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General Catalog

2013-2015 EAST LOS ANGELES COLLEGE

COVER art

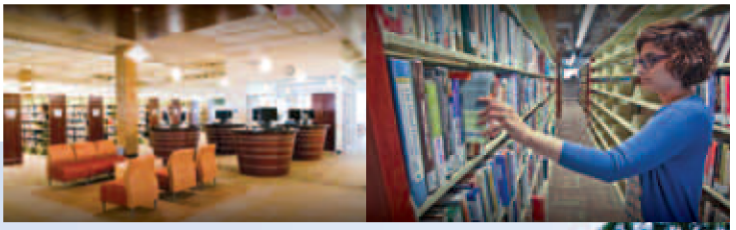
MANUEL LOPEZ

***Such Flowery Phraseology*, 2012**

Acrylic and oil on canvas 48″ × 60″

Manuel Lopez (b. 1983, East Los Angeles, California) attended East Los Angeles College and later transferred to the School of the Art Institute of Chicago (SAIC) where he earned his BFA in 2010. Relying on interest, observation, memory, materiality, touch, and presence to evoke a feeling of familiarity, the focus of his earlier work, mainly oils and acrylics, has been the surroundings of East Los Angeles. The painting *Such Flowery Phraseology* was first displayed in the 2012 Juried Student Art Exhibition at the Vincent Price Art Museum at ELAC. His work has been exhibited in Los Angeles and Chicago.

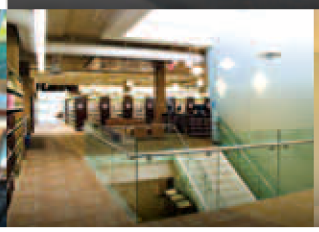
Helen Miller Bailey LIBRARY

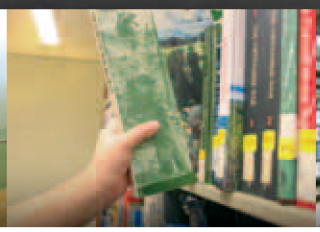


The newly-renovated, 56,241 square feet Helen Miller Bailey Library at East Los Angeles College opened its doors on August 27, 2012. The library construction project began in December 2009 to renovate and to expand the building by 10,481 square feet with a design more conducive to studying in the upgraded facility.

The library is equipped with modern technology with 240 virtual computers. The library also has a RFID system to circulate materials using RFID technology and has installed a self check-out station, the first of its kind in the Los Angeles Community College District Libraries. The library provides 25 study rooms for collaborative group study and has two smart classrooms for library instruction.

Visit the library to enjoy the modern facility, do assignments, get help with research, access databases, check out books and read reserve materials. The librarians and staff are here to help you.





EAST LOS ANGELES COLLEGE
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
323.265.8650

ELAC SOUTH GATE EDUCATIONAL CENTER
2340 Firestone Blvd.
South Gate, CA 90280
323.357.6200

Welcome to East Los Angeles College

Dear ELAC Students,

This is an exciting time for East Los Angeles College and we are pleased that you have decided to make ELAC the next step on your educational pathway!

ELAC has been serving the Monterey Park community since 1945. We enroll more than 35,000 students every semester and offer a full array of career and transfer-oriented courses and programs that range from Administration of Justice and Automotive Technology to Chicana/o Studies and Chemistry.

As you walk around the campus, you will see that the new library and the Business, Social Sciences and Humanities building were recently completed. In addition, several new complexes – which will house our English, Foreign Languages, Chicana/o Studies, Math, Communication Studies, Noncredit, Life Sciences, and Chemistry departments, as well as the honors program, Learning Assistance Center, cafeteria, bookstore, and Associated Student Union – are under construction. These buildings are designed to provide students with access to the latest technology and equipment that will support them in their studies and prepare them for university programs and careers.

"You have made a great decision to enroll at East LA College. You will find that we mean it when we say, 'Start at ELAC… Go anywhere.'"

Be sure to look into the specialized programs offered by the college to help you achieve your goals. The "First Year Completion" program allows eligible new students to enroll full-time at the college, complete most or all of their math and English classes in one year, and begin enrolling in the general education and career classes that fulfill their major requirements. Our STEM/MESA program, for Science, Technology, Engineering, and Mathematics majors, offers mentoring and research opportunities to students interested in these fields of study. Our Veterans Center assists returning veterans in selecting the programs of study that help them transition to the academic paths and careers that their experience and service warrant.

