301	Watercolor Painting I (3)
ART 304	Acrylic Painting I (3)
ART 310	Beginning Oil Painting (3)
ART 633	Introduction to Computer Graphics (3)
ART 639	Introduction to Digital Imaging (3)
ART 706 and ART 707	Clay Sculpture I (2)
	Clay Sculpture II (2)
ART 713 and ART 714	Beginning Ceramics I (2)
	Beginning Ceramics II (2)

Total Required Major Units:	24-26
*Additional Cal-GETC Requirements:	31
(Not including 3 double-countable major units)	

Additional CSU-Transferable Units:	3-5
Total Units Required	60

*Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

SKILL CERTIFICATE

Taxation

Skill Certificate (SC)

Academic Plan: H050202J

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.

Program Requirements: Requirements for the Taxation skills certificate may be met by completing 11 units of required courses with a grade of "C" or better.

REQUIRED COURSES (11 UNITS):

ACCTG 001	Introductory Accounting I (5)
ACCTG 015	Tax Accounting I (3)
ACCTG 016	Tax Accounting II (3)

Total Units	11

General Education Options

General Education (GE) is one of the required components of all Associate degrees. The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan and the California General Education Transfer Curriculum (Cal-GETC).

1) California General Education Transfer Curriculum (Cal-GETC)

- Effective Fall 2025, Assembly Bill 928 (AB 928) requires that California Community Colleges (CCC) implement a singular lower-division general education (GE) pattern called the California General Education Transfer Curriculum (Cal-GETC). Cal-GETC is a series of courses prospective transfer students attending California Community Colleges may complete to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University. It was developed to simplify the transfer process for students. Students should be aware that additional courses are usually required to fully satisfy the General Education requirements of the particular UC or CSU campus to which they transfer. Cal-GETC is not advisable for all transfer students, and we recommend meeting with a counselor to determine the appropriate general education option for your transfer goals.
- Cal-GETC Subject and Unit Requirements: The following categories of courses are required to fulfill the Cal-GETC GE pattern. For detailed information on the description of each of the areas below, please refer to the [Cal-GETC Standards Version 1.3](#). More information on specific courses at LAHC can be found in the Cal-GETC General Education patterns section of this catalog:

Cal-GETC Subject Areas	Subject Area Descriptions	Courses & Units per Subject Area
Area 1 – English Communication	One course from each 1A, 1B, and 1C subject area: 1A: English Composition 1B: Critical Thinking and Composition 1C: Oral Communication	3 courses (9 semester or 12 quarter units)
Area 2 – Mathematical Concepts and Quantitative Reasoning	One course in Area 2	1 course (3 semester or 4 quarter units)
Area 3 – Arts and Humanities	One course from each 3A and 3B subject area Area 3A: Arts Area 3B: Humanities	2 courses (6 semester or 8 quarter units)
Area 4 – Social and Behavioral Sciences	Two courses from two academic disciplines	2 courses (6 semester or 8 quarter units)
Area 5- Physical and Biological Sciences	One course from each 5A and 5B subject area. One of the two courses must be associated with a laboratory. Area 5A: Physical Science Area 5B: Biological Science Area 5C: Laboratory	2 courses (7 semester or 9 quarter units)
Area 6 – Ethic Studies	One course in Area 6	1 course (3 semester or 4 quarter units)
		Total: 34 units

- Associate Degree for Transfer (ADTs) degree must use the Cal-GETC pattern. Cal-GETC will also satisfy GE requirements for local AA/AS Degrees.
- Continuing Students (who have Catalog rights prior to Fall 2025) intending on earning an Associate Degree for Transfer (ADT) or transfer to a CSU or UC without an ADT, may elect the following two options: [Option 1](#)) Continue following CSU GE Breadth or IGETC (Visit the catalog archives) to find your CSU GE Breadth or IGETC pattern). [Option 2](#)) Transition to the Cal-GETC requirements to select your GE classes

2) Los Angeles Harbor College General Education Requirements

- Los Angeles Harbor College (LAHC GE) plan is based on Title 5 requirements in the California Code of Regulations and District policy. This associate-level general education plan is appropriate for students planning to earn an associate degree (AA/AS) who do not plan to earn a baccalaureate degree from a California Community College or transfer to a baccalaureate grant institution.

At least 27 semester/36 quarter units of general education coursework must be completed in the following areas:

- a. **Area 1A: English Composition (3 semester/4 quarter units)**
Courses fulfilling this requirement must be baccalaureate-level and include expository and argumentative writing.
- b. **Area 1B: Oral Communication and Critical Thinking (3 semester/4 quarter units)**
Courses fulfilling this requirement must be baccalaureate-level and may include oral communication and critical thinking courses,
- c. **Area 2: Mathematical Concepts and Quantitative Reasoning (3 semester/ 4 quarter units)**
Courses fulfilling this requirement must be at least college-level and may include mathematics or quantitative reasoning courses; including logic, statistics, computer languages, and related disciplines.
Note: Returning students, who previously completed below-transfer-level courses like beginning algebra, intermediate algebra, and plane geometry have satisfied this area.
- d. **Area 3: Arts and Humanities (3 semester/ 4 quarter units)**
Courses in the humanities study the cultural activities and artistic expressions of human beings. Such courses develop students' awareness of how people throughout the ages and in different cultures respond to themselves and the world around them in artistic and cultural creation and develop students' aesthetic understandings and abilities to make value judgments. Courses fulfilling this requirement may include: introductory or integrative baccalaureate-level courses in the visual and performing arts, art history, foreign languages, literature, philosophy, religion, and related disciplines.
- e. **Area 4A: American Institutions (3 semester/4 quarter units)**
Courses that satisfy this area include the following: Historical Development of American institutions and Ideals, United States Constitution and government, California state and local government.
- f. **Area 4B: Social and Behavioral Sciences (3 semester/ 4 quarter units)**
Courses in the social and behavioral sciences focus on people as members of society and develop awareness of the methods of inquiry used by the social and behavioral sciences. They stimulate critical thinking about how people act and have acted in response to their societies and promote appreciation of how societies and social subgroups operate. Courses fulfilling this requirement may include: introductory or integrative baccalaureate-level courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
- g. **Area 5 (Natural Sciences (3 semester/ 4 quarter units)**
Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena, helping students appreciate and understand the scientific method and the relationships between science and other human activities. Courses fulfilling this requirement may include: introductory or integrative baccalaureate-level courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.
- h. **Area 6: Ethnic Studies (3 semester/ 4 quarter units)**
Courses fulfilling this requirement may include: baccalaureate-level courses in the four autonomous disciplines within Ethnic Studies: Black Studies, African American Studies, Africana Studies, Native American Studies, Chicano/ a/ x, Latino/a/x Studies/La Raza Studies, and Asian American Studies.
- i. **Area 7: Lifelong Learning and Self Development (3 semester/ 4 quarter units)**
This area is designed to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. Physical activity may be included. Content may include topics such as: student success strategies, human behavior, sexuality, nutrition, physical and mental health, stress management, information literacy, social relationships, and relationships with the environment, as well as implications of death and dying or avenues for life-long learning. Courses in this area shall focus on the development of skills, abilities, and dispositions.
- j. **Area 7 waivers for Prior Learning and high-unit Majors**
 1. Area 7 shall be waived for students who complete a degree in Nursing
 2. Area 7 shall be waived for students who have completed Public Service Academy training as determined by local college protocol.
 3. Area 7 shall be waived for Emergency Medical Technicians (EMT), Licenses Vocational Nursing (LVN), and Certified Nursing Assistants (CNA) as determined by local college protocol.
 4. Area 7 shall be satisfied with credit for military service:
 5. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.
 - a. Former Military Personnel currently NOT on Active Duty: Active Duty

- b. Documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty.
6. High Unit Majors: After all double-counting of major units with general education units is completed, LACCD General Education Area 4A American Institutions and/or Area 7 Lifelong Learning and Self Development minimum unit requirement shall be waived as follows:

Degree major/area of emphasis total units	LACCD Waiver
34 to 36 units	One Area Waived (Student Choice: Area 4a or Area 7)
37 or more units	Two Areas Waived: Area 4a AND Area 7

Associate or Baccalaureate Degrees Earned from Other United States Institutionally Accredited Institutions of Higher Education

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate or Baccalaureate degree from an institution accredited by one of the following United States institutional accrediting agencies.

1. Accrediting Commission for Community and Junior Colleges (ACCJC)
2. The Higher Learning Commission (HLC), formerly North Central Association of Colleges and Schools.
3. Middle States Commission on Higher Education (MSCHE)
4. New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
5. Northwest Commission on Colleges and Universities (NWCCU)
6. Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)
7. WASC Senior College and University Commission (WSCUC)

Note: The accrediting agencies above were formerly known as U.S. regional accrediting agencies.

Graduation Requirements for Associate Degree in Nursing

To obtain an associate degree in nursing, students who have baccalaureate or higher degree(s) from a United States institutionally accredited institution 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 required to complete any other courses required by the college for an associate degree.

LOS ANGELES HARBOR COLLEGE

LOCAL GENERAL EDUCATION REQUIREMENTS ADVISING FORM 2025-2026

Applicable for AA & AS degrees. For Associate Degrees for Transfer (AD-Ts), please refer to the Cal-GETC advisement sheets (or CSU GE or IGETC for students with catalog rights)

Student Name _____ ID _____ Counselor _____

Area: 1A _____ 1B _____ 2 _____ 3 _____ 4 _____ 4B _____ 5 _____ 6 _____ 7 _____ LACCD GE Complete _____

AREA 1A: ENGLISH COMPOSITION (3 semester/4 quarter units minimum)	
ENGL C1000 (formerly ENGLISH 101); ENGLISH 101X, 101Y, 101Z; E.S.L. 110 Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 1B: ORAL COMMUNICATION AND CRITICAL THINKING (3 semester/4 quarter units minimum)	
COMM C1000 (formerly COMM 101); 104, 121*, 122*, 151*; CS 100, ENGL C1001 (formerly ENGLISH 103); ENGLISH 102*; PHILOS 006, 009*; PSYCH 066 Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (3 semester/4 quarter units minimum)	
BUS 015; CIS 113, 213; CS 111, 131, 216; ENG GEN 121; FINANCE 008; MATH 173, 215, 216, 229, 230, 234, 236, 240, 241, 241S, 260, 265, 265S, 266, 267, 270, 273, 275; PHILOS 009*; PSYCH 076; STAT 001, 001S, 101, C1000 (formerly MATH 227), C1000E (formerly MATH 227S) Note: Returning students, who previously completed below-transfer-level courses like beginning algebra, intermediate algebra, and plane geometry, have satisfied this area (AP 4100) Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 3: ARTS AND HUMANITIES (3 semester/4 quarter units minimum)	
AFROM AM 004*, 005*; ANIMATN 218; ANTHRO 104*, 121*; ARC 132, 133 ART 100, 101, 102, 103, 111, 201, 202, 204, 205, 206, 207, 300, 301, 302, 501, 502, 633, 639; ASL 001, 002; ASIAN 001*, 020*; CH DEV 003; CHICANO 004*, 007*, 008*, 032, 034, 036, 047*; DANCEST 805*; ENGLISH 102*, 127, 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 218, 219, 223, 234, 239, 240, 251, 260, 265, 270, 271, 272; FRENCH 001, 002, 003, 004, 005, 010, 026; HISTORY ; 001*, 002*, 005*, 006*, 011*, 012*, 041*, 042*, 043*, 044*, 052*, 074*, 081*, 082*, 086*, 087*; HUMAN 001, 002, 003, 006, 008, 017, 030, 060, 077; JAPAN 001, 002; MUSIC 100*, 101, 111, 116, 118, 141, 181, 182, 183, 184, 216-1, 216-2, 321, 322, 323, 324, 411, 412, 413, 414, 501, 650, 651, 652, 653, 654, 775; PHILOS 001, 020, 033, 042; POL SCI 005; SPANISH 001, 002, 003, 004, 012, 021, 022 035, 036; THEATER 100, 110, 114, 232, 270, 271, 291, 292, 300 Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 4A: AMERICAN INSTITUTION (3 semester/4 quarter units minimum)	
AFRO AM 004*, 005*; ASIAN 001*; CHICANO 007*, 008*; HISTORY 005*, 006*, 011*, 012*, 041*, 042*, 043*, 044*, 052*, 058*, 081*, 082*; POLS C1000* (formerly POL SCI 001); POL SCI 030* Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 4B: SOCIAL AND BEHAVIORAL SCIENCES (3 semester/4 quarter units minimum)	
ADM JUS 001, 002, 003, 067, 075, 319; AFRO AM 004*, 005*; ANTHRO 102, 103*, 104*, 121*, 132; ASIAN 001, 002; BUS 001, 005; CHICANO 002*, 004, 007*, 008*, 019, 031*, 033, 047*; CH DEV 001*, 002, 010, 011*, 042, 045; COMM 121*, 122*, 151*, 190; EDUC 001; EGT 028; ECON 001, 002; GEOG 002, 007; HEALTH 101*; HISTORY 001*, 002*, 005*, 006*, 011*, 012*, 020, 021, 041*, 042*, 043*, 044*, 052*, 058*, 074*, 081*, 082*, 086*, 087*; JOURNAL 105; KIN MAJ 109*, 111; MUSIC 100*; POLS C1000* (formerly POL SCI 001); POL SCI 002, 003, 004, 005*, 007, 030*, 050; PSYC C1000* (formerly PSYCH 001); PSYCH 003*, 010, 014*, 015, 041*, 042, 052*; PUB REL 001; SOC 001, 002, 003, 004, 011, 012*, 021*, 031; SUPV 001* Course/AP/CLEP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 5: NATURAL SCIENCES (3 semester/4 quarter units minimum)	

ANATOMY 001; ANTHRO 101, 103*; ASTRON 001; BIOLOGY 003, 005, 006, 007; BIOTECH 002, 003; CHEM 051, 065, 066, 101, 102, 211, 212; ENG GEN 151, 220 231; ENV SCI 001, 002; FAM & CS 021*; GEOG 001; GEOLOGY 001; MICRO 020; OCEANO 001, 012; PHYSIOL 001; PSYCH 002; PHYS SC 001; PHYSICS 006, 007, 011, 037, 038, 039	☐ Completed ☐ In Progress ☐ Need
Course/AP/CLEP/IB _____ College _____	
AREA 6: ETHNIC STUDIES (3 semester/4 quarter units minimum)	
AFRO AM 004*, 005*; ASIAN 001*, 002*, 020; CHICANO 002*, 004*, 007*, 008*, 031*, 047*	☐ Completed ☐ In Progress ☐ Need
Course/AP/CLEP/IB _____ College _____	
AREA 7: LIFELONG LEARNING AND SELF DEVELOPMENT (3 semester/4 quarter units minimum)	
CH DEV 001*, 011*; CHICANO 047*; COUNSEL 020, 040; DANCEST 805*; DANCETO 141; FAM & CS 021*, HEALTH 002, 006, 011, 012, 015, 101*; KIN 010, 045, 046, 049, 050, 217-1, 217-2, 229-1, 229-2, 245-1, 245-2, 250-1, 250-2, 251-1, 251-2, 272, 287-1, 287-2, 291-1, 291-2, 350-1, 350-2; KIN ATH 503, 504 506, 508, 511, 512, 516, 552, 553, 555, 556, 557, 558, 563, 564; KIN MAJ 100, 109*, 119; LIB SCI 101; PSYC C1000* (formerly PSYCH 001); PSYCH 003*, 014*, 041* 052*; SOC 012*, 021* Please refer to AP 4100 for conditions on prior learning that would waive Area 7.	☐ Completed ☐ In Progress ☐ Need
Course/AP/CLEP/IB _____ College _____	

*Indicates that courses maybe listed in more than one Area but may only be counted in one Area.

Minimum Course Grade Requirements in the LAHC GE Plan: Course grades of D- or better are permissible.

High Unit Majors

The LAHC General Education Plan consist of 27 semester/36 quarter units of general education coursework in the respected areas from above. High Unit Majors: After all double-counting of major units with general education units is completed, LAHC General Education Area 4A American Institutions and/or Area 7 Lifelong Learning and Self-Development minimum requirement shall be waived as follows:

Degree major/area of emphasis total units:	LAHC GE Waiver		
34 to 36 units	One Area Waived (Student Choice: Area 4a OR Area 7)		
37 or more units	Two Areas Waived: Area 4A AND Area 7		
Major _____	Completed	In Progress	Need
Required Courses			
List A (if any)			
List B (if any)			
Electives (if any)			

To graduate with an associate's degree from LAHC, a student must have completed all of the following:

1. **Unit Requirement:** Minimum 60 degree-applicable units
2. **Scholarship Requirement:** Overall GPA of 2.0 and minimum of "C" grade or better in all major coursework.
3. **Residence Requirements:** Complete no fewer than 12 units within the LACCD District
4. **Major Requirements:** Major course requirements must be completed (in all coursework towards the major requirements) consisting of a minimum of 18 units.

5. **General Education Requirements:** Completion of LAHC local AA/AS general education pattern (F2025) or certified completion of the Cal-GETC pattern. Continuing students may complete prior LAHC GE patterns (including proficiency and graduation requirements), or certified completion of IGETC or certified completion of CSU-GE Breadth based on catalog rights and continuous attendance as defined in Administrative Procedures 4100.

Catalog Rights and Continuous Attendance (AP 4100)

College catalogs cover an academic year that reflect enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having “Catalog Rights” means students may choose to be held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

“Continuous attendance” means attending at least one term (fall, winter, spring, summer) each calendar year at any United States institutionally accredited institution of higher education. Courses with a “W” (withdrawal) count toward determining continuous attendance. Credit and noncredit coursework both count toward attendance.

Cal-GETC General Education Requirements

LOS ANGELES HARBOR COLLEGE

Cal-GETC

CALIFORNIA GENERAL EDUCATION TRANSFER CURRICULUM PATTERN 2025-2026 ADVISING FORM FOR CSU/UC TRANSFER STUDENTS

Student Name _____ ID _____ Counselor _____

Area: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ Cal-GETC Full Certification Complete _____

AREA 1: ENGLISH COMMUNICATION (Choose one course from each area, 9 units minimum)	
1A: English Composition: (3 semester units minimum) ENGL C1000 (formerly <i>ENGLISH 101</i>); ENGLISH 101X ^{F19*} , 101Y ^{F19*} , 101Z ^{F19*} ; E.S.L. 110 ^{F24*} Course/AP _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
1B: Critical Thinking and Composition: (3 semester units minimum) COMM 104 ^{±F25} ; ENGL C1001 ^{F16} (formerly <i>ENGLISH 103</i>); ENGLISH 102 [±] ; PHILOS 006 ^{±F23} ; PSYCH 066 ^{±F23} <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
1C: Oral Communication: (3 sem. units minimum) COMM C1000 (formerly <i>COMM 101</i>) Course _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (Choose one course, 3 sem. units minimum)	
2: Math Concept & Quantitative Reasoning: (3 semester units minimum) BUS 015 ^{F25*} ; MATH 229 ^{F25*} , 230 ^{F20} , 234*, 236*, 260*, 265*, 265S ^{F25*} , 266, 267, 270 ^{SP07} , 275 ^{SP07} ; STAT 001*, 001S ^{F23*} , 101 ^{F24*} , C1000* (formerly <i>MATH 227</i>), C1000E ^{F19*} (formerly <i>MATH 227S</i>) Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
AREA 3: ARTS AND HUMANITIES (Choose one course from the Arts and one course from the Humanities, 6 units minimum)	
3A: Arts: (3 semester units minimum) ARC 132, 133; ART 100 ^{F13} , 101, 102, 103, 111, 201 ^{F08±} ; ASIAN 020 ^{F25} ; CHICANO 034 ^{F24} , 036 ^{F24} ; DANCEST 805 ^{F15} ; MUSIC 100 ^{F17^} , 101, 111, 116, 118 ^{F18} , 141, 216-1 ^{±F15} ; THEATER 100 <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
3B: Humanities: (3 semester units minimum) CHICANO 032 ^{F24} ; ENGLISH 203, 204, 205, 206, 207, 208, 209, 211, 212 ^{F25} , 213 ^{F19} , 214, 215, 218 ^{F24} , 219, 223 ^{F22} , 234, 239, 240, 251 ^{F17} , 260 ^{F17} , 265 ^{F17} , 270 ^{F17} , 271 ^{F17} , 272 ^{F19} ; FRENCH 002 [±] , 003 ^{F17} , 004 ^{F22} , 005 ^{F23} , 010 ^{F16} , 026 ^{F17} ; HISTORY 001 ^{±F24^} , 002 ^{±F24^} , 074^, 081 ^{±^} , 082 ^{±^} , 086 ^{F97±^} , 087 ^{F97±^} ; HUMAN 001, 003 ^{F19} , 006, 008 ^{F20} , 017, 030 ^{F20} , 060, 077 ^{F20} ; MUSIC 100 ^{F17^} ; PHILOS 001, 020, 033; SPANISH 002 [±] , 003, 004, 012, 035 ^{±F24} , 036 [±] ; THEATER 110 ^{±F21} <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES (Choose two courses from two different disciplines required, (6 semester units)	
4: Social Sciences: (6 semester units minimum) AFRO AM 004 ^{F21^} , 005 ^{F21^} ; ANTHRO 102, 103 ^{F15} , 104 ^{F14} , 121, 132 ^{±F21} ; ASIAN 001 ^{F25} , 002 ^{F25} ; CHICANO 007 ^{F24^} , 008 ^{F24^} , 019 ^{F24} , 031 ^{F24^} , 033 ^{F24} , 047 ^{F24^} ; CH DEV 001 ^{SP05±} ; COMM 121 ^{±F25} , 122 ^{±F15} , 190 [±] ; ECON 001, 002; GEOG 002 ^{F19} , 007 ^{F99} ; HISTORY 001^, 002^, 005 ^{F17} , 006, 011, 012, 020, 021, 041, 042, 043, 044, 052 ^{F97} , 058, 074^, 081^, 082^, 086 ^{F97^} , 087 ^{F97^} ; MUSIC 100 ^{F17^} ; POLS C1000 (formerly <i>POL SCI 001</i>); POL SCI 002, 003 ^{F21} , 004 ^{F16} , 005 ^{F21} , 007, 030, 050 ^{F21} ; PSYC C1000 (formerly <i>PSYCH 001</i>); PSYCH 003 ^{±F24} , 014 [±] , 015 ^{F16} , 041, 042 ^{F21} , 052 ^{F24} ; SOC 001, 002, 003 ^{F21} , 004 ^{F19} , 011 ^{F20} , 012 ^{F97±} , 021, 031 ^{±F21} <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course/AP/IB _____ College _____ Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____ ☐ Completed ☐ In Progress ☐ Need _____
AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES (Choose two courses: one from Physical Science and one from Biological Science. One of the two courses must have a lab). (Lab courses are shown with (L)). (7 sem. units minimum)	
5A: Physical Science: (3 semester units minimum) ASTRON 001; CHEM 051 ^{F25*} (L), 065*(L), 101(L), 102 (L), 211*(L), 212 ^{507*} (L); ENV SCI 001 ^{F07} ; GEOG 001; GEOLOGY 001; OCEANO 001 [±] ; PHYS SC 001*; PHYSICS 006*(L), 007 ^{SP07*} (L), 011*(L), 037*(L), 038 ^{SP07*} (L), 039 ^{SP07*} (L) <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____
5B: Biological Science: (3 semester units minimum) ANATOMY 001(L); ANTHRO 101; BIOLOGY 003*(L), 005*(L), 006(L) ^{F22} , 007(L) ^{F22} ; ENV SCI 002; MICRO 020(L) ^{F20} ; OCEANO 012; PHYSIOL 001(L); PSYCH 002 <i>± Might not satisfy this area if taken at another LACCD College. See a counselor for more information.</i> Course/AP/IB _____ College _____	☐ Completed ☐ In Progress ☐ Need _____

5C: Lab (1 semester unit minimum) ANTHRO 111 ^{F17} (clears lab w/ANTHRO 101); ASTRON 005 (clears lab w/ASTRON 001); GEOG 015 (clears lab w/GEOG 001); GEOLOGY 006 (clears lab w/GEOLOGY 001); OCEANO 010± (clears lab w/OCEANO 001); PHYS SC 014 ^{F21} (clears lab w/PHYS SC 001) ± Might not satisfy this area if taken at another LACCD College. See a counselor for more information. Course/AP _____ College _____	☐ Completed ☐ In Progress ☐ Need
AREA 6: ETHNIC STUDIES (Choose one course, 3 units minimum)	
6: Ethnic Studies: (3 semester unit minimum) AFRO AM 004± ^{F22} ^; 005± ^{F21} ^; CHICANO 008± ^{F24} ^, 031 ^{F24} ^, 047± ^{F24} ^ ± Might not satisfy this area if taken at another LACCD College. See a counselor for more information. Course _____ College _____	☐ Completed ☐ In Progress ☐ Need

CSU GRADUATION REQUIREMENT in U.S. History, Constitution & American Ideas (CSU Requirement only) Students are encouraged to meet this requirement before transfer. This is not required for CAL-GETC general education certification. These courses can also be “double counted” for an approved Cal-GETC area from above. Choose one course from each group for a total of two courses.	
US 1: Historical Development of American Institutions & Ideals: AFRO AM 004±; 005±; HISTORY 006±, 011, 012, 041, 042, 043, 044, 052±, 058, 081, 082. Course/AP _____	☐ Completed ☐ In Progress ☐ Need
US 2: U.S Constitution and Government: POLS C1000 (formerly POL SCI 001); POL SCI 030± Course/AP _____	☐ Completed ☐ In Progress ☐ Need
US 3: California State and Local Government: POLS C1000 (formerly POL SCI 001); POL SCI 030± Course _____	☐ Completed ☐ In Progress ☐ Need

OPTIONAL - UC Graduation Requirement: Language Other Than English (LOTE): (Not part of Cal-GETC; may be completed prior to transfer): Check one of the following: - Completed the 2nd semester of the 2nd year or the 2nd level of a HS course in a LOTE with “C-” grade or higher FRENCH 001, 002, 003, 004^{F22}, 005; JAPAN 001; SPANISH 001, 002, 003^{F05}, 004^{F05}, 022, 035, 036^{F24} - College/AP/IB: _____ - Other (Refer to IGETC Standards 2.4 10.6.1) _____

Legend
^ Courses maybe listed in more than one Area but may only be certified in one Area
*Indicates that transfer credit may be limited by UC; please consult a counselor and www.assist.org
± Might not satisfy the Cal-GETC area if taken at another LACCD College. See a counselor for more information.

Grades: All courses on Cal-GETC must be completed with a “C” or better. A “P” (pass) is acceptable, but no more than 14 transferable semester units may be completed on a pass/no pass basis.

Approval Dates: Each course must have Cal-GETC approval at the time it was taken. The effective date is listed next to each course. If no effective date is listed, then the effective date is associated to when the course began at Harbor or the effective date began over 30 years ago.

California General Education Transfer Curriculum (Frequently Asked Questions)

Cal-GETC is a pattern of courses that California community college students can follow to satisfy lower-division requirements at the California State University (CSU) or University of California (UC) campus. Students should be aware that additional courses are usually required to fully satisfy the General Education requirements of the particular UC or CSU campus to which they transfer. Cal-GETC is not advisable for all transfer students, and we recommend meeting with a counselor to determine the appropriate general education option for your transfer goals.

Continuing Students (with Catalog rights prior to Fall 2025) intending on earning an Associate Degree for Transfer (ADT) or transfer to a CSU or UC without an ADT, then you have two choices: **Option 1)** Continue following CSU GE Breadth or IGETC (Visit the catalog archives) to find your CSU GE Breadth or IGETC pattern). **Option 2)** Transition to the Cal-GETC requirements to select your GE classes

Is Cal-GETC required for transfer to a CSU or UC campus?

NO. Cal-GETC is not admission requirement for transfer to either the UC or CSU and may not be best for students in high unit majors such as math and sciences. Cal-GETC is an alternative to completing the lower-division general education or breadth program at a CSU or UC campus for many transfer students but not all. Please be advised that the completion of Cal-GETC is required for students completing an Associate Degree for Transfer (AD-T) to a California State University.

What is certification of Cal-GETC?

Certification refers to official notification from Los Angeles Harbor College that a student transferring to any CSU/UC campus has completed courses fulfilling lower-division general education requirements. Cal-GETC certification must be requested by the students after being accepted to a CSU or UC campus. To obtain certification, students need to submit a request to the LAHC Admissions & Records (A&R) Office.

Can I get partial certification of Cal-GETC?

No.

Can Advanced Placement test scores be applied to Cal-GETC?

Yes. Students may earn Cal-GETC area credit for acceptable AP scores. Applying AP credit toward a major requirement will vary by UC/CSU campus. Please see a LAHC counselor when using AP credit for transfer.

Can I complete Cal-GETC coursework at more than one college?

Yes.

Can a course be used to satisfy a Cal-GETC area and a major requirement?

Yes. LAHC will certify courses taken at other California Community Colleges. These courses will be placed in the same Cal-GETC category identified at the offering college. Courses taken at other regionally accredited colleges/universities that do not have a Cal-GETC pattern may be used on Cal-GETC if the course is comparable to an approved Cal-GETC course at LAHC or another California Community College. International coursework is not acceptable for Cal-GETC. For courses completed outside of LAHC, please visit a LAHC counselor for advisement.

Can I use Cal-GETC to earn an Associate Degree?

Yes. Cal-GETC certification will satisfy the LAHC local general education requirement for an associate degree.

Can I use Cal-GETC to obtain a Certificate of Achievement?

Yes. Certification earns a Certificate of Achievement in Cal-GETC.

Can I use the CSU GE or IGETC pattern instead of Cal-GETC?

Please speak with a Counselor about the catalog rights and continuous enrollment policy as it pertains to the CSU GE or IGETC pattern. New students attending College for the first time in Fall 2025 must use the Cal-GETC pattern.

How does IGETC (Intersegmental General Education Transfer Curriculum) courses apply toward Cal-GETC?

Courses completed under IGETC pattern prior to Fall 2025 may be applied to Cal-GETC certification if they align with the corresponding Cal-GETC areas excluding Area 1C. COMM 104, 121, 122 & 151 may not be applied towards Cal-GETC 1C. Exception: COMM 101 may be used towards Cal-GETC area 1C.

When applying courses from IGETC, please refer to the Assist.org for a complete listing of courses and their approval dates. If a student completes a course in a year it did not appear on the IGETC course list, it cannot be used for the Cal-GETC certification.

How does Cal-GETC courses apply toward IGETC?

Courses taken under Cal-GETC starting Fall 2025 or later may be applied toward IGETC certification if they are approved for the corresponding IGETC areas.

Common Course Numbering Course Prefix and Number Changes:

Old Prefix/Number	New Common Course Prefix/Number
ENGLISH 101	ENGL C1000
ENGLISH 103	ENGL C1001
COMM 101	COMM C1000
MATH 227	STAT C1000
MATH 227S	STAT C1000E
POL SCI 001	POLS C1000
PSYCH 001	PSYC C1000

AP EXAMS APPROVED TO CLEAR SPECIFIC Cal-GETC GE AREAS ([Cal-GETC Standards 1.2 version](#))

A score of 3, 4, or 5 is required to grant credit for Cal-GETC certification. Generally, an acceptable score of 3, 4, or 5 for Cal-GETC equates to 3 semester units for certification purposes (Please check Cal-GETC Standards 1.2 section 6.1 for exceptions). **Note:** Actual AP transfer credit awarded is determined by the CSU and UC. Students must check the transfer institution's college catalog or website for units awarded toward the minimum 60 units required for admission and credit towards major preparation.

AP EXAMINATION	Cal-GETC Area	AP EXAMINATION	Cal-GETC Area
Art History	3A or 3B	Japanese Language & Culture	3B
Biology	5B and 5C	Latin	3B
Calculus AB	2	Macroeconomics	4
Calculus BC	2	Microeconomics	4
Calculus BC/AB sub score	2	Physics 1: Algebra-Based	5A and 5C
Chemistry	5A and 5C	Physics 2: Algebra-Based	5A and 5C
Chinese Language & Culture	3B	Physics C Mechanics	5A and 5C
Comparative Government & Politics	4	Physics C Electricity/Magnetism	5A and 5C
English Language/Composition	1A	Psychology	4
English Literature/Composition	1A or 3B	Spanish Language & Culture	3B
Environmental Science	5A and 5C	Spanish Literature & Culture	3B
European History	3B or 4	Statistics	2
French Language & Culture	3B	U.S. Government & Politics	4
German Language & Culture	3B	U.S. History	3B or 4
Human Geography	4	World History: Modern	3B or 4
Italian Language & Culture	4		

Division and Areas of Study Information

Division / Office	Areas of Study / Disciplines	Contact Information
Academic Affairs	Areas of Study: Contract Education, and Outreach Classes	academicaffairs@lahc.edu 310-233-4020
Adult and Noncredit Education	Areas of Study: Adult Education & Noncredit, and Community Services Classes	adulthood@lahc.edu 310-233-4450
Communications	Disciplines: American Sign Language, Basic Skills, English, English as a Second Language (credit and noncredit), French, Japanese, Journalism, Public Relations, Spanish, and Vocational Education	Division Chair: Hale Savard savardhe@lahc.edu 310-233-4252
Counseling and Academic Personal Development	Disciplines: Basic Skills, College Studies, Cooperative Education (Work Experience), Counseling, Learning Foundation, and Learning Skills	Division Chair: Sara Rubio rubiosv@lahc.edu 310-233-4230
Health Sciences	Disciplines: Emergency & Department Assistant, Health Occupations, Nursing, and Vocational Education	Division Chair: Lynn Yamakawa yamakalm@lahc.edu 310-233-4368
Humanities	Disciplines: Animation, Architecture, Art, Communication Studies, Environmental Design, Game Art & Design, Humanities, Music, Older Adults, Philosophy, Theater, and Vocational Education	Division Chair: Dr. Jonathon Klyng klyngj@lahc.edu 310-233-4425
Kinesiology, Health and Wellness	Disciplines: Dance Studies, Dance Techniques, Health, Kinesiology, Kinesiology Athletics, Kinesiology Majors	Division Chair: Leslie Trujillo trujillc@lahc.edu 310-233-4216
Library Science	Disciplines: Library Science	Division Chair: Jonathon Lee leeja@lahc.edu 310-233-4478
Mathematics and Technology	Disciplines: Accounting, Administration of Justice, Basic Skills, Mathematics, Statistics, and Vocational Education	Division Chair: Farzaneh Saddigh saddigf@lahc.edu 310-233-4502
Professional Services and Psychology	Disciplines: Basic Skills, Business, Culinary Arts, Finance, Hospitality, International Business, Management, Marketing, Management, Professional Baking, Psychology, Real Estate, Statistics, Supervision, and Vocational Education	Division Chair: Dr. Lorrie Kato katoIn@lahc.edu 310-233-4674
Science	Disciplines: Anatomy, Astronomy, Basic Skills, Biology, Biotechnology, Chemistry, Engineering Graphics & Design, Engineering General, Engineering, Environmental Science, Family and Consumer Studies, Geography, Geology, Microbiology, Nutrition, Oceanography, Physical Science, Physics, and Physiology	Division Chair: Dr. Joaquin Arias ariasji@lahc.edu 310-233-4511
Social Sciences	Disciplines: African American Studies, Anthropology, Asian American Studies, Basic Skills, Chicano Studies, Child Development, Computer Applications of Office Technology, Computer Information Systems, Computer Science, Economics, Education, English as a Second Language-Civics, Fire Technology, History, Parenting, Political Science, Registered Behavior Technician, Service Learning, Sociology, and Vocational Education	Division Chair: Son Nguyen nguyens@lahc.edu 310-233-4065

Courses

All credit and noncredit courses available at Harbor College are listed in the forthcoming pages by their prefix (subject abbreviation), number, any applicable suffix, title, and description, along with any applicable distinctions listed below, some abbreviated as shown in parentheses.

- **Total Hours** listed represent the total time required for instructional activities (aka, “class time”) for the term. For every hour listed as “**lecture**” (LEC), a student is expected to spend an additional two hours of independent activities outside of class time. For every hour listed as **Lab/Activity/Work Experience** (LAB), a student is expected to spend up to an additional half-hour of independent activities outside of class time. The duration of each meeting is approximately equivalent to the total hours (lecture and lab) divided by the number of meetings, with 10-minute breaks added each hour after the first one hour and forty-nine minutes.
- **Credit** (CR) courses generate units and enrollment fees. And once successfully completed, they can only be repeated if designated as repeatable or if other conditions apply (refer to “Repeatable Courses.”).
- **Units** (for credit courses only) are based on the total student learning hours—those required for a typical student to meet the course objectives, including both class time, LEC and LAB, and independent time—all divided by 54.
- **Noncredit** (NC) courses do not generate units or enrollment fees. They can be repeated without limitation, regardless of previous grades earned.
- The **grading options** available for a course are designated by the following codes:
 - LTR: Letter Grade
 - PNP: Pass/No Pass
 - NGG: No grade given (noncredit only)
- Credit courses designated as **repeatable** (RPT) may be taken up to four times for credit.
- Credit courses grouped into “**families**” (FAM) can be taken in any combination within the family up to four times. (Refer to “Course Families.”)
- **Degree-applicable** (DA) courses are credit courses that can be used to satisfy course requirements for credit degrees and certificates.
- **Non-degree-applicable** (NDA) courses include both credit courses that do not satisfy course requirements for credit degrees or certificates and noncredit courses that satisfy requirements for noncredit certificates and applicable credit course prerequisites, corequisites, or advisories.
- **Major** (MAJ) courses are those that satisfy a major requirement or elective option for one or more degrees or certificates.
- Courses having a **course identification** (C-ID) prefix and number are accepted as equivalent to courses with the same C-ID prefix and number at other California Community Colleges and California State Universities.
- Courses that are accepted for **transfer credit** at the California State University (CSU) and/or University of California (UC) are so designated.
- Courses eligible for **honors** credit (HON) are so designated (refer to “Honors”).
- **General Education** refers to a set of courses organized by topic or “area” that is required for all degrees and general education certificates (refer to “General Education.”). Transfer degrees and the general education certificate require completion of the California General Education Transfer Curriculum (CALGETC) pattern. Other degrees require completion of either the CALGETC or the Los Angeles Community College District General Education (LACCDGE) pattern. The area(s) a course satisfies are designated by the pattern abbreviation(s) and alphanumeric codes listed below:

<u>CALGETC</u> 1A: English Composition 1B: Critical Thinking and Composition 1C: Oral Communication 2: Mathematical Concepts and Quantitative Reasoning 3A: Arts 3B: Humanities 4: Social and Behavioral Sciences 5A: Physical Science 5B: Biological Science 5C: Laboratory 6: Ethnic Studies	<u>LACCDGE</u> 1A: English Composition 1B: Oral Communication and Critical Thinking 2: Mathematical Concepts and Quantitative Reasoning 3: Arts and Humanities 4A: American Institutions 4B: Social and Behavioral Sciences 5A: Natural Sciences 6: Ethnic Studies 7: Lifelong Learning and Self-development
- **Credit for Prior Learning** (CPL) is credit earned through learning outside the classroom, for example, on-the-job training or certification, military training or experience, self-study, etc. Courses that are pre-approved for one or more types of CPL are so designated. However, CPL may be available via petition for other courses. Consult a counselor for details.
- **Prerequisites** are conditions that must be met prior to enrollment in a course.
- **Corequisites** are courses that must be taken concurrently with the associated course.
- **Anti-requisites** are conditions that prevent enrollment in the associated course. For example, previous completion of an equivalent course.
- **Advisories** are courses recommended (but not required) to be taken prior to or concurrently with the associated course.
- **Materials Fees** are fees that must be paid by applicable deadlines upon enrollment in the associated course (refer to “Materials Fees”).
- Courses that may be offered via **distance education** (DE), aka, “online,” are so designated.

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Course Listings

A S L – American Sign Language

(Communications Division)

Note: The college will not be offering A S L courses until they are UC-transferable, which is anticipated to be approved starting Fall 2026. Students wishing to take A S L courses prior to then are encouraged to enroll at another LACCD college.

A S L 001: American Sign Language I

- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 3; CSU
- Description: This is an introductory course for developing cultural and conversational skills using the manual alphabet and American Sign Language. It is designed to assist in communicating with and in understanding the linguistic and cultural aspects of the Deaf Community. This course is equivalent to two years of high school American Sign Language.

- Pre: A S L 001
- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 3; CSU
- Description: This course is a continuation of the study of elementary American Sign Language (ASL) vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns are presented together with the incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations. Topics are presented in readings, videos, and discussions in ASL. Non-verbal communication is emphasized.

A S L 002: American Sign Language II

ACCTG – Accounting

(Math and Technology Division)

also refer to VOC ED

ACCTG 001: Introductory Accounting I

- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; C-ID ACCT 110; CSU/UC
- Description: 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.

- Description: 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 011: Cost Accounting

- Pre: ACCTG 002
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

ACCTG 002: Introductory Accounting II

- Pre: ACCTG 001 or ACCTG 021 and 022
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; C-ID ACCT 120; CSU/UC
- Description: 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 015: Tax Accounting I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 003: Intermediate Accounting I

- Pre: ACCTG 002
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU

ACCTG 016: Tax Accounting II

- Pre: ACCTG 001 or 015
- Total Hours: 54 Lec; DE

- 3 units; Letter Grade
- Maj; CSU
- Description: A continued study of income tax regulations and procedures is made. Accounting methods, installment sales, partnerships and corporate income tax procedures are studied.

ACCTG 032: Accounting Using Quickbooks Pro

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj
- Description: In this course, students use QuickBooks software applications to perform accounting with emphasis on setting up new companies, data input using source documents, updating information on lists, analyzing information, generating reports, and decision making using case studies. Throughout the course students review basic accounting concepts.

ADM JUS – Administration of Justice

(Math and Technology Division)

ADM JUS 001: Introduction To Administration Of Justice

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 4B; C-ID AJ 110; CSU/UC
- Description: 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 002: Concepts Of Criminal Law

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 4B; C-ID AJ 120; CSU/UC
- Description: 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 003: Legal Aspects Of Evidence

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 4B; C-ID AJ 124; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course will examine the origin, development, philosophy and constitutional basis of evidence. Kinds and degrees of evidence, rules governing evidence admissibility, judicial decisions and procedural considerations affecting arrest, search and seizure.

ADM JUS 005: Criminal Investigation

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; C-ID AJ 140; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 006: Patrol Procedures

- Total Hours: 54 Lec; DE

- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: This course includes the responsibilities, techniques, and methods of police patrol procedures.

ADM JUS 008: Juvenile Procedures

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; C-ID AJ 220; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 014: Report Writing For Peace Officers

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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 016: Recruitment Selection Process

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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 037: California Criminal Procedures I

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; C-ID AJ 122; CSU
- Description: 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 042: Advanced Criminal Law

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP

- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 067: Community Relations I

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 4B; C-ID AJ 160; CSU/UC
- Description: 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 075: Introduction To Corrections

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 4B; C-ID AJ 200; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC
- Description: 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: hours.

ADM JUS 750: Ethics And The Criminal Justice System

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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.

AFRO AM – African American Studies

(Social Sciences Division)

AFRO AM 004: The African American In The History Of The U.S. I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4or6; CSU Am Inst US1
- Description: This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, race, gender, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The “Peculiar Institution”, Abolition, the Civil War, Westward Expansion, Emancipation, and Reconstruction.

AFRO AM 005: The African American in the History of the U.S. II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4or6; CSU Am Inst US1
- Description: The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th Century, the entire 20th Century, and the early decades of the 21st Century. This course examines the cultural shifts of the 19th Century Reconstruction and Redemption Periods and analyzes both the 20th Century and early 21st Century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present.

ANATOMY – Anatomy

(Science Division)

also refer to PHYSIOL

ANATOMY 001: Introduction To Human Anatomy

- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; C-ID BIOL 110 B; CSU/UC; Cal-GETC 5B&5C

- Description: 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.

ANIMATN – Animation

(Humanities and Fine Arts Division)

also refer to GAD

ANIMATN 212: Character Animation and Design

- Pre: ART 201
- Total Hours: 36 Lec/72 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course provides foundational character animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue and facial expressions.

ANIMATN 218: Fundamentals Of Animation

- Total Hours: 36 Lec/72 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: This course provides foundational animation concepts and experimental techniques. The concepts include squash and stretch, anticipation, overlapping action, analyzing, and depicting natural forces. The techniques introduced include drawing, puppet making, sand, paint, and cutouts, providing the basic principles of animation focusing on timing and weight through a series of projects.

ANIMATN 219: Animation Process And Production

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course exposes students to the process and production in animation and related industries. Topics covered include preproduction and production, as well as project management from concept to completion including scheduling, budget management, and team building.

ANIMATN 221: Three-Dimensional Animation I

- Total Hours: 36 Lec/72 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This advanced course introduces students to high-end three-dimensional animation software. Students acquire familiarity with the expansive interface. Students gain basic understanding and proficiency in 3-D modeling, texture, and animation. Basic animation concepts are reinforced and demonstrated through regular projects.

ANIMATN 225: Three-Dimensional Character Animation

- Pre: ANIMATN 221
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course explores 3-D character animation, focusing on the 12 principles of traditional animation with emphasis on timing, weight, and performance. In addition, students are introduced to rigging a character using a skeleton, morph targets to create facial expressions, lip sync, and other animation techniques uniquely relevant to 3-D character animation including changes in translation, scale, and rotation through space in time as well as learning camera control and lighting techniques.

ANIMATN 227: Three-Dimensional Animation Project

- Pre: ANIMATN 221
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course concentrates on using advanced 3-D techniques to create, design and produce an animated 3-D project from concept to final edit. With the supervision of the instructor, students design, model, animate, render, and composite a project suitable for their portfolio while learning pre-production, production, and post-production pipelines and methods.

ANTHRO – Anthropology

(Social Sciences Division)

ANTHRO 101: Human Biological Evolution

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; C-ID ANTH 110; CSU/UC; Cal-GETC 5B
- Description: 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 Anthropology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 4B; C-ID ANTH 120; CSU/UC; Cal-GETC 4
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B/5; C-ID ANTH 150; CSU/UC; Cal-GETC 4
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; C-ID ANTH 130; CSU/UC; Cal-GETC 4
- Description: As an introduction to linguistic anthropology, 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 anthropology 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

- Pre or Co: ANTHRO 101
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID ANTH 115 L; CSU/UC; Cal-GETC 5C

- Description: This course will enable students to apply key concepts and techniques in physical anthropology. 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: Anthropology Of Religion, Magic And Witchcraft

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; CSU/UC; Cal-GETC 4
- Description: 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.

ANTHRO 132: Native People Of North America

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: This course is a survey of traditional and contemporary native cultures of North America. Emphasis will be placed on the anthropological concepts and theories which facilitate an understanding of the rich diversity of American Indian life, including economics, social organization, politics, supernaturalistic beliefs, a variety of current issues, and other topics.

ARC – Architecture (Humanities and Fine Arts Division)

also refer to ENV

ARC 115: Architectural Practice

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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.

ARC 121: Freehand Drawing I

- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Maximum credit, 2 units
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 162: Computer-Aided Design And Drafting

- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Introduction and intermediate level course using AutoCAD drafting software. The course covers all basic commands, drawing organization, including more advanced concepts such as dynamic blocks, annotative text and annotative dimensioning.

ARC 164: Design Software For Architecture

- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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

- Fee: \$20.0
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ARC 172 and ARC 162 or ARC 164; Fee: \$20.0
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ENV 101 and ARC 172
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: ARC 201
- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC

- Description: 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 223: Portfolio Development

- Pre: ARC 160 and 201; or Pre: ARC 160 and Co: ARC 201
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ARC 261
- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ARC 173
- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ARC 173
- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

ART – Art

(Humanities and Fine Arts Division)

ART 100: Introduction To Studio Art For Non-Art Majors

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: 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 though critically examining their perceptions of how the brain works and how to express ideas through artistic means.

ART 101: Survey Of Art History I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTH 110; Hon; CSU/UC; Cal-GETC 3A
- Description: 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

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTH 120; Hon; CSU/UC; Cal-GETC 3A
- Description: A study is made 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

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTH 100; CSU/UC; Cal-GETC 3A
- Description: This is a cultural course designed to acquaint the student with the art products of our civilization and to provide a basis and an understanding of the fundamental art principles expressed in both the useful and the fine arts. It is recommended for non-art majors.

ART 111: History Of Contemporary Art

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: This survey course examines the various art movements beginning with the cubist movement and advancing through today's modern art scene.

ART 201: Drawing I

- Fam A04
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTS 110; CSU/UC; Cal-GETC 3A
- Description: 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

- Fam A04

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTS 205; CSU/UC
- Description: 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

- Fam A05
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Fam A05
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Fam A05
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Fam A05
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTS 210; CSU/UC
- Description: This course is an introduction to various painting materials, media and techniques. The course also is a survey of painting methods both contemporary and traditional.

ART 301: Watercolor Painting I

- Fam A08
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade

- Maj; LACCDGE 3; CSU/UC
- Description: In this course students will be exposed to various tools and media associated with watercolor representation. Project will stress the development of personal style and developing eye recognition of various watercolor techniques.

ART 302: Watercolor Painting II

- Pre: Art 301; Fam A08
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Fam A08
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: A continuation of various transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

ART 304: Acrylic Painting I

- Fam A10
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Fam A10
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: A continuation of Acrylic Painting I with emphasis on composition.

ART 306: Acrylic Painting III

- Fam A10
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: A continuation of Acrylic Painting II with emphasis on various concepts, styles and techniques.

ART 310: Beginning Oil Painting

- Fam A06
- Total Hours: 18 Lec/54 Lab
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: ART 310; Fam A06
- Total Hours: 18 Lec/54 Lab
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

ART 312: Advanced Oil Painting

- Fam A06
- Total Hours: 18 Lec/54 Lab
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: A continuation of Intermediate Oil Painting with emphasis on portraiture 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

- Adv: ART 201; Fam A02
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTS 100; CSU/UC
- Description: 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

- Fam A02
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ARTS 101; CSU/UC
- Description: 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

- Fam A02
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- CSU/UC
- Description: 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

- Fam A12
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ART 521; Adv: ART 501 and 502; Fam A12
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 633: Introduction To Computer Graphics

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 3; CSU
- Description: 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 634: Computer Graphics I: 3D Computer Graphics

- Pre: ART 501
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students explore three-dimensional digital design techniques, concepts and applications employed as tools in the creation of games and animation. Students focus on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

ART 636: Computer Graphics 2: 3D Computer Graphics

- Pre: ART 634
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students create detailed three-dimensional objects and animations for games and animation projects; create advanced 3D models and textures; and render animated projects with advanced lighting, textures, and camera techniques. Introduces character rigging and concepts in character animation and motion capture.

ART 637: Presentation Graphics

- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- CSU
- Description: 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: hours.

ART 639: Introduction To Digital Imaging

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Choose Letter/PNP
- Maj; LACCDGE 3; C-ID ARTS 250; CSU/UC
- Description: 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

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- CSU/UC
- Description: 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

- Pre: Art 501 and 713; Fam A07
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Fam A18
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC

- Description: 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

- Pre: Art 713
- Total Hours: 72 Lab; DE
- 2 units; Letter Grade
- CSU/UC
- Description: 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

- Adv: Concurrent enrollment in Art 501; Fam A01
- Total Hours: 72 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: ART 713; Fam A01
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: This course provides a further study of ceramics its materials, design, and production. More emphasis is put on glazes and kiln firing.

ASIAN – Asian American Studies

(Social Sciences Division)

ASIAN 001: Asian American History

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; Hon; CSU/UC; Cal-GETC 4
- Description: This ethnic studies course examines the history of Asian Americans in the United States since the nineteenth century with regard to political, economic, social, cultural, and legal issues through an ethnic studies lens. In particular, this course critically analyzes race, racism, agency, and intersectionality in the lived experiences and narratives beginning with early Asian American communities.

ASIAN 002: Contemporary Asian American Issues

- Total Hours: 54 Lec
- 3 units; Letter Grade

- Maj; LACCDGE 4Bor6; CSU/UC; Cal-GETC 4
- Description: This course examines contemporary and ongoing political, economic, and social issues affecting Asians in America. The representative groups and communities include Chinese, Japanese, Koreans, Filipinos, South Asians, and Southeast Asians.

ASIAN 020: Asian American Film and Media

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3or6; CSU/UC; Cal-GETC 3A
- Description: This ethnic studies course examines representations of Asians and Asian Americans in film and visual media spanning from the early twentieth century to the present. Aesthetic, historical, and political themes of representation are approached utilizing an interdisciplinary ethnic studies framework.

ASTRON – Astronomy

(Science Division)

ASTRON 001: Elementary Astronomy

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5A
- Description: 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 005: Fundamentals Of Astronomy Laboratory

- Pre or Co: ASTRON 001
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; CSU/UC; Cal-GETC 5C
- Description: 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

(Science Division)

also refer to BIOTECH, MICRO

BIOLOGY 003: Introduction To Biology

- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5B&5C
- UC Credit Limit: No credit for BIOLOGY 003 or BIOLOGY 005 if taken after BIOLOGY 006
- Description: This general biology course is for students who are not biology majors. Topics include, the chemistry of life, basic molecular and cellular biology, genetics, evolutionary theory, the diversity of organisms, and ecology. The laboratory exercises augment concepts learned in lecture using the scientific method.

BIOLOGY 005: Introduction To Human Biology

- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; Hon; CSU/UC; Cal-GETC 5B&5C
- UC Credit Limit: No credit for BIOLOGY 003 or BIOLOGY 005 if taken after BIOLOGY 006
- Description: 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 006: General Biology I

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics

- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID BIOL 190 (+ BIOLOGY 007: BIOL 135 S); CSU/UC; Cal-GETC 5B&5C
- Description: In this class designed for general biology majors and pre-professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution, and organization at the tissue level in plants and animals.