You will find that the faculty at ELAC are fully committed to you and your success. In the classroom are knowledgeable and versatile instructors who will excite your interest in a wide range of Subjects. In the counseling offices are experts whose familiarity with the requirements for degree and certificate attainment and transfer will guide you in meeting your goals. and outside the classroom you will be able to join fellow students engaged in dozens of clubs, sports, and activities that enhance the learning experience.

You have made a great decision to enroll at East LA College. You will find that we mean it when we say, "Start at ELAC… Go anywhere."

Cordially,

Marvin Martinez
President, East Los Angeles College

EAST LOS ANGELES COLLEGE

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

ACCREDITATION

East Los Angeles College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial, Ste. 204, Novato, CA 94949, (415) 506-0234, accjc@accjc.org, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

DISCLAIMER

Throughout this catalog, and any other East Los Angeles College publications that list courses in East Los Angeles College's academic programs, use of trademark product names in course titles and descriptions does not imply sponsorship or endorsement of those products by East Los Angeles College or the Los Angeles Community College District.

This information and instructional materials are available in alternative formats (Braille, large print, e-text, etc). for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

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How to Use this Catalog

INFORMATION SECTION

Following General Information at the beginning, this section is divided into additional information sections which are described below.

ADMISSION AND MATRICULATION - REGISTRATION INFORMATION

This contains information on the admission process, residency requirements, International Student admissions, matriculation, student fees, and enrollment policies, auditing classes, and adding and dropping classes.

STUDENT INFORMATION

This contains information on College and District regulations regarding student rights and responsibilities, discipline procedures, student grievance procedures, financial aid policies, and satisfactory academic progress by students.

STUDENT SERVICES

This contains information on the different services which are available for students. It includes office location and phone numbers where students can obtain more information.

SCHOLASTIC POLICIES

This contains information on attendance policies, prerequisites and corequisites, grading policies, scholastic awards, grade changes, repetition of courses, and credit by examination.

GRADUATION AND TRANSFER REQUIREMENTS

This section gives the procedures for students to apply for graduation and transfer, the requirements for graduation and transfer, and options for courses which must be taken to qualify for graduation and transfer.

DEPARTMENTAL LISTINGS

Course names and abbreviations are listed on page 79.

Departmental listings start on page 81 of this catalog. All listings generally follow the same format, which includes:

1. Department name, office and phone number of the chairperson
2. SubjectS - Academic/Vocational areas covered by courses in the department
3. Faculty - Full-time and Adjunct
4. Educational Programs - Summary of Skills Certificates, Certificates of Achievement, Associate Degrees, and Transfer Curriculum offered by the department
5. Skills Certificate program details
6. Certificate of Achievement program details
7. Associate Degree Program details
8. Course descriptions - listed by Subject

APPENDIX

This section lists faculty of the college with the date of their first appointment, title, and degrees along with the institutions conferring the degrees.

This section also contains a listing of emeriti faculty, a glossary, and an index.

General Information

HISTORY

CAMPUS FOUNDED

East Los Angeles Junior College was established in June 1945 by the Los Angeles City Board of Education. The College opened its doors for the fall 1945 semester in September in a wing of Garfield High School boasting 19 faculty members and 117 students, many of whom were World War II veterans.

The College quickly outgrew the borrowed high school facilities. In 1947, the Board of Education was able to purchase 82 acres of agricultural land in what was then East Los Angeles, thanks to funding from a bond issue. Two years later in January 1949, classes began at the College's present location in wooden bungalows moved to the campus from the Santa Ana Army Base. More than 1700 students enrolled that year.

An evening program that began in 1947 was expanded and offered at many locations. By 1954, the popular program offered classes at 25 different locations. The Civic Center program alone enrolled over 1,900 students that year.

In 1948 a name change was proposed. Angeles Bella Vista College, Ramona Hills College and Hillview College were considered. The following year "Junior" was dropped and the name East Los Angeles College (ELAC) was firmly established.

Permanent buildings were constructed to accommodate growing enrollment. In 1951 the stadium and auditorium were built. More classrooms, an administration building, a library, a planetarium, men's and women's gyms, a swim stadium, a theater, and an art gallery followed.