BIOLOGY 007: General Biology II

- Pre: BIOLOGY 006
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID BIOL 140 (+ BIOLOGY 006: BIOL 135 S); CSU/UC; Cal-GETC 5B&5C
- Description: This is a general biology course designed for life science and many pre-health majors. It examines the unifying principles of biology through the study of phylogeny, taxonomy, organismal structure/function, evolution, and ecology. Note: Some 4-year institutions prefer that Biology 6 and 7 be taken at the same college.

BIOLOGY 033: Medical Terminology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

BIOTECH – Biotechnology

(Science Division)

also refer to BIOLOGY, MICRO

BIOTECH 002: Biotechnology I

- Total Hours: 36 Lec/72 Lab
- 4 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC
- Description: This course expands concepts introduced in Biotech 001. Students will be given theoretical instruction and hands-on experience in many of the basic skills used in biotechnology labs, including the preparation of solutions and buffers, pipetting techniques, microscopy and cell counting, spectroscopy, centrifugation techniques and the proper measurement of pH, mass and volume. Students will learn and practice proper aseptic techniques in their preparation of solutions, buffers and culture media. The proper validation and maintenance of lab equipment will be explained. Instruction on good laboratory practice (GLP), good clinical practice (GCP) and good manufacturing practice (GMP) will be given. Students will learn how to write standard operating procedures (SOPs) and how to maintain a laboratory notebook. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 003: Biotechnology II

- Pre: BIOTECH 002
- Total Hours: 36 Lec/108 Lab
- 4 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC
- Description: This course expands concepts and techniques introduced in Biotechnology I. Students are introduced to modern molecular biology techniques, including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Students explore the production and purification

of proteins using biochemical techniques such as immunochemistry and chromatography.

BIOTECH 006: Biotechnology: Quality Control

- Pre: BIOTECH 002 and BIOTECH 003
- Total Hours: 36 Lec
- 2 units; Letter Grade
- Maj; C-ID BIOT 210 X; CSU
- Description: Introduces quality control and validation in the field of biotechnology. An overview of good manufacturing practices is given incorporating the importance of quality control and assurance in the manufacturing of biotechnology products focusing on validation assays, system evaluations and process testing and reporting.

BIOTECH 008: Biological Research Internship

- Pre: BIOTECH 003
- Total Hours: 18 Lec/72 Lab
- 2 units; Letter Grade
- Maj; CSU
- Description: Provides students the opportunity to work as an intern in an academic or industrial biotechnology environment. Students will apply skills and techniques learned in prerequisite courses toward an individual project determined by the director of the facility in which the internship will be done. Students will also attend lectures addressing the use of Microsoft Word and Powerpoint in preparing written and oral scientific presentations. At the end of the internship students will present their internship accomplishments in the forms of a scientific paper, poster, and oral presentation.

BSICSKL – Basic Skills (Noncredit)

This prefix includes courses of varied topics administered by different divisions. Refer to the table below for course numbers belonging to each topic.

Business (Professional Services and Psychology Division)	BSICSKL 065, 066, 075, 077, 078	also refer to ACCTG, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, MGMT, REAL ES, SUPV, VOC ED
Computer Literacy (Social Sciences Division)	BSICSKL 060	also refer to CAOT, CIS, CS, VOC ED
Counseling and Other Services (Counseling Division)	BSICSKL 023, 027, 075	also refer to COUNSEL, LRNFDTN, LRNSKIL
English (Communications Division)	BSICSKL 006, 204, 205, 206, 208, 209, 210	also refer to ENGL, ENGLISH
GED - General Education Diploma		
English (Communications Division)	BSICSKL 083, 087	
Math (Math and Technology Division)	BSICSKL 084	
Science (Science Division)	BSICSKL 085	
Social Science (Social Sciences Division)	BSICSKL 086	
Math (Math and Technology Division)	BSICSKL 033	also refer to MATH, Math for High School Students, STAT

BSICSKL 006CE: Review Of Basic English

- Total Hours: 27 Lec; DE
- 0 units; NGG
- NC
- Description: This course will reinforce grammar rules and usage. The course reviews parts of speech, sentence structure, and effective paragraph models and strategies.

- NC
- Description: 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.

BSICSKL 027CE: Foundations: Study Skills

- Total Hours: 18 Lec
- 0 units; NGG
- NC; Maj
- Description: This is a course in study skills strategies which will help students develop the skills needed to be successful in the college environment by focusing on listening and note taking, textbook reading, time management, and test taking strategies and techniques.

BSICSKL 023CE: College And Scholastic Assessment Preparation

- Total Hours: 72 Lec; DE
- 0 units; PNP

BSICSKL 033CE: Developing Mathematical Thinking

- Total Hours: 36 Lec
- 0 units; PNP
- NC
- Description: This course is for students who want to attain a readiness for the study of Mathematics. It is designed to help students begin to develop the thinking, problem solving, organizational, and study skills necessary to succeed in Mathematics.

BSICSKL 060CE: Basic Computer Literacy

- Total Hours: 18 Lec/36 Lab; DE
- 0 units; PNP
- NC
- Description: This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students understand the basic computer hardware and the computer operating system. The class will also focus on developing basic computer skills using Microsoft Word and becoming familiar with online search engines including sending and receiving e-mails.

BSICSKL 065CE: Financial Literacy - Credit Basics

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC
- Description: This course develops a foundation of credit management concepts to enable students to understand credit management, credit risk management, lending objectives, and how to measure credit risk. The course also describes the credit rating systems and discusses the impact of deferred and defaulted education loans on credit scores.

BSICSKL 066CE: Financial Literacy - Personal Money Management

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC
- Description: This course develops a foundation of money management concepts to assist students in developing a financial plan to meet their educational goals using various strategies: FAFSA, BOGG, scholarships, social fund raising and banking products including checking and savings accounts.

BSICSKL 075CE: Introduction To Post-Secondary Education

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC
- Description: This course introduces students to the opportunities and benefits of a post-secondary education. Students are also introduced to the importance of developing cognitive strategies, content knowledge, and self-management skills that will assist them successfully achieve their academic and career.

BSICSKL 077CE: Fundamental For Workplace Success - Teamwork

- Total Hours: 36 Lec; DE
- 0 units; NGG
- NC
- Description: This course will prepare students to successfully collaborate and work effectively with their colleagues and co-workers in diverse settings by strengthening their employability, interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and

strategies that optimize their strengths and help them increase their effectiveness and efficiency at work.

BSICSKL 078CE: Fundamentals For Workplace Success II -Effective Communication And Leadership Skills

- Total Hours: 36 Lec; DE
- 0 units; NGG
- NC
- Description: This course focuses on developing workplace skills. Students will work on interview techniques that will assist them successfully gain employment. They will also be introduced to active listening, effective communicating, and purposeful and productive leadership skills that will assist them attain their career goals.

BSICSKL 083CE: GED/HiSET PREPARATION: LITERATURE AND THE ARTS

- Total Hours: 180 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This course is designed to prepare students for the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills - reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries.

BSICSKL 084CE: GED/HiSET Preparation: Mathematics

- Total Hours: 180 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It will include arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study.

BSICSKL 085CE: GED/HiSET Preparation: Science

- Total Hours: 180 Lab; DE
- 0 units; NGG
- NC; Maj
- Description: This course is designed to prepare students to pass the General Educational Development (GED): Science Test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

BSICSKL 086CE: GED/HiSET Preparation: Social Studies

- Total Hours: 180 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This course is designed to assist students prepare for the Social Studies component of the General Education Development (GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography.

BSICSKL 087CE: GED/HiSET Preparation: Writing Skills

- Total Hours: 180 Lab; DE
- 0 units; PNP

- NC; Maj
- Description: This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination. It will include sentence structure, English usage, mechanics, and writing 5-paragraph essays.

BSICKSL 204CE: College Readiness: Writing Skills I

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is a foundational level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation.

BSICKSL 205CE: College Readiness: Writing Skills II

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is a basic level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation and paragraph development.

BSICKSL 206CE: College Readiness: Writing Skills III

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is an intermediate level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation, paragraph development, and composition writing.

BSICKSL 208CE: College Readiness: Reading Skills I

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is a foundational level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include constructing meaning, recalling information, interpreting graphic information, evaluating and extending meaning, and words in context.

BSICKSL 209CE: College Readiness: Reading Skills II

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is a basic level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include developing reading comprehension, analysis, and interpretation skills including inferencing, predicting outcome, drawing conclusions, comparing and contrasting, recognizing cause and effect, and paraphrasing.

BSICKSL 210CE: College Readiness: Reading Skills III

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This is an intermediate level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college readiness. Skill competencies include develop strategies that assist them in understanding and responding to intermediate-level reading material. Skills include evaluating different forms of readings, summarizing, questioning validity and relevance of information, analyzing, and synthesizing of information.

BUS – Business

(Professional Services and Psychology Division)

also refer to ACCTG, BSICKSL, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, MGMT, REAL ES, SUPV, VOC ED

BUS 001: Introduction To Business

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID BUS 110; CSU/UC
- Description: 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 005: Business Law I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID BUS 125; CSU/UC

- Description: 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 015: Business Statistics

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course provides a comprehensive overview of business statistics, focusing on key areas such as descriptive statistics, probability,

sampling distributions, and statistical inference. With an emphasis on business applications, students will explore correlation and linear regression, analysis of variance, and both chi-square and t-tests. Special attention is given to probability techniques and hypothesis testing as tools for business decision-making. The course will extensively use real-world data from diverse business sectors including finance, operations, compliance, and marketing.

BUS 031: Business English

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course covers word choice, sentence and paragraph construction, punctuation, spelling and vocabulary are studied within the context of modern business communications.

BUS 032: Business Communications

- Pre: BUS 031 or ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID BUS 115; CSU
- Description: 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 038: Business Computations

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course introduces students to the mathematical concepts and applications necessary for successful business careers. Topics will include checking accounts, trade and cash discounts, markups, payroll, simple interest and promissory notes, compound interest, inventory valuation formulas, depreciation formulas, present value applications, and financial statement analysis.

BUS 185: Directed Study - Business

- Total Hours: 18 Lec
- 1 units; Letter Grade
- CSU
- Description: 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 and Office Technologies

(Social Science Division)

also refer to BSICSKL, CIS, CS, VOC ED

CAOT 001: Computer Keyboarding And Document Applications I

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 3 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 033: Records Management and Electronic Filing

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: In this course students learn standard indexing and filing rules for manual and electronic filing systems as well as records management procedures

CAOT 034: Business Terminology

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication.

CAOT 047: Applied Office Practice

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- Total Hours: 90 Lab; DE
- 2 units; Letter Grade
- Maj
- Description: This course provides practice of office skills in an office. Placements are made according to the skills possessed by the student and requirements of the office.

CAOT 048: Customer Service

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

CAOT 064: Computer Applications And Office Technologies Laboratory

- Total Hours: 36 Lab; DE
- 1 units; PNP
- Maj; CSU
- Description: This laboratory course will provide students enrolled in all Office Administration skills courses additional work time to reinforce skills being developed.

CAOT 067: Microsoft Outlook For The Office

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- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj
- Description: 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 078: Microcomputer Acctg Applications For The Electronic Office

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 082: Microsoft Office Suite

- Adv: CAOT 001
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course provides hands-on experience and training in the basic concepts and functions of the Microsoft Office Suite. Students gain core level skills necessary to design, create, and edit word processing documents using Word, spreadsheets using Excel, databases using Access, and presentation graphics using PowerPoint. Other topics may include e-mail and communication software using Outlook, information systems, e-commerce, networking, ethics and security, and computer hardware components, and the Windows operating system.

CAOT 084: Microsoft Word

- Adv: CAOT 001
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 085: Microsoft Excel: Spreadsheet

- Total Hours: 18 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 086: Microsoft Access: Database

- Adv: CAOT 001
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Adv: CAOT 085
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj
- Description: Develops competencies in the fundamentals of Microsoft Excel. Students will use MS Excel to create and format workbooks, construct basic formulas, use functions, and create charts. Students will also prepare financial spreadsheets and pivot tables. The course is designed to familiarize students with Microsoft Excel and its applications in the business world.

CAOT 088: Microcomputer Office Applications: Desktop Publishing

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

CAOT 092: Computer Windows Application

- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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: Microsoft PowerPoint: Presentation Design

- Adv: CAOT 001
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

CH DEV – Child Development

(Social Sciences Division)

CH DEV 001: Child Growth And Development

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID CDEV 100; CSU/UC; Cal-GETC 4
- Description: 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 002: Early Childhood: Principles And Practices

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID ECE 120; CSU
- Description: 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 003: Creative Experiences For Children I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU
- Description: This course explores creative experiences for young children. Class instruction prepares students in designing and implementing developmentally-appropriate and culturally relevant teaching strategies, use of materials and media in the Curriculum areas of visual arts, music, dramatic play, rhythm and movement, and literacy experiences.

CH DEV 005: Puppetry I

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 007: Introduction To Curriculum In Early Childhood Education

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID ECE 130; CSU
- Description: Exploration of developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings.

CH DEV 008: Curriculum In Early Childhood Education

- Pre: CH DEV 002
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to language and literacy, social studies, music, and rhythm, physical and motor mastery, and mathematics. This class will have a strong emphasis on art and creativity, understanding the importance of the environment, and the role of the teacher.

CH DEV 010: Health, Safety And Nutrition

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID ECE 220; CSU
- Description: 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 011: Child, Family And Community

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID CDEV 110; CSU/UC
- Description: 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 012: Parent-Teacher-Child Interaction

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 014: Dual Language Development in the Early Years

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; CSU
- Description: Exploration of language acquisition and dual language development throughout early childhood. Current research will be reviewed as it relates to social and educational policies and practices, considering influences of families, cultures, schools, and communities.

CH DEV 022: Practicum In Child Development I

- Pre: CH DEV 001, 002, 007 and 011; and Health Exam and TB Test
- Total Hours: 36 Lec/108 Lab; DE
- 4 units; Letter Grade
- Maj; C-ID ECE 210; CSU
- Description: 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 child care homes, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom.

CH DEV 023: Practicum In Child Development II

- Pre: CH DEV 022
- Total Hours: 36 Lec/108 Lab; DE
- 4 units; Letter Grade
- Maj; CSU
- Description: 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 030: Infant/Toddler Development

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 031: Infant/Toddler Care and Education

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

CH DEV 034: Observing And Recording Children's Behavior

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID ECE 200; CSU
- Description: 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 036: Literature For Early Childhood

- Total Hours: 18 Lec
- 1 units; Letter Grade
- Maj; CSU
- Description: 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 038: Administration & Supervision Of Early Childhood Programs I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 039: Administration II: Personnel and Leadership In Early Childhood Education

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 042: Teaching In A Diverse Society

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID ECE 230; CSU/UC
- Description: 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 044: Early Intervention For Children With Special Needs

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of exceptional children from birth to age eight. An introduction to legal mandates, laws and legislation, assessment, and the IEP/IFSP process and the resulting impact on children and families will be examined.

CH DEV 045: Programs For Children With Special Needs

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC
- Description: 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 065: Adult Supervision/Early Childhood Mentoring

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: This course is an overview of the methods and principles of mentoring and supervising adults in early childhood education settings. Topics explored include environmental quality assessment, performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, and staff roles and responsibilities. This course is required for upper levels of the California Child Development Permit and to qualify as a California Early Childhood Mentor.

CH DEV 075: Child Safety

- Total Hours: 18 Lec
- 1 units; Letter Grade
- Maj
- Description: 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.

CH DEV 172: Introduction To Careers In Child Development

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

CH DEV 185: Directed Study - Child Development

- Total Hours: 18 Lec
- 1 units; Letter Grade
- Maj; CSU
- Description: This course allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

CHEM – Chemistry

(Science Division)

CHEM 051: Fundamentals Of Chemistry I

- Total Hours: 72 Lec/54 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: No credit for CHEM 051 or CHEM 065 if taken after CHEM 101
- Description: This is an introductory course designed for nursing and Allied Health students, who do not take Chemistry 101, yet need a physical science course with a laboratory. This course covers, in an introductory manner, the basic principles, laws, and nomenclature of inorganic chemistry, organic chemistry, and biochemistry.

CHEM 065: Introductory General Chemistry

- Pre: Elementary Algebra or equivalent or higher, or by placement into any transfer-level math/statistics
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; C-ID CHEM 101; CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: No credit for CHEM 051 or CHEM 065 if taken after CHEM 101
- Description: 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 an Advisory for Chemistry 101.

CHEM 066: Organic And Biochemistry For Allied Health

- Pre: CHEM 051 or 65
- Total Hours: 54 Lec/108 Lab
- 5 units; Letter Grade

- Maj; LACCDGE 5; CSU/UC
- UC Credit Limit: CHEM 066, CHEM 211, and CHEM 212 combined: maximum credit, 2 courses.
- Description: 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

- Adv: CHEM 065
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID CHEM 110 (+ CHEM 102: CHEM 120 S); Hon; CSU/UC; Cal-GETC 5A&5C
- Description: 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

- Pre: CHEM 101
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID (+ CHEM 101) CHEM 120 S; Hon; CSU/UC; Cal-GETC 5A&5C
- Description: 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

- Pre: CHEM 102
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID CHEM 150 (+ CHEM 212: CHEM 160 S); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: CHEM 066, CHEM 211, and CHEM 212 combined: maximum credit, 2 courses.
- Description: 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

- Pre: CHEM 211
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID (+ CHEM 211) CHEM 160 S; CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: CHEM 066, CHEM 211, and CHEM 212 combined: maximum credit, 2 courses.
- Description: 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.

CHICANO – Chicano Studies

(Social Sciences Division)

CHICANO 002: The Mexican-American In Contemporary Society

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor6; CSU/UC
- Description: The primary focus is on the development of Mexican American/Chicana/o/x communities in the contemporary United States. This course investigates the macro and micro impact of Chicana/o/x communities in U.S. society through an examination of present-day ethnic studies principles. Special attention will be given to economic, social, political, cultural, and institutional determinants that are important to the Chicana/o/x as well as the Latina/o/x experience.

CHICANO 004: Introduction To Chicana/o Studies

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Bor6; CSU
- Description: This course surveys the origins of Chicano/o Studies in relation to contemporary Chicano culture. It examines race, ethnicity, culture in relation to Chicana/o communities and their social justice movements and struggles. Analysis placed on the development of the field and theories of racialization and intersectionality. The course provides a basis for better understanding of the socio-economic and cultural conditions among Chicanas/os and other minority groups through historical consideration of the creation and development of Ethnic Studies programs in the United States. A cultural politics approach examines a range of expressive arts such as muralism, film, literature, music, theater, dance and celebrations. Intended for students interested in history, Chicano and Ethnic Studies, or other social issues.

CHICANO 007: The Mexican-American In The History Of The United States I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4
- Description: Students learn about United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course will provide a background in the political and social development of both United States and Mexico, and in addition, is for those who wish to gain a better understanding of Mexican culture in the southwestern United States. Included is a survey of the U.S. Constitution. Intended for students interested in Chicano and Ethnic Studies or other social issues.

CHICANO 008: The Mexican-American In The History Of The United States II

- Total Hours: 54 Lec

- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4or6
- Description: Students study the historical evolution of the Chicano in nineteenth century to contemporary America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid-19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era.

CHICANO 019: History Of Mexico

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: This survey course covers the entire span of Mexican history. It includes a consideration of the pre-conquest period, Spanish invasion and colonization, the War of Independence, the turmoil of the nineteenth century, the period of Diaz, the 191 Revolution, the post-Revolution period, and a view of trends in contemporary Mexico.

CHICANO 031: The Central American Experience

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor6; CSU/UC; Cal-GETC 4or6
- Description: Through an interdisciplinary ethnic studies lens, this course introduces the Central American experience in the United States with emphasis on the transnational connections between the countries of origin and the communities of residence in the United States. Students learn about the experience of Central Americans by critically analyzing race, racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism. Students learn about the conditions in Central America that lead to emigration to the United States. Additionally, the course investigates specific challenges faced by Central American migrants on their journeys to the United States and critically examine the struggle for racial and social justice in the United States. Students critically examine the connection between transnational politics as it relates to migration and immigration to the United States for the Central Americans. The course also examines support networks established in the United States to help these communities adapt to their new homeland.

CHICANO 032: Central American Literature

- Total Hours: 54 Lec; DE

- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course critically examines Central American literary traditions from pre-Hispanic times to the present. The course focuses on 20th and 21st century literary movements as they explore the historical and political context in which Central American art is produced and the ways in which literary production contributes to the construction of a contemporary version of Central American identity.

CHICANO 033: Introduction To Central American Studies

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: This course familiarizes students with the rich heritage of Central America and the social, economic, political and cultural foundations of the region. It explores the diversity of issues informed by race, gender, ethnicity, the environments and social classes in the Central American community in Latin America and the United States.

CHICANO 034: Central American Arts

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: Students in this course examine Central American artistic traditions from pre-Hispanic times to the present. The course focuses on the cultural and sociopolitical construction of Central American identities through historical and contemporary artistic creation and representation as well as an analysis of the relationship between the region and the rest of

Latin America. The main emphasis is placed on historical and political elements, Central American ethnic and cultural diversity, the multiple struggles for visibility, and the ideological proposals that these works pose. It includes a discussion of the cultural and sociopolitical dimensions of art and the relationship between artistic production and the construction of a contemporary version of Central American identity.

CHICANO 036: Central American Film

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: Students in this course examine the history of the development of Central American cinema and analysis of film, digital media, and video production by Central Americans. The course focuses on 20th and 21st century film and video production, with the main emphasis placed on the historical and political context in which Central American cinema is produced, the ideological proposals that these works make, and the ways in which this production contributes to the construction of a contemporary version of Central American identity.

CHICANO 047: The Mexican-American Woman In Society

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Bor6; CSU/UC; Cal-GETC 4or6
- Description: This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing a framework from which to view the historical development and treatment of women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included. This course is designed for all students interested in Gender, Chicana, and Ethnic Studies.

CIS – Computer Information Systems

(Humanities and Fine Arts Division)

also refer to CAOT, CS, VOC ED

CIS 101: Introduction to Computers and Their Uses

- Total Hours: 54 Lec/18 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID BUS 140, C-ID ITIS 120; CSU/UC
- Description: This course teaches concepts of information systems and their role in business. This course focuses on information systems, database management systems, networking, Internet, e-commerce, ethics and security, computer systems hardware and software components, and webpage development. This course includes a hands-on component for developing computer-based solutions to common business problems, and practical workplace skills.

CIS 111: Supporting Windows Desktops

- Adv: CIS 101
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course provides an introduction to operating systems concepts including installation, configuration, file systems, directory structures, memory and storage management, utilities, and maintenance using a variety of operating systems. 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.

CIS 112: Operating Systems - Beginning Linux

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course is the first in a series of three courses designed to prepare the student to take LPI level certification exams. Each of these courses corresponds to one of the levels of LPI exam levels as LPI I, II and III. The purpose of this course is to develop sufficient expertise, knowledge, skills and confidence to enable the student to pursue self development in order to be able to take Linux certification exams. Subjects covered: Linux Command-Line Tools Managing Software Configuring Hardware Managing File and Filesystems The X Windows System The Boot Process and Scripts Documentation and Security Administering the System Basic Networking Managing Servers In addition the following areas are covered as well: Multi boot installation, Linux commands (almost all are the same or very similar to UNIX commands), system management and maintenance, scripting, diagnosis and troubleshooting, setting up a simple network and use of network commands. Updating and upgrading software, installation of new software and applications. Operating systems theory, design or construction are not covered. However, key characteristics of a superior operating system are explored. An integral part of this course is extensive lab work in the class.

CIS 113: Intermediate Linux

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade

- Maj; LACCDGE 2; CSU/UC
- Description: Students learn a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in government and corporate computing. In fact, Linux is the central operating system for much of the world's IT infrastructure powering more internet servers than any other major operating system. Students learn to configure common tasks in major distributions of Linux including the Linux command line, basic maintenance, installing and configuring workstation, and networking. Content from this course helps with the CompTIA Linux+.

CIS 147: CIWA Web Page Authoring Fundamentals

- Adv: CIS 101
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students learn basic internet concepts and technologies. Students learn to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and dynamic content using basic JavaScript and JQuery. Website folder structures are covered to ensure students learn how to organize and maintain their website appropriately. Students also learn how to use SFTP to upload and maintain their websites.

CIS 148: Introduction to Web Development HTML5 & CSS

- Pre: CIS 112
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course teaches students to build web pages using HTML5. It will give students hands-on experience working with the Linux operating system through open source softwares building web pages from scratch. The topics covered include designing basic layout of the page, Creating pages with images, links, Forms, Tables, and Media elements, Javascripts, PHP, XML, Apache and MYSQL .

CIS 162: Cyber Security I

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Formerly CO SCI 211. This course introduces the fundamental concepts and skills required to pursue a career in Cyber Security, Information Security and Risk Management, at an organizational level. Topics covered include hardware, software, processes, communications, applications, policies, and procedures with respect to organizational Cyber Security and Risk Management best practices. This course also assists in the preparation for the CompTIA Security+ certification exams.

CIS 166: Computer Forensics I

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course (Formerly Co Sci 922) is an introduction to the methods used to properly conduct a computer forensics investigation and handling of evidence from both corporate and criminal perspectives. It begins with a discussion of ethics while mapping to the objectives of the International Association of computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

CIS 170: Introduction to Ethical Hacking

- Pre: CIS 113, 210, and 215
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course introduces the concept of ethical hacking and systems defense. Topics covered include security concepts, tools, and procedures in evaluating environments to identify, exploit, report and recommend corrective actions to be taken in respect to threats and vulnerabilities. This course is designed for students who wish to pursue certifications in the certified systems defense fields, including Certified Ethical Hacker (CEH).

CIS 190: E-Commerce Essentials

- Adv: CIS 101
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

CIS 191: Cloud+ Certification Preparation

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Students learn technology of cloud computing and learn the basics of the implementation and support of systems offered by cloud providers such as Amazon Web Services (AWS), Microsoft Azure, and Google Cloud Platform (GCP). The students will be prepared to take the CompTIA Cloud+ certification exam.

CIS 192: Introduction to Cloud Computing

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course introduces cloud computing which shifts information systems from on-premises computing infrastructure to highly scalable Internet architectures. The course provides a solid foundation of cloud computing technologies and provides students with the understanding required to effectively evaluate and assess the business and technical benefits of cloud computing and cloud applications. Students analyze a variety of cloud services (storage, servers and software applications) and cloud providers. Case studies are used to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills. This course prepares students for industry certification 'AWS Cloud Practitioner'.

CIS 193: Database Essentials in Amazon Web Services

- Pre: CIS 192
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course addresses cloud database management which supports a number of different approaches for storing data. In the course, students define, operate and scale both SQL and noSQL data storage

solutions. This course considers factors that should be balanced during the design of a storage solution. Principles are applied by performing exercises using Amazon RDS and SQL to create and fill tables, retrieve and manipulate data. Object-based APIs are used to serialize objects to Amazon DynamoDB for noSQL solutions. Topics include automated backups, transaction logs, restoration, and retention.

CIS 194: Compute Engines in Amazon Web Services

- Pre: CIS 192
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. In this hands-on introductory course, students use the Amazon Web Services (AWS) Management Console to provision, load-balance and scale their applications using the Elastic Compute Cloud (EC2) and the AWS Elastic Beanstalk. This course discusses, from a developer perspective, the most important reasons for using AWS and examines the underlying design principles of scalable cloud applications. This course together with other three Cloud courses prepare students for industry certification “AWS Solutions Architect Associate”.

CIS 195: Security in the Cloud

- Pre: CIS 192
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Protecting the confidentiality, integrity and availability of computing systems and data is of utmost importance to all organizations. In this hands-on introductory class, students learn how Amazon Web Service (AWS) uses redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students examine the AWS Shared Responsibility Model and access the AWS Management Console to learn more about security tools and features provided by the AWS platform.

CIS 210: Introduction to Computer Networking

- Pre or Co: CIS 101
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course covers the fundamental principles and concepts of networks and data communications. It explores the fundamentals of telecommunications, data and voice transmission, transmission media, network equipment and devices, networking software, topologies, architecture, protocols and standards, the Open Systems Interconnection (OSI) model, Transmission Control Protocol/Internet Protocol (TCP/IP), local area networks (LAN), wide area networks (WAN), and network security. The first in a four course sequence. that qualifies the student to take the CISCO CCNA Certification Test.

CIS 211: Security+ Certification Preparation

- Adv: CIS 213
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course prepares students for CompTIA Security+ certification exam. Security+ is the industry standard for validating baseline skills needed to perform core security functions and pursue an IT security

career. Security+ also covers the Junior IT Auditor job role in addition to the previous job roles for System Administrator, Network Administrator and Security Administrator. These professionals are typically responsible for helping to implement and maintain layered security and best practices. CompTIA Security+ is compliant with ISO 1724 standards and approved by US DoD to meet directives 814/857.1-M requirements. Topics include Security Basics, Policies, Procedures & Awareness, Physical Security, Perimeter Security, Network Security, Host and Application Security and Data security.

CIS 212: A+ Certification Preparation-Hardware

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course prepares for CompTIA A+ examination. It covers PC hardware and peripherals, mobile device hardware, networking, and troubleshooting hardware & network connectivity issues. Students will learn hardware technologies associated with computers such as BIOS/UEFI, Motherboards and Components, RAM, Video, Audio, Network, USB, Firewire, Thunderbolt, Modem, Wireless, Storage devices, HDD, SSD, CD, DVD, Blue-ray, CPU, Hyper-threading, and more. This course also introduces the Internet of things, or IoT, which is a system of interrelated computing devices, mechanical and digital machines and their ability to transfer data over a network. Students will develop skills such as the installation of hard drives, memory, interface cards, network cards, switches, and IoT hardware integration.

CIS 213: A+ Certification Preparation-Software

- Adv: CIS 101
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU
- Description: This course is designed to help students prepare for CompTIA A+ certification exam. A+ is industry recognized and is the preferred performance-based qualifying credential for technical support and IT operational roles. A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace. This course covers A+ certification requirements for operating systems. It also addresses the fundamentals of system security and operational procedures. Topics include installing, configuring and administering Windows & Linux operating systems using management tools, such as users & groups management, file management & permissions, disk & file systems, storage management, network & related protocols, back-up & recovery, security policies, scripting & automation, and using best practices.

CIS 214: Introduction to Network+

- Adv: CIS 213
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network typologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

CIS 215: Network Security Fundamentals

- Pre: CIS 214
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU

- Description: Examines the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and Trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking.

CIS 223: Introduction To Server +

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

CIS 224: Routing and Switching Essentials

- Pre: CIS 210
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: In this course, students learn how to perform basic router and switch configuration using a variety of network strategies. Technologies covered include VLANs, Inter-VLAN routing, Spanning Tree Protocol, Etherchannel, DHCP (v4 & v6), Router redundancy, basic LAN switch security, Wireless LANs (WLAN), and the troubleshooting of covered technologies. This is the second course in the Cisco CCNA V7 preparation (New 3 course) program.

CIS 225: Enterprise Networking, Security, & Automation

- Pre: CIS 224
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, troubleshoot, and scale switched and routed internetworks. Students use technologies that include multi-area OSPF, EIGRP, link aggregation, and LAN redundancy to create larger-scale internetworks based on skills learned in the prior two Cisco Academy courses. This is the third course in the CCNA Routing and Switching program.

CIS 228: Introduction To Fiber Optics

- Total Hours: 54 Lab

- 1 unit; Letter Grade
- Maj; CSU
- Description: 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.

CIS 233: Vsphere Install, Configure, And Management

- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU
- Description: This course is the first of two courses that explores installation, configuration, and management of VMware vSphere. The course is based on the latest versions of ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, vCenter Server resource monitoring and scalability, and storage technologies as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce virtualization concepts and theories. Completion of this course authorizes and helps students prepare for current VMware Certified Associate (VCA-DBT), vSphere Foundation, and VMware Certified Professional – Data Center Virtualization (VCPx-DCV) certification exams.

CIS 237: Installing, Configuring, and Administering Microsoft SQL

- Pre: CIS 101
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel.

CIS 285: Directed Study - Computer Information Systems

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: This course helps students pursue their own, an in-depth study of a subject of special interest, in the field of Computer Science Information Technology, Computer Information Systems and Computer Application topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

Citizenship

refer to ESLCVCS

CLN ART – Culinary Arts

(Professional Services and Psychology Division)

also refer to HOSPT, PROFBKG, VOC ED

CLN ART 109: Principles Of Catering

- Pre: CLN ART 133
- Total Hours: 45 Lec/81 Lab
- 4 units; Letter Grade

- Maj; CSU
- Description: The study of catering sales and operations, including 'hands on' practicum and interpersonal dynamics from production through a catering service. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and

service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered event are studied.

CLN ART 113: Culinary Skills I

- Total Hours: 36 Lec/72 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID HOSP 160, C-ID NUTR 120; CSU
- Description: This course covers career opportunities in the culinary fields, world cultures and food trends, kitchen organization, professional standards of commercial kitchen operations, nutrition, basic knife techniques, basic fundamental culinary principles, techniques and operations. Students are introduced to terminology and apply skills in ingredient function and handling, product identification, recipe costing, meat cookery, commercial recipe development, and the theory of food preparation and production. Application of food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food.

CLN ART 114: Aromatics

- Co: CLN ART 116
- Total Hours: 108 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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

- Co: CLN ART 116
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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

- Co: CLN ART 113, 115, and 117
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID HOSP 110; CSU
- Description: 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

- Pre: Culinary Arts 113, 116, and 117; Co: CLN ART 124
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Co: CLN ART 125
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Co: CLN ART 126
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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: hours.

CLN ART 126: Baking Skills

- Co: CLN ART 125
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course emphasizes the basic principles of baking. Students create yeast dough, quick breads, doughnuts, fritters, pancakes and waffles, pies, cakes, cookies, custards, puddings, mousses, and soufflés. Functions of primary ingredients used in baking are also studied.

CLN ART 133: Advance Garde Manger

- Pre: CLN ART 123; Co: CLN ART 134, 136
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Introduction to the preparation of canapes, hot and cold hor's 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

- Co: CLN ART 133
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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-fixe 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

- Co: CLN ART 136
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: CLN ART 113, 114, 115, 116, 117, 123, 124, 125, and 126; Co: CLN ART 134, 135, and 136
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course provides 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.

CLN ART 150: Work Experience – Culinary Arts I

- Pre: CLN ART 109, Students are expected to engage in 2 hours per week of learning activities outside of the scheduled contact hours
- Total Hours: 18 Lec/54 Lab
- 2 units; Letter Grade
- Maj; CSU
- Description: Provides supervised internship experience within the Los Angeles Harbor College Culinary Arts Program. Internship provides students with hands-on training and experience in, working on the line, Cafeteria, customer service, catering, special events and prepares them for their externship experience. Students learn skills required for commercial, restaurant and hotel establishments.

CLN ART 155: Work Experience – Culinary Arts II

- Pre: CLN ART 150
- Total Hours: 108 Lab

- 2 units; Letter Grade
- Maj; CSU
- Description: Provides supervised externship opportunity within a selected outside restaurant, hotel or food service establishment who supports the Culinary Arts program at Los Angeles Harbor College. This is a supervised fieldwork experience in the industry and gives hands-on training in food service, catering, fine dining, commercial service, hotel and restaurant establishments. Students learn skills required for job competence.

CLN ART 500: Culinary Team Competition

- Rep
- Total Hours: 36 Lec/72 Lab
- 3 units; Letter Grade
- CSU
- Description: Provides skills and techniques for food preparation in culinary and baking competitions based on American Culinary Federation competencies and table setting. Students will participate in weekly and bi-weekly practice sessions and ultimately compete in an internal competition where team members will be selected by coaches. This course covers time management, protein fabrication, plate presentation, knife skills, composed plated desserts components and table setting. They will learn world cuisines, food trends, kitchen organization, sanitation and safety, nutrition, basic culinary terminology, ingredient functions, and table centerpieces. This course offers preparation for local and regional competitions.

CLN ART 500A: Culinary Team Competition

- Rep, Students are expected to engage in 72 hours of learning outside scheduled hours.
- Total Hours: 9 Lec/45 Lab
- 1 unit; Letter Grade
- CSU
- Description: Provides skills and techniques for table setting competitions. Students will participate in weekly and bi-weekly practice sessions and ultimately compete in an internal competition where team members will be selected by coaches. This course covers time management, table centerpieces and table settings. They will learn various styles of service and place settings. This course offers preparation for local and regional competitions.

CLN ART 500B: Culinary Team Competition

- Rep, Students are expected to engage in 72 hours of learning outside scheduled hours.
- Total Hours: 18 Lec/54 Lab
- 2 units; Letter Grade
- CSU
- Description: Provides skills and techniques for food preparation in baking competitions based on American Culinary Federation competencies. Students will participate in weekly and bi-weekly practice sessions and ultimately compete in an internal competition where team members will be selected by coaches. This course covers time management, plate presentation, knife skills, composed plated desserts components. They will learn about international desserts, food trends, kitchen organization, sanitation and safety, nutrition, ingredient functions, and basic baking terminology. This course offers preparation for local and regional competitions.

COLLEGE – College Studies (Counseling Division)

also refer to BSICSKL, COUNSEL, LRNFDTN, LRNSKIL

COLLEGE 101: Navigating Your Path Through College to Career

Los Angeles Harbor College Catalog 2025-2026

- Total Hours: 18 Lec; DE

Enroll now at www.lahc.edu

- 1 units; Letter Grade
- CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: College success is strongly predicted by a student's sense of belonging, confidence as a learner, and work towards personally meaningful goals. This course aims to promote growth in all three of these areas. Students will explore career pathways and develop community with faculty

and peers who share their academic interests. Students will identify their college readiness strengths and needs, explore relevant campus services, and practice essential academic skills to expand their personal tool-kit for academic success. Assignments and activities will develop critical thinking, communication, research, information literacy, and study skills in ways that integrate the student's career, major, and academic interests.

COMM – Communication Studies

(Humanities and Fine Arts Division)

COMM 101

(now listed as COMM C1000)

COMM 104: Argumentation And Debate

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1B; C-ID COMM 120; CSU/UC; Cal-GETC 1B
- Description: This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Topics covered include claims, logic, definitions, evidence, inductive and deductive reasoning, fallacies, language, and persuasion. Students will demonstrate their understanding of these critical concepts and processes through the analysis and construction of arguments, especially in research, written work and persuasive speeches that attends appropriately to audience, purpose, context, genre, and language conventions. Emphasis is placed on both how and why we make decisions as we do.

COMM 121: Interpersonal Communication

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1Bor4B; C-ID COMM 130; CSU/UC; Cal-GETC 4
- Description: 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

- Adv: COMM 121
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1Bor4B; C-ID COMM 150; CSU/UC; Cal-GETC 4
- Description: 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

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1Bor4B; C-ID COMM 140; CSU/UC
- Description: 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

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: 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.

COMM C1000: Introduction to Public Speaking

(formerly COMM 101)

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID COMM 110; CSU/UC; Cal-GETC 1C
- Description: In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches.

COOP ED – Cooperative Work Experience Education

(Counseling Division)

COOP ED 195: Work Experience - General I

- Fam C01
- Total Hours: 18 Lec
- 1 units; Letter Grade
- Maj; CSU
- Description: This course grants college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and

- resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. Students must work 75 paid or 60 volunteer hours during the semester to earn 1 unit.

COOP ED 295: Work Experience - General I

- Fam C01
- Total Hours: 36 Lec
- 2 units; Letter Grade
- Maj; CSU

- Description: This course grants college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. Students must work 150 paid or 120 volunteer hours during the semester to earn 2 units.

COOP ED 395: Work Experience - General I

- Rep; Fam C01
- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: This course grants college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. Students must work 225 paid hours or 180 volunteer hours during the semester to earn 3 unit.

COUNSEL – Counseling

(Counseling Division)

also refer to BSICKSL, COLLEGE, LRNFDTN, LRNSKIL

COUNSEL 001: Introduction To College

- Total Hours: 18 Lec; DE
- 1 units; Choose Letter/PNP
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 002: Interpersonal Relationships

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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 004: Career Planning

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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 005: College Survival

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course provides the students with information enabling them to succeed or survive in college program. Emphasis will be placed on development of making informed decisions, study skills, productive time management, financial planning, an understanding of college terminology

and utilization of college support services and review the student's Student Educational Plan (SEP).

COUNSEL 006: Career Planning For Students With Disabilities

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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, 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 017: College Survival Skills Development

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 020: Post-Secondary Education: The Scope Of Career Planning

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include local and transferable 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 022: The Transfer Process

- Total Hours: 18 Lec; DE
- 1 units; Choose Letter/PNP
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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 040: College Success Seminar

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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. Note: Credit only given for either Counseling 4 or Personal Development 4, but not both. UC Credit Limit: 17 and 2 and 4 combined. Maximum credit one course.

CS – Computer Science

(Social Sciences Division)

also refer to BSICSL, CAOT, CIS, VOC ED

CS 100: Computer Literacy For The Liberal Arts Student

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1B; CSU/UC
- Description: 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.

CS 111: Programming in Visual Basic

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID ITIS 130; CSU/UC
- Description: This course teaches the fundamental principles of object-oriented programming (OOP) design and concepts, using the Visual Basic programming language. It teaches the basics of the Visual Basic programming language using the latest version of Visual Studio Integrated Development Environment (IDE). Students learn to design and develop programs using the following programming constructs and techniques: data representation using variable and constant objects; sequential, selection, and repetition control structures; designing classes, subroutines, and functions; use of arrays to sort and search data lists; and designing applications with a Graphical User Interface (GUI) using objects such as labels, buttons, text boxes, menus, dialog boxes, and multiple forms.

CS 113: Programming in Java

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID COMP 112, C-ID COMP 122; CSU/UC
- Description: This course teaches the fundamental principles of object-oriented programming design and concepts to design applications, using the Java programming language. It uses the latest version of the Java Standard Edition Development Kit. Students learn to design and develop programs using the following programming techniques and constructs: Algorithm development, data representation using variable and constant objects; control structures; designing classes, methods, and functions; use of arrays; and Graphical User Interface design.

CS 116: Programming in C++

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade

- Maj; C-ID COMP 112, C-ID COMP 122; CSU/UC
- Description: In this course, students are introduced to basic concepts of Computer Science, problem-solving methods, algorithms, software design principles, testing, debugging, and basics of C++. Topics include variables, expressions, data types, input/output (I/O), branches, loops, functions, parameter passing, file I/O, and arrays.

CS 119: Programming in Python

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID COMP 112; CSU/UC
- Description: This course covers topics of the Python language, which include: Data types, variables, control structures, objects and object-oriented programming, standard mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single arrays, multidimensional arrays, Python lists, tuples, collections, and dictionaries.

CS 130: Introduction to Computer Architecture and Organization

- Pre: CS 116
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID COMP 142; CSU/UC
- Description: This course covers the basics of computer architecture concepts and Assembly language. Topics include data representation, number systems, records and arrays, instruction sets and addressing modes, subroutines and macros, I/O and interrupts, machine language, and Assembly programming.

CS 131: Discrete Structures for Computer Science

- Pre: CS 113 or CS 116
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID COMP 152; CSU/UC
- Description: 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 and Trees, and Discrete Probability.

CS 136: Introduction to Data Structures

- Pre: CS 116
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID COMP 132; CSU/UC

- Description: This course is an introduction to the study of Data Structures. It introduces the student to data structures as formed from primitive data types. The role of abstract data types (including stacks, queues, lists, trees, and graphs), their definitions, implementation and application in program design and algorithm development are discussed. The course covers the broader topic of Abstract Data Types (ADTs) - the study of classes of objects whose logical behavior is defined by a set of values and a set of operations. This course is equivalent to CS2 as defined by the Association for Computing Machinery (ACM) organization.

CS 216: Object-Oriented Programming in C++

- Pre: CS 116
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU
- Description: Students learn and apply object-oriented programming methodology using the C++ language. Object-oriented features in this course include encapsulation, data hiding, inheritance and polymorphism -- with emphasis on classes, constructors, destructors, friend functions, virtual functions, and operator function overloading. Students use these features in programming assignments and a project due at end of the semester.

DANCEST – Dance Studies

(Kinesiology Division)

also refer to DANCETQ, HEALTH, KIN, KIN ATH, KIN MAJ

DANCEST 805: History And Appreciation Of Dance

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or7; CSU/UC; Cal-GETC 3A

- Description: 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

(Kinesiology Division)

also refer to DANCEST, HEALTH, KIN, KIN ATH, KIN MAJ

DANCETQ 141: Modern Dance Techniques I

- Fam D06
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade

- Maj; LACCDGE 7; CSU/UC
- Description: Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

E D A – Emergency Department Assistant

(Health Sciences and Nursing Division)

also refer to VOC ED

E D A 010A: Emergency Medical Technician IA Ambulance

- Co: E D A 010B, and must show BLS for Health Care Provider card from American Heart Assoc at beginning of class and complete Incident Command System 100 and 700 on-line training prior to class
- Total Hours: 108 Lec; DE
- 6 units; Letter Grade
- Maj
- Description: 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. E D A 010A must be taken concurrently with E D A 010B. After successful completion of both classes, the student will be able to apply for the certification and to take the EMT certification examination.

- Co: E D A 010A
- Total Hours: 72 Lab
- 2 units; PNP
- Maj
- Description: This laboratory course is designed to develop EMT clinical skill. Must have concurrent enrollment with E D A 010A. 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 (NREMT) certifying skills examination administered at the end of the course. Upon successful completion of E D A 010A and 010B, the student may apply to take the NREMT cognitive examination. Once passed, the EMT may apply to become a State of California EMT and then 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 D A 010B: Emergency Medical Technician IB Ambulance

English as a Second Language Placement Information

Many English and English as a Second Language (ESL) courses have prerequisites—conditions that must be met prior to enrollment. The placement process uses information from student applications to determine which prerequisites have already been met and which courses are available as a result. The results are available

in the student portal at <http://mycollege.laccd.edu/> in the “Student Status” tile, and then the “Placement Results” link.

For students who graduated from an accredited US high school or earned a GED or California High School Equivalency Certificate, English placement is based on their high school grade point average (HSGPA) as follows:

- HSGPA 1.9 or above results in an “ET – Transfer-level English Composition” placement. This enables enrollment in ENGL C1000 or E.S.L. 110, either of which satisfy the English Composition requirement for majors that require it.
- HSGPA below 1.9 results in an “ETS – Transfer-level English Composition with Support” placement. This enables enrollment in ENGLISH 101X, ENGLISH 101Y, or E.S.L. 110, all of which satisfy the English Composition requirement for majors that require it.

For students who did not provide a US high school GPA or who did not graduate from a US high school (or equivalent as described above), a placement of “EN – No English Placement” is assigned. Such students may complete their placement using the “English/ESL Survey” linked to the “Student Status” tile “Placement Results” link on the website described above. That survey will enable them to choose either the ET or ETS placement, or placement into ESL courses. Students who choose ESL may enroll in any ESL course, but the following are recommended for each placement level:

- EP1 – One Level Prior to Transfer-level English Composition: E.S.L. 008 with its optional concurrent support course, E.S.L. 007B
- EP2 – Two Levels Prior to Transfer-level English Composition: ESL NC 096CE, or E.S.L. 006A with its optional concurrent support course, E.S.L. 006C
- EP3 – Three Levels Prior to Transfer-level English Composition: ESL NC 095CE or E.S.L. 005A
- EP4 – Four Levels Prior to Transfer-level English Composition: ESL NC 094CE, or 004A with its optional concurrent support course, E.S.L. 004C
- EP5 – Five Levels Prior to Transfer-level English Composition: ESL NC 061CE-066CE*

*For more information on ESL NC, or to receive a more specific recommendation, call 310-233-4450, email adulted@lahc.edu, or come to TECH 204.

E.S.L. – Credit English as a Second Language

(Communication Division)

also refer to English as a Second Language Placement Information, ESL NC

E.S.L. 004A: College ESL IV: Writing and Grammar

- Total Hours: 108 Lec; DE
- 6 units; PNP
- Description: 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.

E.S.L. 004C: College ESL IV: Listening and Speaking

- Total Hours: 54 Lec; DE
- 3 units; PNP
- NDA
- Description: 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. 005A: College ESL V: Writing And Grammar

- Total Hours: 108 Lec; DE
- 6 units; Letter Grade
- CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 writing assignments, including at least four compositions of 300-500 words. ESL placement level demonstrated through the assessment process.

E.S.L. 006A: College ESL VI: Writing And Grammar

- Total Hours: 108 Lec; DE
- 6 units; Letter Grade
- CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 assignments, including at least four essays of 400-600 words. Students are assessed through District Placement Model.

E.S.L. 006C: College ESL VI: Listening and Speaking

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- CSU
- Description: Students in this low-advanced ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and debates using academic vocabulary. Students who want additional support with reading and vocabulary skills at high intermediate level should also enroll in E.S.L. 006B and E.S.L. 006A.

E.S.L. 007B: Advanced ESL: Reading And Vocabulary

- Total Hours: 54 Lec; DE
- 3 units; PNP
- CSU
- Description: In this advanced E.S.L. course, students learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed

to build academic language fluency, academic vocabulary, and reading versatility.

E.S.L. 008: Advanced ESL Composition

- Pre: E.S.L. 006A, or by placement
- Total Hours: 108 Lec; DE
- 6 units; Letter Grade
- LACCDGE 3; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. It is one level below E.S.L. 110 and English 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

E.S.L. 110: College Composition for Non-Native Speakers

- Pre: E.S.L. 008, or Eligibility for college-level composition as determined by college assessment through District Placement Model
- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 1A; C-ID ENGL 100; CSU/UC; Cal-GETC 1A
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This English composition transfer-level course is designed for non-native English speakers and emphasizes preparing students for the writing and critical reading demands across the disciplines by covering academic genres representative of the college at large. Students receive instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, and research strategies. An additional focus is integrated grammar and academic vocabulary instruction based on needs typical of second-language learners.

ECON – Economics

(Social Sciences Division)

ECON 001: Principles of Microeconomics

- Pre: Elementary Algebra or equivalent or higher, or by placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID ECON 201; CSU/UC; Cal-GETC 4
- Description: 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 002: Principles of Macroeconomics

- Pre: Elementary Algebra or equivalent or higher, or by placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID ECON 202; CSU/UC; Cal-GETC 4
- Description: 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 1 is not a prerequisite for this course. Students who plan on taking both are advised to take ECON 2 first.

EDUC – Education

(Social Sciences Division)

also refer to CH DEV, PARENT, VOC ED

EDUC 001: Introduction To Teaching

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID EDUC 200; CSU/UC
- Description: This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools,

Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

EGD TEK – Engineering Graphics and Design

(Science Division)

also refer to ENG GEN

EGD TEK 101: Engineering Graphics with CAD

- Adv: MATH 240 or 241 or 241S
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This introductory course covers the fundamentals of technical drawing and an introduction to computer-aided design (CAD) with a focus on

mechanical applications. Topics include the development of visualization and technical sketching skills in conjunction with orthographic projections; dimensioning and tolerancing practices, including an introduction to geometric dimensioning and tolerancing (GD&T); and descriptive geometry with applications to engineering. Lab work includes hand sketching and the use of two- and three-dimensional CAD systems. Students use one or more CAD software packages to draft and model various objects. The use of CAD software is an integral part of the course.

Emergency Medical Technician

refer to E D A – Emergency Department Assistant, VOC ED – Vocational Education

ENG GEN – Engineering, General

(Science Division)

also refer to EGD TEK

ENG GEN 101: Introduction To Science, Engineering And Technology

- Total Hours: 18 Lec/36 Lab
- 2 units; Letter Grade
- Maj; C-ID ENGR 110; CSU/UC
- Description: Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are allowed to work collaboratively on some course assignments and in-class design projects. Only basic mathematics skills are required.

ENG GEN 122: Programming And Problem-Solving In Matlab

- Pre: MATH 265
- Total Hours: 36 Lec/54 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENG GEN 131: Statics

- Pre: MATH 266 and Physics 037
- Total Hours: 36 Lec/54 Lab
- 3 units; Letter Grade
- Maj; C-ID ENGR 130; CSU/UC
- Description: Course covers vector analysis in one, two and three dimensions. Solution of problems involving forces and moments applied to bodies in static equilibrium. Determine centroids, areas, volumes and moments of inertia. Course includes analysis of forces acting on trusses, frames, and machines. Analytic and graphic solutions are used.

ENG GEN 151: Materials of Engineering

- Pre: CHEM 101 and Physics 037
- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC
- Description: This course is an introduction to materials science and engineering and different types of materials used in engineering design, emphasizing the relationships between structure, properties, and processing. Topics include: Atomic structure and bonding, atomic and ionic arrangements and imperfections, crystalline structures, metals, polymers, ceramics, composites including diffusion or atom and ion movements in materials, and mechanical properties and fracture including strain hardening and annealing. An illustration of the materials' fundamental differences and their application in engineering is also covered.

ENG GEN 220: Electrical Circuits I

- Pre: MATH 267 and PHYSICS 038; Co: MATH 275
- Total Hours: 54 Lec/54 Lab
- 4 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC
- Description: This course covers electric circuit analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits, AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

ENG GEN 231: Dynamics

- Pre: ENG GEN 131 and Physics 037
- Total Hours: 36 Lec/54 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 5; C-ID ENGR 230; CSU/UC
- Description: This course covers fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's second law, work-energy and momentum methods, kinematics of planar and three-dimensional motions of rigid bodies, work-energy and momentum principles for rigid body motion, and an introduction to mechanical vibrations.