COMMUNITY SUPPORT AND ENROLLMENT GROWTH

Today's Vincent Price Art Museum began with a gift from Vincent Price —noted actor and art collector—who donated 90 pieces from his collection to establish the first "teaching art collection" in 1957. Over the years, the collection has grown to more than 8,000 pieces including works on paper, paintings and three-dimensional art work. This collection provides an extraordinary and unique resource for students to see original art firsthand to reinforce lectures in Art History and art appreciation.

During the 1960s and 1970s, buildings were added to campus to house the nursing program, a new library and later the automobile technology center. Many of the original bungalows were still used as classrooms until 2007 when they were finally demolished to make way for new campus structures.

In 1969 the California State Legislature clearly defined higher education in the state and designated the (then) eight community colleges of the Los Angeles Unified School District as the Los Angeles Community College District (LACCD). A seven-member Board of Trustees was elected to govern the new district. Today, the ELAC service area, home to more than 1.5 million people, includes the communities of Alhambra, Bell, Bell Gardens, City of Commerce, Cudahy, East Los Angeles, Huntington Park, Los Angeles, Maywood, Montebello, Monterey Park, Rosemead, San Gabriel, South San Gabriel, South Gate and Vernon.

In 1972 the City of Monterey Park annexed the College and surrounding neighborhood, officially changing the main campus address. ELAC began growing, adding faculty members, programs and classes as demand for higher education increased.

During the 1984 Olympic Summer Games, ELAC hosted swimming and field hockey events, welcoming thousands of spectators to campus and increasing the international visibility of the College. Despite funding challenges that limited growth during the 1980s, ELAC continued to offer a variety of vocational and transfer programs.

CAMPUS TRANSFORMATION

During the 1990s ELAC experienced unprecedented growth and change. Enrollment grew from 13,000 to approximately 30,000 students and the number of permanent faculty almost doubled. Outreach programs were located throughout the service area for the convenience of students who could not easily travel to the main campus. In August, 1997 the full-service South Gate Educational Center was established in the southern part of the service area so that students could complete a transfer program and several career programs without attending the main campus. In 2007, a third site was opened in Rosemead to serve students in the northeastern portion of ELAC's service area.

Growth during the first decade of the 21st century was not limited to increasing enrollment. An emphasis on student- centered education and providing support that engendered student success increased ELAC's graduation numbers. Between 2000 and 2005, East Los Angeles College graduated the highest number of Latinos in California.

In 2000, two bond issues, Propositions A and A/AS, initiated by the LACCD, were approved by voters. Funding of over $281 million allowed ELAC to begin the most ambitious building program in its history to substantially improve the College's infrastructure. In the fall of 2004, a state-of-the-art technology building opened that was started with state funds and completed with bond money. The Technology Building was the first of many buildings and improvements that are planned or under construction. By the spring of 2011, after almost a decade of planning and construction, more than 240,000 square feet of classroom, student services and administrative space were added to the College facilities. In addition to buildings, a 1,800 space parking structure was constructed to provide access to the heart of the campus. The Baum Center, located on the east side of the College's new entry plaza, was remodeled to be a comprehensive facility for administrative services complete with a five-room faculty Conference center. Across the entry plaza is the newly completed Student Services Center that houses admissions, testing, counseling and financial services under one roof to maximize student access to enrollment services.

The Visual and Performing Arts Center, a $65 million, three-building complex located at the eastern gateway to the campus, is anchored by a 77,000 sq. ft. two-story building that is now home to the Dance, Music and Visual Arts disciplines. The Theater Department is housed separately in a two-story building that includes a traditional proscenium stage theater and a flexible black box performing space. The facility also includes workshops for costuming and stage design as well as classrooms to allow for instruction to occur simultaneously with performance preparation. The Vincent Price Art Museum, the third building in the center, is equipped with seven galleries, the Thomas Silliman Vault for storing the collection, and a 129-seat "smart" Lecture hall to accommodate Art History classes and guest lectures.

Currently, construction continues on a replacement classroom building, the renovation of the Bailey Library, a second parking structure located on the northeast corner of the campus, a Transit Mall, and modernization of the sports stadiums and playing fields. In addition, an off-campus building in nearby Corporate Center has been purchased and is undergoing renovation to serve as the Health Careers Center.

Funding from a third bond approved in 2008 will continue campus transformation into the coming decade. The South Gate Educational Center acquired a 19-acre site across the street from its current location. The new site, which is projected to open in 2015, will be developed into a campus complete with a parking structure, a new classroom building and a retrofitted space that will accommodate various student services.

On the main campus, plans for a Math and Science Building, Student Success Center, bookstore and gardens, plazas, and additional classrooms are moving towards approval and construction. With these enhancements, East Los Angeles College will be positioned to provide the highest quality education and services to its students and community for decades to come.

MISSION

COLLEGE MISSION STATEMENT

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

This mission is fulfilled through the college's efforts to achieve the following College Goals:

1. Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.
2. Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.
3. Sustaining community-centered access, participation, and preparation that improves the college's presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific and social expression as well as environmental awareness.
4. Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

COLLEGE VISION STATEMENT

Through our emerging focus on student-centered instruction, student-centered services, and integrated learning, East Los Angeles College will be an exemplary model for student academic achievement, skill development, and artistic expression.

INSTITUTIONAL LEARNING OUTCOMES

STUDENTS WHO HAVE COMPLETED THEIR DESIGNATED COURSEWORK AT EAST LOS ANGELES COLLEGE SHOULD EXPECT TO HAVE GAINED COMPETENCY IN THE FOLLOWING AREAS:

Academic Skills

CRITICAL THOUGHT

- Analyze and synthesize information
- Differentiate facts from opinion
- Draw reasoned conclusions

COMMUNICATION

- Listen critically in order to receive, interpret and respond to verbal information
- Speak coherently and appropriately for various audiences and situations
- Read with understanding
- Present ideas and information effectively for specific purposes through written statements

QUANTIFIABLE REASONING

- Compute and organize data effectively
- Use basic mathematical and graphical techniques to evaluate and present information

INFORMATION COMPETENCY AND RESEARCH

- Recognize and articulate the need for information
- Find data effectively and efficiently in a variety of sources
- Practice legal and ethical behaviors when accessing and communicating information

TECHNOLOGICAL LITERACY AND MANAGEMENT

- Identify various computer hardware systems and their basic functions
- Utilize an operating system effectively and produce documents using generic office programs such as word processing, spreadsheet and presentation software
- Use the Internet to communicate effectively through e-mail and other communication tools

Personal Growth and Enrichment

CIVIC ENGAGEMENT

- Demonstrate an understanding of the importance of civic activism through historic and current examples
- Take responsibility to serve others in the community
- Participate knowledgeably in the democratic process

ETHICAL AND MORAL DEVELOPMENT

- Develop a sense of ethical decision making and accept responsibility for one's own actions
- Accept responsibility for maintaining appropriate behavior in an academic setting and a mental attitude conducive to learning
- Develop and evaluate life goals

ENRICHMENT OF LIFE

- Appreciate diverse creativity in art, dance, music, theater, and literature
- Enjoy the stimulation resulting from intellectual curiosity and the acquisition of knowledge
- Manage time and resources effectively
- Develop leadership skills

Cultural and Global Awareness

CULTURAL RESPECT AND TOLERANCE

- Respect individual racial, ethnic, gender, and sexual orientation differences, and those with physical, mental and emotional disabilities
- Practice tolerance toward individuals from different religions, cultures and traditions, and those who express differing political views

GLOBAL AWARENESS

- Understand the necessity of sustaining a healthy global environment
- Strive to become enlightened world citizens and recognize the challenges of global competitiveness

DISTRICT PHILOSOPHY

District Mission & Principles

A NEW DISTRICT MISSION

"Changing Lives in a Changing Los Angeles"

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we--the faculty, staff, and administrators of the nine Los Angeles community colleges--dedicate ourselves to the goal of expanding access to educational opportunity across the many, diverse communities that contribute to the greater Los Angeles area.

We serve all Angelenos by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning.

To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for other peoples and other cultures.

District Guiding Principles

ACCESS & OPPORTUNITY

We are committed to expanding educational opportunity and access to everyone who has the desire to learn, and we welcome all students, including those from communities that have been traditionally underserved.