ENG GEN 241: Strength Of Materials

- Pre: ENG GEN 131
- Total Hours: 36 Lec/54 Lab
- 3 units; Letter Grade
- Maj; C-ID ENGR 240; CSU/UC
- Description: Plane stress-strain, axial, torsional, bending and shear stresses are studied, including combined loads, Mohr's Circle, principal stresses and strains, and pressure vessels. Generalized Hooke's Law, material properties, allowable stresses, factor of safety, statically indeterminate members, shear and moment diagrams; moment-area, and slope by double integration, singularity functions, superposition, moment-area, and Castiglano methods are also studied. Topics include thermal expansion, indeterminate forms and column buckling.

ENG GEN 243: Statics And Strength Of Materials (Calculus Based)

- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; CSU/UC
- Description: 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.

English Placement Information

also refer to English as a Second Language Placement Information

Many English and English as a Second Language (ESL) courses have prerequisites—conditions that must be met prior to enrollment. The placement process uses information from student applications to determine which prerequisites have already been met and which courses are available as a result. The results are available in the student portal at <http://mycollege.laccd.edu/> in the “Student Status” tile, and then the “Placement Results” link.

For students who graduated from an accredited US high school or earned a GED or California High School Equivalency Certificate, English placement is based on their high school grade point average (HSGPA) as follows:

- HSGPA 1.9 or above results in an “ET – Transfer-level English Composition” placement. This enables enrollment in ENGL C1000 or E.S.L. 110, either of which satisfy the English Composition requirement for majors that require it.
- HSGPA below 1.9 results in an “ETS – Transfer-level English Composition with Support” placement. This enables enrollment in ENGLISH 101X, ENGLISH 101Y, or E.S.L. 110, all of which satisfy the English Composition requirement for majors that require it.

For students who did not provide a US high school GPA or who did not graduate from a US high school (or equivalent as described above), a placement of “EN – No English Placement” is assigned. Such students may complete their placement using the “English/ESL Survey” linked to the “Student Status” tile “Placement Results” link on the website described above. That survey will enable them to choose either the ET or ETS placement, or placement into ESL courses.

ENGL – English

(Communication Division)

also refer to English Placement Information, ENGLISH

ENGL C1000: Academic Reading and Writing

(formerly ENGLISH 101)

- Pre: Eligibility for transfer-level English composition by placement
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID ENGL 100; CSU/UC; LACCDGE 1A, Cal-GETC 1A
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.

ENGL C1001: Critical Thinking and Writing

(formerly ENGLISH 103)

- Prerequisite: Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
 - 3 units; Letter Grade
 - Maj; C-ID ENGL 105; CSU/UC; LACCD GE 1B, Cal-GETC 1B
 - Description: In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course.

ENGLISH – English

(Communication Division)

also refer to English Placement Information, ENGL

ENGLISH 032: College Literary Magazine Editing

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: This course presents ways to evaluate and edit poetry, prose, and drama submitted for publication in the campus literary magazine.

ENGLISH 101: College Reading and Composition I

(now listed as ENGL C1000)

ENGLISH 101X: College Reading and Composition I Plus 1-Hour Lab

- Pre: Eligibility for transfer-level English composition by placement
- Total Hours: 54 Lec/18 Lab; DE

- 3 units; Letter Grade
- Maj; LACCDGE 1A; C-ID ENGL 100; CSU/UC; Cal-GETC 1A
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: English 101X 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. Course content is identical to English 101 with one additional lab support hour for students whose MMAP placement suggests such support is needed.

ENGLISH 101Y: College Reading and Composition I Plus 2-Hour Lab

- Pre: Eligibility for transfer-level English composition by placement
- Total Hours: 54 Lec/36 Lab; DE
- 3.5 units; Letter Grade
- Maj; LACCDGE 1A; C-ID ENGL 100; CSU/UC; Cal-GETC 1A

- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: English 101Y 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. Course content is identical to English 11 with two additional lab support hours for students whose MMAP placement suggests such support is needed.

ENGLISH 101Z: College Reading and Composition I Plus 3-Hour Lab

- Pre: Eligibility for transfer-level English composition by placement
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 1A; C-ID ENGL 100; CSU/UC; Cal-GETC 1A
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: English 101Z 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. Course content is identical to English 11 with three additional lab support hours for students whose MMAP placement suggests such support is needed.

ENGLISH 102: College Reading And Composition II

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1Bor3; C-ID ENGL 120; CSU/UC; Cal-GETC 1B
- Description: This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of essays and a research paper during 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 (now listed as ENGL C1001)

ENGLISH 127: Creative Writing

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 200; CSU/UC
- Description: This course focuses on writing, reading, discussing, and interpreting student creative writing and on the writing of literary masters. It is designed to promote creative expression and increase understanding and appreciation of the craft and pleasures of creative writing. The course covers the genres of poetry, fiction, writing for performance (drama, film, performance art), and creative non-fiction.

ENGLISH 185: Directed Study - English

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 140; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 145; CSU/UC; Cal-GETC 3B
- Description: 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: British Literature I

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 160; CSU/UC; Cal-GETC 3B
- Description: This course surveys the literature of England from the Old English period to the late Neo-Classical period.

ENGLISH 206: British Literature II

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 165; CSU/UC; Cal-GETC 3B
- Description: This course is a continuation of English 25. British Literature of the Romantic, Victorian, and Modern Periods is read and discussed.

ENGLISH 207: American Literature I

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 130; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 135; CSU/UC; Cal-GETC 3B
- Description: This course is a study of selected writers in the United States from the Civil War to the present.

ENGLISH 209: California Literature

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course is a literary survey of the novel and novella from the early 17th century to the present.

ENGLISH 212: Poetry

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: Students will study works by selected poets and their background for an appreciation of the poetic form, including early verses from classic verse to contemporary pieces. This course is a study of selected American, British, and continental poems. This course is designed to increase the student's understanding and appreciation of poetic forms and their historical development. Critical reading and writing are stressed.

ENGLISH 213: Dramatic Literature

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

ENGLISH 214: Contemporary Literature

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID ENGL 180; CSU/UC; Cal-GETC 3B
- Description: This survey course analyzes picture books, folk tales, myth, classic, and modern literature written for children. Various literary approaches are employed as works are discussed in literary, cultural, issue-based contexts.

ENGLISH 219: The Literature Of American Ethnic Groups

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: Students will read and write about different forms of Creative Nonfiction (biography, profiles, cultural criticism, personal narrative, diary, historical fiction, etc.). Authors from the early Greek historians and the journal writers and diarists of the plague years will show the roots of the genre, but modern examples of diverse writings from biographies to historical fiction will be studied as well. During the semester, students will learn to recognize and explore the features of creative nonfiction in all formats including contemporary trends in blogging, e-published works, podcast scripts. How, for example, did the history of Alexander Hamilton become the box-office sensation Hamilton?

ENGLISH 234: African-American Literature I

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE

- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This is a course in comparative media which emphasizes the differences between films and the writings on which they are based.

ENGLISH 251: The Short Story

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

ENGLISH 260: Detective and Crime Fiction

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

ENGLISH 265: Asian Pacific Islander American Literature and Popular Culture

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course surveys a variety of works by Asian Pacific Islander (API) American writers that reflect the diversity of history, culture, and immigration experiences of API communities in America. The course will examine novels, short stories, memoirs, poems, plays, essays, films, and other media created by API Americans, as well as the critical debates that surround them.

ENGLISH 270: Science Fiction - Fantasy

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

ENGLISH 271: Graphic Fiction

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

ENGLISH 272: Video Games as Literature

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course examines literary texts and narrative-focused video games to analyze digital literature using theoretical readings and hands-on play. Students will research the cultural impact and sociopolitical dynamic of digital games as a new context for literary criticism. The class will analyze traditional elements of narrative such as character, plot, dialogue, and setting in digital literature. In addition, students will explore Joseph Campbell's The Hero's Journey as well as traditional literary criticisms and digital literary criticisms such as Feminist theory, New Historicism, Postcolonialism, and Player-Response.

ENGLISH 385: Directed Study - English

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

ENV – Environmental Design

(Humanities and Fine Arts Division)

also refer to ARC

ENV 101: Foundations Of Design I

- Total Hours: 18 Lec/90 Lab; DE
- 3 units; Letter Grade

- Maj; CSU/UC
- Description: 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 SCI – Environmental Science

(Science Division)

ENV SCI 001: Introduction to Environmental Science

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5A
- Description: 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 002: The Human Environment: Biological Processes

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5B
- Description: Provides students with an understanding of the natural processes that operate in the world, including the mechanisms in biology, chemistry, physics, and the earth sciences that control these processes. Emphasizes the interrelationship between humans and the natural world, including the impact of human activity on the health of the global environment. Surveys subjects such as energy, air and water quality, soil pollution, and conservation. Presents sustainable development and practices.

ESL NC – Noncredit English as a Second Language

(Communication Division)

also refer to English as a Second Language Placement Information, E.S.L.

ESL NC 061CE: English As A Second Language I

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of low-beginning level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 062CE: English As A Second Language II

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of high-beginning level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 063CE: English As A Second Language III

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of low-intermediate level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 064CE: English as a Second Language - IV - Low Intermediate

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of intermediate level non-native adult learners. This class focuses on understanding increasingly extended conversations, discussions or lectures,

and speaking about familiar topics. Students read authentic material and identify the main idea and make simple inferences. Students will be introduced to sentence structures and sentence writing skills

ESL NC 065CE: English as a Second Language - V - Intermediate

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of high intermediate level non-native adult learners. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students read authentic material and identify the main ideas, supporting details, vocabulary development, and inferences. Students will focus on developing more complex sentence structures and be introduced to basic paragraph writing skills.

ESL NC 066CE: English as a Second Language - VI - High Intermediate

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of advanced level non-native adult learners. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students read authentic material and identify the main ideas, supporting details, vocabulary development, and inferences. Students will focus on developing structurally accurate complex sentence structures and focus on developing paragraph writing skills.

ESL NC 094CE: College ESL IV: Writing and Grammar

- Adv: ESL 066CE with a grade of PASS or appropriate score on ELS/CASAS Placement Test
- Total Hours: 108 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: 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.

ESL NC 095CE: College ESL V: Writing and Grammar

- Adv: ESL NC 094CE with a grade of PASS, or appropriate score on ELS/CASAS Placement Test
- Total Hours: 108 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: 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. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words.

ESL NC 096CE: College ESL VI: Writing and Grammar

- Adv: ESL NC 095CE with a grade of PASS, or appropriate score on ELS/CASAS Placement Test
- Total Hours: 108 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: Students in this low-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. 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.

ESL NC 360CE: VESL: English for Special Uses

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an high intermediate ESL course which focuses on developing vocational and academic speaking, writing, vocabulary and study skills for students in the workplace or seeking to enter the work place. Students will improve their skills in critical thinking, cultural awareness, team work, and autonomous learning strategies.

ESL NC 361CE: VESL: English for Special Uses: Warehousing and Distribution

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is a high intermediate ESL course which focuses on vocational skills related to the fundamentals of warehousing and distribution. Students will be introduced to basic warehousing and distribution terminology and basic safety measures regarding warehousing ergonomics and hazards. Students will also work on vocational skills that will assist them transition into a workplace environment.

ESLCVCS – English as a Second Language - Civics

(Humanities and Fine Arts Division)

ESLCVCS 013CE: ESL And Civics IV

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to introduce high-beginning level non-native adult learners to U.S. history and government and promote civic participation. This course will cover U.S. geography, American symbols and celebrations, the three branches of government, and types of government including state and local government. Students will also be introduced to the importance of civic participation and tools to assist them become a part of their community.

ESLCVCS 014CE: ESL And Civics V

- Total Hours: 54 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is an open-entry, open-exit communicative-based course designed to introduce intermediate level non-native adult learners to U.S. history and government and promote civic participation. This course will focus on introducing students to the important benchmarks in U.S. history beginning with the first North Americans until the present time.

FAM &CS – Family and Consumer Sciences

(Science Division)

FAM &CS 021: Nutrition

- Adv: CHEM 051 or 065
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5or7; C-ID NUTR 110; CSU/UC

- Description: The relationship between diet and health is emphasized. Scientific concepts of nutrition related to the function of nutrients in basic life processes. Current health issues including heart disease, diabetes, cancer, osteoporosis, weight management, and sports nutrition are investigated. Individual nutritional status and body fat composition are assessed by computer analysis.

FINANCE – Finance

(Humanities and Fine Arts Division)

also refer to ACCTG, BSICSL, BUS, CAOT, CIS, CS, HOSPT, INTBUS, MARKET, MGMT, REAL ES, SUPV, VOC ED

FINANCE 001: Principles Of Finance

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC

- Description: Students examine the principles of money, credit, banking, product pricing and marketing, and the role of the Federal Reserve System and government policy on the financial environment. Financial instruments, interest rates, capital management, money and capital markets and currency fluctuations and hedging for global business are analyzed, including detailed

evaluations of the time value of money, and its application to calculations in personal and business finance.

FINANCE 002: Investments

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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, implements 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 008: Personal Finance And Investments

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- Description: Students are introduced to the concepts and tools necessary for the responsible allocation of personal resources. Exploration of the significant financial decisions facing each household during its life cycle, including budgeting, record keeping, consumer purchases, credit, home ownership, insurance, investing, retirement and estate planning, are emphasized.

FIRETEK – Fire Technology

(Social Sciences Division)

FIRETEK 201: Fire Protection Organization

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 tactics. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

FIRETEK 202: Fire Prevention

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Choose Letter/PNP
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: FIRETEK 201
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

(Communication Division)

FRENCH 001: Elementary French I

- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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 002: Elementary French II

- Pre: FRENCH 001
- Total Hours: 90 Lec; DE
- 5 units; Choose Letter/PNP
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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

- Pre: FRENCH 002
- Total Hours: 90 Lec; DE
- 5 units; Choose Letter/PNP
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

FRENCH 004: Intermediate French II

- Pre: FRENCH 003
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This intermediate class emphasizes the cultural heritage of France and other French-speaking countries via the analysis of works of cultural and philosophical import. Students review simple and compound tenses along with a detailed exploration of the present subjunctive. Students

develop skills in reading and writing in French through work with journalistic articles, short stories and short films.

FRENCH 005: Advanced French I

- Pre: FRENCH 004
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course reinforces the language skills and functions presented in intermediate French courses through a review of grammatical structures and usages, a variety of written and oral activities, and exercises and tasks that promote vocabulary development and retention. Students will be introduced to different types of texts (correspondence, film reviews, creative descriptions, expository writing, and portraits) with emphasis on improving oral expression, reading comprehension, written expression and textual analysis.

FRENCH 010: French Civilization

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

FRENCH 026: Understanding French Culture Through Film

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

FRENCH 385: Directed Study - French

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU

- Description: This course allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

GAD – Game Art and Design

(Humanities and Fine Arts Division)

also refer to ANIMATN

GAD 101: Introduction to Game Design

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course is an introduction to the theory and process of designing games. Students will critically explore the historical, cultural, economic, and social aspects of the concepts and techniques used in the design of games. Students discover what the components of games are, and what parts of games are influenced by their design. Students learn several ways to approach the design of a game, including processes and best practices for prototyping, playtesting and balancing a game after it has been designed.

GAD 102: Concept Design and Visual Development

- Adv: ART 201
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students develop foundation skills for illustration and concept design by creating characters, props, and environments as used in the video game and animation industries. There will be a focus on creating thumbnail and final illustrations, composition, value studies, perspective and digital painting techniques for a concept design workflow.

GAD 103: Game Technologies and Game Engines

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC

- Description: This course is an introduction to the fundamental concepts and vocabulary of computer game tools and techniques. Students will employ a variety of digital tools with a focus on Unreal Engine to create playable environments. Included are topics such as introduction to game editors, 3D asset creation and management, and foundation skills in creating playable content.

GAD 104: Level and Environment Design

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students develop skills in the process of creating environments and level designs for playable media. Students design and construct living environments that include climate, habitat and ambiance that reflect a level design document.

GAD 210-1: Production Studio I

- Total Hours: 72 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: Students explore the initial process and production in game design and related industries by working in groups on projects. Students closely simulate the roles, responsibilities, and demands of a professional work environment such as animation studios, visual effects houses and game design companies. Students work on projects such as animated shorts, interactive content, and video games.

GEOG – Geography

(Science Division)

GEOG 001: Physical Geography

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; C-ID GEOG 110; CSU/UC; Cal-GETC 5A
- Description: Physical Geography 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 geography. Field trips and nature walks are a regular part of the class.

GEOG 002: Cultural Elements Of Geography

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: Cultural geography 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 007: World Regional Geography

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID GEOG 125; CSU/UC; Cal-GETC 4
- Description: This course examines the physical and cultural environments of North & South America, Europe, Russia, Asia, Africa, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

GEOG 015: Physical Geography Laboratory

- Pre or Co: GEOG 001
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; C-ID GEOG 111; CSU/UC; Cal-GETC 5C
- Description: 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, biogeography and habitat analysis, and landform processes.

GEOLOGY – Geology

(Science Division)

GEOLOGY 001: Physical Geology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; C-ID GEOL 100; CSU/UC; Cal-GETC 5A
- Description: 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 006: Physical Geology Laboratory

- Pre or Co: GEOLOGY 001 or concurrent enrollment in GEOLOGY 001
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID GEOL 100 L; CSU/UC; Cal-GETC 5C
- Description: 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

(Health Sciences and Nursing Division)

also refer to KIN, KIN ATH, KIN MAJ

HEALTH 002: Health And Fitness

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 006: Nutrition For Healthful Living And Fitness Activities

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- Description: 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 011: Principles of Healthful Living

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; C-ID PH 100, C-ID PHS 100; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: In this course, students will examine health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the student's mental, emotional, spiritual, and physical well-being. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

HEALTH 012: Safety Education And First Aid

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; C-ID KIN 101; CSU/UC
- Description: 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.

HEALTH 015: Stress Management Strategy

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; C-ID PH 107; CSU
- Description: This course covers theoretical and research-based frameworks of stress, stress response, and stress management techniques. Topics include the definition of stress, physiological and psychological effects of stress, sources and causes of stress, and health consequences of chronic stress. Numerous evidence-based techniques to manage and cope with stress will also be covered and practiced.

HEALTH 101: Introduction to Public Health

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID PH 101; CSU
- Description: This course presents an overview of the disciplines of community and public health. Topics include the basic concepts and terminologies of public health; an overview of various public health professions and organizations; the study, prevention and control of diseases in the community; the analysis of the social determinants of health; strategies for eliminating disease, illness, and health disparities among various populations; community organizing and health promotion programming; school health promotion; environmental health and safety; and an overview of the healthcare delivery system in the United States. Emphasis will be placed on the development of knowledge and preliminary skills to serve as an effective advocate for community and public health.

HISTORY 001: Introduction To Western Civilization I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; C-ID HIST 170; Hon; CSU/UC; Cal-GETC 3Bor4
- Description: 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 002: Introduction To Western Civilization II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; C-ID HIST 180; CSU/UC; Cal-GETC 3Bor4
- Description: 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 005: History Of The Americas I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 4
- Description: 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 006: History Of The Americas II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 011: Political and Social History of the United States to 1877

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; C-ID HIST 130; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 012: Political and Social History of the United States from 1865

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 3or4Aor4B; C-ID HIST 140; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 020: History Of California And The Pacific Coast

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: This course surveys the history of the Pacific Coast from pre-History to the present.

HISTORY 021: History Of The Russian People

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: The course examines the development of Russia with emphasis on the nineteenth century to the present.

HISTORY 041: The African American In The History Of The U.S. I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, race, gender, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The "Peculiar Institution", Abolition, the Civil War, Westward Expansion, Emancipation, and Reconstruction.

HISTORY 042: The African American In The History Of The U.S. II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4Bor6; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th Century, the entire 20th Century, and the early decades of the 21st Century. This course examines the cultural shifts of the 19th Century Reconstruction and Redemption Periods and analyzes both the 20th Century and early 21st Century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present.

HISTORY 043: The Mexican-American In The History Of The United States I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 044: The Mexican American In The History Of The United States II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: History 043 is not a prerequisite for this course. Credit is allowed in only one of History 044, 042, or 012. 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 052: The Role Of Women In The History Of The U.S.

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 058: The Asian American In The History Of The United States

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US1
- Description: 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 074: Asian Civilization

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; CSU/UC; Cal-GETC 3Bor4

- Description: 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 081: A History Of Working People In The United States I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 3Bor4; CSU Am Inst US1
- Description: 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 082: A History Of Working People In The United States II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4Aor4B; CSU/UC; Cal-GETC 3Bor4; CSU Am Inst US1
- Description: 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 086: Introduction To World Civilization I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; C-ID HIST 150; CSU/UC; Cal-GETC 3Bor4
- Description: 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.

HISTORY 087: Introduction To World Civilization II

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3or4B; C-ID HIST 160; CSU/UC; Cal-GETC 3Bor4
- Description: 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.

HOSPT – Hospitality

(Professional Services and Psychology Division)

also refer to CLN ART, PROFBKG, VOC ED

HOSPT 100: Introduction To The Hospitality Industry

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID HOSP 100; CSU
- Description: Students will learn about the organization, employment opportunities, and financial performances of the many segments involved in the hospitality industry--food and lodging, resorts, tourism enterprises, attractions, and related operations such as event planning and

entertainment. The focus is on orientation to customer service, cultural and economic trends, and career opportunities in the various segments.

HOSPT 120: Hospitality Cost Control

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID HOSP 120; CSU

- Description: Students will learn how to analyze and manage food, beverage, labor, and other costs within a hospitality operation. Emphasis is on problem-solving and applying cost-control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control.

HOSPT 136: Event Management

- Pre: CLN ART 109
- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: Students will learn about the event and program planning processes as they relate to the delivery of business-related services, catering services, and social and leisure experiences. Students will develop essential skills required to research, plan, schedule, organize, and market events and programs for a variety of service recipients and settings. Students will learn about participant engagement and needs assessment and will receive an overview of cultural and economic trends.

HOSPT 140: Introduction to Hotel Management

- Total Hours: 54 Lec; DE

- 3 units; Letter Grade
- Maj; C-ID HOSP 140; CSU
- Description: In this course students will become familiar with the nature of hotel front office operations, including the scope of the industry. They will study the relationship of hotels to other kinds of lodging facilities based on size, target markets, and levels of service. Students will identify and describe the various operational departments and staff within a full-service hotel. They will determine room rates based on different strategies such as the Hubbard Formula. Students will conduct a comparative market analysis and develop a plan to improve service and revenue at a selected property.

HOSPT 320: Hospitality Law

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID HOSP 150; CSU
- Description: For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper-restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

HUMAN – Humanities

(Social Sciences Division)

HUMAN 001: Cultural Patterns Of Western Civilization

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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 002: Studies In Selected Cultures

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: A study in some depth of Imperial China, pre-Westernized Japan, Golden Age Islam, pre-Socialist Russia. Art, music and literature are studied as they interrelate to reveal non-Western views of philosophy, science, religion, and the self. Historical background, key personalities, contribution and significance within the various arts and sciences are emphasized.

HUMAN 003: The Arts Of Contemporary Society

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course presents a cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th, and early 20th centuries in western Europe and North America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society

HUMAN 006: Great People, Great Ages

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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 008: Great Women In The Humanities

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This class is a cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This 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 017: Film Appreciation

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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 030: The Beginnings Of Western Civilization

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course is a survey of man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis is placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to humankind's historical and cultural heritage.

HUMAN 060: People And Their World: Technology And The Humanities

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: 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.

HUMAN 077: Medieval Cultures

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: Comparative study of the cultures of the middle ages in Europe and the middle east, including the literary, musical and artistic traditions of Christianity, Islam and Judaism.

INTBUS – International Business (Professional Services and Psychology Division)

also refer to ACCTG, BSICSKL, BUS, CAOT, CIS, CS, FINANCE, HOSPT, MARKET, MGMT, REAL ES, SUPV, VOC ED

INTBUS 001: International Trade

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

logistics, internationalization of the firm, and operating procedures of the multinational enterprise. Students will be prepared for one of the four tested domains (Global Marketing, Global Business Management, Supply Chain Management and Trade Finance) in the Certified Global Business Professional (CGBP) exam. CGBP is an industry recognized international trade credential from NASBITE.

INTBUS 612: Supply Chain Management: Transport Systems

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course examines the global transport systems used in importing and exporting. Emphasis is given to the role of ocean, air, land, and multimodal transport infrastructures as key components of international supply chain management operations. Supporting international trade topics include commercial terms of trade, commercial and transportation documents, insurance, packaging for export, logistics infrastructure and security, and United States Customs clearance.

INTBUS 601: Introduction To Global Trade And Logistics

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course provides an overview of the global marketplace with emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, political, and legal factors in the foreign trade environment. Topics include patterns of world trade, supply chain and

JAPAN – Japanese (Communication Division)

JAPAN 001: Elementary Japanese I

- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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.

JAPAN 002: Elementary Japanese II

- Pre: JAPAN 001
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: Students continue to learn the fundamentals of grammar, vocabulary, and useful expressions, and increase their listening, speaking, reading and writing proficiency. Additional Kanji will be introduced. Students expand their knowledge of Japanese customs and culture.

JOURNAL – Journalism (Communication Division)

JOURNAL 101: Collecting And Writing News

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID JOUR 110; CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC
- Description: 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: Article Writing

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- CSU
- Description: 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.

JOURNAL 185: Directed Study - Journalism

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- CSU
- Description: Student pursues directed study on a contract basis under the direction of a supervising instructor.

JOURNAL 202: Advanced Newswriting

- Pre: JOURNAL 101
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- CSU
- Description: 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.

JOURNAL 217-1: Publication Laboratory I

- Adv: JOURNAL 101
- Total Hours: 108 Lab; DE
- 2 units; Letter Grade

- Maj; CSU
- Description: 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 218-1: Practical Editing I

- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. This includes basic copy editing, writing headlines, cropping photographs, posting material to the website and posting and uploading photos and copy to social media sites. Editors evaluate and discuss news issues in regularly scheduled critique sessions after publication.

JOURNAL 218-2: Practical Editing II

- Pre: JOURNAL 218-1
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Students learn intermediate news editing skills through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. Editors check facts, spelling, grammar and Associated Press style for all copy. They improve stories and oversee major revisions and collaborate with news design and web staff, photographers and reporters. Create style sheets and dummy pages for upcoming issues of the hard copy and oversee production design of the website and its family of social media.

JOURNAL 218-3: Practical Editing III

- Pre: JOURNAL 218-2
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: In this course, students practice advanced news editing skills through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. Students edit reporter work for grammar, punctuation, clarity and Associated Press Style. Student editors craft headlines and cutlines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

JOURNAL 218-4: Practical Editing IV

- Pre: JOURNAL 218-3
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- CSU
- Description: Students learn professional-level newspaper writing and copy editing through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve broadcast, online,

multimedia and social media content. Editors review and critique all content in regularly scheduled class meetings.

JOURNAL 219-1: Techniques For Staff Editors I

- Pre: JOURNAL 101
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: This course provides campus newspaper and online editors an introduction to practices and feedback in editorial writing and the analysis of editorial problems. Emphasis is placed on developing newsroom leadership skills and formulating editorial policy.

JOURNAL 220: Magazine Production

- Pre: JOURNAL 101
- Total Hours: 36 Lec/54 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

JOURNAL 258: Blogging and Social Media

- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

JOURNAL 285: Directed Study - Journalism

- Total Hours: 36 Lec; DE
- 2 units; Letter Grade
- CSU
- Description: Student pursues directed study on a contract basis under the direction of a supervising instructor.

JOURNAL 385: Directed Study - Journalism

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- CSU
- Description: This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

KIN – Kinesiology

(Kinesiology, Health and Wellness Division)

also refer to DANCEST, DANCETO, HEALTH, KIN ATH, KIN MAJ

KIN 010: Kinesiology - Physical Fitness

- Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 045: Adapted Fitness

- Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 046: Adapted Strength Training

- Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physicians prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

KIN 049: Adapted Cardiovascular Fitness

- Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 050: Adapted Exercise For Back Disorders

- Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 217-1: Self Defense Skills I

- Fam K07
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Pre: KIN KIN 217-1; Fam K07
- Total Hours: 9 Lec/27 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 229-1: Body Conditioning Skills I

- Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course will introduce students to cardiovascular and strenght 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

- Pre: KIN 229-1; Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 245-1: Body Dynamics Skills I

- Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course explores different exercises and techniques for body conditioning & physical performance. Class time includes participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

KIN 245-2: Body Dynamics Skills II

- Pre: KIN 245-1; Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course develops different exercises and techniques for advanced body conditioning & physical performance. Class time includes participation and coaching in fitness activities including aerobic, strength, developmental, and flexibility exercises.

KIN 250-1: Weight Training Skills I

- Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Pre: KIN 250-1; Fam K02
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 251-1: Yoga Skills - I

- Fam K08
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Pre: KIN 251-1; Fam K08
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 272: Track And Field Skills

- Fam K10
- Total Hours: 54 Lab
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 287-1: Basketball Skills I

- Fam K09
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Pre: KIN 287-1; Fam K09
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 288-1: Flag/Touch Football Skills I

- Total Hours: 36 Lab
- 1 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Total Hours: 36 Lab
- 1 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course is designed to teach students advanced skills related to flag football as a team activity.

KIN 291-1: Volleyball Skills I

- Fam K04
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Pre: KIN 291-1; Fam K04
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 350-1: Weight Training I

- Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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.

KIN 350-2: Weight Training II

- Pre: KIN 350-1; Fam K02
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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.

KIN ATH – Kinesiology, Athletics

(Kinesiology Division)

also refer to DANCEST, DANCETO, HEALTH, KIN, KIN MAJ

KIN ATH 503: Intercollegiate Athletics-Baseball

- Rep; Fam K09
- Total Hours: 180 Lab

- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 18:00 hours.

KIN ATH 504: Intercollegiate Athletics-Basketball

- Rep; Fam K09
- Total Hours: 180 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 18:00 hours.

KIN ATH 506: Intercollegiate Athletics-Cross Country

- Rep; Fam K09
- Total Hours: 180 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Rep; Fam K09
- Total Hours: 180 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 18:00 hours.

KIN ATH 511: Intercollegiate Athletics-Soccer

- Rep; Fam K09
- Total Hours: 180 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Rep; Fam K09
- Total Hours: 180 Lab
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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 18. hours.

KIN ATH 516: Intercollegiate Athletics-Volleyball

- Rep; Fam K09
- Total Hours: 180 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 18: hours.

KIN ATH 552: Intercollegiate Sports-Conditioning & Skills Training

- Rep; Fam K09
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Rep; Fam K09
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 555: Intercollegiate Cross Country-Fitness & Skills Training

- Rep
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: The intercollegiate cross country fitness class is designed for the student athlete to train in the off-season. Students will receive advanced strength and conditioning training specific to cross country with an emphasis on proper training principles, running fundamentals, injury prevention, and safety. The student also learns running strategies necessary for competition at intercollegiate levels.

KIN ATH 556: Intercollegiate Basketball-Fitness & Skills Training

- Rep; Fam K09
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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

- Rep; Fam K09
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Rep; Fam K09
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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 ATH 563: Intercollegiate Volleyball-Fitness & Skills Training

- Rep
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: Designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

KIN ATH 564: Intercollegiate Softball-Fitness & Skills Training

- Rep
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: Designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

KIN MAJ – Kinesiology - Majors

(Kinesiology Division)

also refer to DANCEST, DANCETO, HEALTH, KIN, KIN ATH

KIN MAJ 100: Introduction To Kinesiology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 7; C-ID KIN 100; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: A comprehensive introduction to the coaching profession. Emphasis is placed on coaching at the high school, elite club level, and includes youth, recreational, and intercollegiate sport programs. The primary goal is to develop and enhance student's knowledge and understanding of concepts and techniques of coaching.

KIN MAJ 109: Women In Sport

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course provides students with a chronological history, analysis and interpretation of people, events, and issues that affect women in sports. Physiological, sociological, and psychological aspects of female athletes, as related to all areas of sports, are covered. Students gain an

understanding of the significant events of women in athletics from the past to the present and how their significance determines the future of women in sports.

KIN MAJ 111: Diversity & Equity in Sport

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course provides students with foundational knowledge of diversity, equity, and inclusion within sport organizations. Topics include forms of diversity that affect the sport industry, including disability, social class and economic status, ethnicity and race, political affiliation and influence, age, gender and gender identity, and religion. Discussions include assessing organizational climate, planning strategically, implementing best practices, and using sport as a platform for social change.

KIN MAJ 119: Physical Efficiency

- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course includes components of cardiorespiratory, strength 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 128: Care And Prevention Of Athletic Injuries

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade

- Maj; CSU
- Description: This course teaches the principles, techniques, and ethics used by the athletic trainer in the care and prevention of athletic injuries. The scope of this class includes identification of common athletic injuries, their

causes and preventative measures, first aid treatment, and associated follow-up care.

LIB SCI – Library Science

(Library and Learning Resource Center Division)

LIB SCI 101: College Research Skills

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; LACCDGE 7; CSU/UC

- Description: 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: hours.

LRNFDTN – Learning Foundations

(Counseling Division)

also refer to BSICSKL, COUNSEL, LRNSKIL, VOC ED

LRNFDTN 001: Adaptive Keyboarding

- Total Hours: 54 Lab; DE
- 1 units; PNP
- NDA
- Description: 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

- Total Hours: 54 Lab; DE
- 1 units; PNP
- NDA
- Description: 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 002: Adaptive Word Processing Operations

- Total Hours: 54 Lab; DE
- 1 units; PNP
- NDA
- Description: 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 070: Fundamentals Of Arithmetic Laboratory

- Total Hours: 54 Lab; DE
- 1 units; PNP
- NDA
- Description: 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.

LRNFDTN 003: Adaptive Computer Operations

LRNSKIL – Learning Skills

(Counseling Division)

also refer to BSICSKL, COUNSEL, LRNFDTN, VOC ED

LRNSKIL 001: Reading

- Total Hours: 162 Lab
- 3 units; PNP
- NDA
- Description: 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

- 1 units; PNP
- NDA
- Description: 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 001B: Reading

- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- NDA

LRNSKIL 001A: Reading

- Total Hours: 54 Lab; DE

- Description: 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 001C: Reading

- Total Hours: 54 Lab
- 1 units; PNP
- NDA
- Description: 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

(Professional Services and Psychology Division)

also refer to ACCTG, BSICSKL, BUS, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MGMT, REAL ES, SUPV, VOC ED

MARKET 001: Principles Of Selling

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU
- Description: This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentation exercises and case studies are used.

MARKET 011: Fundamentals Of Advertising

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Fundamentals Of Advertising

MARKET 021: Principles Of Marketing

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Students will analyze all aspects of marketing including the consumer market, consumerism, packaging and branding, pricing, wholesaling, retailing, sales promotion, personal selling, international

marketing, and the principles involved in the distribution of a product from the producer to the user or consumer.

MARKET 023: Introduction To Social Media Marketing

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

MARKET 031: Retail Merchandising

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

Math/Statistics Placement Information

Many math and statistics courses (in BUS, MATH, and STAT) have prerequisites—conditions that must be met prior to enrollment. The Math/Statistics placement process uses information from student applications to determine which prerequisites have already been met and which courses are available as a result. The results are available in the student portal at <http://mycollege.laccd.edu/> in the “Student Status” tile “Placement Results” link.

For students who graduated from an accredited US high school or earned a GED or California High School Equivalency Certificate, Math/Statistics placement is based the courses they passed, either in high school or at the college level:

- Passing Calculus, Pre-Calculus, Integrated Math 4, or Trigonometry (or equivalent or higher) results in an “MT4 – Calculus I” placement. At this level, if *Calculus I* is required for the major, MATH 265 or 265S is recommended. Otherwise, any of the following that are required may be taken: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E. *
- Passing Intermediate Algebra or Integrated Math 3 (or equivalent) results in an “MT2 – Pre-Calculus” placement. At this level, if *Calculus I* is required for the major, enrollment is permitted in MATH 260, 265 or 265S, but the sequence MATH 260 then MATH 265 is recommended. Otherwise, any of the following that are required may be taken: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E.
- Not passing the above results in a “MT1 – Transfer-level Mathematics Prior to Pre-Calculus” placement. At this level, if *Calculus I* is required for the major, enrollment is permitted in MATH 240, 260, 265 or 265S, but the sequence MATH 240, 241, or 241S then MATH 260 then MATH 265 is recommended. Otherwise, any of the following that are required may be taken: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E.

* Students who have achieved the following may be eligible for a higher placement, but should consult a counselor to ensure this will be accepted by transfer institution(s):

- A score of at least 3 on the AP Calculus BC exam can enable enrollment in MATH 267 and/or MATH 270.
- A score of at least 3 on the AP Calculus BC exam AB sub-score or AP Calculus AB exam can enable enrollment in MATH 266.
- A score of 5 on the IB HL Math Analysis and Approaches exam (2021 or after) or HL Math exam (before 2021) can enable enrollment in 265 or 265S.

For students who did not provide a US high school GPA or who did not graduate from a US high school (or equivalent as described above), a placement of “MN – No Math Placement” is assigned. Such students may complete their placement using the “Math/Statistics Survey” linked to the “Student Status” tile “Placement Results” link on the website described above. That survey will enable them to choose any of the above placements.

MATH – Mathematics

also refer to Mathematics/Statistics Placement, Math for High School Students, STAT

MATH 173: Object-Oriented Programming And Design

- Pre: MATH 260
- Total Hours: 54 Lec/36 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- Description: This course covers major programming concepts including theory, applications, and object-oriented programming, primarily in C++. Variables and basic data types, operators, bitwise arithmetic, control structures, input and output, arrays, multidimensional arrays, strings, an introduction to the Standard Template Library, functions, an introduction to recursion, structures, pointers, references, dynamic memory management, file handling, casting operators, namespaces, operator overloading, preprocessor directives, and exception handling are discussed in detail. Classes and object-oriented programming, including constructors and destructors, inheritance, virtual functions, polymorphism, interfaces through abstract base classes, and data encapsulation and modeling principles are also covered in detail. Differences between the Java language and C++ are discussed. Commenting of code and debugging are emphasized throughout the course. Examples from mathematics are included as well as a significant project requiring object-oriented design. Students gain practice in utilizing outside code via practice with a graphics API.

MATH 215: Mathematical Concepts for Teachers I

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- UC Credit Limit: MATH 215 and MATH 216 combined; maximum credit, 1 course
- Description: 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: Mathematical Concepts for Teachers II

- Pre: MATH 215
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- UC Credit Limit: MATH 215 and MATH 216 combined; maximum credit, 1 course
- Description: 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

(now listed as STAT C1000)

MATH 227S: Statistics with Support

(now listed as STAT C1000E)

MATH 229: Statistics for Data Science

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec/36 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 110; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course examines fundamental concepts that are the building blocks for data science work, include gathering and summarizing data (descriptive statistics) and relationships between variables, probability techniques, and sampling distributions, hypothesis testing, chi-square, t-tests, analysis of variance, and predictive techniques to facilitate decision-making (inferential statistics). Students will study correlation and regression analyses such as linear models for data science and multivariate regression and the application of technology for statistical analysis including the interpretation of the relevance of the statistical findings to data science. The course will examine applications using data from disciplines including engineering, business, economics, natural and social sciences, psychology, health science, information technology, and education. There will be a hands-on approach to statistical analysis using Python and R.

MATH 230: Mathematics For Liberal Arts Students

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC; Cal-GETC 2
- Description: This course is intended for liberal arts majors. Topics include sets and counting, probability, linear systems, linear programming, logic, statistics and mathematics of finance with applications for liberal arts majors.

MATH 234: College Level Algebra

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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 236: Calculus For Business And Social Science

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 140; CSU/UC; Cal-GETC 2
- UC Credit Limit: MATH 236 and MATH 265 combined, maximum credit, 1 course
- Description: This course consists of basic concepts in differential and integral calculus in single and multiple variables with applications for business, life and social sciences. Topics include limits, derivatives, maxima and applications, integration techniques with application, and graphs.

MATH 240: Trigonometry

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; CSU
- Description: 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 241: Trigonometry With Vectors

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU
- Description: This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

MATH 241S: Trigonometry with Vectors with Support

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 72 Lec/18 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU
- Description: This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

MATH 260: Precalculus

- Pre: Intermediate Algebra or equivalent or higher, or by placement
- Total Hours: 72 Lec/36 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC; Cal-GETC 2

- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: 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

- Pre: MATH 240 and 260, or by placement
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 210; CSU/UC; Cal-GETC 2
- UC Credit Limit: MATH 236 and MATH 265 combined, maximum credit, 1 course
- Description: The first course in differential and integral Calculus of a single variable. Topics include algebraic and transcendental functions; limits and continuity; techniques and applications of differentiation and integration; curve sketching and Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math majors.

MATH 265S: Calculus With Analytic Geometry I with Support

- Pre: MATH 240 and 260, or by placement
- Total Hours: 72 Lec/36 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC; Cal-GETC 2
- Description: The first course in differential and integral Calculus of a single variable. Topics include algebraic and transcendental functions; limits and continuity; techniques and applications of differentiation and integration; curve sketching and Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math majors. Additional support included. This course contains the same content and satisfies the same requirements as MATH 265, but includes a review of concepts in trigonometry and pre-calculus.

MATH 266: Calculus with Analytic Geometry II

- Pre: MATH 265
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 220; CSU/UC; Cal-GETC 2
- Description: 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

- Pre: MATH 266
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 230; CSU/UC; Cal-GETC 2
- Description: 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

- Pre: MATH 266
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 250; CSU/UC; Cal-GETC 2

- Description: This course emphasizes the study of matrix algebra, vector spaces and linear transformations, including theory and applications.

MATH 273: Introduction To Data Structures And Algorithms

- Pre: MATH 173
- Total Hours: 54 Lec/36 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- Description: This course is an introduction to the study of data structures and algorithms as well as an introduction to software development primarily in C++. The course begins with a short review of object-oriented programming, emphasizing utilizing and extending existing code through inheritance and interfaces. The review leads into more advanced topics including multiple inheritance, virtual inheritance, the diamond problem, templates, and multithreading. Complexity analysis, including Big-O notation, best case, worst case, average case, and amortized analysis are covered in detail. Data structures and algorithms are covered in a language-independent manner. Linked lists, stacks, queues, trees, heaps, and graphs are covered in detail

along with associated implementation and memory management techniques. Algorithms for searching and sorting, including hashing, are covered in detail. Recursion, which was introduced in the previous course, is analyzed rigorously. The Standard Template Library is discussed in reference to each data structure and algorithm covered in the course. Software development is explored in the contexts of event-driven programming and video game programming. A large scale project requiring significant planning, collaboration, and documentation is required.

MATH 275: Ordinary Differential Equations

- Pre: MATHematics 267
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 240; CSU/UC; Cal-GETC 2
- Description: 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.

Math for High School Students

(Math and Technology Division)

also refer to Mathematics/Statistics Placement, MATH, STAT

The courses under this heading are open only to students currently in high school who have not already passed them (or their equivalents) and who are taking them as part of a high school accelerated math pathway or to satisfy high school graduation requirements.

MATH 115: Elementary Algebra

- Total Hours: 90 Lec/18 Lab; DE
- 5 units; Letter Grade
- Maj
- Description: 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.

- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Description: Covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. Provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass. Also introduces analytic geometry: distance between two points, slope and equation of a line.

MATH 125: Intermediate Algebra

- Total Hours: 72 Lec/36 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 2
- Description: 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 120: Plane Geometry

MGMT – Management

(Professional Services and Psychology Division)

also refer to ACCTG, BSICKSL, BUS, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, REAL ES, SUPV, VOC ED

MGMT 002: Organization And Management Theory

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Students will be introduced to the management and organization of businesses. Students will connect how the management of people and resources accomplishes organizational goals. Students will demonstrate their understanding of leading, planning and controlling, organization design, operations management, and decision making. Students will also provide examples of human resource management, managing change, individual and group behavior, motivating and rewarding employees, communicating and interpersonal skills, work teams, ethics, leadership and trust in various business case studies.

MGMT 013: Small Business Entrepreneurship

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 031: Human Relations for Employees

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: This course assists students in developing and improving traits desirable for success in business. Emphasis is placed on techniques to insure good human relations with individuals or groups. Effective study methods, work organizations, career planning, and the ability to present oneself to an employer for employment or advance are included.

MGMT 033: Human Capital Management

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

MICRO – Microbiology

(Science Division)

also refer to BIOLOGY

MICRO 020: General Microbiology

- Pre: CHEM 051 or CHEM 065 or CHEM 101 or one year of high school Chemistry
- Total Hours: 54 Lec/54 Lab; DE

- 4 units; Letter Grade
- LACCDGE 5; CSU/UC; Cal-GETC 5B&5C
- Description: 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.

MUSIC – Music

(Humanities and Fine Arts Division)

also refer to OLD ADL, VOC ED

MUSIC 100: Music in Society

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3 or 4B; CSU/UC; Cal-GETC 3Aor3Bor4
- Description: A study of the roles music plays in society. Students will use the scientific method to examine music from a variety of geographic, ethnic, cultural and historical perspectives. Students will be encouraged to contribute topics of interest and will conduct research on those topics.

- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: 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. The role of music and musicians in society will be explored.

MUSIC 101: Fundamentals Of Music

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 110; CSU/UC; Cal-GETC 3A
- Description: 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 118: Film Music Appreciation

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: This is an introductory survey course designed to familiarize the student with the music used to accompany film from the silent era to today. Emphasis is given to: the musical elements that support and enhance the dramatic experience of the film, musical periods and styles in film, and the major composers and their impact on society and film.

MUSIC 111: Music Appreciation

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 100; Hon; CSU/UC; Cal-GETC 3A
- Description: 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 141: Jazz Appreciation

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3A
- Description: 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. Topics studied include but are not limited to elements of jazz, historical periods in jazz style, and the role of jazz and Jazz musicians in American history.

MUSIC 116: Survey and History of Rock, Pop, and Soul Music

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

MUSIC 161: Introduction To Music Technology

- Total Hours: 36 Lec/36 Lab; DE

- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: 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

- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: 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

- Pre: Audition; Co: MUSIC 181
- Total Hours: 90 Lab; DE
- 1.5 units; PNP
- Maj; CSU/UC
- Description: 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

- Pre: 180-1 and Placement Exam; Co: MUSIC 182
- Total Hours: 90 Lab; DE
- 1.5 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: 180-2 and Placement Exam; Co: MUSIC 183
- Total Hours: 90 Lab; DE
- 1.5 units; PNP
- Maj; CSU/UC
- Description: 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

- Pre: 180-3 and Placement Exam; Co: MUSIC 184
- Total Hours: 90 Lab; DE
- 1.5 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: Placement Exam
- Total Hours: 18 Lab; DE
- 0.5 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 160; CSU/UC
- Description: 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

- Co: MUSIC 181; and Audition
- Total Hours: 18 Lab; DE
- 0.5 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 160; CSU/UC
- Description: 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

- Co: MUSIC 182; and Audition
- Total Hours: 18 Lab; DE
- 0.5 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 160; CSU/UC
- Description: 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

- Co: MUSIC 183; and Audition
- Total Hours: 18 Lab; DE
- 0.5 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 160; CSU/UC
- Description: 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 216-1: Music Theory I

- Adv: MUSIC 217-1 and 321
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 120; CSU/UC; Cal-GETC 3A
- Description: 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

- Pre: MUSIC 216-1; Adv: MUSIC 217-2 and 321 or 322
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 130; CSU/UC
- Description: 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.

MUSIC 216-3: Music Theory III

- Pre: MUSIC 216-2; Adv: MUSIC 217-3 and 323
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID MUS 140; CSU/UC
- Description: 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.

MUSIC 216-4: Music Theory IV

- Pre: MUSIC 216-3
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID MUS 150; CSU/UC
- Description: This course 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.

MUSIC 217-1: Musicianship I

- Adv: MUSIC 216-1 and 323
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID MUS 125; CSU/UC
- Description: 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.

MUSIC 217-2: Musicianship II

- Pre: MUSIC 217-1; Adv: MUSIC 216-2 and 322

- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID MUS 135; CSU/UC
- Description: 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.

MUSIC 217-3: Musicianship III

- Pre: MUSIC 217-2; Adv: MUSIC 216-3 and 321
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID MUS 145; CSU/UC
- Description: 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.

MUSIC 217-4: Musicianship IV

- Pre: MUSIC 217-3
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID MUS 155; CSU/UC
- Description: 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.

MUSIC 261-1: Music Technology Workshop I

- Pre: MUSIC 161 or MUSIC 165
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: 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: Music Technology Workshop II

- Pre: MUSIC 261-1 or MUSIC 265-1
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: 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: Music Technology Workshop III

- Pre: MUSIC 261-2 or MUSIC 265-2
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade

- Maj; C-ID CMUS 100 X; CSU/UC
- Description: 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

- Pre: MUSIC 165
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 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

- Pre: MUSIC 265-1
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 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

- Pre: MUSIC 265-2
- Total Hours: 36 Lec/36 Lab; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 100 X; CSU/UC
- Description: This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; C-ID CMUS 150 X; CSU/UC
- Description: 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

- Pre: MUSIC 272
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Pre: MUSIC 272; and Must pass dosage calculation examination prior to clinical
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Fam M02
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 170; CSU/UC
- Description: 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

- Pre: Music 321 or equivalent; and Must pass dosage calculation examination prior to clinical; Fam M02
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 171; CSU/UC
- Description: This course expands, refines and further develops the beginning keyboard skills introduced in MUSIC 321. Upper level beginning to intermediate piano music and skills will be presented which will include: major scales and arpeggios, sight-reading, chord progressions, harmonization and transposition.

MUSIC 323: Elementary Piano III

- Pre: Music 322 or equivalent; Fam M02
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 172; CSU/UC
- Description: The third course in a four-semester series that develops the student's functional keyboard skills. Sight reading, technique, harmonization, 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

- Pre: Music 323; Fam M02
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Fam M07
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Music 411; and Must pass dosage calculation examination prior to clinical; Fam M07
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: This course is a continuation of the study of concepts and techniques introduced in MUSIC 411. Students will develop their technical skills and apply them to new and more challenging repertoire.

MUSIC 413: Elementary Voice III

- Pre: Music 412; Fam M07
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: This course is a continuation of the study of concepts and techniques introduced in MUSIC 411 and 412. Students will develop their technical skills and apply them to new and more challenging repertoire.

MUSIC 414: Elementary Voice IV

- Pre: Music 413; and Must pass dosage calculation examination prior to clinical; Fam M07
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Audition; Adv: MUSIC 101 and MUSIC 411; Rep; Fam M07
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade

- Maj; LACCDGE 3; C-ID MUS 180; CSU/UC
- Description: 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 650: Beginning Guitar

- Fam M01
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Music 650 or equivalent; Fam M01
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Music 651; Fam M01
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Music 652; Fam M01
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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

- Pre: Music 653; and Must pass dosage calculation examination prior to clinical; Fam M01
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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 700: Large Ensemble

- Pre: Audition; Rep
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; C-ID MUS 180; CSU/UC
- Description: This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. The course is repeatable for credit for a maximum of four enrollments. The course may be offered at times and places to be announced (TBA) for up to 54 hours. Field trips and/or off-campus meetings may be required.

MUSIC 775: Jazz Ensemble

- Rep
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 3; C-ID MUS 180; CSU/UC
- Description: 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.

NURSING – Nursing (Health Sciences and Nursing Division)

NURSING 100-2: Second Semester Preparation Nursing Learning Center and Clinical Skills

- Pre: NURSING 311, 313, 315 and 321; Fee: \$75.0
- Total Hours: 54 Lab
- 1 units; PNP
- Maj
- Description: This course is designed for nursing students enrolled in the Los Angeles Harbor College Nursing Program who are progressing to the second semester. It is intended to assist the student to describe and analyze nursing concepts. The information is presented through face to face workshops and students will be provided low and high-fidelity patient care simulated scenarios and an actual clinical rotation (optional). This is a self-paced course and is offered on a 'Pass/No Pass/Incomplete basis.

NURSING 185: Directed Study - Nursing

- Co: Current enrollment in a Nursing Program Course with a clinical component
- Total Hours: 18 Lec
- 1 units; PNP
- CSU
- Description: 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

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: Official admission to the nursing program or experience in nursing permitting advanced placement in the nursing program; Fee: \$100.0
- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: Admission to the Nursing Program; Fee: \$600.0
- Total Hours: 31.5 Lec/121.5 Lab
- 4 units; Letter Grade
- Maj; CSU
- Description: This course is an introduction to nursing and will prepare the student to obtain the knowledge, skills, and attitudes to provide care to the hospitalized patient, with a focus on the adult and the mature (gerontologic) patient. It includes an introduction to the hospital environment and standard precautions; use of the simulation lab; basic nursing procedures; and utilization of the nursing process in performance of beginning level assessment and interventions for the following needs according to the Roy Adaptation Model and referred to as the Physiological Modes – Oxygen Needs, Rest & Activity Needs, Nutrition Needs, and Fluid & Electrolyte + Acid-Base Balance Needs. This is the first clinical course of the Associate Degree Registered Nursing Program. After satisfactory completion of the course, the student can function at the beginning nurse aide level.

NURSING 315: Fundamentals Of Nursing Process And Practice

- Pre: NURSING 313; Adv: Nursing 185; Fee: \$600.0
- Total Hours: 31.5 Lec/121.5 Lab
- 4 units; Letter Grade
- Maj; CSU
- Description: 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

- Total Hours: 36 Lec; DE
- 2 units; PNP
- CSU
- Description: 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

development of knowledge and skills needed to safely assess, plan, and implement client care. Has individual and group work.