EXCELLENCE & INNOVATION

In all of our services and institutional activities, we strive to create a culture of excellence and innovation, and we challenge our students to meet the highest educational standards.

Student Learning & Success--All of our institutional efforts and resources are dedicated to one central purpose--the support of our students as they work toward the achievement of their academic and professional goals.

FREE INQUIRY

We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

THE POWER OF DIVERSITY

We embrace diversity as a central part of our civic and institutional identity and as a powerful element in the education and development of every individual.

COMMUNITY CONNECTION

Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

THE PROMISE OF TECHNOLOGY

Technology plays a critical role in all of our institutional operations and educational programs, and we are committed to keeping both our district systems and classrooms on the forefront of technological innovation and efficiency.

PUBLIC ACCOUNTABILITY

We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts in support of student learning and student success.

THE EAST LOS ANGELES COLLEGE FOUNDATION

The East Los Angeles College Foundation's mission is to support the college by building good will and providing financial support to ensure open access to a comprehensive learning and cultural environment for students and community members. ELAC foundation members are volunteers, sponsoring events that raise funds, building alumni relations and enhancing the reputation and capacity of the institution. The Foundation donated hours and financial support to facilitate passage of a bond that enables ELAC to construct a state-of-the-art campus that will transform the college into a dynamic, modern educational and cultural center in the coming decade.

ELAC FOUNDATION PROGRAMS

Over the years, the ELAC Foundation has played a pivotal role in college advancement by sponsoring numerous programs that benefit students.

An active fund-raising campaign supports numerous scholarship programs for ELAC students in all disciplines. An endowment fund has been created that provides continuing awards.

The Foundation also supports projects that provide cultural experiences for surrounding communities. Free performances are offered in the Ingalls Auditorium/Edison Center for the Performing Arts. Among these activities, the L.A. Philharmonic and L.A. Opera perform regularly, and the Dance Theater of Harlem, plays by the Mark Taper Forum and Alvin Ailey Dance Theater have also been offered. Support for these and many other cultural events have been provided by corporate and community sponsors such as Southern California Edison, Mervyn's, Target, California Arts Council, Tenet Health Systems and the Randolph Hearst Foundation.

The Anguiano Mural Project that graces the foyer of the Ingalls Auditorium/Edison Center for the Performing Arts was sponsored by the ELAC Foundation, which commissioned Maestro Raul Anguiano to paint the epic mural that is an autobiographical vision of the artist's distinguished career as a member of the circle of the most prominent Mexican artists of the 20th century. The masterpiece is part of the long-standing college commitment to bring art, art education and cultural events to the East Los Angeles community.

EAST LOS ANGELES COLLEGE ALUMNI ASSOCIATION

The newly restructured ELAC Alumni Association differs from other community college and university alumni associations in offering membership not only to graduates but also to former students who attended the college but did not earn an Associate degree. The Alumni Association is an auxiliary organization of the ELAC Foundation.

The annual Alumni Association Dinner and corporate sponsors such as the Southern California Gas Company provide donations that help fund a book grant program that provides textbooks to low-income students who are unable to purchase them.

ELAC Alumni proudly count among their membership, Los Angeles City Mayor Antonio Villaraigosa, County Supervisor Gloria Molina and Los Angeles County Sheriff Leroy Baca. In addition, ELAC alumni Rosario Marin, 41st Treasurer of the United States and actor Edward James Olmos have been selected as Distinguished Alumni by the statewide Community College League of California.

EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Los Angeles Community College District is to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer-related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301).

NONDISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, disability or veteran status.

POLITICA DE AUSENCIA DE DISCRIMINCION

Todos los programas y eventos del Distrito de los Colegios de la Comunidad de Los Angeles se llevarán a cabo en una manera libre de discriminacion en cuanto a raza, color, nacionalidad, ascendencia, religion, creencias, sexo, embarazo, estado civil, orientacion sexual, edad, incapacidad f'sica o estado como veterano.

EQUAL OPPORTUNITY POLICY COMPLIANCE PROCEDURE

Inquiries regarding insuring equal opportunity policy compliance should be directed to Ms. Maria Elena Yepes, Compliance Officer at (323) 265-8762; Disabled Student Program and Services, Grace Hernandez at (323) 265-8745 or Compliance Officer, Angelica Toledo, at (323) 267-3746. In addition, inquiries may also be directed to the District office of Diversity Programs at (213) 891-2315.