NURSING 321: Nursing Process

- Total Hours: 18 Lec
- 1 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: NURSING 311 and NURSING 315 and NURSING 321; Adv: NURSING 185
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: NURSING 323; Adv: NURSING 185
- Total Hours: 54 Lec/108 Lab; DE
- 5 units; Letter Grade
- Maj; CSU
- Description: 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 329A: Role Transition Lvn To Rn

- Pre: ANATOMY 001, PHYSIOL 001, MICRO 020, (ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110), PSYC C1000 or PSYCH 001, and PSYCH 041; and Current LVN license or experience in nursing permitting advanced placement in the nursing program
- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: This course is designed to assist the L.V.N. to make a successful transition to 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.

NURSING 329B: Role Transition Lvn To Rn

- Pre: NURSING 329A; and current LVN license or experience in nursing permitting advanced placement in the nursing program
- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU

- Description: 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

- Pre: NURSING 325; Adv: NURSING 318
- Total Hours: 27 Lec/81 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 and clinics.

NURSING 335: Nursing Process And Practice In The Care Of Children

- Pre: NURSING 325; Adv: NURSING 318
- Total Hours: 27 Lec/81 Lab
- 3 units; Letter Grade
- Maj; CSU
- Description: Through the utilization of developmental theories (primarily Erikson & Piaget), the Roy Adaptation Model of Nursing, and QSEN competencies, 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

- Pre: NURSING 333, NURSING 335; Adv: NURSING 318
- Total Hours: 18 Lec/54 Lab; DE
- 2 units; Letter Grade
- Maj; CSU
- Description: 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.

NURSING 343: Nursing Process&Practice In Psy-Social Adaptation Of Client

- Pre: NURSING 339; Adv: NURSING 318
- Total Hours: 27 Lec/81 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: NURSING 339; Adv: NURSING 318
- Total Hours: 27 Lec/81 Lab; DE

- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: NURSING 343, NURSING 345; Adv: NURSING 318
- Total Hours: 9 Lec/135 Lab; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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

- Pre: ANATOMY 001 and PHYSIOL 001
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 399A: Nurse Assistant Training Program

- Total Hours: 54 Lec/108 Lab; DE
- 6 units; Letter Grade
- Maj
- Description: 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: Home Health Aide Training Program

- Total Hours: 18 Lec/36 Lab
- 2 units; Letter Grade
- Maj
- Description: 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

(Science Division)

OCEANO 001: Introduction To Oceanography

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; Hon; CSU/UC; Cal-GETC 5A
- Description: 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 010: Physical Oceanography Laboratory

- Pre: OCEANO 001 or concurrent enrollment
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; CSU/UC; Cal-GETC 5C

- Description: This course introduces the student to the tools of oceanography and what is being used in oceanographic research today. The student will also learn analytic techniques used to study oceanographic features, seawater properties, currents, tides, and waves. Field trips to coastal southern California are made.

OCEANO 012: Lectures In Marine Biology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5B
- Description: 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 pollution and economic uses. Field trips and special projects are among the class activities.

OLD ADL – Older Adults

(Humanities and Fine Arts Division)

This prefix includes courses of varied topics. Refer to the table below for course numbers belonging to each topic.

Music	VOC ED 501, 700, 775	also refer to MUSIC, VOC ED
Theater	VOC ED 057	also refer to THEATER

OLD ADL 057CE: Adventures In Theater

- Total Hours: 36 Lec; DE
- 0 units; NGG
- NC
- Description: 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

- Total Hours: 54.18 Lab; DE
- 0 units; NGG
- NC
- Description: This course provides the opportunity for members of the community to participate in the rehearsal and performance of choral music in an ensemble setting.

OLD ADL 700CE: Community Large Ensemble

- Total Hours: 54 Lab
- 0 units; NGG
- NC
- Description: Designed for older adults and returning students, this course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. The course may be offered at times and places to be

announced (TBA) for up to 54 hours. Field trips and/or off-campus meetings may be required.

OLD ADL 775CE: Community Jazz Band

- Total Hours: 54 Lab; DE
- 0 units; NGG
- NC; Maj
- Description: 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.

PARENT – Parenting

(Social Sciences Division)

also refer to CH DEV, EDUC, VOC ED

PARENT 021CE: Family Development and Communication

- Total Hours: 12.06 Lec; DE
- 0 units; PNP
- NC
- Description: This class is designed for students to explore the complex nature of the family. Understanding family roles and cultural beliefs is an integral part of this class. Family communication styles and good communication strategies are reviewed and practiced. Positive parenting skills are taught and reviewed. A notebook of community resources for strengthening families is created.

PARENT 022CE: School, Work, and Family Balance

- Total Hours: 12.06 Lec; DE
- 0 units; PNP
- NC
- Description: This course will address issues related to today's modern family. Roles and responsibilities of family members will be discussed. Setting reasonable expectations on family members and learning to structure daily life will be discussed. The importance of clear family routines and boundaries will be explored. Understanding family and child development stages will be reviewed. Creating a plan for a safe, stable family environment will be developed. The importance of cultural beliefs and parenting styles will be discussed. Personal parenting goals will be set as well as appropriate goal setting strategies for children. Family stressors will be identified and community resources and supports will be explored.

PHILOS – Philosophy

(Humanities and Fine Arts Division)

PHILOS 001: Introduction To Philosophy

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID PHIL 100; CSU/UC; Cal-GETC 3B
- Description: This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. This course will emphasize the reading and analysis of primary source texts which relate to the aforementioned philosophical perspectives.

writing strategies. Sample arguments from philosophy and from culturally diverse sources in other disciplines are analyzed.

PHILOS 009: Symbolic Logic I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1B or 2; C-ID PHIL 210; CSU/UC
- Description: Students analyze techniques for representing truth-functional statements using letters and symbols, determining the validity of arguments using such statements, and demonstrating validity through formal proofs using a natural deduction system. Covers both sentential and predicate logic.

PHILOS 006: Logic in Practice

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 1B; C-ID PHIL 110; CSU/UC; Cal-GETC 1B
- Description: This course is an introduction to critical thinking and critical writing. The students have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical

PHILOS 020: Ethics

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID PHIL 120; CSU/UC; Cal-GETC 3B
- Description: Philosophy 020 is a study of the basic principles of moral evaluation and issues of ethical theory, and their application to contemporary moral problems. 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. Specific theories introduced will include Virtue Ethics, Consequentialism, and Deontology.

PHILOS 033: Comparative Survey Of World Religions

- Total Hours: 54.18 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course focuses on the philosophical evaluation of religion. Students will critically examine arguments concerning the origin of religions, supernatural experiences, and the existence of God. 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.

PHILOS 042: Philosophy And Cinema

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU
- Description: This course will introduce students to various philosophical topics, issues and themes that are portrayed in film. Some topics that will be examined include the meaning of life, the problem of skepticism, the mind-body problem, artificial intelligence, free will and determinism, and moral dilemmas.

PHYS SCI – Physical Science

(Science Division)

PHYS SC 001: Physical Science I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5A
- UC Credit Limit: No credit if taken after a college level course in Astronomy, Chemistry, Geology, or Physics
- Description: 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 014: Physical Science Laboratory

- Pre or Co: PHYS SC 001 with a grade of C or better or concurrent enrollment
- Total Hours: 36 Lab; DE
- 1 units; Letter Grade
- Maj; CSU/UC; Cal-GETC 5C
- Description: This course covers the study of nature through experiments in physics, geology, chemistry and astronomy.

PHYSICS – Physics

(Science Division)

PHYSICS 006: General Physics I

- Pre or Co: MATH 240
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; C-ID PHYS 105 (+PHYSICS 007: PHYS 100 S); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This is the first of two trigonometry based physics courses presenting topics in work and energy, mechanics of solids and fluids, heat and thermodynamics, vibrations and waves.

PHYSICS 007: General Physics II

- Pre: PHYSICS 006
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; C-ID PHYS 100 S (+ PHYSICS 006); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This is second of two trigonometry based physics courses presenting topics in light, electricity, magnetism, geometrical optics, diffraction, interference and an introduction to modern physics.

PHYSICS 011: Introductory Physics

- Prerequisite: Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 5; CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: No credit for PHYSICS 011 if taken after PHYSICS 006 or PHYSICS 037
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course introduces the principles of general physics emphasizing algebra-based computations. Topics include mechanics, heat, sound, light, electricity, magnetism and modern physics.

PHYSICS 037: Physics For Engineers And Scientists I

- Pre: MATH 265 or Co: MATH 265
- Total Hours: 72 Lec/54 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID PHYS 205 (+PHYSICS 038, 039: PHYS 200 S); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 038: Physics For Engineers And Scientists II

- Pre: PHYSICS 037 and MATH 266 or Pre: Physics 037 and Co: MATH 266
- Total Hours: 72 Lec/54 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID PHYS 210 (+PHYSICS 037, 039; PHYS 200 S); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 039: Physics For Engineers And Scientists III

- Pre: PHYSICS 037 and MATH 266 or Pre: Physics 037 and Co: MATH 266
- Total Hours: 72 Lec/54 Lab; DE
- 5 units; Letter Grade
- Maj; LACCDGE 5; C-ID PHYS 215 (+PHYSICS 037, 038; PHYS 200 S); CSU/UC; Cal-GETC 5A&5C
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: Third course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include wave

PHYSIOL – Physiology

(Science Division)

also refer to ANATOMY

PHYSIOL 001: Introduction To Human Physiology

- Pre: CHEM 051 or 065 or 101 or one year of high school Chemistry
- Total Hours: 54 Lec/54 Lab
- 4 units; Letter Grade
- Maj; LACCDGE 5; C-ID BIOL 120 B; CSU/UC; Cal-GETC 5B&5C

- Description: 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

(Social Sciences Division)

also refer to POLS

POL SCI 001: The Government of the United States

(now listed as POLS C1000)

POL SCI 002: Introduction to Comparative Politics

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID POLS 130; CSU/UC; Cal-GETC 4
- Description: 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.

- Maj; LACCDGE 3/4B; C-ID POLS 120; CSU/UC; Cal-GETC 4
- Description: This course offers an introduction to the most important political theories and ideas from the time of the ancient Greeks to the present day. The course explores the various relationships and connections that exist between political theory and political practice.

POL SCI 003: Introduction To Political Science

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID POLS 150; CSU/UC; Cal-GETC 4
- Description: This course is an introduction to politics and political science: power, democracy and authoritarianism, political participation, the state, political institutions, subfields of the discipline, and political research methodology.

POL SCI 007: Introduction to International Relations

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID POLS 140; Hon; CSU/UC; Cal-GETC 4
- Description: An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.

POL SCI 004: Introduction To State And Local Governments

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: 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 030: The Political Process

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Aor4B; CSU/UC; Cal-GETC 4; CSU Am Inst US2/US3
- Description: 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 005: The History Of Western Political Thought

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

POL SCI 050: Introduction To Research In Political Science

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID POLS 160; CSU/UC; Cal-GETC 4
- Description: This course surveys the research methods employed in political science. Research design, experimental procedures, descriptive methods, instrumentation, and the collection, interpretation, and reporting of research data, and the ethics of research are introduced.

POLS – Political Science

(Social Sciences Division)

also refer to POL SCI – Political Science

POLS C1000: American Government and Politics

(formerly POL SCI 001)

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4A or 4B; C-ID POLS 110; Hon; CSU/UC; Cal-GETC 4; CSU Am Inst US2/US3

- Description: This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology.

PROFBKG – Baking, Professional

(Humanities and Fine Arts Division Division)

also refer to CLN ART, HOSPT, VOC ED

PROFBKG 100: Principles of Baking & Pastry Skills I

- Total Hours: 18 Lec/108 Lab
- 3 units; Letter Grade
- Maj
- Description: Students will be introduced the fundamental techniques of baking and pastry. Including quick breads, pies, pate a choux, tarts, cakes, and cookies. An emphasis will be placed on learning the correct mixing methods, ingredient terminology, the role of leavening agents, starches, chemical reactions of ingredients - and the effect of heat and cold on baked goods. Recipes, ingredient selections, and menu development will be an essential theme of this class.

PROFBKG 110: Principles of Bread and Artisan Bread I

- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj
- Description: Class introduces student to yeast bread: lean, rich and laminated. Emphasis on methods of preparation, flour usage, gluten development terminology, and the reaction yeast and natural leavening agents have in bread. Students will be introduced to the 12 steps of yeast production and will prepare a variety of different yeasted and natural leavened bread. Bakers percentage and elements of mixing methods are practiced.

PROFBKG 122: Artisanal Breads, Specialty Breads

- Pre: CLN ART 117; Co: PROFBKG 132
- Total Hours: 67.5 Lec/121.5 Lab; DE
- 6 units; Letter Grade
- Maj
- Description: Overview of making and preparing artisanal bread: lean yeast, rich yeast, rolled-in/laminated doughs, and advanced quickbreads. Recognize formulas and demonstrate the ability to alter formulas in yeast, rolled-in, and quick bread formulas central to this class. View bread baking from an artisan's perspective. Explore the fundamentals of baking science: How a formula works including changes of yields and altering percentages of ingredients in formulas to produce desired results are stressed. Work on increasing productivity, speed and accuracy is continued in this class.

PROFBKG 130: Chocolate, Confections, Dec & Showpieces

- Pre: CLN ART 117, PROFBKG 100, PROFBKG 110, PROFBKG 122, and PROFBKG 132; Co: PROFBKG 135
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj
- Description: This class applies procedures and techniques for preparing advanced pastry techniques used in the professional industry. Students will prepare and demonstrate various advanced artisanal confectioner theories, formulas and ingredients used in Molded and tempered chocolate, confections, chocolate and sugar show pieces, marzipan, nougatine, and pastillage will be prepared and evaluated.

PROFBKG 132: Multi-Component Desserts and Pastries

- Pre: CLN ART 117, PROFBKG 100 and PROFBKG 110; Co: PROFBKG 122
- Total Hours: 67.5 Lec/121.5 Lab; DE
- 6 units; Letter Grade
- Maj
- Description: Students will discuss and demonstrate contemporary style multi-component plated restaurant style desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

PROFBKG 135: Specialty Cakes

- Pre: CLN ART 117, PROFBKG 100, PROFBKG 110, PROFBKG 122 and PROFBKG 132; Co: PROFBKG 130
- Total Hours: 18 Lec/108 Lab; DE
- 3 units; Letter Grade
- Maj
- Description: This class applies procedures and techniques for preparing classical, specialty, modern, wedding and occasional cakes. Methods of preparation for cakes, icings, buttercreams, fondant, gum paste and modeling chocolate decorations are explored and practiced in-depth for evaluations. Students will also prepare a variety of cakes and decorations in an industry production setting.

PSYC – Psychology

(Professional Services and Psychology Division)

also refer to PSYCH

PSYC C1000: Introduction to Psychology

(formerly PSYCH 001)

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 4Bor7; C-ID PSY 110; CSU/UC; Cal-GETC 4
- Description: This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations.

also refer to PSYC - Psychology

PSYCH 001: Introduction to Psychology

(now listed as PSYC C1000)

PSYCH 002: Biological Psychology

- Pre: Psych 001 or PSYC C1000
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 5; C-ID PSY 150; CSU/UC; Cal-GETC 5B
- Description: 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 003: Personality And Social Development

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID PSY 115; CSU/UC; Cal-GETC 4
- Description: This course is a study of personal development and adjustment in society as well as the psychosocial and cultural influences on childhood, adolescence, and adulthood. Emphasis on the application of psychological research and theories to the development of social skills and personal adjustments as well as practical approaches to problems of personal development and social relationships will be examined.

PSYCH 010: Behavioral Research Methods

- Pre: PSYCH 001 or PSYC C1000 and STAT 001, 001S, C1000, or C1000E; Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCDGE 4B; C-ID PSY 200, C-ID PSY 205 B; CSU/UC
- Description: 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 lab component of 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 014: Abnormal Psychology

- Pre: PSYCH 001 or PSYC C1000
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID PSY 120; CSU/UC; Cal-GETC 4
- Description: 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 015: Adult Development And Aging

- Pre: PSYCH 001 or PSYC C1000
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: 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 041: Life-Span Psychology: From Infancy To Old Age

- Pre: PSYCH 001 or PSYC C1000
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID PSY 180; CSU/UC; Cal-GETC 4
- Description: 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.

PSYCH 042: Organizational Psychology

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; CSU/UC; Cal-GETC 4
- Description: This course is an introduction to the theories, methods, findings and applications of Industrial/Organizational Psychology. Topics include an introduction to the methods, practices, research, and theories necessary to the scientific study of the attitudes and behaviors of employees and employers; interpersonal relationships in the workplace; the structure of organizations and organizational policies; the complex processes of motivation and leadership; individual and organizational performance; and the match between people and jobs.

PSYCH 052: Psychological Aspects Of Human Sexuality

- Pre: PSYCH 001 or PSYC C1000 with a grade of "C" or better
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID PSY 130; CSU/UC; Cal-GETC 4
- Description: Students learn information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences, and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphilia, prostitution, rape, and pornography.

PSYCH 066: Introduction To Critical Thinking

- Pre: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 1B; CSU/UC; Cal-GETC 1B
- Description: The emphasis of this course is the development of critical thinking skills through written argumentation and analysis of psychology-related issues. Students will learn about the common errors of human cognition that hinder critical thinking, the common fallacies of reasoning, recognizing opinion versus facts, and analyzing arguments. The focus of this course is on applying critical thinking skills to study contemporary issues related to human behavior and writing effective logical arguments.

PSYCH 076: Data Visualization in the Social Sciences

- Pre: STAT 001 or STAT 101
- Total Hours: 72 Lec; DE

- 4 units; Letter Grade
- Maj; LACCDGE 2; CSU/UC
- Description: Introduction to quantitative data across social sciences, including organizing data, describing data sets, graphing, and visual reasoning. Examples will be drawn from Communications, Political Science, Psychology, Sociology, and other disciplines.

PSYCH 098: Social Science Data Analytics Capstone

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- Maj; CSU
- Description: Students will complete a capstone project requiring the application of data analysis skills and processes in order to address a real-world problem.

PUB REL – Public Relations

(Communication Division)

also refer to JOURNAL

PUB REL 001: Principles Of Public Relations

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- LACCDGE 4B; CSU

- Description: 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.

RBT – Registered Behavioral Technician

(Social Sciences Division)

RBT 001: Registered Behavior Tech: Knowledge Skills & Clinical Applications

- Total Hours: 36 Lec/40.5 Lab; DE
- 3 units; Letter Grade
- Maj; CSU

- Description: Introduces the core tasks that are likely to be performed by behavior technicians: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice. Presents evidence-based instruction on behavioral concepts, procedures for skill.

REAL ES – Real Estate

(Professional Services and Psychology Division)

also refer to ACCTG, BSICSKL, BUS, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, MGMT, SUPV, VOC ED

REAL ES 001: Real Estate Principles

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 003: Real Estate Practices

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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.

REAL ES 005: Legal Aspects Of Real Estate I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU
- Description: 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 007: Real Estate Finance I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU

- Description: 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.

REAL ES 014: Property Management

- Total Hours: 54 Lec; DE

- 3 units; Letter Grade
- Maj; CSU
- Description: This course partially satisfies the educational requirements of the Department of Real Estate. 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.

SERVLN – Service Learning (Social Sciences Division)

SERVLN 100-1: Introduction To Service Learning I

- Total Hours: 9 Lec/18 Lab; DE
- 1 units; PNP
- CSU
- Description: 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 100-2: Field Work in Service Learning II

- Total Hours: 9 Lec/18 Lab; DE
- 1 units; PNP
- CSU
- Description: This project-based activity course is a continuation of Service Learning 100-1 that will further foster students' sense of social responsibility and civic duty. Students will engage in group service projects, project creation, fundraising or other community service-related projects. This course will integrate, enhance and connect course content from the student's major area of study with community service applying leadership, communication, and collaboration competencies. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

SOC – Sociology (Social Sciences Division)

SOC 001: Introduction To Sociology

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 110; CSU/UC; Cal-GETC 4
- Description: 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.

- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 120; CSU/UC; Cal-GETC 4
- Description: 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 002: American Social Problems

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 115; CSU/UC; Cal-GETC 4
- Description: An identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary.

SOC 011: Race And Ethnic Relations

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 150; CSU/UC; Cal-GETC 4
- Description: Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups.

SOC 003: Crime And Delinquency

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 160; CSU/UC; Cal-GETC 4
- Description: Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations: includes programs for prevention, correction, and rehabilitation.

SOC 012: Marriage And Family Life

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; C-ID SOCI 130; CSU/UC; Cal-GETC 4
- Description: Sociological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes.

SOC 004: Sociological Analysis

- Pre: SOC 001
- Total Hours: 54 Lec; DE

SOC 021: Human Sexuality

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4Bor7; CSU/UC; Cal-GETC 4
- Description: 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.

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 4B; C-ID SOCI 140; CSU/UC; Cal-GETC 4
- Description: Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they “do” and practice gender.

SOC 031: Sociology Of Gender

SPANISH – Spanish

(Communication Division)

also refer to VOC ED

SPANISH 001: Elementary Spanish I

- Total Hours: 90 Lec; DE
- 5 units; Choose Letter/PNP
- Maj; LACCDGE 3; C-ID SPAN 100; CSU/UC
- Description: 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. This course is equivalent to two years of high school Spanish.

SPANISH 002: Elementary Spanish II

- Pre: SPANISH 001 or SPANISH 022 or two years of High School Spanish with a grade of C or better
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; C-ID SPAN 110; CSU/UC; Cal-GETC 3B
- Description: 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 003: Intermediate Spanish I

- Pre: SPANISH 002
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; C-ID SPAN 200; CSU/UC; Cal-GETC 3B
- Description: 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 004: Intermediate Spanish II

- Pre: SPANISH 003
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; C-ID SPAN 210; CSU/UC; Cal-GETC 3B
- Description: 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 012: Survey of Mexican Literature

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC; Cal-GETC 3B
- Description: This course includes a presentation of Mexican and Chicano/Chicana literary works of various genres with emphasis on the 20th century. Works will be explored for their literary elements and their historical and socio-political context, as well as the influence they have had on contemporary society and issues of equity and social justice. Students will read the texts in English. Lecture is also in English.

SPANISH 021: Fundamentals Of Spanish I

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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 021 and 022 together are equivalent to Spanish001.

SPANISH 022: Fundamentals Of Spanish II

- Pre: SPANISH 021
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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:CSU Credit

SPANISH 035: Spanish For Spanish Speakers I

- Pre: SPANISH 001 or SPANISH 022 or two years of High School Spanish with a grade of C or better
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; C-ID SPAN 220; CSU/UC; Cal-GETC 3B
- Description: 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 036: Spanish For Spanish Speakers II

- Pre: SPANISH 035
- Total Hours: 90 Lec; DE
- 5 units; Letter Grade
- Maj; LACCDGE 3; C-ID SPAN 220; CSU/UC; Cal-GETC 3B
- Description: This course is the second part of a sequence of two designed for students who are speakers of Spanish but have had little or no academic preparation in standard Spanish. Students continue improving their reading and writing skills and vocabulary expansion and continue to increase their awareness and proper application of linguistic registers and Spanish grammar. Students practice discussion, listening, reading, and writing in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States.

SPANISH 101: Spanish Language Laboratory

- Total Hours: 36 Lab; DE
- 1 units; PNP
- CSU
- Description: An independent course in which students improve their reading, writing, speaking and comprehension 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.

SPANISH 185: Directed Study - Spanish

- Total Hours: 18 Lec; DE
- 1 units; Letter Grade
- CSU
- Description: This course allows the student to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

STAT – Statistics

(STAT 001, 001S, 101, and 185 are administered by the Professional Services and Psychology Division;
STAT C1000 and C1000E are administered by the Math and Technology Division)

also refer to Math/Statistics Placement Information, MATH, Math for High School Students

STAT 001: Elementary Statistics I For The Social Sciences

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 110, C-ID SOCI 125; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 business, social sciences, psychology, life science, health science, and education.

STAT 001S: Elementary Statistics I for the Social Sciences with Support

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec/18 Lab; DE
- 3 units; Letter Grade
- Maj; LACCDGE 2; C-ID SOCI 125; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: 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 business, social sciences, psychology, life science, health science, and education.

STAT 101: Statistics For The Social Sciences

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 72 Lec; DE

- 4 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 110, C-ID SOCI 125; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course focuses on data collection, hypothesis testing and predictive techniques to facilitate decision-making. Topics 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 business, social sciences, psychology, life science, health science, and education.

STAT 185: Directed Study - Statistics

- Total Hours: 18 Lec
- 1 unit; Letter Grade
- CSU
- Description: This course allows students to pursue Directed Study in Statistics/Psychology on a contract basis under the direction of a supervising instructor.

STAT C1000: Introduction to Statistics

(formerly MATH 227)

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 72 Lec; DE
- 4 units; Letter Grade
- Maj; LACCDGE 2; C-ID MATH 110; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.
- Description: This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines.

STAT C1000E: Introduction to Statistics

(formerly MATH 227S)

- Pre: Intermediate Algebra or equivalent or higher, or placement into any transfer-level math/statistics
- Total Hours: 54 Lec/54 Lab; DE
- 4 units; Letter Grade
- Maj; LACCD GE 2; CSU/UC; Cal-GETC 2
- UC Credit Limit: Refer to ASSIST.org for more information.

- Description: This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. This course has embedded support.

SUPV – Supervision

(Professional Services & Psychology Division)

also refer to ACCTG, BSICSKL, BUS, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, MGMT, REAL ES, VOC ED

SUPV 001: Elements Of Supervision

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade

- Maj; LACCDGE 4B; CSU
- Description: 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 – Theater

(Humanities and Fine Arts Division)

also refer to OLD ADL

THEATER 100: Introduction to the Theater

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 111; CSU/UC; Cal-GETC 3A
- Description: Students will survey and appreciate the art of theatre. The students are provided a wider basis for both evaluation and enjoyment of the theatrical experience. Students examine all elements of live theatre, its cultural and historical background, the contributions of various theatre artists, and its overall purpose and influence within our society. Students explore all aspects of play production: playwriting, directing, acting, criticism, theatre architecture, set design, costume design, lighting design, and the role of the audience.

interpretive presentations a thorough-going grasp of what scripts mean to the professional theatre artist and to the theatre-goer as distinct from other forms of literature.

THEATER 232: Play Production II

- Rep; Fam T13
- Total Hours: 108 Lab; DE
- 2 units; Letter Grade
- Maj; LACCDGE 3; CSU/UC
- Description: 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 18:00 hours.

THEATER 110: History Of The World Theater

- Adv: ENGL C1000 or ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110
- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 113; CSU/UC; Cal-GETC 3B
- Description: This course studies the history and development of theatre and drama, from the 5th century to the 17th century. From pre-civilization to the present day, theatre has served a variety of functions within different cultures and societies. Throughout history we can see how the theatre changes in response to the changing needs and concerns of a given culture. Our goal for this course is to help you begin to understand and articulate the relationship between theatre and society.

THEATER 250: Children's Theater Production

- Rep; Fam T11
- Total Hours: 108 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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 18:00 hours.

THEATER 114: Script Analysis

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 114; CSU/UC
- Description: THEATER 114 introduces students to in-depth methods of reading, analyzing and conceptualizing play scripts in a variety of genres and styles intended for production. Students investigate and apply techniques used by directors, actors, designers, playwrights and critics in their efforts to translate a text into a performance, to move imaginatively from the page to the stage; students develop through hands-on creative projects and

THEATER 270: Beginning Acting

- Fam T02
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 151; CSU/UC
- Description: Students learn the fundamentals of acting theory and practice. Relaxation, concentration, physical and vocal expressiveness, improvisation, scene and monologue performances, acting terminology, script analysis, and character development are the primary areas of focus. This course prepares

students for subsequent acting courses and fulfills one of the requirements for production classes.

THEATER 271: Intermediate Acting

- Pre- THEATER 270
- Fam T02
- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 152; CSU/UC
- Description: Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

THEATER 275: Scene Study

- Rep; Fam T02
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Rep; Fam T06
- Total Hours: 18 Lec/36 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Rep; Fam T06
- Total Hours: 108 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Rep; Fam T07
- Total Hours: 54 Lab; DE
- 1 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 191; CSU/UC
- Description: In this course students are actively involved in the production of a Theatre department play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theatre and back stage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates. Study culminates in a college public performance entered in the American College Theatre Festival.

THEATER 292: Rehearsals And Performances II

- Rep; Fam T07
- Total Hours: 108 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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 18:00 hours.

THEATER 300: Introduction To Stage Craft

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; LACCDGE 3; C-ID THTR 171; CSU/UC
- Description: 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

- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; C-ID THTR 171; CSU/UC
- Description: 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.

THEATER 305: Introduction To Design For Theatre

- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: Students are introduced to a survey of scenery, lighting, sound, props, costumes and make-up, theatrical equipment, and construction techniques through demonstration and laboratory experience.

THEATER 310: Introduction To Theatrical Lighting

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; C-ID THTR 173; CSU/UC
- Description: This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design.

THEATER 315: Introduction To Theatrical Scenic Design

- Total Hours: 54 Lec
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: This course provides an introduction to aspects of stage design and technologies, including process, technique, and the collaborative nature of theater production artists. Emphasis will be placed on vocabulary and the support areas of scene design, including the research and creation of properties and set dressings. Extensive critique of work in progress is a major part of the class.

THEATER 323: Stage Management And Production

- Total Hours: 54 Lec; DE
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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: Advanced Stage Craft

- Pre: THEATER 301
- Total Hours: 36 Lec/36 Lab
- 3 units; Letter Grade
- Maj; CSU/UC
- Description: 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.

THEATER 342: Technical Stage Production

- Rep
- Total Hours: 108 Lab
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: Students work in all aspects of play production in terms of study and laboratory practice, including stage management, lighting, sound, special effects, scenic construction, painting, designing, and the use of stage equipment. This course offers practical experience in stage crew and technical production. Study culminates in a college public performance entered in the American College Theatre Festival.

THEATER 550: Multimedia Production For The Stage

- Total Hours: 108 Lab; DE
- 2 units; Letter Grade
- Maj; CSU/UC
- Description: 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

- Total Hours: 360 Lab
- 0 units; NGG
- NC

- Description: 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. Supervised Learning Assistance 1T will not appear on the student's transcript. This course may be scheduled at times to be arranged (TBA) for a minimum of 36: hours.

VOC ED – Vocational Education

This prefix includes courses of varied topics administered by different divisions. Refer to the table below for course numbers belonging to each topic.

Bookkeeping/QuickBooks (Math and Technology Division)	VOC ED 544, 545, 546, 549, 629	also refer to ACCTG
Business (Business, Culinary Arts, Psychology Division)	VOC ED 100, 117, 190, 191, 192, 193, 194, 195, 239, 294, 415, 530, 531, 532, 533, 534, 535, 536, 537, 538, 570, 571, 572, 573, 574, 575, 917, 918	also refer to ACCTG, BSICSKL, CAOT, CIS, CS, FINANCE, HOSPT, INTBUS, MARKET, MGMT, REAL ES, SUPV
Child Development (Social Sciences Division)	VOC ED 054	also refer to CH DEV, EDUC, PARENT
Computer Literacy (Social Sciences Division)	VOC ED 104, 106, 129, 175, 181, 284, 286, 288, 292, 293, 297, 619, 924	also refer to BSICSKL, CAOT, CIS, CS
Culinary Arts and Hospitality (Business, Culinary Arts, Psychology Division)	VOC ED 300, 539, 540, 541, 542, 543, 701, 702, 703, 704, 705, 706 930	also refer to CLN ART, HOSPT, PROFBKG
Emergency Medical Technician (Health Sciences/Nursing Division)	VOC ED 547, 548	also refer to E D A
Multimedia/Game Art and Design (Humanities and Fine Arts Division)	VOC ED 933, 934, 937, 938	also refer to ANIMATN, GAD
Music (Humanities and Fine Arts Division)	VOC ED 926, 927, 931, 932	also refer to MUSIC, OLD ADL
Phlebotomy (Health Sciences/Nursing Division)	VOC ED 381, 382	
Spanish (Communications Division)	VOC ED 053	also refer to SPANISH

VOC ED 053CE: Spanish For The Workplace

- Total Hours: 54 Lec; DE
- 0 units; NGG
- NC
- Description: 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 054CE: VESL For Ch Dev I: Specialized Vocabulary In Developmental Theories

- Total Hours: 18 Lec
- 0 units; PNP
- NC; Maj
- Description: This class is designed for Child Development/Early Childhood Education students who need additional assistance in mastering the

specialized vocabulary and developmental theories in introductory Child Development coursework. In addition, students will be taught study skills strategies, reading strategies, and test-taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with Ch Dev 001.

VOC ED 100CE: Typing

- Total Hours: 54 Lec
- 0 units; NGG
- NC
- Description: This beginning course in typing is designed to develop mastery of the keyboard and the fundamental keyboarding techniques.

VOC ED 104CE: Introduction to Spreadsheets

- Total Hours: 18 Lec/72 Lab
- 0 units; PNP
- NC; Maj
- Description: This course provides a basic introduction to spreadsheet software, including spreadsheet terminology, data entry, formatting, references, and databases.

VOC ED 106CE: Word Processing

- Total Hours: 54 Lec; DE
- 0 units; NGG
- NC
- Description: 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

- Total Hours: 54 Lec; DE
- 0 units; NGG
- NC
- Description: 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.

VOC ED 129CE: Introduction to the Internet

- Total Hours: 18 Lec/36 Lab
- 0 units; PNP
- NC; Maj
- Description: This course provides a basic introduction to using the Internet for academic, career, or personal use. Students explore topics including types of Internet connections, email, research, and data retrieval techniques.

VOC ED 175CE: Cloud Literacy

- Total Hours: 18 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This course is designed to assist students in developing the knowledge of cloud services accessed over the internet, the software, and databases that run the servers. Emphasis will be placed on various cloud

services available (free and paid), their functions, and accessibility. Students will learn file management and sharing techniques.

VOC ED 181CE: Computer Windows Application

- Total Hours: 18 Lec/36 Lab
- 0 units; PNP
- NC
- Description: 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.

VOC ED 190CE: Pathway to Socially Responsible Entrepreneurship

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: Have you ever wanted to start your own small business? This course is an introduction to the entrepreneurial leadership traits and socially responsible behaviors that are the foundation for developing the skills and resources involved in transforming an innovative idea into a sustainable entrepreneurial product or service. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 191CE: Starting Your Own Small Business

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: An introduction to starting a small business. Topics include: Concept kick start, key decisions and considerations when creating a business, protecting the value of your idea, types of ownership, legal obligations, networking resources, writing a business plan outline, small business information resources, and business readiness assessment. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 192CE: Managing Small Business Operations

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course reviews the operational logistics that small business start-ups should consider prior to launching. The course identifies management concerns unique to small businesses and presents information on establishing administrative controls and managing business operations, risk, growth and change to increase sustainability. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 193CE: Marketing and Sales for Small Business

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course relates both marketing and sales strategies to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing concepts to practical and effective real-world solutions that are sustainable. Both corporate and consumer situations will be considered with a strong focus on new product/service introduction,

and product/service life cycle extension. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 194CE: Technology For Small Business

- Total Hours: 18 Lec/18 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: Topics covered in this course build the essential technology skills for entrepreneurs to run a small business more efficiently and save time. This course introduces website development and management, search engine optimization, blogging, social media platforms, databases and data security, and point of sale and crowdfunding tools. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 195CE: Entrepreneurial Finance

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course examines the elements of entrepreneurial finance, focusing on startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company. It aims to prepare aspiring entrepreneurs to make these decisions and develop a basic, effective pitch of an entrepreneurial idea to a potential investor for startup capital. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 239CE: Customer Service Skills

- Total Hours: 36 Lec/54 Lab
- 0 units; NGG
- NC; Maj
- Description: This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client and in order to increase their employability. The topics covered include, but are not limited to, knowing what customers want, listening to customers, and telephone customer service. After completing this course, the student has an option to continue their education or become gainfully employed. The curriculum is modifiable for the Limited English Proficient (LEP) student.

VOC ED 284CE: Fundamentals of Robotics and Programmable Controllers

- Total Hours: 5.94 Lec/5.94 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This noncredit course covers designing, building and programming robots and Programmable Logic Controllers (PLC). Hands on activities and projects will introduce students to basic robotic concepts, mechatronics and software development as they design, construct and program an autonomous robot and PLC. Students will learn while doing the activities and projects relevant to real world applications that use robotic control. RSLogix Allen-Bradley, industry standard ladder logic diagram, programming software will be used.

VOC ED 287CE: Everyone Can Code II

- Adv: VOC ED 286CE
- Total Hours: 18 Lec
- 0 units; PNP

- NC
- Description: This is the second course of the Everyone Can Code series, designed to introduce students to the world of coding, computer hardware, and software development. In this second part students will learn the design process for creating their own mobile applications. Starting from hand-drawn program designs into real-life functioning programs. What sets these courses apart is that it takes a college-level curriculum and breaks it down into simple, easy-to-understand language, free from technical jargon. This approach makes it accessible to students, volunteers, and anyone interested in learning programming concepts. Our goal is to empower learners with the foundational knowledge needed to success in programming.

VOC ED 286CE: Everyone Can Code

- Total Hours: 18 Lec
- 0 units; PNP
- NC
- Description: Vocational Education 286CE is a noncredit competency-based course. This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to learn to write code. Students will solve visual puzzles using blocks of code. In addition, they will learn the three basic code structures: sequential, selection and iteration.

VOC ED 288CE: Computer Skills for Workplace

- Total Hours: 36 Lec/54 Lab
- 0 units; PNP
- NC; Maj
- Description: This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

VOC ED 292CE: Robotics Lab I

- Total Hours: 18 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program and fabricate a working robot.

VOC ED 293CE: Fundamentals Of Robotics

- Total Hours: 18 Lec/18 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This noncredit course covers the basics in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and testing.

VOC ED 294CE: Introduction To Social Media for the Workplace

- Total Hours: 18 Lab; DE
- 0 units; NGG
- NC; Maj
- Description: This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for your website and blog.

VOC ED 297CE: Fundamentals Of Apps Design And Development

- Total Hours: 36 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course provides the student with an introduction to mobile application development. The course covers the basics of the mobile application industry as well as the basics of programming. This course assumes a familiarity with the computer and mobile devices, but does not assume that the student has any prior programming experience. At the end of this course the students have the opportunity to earn the industry certification offered by the WebProfessionals.org association. The Mobile Application Design and Development Apprentice Certification is a full industry certification and the certification exam must be taken at an approved proctored location either physical or online.

VOC ED 300CE: Introduction to Tourism - City of Los Angeles

- Total Hours: 54 Lec
- 0 units; PNP
- NC; Maj
- Description: This course introduces students to the local tourism industry, including the history of Los Angeles and landmarks. Students learn effective marketing and branding strategies, providing quality guest services to tourists and residents, and best practices for being ambassadors of the City of Los Angeles.

VOC ED 381CE: Phlebotomy Technician I

- Rep; Fee: \$275.0
- Total Hours: 54 Lec/36 Lab
- 0 units; PNP
- NC; Maj
- Description: This course is an introduction of the phlebotomy concepts and skills that serve as a foundation for the individuals seeking certification as a phlebotomist. Topics include basic infection control, universal precautions and safety; basic anatomy and physiology of body systems with emphasis on the circulatory system and appropriate medical terminology; proper identification of patient and specimens, proper selection and preparation of skin puncture sites.

VOC ED 382CE: Phlebotomy Technician I Practicum

- Fee: \$275.0
- Total Hours: 54 Lab
- 0 units; PNP
- NC; Maj
- Description: This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I. After successfully demonstrating the following objectives, the student will have completed the 40 hour Phlebotomy Clinical Practicum necessary for obtaining California Certified Phlebotomy Technician I Certification as required under Sections 1035.1. Students will learn about selecting blood collection equipment, infection control, skin punctures, venipunctures, post puncture care, processing of blood, disposal of needles, sharps, and medical waste.

VOC ED 415CE: Effective Business Terminology

- Total Hours: 36 Lec
- 0 units; NGG
- NC; Maj
- Description: This course will enable students to obtain basic business vocabulary as well as abbreviations and acronyms used in business

organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

VOC ED 530CE: Fundamentals of Warehousing and Distribution 1: Material Handling

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is a foundational course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course introduces material handling equipment and information technology used to move, store, control, and protect products in warehouses and distribution centers.

VOC ED 531CE: Fundamentals of Warehousing and Distribution 2: Warehouse Operations

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is a course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course focuses on the use of material handling equipment and information technology to complete basic functional processes that are common to all modern warehouses and distribution centers.

VOC ED 532CE: Fundamentals of Warehousing and Distribution 3: Warehouse and Personal Performance

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is a course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course focuses on how the performance of equipment, processes, and employees work together to build a strong work environment in different types of warehouse settings.

VOC ED 533CE: Fundamentals of Warehousing and Distribution 4: Developing Your Soft Skills

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course focuses on assisting students successfully transition from the classroom to the work place by developing necessary soft skills to assist them achieve their career goals.

VOC ED 534CE: Career Educational Skills Lab

- Total Hours: 9 Lab; DE
- 0 units; NGG
- NC; Maj
- Description: This course is a campus wide service intended to provide students with a career education skills lab to assist students practice and improve skills sets required to successfully achieve their vocational and career goals.

VOC ED 535CE: Navigating the 21st Century Workplace

- Total Hours: 18 Lec; DE
- 0 units; NGG

- NC; Maj
- Description: This course focuses on assisting students to enter and successfully navigate the 21st Century workplace by understanding their monetizeable vocational goals and developing a pathway to successfully achieve them via: enhancing their narrative, building networks both in person and through the use of social media, and utilizing tools including effective resumes and enhanced interview techniques in order to effectively market themselves.

VOC ED 536CE: International Marketing I: The Global Business Environment

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is the first of three courses in International Business Marketing. This course focuses on the importance of understanding the different aspects of the global business environment including the global economic environment, the political-legal environment, the cultural environment, and ethics and international marketing guidelines.

VOC ED 537CE: International Marketing II: Global Marketing Management

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is the second of three courses in International Business Marketing. This course focuses on the goals of marketing research, selecting and evaluating major entry methods into foreign markets, satisfying, branding, and price setting that caters to international consumer needs, and addressing problems unique to functioning in the international market environment.

VOC ED 538CE: International Marketing III: Global Marketing, Strategy, Planning

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This is the final course in International Business Marketing. This course explores how companies formulate international and marketing strategies and how the functional tasks of organization, planning, and control are blended together into an effective international marketing model. Students will also evaluate different marketing models and develop their own marketing plan.

VOC ED 539CE: Culinary: Food Handlers Card

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course prepares students for the Food Handler Training Certificate which provides those who work in restaurants and non-restaurant facilities with an overview of food safety issues, regulations, and techniques to maintain a food-safe environment.

VOC ED 540CE: Culinary: Elements of Cooking Techniques

- Total Hours: 36 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This is a hands-on culinary course that introduces students to the elements of cooking techniques including kitchen tools, knife skills, basic cooking techniques and the cooking process. Students are also introduced to

vegetables, pasta, and rice cookery, and eggs and breakfast cookery. They will also learn different types of plating presentations of foods.

VOC ED 541CE: Culinary: Baking Skills

- Total Hours: 36 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This is a hands-on course that introduces students to the elements of the bakeshop. Students will learn the proper use and care of baking equipment. They will be introduced to the bakeshop ingredients, baker's percentages, yeast bread production, quick bread production, cookie preparation, and basic pastry preparation.

VOC ED 542CE: Culinary: Dining Room Management and the Garde Manger

- Total Hours: 36 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This is a hands-on course that introduces students to the elements of dining room service, the role and responsibilities of the garde manger, and the importance of maintaining a smooth communication workflow between the dining room and kitchen flow operations.

VOC ED 543CE: Culinary: Basic Math Skills for Culinary Professionals

- Total Hours: 18 Lec; DE
- 0 units; PNP
- NC; Maj
- Description: This course reviews fundamental math skills required for the culinary profession. The course reviews whole numbers, fractions, decimals, percentages, rounding, estimation, and ratio and proportions. Students will also be introduced to math skills related to the culinary profession including recipe yields and recipe conversions, and U.S. and International units of measure. Computational and problem solving skills will be contextualized to solve culinary-related problems.

VOC ED 544CE: Introduction to Quickbooks Accounting

- Total Hours: 36 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This introductory course provides essential coverage of the QuickBooks Accounting application. Topics covered include navigating QuickBooks Online features, creating company files, setting up customers, and setting up vendors

VOC ED 545CE: Intermediate Quickbooks Accounting

- Total Hours: 18 Lec/36 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This Intermediate course provides advanced topics to be covered by QuickBooks Accounting enhanced features. Topics covered include inventory management, banking, and the accounting cycle, closing the books, and using Payroll in QuickBooks Online.

VOC ED 546CE: Advance Quickbooks Accounting

- Total Hours: 18 Lec/18 Lab; DE
- 0 units; PNP
- NC; Maj

- Description: This Advance course covers advance topics that include enhanced features. This course will also provide a review of QuickBooks Accounting and training for the QuickBooks Certification Exam. Topics covered will include the accounting cycle, review Generally Accepted Accounting Principles (GAAP), and the close out of the fiscal period in QuickBooks.

VOC ED 547CE: Emergency Medical Technician Preparation I

- Total Hours: 45 Lec
- 0 units; NGG
- NC; Maj
- Description: This course is designed as the first in a two (2)-part course intended for students who seek an understanding of the roles and responsibilities of an Emergency Medical Services (EMS) provider and entry into an Emergency Medical Technician (EMT) Training Program. Students will be introduced to topics such as the EMS systems, basic understanding of lifting and moving patients, medical, legal, and ethical issues, professional rescuer CPR, patient assessment, and dealing with medical and trauma related emergencies.

VOC ED 548CE: Emergency Medical Technician Prep Course II

- Total Hours: 45 Lec
- 0 units; NGG
- NC; Maj
- Description: This course is designed as the second in a two (2)-part course intended for students who seek an understanding of the roles and responsibilities of an Emergency Medical Responder and entry into an Emergency Medical Technician (EMT) Training Program. Students will be introduced to topics such as poisoning and substance abuse, behavioral, environmental, pediatric, and geriatric emergencies, dealing with injuries, vehicle extrication and special rescue, and incident management.

VOC ED 549CE: Bookkeeping

- Total Hours: 18 Lec/27 Lab; DE
- 0 units; PNP
- NC; Maj
- Description: This noncredit course covers bookkeeping/accounting topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation. This an introduction to financial accounting which includes recording, summarizing, and reporting of service and merchandising business transactions in various journals and ledgers, preparation of payroll, trial balance, and financial statement, revenues and expense recognition; assets, liability, and capital accounts.

VOC ED 570CE: New World of Work 3: Digital Literacy

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the third of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on helping students understand the importance of digital literacy and gaining a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. Students use online tools like Google and YouTube to find data, information, answer a question, or help solve a problem and determine the usefulness and truthfulness of sources. They will also use social media tools in their job search and identify steps to create a positive and professional online presence.

VOC ED 571CE: New World of Work 4: Communication

- Total Hours: 54 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the fourth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on helping students understand the importance of communication skills in the workplace. Students will focus on developing workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills that will enable them to act professionally and empathically in the workplace.

VOC ED 572CE: New World of Work 5: Collaboration

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the fifth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building collaboration and leadership models in the workplace. Students will focus on developing skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the work place.

VOC ED 573CE: New World of Work 6: Empathy

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the sixth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building empathy in the workplace. Students will focus on understanding the difference between empathy and sympathy and developing good communicative skills that build positive verbal/nonverbal trust in the workplace. Students will also understand the importance of developing social and vocational relationships that create a positive and productive work environment.

VOC ED 574CE: New World of Work 9: Entrepreneurial Mindset

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the ninth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will understand the importance of developing self-motivation, risk taking, and innovative thinking skills that would help build relationships with existing organizations or assist in setting up their own business opportunities.

VOC ED 575CE: New World of Work 10: Social Diversity/Awareness

- Total Hours: 9 Lec; DE
- 0 units; NGG
- NC; Maj
- Description: This workshop is the tenth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will engage in professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

VOC ED 619CE: Introduction to Apple Applications

- Total Hours: 36 Lec; DE
- 0 units; PNP
- Description: VOC ED 619CE is a noncredit competency-based course designed for students having basic knowledge of iPad and MacBook Pro and their applications. This course provides hands on instruction of creativity and productivity applications. Students will analyze, interpret, synthesize, evaluate, and create an interactive project that combines the elements of these applications.

VOC ED 629CE: QuickBooks Online

- Total Hours: 18 Lec/36 Lab; DE
- 0 units; PNP
- Maj
- Description: This course provides comprehensive coverage of the new QuickBooks Online program. Topics include tips on choosing the appropriate subscription level for the business, customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds, and reconciliation processes for bank and credit card accounts. More advanced topics include; purchase orders, sales tax, journal entries, transferring funds between accounts, setting user permissions, reports with class and location tracking, inventory adjustments, filing payroll tax forms, and more.

VOC ED 701CE: Barista Skill Basic: Elements of Coffee

- Total Hours: 16.02 Lec/7.92 Lab
- 0 units; PNP
- NC; Maj
- Description: This course focuses on building a foundational understanding of coffee related to plant species, varieties, and cultivars, where it is grown and processed, and its journey from tree to cup. It gives a general overview of the specialty coffee supply chain and basic knowledge that a Barista needs to know about coffee, such as its history and cultivation, variables that affect coffee quality, the basics of sensory analysis, fundamentals of roasting, factors of coffee freshness, and principles of Brewing.

VOC ED 702CE: Barista Skill Basic: Coffee Brewing

- Total Hours: 24.12 Lab
- 0 units; PNP
- NC; Maj
- Description: This course gives a general overview of brewing coffee methods and the brewing variables that affect quality. This hands-on class will prepare the learner to produce a tasty brew based on understanding the essential brewing elements and analyzing their brew results.

VOC ED 703CE: Barista Skill I - Espresso

- Total Hours: 24.12 Lab
- 0 units; PNP
- NC; Maj
- Description: This course is based on hands-on practice for the essential skills for the barista, such as how to set the grinder, make espresso, proper foam and texture for latte, and safe and hygienic work practices.

VOC ED 704CE: Barista Skill I - Milk Foaming

- Total Hours: 24.12 Lab
- 0 units; PNP
- NC; Maj
- Description: This course is based on hands-on practice for the essential skills for the barista to make proper foam, temperature, and texture for micro and

dry foam for latte, cappuccino, and cortado with milk and plant-based milk, and safe and hygienic work practices.

VOC ED 705CE: Barista Skill II - Part 1

- Total Hours: 48.06 Lab
- 0 units; PNP
- NC; Maj
- Description: This course will give students a realistic environment in the coffee shop where they will interact with guests and be able to identify and handle customer needs. It will also provide an overview of the barista's routine and workflow.

VOC ED 706CE: Barista Skill II - Part 2

- Total Hours: 48.06 Lab
- 0 units; PNP
- NC; Maj
- Description: This course will give a chance to students who need a job experience in a specialty coffee shop where they will interact with real customers and handle their needs while engaging in critical-thinking topics. It will also provide an overview of a wide variety of coffee-related beverages: hot, cold, customer service, retail packaging, point of sales system, marketing, inventory management, and receiving, storing, and preparing all beverages.

VOC ED 917CE: Pre-Apprenticeship in Digital Marketing I

- Total Hours: 36 Lec; DE
- 0 units; PNP
- Maj
- Description: This course introduces students to digital marketing and helps them understand its importance in today's business landscape. Students will develop the ability to analyze marketing data and learn different tools used in marketing, including search engine optimization (SEO) and search engine marketing (SEM). The skills acquired in this course can be used to understand marketing tools and analytics further.

VOC ED 918CE: Pre-Apprenticeship in Digital Marketing II

- Adv: VOC ED 917E
- Total Hours: 36 Lec; DE
- 0 units; PNP
- Maj
- Description: In this course, students will learn the fundamentals of email marketing and how to manage email campaigns, understand the importance and creation of content marketing, and examine real-world projects using different marketing tools that will aid in developing a final digital marketing plan.

VOC ED 924CE: Cybersecurity Essentials I

- Total Hours: 18 Lec/36 Lab; DE
- 0 units; PNP
- Maj
- Description: Cybersecurity Essentials I is the first of a two-course series that teaches comprehensive cybersecurity concepts and skills at the entry level to help students develop workforce readiness skills and build a foundation for success in cybersecurity-related careers. In this course, students learn, apply, and practice cybersecurity knowledge and skills through a series of in-depth, hands-on experiences and simulated activities that reinforce their learning. The course teaches entry-level concepts and skills focusing on threat mitigation and defense and assessing vulnerabilities.

VOC ED 925CE: Cybersecurity Essentials II

- Total Hours: 18 Lec/36 Lab; DE
- 0 units; PNP
- Maj
- Description: This is the second course in the two-course series: Cybersecurity Essentials I and II. The focus of this course is comprehensive cybersecurity concepts and skills at the entry level, to help students develop workforce readiness skills and build a foundation for success in cybersecurity-related careers. In this course, students learn, apply, and practice cybersecurity knowledge and skills through a series of in-depth, hands-on experiences and simulated activities that reinforce their learning. Topics include threat mitigation and defense, post-incident forensics, assessing vulnerabilities and risks, Linux and Windows endpoint security, common network defense measures and architectures, risk management, and cybersecurity incident response. The course includes hands-on labs using Virtual Machines, Packet Tracer activities, and research-based lab experiences.

VOC ED 926CE: Pro Tools Fundamentals 1

- Total Hours: 1.44 Lec/7.56 Lab
- 0 units; PNP
- Maj
- Description: In this course, students will learn to create sessions, select appropriate session parameters, record audio and MIDI, use Edit modes and tools effectively, set Grid and Nudge values, create and recall memory locations, navigate tracks and media, create Edit selections using a variety of common techniques, use plugins for signal processing and virtual instruments, create a basic mix, and use basic automation techniques.