PROCEDIMIENTOS HACIA EL ACUERDO CON LA POLITICA DE ECUANIMIDAD DE OPORTUNIDAD

Preguntas sobre la política de igualdad de oportunidades en el Colegio del Este de Los Angeles, se pueden dirigir a las siguientes personas: Sra. Maria Elena Yepes, Oficial de Accion Afirmativa, ext 8762; Programa de Estudiantes Incapacitados y Servicios, Grace Hernandez al (323) 265-8745; Angelica Toledo al (323) 267-3746. Además, puede también dirigir sus preguntas a la oficina de Diversidad del Distrito, teléfono (213) 891-2315.

PROHIBITED DISCRIMINATION AND HARASSMENT

POLICY

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

POLITICA SOBRE HOSTIGAMIENTO SEXUAL

Es la política del Distrito de los Colegios de la Comunidad de Los Angeles mantener un ambiente educativo, de trabajo y de negocio libre de avances sexuales importunos, de solicitudes de favores sexuales, de cualquier otro comportamiento verbal o fisico o de comunicaciones que constituyan hostigamiento sexual. Empleados, estudiantes u otras personas actuando bajo el intere's del Distrito que toman parte en el hostigamiento sexual, según se define por la politica del Distrito o por reglamentos estatales y federales, serán sometidos a la disciplina, incluyendo la despedida, expulsion o terminacion de contrato.

Las reglas y los procedimientos especificos para reportar cargos de hostigamiento sexual y para seguir remedios disponibles están incorporados en las Reglas de la Junta del Distrito de los Colegios de la Comunidad de Los Angeles, Capitulo XV. Copias de esta politica pueden ser obtenidas del oficial de conformidad de la Politica Sobre Hostigamiento Sexual, Angelica Toledo al teléfono (323) 267-3746, de la Oficina del Vice Canciller de Servicios Educacionales y de la Oficina de Programas de Accion Afirmativa del Distrito. Más informacion puede obtenerse confidencialmente de la Oficina del Presidente y de la Oficina de Programas de Diversidad del Distrito.

ACADEMIC FREEDOM

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discssion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

PROHIBITED DISCRIMINATION

Prohibited Discrimination is 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 orienation, age, physical or mental disability, or veteran status.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, academic status, or progress;
- Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions;
- Conduct has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

RETALIATION

Retaliation against anyone who makes a complaint, refers a matter for investigation or complaint, participates in investigation of a complaint, represents or serves as an advocate for an alleged victim or alleged offender, or otherwise furthers the principles of this policy is prohibited.

FALSE ALLEGATIONS

Anyone who files a complaint pursuant to this policy in which he or she knowingly makes false allegations of fact shall also have violated this policy and be Subject to applicable or appropriate disciplinary process. Complaints that a complainant has made false allegations about a violation of this policy shall be made through this policy only.

CONFIDENTIALITY

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender, alleged victim or complainant.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter XV. Copies of the policy may be obtained from the college sexual harassment compliance officer, Angelica Toledo at (323) 267-3746, the office of the Vice Chancellor of Educational Programs and Institutional Effectivness, and the District Diversity Programs Office.

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the U.S. Equal Employment Opportunity Commission (EEOC) to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at *www.eeoc.gov* or in most telephone directories in the U.S. Government or Federal Government section.

LOS ANGELES COUNTY SHERIFF SERVICES & STATISTICS

The Los Angeles Community College District has a Sheriff Department for the protection of students, staff, visitors, and other persons on campus from bodily harm or the deprivation of their property. They are also responsible for the protection of the district's buildings and property, the enforcement of federal, state and county laws, and the rules and regulations for East Los Angeles College. Aside from the regular duties of crime prevention and investigations, patrol and traffic enforcement, the Sheriff Department will respond to assist students, staff and visitors on campus in a variety of personal emergencies, i.e., emergency notification (in compliance with the Privacy Act), lost and found property, police escort upon request, etc. For further information regarding their services, you can contact the Sheriff Department. "One Day" parking permits are available at the Stadium Lot, Baseball Field, and 6th floor of Parking Structure 3 for a $2.00 fee.