VOC ED 927CE: Pro Tools Fundamentals 2

- Pre: VOC ED 926CE with a "P" (Pass) grade
- Total Hours: 3.06 Lec/6.12 Lab
- 0 units; PNP
- Maj
- Description: This course expands upon the basic principles taught in the Pro Tools Fundamentals I course and introduces the core concepts and techniques students need to competently operate a Pro Tools system running mid-sized sessions. This course prepares students for the associate certification exam.

VOC ED 930CE: Success Skills for Hospitality First Time Supervisor

- Total Hours: 36 Lec
- 0 units; PNP
- Maj
- Description: This course is a survey of entry-level, first-time supervisor concepts, theories, and principles with a focus on a supervisor's basic entry-level job responsibilities in the hospitality field and the role that supervisors play in planning, organizing, leading and motivating teams. Career and educational
- pathways include hospitality, tourism, retail, recreation, and event planning.

VOC ED 931CE: Internship in Music 1

- Total Hours: 10.08 Lab
- 0 units; PNP
- Maj
- Description: This course is intended for students majoring in music or who have graduated with a degree or certificate in music to apply skills learned in the required music courses in a music program. This course grants music

majors hands-on experience shadowing and working in approved venues in the music industry.

VOC ED 932CE: Internship in Music 2

- Total Hours: 19.98 Lab
- 0 units; NGG
- Maj
- Description: This course is intended for students majoring in music or who have graduated with a degree or certificate in music to apply skills learned in the required music courses in a music program. This course grants music students more advanced hands-on experience working in approved venues in the music industry.

VOC ED 933CE: Media Arts - Game Art and Design Orientation

- Total Hours: 2.88 Lab
- 0 units; PNP
- Description: This course introduces students to the career path of Game Art and Design. You will learn about the different roles and opportunities available in both industries and how Harbor Colleges Certification Courses can help you on your journey.

VOC ED 934CE: Media Arts - Animation Orientation

- Total Hours: 3.06 Lab; DE
- 0 units; PNP
- Description: This course introduces students to the career path of Animation. You will learn about the different roles and opportunities available in both industries and how Harbor Colleges Certification Courses can help you on your journey.

VOC ED 937CE: Exploring Game Art and Design 1

- Total Hours: 36 Lab
- 0 units; PNP
- Description: Introduction to Game Design offers a comprehensive introduction to the fundamental principles and practices of game design. This course is designed for students who are new to the field and interested in exploring the creative and technical aspects of game development. Students will engage with both theoretical concepts and practical applications, learning about the history and evolution of games, core design principles, and the various roles involved in the game creation process.
- Key topics include game mechanics, narrative development, level design, player experience, and prototyping. Through hands-on projects and collaborative exercises, students will gain experience in designing and developing simple games, using industry-standard tools and methodologies. The course also emphasizes critical thinking and problem-solving skills, encouraging students to analyze and critique existing games to understand what makes them successful.
- By the end of the course, students will have a foundational understanding of game design and the ability to create and present their own game concepts. This course is ideal for students aspiring to pursue further studies in game design or related fields, as well as those looking to explore game design as a potential career path.

VOC ED 938CE: Exploring Game Art and Design 2

- Total Hours: 36 Lab
- 0 units; PNP
- Description: Part 2 of Exploring Game Art and Design.
- Introduction to Game Design offers a comprehensive introduction to the fundamental principles and practices of game design. This course is designed for students who are new to the field and interested in exploring the creative

- and technical aspects of game development. Students will engage with both theoretical concepts and practical applications, learning about the history and evolution of games, core design principles, and the various roles involved in the game creation process.
- Key topics include game mechanics, narrative development, level design, player experience, and prototyping. Through hands-on projects and collaborative exercises, students will gain experience in designing and developing simple games, using industry-standard tools and methodologies. The course also emphasizes critical thinking and problem-solving skills,
 - encouraging students to analyze and critique existing games to understand what makes them successful.
 - By the end of the course, students will have a foundational understanding of game design and the ability to create and present their own game concepts. This course is ideal for students aspiring to pursue further studies in game design or related fields, as well as those looking to explore game design as a potential career path.

Work Experience

refer to COOP ED – Cooperative Work Experience Education

Admissions Policies & Information

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.

For equal opportunity policy compliance, contact the Deputy Title IX Coordinator for Los Angeles Harbor College:	Natalie Mason-Kinsey Director of Diversity, Equity, Inclusion and Accessibility 770 Wilshire Boulevard Attention: LACCD Office for Diversity, Equity and Inclusion Los Angeles, CA 90017 213-891-2315 titleix@email.laccd.edu
Para programa en relacion con la igualdad de oportunidades, comuníquese con el Coordinador Adjunto del Título IX de Los Angeles Harbor College:	

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 of this catalog 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.

Admissions Eligibility

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

You have graduated from high school or have successfully passed the California High School Proficiency Examination.

You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.

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 by applying online. Before you are allowed to register for classes, you are required to submit a Special Student Attendance Approval Form using Dynamics Forms website to the Admissions & Records Office. The Special Student Attendance Approval Form must be signed electronically through the Dynamic Forms account. LAHC requires 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. If high school students enroll in more than the limited amount of units, all classes will be charged. Students in grades K-8th 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 s.

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).

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 Registration

- Apply online on the Harbor College home page at <http://www.lahc.edu>.
- Complete all required information on the online application.
- Provide all requested information on the application. 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 a 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.

Student Rights and Responsibilities, Title V, Section 55530

(TITLE 5 SECTION 55530)

1. Identify an educational and career goal.
2. Diligently engage in course activities and complete assigned coursework.
3. 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) Complete an orientation activity provided by the college.
- c) Participate in counseling to develop at minimum an abbreviated student educational plan.
- d) Complete a Comprehensive Educational Plan by the 3rd 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.

Student Success and Support Program 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 Student Services Resource Center or Counseling Office. (Verification must be presented before an exemption can be granted).

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). If high school students enroll in more than the limited amount of units, all classes will be charged.

International Students

The International Student Program (ISP) at Los Angeles Harbor College welcomes applications from prospective students living overseas who would like to study in the United States. ISP also welcomes prospective students currently in the U.S. on an F-1 student visa 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 Program 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 (only required if under 18 years of age), an appropriate level of English proficiency 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. To study at Los Angeles Harbor College as an International Student (F1 Visa), visit the ISP located in SSA 115 or refer to our website at <https://bit.ly/ApplytoLAHC>.

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 July 1st for the Fall Semester and by December 1st for the Spring Semester. In certain situations, late applications may be considered and approved. Call the International Student Program at (310) 233-4111 for clarification.

The Application Review and the Visa Application Process

The application packet is reviewed by the International Student Program. 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. The student will not be permitted to enter the U.S. earlier than 30 days prior to report date indicated on I-20.

To get an F-1 student visa, the applicant must pay the \$350.00 SEVIS I-901 processing fee at www.fmjfee.com. The SEVIS I-901 fee pays for the cost of the operating 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.

Maintaining F-1 Status

Harbor College is on a two semester system of fall and spring. There are two semesters per year, fall and spring. Many 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 F-1 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 Program. 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.

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. The written appeal, along with supporting documents, must be submitted to the college Admissions & Records Office. Any further appeals will be forwarded to the District Residency Appeal Officer.

Non-Resident Tuition Fee

In addition to the enrollment fee of \$46 per unit, non-residents in California pay a non-resident tuition charge of \$332 per unit (\$46 + \$332 = \$378 per unit). Non-resident students are charged an additional \$0 per unit capital outlay fee. The aforementioned fees and tuition charges are current as of 2022-2023, 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. All non-resident refunds will be automatically processed by LACCD.

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 in the Foster Youth may qualify for In State residency with Assembly Bill 669.

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition (this exemption is often referred to "AB 540" after the Assembly Bill which enacted the exemption):

A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
 - Attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
 - Attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
2. The student must have:
 - Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - Completed an Associate degree from a California Community College, or
 - Completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
3. The student must register as an entering student at, or have current enrollment at, an accredited institution of higher education in California, and
4. The student must file an affidavit with the college stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code §§ 1101(a) (15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
- The accumulation of credit and/or noncredit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
- Attendance in credit courses at a California Community College toward the attendance requirements shall not exceed two years of full-time attendance.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver) and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

Transcript FAQ

- [Click here for more information about sending and submitting transcripts](#)

Are transcripts required to attend?

Transcripts are not required in order to enroll in the Los Angeles Community College District. However, transcripts of other schools you have attended are required for certain petitions and will be notated on the petition if it is required. Delay in submitting official transcripts can result in the delay of processing and/or the automatic denial of the petition.

LA Harbor College has received my transcript for another university/college that I have attended, but credit has not been awarded. How do I receive credit at LAHC for other classes taken at another university or college?

In order to receive credit for similar courses taken at colleges outside the LACCD, students will need to submit a Petition for Credit form. Along with the [Petition for Credit form](#), students will need to provide their own copies of course descriptions and unofficial copies of their transcripts.

For more information about the process, students may speak to a Counselor.

**** Please note that not all courses will need to be petitioned, it is strongly recommended that you speak with a counselor about transferring coursework to LAHC. Similar coursework from an out-of-state college/university will have to be petitioned. Please see a counselor for advisement. ****

If you have any other questions or concerns related to Admissions, please email us at: ARHELP@LAHC.EDU

Registering & Enrolling in Classes

Enrollment Process

New Students

1. Complete Application

To receive the earliest possible registration appointment, apply online at 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 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

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at canoac@lahc.edu or call 310-233-4221 or visit her in NEA 269.

4. Orientation

Orientation is provided by the Student Services Resources Center.

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. 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 Student Activities office on the 2nd Floor of the Student Union building 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 every year. The Free Application for Federal Student Aid (FAFSA) is available on October 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 non-resident 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

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at canoac@lahc.edu or call 310-233-4221 or visit her in NEA 269.

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.

Enrollment Fees

For California residents, the fee for community college attendance is \$46.00 per unit per semester. There is an optional \$2.00 Student Representation fee, a mandatory \$19.00 Health fee (Fall and Spring) and a mandatory \$16.00 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 Student Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer). Students may be required to pay for instructional and other materials required for some courses. Fee amounts vary by course.

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/student services/financialaid/index.html>.

California College Promise Grant (CCPG) (formerly named the BOG Fee waiver)

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

Refund Policy

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 processed automatically, when fees were paid via credit card or debit cards. When fees were paid via cash or check, refunds are processed via Bank Mobile. LACCD has partnered with BankMobile to electronically provide students with a faster and easier way to receive their refund money. For more information about BankMobile, visit this link: <https://bankmobiledisbursements.com/refundchoices>. Refunds cannot be rolled over or applied to future enrollment fees.

English/ESL Placement

Students, we recognize that you come to us with a great deal of knowledge, skill, and competency, and we want to honor your accomplishments by helping you find the best possible place to continue your path toward achieving your educational goals. For courses in English and English as a Second Language (ESL), this involves completing the placement process.

If you graduated from an accredited US high school or earned a GED or California High School Equivalency Certificate, your initial English placement is based on your high school grade point average (GPA) as follows:

- If your GPA is 1.9 or above, your placement is "ET – Transfer-level English Composition."
- If your GPA is below 1.9, your placement is "ETS – Transfer-level English Composition with Support."

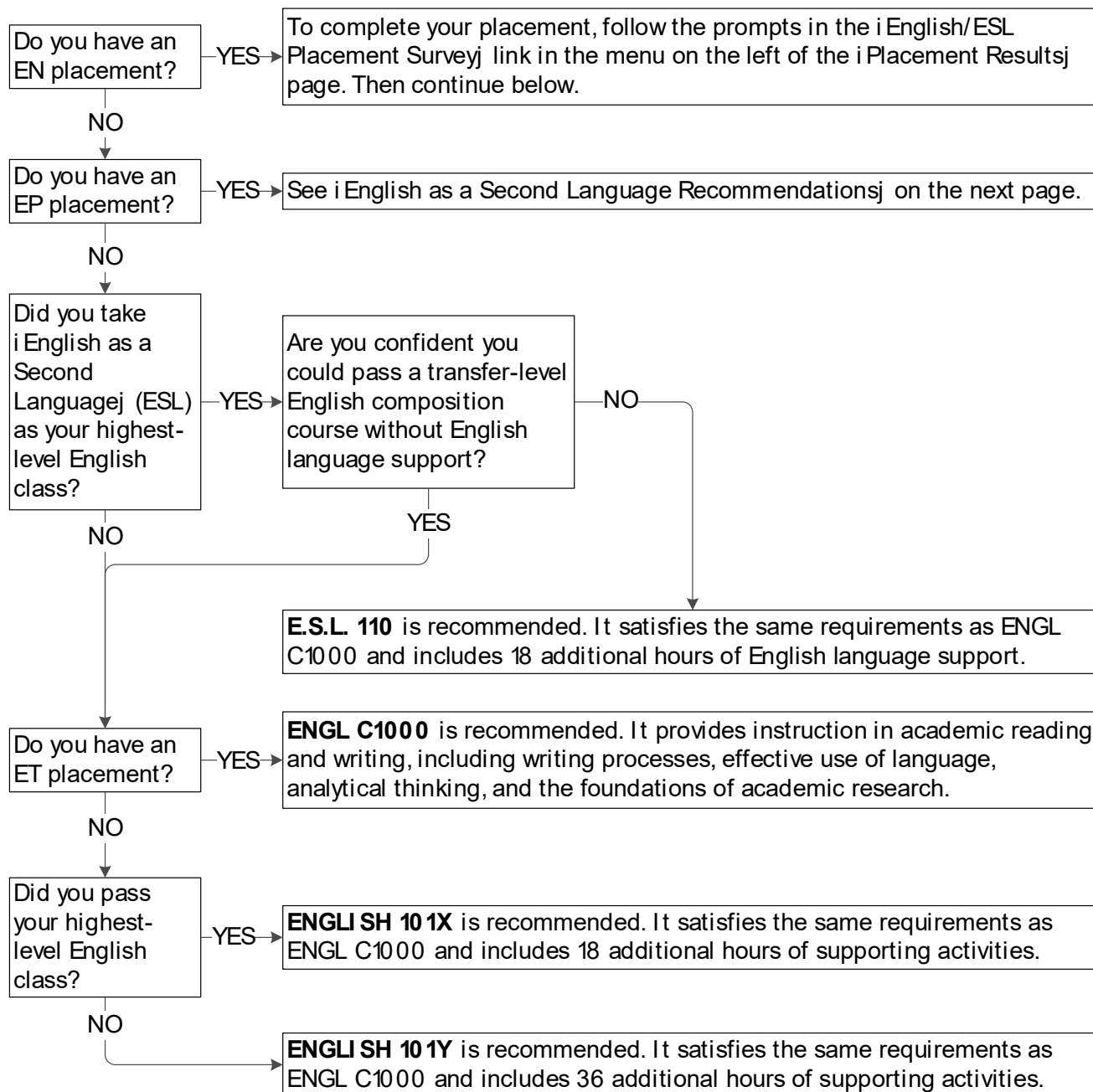
If you did not provide a US high school GPA or did not graduate from a US high school or equivalent (as described above), your placement is "EN – No English Placement." You may use the "English/ESL Survey" to complete an "EN" placement. It is available by logging into <http://mycollege.laccd.edu/>, and then selecting the "Student Status" tile and then the "English/ESL Survey."

The following table shows what courses you are eligible to take, depending on your placement.

EN	No English Placement	To complete your placement, follow the prompts in the “English/ESL Placement Survey” link in the menu to the left.
ET	Transfer-level English Composition	If English composition is a requirement or option for your major, you may take either of the following to satisfy it: --ENGL C1000 meets for 54 hours total. --E.S.L. 110 meets for 72 hours total, including English language support.
ETS	Transfer-level English Composition with Support	If English composition is a requirement or option for your major, you may take any of the following to satisfy it: --ENGLISH 101X meets for 72 hours total, including 18 hours of supporting activities. --ENGLISH 101Y meets for 90 hours total, including 36 hours of supporting activities. --E.S.L. 110 meets for 72 hours total, including English language support.
EP1	One Level Prior to Transfer-level English Composition	You may take any “English as a Second Language” course. However, based on your self-placement, the following options are recommended: --E.S.L. 008 with its optional concurrent support course, E.S.L. 007B.
EP2	Two Levels Prior to Transfer-level English Composition	You may take any “English as a Second Language” course. However, based on your self-placement, the following options are recommended: --E.S.L. 006A with its optional concurrent support course, E.S.L. 006C --or ESL NC 096CE.
EP3	Three Levels Prior to Transfer-level English Composition	You may take any “English as a Second Language” course. However, based on your self-placement, the following options are recommended: --E.S.L. 005A --or ESL NC 095CE.
EP4	Four Levels Prior to Transfer-level English Composition	You may take any “English as a Second Language” course. However, based on your self-placement, the following options are recommended: --004A with its optional concurrent support course, E.S.L. 004C --or ESL NC 094CE.
EP5	Five Levels Prior to Transfer-level English Composition	You may take any “English as a Second Language” course. Call 310-233-4450, email adulted@lahc.edu , or come to TECH 204 to schedule an assessment that will provide a more specific recommendation.

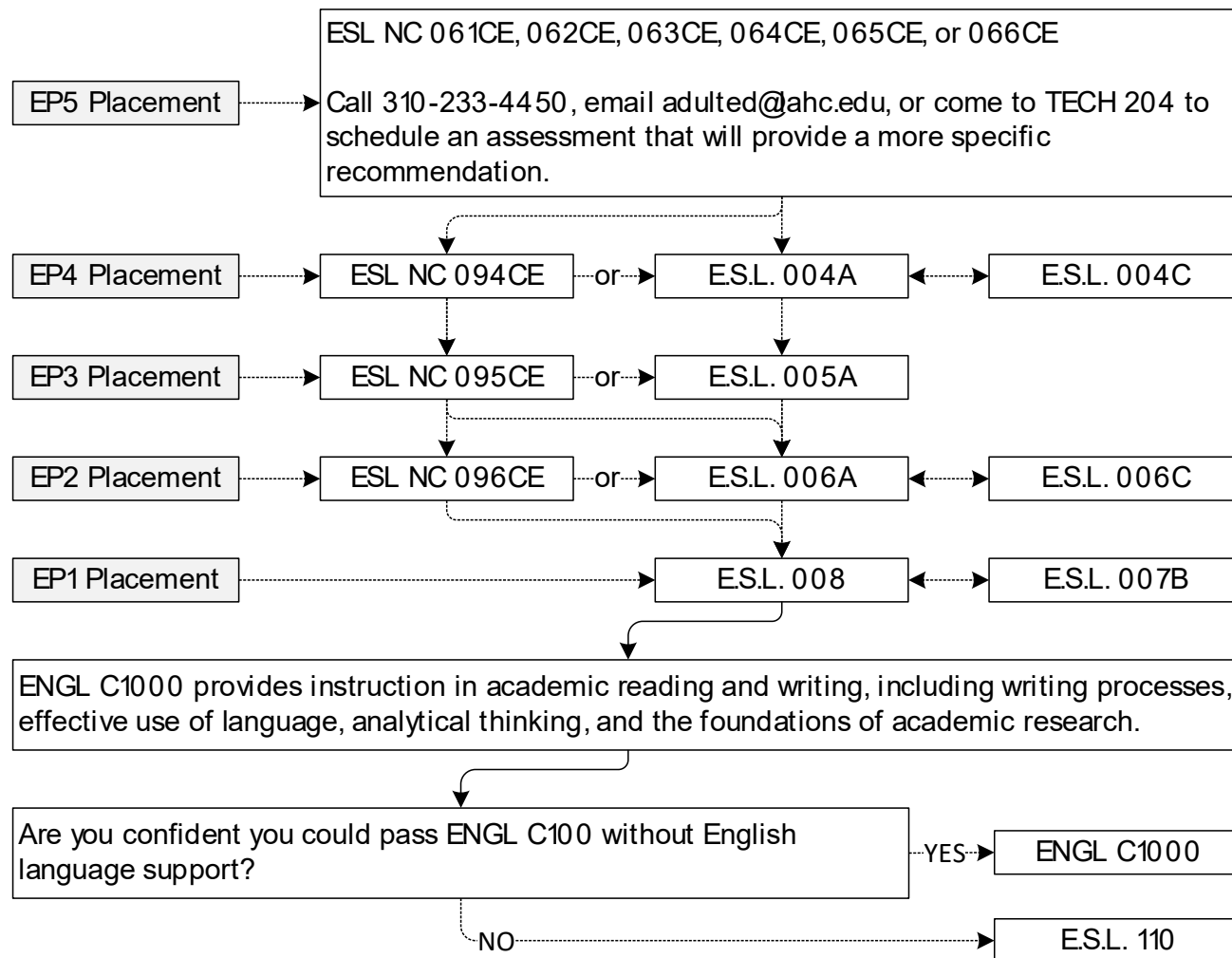
Placement Option Recommendations

Since each complete placement (except “EN”) lists more than one option, the following can be used to guide you to those that are recommended. Start in the upper left and answer each applicable question. Based on your answer, follow the “YES” or “NO” arrow to the next question or recommendation.



English as a Second Language Recommendations

If you have an "EP" placement, the following can be used to guide you to the placement options that are recommended. Start at the box showing your placement and follow the arrows to the recommended courses. Dotted lines indicate recommendations only. Double-sided arrows indicate courses ideally taken together.



Math/Statistics Placement

Students, we recognize that you come to us with a great deal of knowledge, skill, and competency, and we want to honor your accomplishments by helping you find the best possible place to continue your path toward achieving your educational goals. For courses in math and statistics, this involves completing the placement process.

If you graduated from an accredited US high school or earned a GED or California High School Equivalency Certificate, your initial Math placement is based on the courses you passed:

- If you passed Calculus, Pre-calculus, Trigonometry, Integrated Math 4, or equivalent, your placement is “MT4 – Calculus I.” *
- If you passed Intermediate Algebra, Integrated Math 3, or equivalent, your placement is “MT2 – Pre-calculus.” *
- Otherwise, your placement is “MT1 – Transfer-level Mathematics Prior to Pre-calculus.”

If you did not provide a US high school GPA or did not graduate from a US high school or equivalent (as described above), your placement is “MN – No Math Placement.” You may use the “Math Survey” to complete an “MN” placement. It is available by logging into <http://mycollege.laccd.edu/>, and then selecting the “Student Status” tile and then the “Math Survey.”

* If you achieved the following, are eligible to take a higher-level course, if it is required for your major. If so, consult a counselor to confirm that this achievement will be accepted by your anticipated transfer institution(s) in lieu of completing the course prerequisites:

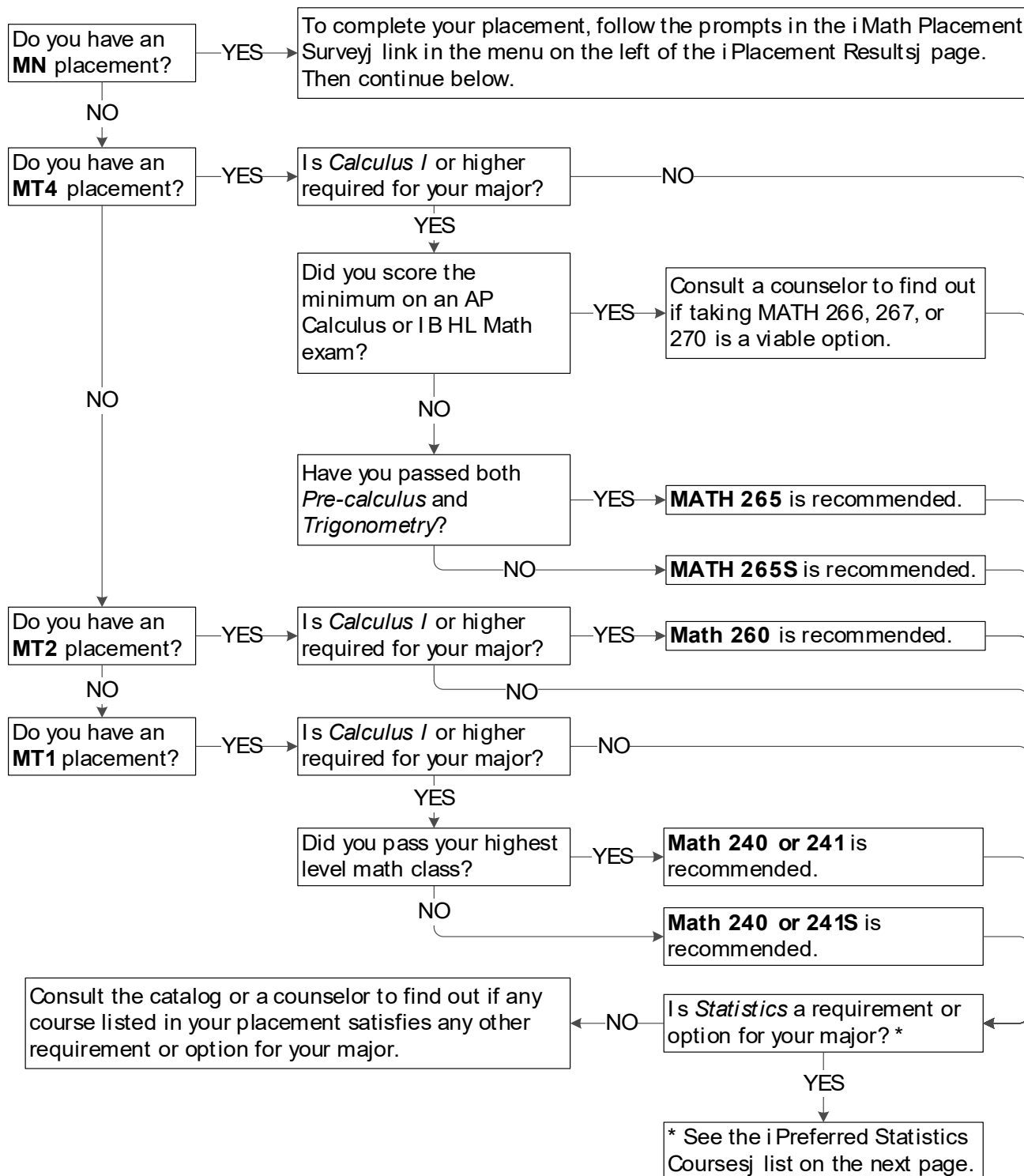
- If you scored at least 3 on the AP Calculus BC exam, you are eligible to take MATH 267 and MATH 270.
- If you scored at least 3 on the AP Calculus BC exam AB sub-score or AP Calculus AB exam, you are eligible to take MATH 266.
- If you do not have an MT4 placement, but scored 5 on the IB HL Math Analysis and Approaches exam (2021 or after) or HL Math exam (before 2021), you should take MATH 265 or 265S, if *Calculus I* is required for your major.

The following table shows what courses you are eligible to take, depending on your placement.

MN	No Math Placement	To complete your placement, follow the prompts in the “Math Placement Survey” link in the menu to the left.
MT4	Calculus I	If <i>Calculus I</i> is a requirement or option for your major, you may complete MATH 265 or 265S to satisfy it. If not (or in addition), you may take any of the following that are required for your major: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E.
MT2	Pre-calculus	If <i>Calculus I</i> is a requirement or option for your major, you may complete any of the following to satisfy it: MATH 260 followed by MATH 265 (recommended); MATH 265 or 265S. If not (or in addition), you may take any of the following that are required for your major: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E.
MT1	Transfer-level Mathematics Prior to Pre-calculus	If <i>Calculus I</i> is a requirement or option for your major, you may complete any of the following to satisfy it: MATH 240, 241, or 241S, followed by MATH 260 and then MATH 265 (recommended); MATH 260 followed by MATH 265; MATH 265 or 265S. If not (or in addition), you may take any of the following that are required for your major: BUS 015; MATH 215, 229, 230, 234, 236; STAT 001 or 001S, C1000 or C1000E.

Placement Option Recommendations

Since each placement (except "MN") lists more than one option, the following can be used to guide you to those that are recommended. Start in the upper left and answer each applicable question. Based on your answer, follow the "YES" or "NO" arrow to the next question or recommendation.



Preferred Statistics Courses

Some degrees and certificates list multiple versions of statistics as fulfilling a requirement or option, but some of them are preferred for a given major. If you have not already satisfied a statistics requirement or option but wish to do so, take the "preferred" version

listed for your major below unless the following applies: If your anticipated transfer institution(s) require something else, take that instead. Consult a counselor for more information about your options.

Major	Award	Requirement	Preferred
Administration of Justice	AST	List B option	STAT C1000* or C1001**
Biotechnology	AS	Required	STAT 001 or 001S
Biotechnology Lab Asst	CA	Required	STAT 001 or 001S
Biotechnology Research Lab Asst	CA	Required	STAT 001 or 001S
Business 2.0	AAT	Core option	BUS 015
Economics	AAT	Core requirement	STAT C1000* or C1001**
Environmental Science	AAT	List A1 requirement	STAT C1000* or C1001**
Hospitality	AST	List B option	Any version
Journalism	AAT	List B option	Any version
Liberal Arts & Sciences: Math and Natural Sciences	AA	Elective option	STAT C1000* or C1001**
Liberal Arts and Sciences: Social and Behavioral Sciences	AA	Elective option	STAT 001 or 001S
Kinesiology	AAT	List A option	Any version
Mathematics	AST	List B option	STAT C1000* or C1001**
Nutrition and Dietetics	AST	List A option	Any version
Political Science	AAT	List A option	Any version
Psychology	AA	Core option	STAT 001 or 001S
Psychology	AAT	Core requirement	STAT 001 or 001S
Sociology	AAT	Core requirement	STAT 001 or 001S
CSUGE, IGETC, or Cal-GETC	CA	CSUGE Area B4, IGETC Area 2, or Cal-GETC Area 2	BUS 015, STAT C1000* or C1001**, or any other course meeting this area
Any not listed above	ADT		
	AA/AS	Math Competency, LACCDGE-D2 (prior to fall 2025), or LACCDGE Area 2 (fall 2025 or later)	

* Formerly MATH 227

** Formerly MATH 227S

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 enrolled as a regular student in an eligible program.
- Have a valid social security Number (SSN).
- 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 October 1st and March 2nd prior to the start of the academic year (Fall semester).

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 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/financial-aid/calendar-deadlines 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.studentaid.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

If a student's application has been selected for verification by the federal processor, the student 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.

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 a student's application. Those may include but are not limited to:

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

English As A Second Language (E.S.L)

Students taking only credit E.S.L 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 CCPG, for enrollment in audited classes. No exceptions to this policy can be made.

Late Start Classes

Short term classes that begin after the PELL Grant recalculation date, may not be eligible for financial aid.

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. Students 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. Please note that if a student is in an extension appeal due to Satisfactory Academic Progress, the student must be enrolled in approved units, meaning classes listed in the student's comprehensive Student Educational Plan (SEP) that was submitted with an appeal to the Financial Aid Office. If students are enrolled in classes not listed in the student's SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office or visit our financial aid website at www.lahc.edu/financial-aid.

Federal School Codes (for use on the FAFSA and California Dream Act applicants)

001222 East Los Angeles College (FAFSA)
022260 East Los Angeles College (CA Dream Act)
001223 Los Angeles City College
001224 Los Angeles Harbor College
012550 Los Angeles Mission College
001226 Los Angeles Pierce College
007047 Los Angeles Southwest College
001227 Los Angeles Trade-Technical College
001228 Los Angeles Valley College
008596 West Los Angeles College

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 or by calling 1-800-829-3676. Also, be sure to consult a professional tax advisor.

American Opportunity Credit and Lifetime Learning Tax Credits allows students and the student's parents to subtract a portion of your college costs from the taxes owed each year when filing tax returns.

In addition, funds from an 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 certain U.S. savings bonds are used to pay for college. Students 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

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 Student Aid Index (SAI) and enrollment status. The SAI 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.studentaid.gov/help-center/answers/article/where-can-i-find-my-federal-pell-grant-leu-percentage. 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. Since this is a limited funded program, FSEOG will be awarded to students who are enrolled at least six (6) approved units District wide, depending on funding. FSEOG awards range upward from \$100 to \$800 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 or AB540 eligible
- 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.

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 the Financial Aid Office to see if criteria are met and to have GPA electronically sent and for other possible options.

California College Promise Grant (CCPG)

This program (formerly known as the Board of Governors (BOG) Fee Waiver Program) waives enrollment fees charged by the college. Since this is a waiver there is no actual disbursement of funds. If a student has already paid enrollment fees, a refund will be issued automatically. This program waives enrollment fees and no other fees.

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, the 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 \$1648 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 is March 2nd of every year.

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at www.csac.ca.gov/.

On campus, students wanting assistance with the California Dream Act application may:

- visit the Dream Resource Center (DRC) located in the Student Union Room 205, or by email at LAHC-dreamers@lahc.edu or phone at (310) 233- 4539. The DRC provides a variety of support and resources, including scholarship opportunities to AB 540 and DACA recipients, and all undocumented students at Harbor College. Services are confidential.
- visit the Student Services Resource Center located in Room SSA 118 or by phone at 310-233-2078.

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 <https://chafee.csac.ca.gov/>.

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.

For more information and application materials, Send an email directly to: California Student Aid Commission at specialized@csac.ca.gov. or call them at (888) 224-7268.

Federal Student Loans

(AID THAT MUST BE PAID 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 District wide. Check with the Financial Aid Office to request information about student loans.

Los Angeles Harbor College participates in the following loan program:

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.

Part-time Employment

Federal Work-Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment on 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 one (1) approved unit, District wide, to be considered for this program.

Scholarships

Students can go to

www.lahc.edu/financial-aid/scholarships-grants for a list of available scholarships.

Summer Financial Aid

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

FREQUENTLY USED WEBSITES

Los Angeles Community College District, www.laccd.edu

Student Information System, www.mycollege.laccd.edu

East Los Angeles College, www.elac.edu

Los Angeles City College, www.lacitycollege.edu

Los Angeles Harbor College, www.lahc.edu

Los Angeles Mission College, www.lamission.edu

Los Angeles Pierce College, www.piercecollege.edu

Los Angeles Southwest College, www.lasc.edu

Los Angeles Trade-Technical College, www.lattc.edu

Los Angeles Valley College, www.lavc.edu

West Los Angeles College, www.wlac.edu

California Dream Act, www.caldreamact.org

LA College Promise, www.calcollegepromise.org

Student Financial Aid Websites

Bank Mobile Vibe, www.bankmobilevibe.com

California Student Aid Commission, www.csac.ca.gov

Create and manage your FSA ID www.fsaidth.gov

Direct Loan Information (USDE) www.studentaid.gov

Free Application for Federal Student Aid (FAFSA) on the web, www.studentaid.gov

Information about Cal Grant, www.csac.ca.gov/

Manage your Cal Grant, <https://webgrants.csac.ca.gov/>

Online resources for a wide range of financial aid topics, www.studentaid.gov

Scholarship search engines, www.fastweb.com, www.bigfuture.collegeboard.org/pay-for-college/scholarship-search ,
www.salliemae.com/college-planning/

Internal Revenue Service site for tax information, www.irs.gov

US Social Security Administration, www.ssa.gov

How Financial Aid is Packaged

Once a 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 the school portal when Offer Letters are available for review in the Student Information System. In addition, students are referred to read the Award Guide and Helping Hands 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 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 the student's Comprehensive Student Educational Plan (SEP). If the class a student is enrolled in is not listed on the student's 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 based on Enrollment Intensity. 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 a student's enrollment status changes during the semester, the student must inform the Financial Aid Office. A financial aid award may be modified to reflect the correct number of units in which the student was 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. Students must resolve overpayments prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent a student from receiving federal financial aid from any institution. It is advised that students contact the Financial Aid Office before withdrawing from classes to understand the results of this action. See refund policy on enrollment fees and non-resident tuition for more information.

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 Student Aid Index (SAI). COA minus SAI = 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 2025-2026 Cost of Attendance budget for a CA resident student living at home and a CA resident student living away from home and a non-resident dependent student 9-month budget:

Estimated Cost of Attendance (COA) for 2025-2026 Award-Year

Living At Home	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	\$ 1,238.00	\$ 616.00	\$ 1,854.00
Books & Supplies	\$ 1089.00	\$ 545.00	\$ 1634.00
Room & Board	\$ 14841.00	\$ 4947.00	\$ 19788.00
Transportation	\$ 1818.00	\$ 606.00	\$ 2424.00
Personal	\$ 4140.00	\$ 1380.00	\$ 5520.00
Total	\$ 23126.00	\$ 8094.00	\$ 31226.00
Living Away from Home	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	\$ 1,238.00	\$ 616.00	\$ 1,854.00
Books & Supplies	\$ 1089.00	\$ 545.00	\$ 1634.00
Room & Board	\$ 26262.00	\$ 8754.00	\$ 35016.00
Transportation	\$ 1989.00	\$ 663.00	\$ 2652.00
Personal	\$ 5067.00	\$ 1689.00	\$ 6756.00
Total	\$ 35645.00	\$ 12267.00	\$ 47912.00

Non-Resident 9-Month Budget – Dependent Student			
	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	\$ 11040.00	\$ 5517.00	\$ 16557.00
Books & Supplies	\$ 1089.00	\$ 545.00	\$ 1634.00
Room & Board	\$ 14841.00	\$ 4947.00	\$ 19788.00
Transportation	\$ 1818.00	\$ 606.00	\$ 2424.00
Personal	\$ 4140.00	\$ 1380.00	\$ 5520.00
Total	\$ 32928.00	\$ 12995.00	\$ 45923.00

Student, who is not a CA Resident, is required to pay non-resident tuition fee:

- * Non-resident fee is \$377.00 per unit
- * Enrollment fee is calculated at \$46/units at 13 units per semester
- * Student Representation Fee is \$2 per term
- * Health Fee is \$19 per term (Fall/Spring)
- * Health Fee is \$16 per term (Winter/Summer)

*Child Care cost - \$1,000 annually

*Direct Loan Origination/Insurance Fee - determined annually

Student Aid Index (SAI) Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (SAI) 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 a student is paying for Child Care expenses during the academic year, the student must notify the Financial Aid Office in writing to request an adjustment to the student's 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.

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 student's 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
- Children of Fall Heroes Scholarship
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant A B and C
- California Chafee Grant
- Student Success Completion Grant

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) and/or (EW) 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.
- 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).

Warning Letter

Students will receive Warning email notification 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 email notification 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
16 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 Financial Aid Disqualification

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

For Reinstatement Appeals:

Students disqualified due to not meeting the cumulative minimum GPA of 2.0 and/or the cumulative minimum unit completion percentage of 66.5% may submit an appeal to reinstate their eligibility for financial aid. Approved reinstatement appeals are subject to academic progress conditions (GPA and completion rate) that must be met to carry the approval to the next semester of enrollment. The terms of these conditions will be stated in the approval notification.

How to submit a Reinstatement Appeal:

1. Access the appeal form on your lahc.studentforms.com account and click on the SAP Appeal Tab (this tab should be available the next business day after creating the account)
 - When prompted, explain the circumstances that caused your failure to meet satisfactory academic progress standards and describe the steps you are taking to ensure you will meet satisfactory academic progress in the future. Include any additional third-party supporting documentation you wish to submit with your appeal.
2. Upload the GET SAP Workshop Certificates of Completion. Use the link below to access the GET SAP modules required for your appeal.
 - <https://laharbor.get-counseling.com/flag-session/16806>
 - You will need to complete one of the following GET SAP modules: The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process, or The Essentials to Understanding Satisfactory Academic Progress (SAP) and What It Means to You. Upload your GET SAP completion certificates to your appeal task.
3. It is recommended but not mandatory for you to attend a SAP workshop. Information will be available on our LAHC financial aid website.
4. Submit the online appeal form to the lahc.studentforms.com account that you created.

Reinstatement appeals are reviewed by the LAHC Appeals Committee. There are two levels of appeals. The result of the first-level appeal will generally be emailed to the student's LACCD email account within 45 calendar days. Students whose first level appeals are denied have the option to submit a second level appeal within 14 calendar days of the notification.

Extension Appeals:

Students disqualified due to exceeding the 150% unit time-frame of their stated academic program or major may appeal to extend their eligibility for financial aid. Students approved under an extension appeal will be subject to an SAP contract meaning only the approved classes on the contract will count towards financial aid eligibility. Students may review their approved courses on their Student Portal (Financial Aid & Scholarships > SAP Extension of Appeal > View/Apply SAP Appeal). The approved courses are marked as "Include towards FA Progress Units".

How to submit an Extension Appeal:

1. Prior to submitting an appeal, students must develop a comprehensive educational plan or update their existing educational plan with an LAHC Academic Counselor.
2. Once the student has an Educational Plan, log in to the Student Portal to initiate the extension appeal:
 - Click on the Financial Aid and Scholarships menu and select the current academic year, if prompted.
 - Click on the SAP Extension of Appeal from the menu on the left.
 - Follow the instructions and answer all required questions. You will be able to type your explanation as to why you have exceeded 150% of your program when prompted. Be sure to include a brief statement letting the committee know when you anticipate graduating from Harbor College.
 - Submit the online appeal form to your SIS portal.

Extension appeals are reviewed by the LAHC Appeals Committee. There are two levels of appeals. The result of the first-level appeal will generally be emailed to the student's LACCD email account within 45 calendar days. Students whose first level appeals are denied have the option to submit a second level appeal within 14 calendar days of the notification.

Combination Appeals:

If you are disqualified for low GPA and/or pace of progression in addition to exceeding 150% of your program, you will need to upload proof that you have completed the required GET SAP modules. Your appeal statement must address why you have not met the GPA and pace of progression requirement in addition to the 150% of your program disqualification. Your statement must also describe the steps you are taking to ensure you meet satisfactory academic progress in the future.

1. Follow the steps listed above for Extension Appeal. Your appeal statement must include a statement to explain why your overall GPA is below a 2.0 and/or why you are not meeting the pace of progression standard.
2. Upload the GET SAP Workshop Certificates of Completion
 - a. Use the following link to access the GET SAP modules required: <https://laharbor.get-counseling.com/flag-session/16806>
 - b. You will need to complete one of the following GET SAP modules: The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process or The Essentials to Understanding Satisfactory Academic Progress (SAP) and What It Means to You. Upload your GET SAP completion certificates with your appeal on your SIS portal.
 - c. Upload any additional third-party supporting documentation you wish to submit with your appeal.
3. It is recommended but not mandatory for you to attend a SAP workshop. Information will be available on our LAHC financial aid website.
4. Submit the online appeal form to your SIS portal.

Your appeal statement should explain the circumstances that caused your failure to meet the satisfactory academic progress (SAP) standards. Your statement should also describe the steps you are taking to ensure you will meet SAP standards in the future.

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.

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 Numbers

Websites

- FAFSA on the Web – www.fafsa.ed.gov
- Sign up for the FSA ID to electronically sign the FAFSA <https://fsaid.ed.gov/npas/index.html>
- Information about the Cal Grant Program – www.calgrants.org
- California Student Aid Commission – www.csac.ca.gov

Telephone Numbers

- Los Angeles Harbor College Financial Aid and Scholarships Office (310)-233-4320 Email address: finaid@lahc.edu
- Los Angeles Harbor College Veterans Resource Center (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 Students Should Know

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 107) and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices and on our website.

Los Angeles Harbor College Scholarships

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some are based on grade point average, some require financial need, and some are awarded to students who are majoring in certain areas of study. The Financial Aid Office and the Foundation Office maintains a detailed list of current scholarship offerings. Scholarships are offered once or twice a year, depends on funding. Interested students are urged to go to the Foundation Office (SSA216) or email the foundation at foundation@lahc.edu for information and assistance. Scholarships are subject to availability and awarded late fall and/or spring. One application is needed to apply for the various scholarships available. The committee reviewing the applications, to make sure applicants meet qualifications, determine which scholarship applies to the individual. For more information on available scholarships, go to <https://www.lahc.edu/financial-aid/scholarships-grants>.

Completing Your Pathway – Transfer & Graduation Requirements

What is a Bachelor's Degree?

A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a University. A Bachelor's degree requires completion of general education, along with completion of both lower and upper division courses.

California Community Colleges offer lower division courses, providing students the opportunity to complete general education and lower division major or pre-major coursework prior to transferring to a university. Once students transfer, they will complete mainly upper division coursework in their major at the university.

The Bachelor of Arts (BA) and Bachelor of Science (BS) are the most common baccalaureate degrees. BA degrees are most often awarded in the arts, humanities, and social sciences. The BS is more likely to be awarded in the sciences, math, engineering and for professional or technical fields of study. However, there are no absolute universal differences between these degrees and policies can vary from college to college.

1. Explore Transfer Opportunities

- California State University (CSU)
 - 23 campuses
 - icangotocollege.com
 - [Associate Degree for Transfer Major & Campus Search](#)
 - www2.calstate.edu/apply
- University of California (UC)
 - 9 undergraduate campuses
 - [Find majors offered by each UC campus](#)
 - universityofcalifornia.edu
- Independent/Private Colleges and Universities:
 - californiacolleges.edu
 - aiccu.edu
- Out-of-State Colleges and Universities
 - collegeboard.org (Find your Dream College)
 - Petersons.com (college search), and
 - Specific college's and University websites

2. **Schedule an appointment with a counselor** in the [Counseling Services](#) Office at 310-233-4230 or the [Transfer Center](#) at 310-233-4282 to develop a Transfer Plan.
3. **Talk to a university representative** and attend the Transfer Fair, contact the [Transfer Center](#) to learn more.
4. **Schedule a visit and campus tour** by calling the university's admission or outreach/recruitment office.

5. **Stay on-track.** Continue to follow your transfer plan, meeting with your counselor each semester to make adjustments as necessary. Updated major requirements can be found at <http://assist.org> for the UC and CSU
6. **Apply to the institutions you selected by their posted deadlines.** Typically, the UC system accepts fall applications from Nov. 1st – Nov 30th only. The CSU systems accepts fall applications from Oct. 1st through Nov. 30th. Both CSU and UC may accept transfer applicants during the Spring semester, and we recommend visiting the Transfer Center for specific information and deadlines. Independent and out-of-state colleges have their own deadlines. Check with their admission offices and on their websites.
7. **Apply for financial aid online at:**
 - Studentaid.gov/h/apply-for-aid/fafsa
 - or
 - <https://www.csac.ca.gov/post/resources-california-dream-act-application>

October 1st and prior to March 2nd to meet the deadline for potential Cal Grant eligibility and begin searching for outside scholarship opportunities online (examples hsf.net, fastweb.com, [collegeboard.org'sScholarshipDirectory](http://collegeboard.org/sScholarshipDirectory)) and through community organizations.
8. **Receive your acceptance letters** (and from some colleges you will also receive your financial aid award offers shortly after). Choose the campus that best suits your needs and commit to that campus by signing a letter of intent and paying any necessary deposits. Notify the other campuses that you will not be attending so that they may make room for other students. Student intent to Register – SIR- deadline is typically between May 1st and June 1st.
9. **Get Certified:** Make an appointment in the LAHC Counseling office to have your Cal-GETC, IGETC, and CSU-GE certified
10. **Don't forget to Send Final Official Transcripts** after you have completed all coursework to the university. The importance of this cannot be stressed enough. You may have your admissions revoked if you do not provide complete official transcripts by the university deadline.

California State University Guarantee for AA-T and AS-T

Associate in Arts for Transfer (AA-T) and Associate in Science (AS-T) are degrees that are designed specifically for transfer to the California State University system.

The degrees are the results of Senate Bill 1440 known as the Student Transfer Achievement Reform Act (STAR Act), a transfer bill that required the California Community Colleges to offer Associate Degrees for Transfer (ADT) in many of the most popular majors, and for the California State University (CSU) to provide priority admission to California Community College (CCC) students who have earned an AA-T or AS-T. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing to the CSU system, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper division course work at a California State University college.

Below is the list of LAHC College Associate Degrees for Transfer (AD-T). Please refer to the table of content of this catalog to locate the program description and course requirements for them. To find out which CSU campuses accept each degree, go to [Associate Degree for Transfer Major and Campus Search](#).

Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. Program requirements are subject to change. See a college counselor.

Additional majors are being developed. Please see a counselor for more information. For more information on “A Degree with a Guarantee,” go to www.icangotocollege.com

Associate in Arts for Transfer (AA-T)

- Anthropology, Associate in Arts for Transfer
- Child and Adolescent Development, Associate in Arts for Transfer
- Communication Studies 2.0, Associate in Arts for Transfer
- Economics, Associate in Arts for Transfer
- Elementary Teacher Education, Associate in Arts for Transfer
- English, Associate in Arts for Transfer
- History, Associate in Arts for Transfer
- Journalism, Associate in Arts for Transfer
- Kinesiology, Associate in Arts for Transfer
- Law, Public Policy, and Society, Associate in Arts for Transfer
- Music, Associate in Arts for Transfer
- Philosophy, Associate in Arts for Transfer
- Political Science, Associate in Arts for Transfer
- Psychology, Associate in Arts for Transfer
- Sociology, Associate in Arts for Transfer
- Social Justice General, Associate in Arts for Transfer (Effective Fall 2025)
- Spanish, Associate in Arts for Transfer
- Studio Arts, Associate in Arts for Transfer

Associate in Science for Transfer (AS-T)

- Administration of Justice, Associate in Science for Transfer
- Biology, Associate in Science for Transfer
- Business Administration 2.0, Associate in Science for Transfer

- Computer Science, Associate in Science for Transfer
- Early Childhood Education, Associate in Science for Transfer
- Environmental Science, Associate in Science for Transfer
- Hospitality Management, Associate in Science for Transfer
- Mathematics, Associate in Science for Transfer
- Nutrition and Dietetics, Associate in Science for Transfer
- Physics, Associate in Science for Transfer
- Public Health, Associate in Science for Transfer (Effective Fall 2025)

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California Community Colleges. A C-ID number attached to a course signals that participating California colleges and universities have determined that courses offered by other California Community Colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

Thus, if a catalog lists a course bearing a C-ID number, for example ANTHRO 101 which has been approved for C-ID ANTH 110, students at LAHC can be assured that it will be accepted in lieu of a course bearing the C-ID ANTH 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Below is the list of LAHC courses that have been approved by the C-ID program and given a C-ID designation at the time of the catalog publication. For an updated list of courses approved for C-ID, refer to the C-ID website at www.c-id.net.