CAMPUS SECURITY/CRIME STATISTICS

East Los Angeles College crime statistics may be viewed at *www.elac.edu*, clicking on "Jeanne Clery/Crime Stats", or by contacting the college sheriff's office (323) 265-8800.

USCIS VISA POLICY

Effective April 12, 2002, students who are admitted to the United States with or change their status to or applied for an extension of their B visa after April 12, 2002, are required to file an application with the United States Citizenship and Immigration Services ("USCIS") to change their status to either F-1 or M-1 nonimmigrant status and the USCIS must approve the change prior to pursuing a course of study at any college in the Los Angeles Community College District. Students with B visas issued before April 12, 2002 may attend classes as long as they have filed an application with USCIS to change their status to either F-1 or M-1 nonimmigrant status.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Los Angeles Community College District and East Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 2009, a cohort of all certificate-, degree-, and transfer-seeking first time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at East Los Angeles College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 21.26% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2009 to Spring 2012). Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 6.75% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period (Spring 2010 to Spring 2012).

More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Rates Information Clearinghouse Website" located at *http://srtk.cccco.edu*.

The U.S. Department of Education requires institutions to report certain information about students who enrolled in Title IV-eligible educational programs that lead to "gainful employment" in a recognized occupation. This information, which includes East Los Angeles College's graduation rates, the median debt of students who completed the program, and other important information, can be found on the college's website at *http://www.elac.edu/academic/gainfulemployment.htm*.

RETENTION

Information regarding the retention of Los Angeles Community College District students can be obtained from the Admissions Office of each campus.

REGISTRATION INFORMATION

ACADEMIC YEAR

The academic year is divided into four sessions: fall semester, extending from September through December; winter session, from January through the first week in February; spring semester, from February through June; and summer sessions, from approximately mid-June through mid-August.

DAYS, EVENINGS, AND WEEKENDS

Classes are taught from 7 a.m. to 10 p.m., Monday through Friday, as well as on Saturday mornings. Students may enroll concurrently at East Los Angeles College in both day and evening classes.

SUMMER AND WINTER SESSIONS

East Los Angeles College offers multiple five-week sessions during the summer months and a five-week winter session in January. Summer and Winter Sessions courses are condensed and cover the same material as a full semester. Courses are taught Monday-Thursday and allow students to accelerate the educational program through a full year of study.

ADMISSION ELIGIBILITY

GENERAL ELIGIBILITY

Any high school graduate or the recipient of a Certificate of Proficiency awarded by the State Board of Education or any other person over 18 years of age who is capable of profiting from the instruction offered is eligible for admission to East Los Angeles College.

ADMISSION OF K - 12TH GRADE STUDENTS

East Los Angeles College may admit elementary and secondary school students of grades K-12 as special part-time students or special full-time students. The students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college. Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

A parent or guardian of a pupil who is not enrolled in a public school may directly petition the college to authorize attendance as a special part-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college.

Students admitted continue in their attendance at their school of origin for the minimum school day. Students will receive regular college credit for any course successfully completed at the level determined appropriate by the school district and the community college governing board. A special part-time student may enroll in up to 11 units per semester.

ADMISSIONS PROCEDURES

Part-Time Student: To be considered for admittance as a *Special Part-Time Student,* the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.01. Admission is Subject to seat availability. The student must submit:

1. District Application for Admission;
2. Written and signed parental or guardian consent;
3. Written and signed approval of his or her principal*;
4. Demonstration that the student is capable of profiting from instruction; and
5. Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

Full-Time Student: To be considered for admittance as a *Special Full-Time Student,* the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.04. Admission is Subject to seat availability. The student must submit:

1. District Application for Admission;
2. Written and signed parental or guardian consent;
3. Written and signed acknowledgment of his or her principal*;
4. Demonstration that the student is capable of profiting from instruction;
5. Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
6. Written approval of the governing board of the school district of attendance.