LAHC College Course Number	C-ID Designation
ACCTG 001	ACCT 110
ACCTG 002	ACCT 120
ADM JUS 001	AJ 110
ADM JUS 002	AJ 120
ADM JUS 003	AJ 124
ADM JUS 005	AJ 140
ADM JUS 008	AJ 220
ADM JUS 037	AJ 122
ADM JUS 067	AJ 160
ADM JUS 075	AJ 200
ANATOMY 001	BIOL 110 B
ANTHRO 101	ANTH 110
ANTHRO 102	ANTH 120
ANTHRO 103	ANTH 150
ANTHRO 104	ANTH 130
ANTHRO 111	ANTH 115 L
ART 101	ARTH 110
ART 102	ARTH 120
ART 103	ARTH 100
ART 201	ARTS 110
ART 202	ARTS 205
ART 300	ARTS 210
ART 501	ARTS 100
ART 502	ARTS 101
ART 639	ARTS 250
BIOLOGY 006	BIOL 190
BIOLOGY 006 + BIOLOGY 007	BIOL 135 S
BIOLOGY 007	BIOL 140
BIOTECH 006	BIOT 210X
BUS 001	BUS 110
BUS 005	BUS 125
BUS 032	BUS 115
CH DEV 001	CDEV 100
CH DEV 002	ECE 120
CH DEV 007	ECE 130
CH DEV 010	ECE 220
CH DEV 011	CDEV 110
CH DEV 022	ECE 210
CH DEV 034	ECE 200

CH DEV 042	ECE 230
CHEM 065	CHEM 101
CHEM 101	CHEM 110
CHEM 101 + CHEM 102	CHEM 120 S
CHEM 211	CHEM 150
CHEM 211 + CHEM 212	CHEM 160 S
CIS 101	BUS 140
CIS 101	ITIS 120
CLN ART 113	HOSP 160
CLN ART 113	NUTR 120
CLN ART 117	HOSP 110
COMM C1000 (formerly COMM 101)	COMM 110
COMM 104	COMM 120
COMM 121	COMM 130
COMM 122	COMM 150
COMM 151	COMM 140
CS 111	ITIS 130
CS 113	COMP 112
CS 116	COMP 112
CS 116	COMP 122
CS 130	COMP 142
CS 131	COMP 152
CS 136	COMP 132
ECON 001	ECON 201
ECON 002	ECON 202
EDUC 001	EDUC 200
ENG GEN 101	ENGR 110
ENG GEN 131	ENGR 130
ENG GEN 231	ENGR 230
ENG GEN 241	ENGR 240
ENGL C1000 (formerly ENGLISH 101)	ENGL 100
ENGL C1001 (formerly ENGLISH 103)	ENGL 105
ENGLISH 101X	ENGL 100
ENGLISH 101Y	ENGL 100
ENGLISH 101Z	ENGL 100
ENGLISH 102	ENGL 120
ENGLISH 127	ENGL 200
ENGLISH 203	ENGL 140
ENGLISH 204	ENGL 145
ENGLISH 205	ENGL 160

ENGLISH 206	ENGL 165
ENGLISH 207	ENGL 130
ENGLISH 208	ENGL 135
ENGLISH 218	ENGL 180
E.S.L. 110	ENGL 100
FAM & CS 021	NUTR 110
GEOG 001	GEOG 110
GEOG 007	GEOG 125
GEOG 015	GEOG 111
GEOLOGY 001	GEOL 100
GEOLOGY 006	GEOL 100 L
HEALTH 011	PHS 100
HEALTH 011	PH 100
HEALTH 015	PH 107
HEALTH 012	KIN 101
HEALTH 101 (effective Fall 2025)	PH 101
HISTORY 001	HIST 170
HISTORY 002	HIST 180
HISTORY 011	HIST 130
HISTORY 012	HIST 140
HISTORY 086	HIST 150
HISTORY 087	HIST 160
HOSPT 100	HOSP 100
HOSPT 120	HOSP 120
HOSPT 140	HOSP 140
HOSPT 320	HOSP 150
JOURNAL 101	JOUR 110
KIN MAJ 100	KIN 100
STAT C1000 (formerly MATH 227)	MATH 110
MATH 229 (effective Fall 2025)	MATH 110
MATH 236	MATH 140
MATH 265	MATH 210
MATH 266	MATH 220
MATH 267	MATH 230
MATH 270	MATH 250
MATH 275	MATH 240
MUSIC 101	MUS 110
MUSIC 111	MUS 100
MUSIC 161	CMUS 100 X
MUSIC 165	CMUS 100 X

MUSIC 181	MUS 160
MUSIC 182	MUS 160
MUSIC 183	MUS 160
MUSIC 184	MUS 160
MUSIC 216-1	MUS 120
MUSIC 216-2	MUS 130
MUSIC 216-3	MUS 140
MUSIC 216-4	MUS 150
MUSIC 217-1	MUS 125
MUSIC 217-2	MUS 135
MUSIC 216-1	MUS 120
MUSIC 216-2	MUS 130
MUSIC 217-2	MUS 135
MUSIC 217-3	MUS 145
MUSIC 217-4	MUS 155
MUSIC 261-1	CMUS 100 X
MUSIC 261-2	CMUS 100 X
MUSIC 261-3	CMUS 100 X
MUSIC 265-1	CMUS 100 X
MUSIC 265-1	CMUS 130 X
MUSIC 265-2	CMUS 100 X
MUSIC 265-3	CMUS 100 X
MUSIC 271	CMUS 150 X
MUSIC 321	MUS 170
MUSIC 322	MUS 171
MUSIC 323	MUS 172
MUSIC 501	MUS 180
MUSIC 511	MUS 180
MUSIC 531	MUS 180
MUSIC 700	MUS 180
MUSIC 775	MUS 180
MUSIC 780	MUS 185
PHILOS 001	PHIL 100
PHILOS 006	PHIL 110
PHILOS 009	PHIL 210
PHILOS 020	PHIL 120
PHYSICS 006	PHYS 105
PHYSICS 006 + PHYSICS 007	PHYS 100 S
PHYSICS 037	PHYS 205
PHYSICS 038	PHYS 210

PHYSICS 039	PHYS 215
PHYSICS 037 + PHYSICS 038 + PHYSICS 039	PHYS 200 S
PHYSIOL 001	BIOL 120 B
POLS C1000 (formerly POL SCI 001)	POLS 110
POL SCI 002	POLS 130
POL SCI 003	POLS 150
POL SCI 005	POLS 120
POL SCI 007	POLS 140
POL SCI 050	POLS 160
PSYC C1000 (formerly PSYCH 001)	PSY 110
PSYCH 002	PSY 150
PSYCH 003	PSY 115
PSYCH 010	PSY 200
PSYCH 010 (effective Fall 2025)	PSY 205 B
PSYCH 014	PSY 120
PSYCH 041	PSY 180
PSYCH 052	PSY 130
SOC 001	SOCI 110
SOC 002	SOCI 115
SOC 003	SOCI 160
SOC 004	SOCI 120
SOC 011	SOCI 150
SOC 012	SOCI 130
SOC 031	SOCI 140
SPANISH 001	SPAN 100
SPANISH 002	SPAN 110
SPANISH 003	SPAN 200
SPANISH 004	SPAN 210
SPANISH 035	SPAN 220
SPANISH 036	SPAN 220
STAT 001	MATH 110
STAT 001	SOCI 125
STAT 001S	SOCI 125
STAT 101	MATH 110
STAT 101	SOCI 125
THEATER 100	THTR 111
THEATER 110	THTR 113
THEATER 114	THTR 114
THEATER 270	THTR 151
THEATER 271	THTR 152

THEATER 291	THTR 191
THEATER 300	THTR 171
THEATER 301	THTR 171
THEATER 310	THTR 173

AB 1111 – Common Course Numbering System

What is AB 1111

AB 1111 is a California law designed to simplify course navigation across the California Community College (CCC) system. It requires all CCCs to adopt a Common Course Numbering (CCN) system for general education and transfer pathway courses. This ensures that comparable courses have the same course numbers at every CCC statewide.

When does this take effect?

Beginning in the 2025-2026 academic year, some courses will transition to the CCN system. This is an ongoing process that will take several years to implement.

Why is this important?

AB 1111 reduces confusion, streamlines degree completion, and supports a smoother transfer process, helping students save time and stay on track. If you have questions about how AB 1111 and CCN impact your educational plan, consult with a counselor for personalized guidance.

Which courses are converting to CCN this 25-26 academic year?

- COMM C1000 – Introduction to Public Speaking (formerly COMM 101)
- ENGL C1000 – Academic Reading and Writing (formerly: ENGLISH 101)
- ENGL C1001- Critical Thinking and Writing (formerly: ENGLISH 103)
- POLS C1000 – American Government and Politics (formerly: POL SCI 001)
- PSYC C1000 –Introduction to Psychology (formerly: PSYCH 001)
- STAT C1000 –Introduction to Statistics (formerly: MATH 227)
- STAT C1000E- Introduction to Statistics (formerly: MATH 227S)

Additional Common Course Numbering (CCN) System Information

The CCN System is a state-mandated initiative (AB 1111) aimed at simplifying student transfer and ensuring uniformity in course numbers across California Community Colleges.

The CCN system, will use the following structure:

- Subject: Four letter abbreviation (E.g., STAT for Statistics)
- Course Type Identifier: C = Common Course Number; local courses would not have a C
- Course Number: Standardized 4-digit course identification.

C1000-C1999 = 100 level course

C2000-C2999 = 200 level course

Courses identified as common will feature a “C” in their catalog numbers (e.g., ENGLISH 101 has become ENGL C1000). Revisions, including new course numbers and subject prefixes, will be clearly indicated in the college catalog and class schedules to help students easily identify and navigate these changes.

For the latest information about CCN, including an updated list of courses and answers to frequently asked questions, please visit the [Common Course Numbering Website](#).

MINIMUM TRANSFER ADMISSION REQUIREMENTS

All California State University campuses welcome applications from transfer students. The CSU provides priority admission considerations to California Community College (CCC) students who meet the CSU upper-division transfer admission requirements. However, the highest admission priority is given to CCC students who have earned a CCC Associate Degree for Transfer (ADT). CCC students will be considered as having achieved junior class level standing once they have completed the ADT or at least 60 semester (90 quarter) transferable-level units that meet their lower division major requirements.

A student who is planning to transfer to one of the campuses of the California State University can satisfy the minimum admission criteria by meeting the following requirements:

1) Transferring with an Associate Degree for Transfer (ADT)

CCC students who are awarded an associate degree for transfer (AA-T/AS-T) and meet the CSU minimum admission requirements are guaranteed admission with junior standing and are given priority admission consideration when applying to a program that has been deemed similar to the degree earned at the student's community college. An up-to-date list of associate degrees for transfer offered by CCC, and CSU campuses where majors are aligned with those associate degrees for transfer and deemed similar can be found at [Associate Degree for Transfer Major and Campus Search](#). Once admitted, the student will only be required to complete 60 additional prescribed semester units to qualify for a similar baccalaureate degree.

The transfer associate (AA-T/AS-T) degrees include:

- 60 semester units (or 90 quarter units) of coursework eligible for transfer to the CSU, including General Education: Cal-GETC. At least 18 semester units of coursework in the major or area of emphasis as defined by the CCC AA-T or AS-T degree. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a letter grade.
- ADT applicants must have a minimum cumulative grade point average (GPA) of at least 2.0 in all college-level work completed. While a minimum of 2.0 is deemed eligible for transfer into a CSU program, some majors may require a higher GPA. Please consult the [assist.org](#) website and/or with a counselor for more information.
- Complete Residency requirements. For students in the Los Angeles Community College District (LACCD), a minimum of 12 units must be completed in residence within the district.

Note: SB 1440 does not guarantee a student admission to a specified major or campus, but requires the California State University to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer AA-T and AS-T degree as determined by the California State University. With this degree, students may be given a GPA bump when applying to an impacted campus outside their local area or an impacted major that is deemed similar.

2) Upper Division Transfer Requirements

To establish eligibility for CSU as a junior-level transfer, students must:

- Complete 60 CSU transferable units;
- Earn a GPA of 2.0 or higher in all transferable units;
- Be in good standing at the last college/university attended; Complete at least 30 units of the GE requirements with a grade of 'C' or better. The 30 units must include:
 - Three (3) courses in English Language Communication and Critical Thinking – Oral Communication, Written Composition, and Critical Thinking (Cal-GETC Area 1A, 1B, 1C) all with a grade of 'C' or better,
 - One course (1) in transferable mathematics from Mathematics/Quantitative Reasoning (Cal-GETC Area 2) with a grade of 'C' or better;
 - Complete GE requirements.

Refer to Calstate for more information regarding Upper Division Transfer: <https://www.calstate.edu/apply/transfer/Pages/upper-division-transfer.aspx>

Notes: Competitive/selective campuses and/or majors may have higher/additional requirements; non-residents require a higher admissions GPA.

3) Lower Division Transfer Requirements

Some CSU campuses may consider students who have completed fewer than 60 transferable units as Lower Division Transfers (LDT)

To be considered as a LDT student at a CSU, you must meet the following prior to transfer:

- Area 1A - English composition;
- Area 2 - Mathematical concepts/quantitative reasoning;
- Earn a GPA of 2.0 or higher in all transferable units;
- Be in good standing at the last college/university attended;
- Meet the admission requirements for a first-time freshman "A-G" course requirements or have successfully completed necessary courses to make up high school deficiencies;
- Meet the CSU admissions eligibility requirements required of a first-time freshman;
- Follow the Cal-GETC pattern.

4) Transfer Success Pathways

The Transfer Success Pathway (TSP) program is for first-time California Community College students. The program guarantees admission to a CSU by providing access to pre-admissions and support from your chosen university.

PREPARING TO TRANSFER TO THE CALIFORNIA STATE UNIVERSITY SYSTEM AS UPPER DIVISION STUDENT

A. Complete Major Requirements

Los Angeles Harbor College offers many of the lower-division preparation courses required by the departmental majors. For a complete list of major and supporting requirements at your CSU destination campus and their comparable courses at this college, go to www.assist.org

B. General Education Requirements

For transfer students, the CSU requires completion of 34 semester units of lower-division general education and nine units of upper-division semester units. Students can complete the 34 units of lower-division GE breadth by completing the Cal-GETC pattern as part of their minimum 60 semester-unit requirement for transfer as an upper-division student. Certification waives additional lower-division general education requirements that each CSU campus otherwise requires. It is important that students request certification prior to transfer.

University of California (UC)

Transfer Admissions Requirements

Nearly a third of University of California (UC) undergraduates are transfer students. Students from California community colleges (CCC) can become eligible for admission to the UC by meeting specific requirements. The requirements described below represent the minimum academic standards students must attain to be considered for admission to the University. Meeting the minimum requirements does not guarantee admission to the University nor does it guarantee admission to a particular campus or major of the student's choice. Many campuses and majors receive more applications than they have spaces available. To be more competitive, students should work toward meeting the specific major preparation courses and general education requirements for the campuses and majors they're interested in.

To establish eligibility as a junior-level transfer at a UC campus, students must:

- Complete 60 semester (90 quarter) units of UC transferable courses. Note: no more than 14 units may be taken Pass/No Pass
- Earn a minimum 2.4 GPA (2.8 for non-residents) in all UC transferable courses
- Complete the following seven-course pattern, earning a grade of 'C' or better in each course (all courses must be at least 3 semester or 4 quarter units)
 - English Composition - 2 courses
 - Mathematical Concepts and Quantitative Reasoning - 1 course
 - Arts and Humanities; Social and Behavioral Sciences; Physical and Biological Sciences - 4 courses chosen from at least two of these three subject areas
- Complete the required/recommended courses needed for your intended major with the minimum grades. Visit [ASSIST](http://www.assist.org) to see the major preparation coursework expected by each campus or refer to the UC's [Transfer Pathways](#), a single set of courses you can take to prepare for your major on any of the nine (9) undergraduate campuses.

- Complete the following seven-course pattern, earning a grade of 'C' or better in each course (all courses must be at least 3 semester or 4 quarter units)
 - English Composition - 2 courses
 - Mathematical Concepts and Quantitative Reasoning - 1 course
 - Arts and Humanities; Social and Behavioral Sciences; Physical and Biological Sciences - 4 courses chosen from at least two of these three subject areas

UC GENERAL EDUCATION REQUIREMENTS

Students may complete one of the following:

- Cal-GETC
 - Cal-GETC is not an admissions eligibility requirement; Cal-GETC is not advisable for some high unit majors; Please consult with a counselor for more information.
- General education requirements of the receiving UC campuses. Please consult with a Counselor and the Catalog GE Requirements section of the UC Campus. Some UC Campus may list their General Education requirements on www.assist.org

COURSE SEQUENCES

When requirements are stated as a full-year sequence, students should complete the entire year before transferring, not just one semester course. It is ideal to complete the sequence at one community college.

TRANSFER ADMISSION GUARANTEE (TAG)

Six UC campuses offer guaranteed admission in particular majors to California community college (CCC) students who meet specific requirements, which may include completion of certain major preparatory courses and attaining a minimum GPA for the chosen major. Students must submit the TAG application in September for the following fall term, or May for the following winter/spring term. By participating in a Transfer Admission Guarantee (TAG) program, students may, at some campuses, receive an early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework. For more information on TAG, visit a counselor and/or the [TAG](#) website

TAG is available for the following UCs:

- Davis
- Irvine
- Merced
- Riverside
- Santa Barbara, and
- Santa Cruz.

Who Can File a TAG?

Only students transferring directly from a California community college (CCC) are considered for a TAG, including international students (those with a visa). Again, a CCC transfer is one who has completed at least 30 semester (45 quarter) UC-transferable units at one or more CCCs, and the last college the student attended in a regular session (fall/spring or fall/winter/spring) before admission to a UC campus is a CCC. All UC campuses that offer TAG's require students to meet this definition.

Who's NOT Eligible for a TAG?

The following students are not eligible for TAG: students who have already earned a bachelor's degree, graduate degree, and/or professional degree; students who have previously enrolled at a UC campus during a regular term (not including summer session only) who plan to return to that same campus; and students concurrently enrolled in high school at the time of TAG application submission.

For most up-to-date information on TAG, visit our Transfer Center and/or schedule an appointment with a counselor.

UC TRANSFER PATHWAYS AND PATHWAYS+

In an effort to simplify the transfer process and help students better prepare for admission, the University of California (UC) has developed the [UC Transfer Pathways](#). The intent of the Transfer Pathways is to provide an academic roadmap to the most popular majors for California community college (CCC) students by identifying and unifying major preparation requirements in selected majors for those students who apply to multiple UC campuses or who do not yet know which campus they plan to attend.

Each pathway outlines the set of courses students should take to be competitive for the most sought-after majors at every UC campus. Some campuses may want fewer courses for admission, but none will require more. In addition, campuses may have grade requirements for particular courses, but with this roadmap, students will know which classes to take to prepare for all campuses in a single major. More information on the Transfer Pathways can be obtained on the [UC Transfer Pathways](#) website. Students are strongly encouraged to apply to multiple campuses to improve their chances of admission.

Available majors for the **Transfer Pathways** include: Anthropology, Biochemistry, Biology, Business Administration, Cell Biology, Chemistry, Communication, Computer Science, Economics, Electrical Engineering, English, History, Mathematics, Mechanical Engineering, Molecular Biology, Philosophy, Physics, Political Science, Psychology, and Sociology.

Pathways+ combines the **TAG and Transfer Pathways** and provides students with a solid foundation for academic success and timely degree completion after transfer. A student who submits a TAG (Transfer Agreement Guarantee) and completes the pathway of pre-major and general education courses with a satisfactory GPA will be guaranteed admission to the TAG campus and be well-prepared for junior-level transfer to other UC campuses in that major and be well-positioned to graduate in a timely fashion. The UC Transfer Pathways Guide provides a listing of community college courses that meet the course expectations for each of the pathways. For more information, visit the [Pathway+](#) website.

Out-of-State College or University

Students in the Los Angeles Community College District don’t have to limit themselves to transferring only to CSU, UC, and private California colleges and universities. There are a wide variety of universities across the nation to choose from, including Ivy League, Historically Black Colleges and Universities (HBCUs), large public state universities, research universities, and private liberal arts colleges and universities.

Each of these universities will have their own transfer admission requirements and graduation requirements including general education. Some out-of-state universities will accept CSU GE and/or IGETC certification to meet their general education requirements. It is best to work with an Admission Counselor/Recruitment Office at the university you are interested in, along with your LAHC counselor, to make sure that you are taking courses that will fulfill their transfer/GE/major requirements.

Paying Out-of-State Tuition

While out-of-state tuition may be more expensive than California public universities, there are options that can help students to transfer to their dream university:

- Independent Universities may have large endowments that allow them to offer merit-based scholarships and need-based grants to help meet the cost of attendance. While competitive for admission, Ivy League Universities (Harvard, Princeton, Yale, etc.) offer needs-based free college tuition packages. Visit the university’s website for Admissions and Financial Aid information. Generally, you will need to submit a Free Application for Federal Student Aid (FAFSA) in order to receive any financial assistance from a university.
- Western Undergraduate Exchange (WUE) is America’s largest regional interstate tuition savings program. There are 160+ participating public colleges and universities that provide steep nonresident tuition savings for students from Western states. In 2023-2024, the average WUE participating student saved \$11,834 for the year in tuition costs. To see the list of participating colleges and universities choose this link to the WUE Handout.

Graduation Requirements

COMPLETING YOUR CAREER AND ACADEMIC PATHWAY: GRADUATION REQUIREMENTS

LAHC offers various pathways to support the completion of educational and career goals, including associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

TYPES OF PROGRAMS OFFERED

	Certificate of Completion ----- Certificate of Competency	Certificate of Achievement ----- Skills Certificate	Associate of Arts (AA) ----- Associate of Science (AS)	Associate in Arts For Transfer (AA-T) ----- Associate in Science For Transfer (AS-T)	Preparation For Transfer (With or Without a Degree)
Educational and Career Goal	Foundational skills	Career and technical education	Earn an associate degree	Transfer to CSU and earn and associate degree	Transfer to CSU, UC, or private 4-year School
Minimum Units	Noncredit (no units)	Varies	60 units, including at least 18 units in the major	60 CSU transferable units, including at least 18 units in the major	60 CSU or UC transferable units

					Varies for private 4-year schools
*Typical Length of time	1-2 semesters	1-2 semesters	4-5 semesters	4-5 semesters	4-5 semesters
Recommended General Educational Pattern			LACCD General Education Or **California General Education Transfer Curriculum (Cal-GETC)	**California General Education Transfer Curriculum (Cal-GETC)	**California General Education Transfer Curriculum (Cal-GETC) or CSU or UC campus specific
Other Considerations					UC Transfer Pathways+ Transfer Admissions (TAG) Articulation agreements exist with private 4-year schools

*Based on attending full-time which is typically completing at a minimum 12 semester units per semester.

** Students with catalog rights prior to Fall 2025 have the following options: Option 1: Continue following CSU GE Breadth or IGETC or Option 2: Transition to the Cal-GETC Requirements. If you have questions about which GE pattern is best for you, please meet with a counselor.

CERTIFICATE OF COMPLETION (NON-CREDIT)

A Certificate of Completion is a non-credit certificate awarded to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities. No credit is awarded for completing any of the courses required to earn a Certificate of Completion. These courses are offered for no cost, with the exception of textbooks and other materials, if required.

Certificate of Completion Offered:

For a complete list of Certificate of Completion awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

CERTIFICATE OF COMPETENCY (NON-CREDIT)

A Certificate of Competency is a non-credit certificate awarded to students who have demonstrated achievement in a set of competencies that prepares students to take non-degree-applicable credit courses, including basic skills and English as a Second Language (ESL), or to take degree-applicable coursework leading to completion of a credit certificate, an associate of arts degree, or transfer to a baccalaureate institution. No credit is awarded for completing any of the course required to earn a Certificate of Competency. These courses are offered for no cost, with the exception of textbooks and other materials, if required.

Certificate of Completion Offered:

For a complete list of Certificate of Competency awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

CERTIFICATE OF ACHIEVEMENT

Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. These certificates are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major.

Residency Requirement: There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

Units Requirement: A Certificate of Achievement that requires a minimum of 16 semester units must be submitted to the California Community College Chancellor's Office (CCCCO) for approval. The 16-unit minimum applies even when the units generated by the required courses exceeds required courses(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit baring fewer units, etc), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog.

A Certificate of Achievement that requires fewer than 16 units may be submitted to the CCCCCO for approval if it requires at least 8 units of degree-applicable coursework. The 8-unit minimum applies even when the units generated by the required courses exceeds 8 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external courses credit baring fewer units, etc), the student does not have to make up the difference between the 8-unit minimum and the listed unit totals listed in the college catalog.

Scholarship Requirement: Each course counted towards the certificate requirement must be completed with a grade of "C" or better, or a "P" if the course is taken on a "pass-no pass" basis.

Conferring the Certificate when offered at multiple LACCD Colleges: A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD.

Certificate of Achievement Offered:

For a complete list of Certificate of Achievement awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

ASSOCIATE DEGREES

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are degrees that are designed specifically for transfer to the California State University (CSU). The degrees are the results of Senate Bill 1440, a transfer bill that required the California Community Colleges (CCC) to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to CCC students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferrable semester units and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed

admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester units, unless the major is designated as a high-unit major. AA-T and AS-T degrees are recognized by both the CCC and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

Students intending to transfer to a particular CSU campus or a university that is not part of the CSU system should consult with a counselor for more information on university admission and transfer requirements.

Requirements: (LACCD Administrative Procedure 4100)

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

- Minimum of 60 CSU transferrable semester units
- Minimum grade-point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors such as impacted majors may require a higher GPA. Consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an ADT major. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “Pass/No Pass” basis.
- Completion of the California General Education Transfer Curriculum (Cal-GETC) pattern.
 - Students with catalog rights prior to Fall 2025 may also use the California State University General Education Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern, or their variations as specified by the Transfer Model Curriculum, to fulfill the general education requirements for the degree.

Residency Requirement (LACCD Administrative Procedures 4100): Students must complete (i.e. earn) no fewer than 12 units within the Los Angeles Community College District. Exception to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

Degrees Offered:

For a complete list of transfer degrees please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Associate of Arts (AA) and Associate of Science (AS)

Associate of arts (AA) and Associate of Science (AS) degrees are for students who wish to complete an associate degree and begin a career. 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.

Requirements: (LACCD Administrative Procedure 4100)

The following is required for all AA and AS degrees:

- Minimum of 60 semester units in a selected curriculum
- Minimum grade-point average (GPA) of at least 2.0 or better in all work attempted in the curriculum upon which the degree is based.
- Completion of at least 18 semester units of study in a major or area of emphasis. Each course counted toward the major requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass/no pass” basis.
- Complete the LACCD General Education Plan or the California General Education Transfer Curriculum (Cal-GETC)
 - Students with catalog rights prior to Fall 2025 may use the LACCD General Education Plan, the California General Education Transfer Curriculum (Cal-GETC), the Intersegmental General Education Transfer Curriculum (IGETC), or the California State University General Education Breadth Requirements (CSU GE-Breadth Plan), or their variations, to fulfill the general education requirement for the degree.
- Students must complete (i.e., earn) no fewer than 12 units within the Los Angeles Community College District.

Degrees Offered:

For a complete list of AA/AS degrees please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Associate in Science Degree for UC Transfer (AS-UCTP)

The Associate in Science for UC Transfer degree is intended to facilitate transfer and increase academic preparation for students as they prepare to transfer into either a Physics or Chemistry program at a UC campus. Along with the Transfer Agreement Guarantee (TAG), students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer admissions requirements, as these degrees may not be the best option for students intending to transfer to a particular UC campus or to a college or university that is not part of the UC system.

For more information, please visit the AS in Chemistry and/or Physics for UC Transfer (UCTP) degree listed in the catalog.

Staying on Your Pathway – Student Services

Basic Needs Resources

Hunger Free Campus Program

In the spring of 2020, LAHC established its first Basic Needs Center, now known as Seahawk Essentials, previously called the Maslow Center. Seahawk Essentials was created to support student success by ensuring access to essential resources, advocacy, and assistance. We are committed to providing comprehensive help to our students.

At Seahawk Essentials, we are dedicated to helping students navigate challenges such as housing insecurity, food insecurity, access to physical and mental healthcare, technology, and transportation issues. Through strategic partnerships with local Los Angeles County agencies and non-profits, we are well-equipped to address these critical needs.

Additionally, students can access limited case management services and valuable information regarding both on-campus and off-campus resources. We are here to ensure that every student has the support they need to thrive.

Life Skill Center

The Life Skills Center was established to provide psychological services, such as crisis intervention, personal counseling, and referral to community resources, to LAHC students who may be experiencing personal, familial, and environmental challenges that could interfere with their academic success. LSC offers psychoeducational workshops, support groups, and classroom presentations on various topics throughout the school year. It is staffed by a licensed psychologist and advanced graduate student interns from Master's to doctoral-level psychological programs.

Operation hours are Monday through Wednesday from 9 a.m. to 5 p.m. Walk-in hours are from 10 a.m. to 12 p.m. and by appointment.

Located in the Technology Building, room 111, Tel: (310-)233-4586; Email: LifeSkillsCenter@lahc.edu

General Services

CalWORKS

CalWORKs (California Work Opportunity and Responsibility to Kids Program)

The CalWORKs program at Los Angeles Harbor College is instrumental in providing critical education, training and support services to student parents receiving DPSS benefits. Services available to student parents include: counseling; education plans; priority registration; case management; on-campus and off-campus child care referrals; Work-Study employment; Job Development & Placement services through the LAHC online College Central Network. The CalWORKs Program at Los Angeles Harbor College supports student parents' education to reach their educational goal to achieve economic self-sufficiency.

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. For more information, call 310-233-4049, visit us at the Child Development Center (CDC) Building, Room 152-2, or <https://www.lahc.edu/student-services/spr/calworks>

Associated Student Organization (ASO)

The Associated Student Organization (ASO) works to give students a voice at Harbor College, by representing students' needs and interests to LAHC administration, faculty, staff, and campus community. On behalf of the Vice President of Student Services, the ASO Advisor oversees the Associated Student Organization Executive Council, Finance Committee, and Inter-Club Council. In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO. They manage the day-to-day proceedings of student government and programs and initiate projects that benefit students. A \$7 student activity fee during Fall/Spring semesters, and \$5 fee during Summer/Winter sessions, supports enrichment programs and student events on campus. Although the fee is not mandatory, the fee will be charged unless the student specifically requests a waiver. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees. Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link: <https://www.lahc.edu/campus-life/aso/elections>

While leadership development is at the foundation of the student government program, ASO also seeks to promote student involvement while building a strong campus community through programs and activities. In addition to campus involvement and

advocacy, ASO lobbies local, state, and federal authorities on behalf of students. A term as a student government representative may greatly enhance your academic and professional resume.

There are unique benefits associated with being a paid ASO member, including free admission to home games and certain social events as well as a reduction in the price of admission to all college-sponsored activities. Additional benefits include the following:

- Discounts on recreational rentals in the Student Union
- ASO sticker
- 10 free scantrons and 2 blue books each semester (Fall/Spring)
- 5 free scantrons and 1 blue book (Summer/Winter)
- Promotional items at ASO events
- Club access
- Access to ASO scholarship (Fall/Spring)

In case of withdrawal from the College, the student receives a refund of the student body membership fee after returning the ASO stickers during the first week of a semester.

Business Office/Cashier

The Business Office is located on the first floor of the Student Union building. It is the place where you can pay fees in person:

1. Enrollment Fees and Tuition
2. Health, ASO, Rep. Fees
3. Parking Fees
4. Transcripts and Verification Fees
5. Dishonored/returned checks
6. Financial Aid

overpayments Other
services:

- Student refunds
- Bank Mobile inquiries
- Lost Warrant Affidavits
- Child Care Fees
- Associated Student Organization accounts set up, deposits, and checks, and other related services
(Must go through ASO advisor)
- Checks disbursements to students and employees
- Scholarship accounts set up and management
- Other services (making all deposits, issuing checks, paying bills, processing fund commitments and other documents, reports, etc.)

Regular Business Hours: Monday thru Thursday: 9:00 a.m. to 4:00 p.m., Friday: Closed, Extended hours during “rush” period.

Career & Job Placement Center

The Career & Job Placement Center is provided by the Office of Economic & Workforce Development (EWD) and is dedicated to bridging the gap between market needs and workforce abilities. The purpose of the center is to assist students in identifying career goals by utilizing skill assessment tools and current Labor Market information. Career & Job Placement services include: Internship/Job opportunities, Interview Preparation, and Resume Writing.

The objective of the center is providing career guidance while connecting students with industry through job fairs, networking events, and professional workshops. Come visit the Career & Job Placement Center today. The Center is located in the JP/Job Placement/FKCE bungalow. For additional information, call (310) 233-4163 or email careercenter@lahc.edu

Child Development Center

The Harbor College Child Development Center was established to offer child care services to students, staff and the community. This well-equipped facility operates under the supervision of a credentialed director and credentialed teachers. The Center provides a high-quality program for preschool-aged children, ages 2-5, 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) 233-4205.

College Store (Bookstore)

Books and supplies are housed in the College Store located in SU 140 of the Student Union Building. Hours vary by semester. Used books are purchased "as is" and the College Store assumes no responsibility for their condition.

College Store - Regular Schedule:

Monday thru Thursday 8:00 a.m.- 6:45 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.- 6:45 p.m. Friday 8:00 a.m.- 3:00 p.m. Closed Saturdays and Sundays

Summer and Winter Session

Monday thru Thursday 8:00 a.m.- 3:00 p.m. Friday 8:00 a.m.- 1:00 p.m.

Personal Checks are not accepted. College Store Refund Policy

Textbooks are eligible for refund under the following conditions:

- A full refund or exchange will be given on textbooks and required supplies returned by every first Friday of the term IF all of the conditions for refunds and exchanges listed below are met. Textbooks purchased for short-term classes starting AFTER this date have until the first Friday after the start of the class for a refund or exchange IF the conditions listed below are met.

- The original cash register receipt is presented.
- Proof of enrollment and dropped courses for the semester for the current class which requires the item(s) being returned is presented. Proof may be obtained from the online Student Information System on the campus website.
- Items presented for refund/exchange are clean, unmarked, and in resalable condition.
- Packaged items including syllabi, course packs, textbook packages with CD's, supplements, access codes, etc. are unopened and in their original packaging.

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.

Computer & 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 logon. 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.

Foster & Kinship Care Education Program

The Foster, Adoptive and Kinship Care Education Program provides quality education and support activities that is mandated by the State of California to the caregivers of children and youth in out-of-home care so that these providers may meet the medical, education, emotional, behavioral, and developmental needs of children and youth. The FKCE Program can be reached at 310-233-4405 or visit the office on the second floor of the Technology Building Tech 215 or online at <https://www.lahc.edu/student-services/spr/fkce>.

GED Testing

Los Angeles Harbor College is an authorized Pearson VUE Test Center offering GED Testing. To schedule an appointment please visit to www.GED.com and choose Los Angeles Harbor College as your testing site. To report for a schedule GED Exam go to Technology Building 204. Or to learn about our free GED preparation classes visit our Adult Education and noncredit office in Technology 100. For more information, please call, 310-233-4450.

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 (Tech 115) provides health counseling and education, assessment and treatment of acute 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 Vice President of Student Services, located in SSA 205.

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 \$695.00 per semester for Fall and Spring, \$351.00 for Summer session and \$183.00 for Winter session.

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.

Emergencies: All medical emergencies should be reported to the Sheriff's Office. **For Emergencies only, PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE.** For non-emergencies call the Sheriff's Office at (310) 233-4600. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the Vice President of Administrative Services.

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.

Honors Transfer Program (HTP)

We are part of the UCLA Transfer Alliance Program (TAP) and the Honors Transfer Council of California (HTCC). UCLA TAP gives applicants priority consideration for admission to majors in the College of Letters and Science, as well as the following majors: public health, public affairs, and education and social transformation. HTP allows students to enhance their ability to transfer to partner universities at the junior level from LAHC. By offering students academic engagement, enriched learning environments, and research opportunities. Honors Scholars have designated faculty and counselors to plan academic programs that meet major and general

education requirements and honors certification. Visit the HTP website at <https://www.lahc.edu/academics/htp> or email LAHC-Honors@laccd.edu for more information.

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. See [Administrative Procedure 5031](#) for details.

Intercollegiate Athletics

Harbor College is a member of the South Coast Conference of the California Association of Community Colleges in all nine 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, and Pasadena 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 women's cross country team has won a state Championship. 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.

Library + Learning Resource Center

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 questions, research, and to offer instruction in library use and literature searching. Currently enrolled students may conduct online research by using the computer commons or their personal device; access is also available off campus. Wireless connectivity is available by logging in. Instructors may request an information workshop in the library classroom, in their classroom, off site, and virtually (synchronous) to prepare students for assignments. Course 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.

Math Lab

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. The Math Lab, located within the Learning Resource Center, supports the Math Department by providing free in person and online one-on-one tutoring to all currently enrolled students. Trained tutors are available throughout the day for students enrolled in math courses, ranging from Algebra to Differential Equations. Students can review concepts from class, have questions answered, and prepare for exams with tutor. Computers are available to access online materials and complete online assignments.

Learning Resource Center

The Learning Resource Center, is located on the 1st floor of the Library + Learning Resource Center (LLRC) and provides the following support services to current enrolled students.

Tutoring

- In person and online tutoring sessions in math, writing and subject specific areas such as Chemistry, Economics, E.S.L, History, and Statistics are provided. Subjects vary from semester to semester and may be added based on student request and budget availability.
- Tutoring for students enrolled in Special Programs and Services is provided in the High Tech Center Lab (M-Th).

Support Courses with no fees and no units of credit.

- To receive tutoring, you must be an actively enrolled student.
- Students receiving assistance must enroll in the TUTOR 001T (0 unit) Supervised Tutoring course.

Additional Support for Courses

- Computer access is available in the Computer Commons and in the tutoring labs.
- Printing and copying are available through a pay-to-print service. Registered students are given a quota of free printouts and copies each session.
- Textbooks and calculators are available to check for use in the LLRC.

Learning Resource Center - (310) 233-4149 Math Lab and Subject Specific - (310) 233-4498 Writing Lab - (310) 233-4498

Adult Education/Community Education

Harbor College provides a wide range of noncredit programming that prepares students for careers, civic integration and transition to credit pathways. Program areas include English as a Second Language (Noncredit), ESL Civics, Basic Skills and Vocational Education. Participating students may earn Certificates of Competency or Completion in a majority of our program areas. Noncredit classes are free, students may access all general student support services and benefit from additional noncredit program perks (book loans for noncredit courses, tutoring and counseling services, etc.). Harbor College is a WIOA II program site within the Los Angeles Community College District and Certified GED Testing Center. To take advantage of our services and programs visit us in the Technology Building, Room 100, or by email at adulted@lahc.edu or phone at 310-233-4450 or visit our program webpage at <https://www.lahc.edu/academics/adulted> .

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 the Vice President of Student Services in SSA 203 or found at <https://www.lahc.edu/campus-life/office-of-compliance/grievance-procedure-policy>

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 <https://www.cccco.edu/Complaint-Process-Notice>

Any student wanting support and information about the Student Grievance Procedures (E-55) may contact Mercy Yañez, Campus Ombudsperson by email at yanezm@lahc.edu and/or by phone at (310) 233-4342 for assistance.

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. For emergencies only, PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE. For non-emergencies, call 310-233-4600. 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.

- 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. 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 Sheriff's. 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 <https://www.lahc.edu/campus-life/sheriffs-office/crime-stats> You may also request a paper copy by contacting the Sheriff's Office at 310-233-4600.

Annual Security Report

OFFENSE – ON CAMPUS	2020	2021	2022
MURDER / NON- NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX ASSAULT (SEX OFFENSES	0	0	0
Rape	0	0	0
Fondling		0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY	1	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	8	5	5
MOTOR VEHICLE THEFT	0	2	2
ARSON	1	0	0
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	0	1	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	2	0

DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0
LIQUOR LAW - ARRESTS	0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0
HATE CRIMES			
	2020 - No reported hate crimes	2021 - No reported hate crimes	2022 - There was one hate crime of aggravated, assault with bias against race.

Updated 8/31/2023

College Safety and Discrimination, Unlawful Harassment, Retaliation and Title IX Policy

The Los Angeles Community College District and Los Angeles Harbor College is committed to providing an environment that is free from all forms of discrimination and sexual misconduct. The safety of all students, staff and visitors is a priority. For additional information about Board Rule XV, Administrative Regulation C-14, and/or to report a violation of this policy, please contact Mercy Yañez, Campus Title IX Coordinator by email at yanezm@lahc.edu and or by phone at (310) 233-4342. Additional information and resources is also available through the College webpage at the following link:

https://effectiveness.lahc.edu/student_services/titleIX/SitePages/Contact.aspx .

Disabled Student Programs and Services

The Disabled Student Programs and Services office provides services and accommodations for students with physical, visual, hearing, cognitive, psychological, and medical disabilities in support of their academic success and to meet the requirements of federal and state non-discrimination and civil rights laws, such as Sections 504 and 508 of the Rehabilitation Act, the Americans with Disabilities Act, and California Government Code Sections 11135-11139.5. The Disabled Student Programs and Services office ensures students with disabilities have equal and equitable access to all of the educational programs and offerings at Los Angeles Harbor College through provisions of reasonable accommodations, appropriate support services, specialized curriculum, and assistive/adaptive technology. The Disabled Student Programs and Services office firmly believes in promoting inclusion, diversity, advocacy, and empowerment for students with disabilities. The office is located in the Technology building, on the first floor, in Suite 118 and can be reached at (310) 233 - 4629 or dsps@lahc.edu.

STEM (Science, Technology, Engineering and Math)

The STEM Program at Los Angeles Harbor College (LAHC) is for students who are interested in Science, Technology, Engineering, or Math. Students majoring in these fields will greatly benefit from the program, which offers pathways for accelerated completion and transfer (STEM STEP). 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 participate in STEM events on campus to advise and encourage students entering STEM fields. Students may also participate in STEM College Day, STEM STEP Summer Bridge and university fieldtrips. Through STEM STEP, personal assistance is available for identifying and applying for paid internships in STEM research and/or within the STEM industry. For information, call 310-233-4330. To apply, go to https://effectiveness.lahc.edu/academic_affairs/ewd/stem/SitePages/Home.aspx or click on [invited to join](#) for the registration form. See the STEM TCAP for information on STEM degrees and Certificates

MESA Office

MESA aims to help students achieve success in math-and-science based degrees and is committed to helping students complete, transfer, and succeed in STEM. The goal of MESA is to increase the number of first generation and low-income students who attain degrees in STEM fields. LAHC College faculty, counselors and staff are devoted to assisting and supporting STEM students reach their potential by creating unique career, educational, scholarship and transfer opportunities.

MESA Program

The MESA Program at Los Angeles Harbor College (LAHC) is for students who are interested in a calculus-based Science, Technology, Engineering, or Math degree. Students majoring in these fields will greatly benefit from the program, which empowers and supports educationally disadvantaged community college students, while providing academic, financial, and professional development resources for student success in transfer and future goals. College faculty, counselors, and staff are devoted to assisting and supporting MESA students.

In addition to our academic support, 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 participate in STEM-focused events on campus to advise and encourage students entering STEM fields. Students may also participate in STEM Week , MESA Summer Bridge and university fieldtrips. Through MESA , personal assistance is available for identifying and applying for paid internships in STEM research and/or within the STEM industry. For information, call 310-233-4594. To apply, go to <https://www.lahc.edu/student-services/mesa-program> or [click on join the program](#) to express interest in the program. . See the STEM TCAP for information on STEM degrees and Certificates.

Student Outreach & Recruitment

Student Outreach & Recruitment Program serves as an integral part of Harbor College to provide prospective students information regarding programs and student services. Off-site activities include school presentations, pre-orientation assistance, placement information, admissions support, regular visits to local high schools, attending community and high school fairs, and hosting financial aid workshops. The Student Outreach & Recruitment Office is located in the Student Services & Administration Building (SSA 133). For more information, please visit the Student Outreach & Recruitment Program website at <http://bit.ly/lahcoutreach> or call (310) 233-4330 or email at outreach@lahc.edu .

Tutorial Services

Tutorial Services are provided in the following areas:

Learning Resource Center

All currently enrolled students are eligible for free tutoring services. Tutoring is available in the Math Lab, Writing Lab, and subject specific areas which are housed in the LLRC. All students receiving tutoring in the LRC will be enrolled in a non-credit, zero-unit tutoring lab course, Tutor 001T – Supervised Tutoring or Basic Skills 006CE (Review of Basic English). There are no enrollment fees or grades involved with this lab course and the course does not appear on the student's transcript.

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 Resource Center

Veterans who are eligible are advised to visit the VRC for assistance.

Disabled Student Programs and Services (DSPS) - High Tech Center

The Disabled Student Programs and Services (DSPS) office, located in the Technology Building (Room 118), provides tutoring and other learning assistance through its High Tech Center, which is housed in the Library (Room 117). To request services, please speak with a DSPS Counselor. To schedule an appointment, call (310) 233-4623 or email dsp@lahc.edu.

Writing Lab

LAHC's Writing Lab offers free one-on-one writing consultations to all current students. Trained tutors serve students from all disciplines at all stages of their writing process.

Student Advocacy & Support Programs

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.

CAFYES

NextUp, formerly known as CAFYES: Cooperative Agencies Foster Youth Education Support Program, was designed to support students who have had previous interaction with the Child Welfare System. Students who have experienced foster care have unique needs, and the NextUp Program offers a higher level of support and commitment to helping them remove barriers that stand in the way of achieving academic and professional success. The program works closely with the EOPS Program (see Extended Opportunity Program and Services).

To be eligible for NextUp, students must have been a part of the Foster Care system at the age of 13 or older and must be 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 NextUp and EOPS programs can be found by visiting www.lahc.edu/eops. Students can also call the office at (310) 233-4552 or visit the office in the Student Union Building Suite 135.

CARE

CARE (Cooperative Agencies and Resources for Education) is a California state-funded program designed to assist single parent recipients of CalWORKs, TANF (Temporary Assistance for Needy Families), or Tribal TANF achieve their educational goals.

The CARE program helps single parents receive support and advisement in exploring their interests and move forward toward successful completion of educational, career or transfer pathways. CARE brings students together who are facing many of the same

challenges. The program provides support services and/or grant funds to assist single parents expand their education and job training opportunities and thereby enhance their employability.

The program is only available to EOPS eligible students (see Extended Opportunity Program and Services for additional information). Applications for EOPS and CARE can be obtained in the EOPS office. For more information, call (310) 233-4265 or drop by the EOPS office located in the Student Services & Administration Building, SSA 207, or visit the EOPS website at www.lahc.edu/eops.

CHAMPS - Challenging Athlete's Minds for Personal Success

CHAMPS enhances student-athlete engagement, to give them the tools and support needed to successfully advance in their education and sport, and supports 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. CHAMPS looks forward to the impact the program will create on campus and appreciate your support. Contact Leslie Trujillo at trujillc@lahc.edu for more information.

Dream Resource Center

The Dream Resource Center (DRC) is committed to creating access and increasing retention of undocumented students at Los Angeles Harbor College. The goal is to increase awareness of the programs and resources available to students who may identify as undocumented, AB540 or DACA recipients. The DRC services include academic and personal counseling, assistance completing financial aid (CA Dream Act), registration assistance, workshops/events and more! This confidential, safe and supportive space offers assistance navigating higher education and helps identify and connect students with community resources. The DRC is located in General Classroom (GC) 105 and can be reached by phone at (310) 233-4299 or by email at dreamers@lahc.edu.

Harbor Advantage (First Year Experience)

Harbor Advantage consists of Harbor Promise (First Year Experience Program) and Harbor Success (Second Year Experience Program). Together, they connect all incoming students to the various programs and resources on campus. Today, Harbor Advantage continues to grow and serve more students each year. The Harbor Advantage office is located in the Student or email harboradvantage@lahc.edu.

Harbor Promise

Los Angeles Harbor College has instituted a process for transitioning all first-time college students into their first year of college called Harbor Promise.

Harbor Promise assists all new college students during their first year at Harbor College. Students can become a part of the program, and the program will support both full time and part time students. Student benefits from this program include: priority registration; dedicated counselors; individualized support from a dedicated Success Coach; internship opportunities; and connections to free workshops, events, and resources on campus.

LA College Promise is facilitated through the Harbor Advantage program. Los Angeles Harbor College has partnered with the Los Angeles Community College District to provide first-time qualifying (**e.g. California resident or AB540**) college students free tuition for their first two years (consecutive semesters), and access to all Harbor Advantage services/benefits. All students need to have graduated from a high school or GED or high school equivalent, apply for financial aid, have not attended any college/university after completing high school, attend Summer Bridge to qualify, and must have full time status and minimum 2.0 GPA to maintain eligibility each semester.

To apply please visit the Harbor Advantage website at <https://www.lahc.edu/admissions/la-promise-program> or call 310-233-4484 with any questions

Harbor Success (Second Year Experience)

Harbor Success provides continued support for students transitioning to their sophomore year in college. It provides the following supports to increase student retention, completion of educational goal, transfer and success: transfer success curriculum; internship opportunities to gain professional experience, prioritized access to a dedicated academic counselor, cultural equity awareness, and other support services as outlined in Harbor Advantage.

Harbor Success assists second-year students with opportunities, such as transfer workshops, and college visits. Students receive individualized attention to assist them with transferring or achieving their academic goals.

EOP&S

Extended Opportunity Programs and Services (EOPS) offers comprehensive services that are "over, above, and in addition to", campus support services to help eligible students move toward their personal, educational, and career goals. EOPS services include academic, career and personal counseling; book and supply vouchers; free tutoring; priority enrollment; and classes focused on student success. Additionally, EOPS offers additional assistance to qualified single parents through the CARE program and qualified foster youth through the NextUp program (See CARE and NextUp). Applications for EOPS, CARE and NextUp can be found at the Student Services & Administration building (SSA 207) or by visiting www.lahc.edu/eops. For further information, call 310-233-4265.

Puente Program

The Puente Program is an academic, counseling, and mentoring program of support for students to build the skills necessary for success in both academic and career goals while in community college. Students enrolled in the Puente program work closely with their Puente Counselor, English instructor, and Mentor to prepare for transfer to four-year colleges and universities. The Puente program is open to all students. For more information on how to join the Puente Project at Los Angeles Harbor College, please contact Puente Counselor, Joanna Alvarado at alvaraj4@lahc.edu or by phone at (310)233-4035 or Puente English instructor, Miranda Munoz at munozm9@lahc.edu or by phone at (310) 233-4289.

Transfer Center

The Transfer Center is a part of the Counseling Division. The Transfer Center's mission is to foster a transfer culture by providing resources and counseling services to support students in achieving their transfer goals. Students utilize the Transfer Center to prepare for admission to CSU, UC, private and out-of-state universities. The faculty and staff offer workshops, classroom presentations, counseling appointments, and drop-in counseling. The Transfer Center hosts university admission representative appointments, field trips, Transfer Fair, Transfer Con (student conference), and a culminating Transfer Recognition Ceremony. The Transfer Center is located in the Student Services and Administration (SSA) building, Office #105 and welcomes all students to come in for assistance and support

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 deliberately engages 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.

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 is a recent transition from the military, a veteran who served in an era several decades prior, or someone still on active duty, LAHC provides services to all active duty, veterans, and/or veteran dependents. Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs should schedule an appointment with the Veteran Counselor at least one month prior to registration. Students will be required to make an appointment with the Veteran Counselor to complete a comprehensive educational plan before GI Bill® benefits can be certified. The student must submit a transcript for all previous college work before starting the second semester at LAHC.

Veterans applying for Veterans Affairs (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 Affairs. Before Harbor College 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 Affairs and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective.

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, online at www.ebenefits.va.gov, or from the Veterans Resource Center.

The Los Angeles Harbor College Veterans Program is eligible to work with Department of Veterans Affairs Educational Benefits Chp 30, 31, 33, 35, 1606, 1607, as well as the Department of Defense Tuition Assistance (TA), and the Military Spouse Career Advancement Account (MyCAA) program for spouses of active duty. Harbor College will keep records of VA students, including account information, for at least three years after their last certified period of attendance.

Veterans Educational Benefits

- Chapter 33 (Post-9/11 GI BILL®) – this is the most comprehensive educational benefit package since the original Montgomery GI BILL® (MGIB). 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.

GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA).

- Chapter 1606 – this program provides 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.
- Ch 31 Veteran Readiness and Employment (VR&E) The Veteran Readiness Employment (VR&E) program helps veterans with a service-connected disability find a civilian workplace job.
- Ch 35 Survivors' and Dependents' Educational Assistance program: Refer to the survivors' and dependents' educational assistance program for veterans who have died or have permanent disabilities.

ACADEMIC SUPPORT SERVICES

General Counselor Information

LA Harbor College provides counselors to assist students in sorting out and defining their education goals, then mapping out a plan to reach those goals. Counselors are available to provide academic, career, and personal counseling. Counselors will help students explore transfer, career and academic pathway (TCAP) programs. They also recommend LAHC student-support programs and Equity programs that can benefit students. All students are strongly encouraged to meet with a counselor when first arriving at LAHC as a new student, and a meeting is also recommended at the start of each new academic term. New students should go to the Welcome Center, where they will find a wide variety of resources available. Any student may meet with a counselor at General Counseling on a first-arrival basis at any time of the year. During peak enrollment times, waits can be lengthy. During non-peak times, students may make an hour counseling appointment by calling 310-233-4230 or online <https://www.lahc.edu/student-services/counseling>. Drop-in Counseling allows students to meet with a Counselor without needing an appointment and this service is available online and in-person year-round. For a complete listing of services, visit our website at <https://www.lahc.edu/student-services/counseling>.

Meet with a Counselor

The LAHC Counseling Department is here to support students in achieving their educational, transfer, and career goals. Counseling services are available in-person and online via ConexEd platform. ConexEd can be accessed through the student portal. Additionally, online and in-person drop-in is available for; general questions, one semester planning, prerequisite clearance, and overload petition. Prerequisite clearance requests can be made online by submitting the form online at <https://www.lahc.edu/student-services/counseling>. Counselors are available to serve students in specific areas, to view a complete listing of all our areas, visit our website <https://www.lahc.edu/student-services/counseling>.

Why Are You Attending Los Angeles Harbor College?

We all have unique interests and goals. You may be attending Los Angeles Harbor College for any number of reasons. Los Angeles Harbor College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to a four-year college or university to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at Los Angeles Harbor College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

Planning is Critical

You may already know what you want to accomplish while enrolled at Los Angeles Harbor College or you may be unaware of your options and what is necessary to reach your goals. Counselors at Los Angeles Harbor College are available to help you identify your goals and to create an educational plan that will help you achieve those goals. Counselors also assist undecided students in clarifying what their goals are. Schedule a counseling appointment to start exploring the possibilities.

What Do You Want to Accomplish at Los Angeles Harbor College?

- Prepare to transfer to a four-year college or university while earning an Associate Degree for Transfer, obtaining general education certification, and/or fulfilling UC Transfer Pathways requirements.
- Earn an Associate Degree in a specific major or in General Studies with an area of emphasis.
- Gain skills for improved employability or job placement/advancement through a Certificate of Achievement, Proficiency or Certificate of Completion.

- Prepare for credit coursework by earning a Certificate of Competency.

Proof of Your Success

Los Angeles Harbor College offers six distinct types of awards showing educational achievement. If you are hoping to apply skills and knowledge to the job market once you are finished at Los Angeles Harbor College, having proof of your accomplishments can be an asset.

- **Associate Degrees for Transfer (ADT)** are Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees that are awarded to students who successfully complete 60 semester units of required general education (Cal-GETC) (or for students with catalog rights the option to continue either the CSU GE-Breadth, CSU GE-Breadth for STEM, IGETC for CSU pattern, or IGETC for STEM) and a specific set of lower division major preparation coursework. Students with an ADT are guaranteed admission into the CSU in a program deemed similar to that of the transfer degree and will have the opportunity to complete their bachelor's degree upon completion of an additional 60 units of upper-division study.
- **Associate Degrees** are traditional Associate in Arts (AA) or Associate in Science (AS) degrees. These awards are broader in scope than Certificates of Achievement because they require coursework in an array of disciplines to broaden the student's learning experience and strengthen their critical thinking skills. An AA or AS degree requires the completion of 60 degree-applicable units, including courses in general education plus courses in a chosen major. Students should see a Los Angeles Harbor College counselor to assist them in determining which study pattern they should follow.
- **Certificates of Achievement (COA)** require concentrated study in a specific skill or knowledge area. Certificates require more units and generally provide more in-depth study than a Skill Certificate.
- **Skills Certificates** show that the student has successfully completed one or more courses in a targeted career or skills area. Note: Skill Certificates do not appear on student transcripts and they are not eligible for financial aid.
- **Certificates of Competency** are noncredit awards that demonstrate achievement in a set of competencies that prepares students to progress in a career path or to enroll in credit courses.
- **Certificates of Completion** are noncredit awards that are designed to improve employability or job opportunities upon completion of a designated sequence of noncredit courses.

Choose an Educational Goal

Which educational program is the right fit for you?

The information below shows the different opportunities available at Los Angeles Harbor College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a counselor to help you select your specific educational goal(s). A list of all courses, awards, and degrees offered at Los Angeles Harbor College can be found in the Table of Content section of this catalog.

Transfer to a Four-Year Institution

Los Angeles Harbor College offers students the opportunity to complete their associate degree while completing courses that are required for transfer and apply toward their bachelor's degree, whether that is a University of California (UC), California State University (CSU), or an Independent or out-of-state institution.

Associate Degree for Transfer (ADT)—Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

Los Angeles Harbor College offers Associate Degrees for Transfer (ADTs) to the California State University (CSU). These include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These degrees are designed to provide students with a clear pathway to a CSU major and baccalaureate degree by completing 60 CSU transferable semester units at the community college and 60 additional units at the CSU campus granting the bachelor's degree. Los Angeles Harbor College currently offers 28 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal.

Associate in Science for University of California (UC) Transfer Pathways (AS-UCTP)

The University of California (UC) has developed associate degree patterns that align with UC Transfer Pathways (UCTP). These degrees will be awarded to students who successfully complete a UC Transfer Agreement Guarantee (TAG) along with the required major and general education requirements. The University of California has created degree patterns in Physics and Chemistry, and patterns in other disciplines are in development.

Associate Degree—Associate in Arts (AA) or Associate in Science (AS)

In any economy, it is advantageous to have a college degree. An Associate in Arts (A.A.) or an Associate in Science (A.S.) degree requires the completion of 60 degree-applicable units including courses in general education and courses in the chosen major. Los Angeles Harbor College also offers degrees in general studies that allow students to choose an area of emphasis from a group of disciplines rather than a specific major.

Certificate of Achievement (COA)

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally prove more in-depth study than a Skill Certificate.

Skill Certificate (SC)

A Skill Certificate is awarded to students who have satisfactorily completed a sequence of courses designed to lead them to specific types of employment or to enhance their skills.

Certificate of Competency (Noncredit)

A Certificate of Competency is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take non-degree applicable or degree-applicable credit courses.

Certificate of Completion (Noncredit)

Certificates of Completion are given to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities.

Welcome Center

The Welcome Center is a one-stop location/information hub, professional staff are available to answer questions about the college and make appropriate on-campus referrals, complete the admissions application, find information about academic programs, access computers to register in classes and complete the other necessary steps to enroll at LA Harbor College. In addition, we offer the following support:

Enrollment: Admissions Application Completion for New/Returning Students (Credit/Noncredit); Add/Drop Courses (credit/non-credit) via the Student Portal; Class Search Assistance; Canvas Account Navigation; Assistance logging into cranium (online services-Counseling, etc.); K-12 Dynamic Form Access (Student Portal) for Concurrent enrollment; Provide Student/Staff ID Picture Card; Multifactor Authentication Support

Financial Aid: Assistance with applying for Financial Aid (FAFSA)/CA Dream Act/California College Promise Grant (fee waiver); Assistance with Financial Aid SAP application requirements; Assistance with searching for scholarships in the Student Portal; Bank Mobile Set-up Assistance.

Technical Support: Password Reset for Student Portal (student account); Open CCC Referral (Applying for College) for Technical Issues (Password Reset); Assistance with obtaining your student ID Number (Portal Search); Referrals to reset FAFSA/CADAA password Via Hotline; Provide virtual support through Zoom (Identity verification, password reset).

General College Information: Referrals to Additional Departments; Provide Support During Registration Events; Provide virtual support through Zoom for general information.

The Welcome Center is located in the Student Services & Administration Building (SSA 118). For more information, please call the Welcome Center at call (310) 233-4078. Or send us an email at Welcomecenter@lahc.edu

ACADEMIC POLICIES & STANDARDS

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.

Semester Honor Lists

In recognition of academic excellence, students who satisfy the following criteria shall be placed on the relevant honor list and receive a transcript designation as such in the relevant semester automatically (see [Administrative Procedure 4223](#)):

- Dean's Honor List:
 - Full-Time:

- Twelve or more graded units completed in the semester (excluding units graded as P, NP, or I), and
 - Grade point average of 3.5 or higher in the semester for all graded units completed in the district.
- Part-Time:
 - Twelve or more cumulative graded units completed in the LACCD (excluding units graded as P, NP, or I), and
 - Six to eleven graded units completed in the semester (excluding units graded as P, NP, or I), and
 - Grade point average of 3.5 or higher in the semester for all graded units completed in the district.
- President's Honor List:
 - Three consecutive semesters appearing on either the full-time or part-time Dean's Honor List(s).

Graduation Honors

In recognition of academic excellence upon graduation, students who meet the following criteria shall receive the relevant graduation honors distinction (see [Administrative Procedure 4223](#)):

- Summa Cum Laude:
 - Grade Point Average of 3.9 or higher, and
 - All degree-applicable coursework taken in the district, and
 - A minimum of 24 units completed.
- Magna Cum Laude:
 - Grade Point Average of 3.7 or higher, and
 - All degree-applicable coursework taken in the district.
- Cum Laude:
 - Grade Point Average of 3.5 or higher, and
 - All degree-applicable coursework taken in the district.

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 (LACCD) who have not already earned an Associate's Degree or equivalent or a more advanced degree. This recognition 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 higher in all degree applicable courses taken at Harbor College or any other LACCD Colleges.
- Achieve a grade-point-average of 3.70 or higher and be in good standing.

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 on their transcript.

Academic and Progress Probation

See [Administrative Procedure 4250](#)

Conditions for Probation

- **Academic Probation** - A student who has attempted at least 12 semester units in LACCD as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units in which they were enrolled in the LACCD which were graded on the basis of the grading system (see Attendance, Participation, and Grading).
- **Progress Probation** - A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the student receives symbols of "W," "I," or "NP" (see Attendance, Participation, and Grading) in fifty percent (50 percent) or more of all units in which they were enrolled in the LACCD.

Notification

- No more than 30 days after the end of the term that resulted a student being placed on academic or progress probation, the student will be notified of their status via LACCD student email. In that email they will be notified of the following:
 - The significance and ramifications of being on probation, and a description of the services available by the college.
 - The statement that two consecutive primary terms of probation will lead to loss of the California Promise Grant.

- The services available to help them avoid dismissal and meet the conditions required to be removed from probation.
- At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Appeal

A student may appeal probation determinations (see Dismissal and Readmission).

Removal from Probation

- A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher, including through academic renewal (see Academic Renewal).
- A student on progress probation due to an excess of units for which entries of "W," "I," and "NP" and "NC" (see Attendance, Participation, and Grading) are recorded shall be removed from probation when the percentage of said units drops below fifty percent (50%).
- Removal of substandard grades through course repetition (see Course Repetition) or through academic renewal (see Academic Renewal) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of being removed from probation.

Dismissal and Readmission

See [Administrative Procedure 4255](#)

- Standards for Dismissal
 - Students on **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 consecutive semesters. However, a student who is on academic probation and earns a semester grade point average of 2.0 or higher shall not be dismissed as long as this minimum semester grade point average is maintained.
 - Students on **Progress Probation**: A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). However, a student who is on progress probation, and during a semester and for which symbols of "W," "I," "NC," and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.
 - Definitions
 - Consecutive Semesters: Semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.
 - Enrollment: "Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to AP 4230.
 - Dismissal is Districtwide: Dismissal from any one college in the District shall disqualify a student from admission to any other District college.
- Notification of Dismissal
 - A student who is subject to dismissal shall be notified by the College President or designee of the dismissal. Dismissal becomes effective the semester following notification.
 - Dismissal from any one college in the District shall disqualify a student from admission to any other District college.
 - Notification Timeline
 - At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive a notification of their academic standing. The notification will also inform students of available college support services.
 - At the end of the third consecutive semester in which the student is on academic or progress probation, and has not met the conditions for being removed from probation, the student will be notified that he/she is subject to dismissal.
 - Fall Dismissals: Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. Subject to Dismissal notifications will be sent no later than the end of March informing students:
 - If the student is enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.

- ii. If the student is not enrolled in the Spring semester, they have the right to appeal the dismissal in accordance with Section II.A.
 - e. Notice of Being Subject to Dismissal: The notice shall include, at a minimum, a reference to the appropriate Board Policies and Administrative Procedures, an explanation dismissal and its ramifications, the procedure for the appeals process, and procedure to appeal dismissal.
 - i. The notice shall also clearly state that two consecutive primary terms of probation will lead to loss of the California Promise Grant.
 - ii. Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the California Promise Grant and ensure that students have the opportunity to receive appropriate and adequate counseling, assessment, advising, and/or other services on a timely basis.
 - iii. Each college shall make reasonable efforts to notify a student of removal from probation, reinstatement after dismissal, and restoration of California Promise Grant within timelines established by the District.
 - iv. Probation, dismissal, and loss of California Promise Grant policies and procedures shall be published in the college catalog.
 - f. Removal of substandard grades through course repetition (see Course Repetition) or through academic renewal (see Academic Renewal) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of no longer being subject to dismissal.
- 3. Appeal of Dismissal: The student has the right to file a written [petition](#) with the College Admissions and Records Office to appeal a proposed dismissal action, if he/she experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.
 - a. Appeals Process
 - i. Except as provided in Section III.C. below, the student must file the written petition of appeal within ten (10) working days after the dismissal notification was sent. If the student fails to file a written petition within the 10-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.
 - ii. The student will be continued on probation until the student's appeal is concluded.
 - iii. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or his/her designee, the Chief Student Services Officer or his/her designee, the Admissions and Records Officer or his/her designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.
 - iv. The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee's action electronically within 10 working days of the filing deadline.
 - v. The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within 5 working days of the date of notification. The decision of the College President, or his/her designee, is final.
 - vi. If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.
 - b. Standards for Evaluating Appeals: Dismissal appeals may be granted:
 - i. If the dismissal determination is based on the academic record for a semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. The student's petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.
 - ii. When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.
 - c. Appeals Timeline for Dismissals as a Result of Fall Semester Grades: Appeals for students who are subject to dismissal as a result of the Fall grades must be filed within 10 working days of notification during the Spring semester. The following conditions apply:
 - i. Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status evaluated at the end of the Spring semester.

- ii. Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set in Section II.A.
- 4. Criteria to Evaluate Students Seeking Readmissions After Dismissal: The College President or designee shall consider requests for readmission to the college. Uniform criteria will be used in considering whether or not students may be readmitted after a dismissal and two semesters absence. The following criteria will be considered in reviewing individual situations:
 - a. Documented extenuating circumstances presented during their appeal.
 - b. Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.
 - c. Semesters on which disqualification was based were atypical of past academic performance.
 - d. Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.
 - e. Formal or informal educational, occupational or other appropriate individual experiences since completion of semesters on which disqualification was based.

Academic Renewal

See [Administrative Procedure 4240](#)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must meet with a counselor and complete an [academic renewal petition](#). A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

1. Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
 - a. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with "D" and "F" grades) in courses not subsequently completed with a "C" or better at the LACCD colleges; and
 - b. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.
2. To be eligible for academic renewal, students must have earned a minimum 2.0 grade-point average (GPA) in any one or more academic terms in which a minimum of three (3) units of degree-applicable coursework was completed at a United States institutionally accredited institution of higher education, provided that academic term(s) is subsequent to the academic term in which the coursework to be alleviated was completed. Students who completed at least three (3) units of degree-applicable coursework with Pass/No Pass (P/NP) grades rather than letter grades in the subsequent term(s) may be considered for academic renewal on a case-by-case basis.

For the purposes of this procedure:

1. Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in AP 4230 Grading and Academic Record Symbols, or the equivalent credit evaluative grading symbol awarded by external institutions
2. All coursework completed in a term(s) must be used when calculating the required minimum 2.0 grade point average, even if the units exceed the minimum of 3 credit semester units. (See AP 4240 Appendix A for examples)
3. Coursework previously applied towards a degree, certificate of achievement, or intersegmental general education certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, pre-college level/non-degree-applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Updated GPA and units applied through academic renewal cannot be used in determining Satisfactory Academic Progress or for any other purposes related to federal financial aid eligibility. Students shall be advised during academic renewal consultation with a college counselor of these limitations.

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

See [Administrative Procedures 4240, Appendix A](#) for LACCD Academic Renewal Guidance.

Attendance and Participation

See [Administrative Procedure 5070](#)

Regular attendance is an obligation assumed by every student at the time of registration. In the event of unexpected absence due to verified cases of accidents, illnesses, other circumstances beyond the student's control, other conditions defined by the Board of Trustees and in published regulations, students are expected to notify faculty by e-mail and/or phone message to arrange to make up missed class activities. And while students are expected to make medical/dental or other essential appointments at times other

than when classes or class activities are scheduled, when this is not possible, students are expected to notify the instructor in advance to arrange to make up missed class activities.

When a student must miss a class convening or required class activity because of a religious holiday or obligation, the student is expected to inform the instructor in advance and make arrangements to make up the missed activities. In such a case, the instructor must allow the student to make up any missed activities at a time that does not conflict with such holidays or obligations to the extent possible within the class dates.

Mandatory Exclusions

- **“No-shows:”** Instructors are required to drop students who do not attend the first convening of an in-person, online-live, hybrid, or HyFlex classes, or for an asynchronous online class, who do not participate in activities due during the first week of a 16-week class (or within a shorter time span for short-term classes).
- **Subsequent absenteeism:** Thereafter through the final withdrawal deadline, instructors are required to drop students who, without informing the instructor of their desire to stay in class and making appropriate arrangements...
 - Are absent for three or more consecutive class convenings of an in-person, online-live, hybrid, or HyFlex classes, or
 - For an asynchronous online course, who stop participating in class activities due within an equivalent time span (depending on the class term length and when online activities are due).

Students who wish to withdraw must do so by stated deadlines either online or in person in Admissions & Records. 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](#), who demonstrate extenuating circumstances and after consultation with the appropriate faculty. Students who stop participating, but are not excluded or do not officially withdraw by the deadline may receive a non-passing grade.

Withdrawal

See [Administrative Procedure 5075](#)

- **Withdrawal**
 - A student who withdraws prior to the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who are inactive during the first 30% of the term through the first census date for the academic term, as established by the District, by the deadline established by the District (see Attendance and Participation).
 - A student who withdraws after this period, but before the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who remained enrolled after the first census date, but who subsequently became inactive students prior to the expiration of 75 percent of the term, by the second exclusion deadline as established by the District.
 - A student who remains in a course beyond the final District withdrawal date for the course may not withdraw and shall receive the appropriate grade symbol on their transcript.
 - The “W” shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student (see Academic and Progress Probation and Dismissal and Readmission).
 - “Inactive students” include:
 - Students identified as no-shows,
 - Students who officially withdraw,
 - Students who are no longer participating in the courses and are therefore dropped by the instructor.
- **Military Withdrawal:** Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.
 - Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.
 - Military withdrawals shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- **Excused Withdrawal:** Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.
 - “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall

not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

- An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.
- An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

Grading, Academic Record Symbols, and Student Transcript Notations

See [Administrative Procedure 4230](#)

- **Evaluative symbols** are awarded upon completion of a course.
 - **Letter Grades** generate grade points as shown below, representing the extent to which the completion was or was not successful. These are used to calculate the Grade Point Average (GPA), which is the average of all grade points earned for all courses taken for a letter grade, except that when a course is repeated to alleviate a substandard letter grade (D or F) the highest letter grade earned is used when calculating the GPA in lieu of any lower-level letter grade for that course.

Letter Grade	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0

- **Non-letter grades** do not generate grade points and do not affect the grade point average.

P	Pass (At least satisfactory – units awarded not counted in GPA.) Applies to credit and noncredit courses.
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)
NP	No Pass (Less than satisfactory – units awarded but not counted in GPA) Applies to credit and noncredit courses.

- **Non-evaluative symbols** represent enrollment in but not completion of a course.

IP	In Progress The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await the course completion. The appropriate evaluative symbol (grade) and unit credit shall replace the IP symbol once the course is completed.
RD	Report Delayed The "RD" symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. 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.
I	Incomplete Incomplete academic work for unforeseeable, emergency, and 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" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year 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 circumstance.
W	Withdrawal The "W" symbol may be used to denote withdrawal in accordance with the requirements of AP 5075. (See Withdrawal)

MW	Military Withdrawal The MW symbol may be used to denote military withdrawal in accordance with AP 5075. (See Withdrawal)
EW	Excused Withdrawal The EW symbol may be used to denote excused withdrawal in accordance with AP 5075. (See Withdrawal)

Pass/No-Pass Option

See [Administrative Procedure 4232](#)

Credit courses are designated in this catalog as being eligible for the following grading methods: letter grade only, pass/no pass only, or student choice (for which the student may choose either letter grade or pass/no pass). (See Courses).

For courses for which a student may select a letter grade or pass-no pass grading option, the student may elect until the last day of instruction, as established and published in the college schedule of classes, the letter-grade or pass-no pass grading option. (See the [Pass-No Pass Grade Petition](#).)

When P/NP is applicable, the assignment of grades of P or NP shall be determined only by the course instructor of record and based on that instructor's course grading policies, provided that a student a grade of P is awarded to students who earn the equivalent of a C or better. A student who is enrolled in a course on the "pass-no pass" basis shall receive both course and unit credit upon satisfactory completion of the course.

The student who is enrolled in a course on a Pass/No Pass basis shall be responsible for completing all course requirements established in the course outline of record and administered by the instructor and must be evaluated to the same standards of depth and rigor as all students receiving letter grades.

Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which the student receives a "NP" (No Pass) designation shall be considered in probationary and dismissal procedures.

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.

Students shall be permitted to use units of credit earned on a "pass-no pass" or "credit-no credit" basis at regionally accredited California institutions of higher education or equivalent out-of-state regionally accredited institutions to meet degree and credit certificate requirements. However, how such courses are accepted is determined by the receiving institution. Transferring students are advised to consult a counselor when deciding whether to choose letter grade or pass/no pass in eligible courses to ensure that such courses will be accepted at their anticipated transfer institutions.

Grade Assignment and Grade Changes

See [Administrative Procedure 4231](#)

The Instructor of Record for the course shall determine the grade to be awarded to each student according to the student's submitted work, pursuant to the syllabus distributed to the student during the first week of class. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency.

- For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.
- "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

Students who believe their grade to have been assigned in error may request a grade change from the instructor using a [Petition for Grade Review](#). If the instructor is not available or refuses to review the grade, or if the student has filed a complaint against the instructor, or where the college or district determines that it is possible that there may have been gross misconduct by the instructor, the petition may be submitted to the Division/Department Chair, Dean, or Vice President of Academic Affairs, or to the Admissions and Records Office instead. If the instructor discovers a grading error that would adversely affect the student, they may also file a petition on behalf of the student.

- In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.
- In all cases, the instructor who first awarded the grade will be given written notice of the change.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances.

Auditing Classes

See [Administrative Procedure 4070](#)

1. Students wishing to audit a class must:
 - a. Complete an application and be authorized to register in the college.
 - b. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation.
 - c. Pay an audit fee of \$15 per unit.
 - i. Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.
 - ii. Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.
 - d. Pay for instructional materials or other services which the student auditor uses in the class. (See Materials Fees).
2. Auditors may not take priority over students desiring to take a course for credit.
3. A student who is currently enrolled in or has completed a credit course may be permitted to audit another section of the course.
4. A student may audit multiple sections of a course.
5. The name of a student auditor will appear on the permanent roster. However, the instructor shall not be required to record attendance, grades or other marks for a student auditor. The name of a student auditor will not appear on exclusion rosters. A record of courses in which a student enrolls as an auditor will not appear on the student's permanent record.
6. No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the college.
7. A student auditing a course may not be permitted to change his or her enrollment in that course to receive credit for the course.

Final Examinations

Final examinations are required in all courses listing them in their Course Outlines of Record. They are administered as follows:

- For **In-Person** classes, in their regularly scheduled location on the day and times shown in the Schedule of Classes.
- For **Online Live (synchronous)** classes, online on the day and times shown in the Schedule of Classes.
- For **Online (asynchronous)** classes, asynchronously online (due on the class end date).
- For **Hybrid** classes (those combining in-person and online modalities), either at the regularly scheduled meeting location on the day and times shown in the Schedule of Classes or asynchronously online (due on the class end date) per the class syllabus.
- For **Short-term** classes:
 - **In-Person and Online Live:** as above during the last class session.
 - **Hybrid:** as above during the last class session or asynchronously online (due on the class end date).
 - **Online:** asynchronously online (due on the class end date).

Final exams will not exceed two hours in duration, except in order to comply with an approved accommodation. In the event of a final exam time conflict, the instructors of the affected classes will work with the Office of Academic Affairs to arrange alternative times that will accommodate all affected students.

Prerequisites, Corequisites, and Advisories

See [Administrative Procedure 4260](#)

Prerequisites, co-requisites, and advisories are established to ensure that students have sufficient preparation to succeed in their coursework and programs of study, and have access to the courses they require. Prerequisites are courses or other conditions that must be completed prior to enrollment. Corequisites are courses that must be taken concurrently. Advisories are recommended preparatory or concurrent courses or conditions, but are not required.

Students may not enroll in and receive credit for a course if they have not successfully completed its prerequisite(s) and concurrently enrolled in its corequisite(s) unless a petition to challenge them has been granted (see below). Furthermore, students may not concurrently enroll in and receive credit for a course and its prerequisite(s). Violation of this regulation will result in exclusion from class and denial of course credit.

Note: Students must have official transcripts on file in the Admissions and Records Office for all prerequisites completed at other institutions.

Challenge Process

Prerequisites, or corequisites, or other required conditions on enrollment may be challenges for any of the following reasons:

- The requisite is in violation of [Title 5 \(Section 55201\)](#);
- A prerequisite is not reasonably available;
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite;
- The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;
- The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

If a student believes any of the above to be true, they may submit a [Requisite Challenge Petition](#) along with any required written documentation explaining alternative course work, background or abilities which have adequately prepared the student for the course or other documentation of the above circumstances.

- If space is available in a course when a student files a Requisite Challenge Petition, the college shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the college fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
- If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students register for that subsequent term.

Course Repetition

Repeated Enrollment in Courses Designated as Repeatable for Credit

See [Administrative Procedure 4227](#)

The following types of courses that are designed in the catalog as “repeatable” may be retaken for credit when a passing grade has been earned:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree, including:
 - Active participation courses in physical education, visual arts, or performing arts—those for which individual study or group assignments are the basic means by which learning objectives are obtained;
 - Courses in physical education, visual arts, or performing arts that are grouped into “families” of courses similar in content;
- Intercollegiate athletics courses (i.e., courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course which supports the organized competitive sport); and
- Intercollegiate academic or vocational competition courses, where enrollment in the course and courses that are related in content is limited to no more than four times for semester courses, or six times for quarter courses. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Students may not take repeatable courses more than three times beyond the first successful completion for credit. For courses in “families,” this limitation applies to the entire family: each course in it may be repeated, but the total number of repetitions within the family may not exceed three.

The grade received each time shall be included for purposes of calculating the student’s grade point average, except if the course is repeated under circumstances identified pursuant to AP 4225 which permits the previous grade(s) to be disregarded (see below).

Repeated Enrollment in Credit Courses Not Designated as Repeatable for Credit

Per [Administrative Procedure 4225](#), upon achieving a satisfactory grade in a course not designated as repeatable (“A,” “B,” “C,” or “P”), the student may no longer enroll in that course, except as otherwise provided in other procedures (see below).

However, in order to alleviate substandard academic work in a such a course (a “D,” “F,” or “NP”), a student may enroll in that course a second time. If the second enrollment results in substandard academic work, the student may enroll in that course a third time. If the third enrollment results in substandard academic work, the student may enroll in that course a fourth time with the approval of the college president or designee. Students wishing to petition for a fourth attempt must submit a [Fourth Attempt Petition](#) form.

When a student drops or is excluded from a course prior to census or is assigned a “MW” or “EW” symbol, it is not considered an enrollment and therefore does not count against the permitted number of enrollments.

Repeated enrollments may be completed at any of the District’s colleges regardless of where the substandard grade was earned. Furthermore, a course that is deemed equivalent to that for which a substandard grade is earned by be used to alleviate that grade. The LACCD maintains a list of such equivalencies.

Successful completion of coursework at a United States Department of Education (USDE)-recognized accredited institution may be used in lieu of course repetition to alleviate a substandard grade for an equivalent course taken in the District. Course equivalency shall be determined by counseling faculty or the Articulation Officer, in consultation with discipline faculty as needed, at each college per AP 4051 Acceptance and Evaluation of External Coursework. Students may petition to have their external coursework reviewed to alleviate a substandard grade at any of the District colleges regardless of which District college the substandard course(s) to be alleviated was completed.

When a student has repeated a course to alleviate a substandard grade, they may use the [Course Repetition for GPA Adjustment](#) form to request that their cumulative grade point average reflect only the enrollment with the highest grade assigned.

In addition, repeated enrollment in a course is permitted under the following circumstances:

1. **Extenuating Circumstances** - Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president or designee based on a finding that extenuating circumstances exist justifying such repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's Grade Point Average (GPA). Only one repetition for a course due to extenuating circumstances is permitted.
2. **Significant Lapse of Time** - Repeating a course due to significant lapse of time is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's grade point average. Only one repetition for a course due to significant lapse of time is permitted. Per [AP 4228](#):
 - a. Students may petition to repeat a course in which a "C" or better or "P" grade was earned when there has been significant lapse of time of no less than 36 months since the grade was obtained, provided that:
 - i. The course is a prerequisite with a recency requirement of at least three years for a course or program; or
 - ii. If another institution of higher education to which the student seeks to transfer has established a recency requirement the student cannot satisfy without repeating the course. Repetition may be allowed if less than three years have elapsed, provided the student submits documentation that the repetition is necessary for the student's transfer to an institution of higher education.
 - b. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. The student will not receive additional unit credit for the repeated course.
 - c. When, due to a significant lapse of time, a student needs to repeat an active participatory experience course (see below), each repetition will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time, as defined in this procedure, is permitted.
3. **Legally Mandated Training** - When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.
4. **Changes to Industry or Licensure Standards** - Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary due to a significant change in industry or licensure standards pursuant to this subsection.
5. **Cooperative Work Experience** - Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). The grade received each time shall be included for purposes of calculating the student's grade point average.
6. **Students with Disabilities** - Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. At the student's option, previous grades and credits may be disregarded in computing the student's grade point average each time the course is repeated.

Students may use the [Course Repeat with Passing Grade Petition](#) form to request repeated enrollment under any of the circumstances 1-6 above.

Duplicative credit in non-repeatable courses shall not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

Courses that are repeated under this section shall be recorded on the student's permanent academic record using an appropriate symbol, and the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Nothing in this procedure can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Variable Unit Course Repetition

See [Administrative Procedure 4229](#)

Students may enroll in variable unit open-entry/open-exit courses as many times as necessary to complete the maximum contact hours available for the course.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

Repetition of Noncredit Courses

Noncredit courses may be repeated without limitation, regardless of grade earned.

Standards of Student Conduct

Per Board Policy 5500:

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges 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 the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons 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. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. 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.

9. 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.
10. 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:
 - a. opiates, opium and opium derivatives
 - b. mescaline
 - c. hallucinogenic substances
 - d. peyote
 - e. marijuana
 - f. stimulants and depressants
 - g. cocaine
11. 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.
12. 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 "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. 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.
14. Any agreement between two or more persons to perform illegal acts.
15. 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.
16. 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.
17. 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.
18. 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.
19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
20. 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 the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not 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.

21. Every person who attempts to cause, or causes, any officer or employee of any 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.
22. 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.
23. 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:
 - a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
 - b. Failure to follow safety directions of District and/or College staff;
 - c. Willful disregard of safety rules as adopted by the District and/or College; and/or
 - d. Negligent behavior which creates an unsafe environment.

Credit for Prior Learning ([AP 4235](#))

I. CPL Definition

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

II. CPL Awards

The nature and content of CPL assessment shall be determined by faculty in the discipline, or designee, for which credit is to be granted. The faculty shall determine that the assessment adequately measures master of the course content, objectives, and learning outcomes as set forth in the course outline of record. One or more than one method of assessment of CPL may be used for a single course.

- a. General Education and Additional Graduation methods established in this procedure may be applied to general education requirements and additional graduation requirements solely at the discretion of the counseling faculty or Articulation Officer as established in college protocols. (See AP 5110 Counseling and AP 5111 Petitions for Degrees and Certificates.

III. CPL Types

Students may be eligible for course, general education area, and or elective CPL through the approved alternative methods of awarding college credit, including:

1. **Credit by Exam** based upon:

Satisfactory completion of a local college examination administered by the college in lieu of completion of an active course listed in the current college catalog.
2. **Industry Certification** based upon:
 - a. Evaluation of industry recognized credentials and licenses: or
 - b. Credit recommendations made by agencies such as American Council on Education (ACE) National Guide, the National College Credit Recommendation Service (NCCRS), California Mapping Articulated Pathways (MAP) Initiative, or local college discipline faculty.
3. **Military Training and Service** based upon:
 - a. Evaluation of Joint Services Transcripts (JST);
 - b. Credit recommendations made by the ACE Military Guide, MAP, or local college discipline faculty – review AP 4235 Credit for Prior Learning Appendix A, based on the version revised on July 10, 2023;
 - c. Defense Language Proficiency Test (DLPT) (review AP 4235 Credit for Prior Learning Appendix B, based on the version revised on March 7, 2023); or
 - d. Defense Activity for Non-Traditional Education Support (DANTES) Subject standardized Tests (DSST) - review AP 4235 Credit for Prior Learning Appendix C, based on the version revised on March 7, 2023.

4. Portfolio Review

- a. Evaluation conducted by local discipline faculty.

5. Standardized External Assessments and Exams based upon a satisfactory score on:

- a. Advanced Placement (AP) examination (See AP 4236 Advanced Placement Credit);
- b. High-level International Baccalaureate (IB) examination (See AP 4237 International Baccalaureate Credit);
- c. College Level Examination Program (CLEP) - (See AP 4238 CLEP Credit); or
- d. Examination administered by other agencies approved by the District Academic Senate

IV. Determination of Eligibility for CPL:

In order to be eligible to receive CPL, the student must meet the following criteria:

- a. Student seeking Credit by Exam must be in good standing at the college.
- b. Student must submit, prior to CPL transcription, official test scores for processing of CPL for standardized exams such as AP, IB, CLEP, and/or DLPT, Unofficial copies may be used for CPL education planning purposes.
- c. Student is not currently enrolled in the course for which CPL may be granted.
- d. Student has not received credit on their academic record(s) for an equivalent course.

Limitations for CPL

- a. Credit acquired by CPL may not be applicable to meeting load requirements for programs such as Selective Service deferment, veterans' benefits, CalWORKS, EOPS, and other special programs, or Social Security benefits.
- b. Credit acquired by CPL shall not be counted in determining residency
- c. Credit awarded through CPL may not be used in determining financial aid eligibility as required by law. Any credits awarded through CPL will be counted toward maximum unit count under the Financial Aid Satisfactory Academic Progress Policy.

V. Fees for CPL

Fees shall not be charged for students seeking course credit using Credit for Prior Learning. (See BP 5030 Fees.)

VI. Grading Policy for CPL

Grading shall be according to the regular grading system. (See AP 4230 Grading and Academic Record Symbols.) Credit by Exam and Portfolio Review shall be awarded equivalent course credit for a letter grade or the "Pas/No Pass" option if that option is ordinarily available for the course. All other CPL types shall be awarded equivalent course credit with the Pass/No Pass Grading option only.

VII. Transcribing CPL

The student's academic record shall be clearly annotated to reflect that credit that credit was earned by CPL. (See AP 4230 Appendix A.)

- a. The Type of CPL shall be notated (e.g., Credit by Exam, Industry Certification, Joint Services Transcript, Portfolio Review, Advanced Placement)
- b. For Credit by Exam and Portfolio Review, the credit and grade shall be posted to a specific term.

Please consult a counselor to find out what CPL might be available and how to apply.

ADVANCED PLACEMENT EXAMS CREDIT

UNIT CREDIT/LACCD GENERAL EDUCATION AREA/Area of Emphasis/GRADUATION COMPETENCY (AP 4236 Appendix A)

- A Score of 3 or higher (except if otherwise noted) is required to grant credit for GE and/or towards a major at Los Angeles Harbor College
- LACCD AP 4236 Appendix A (with the addition of local LAHC AA in Liberal Arts and Sciences Area of Emphasis credit)
- Please refer to CSU External Exam Credit, IGETC Standards; Cal-GETC Standards, Private Institutions AP credit policies and campus specific applicability towards majors as they may differ from the information below.

AP Subject Area	Total semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Towards LACCD GE Requirements	Associate Degree GE Area Fulfilled (AP 4100)	LAHC Area of Emphasis Units Applied
2-D Art and Design	3	NA	NA	A/H emph: 3 units
3-D Art and Design	3	NA	NA	A/H emph: 3 units
Art History	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Biology	6	4	Area 5: Natural Sciences	H/F emph: 6 units M/S emph: 6 units
Calculus AB	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning	M/S emph: 3 units
Calculus BC	6	3	Area 2: Mathematical Concepts and Quantitative Reasoning	M/S emph: 6 units
Calculus BC/AB Sub-score	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning	M/S emph: 3 units
Chemistry	6	4	Area 5: Natural Sciences	M/S emph: 6 units
Chinese Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Comparative Government and Politics	3	3	Area 4B: Social and Behavioral Sciences	S/B emph: 3 units
Computer Science A	3	NA	NA	N/A
Computer Science AB	6	NA	NA	NA
Computer Science Principles	6	3	Area 2: Mathematical Concepts and Quantitative Reasoning	N/A
Drawing	3	NA	NA	A/H emph: 3 units
English Language and Composition	6	3	Area 1A: English Composition	N/A

English Language	6	3	Area 1A: English Composition	N/A
English Literature and Composition	6	6	Area 1A: English Composition And Area 3: Arts and Humanities	A/H emph: 6 units
Environmental Science	4	3	Area 5: Natural Sciences	M/S emph: 4 units
European History	6	3	Area 3: Arts and Humanities <u>or</u> Area 4B: Social and Behavioral Sciences	A/H emph: 6 units S/B emph: 6 units
French Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
German Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Human Geography	3	3	Area 4B: Social and Behavioral Sciences	S/B emph: 3 units
Italian Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Japanese Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Latin	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Macroeconomics	3	3	Area 4B: Social and Behavioral Sciences	S/B emph: 3 units
Microeconomics	3	3	Area 4B: Social and Behavioral Sciences	S/B emph: 3 units
Music Theory	3	3	Area 3: Arts and Humanities	
Physics 1: Algebra-based	4	4	Area 5: Natural Sciences	M/S emph: 4 units
Physics 2: Algebra-based	4	4	Area 5: Natural Sciences	M/S emph: 4 units
Physics C: (Electricity and Magnetism)	4	4	Area 5: Natural Sciences	M/S emph: 4 units
Physics C (Mechanics)	4	4	Area 5: Natural Sciences	M/S emph: 4 units
Psychology	3	3	Area 4B: Social and Behavioral Sciences	H/F emph: 3 units S/B emph: 3 units
Precalculus	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning	
Seminar	3	0	NA	
Spanish Language and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Spanish Language	6	3	Area 3: Arts and Humanities	
Spanish Literature and Culture	6	3	Area 3: Arts and Humanities	A/H emph: 6 units
Spanish Literature	6	3	Area 3: Arts and Humanities	
Statistics	3	3	Area 2: Mathematical	M/S emph: 3 units S/B emph: 3 units

			Concepts and Quantitative Reasoning	
United States Government and Politics	3	3	Area 4A: American Institutions	S/B emph: 3 units
United States History	6	3	Area 4A: American Institutions <u>or</u> Area 3: Arts and Humanities	A/H emph: 6 units S/B emph: 6 units
World History: Modern	3	3	Area 3: Arts and Humanities <u>or</u> Area 4B: Social and Behavioral Sciences	A/H emph: 3 units S/B emph: 3 units

LACCD AP 4236: Advanced Placement Exams Credit

LACCD Advanced Placement (AP) Course Credit for Associate of Arts, Associate of Science, Associate Degree for Transfer (ADT) major requirements and Certificate of Achievement major requirements (AP 4236 Appendix B)

Please refer to CSU External Exam Credit, IGETC Standards, Cal-GETC Standards; Private Institutions AP credit policies and campus specific applicability towards majors as they may differ from the information below.

AP Exam	Score	Total Semester Units Awarded	LACCD Course
2-D Art and Design	3, 4, or 5	3	ART 501
3-D Art and Design	3, 4, or 5	3	ART 502
Art History	3, 4, or 5	6	ART 101; ARTHIST 110
Biology	3, 4, or 5	6	BIOLOGY 003 or 005
Calculus AB	3, 4, or 5	3	MATH 236 or 238, or 238S or 247 or 261 or 265
Calculus BC/AB Sub score	3, 4, or 5	3	MATH 236 or 238 or 238S or 247 or 261 or 265
Calculus BC	3, 4, or 5	6	MATH 247&248 or 261&262 or 265&266
Chemistry	3, 4, or 5	6	CHEM 060 or 065
Comparative Government and Politics	3, 4, or 5	3	POL SCI 002
Drawing	3, 4, or 5	3	ART 201
Macroeconomics	3, 4, or 5	3	ECON 002
Microeconomics	3, 4, or 5	3	ECON 001
English Language and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110 or ENGL C1000
English Literature and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110 or ENGL C1000
Environmental Science	3, 4, or 5	4	ENV SCI 001 and 022
European History	3, 4, or 5	6	HISTORY 001 and 002
Human Geography	3, 4, or 5	3	GEOG 002
Physics 1: Algebra-Based	3	4	PHYSICS 011 or 012+014
Physics 1: Algebra-Based	4 or 5	4	PHYSICS 006
Physics 2: Algebra-Based	3	4	PHYSICS 011 or 012 +014
Physics 2: Algebra-Based	4 or 5	4	PHYSICS 007
Physics C: Electricity and Magnetism	3	4	PHYSICS 011 or 012+014
Physics C: Electricity and Magnetism	4 or 5	4	PHYSICS 002 or 022 or 038 or 067 or 102
Physics C: Mechanics	3	4	PHYSICS 011 or 012 +014
Physics C: Mechanics	4 or 5	4	PHYSICS 001 or 021 or 037 or 066 or 101
Precalculus	3, 4, or 5	3	MATH 260 or 260S
Psychology	3, 4, or 5	3	PSYCH 001 or PSYC C1000

Spanish Language & Culture	3	6	SPANISH 003
Spanish Language & Culture	4 or 5	6	SPANISH 003 and 004
Spanish Literature & Culture	3, 4, or 5	6	SPANISH 004
Statistics	3, 4, or 5	3	Math 227 or 227S or 227B or 228B or PSYCH 091 or SOC 125 or STAT 001 or STAT 101 or STAT C1000
U.S. History	3, 4, or 5	6	HISTORY 011 and 012
U.S. Government and Politics	3, 4, or 5	3	POL SCI 001 or POLS C1000
World History: Modern	3, 4, or 5	3	HISTORY 087

Caution: The Advanced Placement unit, general education and course equivalency credit in these appendices is for LACCD degrees and certificates only. Advanced Placement credit and policies for transfer institutions, including the CSU and UC campuses, are the purview of those systems. Students are advised to consult with a counselor to ensure applicability to their educational goal(s).

Caution: Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit, which may result in the student having to take the course after transfer.

Note: Colleges may accept discontinued AP examinations for LACCD GE and or local degree course credit. Consult with the college Articulation Officer for guidance.

Prerequisite Clearance: The above AP exams and corresponding scores may meet prerequisite clearances equivalent to the completion of LACCD Courses indicated. For example, an AP Art History exam score of 3, 4, or 5 may be considered equivalent to completion of ART 101 or ARTHIST 110 for the purpose of prerequisite clearance. Students are advised to meet with a counselor to ensure appropriate prerequisite clearance.

Credit Limitations: A student who receives AP credit and takes an equivalent LACCD course will have the unit credit for the duplication deducted prior to graduation. Students are advised to meet with a counselor to ensure courses do not duplicate AP exam credit and courses are taken in an appropriate sequence.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT (AP 4238)

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT (AP 4238)

1. Course Equivalency for the local Associate of arts and Associate of Science Degrees Major and Certificates of Achievement Requirements

College Faculty with the appropriate discipline expertise may established criteria for granting course equivalencies for College-Level Examination Program (CLEP) exams

Course equivalency for CLEP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement, shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum, the criteria shall require that the student has earned a score of 50 or higher on exam as stated in AP 4238 Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each CLEP exam is stated in AP 4238 Appendix A.

2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees.

CLEP Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in Appendix A.

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

3. CLEP Unit Credit

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses
- 9 semester hours for Level 2 Foreign Language exams equivalent to four (4) semesters of college level foreign language course work.

4. California General Education Transfer Curriculum (Cal-GETC)

The use of CLEP exams on the California General Education Transfer Curriculum is not permitted as determined by the California State University and University of California. Refer to the current Cal-GETC Standards for details.

LACCD College-Level Examination Program (CLEP) Credit

(AP 4238 Appendix A)

LACCD General Education Area

Credit and Degree Applicable Unit Credit

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree (1)	Semester Units Applied Toward Associate Degree GE Requirements (2)	Associate Degree GE Area Fulfilled AP 4100
American Government	50	3	3	Area 4A: American Institutions
American Literature	50	3	3	Area 3: Arts and Humanities
Analyzing and Interpreting Literature	50	3	3	Area 3: Arts and Humanities
Biology	50	3	3	Area 5: Natural Sciences
Calculus	50	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning
Chemistry	50	3	3	Area 5: Natural Sciences
College Algebra	50	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning
College Algebra – Trigonometry	50	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning
College Composition	50	NA	NA	NA
College Composition Modular	50	NA	NA	NA
College Mathematics	50	NA	NA	NA
English Composition (No essay)	50	NA	NA	NA
English Composition (With essay)	50	NA	NA	NA
English Literature	50	3	3	Area 3: Arts and Humanities
Financial Accounting	50	3	NA	NA
French Language, Level I	50	6	NA	NA

French Language, Level II	59	9	3	Area 3: Arts and Humanities
German Language, Level I	50	6	NA	NA
German Language, Level II	60	9	3	Area 3: Arts and Humanities
History, United States I	50	3	3	Area 4A: American Institutions
History, United States II	50	3	3	Area 4A: American Institutions
Human Growth and Development	50	3	3	Area 4B: Social and Behavioral Sciences
Humanities	50	3	3	Area 3: Arts and Humanities
Information Systems and Computer Apps	50	3	NA	NA
Introduction to Educational Psychology	50	3	NA	NA
Introductory Business Law	50	3	NA	NA
Introductory Psychology	50	3	3	Area 4B: Social and Behavioral Sciences
Introductory Sociology	50	3	3	Area 4B: Social and Behavioral Sciences
Natural Sciences	50	3	3	Area 5: Natural Sciences
Precalculus	50	3	3	Area 2: Mathematical Concepts and Quantitative Reasoning
Principles of Macroeconomics	50	3	3	Area 4B: Social and Behavioral Sciences
Principles of Management	50	3	NA	
Principles of Marketing	50	3	NA	
Principles of Microeconomics	50	3	3	Area 4B: Social and Behavioral Sciences
Social Sciences and History	50	NA	NA	NA
Spanish Level I	50	6	N/A	N/A
Spanish Level II	63	9	3	Area 3: Arts and Humanities
Spanish with Writing I	50	6	NA	NA
Spanish with Writing Level II	63	9	3	Area 3: Arts and Humanities
Western Civilization I	50	3	3	Area 3: Arts and Humanities Or Area 4B: Social and Behavioral Sciences

Western Civilization II	50	3	3	Area 4B: Social and Behavioral Sciences

- (1) The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course. The credit in this table is applicable for local Associate Degrees only.
- (2) The credit listed applied toward Associate Degree GE requirements on the LACCD General Education Pattern only.

Note: Colleges may accept discontinued CLEP examinations for LACCD GE and or local degree course credit. Consult with the college Articulation Officers for guidance.

International Baccalaureate Credit (AP 4237)

This Administrative procedure defines the International Baccalaureate Diploma and the conditions under which the District will accept it for the purposes of award/annotated credit, equivalency, or competency in student records.

Requirements:

1. Course Equivalency for Local Associate Degrees major and Certificates of Achievement Requirements

Use of International Baccalaureate (IB) Exams for meeting the Associate of Arts and Associate of Science major requirements and Certificate of Achievement requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates. See AP 4237 Appendix B for LACCD International Baccalaureate (IB) Course Equivalency Credit. College Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for International Baccalaureate (IB) exams. Course equivalency for International Baccalaureate (IB) exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum, the criteria shall require that the student has earned the minimum exam score stated in AP 4237 Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each IB exam is stated in AP 4237 Appendix A.

2. **Associate Degree for Transfer (ADT) major requirements: IB exams cannot be used to satisfy ADT major course requirements.** For Cal-GETC applicability refer to section 5 below.
3. **Use of IB exams for meeting LACCD General Education Requirements for the Associate of Arts and Associate of Science Degrees**

IB Exams shall be used toward meeting LACCD General Education requirements for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

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

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination (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.

4. IB Unit Credit

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, 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.

5. California General Education Transfer Curriculum Cal-GETC

The use of International Baccalaureate exams on the Cal-GETC is determined by the University of California and California State University systems respectively. Refer to the Current Cal-GETC Standards. Updates to Appendices are technical revisions and are not considered revisions to this Administrative Procedure. Appendices shall be periodically reviewed and updated as needed by the District Academic Senate.

LACCD AP 4237: International Baccalaureate Credit
AP 4237 Appendix A

IB Subject Areas	Minimum Passing Score AA/AS/ADT	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE area Fulfilled AP 4100
Biology HL	5	6	3	Area 5: Natural Sciences
Chemistry HL	5	6	3	Area 5: Natural Sciences
Economics HL	5	6	3	Area 4B: Social and Behavioral Sciences
Geography (HL)	5	6	3	Area 4B: Social and Behavioral Sciences
History (any region) HL	5	6	3	Area 3: Arts and Humanities <u>OR</u> Area 4B: Social and Behavioral Sciences
Language A Literature HL	4	6	3	Area 3: Arts and Humanities
Language A Language and Literature HL	4	6	3	Area 3: Arts and Humanities
Language B (any language) HL	4	6	NA	NA
Mathematics: Analysis and Approaches HL	4	6	3	Area 2. Mathematical Concepts and Quantitative Reasoning
Mathematics: Applications and Interpretation HL	4	6	3	Area 2. Mathematical Concepts and Quantitative Reasoning
Physics HL	5	6	3	Area 5: Natural Science
Psychology HL	5	3	3	Area 4B: Social and Behavioral Sciences
Theater HL	4	6	3	Area 3: Arts and Humanities

CREDIT FOR MILITARY SERVICE

Students interested in Credit for Prior Learning Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Services (AAARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

HARBOR COLLEGE FACULTY AND STAFF

College Presidents

Raymond J. Casey, (Director) 1948-1958*

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, 1980-1989*

Robert S. Standen, (Acting) 1989-1990

James L. Heinselman, 1990-1998*

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, 2014-2020

Dr. Luis Dorado, (Interim) 2020-2022

Dr. Luis Dorado, 2022 to present

*Deceased

Full-time Faculty

Tigran Alikhanyan (2012)

Professor, Mathematics

M.S., Yerevan State University, Armenia; M.S.,

University of California, Los Angeles

Instructor, Computer Information Systems

B.A., University of California, Los Angeles;

M.S., California Polytechnic, Pomona

Joanna Alvarado (2022)

Instructor, Counseling

B.A., California State University, Los Angeles;

M.A., Loyola Marymount University

Adrienne C. Brown (2013)

Instructor, Counseling; Career Counselor, Career &
Transfer Center

A.A. Fullerton College; B.A. University of California,
Los Angeles; M.A., San Diego State University

Marc Alvillar (2016)

Instructor, Health and Kinesiology & Head Baseball
Coach

B.A., California State University, Dominguez Hills;

M.S., Azusa Pacific University

Stephanie D. Brown (2013)

Professor, English

B.A., California State University, Dominguez Hills;

M.F.A. Mills College

Karen Amano-Tompkins (2014)

Professor, English

A.B. Cornell University, M.A. Columbia University

Christina Bryant (2023)

Instructor, Nursing

RN to MSN, West Coast University

Julie Amenta (2020)

Instructor, Nursing

M.S.N., Walden University

Cynthia Caloia (2015)

Professor, French and Spanish

B.A., M. A., University of California, Los Angeles

Dr. Joachin Arias (2007)

Instructor, Chemistry; Chairperson, Sciences

B.S., M.S. California State University, Los Angeles;

Ph.D., University of California, Los Angeles

Anh Campbell (2024)

Instructor, Counseling

B.A., M.S., California State University, Long Beach

Rey Armenteros (2024)

Instructor, Studio Arts

A.A., Miami-Dade Community College; B.F.A., Florida

International University; MFA, San Francisco Art

Institute

Jenny Arzaga (2010)

Professor, Nursing

B.S.N., California State University, Dominguez Hills;

M.S.N., California State University, Dominguez

Hills

William Baires (2024)

Andrea C. Cano (2012)

Professor, English as a Second Language (ESL)
B.A., University of California, Berkeley; M.S.
California State University, Fullerton; Fulbright
Fellow, Chile, 2007

Carmen Carrillo (1993)

Professor, English; Chairperson, Communications
A.A., L.A. Valley College; B.A., Loyola Marymount
University; M.A., University of Iowa

Van Chaney (2013)

Professor, Political Science
B.A., Loyola Marymount University; M.P.A.,
California State University, Northridge

Dr. Steven Chang (2023)

Instructor, Biological Sciences
B.S., Ph.D., University of California, Irvine

Hsien-ming Chen (2014)

Instructor, Technical Theater
B.A., Ottawa University; M.F.A., California State
University, Long Beach

Dr. Marcus Chow (2023)

Instructor, Computer Science
B.S., University of California, Merced; M.S., Ph.D.,
University of California, Riverside

Mary Copeland (2016)

Associate Professor, Humanities
A.A., Los Angeles Harbor College; B.A., University of
California, Los Angeles; M.A., M.F.A., Mt. St.
Mary's University

Maribel Costa (2016)

Associate Professor, Counseling; Acting Assistant
Director and Counselor, Special Programs &
Services, B.A., La Sierra University, M.S.,
California State University, Long Beach

John Corbally (1988)

Professor, English

B.S., M.A., California State University, Los Angeles

Leslie Cordova-Trujillo (2008)

Professor, Health and Kinesiology; Chairperson,
Kinesiology; Athletic Director
B.S. University of New Mexico, M.A. Loyola
Marymount University, M.A. California State
University of Long Beach

Jessica Cruz (2016)

Director, International Student Program
B.A., California State University, Long Beach; M.A.,
Azusa Pacific University

Dr. Alexandra Sasha David (2013)

Instructor, Anthropology
B.A., Cornell University; M.A., Ph.D., University of
California, Los Angeles

Alexandre DeJean (2022)

Instructor, Communication Studies
A.A., Pasadena City College; B.A., M.A. California
State University, Los Angeles

Dr. Vivika Demel (2021)

Instructor, Counseling
B.A., M.Ed, M.S, Ed.D., University of Southern
California

Dr. Jassiel Dominguez (2014)

Instructor, Counseling

B.A., University of California, Santa Barbara; M.Ed.,
University of California, Los Angeles, Ed.D.,
California State University, Long Beach

Brittany Gray (2020)

Instructor, Counselor / Coordinator, Umoja
Community

B.A., University of California, Irvine; M.A., California
State University, Long Beach

Dean Dowty (2014)

Associate Professor, Health and Kinesiology

B.A., Utah State University; M.A. American Public
University

Karen Grgas (2013)

Instructor, Child Development

B.A. National University, CA; M.A. National
University, CA

Ruby Duron (2023)

Instructor, Child Development

B.A., California State University, Dominguez Hills;
M.A. California State University, Long Beach

Jean R. Grooms (2013)

Professor, English

B.S., Middle Tennessee State University; M.A.
California State University, Dominguez Hills

Dr. Ana Esther Escandon (1995)

Associate Professor, Biology and Physiology

B.S., M.S., California State University, Long Beach;
Ph.D., University of California, Los Angeles

Christopher Han (2023)

Instructor, Business

B.S., California State University, Northridge;
M.B.A., J.D., University of Virginia

Farid Faridpak (2014)

Assistant Professor, Mathematics

B.S., M.S., California State University, Long Beach

Gretchen Hayes (2013)

Director, Child Development Center

B.S., M.A. California State University, Northridge;
ABD Nova Southeastern University

Reza Farzin (2014)

Professor, Mathematics

B.A., M.S., California State University, Long Beach

William L. Heffern

Assistant Professor, Drafting & Engineering

A.A., Long Beach City College, B.S. California State
University, Long Beach

Michael Fradkin (2013)

Professor, Economics

A.A., Pierce College; B.S., California State University,
Northridge; M.A., California State University, Los
Angeles

Dr. Mani S. Gagrati (1979)

Professor, Mathematics

B.A., M.A., University of Kanpur, India; Ph.D., Indian
Institute of Technology

Eddie Galvan (2014)

Instructor, Psychology

A.A., Rio Hondo College; B.A., M.S., California State
University, Los Angeles

Nicholas Garcia (2023)

Instructor, Animation and Game Development

B.S., The Art Institute of California Los Angeles

Brian Henderson Barrick (2022)
 Assistant Professor, Political Science
 B.A., University of California, Santa Cruz; M.A.,
 California State University, Long Beach

Marcela Hernandez (2020)
 Interim Director, Transfer Center
 B.A., M.A., California State University, Dominguez
 Hills

William Hernandez (2006)
 Professor, Spanish
 B.A., M.A., California State University, Long Beach

Fredrick Ho (2007)
 Assistant Professor, Accounting
 B.S., University of Southern California.; MBA,
 California State University, Los Angeles

Wendy Hoffman (2013)
 Associate Professor, Accounting
 B.S., M.B.A., M.A. Ed, M.A. T.B.E., California State
 University, Dominguez Hills

Loren Holland (2024)
 Instructor, Studio Arts
 B.A., B.S. Brown University; MFA, Yale University

Dr. Basil O. Ibe (1997)
 Instructor, Chemistry
 B.S., Pepperdine University; M.S., Idaho State
 University; Ph.D., University of Texas at Austin

John Paul Joson (2017)
 Assistant Professor, Nursing
 M.S.N., Mt. St. Mary's University

B.A., California State University, Dominguez Hills;
 M.L.I.S., San Jose State University

Shazia Khan (2009)
 Professor, English
 B.A., California State University, Fullerton, M.A.,
 University of LaVerne

Dr. Jonathon Klyng (2016)
 Instructor, Philosophy
 A.A., Pierce College; B.A., M.A., Ph.D., University of
 California, Los Angeles

Jonathon Lee (1995)
 Professor, Library Science; Chairperson, Library
 Division
 B.A., University of Judaism; M.L.I.S., University of
 California, Los Angeles

Rodolfo Lopez (2023)
 Instructor, Communications Studies
 B.A., California State University, Dominguez Hills;
 M.A., California State University, Fullerton

Christian Lozada (2016)
 Professor, English
 B.A., California State University, Long Beach; M.F.A.,
 California State University, Long Beach

Dr. Lorrie Kato (2013)
 Associate Professor, Psychology; Chairperson,
 Humanities and Fine Arts
 B.A., University of California, Irvine; M.A., University
 Southern California.; M.A. Pepperdine; Ph.D.,
 Fielding Graduate University

Tamar Khajadourian (2015)
 Assistant Professor, Library Science

Marie Antoinette Madrid (2023)
Instructor, Culinary Arts
A.A., Los Angeles Trade Technical College; B.A., San Francisco State University; M.A., Johnson and Wales University

Lyndsay Madru (2021)
Instructor, Counseling
B.S. California State University, Fullerton; M.S. California State University, Long Beach

Mark Marano (2023)
Instructor, Child Development
A.A. Long Beach City College; B.A., Pacific Oaks College; M.S., Portland State University

Dr. Timothy McCord (1999)
Assistant Professor, Physiology
B.S., Ph.D., University of California, Irvine

Edie Moore (2006)
Professor, Nursing
B.S., California State University, Dominguez Hills, M.S.N., University of California, Los Angeles

Dr. Tissa Munasinghe (1998)
Professor, Earth Sciences
B.S., University of Peradeniya, Sri Lanka; Ph.D., University of California, San Diego

Miranda Munoz (2023)
Instructor, English
B.A., Whittier College; M.A. San Diego State University

Daryle Nagano-Krier (2008)
Professor, Communication Studies
B.A., M.A., California State University, Fullerton

Kaman Ng (2013)
Counselor/Coordinator, EOPS/CARE/CalWorks
B.A., University of California, Santa Cruz; M.A., San Diego State University

Kim-lien Nguyen (2022)
Instructor, Psychology
B.S., University of California, Los Angeles, CA; M.A., San Jose State University, CA

Son Nguyen (2010)

Instructor, History
Chairperson, Social Sciences
B.A., M.A., Cal Poly Pomona

Thi Nguyen (2023)
Instructor, Chemistry

Gabriel Nieves (2023)
Instructor, English
B.A. California Polytechnic University; M.A. Pennsylvania State University

Sue Nowinski (2004)
Associate Professor, Nursing
B.S.N. California State University, Long Beach; M.S.N. California State University, Los Angeles

Julie Nunez (2021)
Assistant Professor, Nursing
M.S.N., Western Governor's University

Norkor Omaboe (2002)
Professor, Health and Kinesiology
B.A., B.S., University of Lausanne, Switzerland, M.S., California State University, Long Beach

Alyesse Orr (2023)
Instructor, English
A.A. Cerritos College; B.A. Sonoma State University; M.A. California State University, Long Beach

Nobeyba Ortega (2012)
Associate Professor, Nursing
B.S.N., CS California State University, U Dominguez
Hills; M.S.N., California State University, Long
Beach

Erik Pastora (2017)
Instructor, Culinary Arts
A.A., Los Angeles Trade Technical College

Natalie Parra (2019)
Instructor, Counseling
A.A., Los Angeles Harbor College; B.A., University of
Southern California; M.A., California State
University, Dominguez Hills

Dr. Danielle Pashtunyar (2022)
Instructor, Psychology
B.A., Scripps College
M.A., Claremont Graduate University; M.A., Ph.D.,
University of California, Los Angeles

Dr. Alberto Pimentel, Jr. (2019)
Assistant Professor, Sociology
B.A., California State University, Los Angeles; M.P.A.,
California State University, Long Beach; M.A.,
California State University, Dominguez Hills;
Ed.D., University Southern California

Dr. Elena Reigadas (2007)
Assistant Professor, Psychology
B.A., California State University, Dominguez Hills;
M.A., Ph.D., Claremont Graduate University

Michael Reid (2011)
Assistant Professor, Administration of Justice
A.A., Golden West College; B.S., University of
LaVerne; M.A., Chapman University

Delia Renteria (2012)
Professor, Spanish
B.A., Occidental College; M.A., California State
University, Long Beach

Blanca Rodriguez (2017)
Assistant Professor, Counseling

B.A., California State University, Northridge; M.A.,
California State University, Dominguez Hills

Zahra T. Romero (1999)
Professor, Mathematics
B.A., Hope College, Holland, MI; M.A., Western
Michigan University

Carlos R. Rosales (2022)
Instructor, Anatomy and Biology
B.S., University of California, Los Angeles; M.A.,
Brown University

Sara Rubio (2011)
Instructor, Counseling
Chairperson, Counseling Division
B.A. University of California, San Diego, M.A. San
Diego State University

Rosalind (Akilah) Runnels (2020)
Faculty, Counseling; TRiO Project A.S.A.P. Director
and Counselor
B.A., University of California, Los Angeles, CA; M.S.,
California State University, Long Beach, CA

Farzaneh Saddigh (2000)
Professor, Mathematics
Chairperson, Mathematics and Technology; B.A.,
Lincoln University; M.A., University of Missouri

Israel Santana (2023)
Instructor, Biology and Biotechnology

Hale Savard (2011)

Professor, English

B.A., California State University, Long Beach; M.A.
California State University, Long Beach

John Paul Sikora (2012)

Assistant Professor, Mathematics

B.A., M.S., California State University, Northridge

Ivan Silva (2019)

Counselor, Dream Resource Center Coordinator

B.A. University of California, Davis; M.S. San
Francisco State University

Byron J. Smith (2000)

Professor, Music

B.M., California State University, Long Beach; M.M.,
California State University, Los Angeles

Michael Song (2000)

Instructor, Architecture

B.A., Cal Poly Pomona; M.A., Art Center College of
Design

Khaleana Stell (2024)

Instructor, Theater Arts.

B.A., California State University, Los Angeles;
MFA, Loyola Marymount University

Kent Stoddart (2008)

Professor, English

B.A., M.A., California State University, Los Angeles

Leslie Sun (2023)

Instructor, Nursing

B.S.N., Mount Saint Mary's University; M.S.N.,
Western Governors University

Kymeshia Taylor (2022)

Instructor, Business

B.S., California State University, Northridge; M.B.A.,
California State University, Long Beach

Nathan Tribble (2023)

Instructor, Business

B.A., University of Redlands; M.B.A., Yale University

Wagner Trindade (2017)

Assistant Professor, Music

B.M., Universidade Federal do Estado do Rio de
Janeiro; M.M., Western Oregon University

Dr. Jennifer Triplett (2016)

Associate Professor, English

B.A., University of California, Santa Barbara; M.A.,
California State University, Dominguez Hills; Ed.
D., Pepperdine University

Dr. Cindy Tseng (2014)

Assistant Professor, Music

B.A., University of California, Los Angeles; M.M.,
Northwestern University; Ph.D., University of
Oklahoma

Mario Valadez (2014)

Instructor, History

A.A., Golden West College; B.A., University of
California, Los Angeles; M.A., University of
California, Santa Barbara

Kathy T. Vo (2010)

Assistant Professor, Nursing

B.S.N., M.S.N., California State University,
Dominguez Hills

Dr. Randy L. Wade (2002)

Instructor, Biology

B.A., University of California, Berkeley; M.S., Ph.D.,
Northern Arizona University

Tina Weirens (2015)

Associate Professor, Mathematics

B.S., University of California, Santa Barbara; M.S.,
Claremont Graduate University

Dr. O'Neil Wright (2023)

Instructor, Biology

Ph.D., University of Alabama

Lynn Yamakawa (1994)

Professor, Nursing; Chairperson, Nursing and Health
Sciences

B.S.N., M.S.N., California State University, Long
Beach

Dr. Min Yoo (2023)

Instructor, Sociology; B.A., Occidental College; M.A.,
Ph.D., University of California, Riverside

Adjunct Faculty

Jasmine Alvarez, Counseling

Trini Alvarez, Counseling

Anthony Alaimalo, ESL NC	Kristy Corpus
Megan Andersen, Anatomy	Rosario Correa, Spanish
Julia Anderson, Communication Studies	Carina Cortez, Nursing
Francis Aquino, Social Sciences	Christina Couroux, Life Sciences
Elisa Ascencio, Counseling	William Crawford, Physics
Austin Neffetiti	Robert Cristo, Social Science
Juan Baez, Theater	Wendy Cundiff, Anthropology
Stefanie Baez, Humanities	Stephanie Cuneo
Ramon Baltazar, Business	Anjanette Crum, English
Shari Barge, Nursing	Abigail Daley, Nursing
Tony Beauvy, Art	Claudio Egalon, Physics
William Beckham, Kinesiology	Alonzo Eldridge
Alfredo Benitez, Counseling	Renee Elisadez, History
Beverly Berlin, Nursing	Azzam Elshihabi, Mathematics
Lori Bohun Chudyniv, Life Sciences	Christian Pamela Estrada, Journalism
Romulo Broas, Mathematics	Richard Favela, Journalism
Donica Burley, Humanities & Fine Arts	Dr. Janet Favreau, Music
Yana Butterfield	Claude Fiddler, Art
Arturo Caballero, Kinesiology	Ilinca Filimon, Counseling (Veterans/International Students)
Larry Calabrese, Physiology	Luis Flores, Computer Science
Scott Callihan, Architecture	
Shawnae Campbell, Kinesiology	
Minh Can, Math	
Mary Candies, Humanities & Fine Arts	
Mauricio Cedillos, Counseling	
Dr. Anita L. Chang, Music	
Carolyn Clark, Sociology	
Ruth Colato, Counseling	
Dr. Timothy Coleman, Humanities	
Elizabeth Colocho, Counseling	
Jeff Cope, Geography	

Elizabeth Flores, Nursing
Debra Gaines, Nursing
Florencia Galvan Godinez
Cesar Gamboa
Jacqueline Garcia, Counseling
Jorge Garcia, Nursing
Timothy Garvin, History
Ali Ghahremanpour, Astronomy
Paola Gomez, Spanish
Taneka Gomez, Counselor
Javier Gonzalez, Counselor
Savannah Gozalez, Counselor
Teresa Gonzalez
Steven Goomas, Music
Deanna Gossett, Business
Paula Granillo, Mathematics
Paul Greenberg, Philosophy
Adney Groth, Nursing
Kristen Hanson, Nursing
Leonard Harlin
Rachael Harper Delupio, Chemistry
Janae Harris, Nursing
Gretchen Hayes, Service Learning
Jose Hernandez, Kinesiology
Thu Hang Hoang, Mathematics
Jeffrey Hoppenstand, Humanities
Roxana Huete, Communication Studies
Hea Min Hwang-Kim, Culinary Arts
Dr. Aura Imbarus, English
Adrianna Jackson, Anthropology
Gregory Jackson, Culinary Arts

Jason Jaramillo, Kinesiology
Wendy Karnes, Psychology
Sean Kelleher, Business
James Keville, Art
Donna Khalid, Environmental Science
Kathleen Khan, Real Estate
Arlene Kidakarn, Nursing
Michael Kinrade, Administration of Justice
Kumiko Kitagawa, Japanese
Gerry Koehler, Spanish
Stacy Komai, Kinesiology
Marlene Koven, Spanish
John Labiento, ESL NC
Kristen Leach, Nursing
Donald Lechman, English
Jessica Lee, Social Science
Yzamara Lepe
Elsie Linares, CAOT
Bernard Llantero, Nursing
Joan Lockwood, EMT
Steven Lockwood
Guillermo Lopez, Noncredit Math
Jose Lopez, Sociology
Jose Luna, Counseling
Todd Lychkoff, Art

Keichelle Lyons, Counseling	Humberto Ortiz, Mathematics
Jose Macias, Mathematics	Karen Ortiz
Aric Martin, Humanities and Fine Arts	Marilyn Paiva, ESL NC
Alondra Martinez de Murcia	Jalpa Parikh, Anthropology
Dr. Linda McGee, Psychology	Deana Perez, Counseling
Rodger McGinness, Business	Stefani Perez, Nursing
Yvonne Mendez, Vocational Education	Dorothy Phillips, Social Science
Sacramento Mendoza Ramos	Enggelberth Pineda, Nursing
Jessica Miller, English	Rachel Pittock, Kinesiology
Joseph Miller, Physics	Justin Principe, Nursing
Lauren Miller, Learning Skills	Justin Raines, Music
Max Molina	Susan Ramirez, Vocational Education/ESL
Yadhira Montoya, Counseling	Megan Ramos, Kinesiology
Patsy Morales-Gonzalez, Counseling	Cesar Reyes Torres, Basic Skills
Susan Morvaridi	Dr. Robert Richards, Sociology
Timothy Mount	Jeffrey Rigby, Anthropology
Jack Muncherian, Mathematics	Alexandra Roberts, Nursing
Alejandro Munoz, Geography	Pablo Roldan, Spanish
Dr. Marie Nagaya, Biology	Kiara Rolon, Counseling
Sewite Negash, Chemistry	Luz Rosales, Counseling
Chartese Nelson, Vocational Education	Triana Rosas, English
Richard Nelson, Life Science	Ramon Rubio, Science
Tony Newman, Child Development	Elizabeth Russell, Art
Bao Nguyen, Mathematics	Fariba Sadeghi-Tabrizi, Communication Studies
Chau Nguyen, Computer Technology	Jasmin Salais, Social Science
Zhijun Ni, Mathematics	
Tonna Nnabue, Nursing	
Dr. Norma Noguera, Mathematics	
JoNeen Ohlaker, Child Development	
William Ohm, Mathematics	
Linda Olmos	

Dina Salama, Social Science
 Ramsey Salem, Mathematics
 Nellie Sam, Mathematics
 Errol Sanborn, English
 Salvador Sanchez, Social Science
 Richard Santillan, Social Science
 Marco Santos
 Mariko Saso, Mathematics
 Samuel Sassoon, Counseling
 Samantha Schwartz, Anthropology
 Mark Shannon, Communication Studies
 Nicole Shawver, Basic Skills
 Imran Siddiqui, Philosophy
 Harvey Siegel, Administration of Justice
 Melissa Silva, Counseling
 Shenali Silva, Kinesiology
 Geoffrey Skarr, Kinesiology
 James Slama, English
 Diana Smith, Counseling
 Kevin Smith, History
 Lora Smith, Nursing
 Melissa Sorge Punnoose, Nursing
 Glenna Sowa, Science
 Christopher Stickland, History
 Daniel Strivewell, Math
 Milan Suzuki, Psychology

Parinaz Tehrani
 Maroudeen Thomaszadeh
 Sanubo Toeque, Chemistry
 Danny Tokusato, Humanities and Fine Arts
 Kathleen Tubridy, Nursing
 Cameron Turner, Counseling
 Dr. Theresa Ursic, History
 Fernando Valtierra
 Santos Vasquez, Art
 Angelica Vega, ESL NC
 Ryan Vlach
 Brian Wade, Life Science
 Konysha Wade, History
 Wendy Walsh, English
 Jontae Watkins, Psychology
 Brandon Watson, Kinesiology
 Rich Wong, Mathematics
 James Worley, Accounting
 Veronica Yanez-Diaz, Nursing
 Arianna Yates
 Florence Yates, Kinesiology
 Cesar Zalzalalah, Computer Science
 Lazaro V. Zamora, English
 Deborah Zipnick, Communication Studies
 Sean Zuvich, Kinesiology

Emeriti

Joshua Abarbanel, 2001-2021, Instructor of Art
 Clare F. Adams, 1993-1998, Dean, Academic Affairs

Dr. Michael Agopian 2002-2017, Associate Professor of
 Sociology

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

Nabeel Barakat, 1994-2023, Professor, Health and Kinesiology, Chairperson, Kinesiology

Wayne E. Bates, 1969-1994, Instructor of Earth Science

Edward R. Berger, 1970-1998, Professor of Mathematics

Richard F. Bernard, 1962-1979, Associate Professor of History; Assistant Dean, Student Personnel Services

Cassandra A. Betts, 1990-2017, Instructor, Child Development Department

Muriel R. Blatt, 1968-1989, Professor of English

Pamela A. Bleich, 1961-1989, Professor of Library Services

Samuel Bluefarb, Ph.D., 1958-1979, Associate Professor of English

Muriel E. Brewer, 1969-1976, Instructor 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

Katherine Campbell, 1996-2015, Chairperson, Humanities and Fine Arts, Professor of 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

Geneva F. Cates, 1963-1995, Professor of Business

Josephine A. Chapman, 1963-1995, Associate Professor of Physical Education

David Ching, 1994-2014, Dean, Student Services and Evening Operations

Ruth M. Clarke, 1960-1979, Professor of Nursing

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

Elizabeth Colocho, 2000-2021

Professor of Counseling

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, Academic Affairs

Karen Crummer, 1976-2013, Director, Child Development Center

Charles L. Davis, 1981-2018, Professor of Computer Information Systems

Ibtesam Dessouky, 2000-2016, Associate Professor of Library Science

Enid Diamond, 1963-1998, Professor of Mathematics

Patricia A. DiLeva, 1976-2008, Professor of Nursing and Physical Education, Health and Wellness

Leige Doffoney, 2009-2013, Dean, Academic Affairs

Reine B. Dorion, 1968-1992, Associate Professor of French

Stephen Downey, 1980-2003, Professor of Mathematics

Thomas A. Edelman, 1968-1995, Professor of Developmental Communications

Gerald Eliot, Ph.D., 1959-1985, Professor of Economics

Ellen Z. Erchul, Ph.D., 1957-1972, Professor of Sociology

Donald M. Faber, 1970-1995, Professor of Physical Education and Recreation

Sally Smith Fasteau 1983-2013, Professor, Special Education, Director, Learning Assistance Center

Joy P. Fisher, 1988-2021, Professor of Counseling; Chairperson, Counseling Division

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 of Nursing

Lawrence H. Frank, 1967-1994, Instructor of History

Beverly V. Fridley, 1968-2003, Professor of Psychology

Joan C. Fu, 1979 - 2012, Professor of Physics

Alice K. Fuerst, 1966-1981, Associate Professor of German and Spanish

Barbara T. Gallardo 1976 - 2011, Professor of Humanities, Philosophy and Anthropology

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

Calvin B. Garvin, 1986-1991, Dean, Instruction/Evening-Outreach

Harold W. Garvin, 1956-1979, Professor of Political Science

Michael Gegna, 1969-1991, Associate Professor of Theater Arts; Assistant Dean, 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

Alfonse Gobran, 1958-1985, Professor of Mathematics

Gary Gonzales 1989-2021, Professor, Counseling

Eugene N. Gottsdanker, 1957-1971, Professor of Geology

Paul Grady, 1987-2017, Professor, English as a Second Language; Director, Learning Assistance Center

Dr. Frank Ma, 1989-2023, Associate Professor, Mathematics

Mahlon S. Green, 1968-1986, Professor of Biology

Dennis Griffith

Frank Harris, 1984-1989, Professor of Automotive Technology

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

A. Leon Henry, 1989 - 2011, Instructor of Physical Education

Michael J. Hiscocks, 2000-2021, Instructor of Music

Wendy W. Hollis, 1983-2007, Nursing; Chairperson of Health Sciences Division

Delores Jones Hudson, 1995-2016, Professor of English

Charles R. Huff, 1958-2010, Professor of Mathematics and Astronomy

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

Allan Jacobson, 1977-1993, Professor of Developmental Communications

DeAnn Jennings, 1978-2008, Associate Professor of Art

Maritza Jimenez-Zeljak, 2000-2021, Instructor of Mathematics

Louise S. Johnson, Ph.D., 1957-1966, Associate Professor of Psychology

Harold E. Johnston, 1971-1986, Professor of Automotive Technology

Dr. Ellen Joiner 1996-2017, Professor, History

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

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

Lorenz Krueger 2015-2020, Instructor, Communication Studies

Deborah Larson, 2010-2020, Professor of Nursing

Bruce W. Lemon, 1972-2006, Professor of Sociology; Chairperson, Behavioral Sciences Division

Elsie Linares, 2007-2021, Associate Professor of Computer Applications Office Technologies

Ronald Linden, 2015-2020, Instructor, Art

Marian Locascio, 2004-2014, Librarian, Library Science

David L. Loftin, 1971-2002, Associate Professor of Psychology

Dr. William Loiterman, 1970-2017, Professor of Political Science and History

William W. Longstreth, 1966-1989, Professor of English

Dr. Frank Ma (1989 – 2022), Associate Professor of Mathematics

James R. Madden, 1966-1984, Professor of Business

Nina Malone 1999-2012, Dean, Student Life

Jean R. Marton, 1959-1983, Professor of Physical Education; Counselor

Samuel M. Mathews, Jr., 1970-1995, Professor of Mathematics

Jean M. McAlary, 1951-1976, Professor of Anthropology

Calvin C. McDaniel, 1953-1983, Professor of Chemistry

Lauren J. McKenzie, 1976-2013, Professor of Mathematics, Chairperson, Mathematics and Physical Sciences Division

Paul McLeod, 2016-2022, Professor, Journalism

Walter H. McMullen, Jr., 1964-1995, Professor of Business

Gary E. Miller 1968-2011, Professor of Economics

Carol J. Minami, 1976-2016, Instructor of Child Development

E. Norene Monroe, 1970-1982, Instructor of Nursing

Raymond L. Moore, 1966-1995, Associate Professor of German

Maria Elena Moreno, 1978-2011, Instructor of Child Development Center

Dr. Steven L. Morris 1989-2016, Professor, Physics and Astronomy

Vincent V. Mottola, 1969-1985, Professor of Physical Education; Assistant Dean, Student Affairs

Lorenz A. Mundstock, 1960-1995, Instructor of Philosophy

Albert Murphy, 1975-1982, Instructor of Air Conditioning and Refrigeration

Micaela Murillo, 2008-2021, Instructor of Counseling

Sachiye Nakano 1969-2002, Professor of Dance

Jeanne M. Nichols, 1960-1990, Professor of English

Rodney H. Oakes, 1972-2000, Associate Professor of Music

James P. O'Brien 1975-2001, Instructor of Physical Education

Dr. Nelly Rodriguez, 2017-2021, Associate Dean, STEM Pathways, Economic and, Workforce Development

David O'Shaughnessy 1997-2018, Instructor of Psychology

Reith Paine, 1967-1989, Professor of Mechanical Drafting and Engineering, Technology

David M. Palmquist, 1958-1980, Professor of Mathematics

Joyce E. Parker 1971-2017, Professor of Family and Consumer Studies

Abbie L. Patterson 2003-2015, Vice President, Student Services

Jane P. Pavlina, 1982 - 2011, Professor of Mathematics

Evelyn Portis, 1994-2007, Professor of Nursing; Director of Learning Assistance, Center; Coordinator, Distance Education Programs

Yvonne U. Pueblos, 1989-2021, Professor of Counseling

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, Admissions and Records

Daniel R. Remeta, 1964-1994, Associate Professor of Music

Dr. Melanie Patton Renfrew, 1997-2021, Associate Professor of Geography

Robert K. Richards, 2001 - 2011, Associate Dean, Academic Affairs

Bruce L. Ripley, 1968-1983, Instructor of Air Conditioning and Refrigeration

Luis M. Rosas, 1978-2015, Vice President, Academic Affairs, Associate Professor of Counseling

Kaye M. Sakai, 1973-1983, Librarian

B.H. Sampson, J.D., 1972-1982, Instructor of Business

Marilyn R. Sanacore 1973-2002, Professor of Nursing

Chesley T. Saunders, 1965-1983, Associate Professor of Physical Education

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 of Business Mgmt. & Marketing

Josephine M. Shepherd, 1963-1982, Professor of Nursing

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 2000-2013, Professor of Nursing

June Burlingame Smith, 1986-2011, Professor of 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

Joan M. Sorensen, 1970-1984, Associate Professor of Nursing

Jim Stanbery 1970-2017, Professor of Political Science

Dr. Mary K. Stanley, 1964-1988, Professor of Nursing, Assistant Dean, EOP&S

Susan L. Steele, 1999-2017, Counselor, Special Programs and Services

Carole K. Stevenson, 1993-2021, Director, Student Health Center

Dr. Thamizhchelvi Subramaniam, 2018-2023, Dean, Academic Affairs

Robert Suppelsa, 2015-2021, Vice President, Administrative Services

Craig D. Sutherland, 1995-2019, Instructor, Engineering and Mechanical Drafting

George F. Swade, Sr., 1974-2010, Athletic Director

Elizabeth M. Swanson, 1961-1982, Associate Professor of Physical Education

Sherrill Tabing, 1966-2003, Professor of Psychology

Vitalina C. Thiel, Ph.D., 1975-1989, Associate Professor of Spanish

William D. Timberlake 1966-2002, Associate Professor of Chemistry

Jack T. Thomas, 1966-1995, Professor of Biology and Physiology

Deborah Tull 1988-2014, Director, Disabled Student Programs and Services

Bobbi Villalobos, Ed.D., (2013-2021), Vice President, Academic Affairs

John Vosbigian, 1959-1993, Professor of Chemistry

Jack O. Wade, 1969-1983, Professor of English

Montague M. Wadey, 1950-1980, Professor of Biology; Counselor

Ann Warren, 1995-2023, Division Chairperson, Professor of English

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

R. David Weber, 1997-2005, Instructor of History and Economics

Don M. Weems, 1989-2010, Instructor of Physical Education

James J. White, 1967-2006, Professor of Physical Education

Patricia Wickers, 1993-2013, Professor of Nursing

J. Harrison Wilson, 1980-1995, Associate Professor of Music

Carol J. Wirth 1975-1989, Associate Professor of Counseling Services

Mark D. Wood 1980-2013, Chairperson, Humanities and Fine Arts

Laurel Woodley, 1986-2004, Professor of Biology

Robert G. Wrenn, 1956-1995, Division Chairperson, Professor of Business

Barbara R. Wright, Ed.D., 1959-1981, Professor of Nursing

Dr. Susan E. Yoder, 1995-2019, Professor of Biological Science

Bradley J. Young, 2000-2017, Division Chairperson, Social Sciences

William M. Young, 1968-1986, Associate Professor of Physical Education

John Zoeger, 1970-1984, Associate Professor of Biology

Jo Rae T. Zuckerman, 1964-1999, Professor of Psychology; International Student Advisor

In Memoriam

Claudius A.V. Aklamakpe, 1969-1992, Assistant Professor of Anthropology*

Nathan M. Banks, 1959-1982, Professor of Physics*

Sydell L. Baral, 1965-1995, Professor of Speech and Speech Pathology*

Camille L. Baxter, 1955-1976, Professor; Library Coordinator*

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*

Mary P. Borell 2000-2007, Instructor of English*

Dr. Charles Bossler, 1983-2006, Dean, Student Services*

Thomas L. Bottone, 1970-2006, Professor of Speech*

Dr. Bonnie Burstein, 2016-2019, Clinical Training Director and Counselor, Life Skills Center*

Albert J. Campbell, 1970-1983, Associate Professor of Business*

Elisabeth R. Campbell, 1981-2000, Chairperson, Library Division; Professor of Library, Services*

Donald V. Carlucci, 1965-1987, Professor of Physical Education*

John Cassone, 1959-1994, Associate Professor of Art*

Marjorie H. Chandler, 1970-1985, Professor of Theater*

Joseph F. Chartier, 1958-1982, Instructor of Automotive Technology*

Dorothy Clayton 1976-2003, Professor of Education and Developmental Communications*

Kermit Dale, 1967-1974, Dean, 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, Instruction*

David H. Dingilian, Litt.D., 1955-1972, Professor of Education Psychology, Counselor*

Robert W. Dunn, 1954-1985, Professor of Political Science and History*

Benita "Bonnie" Easley, 1987-2010, Professor of History; Director of Learning Assistance, Center; Coordinator, Distance Education Programs; Foundation Director, LAHC Foundation*

Marjorie S. Edelen 1979-2004, Associate Professor of English; Director, Learning Assistance Center; Coordinator, Distance Education Programs*

Helen Edwards, Ed. D. 1977-2006, Professor of Reading*

Patricia M. Elmore, 1970-1989, Associate Professor of Afro-American Studies*

Julian Enguidanos, 1960-1987, Assistant Professor of Spanish*

F. Fallon Evans, 1988-1992, Instructor of English*

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*

William V. Gamzon, 1958-1981, Professor of Mathematics*

Max D. Garten, 1965-1995, Professor of Political Science and History*

Dora F. Gaut, 1968-1987, Instructor of Nursing*

Sally O'Dell Gay, 1962-1981, Associate Professor of Nursing; Assistant Dean, Instruction*

Leonard Glover, 1976-2014, Professor of Electronics*

Sally Gogin, 1989-2004, Associate Professor of Library Services*

William L. Gram, 1966-1995, Professor of History*

Victor D. Grassian 1971-2006, Professor of Philosophy*

Brenda Guertin, 1989-2012, Professor of Counseling*

Robert J. Hanson, 1970-1986, Professor of Business*

Stephen P. Harshfield, 1972-1986, Professor of Psychology; Counselor with Disabled*

J. Rayburn Hatfield, 1949-1969, Dean, Educational Services*

Elisabeth A. Heisch, 1965-1974, Associate Professor of English*

Steve Hirsch, 1984-2014, Associate Professor of Counseling and Psychology; EOP&S*

William R. Hughes, 1959-1984, Instructor of English*

Norman Jacot, 1956-1975, Professor of Physical Education*

Armine Janeves, 1949-1971, Professor of Business*

Harold H. Jones, 1949-1965, Division Chairperson, Humanities and Fine Arts*

Maryann D. Jones, Ed.D., 1970-1976, Associate Professor, Counselor*

Norman J. Kettering, 1949-1972, Professor of Science*

Maurine L. LaCaff, Ed.D., 1954-1970, Instructor of Humanities*

Sylvia S. Lamont, 1964-1995, Associate Professor of Library Services*

Roberta Lindberg, 1958-1968, Division Chairperson or Nursing and Home Economics*

Biserka V. Livesay, 1966-1994, Professor of Humanities and Fine Arts*

Ramon M. Mann, 1968-1995, Professor of Counseling Services*

Carmen L. Marinella, 1959-1981, Professor of Business*

Dr. Elliott J. Mason, Jr. 1973-2020, Assistant Professor of Counseling*

J. Quentin Mason, Ph.D., 1978-1986, Vice President, Administration*

Jay D. McCafferty 1982-2019, Associate Professor of Art*

Regina E. McClain, 1949-1984, Professor of Office Administration*

William H. McMasters, 1952-1969, Assistant Dean, Admissions and Guidance*

Susan Welsh McMurray 1997-2017, Associate Professor of English*

Bobbie W. McTee, 1968-1995, Professor of Physical Education*

Kenneth B. Miller, 1977-2009, Instructor of Music*

Eunice L. Moorefield, Ph.D., 1950-1968, Associate Professor of French*

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*

Nance O'Neill, 1964-1972, Associate Professor of Library Sciences*

Richard G. Parker, 1959-1983, Professor of Humanities*

Miriam H. Pearce, 1964-1983, Professor of Nursing*

Reuben G. Plaskoff, 1959-1980, Associate Professor of Speech, Drama*

George Potter, 1971-1986, Professor of Business*

Doris M. Ray 1960-2001, Professor of Anatomy, Microbiology and Biology*

Martin Reiter, 1963-1983, Professor of Geology*

Floyd M. Rhea, 1958-1985, Division Chairperson, Physical Education*

Don J. Rogan, 1950-1975, Associate Professor of History*

Sydney Ruffner, Ph.D., 1949-1972, Associate Professor of Spanish*

Janice H. Sandell, 1970 - 2011, Professor of Sociology*

Stanley C. Sandell, Jr. 1974-2018, Professor of Business Law*

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*

Russell L. Sawyer, 1971-1982, Instructor of Business*

Lou Schreiber, 1967-1999, Assistant Professor of Psychology*

Beverly W. Shue, 1964-2007, Professor of Microbiology*

Jack E. Smith, Ed.D., 1974-1984, Professor of Economics, Vice President, Academic Affairs*

Francis Sonico, Jr., 1969-1998, Associate Professor of Computer Technology*

Robert S. Standen, 1995-1997, Vice President, Academic Affairs*

Rosalyn S. Stern, 1980-1995, Professor of French*

George B.T. Sturr, L.L.B., 1970-1984, Instructor of History*

Robert Tabing, 1964-1979, Professor of Physical Education, Instructor-Advisor*

Thelma V. Taylor, 1949-1968, Library Coordinator*

Shirley K. Tendick, 1966-1999, Professor of Chemistry*

Herbert A. Thomas, 1958-1977, Professor of Botany*

Annemarie Townner, 1964-1970, Assistant Professor of English*

Patricia I. Wainwright, 1978-1995, Vice President, 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 Chairperson, Social Science*

John Warstler 1984-2007, Instructor of Computer Information Systems*

Karl R. Weber, 1956-1974, Professor of Business*

Doris Webster, 1979-2016, Professor of Nursing*

Lawrence C. Welch, Ph.D., 1949-1970, Professor of Philosophy*

Gordon A. Wells, 1962-1995, Professor of Physical Education*

John K. Whelan, 1960-1978, Professor of Journalism*

Kenneth R. Williams, 1950-1977, Dean, Educational Services*

Lawrence J. Wong, 1976-1999, Assistant Professor of Music*

Selwyn W. Yancy, 1949-1974, Division Chairperson, Physical Education*

Henry P. Zbojniewicz, 1971-1995, Assistant Professor of Counseling Services*

Nicholas Zorotovich, 1949-1970, Division Chairperson, Social Sciences*

Classified Staff

Manuel Aguillon, Accounting Technician	Kelly Gentry, Custodian
Arif Ahmed, Administrative Analyst	Lucia Godoy-Valle, Accountant
Miriam Alvarado, Senior Administrative Assistant	Gabriela Gonzalez, Financial Aid Technician
Raymond Alvarado, Registration Assistant	Kalvin Gooden, Custodian
Anthony Alvarez, Stock Control Assistant	Kayla Gooden, Registration Assistant
Trini Alvarez, Student Services Specialist	Robert Gordon, Event Assistant
Felipe Amezcua-Cerda, Event Assistant	Robert Griffith, Custodian
Albert Askew, Stock Control Supervisor	Diane Guerrero, Financial Aid Technician
Joseph Ayala, Gardener	Ruby Guerrero, Registrar
Evelyn Baltazar, Child Develop. Center Food Services Aide	Melissa Hammonds, Admissions & Records Evaluation Tech
Michelle Barreau, Financial Aid Technician	Shawn Harris, Custodian
Brian Beaubien, Lead Gardener	Adonis Hernandez, Student Support Services Representative
Ricky Benjamin, Custodian	Roxana Hernandez, Administrative Assistant
Susan Bernardino, Accountant	Rigoberto Huerta, Accounting Assistant
Cheryl Betancourt, Admissions & Records Evaluation Tech	Scot Jenson, Heating & Air Conditioning Technician
Lori Bohun-Chudyniv, Life Sciences Lab Technician	Bryon Jones, Custodian
Chardaynae Brame, Custodian	Brenda Juarez, Event Assistant
Rene Brena-Cuadroz, Gardener	Justin Kinnear, Administrative Operations Technician
Nadine Bueno, Administrative Assistant	Maha Kozman, Child Develop. Center Food Services Aide
Tonnesha Burns, Custodian	Andy Labrune, Senior Office Assistant
Luis Cabrera, SFP-Program Specialist	Joan Lang, Research Analyst
William Cartagena, Patient Care Simulation Technician	Carmen Lara-Rosas, Registration Assistant
Aloha Castillo, Senior Office Assistant	Traci Liley, Library Technician
Carlos Castillo, Gardener	David Lucien, Electronics Technician
Pio Castillo, Senior Human Resources Technician	Victor Lujan, Custodian
Maria Chavez, Financial Aid Technician	Jose Luna, Student Services Assistant
Jessica Chen, Admissions & Records Assistant	Sylvia Luna, Instructional Assistant - Nursing
Luna Chen, Registration Assistant	Reginald Manley, Custodian
Rene Chinchilla, Plumber	Joann Mardesich, Supervising Accounting Technician
Josemari Chua, Secretary	Timothy Mariner, Data Management Support Assistant
Aimee Cisneros, Admissions & Records Assistant	Alfredo Martinez, Chemistry Lab Technician
Robert Cobb, Custodian	Catalina Martinez, Administrative Assistant
Dionne Cook, Accounting Assistant	James Mason, Event Assistant
Darin Costa, College Event And Venue Technician	Jerry McClellan, Web Designer
Christina Couroux, Life Sciences Lab Technician	Christol McDonald, Athletic Trainer
Timothy Davis, Instructional Asst, Assistive Technology	Patrick McNeal, Phys Educa/Athletics Facil Asst(M)
Carlos Diaz, Custodian	Maria Medina, Custodian
Maria (Saray) Diaz, Secretary	Tiffany Min, Administrative Analyst
Daniel Dumas, Custodial Supervisor	Thomas Moore, Painter
Ruben Duron, Event Assistant	Johel Moran, General Foreman
Anthony Echevarria, Maintenance Assistant	Jose Moreno, Electrician
Carlos Echevarria, Event Assistant	Juan Munoz, Custodian
Marquis Edwards, Custodian	Nadine Muro, Instructional Assistant - Mathematics
Jacinto Espinoza, Event Assistant	Anthony Nazareno, Secretary
Rhea Estoya, Research Analyst	Alex Nelson, Director Of College Facilities
Denise Faamasino, Library Technician	Brian Nguyen, Payroll Assistant
Tiffany Faulkner, Accounting Technician	My Nguyen, Technology Services Specialist
Leslie Fernandez, College Store Manager	Jesse Nunez-Garcia, Registration Assistant
Leslie Fernandez, Senior Administrative Assistant	Natalia Orellana-Sanchez, Cashier
Lisa Fierro, Phys Educa/Athletics Facil Asst(F)	Marco Ortega, Senior Accounting Technician
Sylvia Files, Executive Assistant (Confidential)	William Ortiz, Cashier
Steven Gajic, Maintenance Assistant	Mohammad Osmani, Student Support Services Representative
Salvador Gallegos, Stock Control Assistant	

Albert Palmer, Custodian
 Yvette Parra, Secretary
 Cecilia Penaflor, College Store Assistant
 Ludwig Perez, Financial Aid Manager
 Sarah Peroni, Graphic Designer
 Ty Pierce, Student Support Services Representative
 Justin Raines, Instructional Assistant - Music
 Lisa Rainwater, Admissions & Records Assistant
 Liliana Ramirez, Special Services Assistant
 Michael Revilla, Custodian
 Edgar Reyes, Carpenter
 Adriana Rivera, Financial Aid Technician
 Kenneth Roberts, Lead Support Services Assistant
 Esperanza Robledo, Community Services Aide
 Andres Rosales, Secretary
 Arthur Ruelas, Locksmith
 John Salazar, Custodian
 Kimberly Sanchez, Procurement Technician
 Leah Sanchez, Office Assistant
 Reagan Severin, Vice President, Administrative Services
 Matthew Sguigna, Admissions & Records Assistant
 Nicole Shawver, Instructional Assistant - Language Arts
 Anthony Sigala, Human Resources Assistant
 Shenali Silva, Athletic Trainer
 Devin Simmons, Custodian
 Emelyn Solis, SFP-Program Technician
 Iliana Soriano, Student Support Services Representative
 Parinaz Tehrani, Admissions & Records Assistant
 Jesus Tenorio, Maintenance Assistant
 Phuc Thai, Supervising Technology Svcs. Specialist
 Sepanta Vakili, Registration Assistant
 Marina Vargas, Admissions & Records Evaluation Tech
 Joshua Velez, Custodial Supervisor
 Esther Villanueva, Financial Aid Supervisor
 Caesar Vindiola, Custodian
 Marcia Webb, Procurement Specialist
 Derrick Williams, Operations Manager
 Alyssa Zaragoza, Registration Assistant
 Anthony Zaragoza, Senior Office Assistant

Angeles Zesati, SFP-Program Specialist
 Jason Zhu, College Financial Administrator

Los Angeles Harbor College Administration

Dr. Luis Dorado, President
 USMC; B.A. Polytechnic University – Pomona; M.P.A.,
 University of La Verne; Ed.D., University of Southern
 California
 SSA 216, 310-233-4010 / doradol@lahc.edu

Juan Baez, Vice President of Academic Affairs
 B.A., California State University, Dominguez Hills; M.A.,
 California State University, Los Angeles
 SSA 218A, 310-233-4028 / baezj2@lahc.edu

Dr. Alexandra Duran, Vice President of Economic Workforce
 Development
 A.A., Butte College; B.A., California State University,
 Chico; M.A., National University; Ed.D. Abilene
 Christian University
 TECH 201, 310-233-4000 / duranac@lahc.edu

Dr. Sorangel Hernandez, Vice President of Student Services
 A.A., East Los Angeles College; B.A., University of
 California, Irvine; M.P.P., Ed.D., University of
 Southern California

SSA 203, 310-233-4032 / hernansp@laccd.edu

Dr. Reagan Romali, Vice President of Administrative Services
B.A. English, Rutgers University; M.B.A., University of San
Diego; Ph.D. Education, Walden University
SSA 209, 310-233-4051 / romalir@lahc.edu

Dr. Daniel Keller, Dean of Academic Affairs
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Oklahoma; D.M.A, University of Southern California
SSA 218B, 310-233-4025 / kellerdb@lahc.edu

Priscilla Lopez, Dean of Academic Affairs
B.S., California State University Fresno; M.B.A., California
State University, Long Beach
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Dr. Dawn Reid, Dean of Student Services
B.A., University of California, Irvine; M.S., California State
University, Dominguez Hills; Ed.D., California State
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Sandra Sanchez, Dean of Economic Workforce Development

B.S., California State University, Long Beach; M.B.A.,
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Tiffany Sergio, Dean of Student Services
B.A., California State University, Long Beach; M.A.
California State University, Long Beach
SSA 144, 310-233-4208 / sergiot@lahc.edu

Mercy Yanez, Dean of Student Services
B.A. California State University, Northridge; M.A., Loyola
Marymount University
TECH 118, 310-233-4342 / yanezm@lahc.edu

Selected Office Directory (Also see the online [Directory](#).)

- From off campus, dial "1," then area code, prefix, and four digits: 1 (310) 233-####.
- Between on-campus phones, dial the prefix and four digits: 233-####.
- From on-campus to off-campus, dial 9-1, and the area code, prefix, and four digits: 9-1 (###) ###-####.
- **For emergencies, contact the Sheriff's Office: (310) 233-4600, PE/W Building.**

Office	Phone	Building* and Room
Admissions and Records	4090	SSA Lobby
Adult and Community Education	4450	T 204
Art Gallery	4411	FA 100
Asian Pacific American Student Services (APASS)	4313	GC 104
Associated Students Organization (ASO)	4541	SU 212
Athletics	4140	PE/W
Biology Lab	4553	SCC 213

Office	Phone	Building* and Room
Bookstore	4170	SU Lobby
Business Office / Cashier	4096	SU 127
CAFYES	4265	SSA 207
California Work Opportunities and Responsibilities to Kids (CalWorks)	4049	CDC 152-2
Canvas Support	(242) 367-1604	LACCD
CARE	4265	SSA 207
Career and Job Placement Center	4163	SSA 135
Challenging Athletes Minds for Personal Success (CHAMPS)	4140	PE/W 158
Child Development Center	4205	CDC
Compliance Office	(213) 891-2000, x2315	LACCD
Communications Division	4252	NEA 297R
Counseling	4230	SSA 103
Disabled Special Programs and Services	4629	T 118
Dream Resource Center	4539	GC 105
Dual Enrollment Office	4288	SSA 115
Economic and Workforce Development	4042	SSA 239
Extended Opportunity Programs and Services (EOP&S)	4265	SSA 207
Financial Aid	4320	SSA 107
Foster and Kinship Care Education	4406	T 215
Foundation Office	4339	SSA 115
Harbor Advantage / Promise	4484	SSA 114
Health Center (Nurse)	4020 or 4021	T 115
Health Science and Nursing Division	4262	NU
Health Sciences Lab	4360	NU 148
Help Desk	4484	SSA 114
Honors Program	4038	SSA 130
Humanities and Fine Arts Division	4425	TDS 103
Information Technology	(844) 695-2223	LACCD
Instructional Programs (Academic Affairs)	4020	SSA 218

Office	Phone	Building* and Room
International Student Program	4111	SSA 115
Kinesiology, Health and Wellness Division	4351	PE/W 147
Library	4478	LLRC
Life Skills Center	4586	T 111
Lost and Found (Sheriff's Office)	4618	PE/W
Math and Technology Division	4502	NEA 293R
Math Lab	4498	LLRC 103
Music Lab	4429	MU 150
Nursing / Health Sciences	4368	NU 148
Nursing Lab	4360	NU 148
Outreach and Recruitment	4330	SSA 133
Pride Center	4349	GC 106
Professional Services and Psychology Division		
Puente	4246	NEA 251
Seahawk Essentials (formerly Basic Needs)	4057	T 215
Science Division	4511	SCC 259
Sheriff's Office	4600	PE/W
Social Science Division	4065	NEA 189R
Student Activities	4594	SU 203
Student Services	4030	SSA 203
Title IX Coordinator	(213) 891-2315	LACCD
Transfer Center	4282	SSA 105
Trio	4537	T 118
Tutoring/Learning Resource Center	4149	LLRC 103
Umoja	4348	GC 108
Veteran's Center	4093	GC 107
Welcome Center	4078	SSA 118

*Abbreviation	Building Name
CDC	Child Development Center
FA	Fine Arts Building
GC	General Classroom Building
LACCD	Los Angeles Community College District Office (770 Wilshire Blvd., Los Angeles)
LLRC	Library and Learning Resource Center
MU	Music Building
NEA	Northeast Academic Hall
NU	Nursing Building
PE/W	Physical Education/Wellness
SCC	Science Building
SSA	Student Services and Administration
SU	Student Union
T	Technology Building
TDS	Theater, Drama, and Speech

Emergency Response Quick Guide

IN CASE OF EMERGENCY, **PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE OR**
DIAL 310-233-4600 FROM A CELL OR OFFICE PHONE

The college is concerned about your safety in case of an emergency. In case of an emergency, remember these key points:

- Secure yourself
- Assess the situation
- Forward information
- Follow the campus Emergency Plan

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

BOMB THREATS

Bomb threats are usually received by telephone. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible. (Board Rule 9803.24)

Call the Sheriff's Department ext. 4600 (from your mobile phone dial 310.233.4600) or use the SAFE APP. Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and time when you received the call. Inform your supervisor, instructor, and/or department head.

EARTHQUAKE

In the event of an earthquake, **stay calm.**

If inside:

- Stay inside.

- IMMEDIATELY get away from windows and large objects that may topple; DROP, COVER, and HOLD ON.
- DROP to the ground.
- COVER by getting under a sturdy desk or table (protect your head and neck with your arms), and
- HOLD ON to it until the shaking stops. If outside:
- Stay outside.
- Go to your designated evacuation area on campus, away from buildings, trees, and power lines.

ELEVATOR ENTRAPMENT

If you become trapped in an elevator, remain calm.

- Press the call button) (panel button with telephone receive icon) to automatically connect with the College Sheriff.
- Press the red emergency button 🔔 (Red panel button with a bell icon) to activate the audible elevator alarm system which automatically notifies College Sheriff.
- You may also use your mobile phone to directly call the College Sheriff, 310.233.4600.
- Wait for qualified personnel to respond and assist. DO NOT ATTEMPT TO STEP OFF THE ELEVATOR unless specifically instructed to do so.

FIRE/SMOKE

If you detect fire or smoke

- Immediately activate the nearest fire alarm pull station.
- DO NOT use the elevators, they may not be functioning. Use the stairs if necessary.
- Call the College Sheriff and notify them of the location of the fire.
 - If you hear a fire alarm, immediately EVACUATE the area.
 - Turn off all equipment and close doors as you leave.
 - Proceed to the nearest Exit and to your designated "Evacuation Area"
- 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.

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).
- **Remain calm and await further instructions.**

MEDICAL EMERGENCY

- Call the College Sheriff if the injury is life threatening and calmly provide detailed information to the Sheriff's Office.
- Stay on the line to answer any questions.
- Comfort the injured person by talking to them until help arrives.

SUSPICIOUS OBJECT OR PACKAGE

In the event a suspicious object or potential bomb is observed on campus, do not handle the object. Immediately clear the area and call the College Sheriff's Office at ext. 4600 (from your mobile phone dial 310.233.4600).

Glossary

Academic Probation

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal

Previously recorded substandard academic performance, which is not reflective of the student's demonstrated ability, is removed from a student's academic record for the purpose of computing the grade point average.

Accredited institution

A postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.
E.C. 66721. Title 5, C.C.R., 53406, 55000, 55022

Add Permission Code

The student may be issued a permission code to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permission Code is processed by Admissions and Records before the published deadline.

Admissions and Records

The office staff that admits students and certifies record of college work; also provides legal statistical data for the college.

Administration

Officials of the college who direct and supervise the activities of the institution.

Advisory

A class or skill you are advised to have, but not required to have, prior to enrolling in the target course.

Application for Admission

A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a permit to register issued.

Articulation

An agreement with another institution which certifies that courses will be accepted for credit upon transfer.

ASO

Organization to which all enrolled students are eligible to join called the Associated Student Organization.

Associate Degree (AA or AS)

A degree (Associate in Arts or Associate in Science) granted by a community college, which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 semester units.

Associate Degree for Transfer (AA-T or AS-T)

A degree (Associate in Arts for Transfer, AA-T or Associate in Science for Transfer, AS-T) granted which recognizes a student's satisfactory completion of an organized program of study and completion of the

required general education for transfer (Cal-GETC), totaling 60 transferable units. This degree is specific to the California Community Colleges and is designed to streamline and facilitate transfer admission to the CSU.

Bachelor's Degree (BA or BS)

A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career And Academic Pathways (CAPs)

A pathway is a collection of programs of study and support services that enable a student to satisfy graduation, transfer, and employment requirements as well as earn industry-recognized credentials.

Certificate of Achievement

A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 12 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of Achievement.

Certificate of Competency

A noncredit certificate confirming that a student enrolled in a noncredit educational program of noncredit courses and has demonstrated achievement of a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certificate of Completion

A document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

Class Number

A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes along with the scheduled time and place of the class meeting.

Concurrent or Dual Enrollment

Enrollment in one or more college classes while attending high school, or another educational institution. Also, enrollment in two or more classes during the same semester.

Continuous Attendance

No more than one semester absence within a school year, excluding Summer Sessions and Winter Intercession. Students granted a "military withdrawal" under the provisions of AP 4100, will be considered to be in "continuous attendance" for their required period of military service.

Corequisite

A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

Counseling

Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course

A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: ACCTG 001.

Course Descriptions

Also found in the following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line.

Course Title

A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

Credit by Exam

Course or unit credit granted for demonstrated proficiency through testing.

Credit for Prior Learning (CPL)

College credit awarded for validate college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as military training, industry training, state/federal government training, apprenticeships, internships, work-based learning, or other industry-based experiential learning, validated volunteer and civic activities (e.g. Peace Corps).

CSU

This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

Discipline

A discipline is a field of study or academic area in which courses are offered and faculty are qualified to teach. Each discipline has its minimum qualifications that faculty must meet to be eligible to teach in that area.

Dismissal

A student on academic or progress probation may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Full-time student

A student enrolled in twelve (12) or more graded units in the qualifying semester.

Graded Units

Courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No-Pass," and "Incomplete" will not be counted in meeting the unit requirement for the Dean's or President's Honors List.

NDA

A course that is designated as NDA is a non-degree applicable course. These types of classes do not count towards the requirements for an associate degree and are not transferrable.

NGG

Classes designated as No Grade Given will be assigned an asterisk (*) on the transcript.

Part-time student

A student enrolled in less than twelve (12) graded units in the qualifying semester.

Placement Level

The outcome from the placement process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses.

Prerequisite

A class or skill a student must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

Qualifying semester

The semester for which the student is considered for the Dean's Honors List.

Skills Certificate

A program designed for those students who have limited time or wish to prepare for a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Skills Certificates are limited to 15 or fewer semester units. The courses that make up the Skills Certificate often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

RPT

This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

Target Course

Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course.

UC

This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

University of California Transfer Pathway (UCTP)

A single set of courses you can take to prepare for your major on any of the nine undergraduate UC campuses.