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

Summer Session: To be considered for admittance as a *Special Summer Session Student*, the student must meet the eligibility standards of the Los Angeles Community College Board Rule 8100.02. The student must submit:

1. Written and signed parental or guardian consent;
2. Written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance;*
3. Demonstration that the student has adequate preparation in the disciplines to be studied; and
4. Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

DETERMINATION: All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

1. a review of the material submitted by the student;
2. meeting with the student and his or her parent or guardian;
3. consultation with the Chief Student Services Officer;
4. consultation with the faculty;
5. consultation with counseling staff;
6. consideration of the welfare and safety of the student and others; and/or
7. consideration of local, State and/or Federal laws.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school's principal or designee, indicating that he or she concurs with the parent's opinion that the student can benefit from these college-level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

1. a review of the materials submitted by the student;
2. meeting with the student and his or her parent or guardian;
3. consultation with counseling staff;
4. consideration of the welfare and safety of the student and others;
5. consideration of local, State and/or Federal laws;
6. consultation with appropriate faculty/specialists;
7. review of the content of the class in terms of sensitivity and possible effects on the minor;
8. requirements for supervision of the minor;
9. times the class(es) meet and the effect on the safety of the minor; and/or
10. consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils. Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission Of Highly Gifted and Talented Students

The admission of highly gifted and talented students shall follow the same Admissions and Determination Procedures stated herein, except:

1. Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic SubjectS, as evaluated and confirmed by both the pupil's teacher and Principal.
2. In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.

C. Appeal Procedure

1. Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.
2. Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.
3. In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

FEES

Enrollment Fees. Special part-time students K-12 students will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f). Special Full-time Students K-12 students (i.e., students enrolled in more than 11 units) are required to pay enrollment fees.

Nonresident Tuition fees. Students who are determined to be "nonresidents" of California will be Subject to nonresident tuition fees, pursuant to Board Rule 8100.03.

OTHER FEES

The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

Admission and Matriculation

RESIDENCY REQUIREMENTS

CALIFORNIA RESIDENCE REQUIREMENT

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 inconstant 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 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 CLASSIFICATION APPEAL

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

AB 540 NON-RESIDENT TUITION EXEMPTION

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

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

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

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

OUTREACH AND RECRUITMENT

The office of Outreach and Recruitment was established to coordinate relations with East Los Angeles Colleges' surrounding schools and community. The primary function of this office is to provide information about ELAC's admission policies, student services and curriculum via presentations, workshops, visitations, and campus tours. For further information, please contact the office of Outreach and Recruitment at (323) 265-8642.

APPLICATION FOR ADMISSION

Prior to the Start of the Semester/Session: Students must apply online at *www.elac.edu*.

At the Start of the Semester/Session: Students may apply in-person through the late add process. Applications are available from the Enrollment Center or South Gate Educational Center Admissions Office. In person application requires photo identification and immigration/visa documents.

The Los Angeles Community College District maintains a student record system that uses student identification numbers assigned by the college.

Transcripts: Official transcripts mailed directly from the last high school attended and from each college attended should be submitted at the time of application. All transcripts become the property of the college and cannot be returned to the applicant.

Transcripts are required if students wish to claim credit for prerequisites taken at other colleges. High school transcripts are required if a student wishes to use high school foreign language courses for IGETC language certification.

REGISTRATION POLICIES

OPEN ENROLLMENT

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

PROGRAM PLANNING-UNIT LIMIT

In cooperation with a counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 18 units for the spring or fall semesters, and 7 units for summer or winter sessions. Students may petition for additional units for Spring and Fall semesters only. Petition to enroll in additional units are available at the Admissions Office, Admissions South Gate Educational Center and Online at *www.elac.edu*. Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

ONLINE REGISTRATION

Prior to the semester/session start date students must utilize the Student Information System (SIS) at *www.laccd.edu*.

IN-PERSON LATE REGISTRATION

Late registration for open classes begins the first day of class. Students may register up until the add deadline with the permission of the instructor. See the class schedule for registration deadlines. Students should be aware that missing the first class meeting might severely affect their chances to succeed in the course. Students entering classes late are responsible for making up missed work.

SECTION TRANSFER

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same Subject.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline (see class schedule).

LATE ADDS

It is the student's responsibility to know the add deadline for any courses they want to add once the semester has started. The add deadline is posted in the class schedule each semester. Please note short-term classes have earlier deadlines than full-term classes. A student is not properly registered for a class until he/she has submitted an Add permit to the Admissions Office for processing. Failure to submit an Add permit to Admissions by the Add deadline may result in no enrollment and hence no credit for the class. A Late Add petition may be submitted to Admissions with documentation of extenuating circumstances for consideration. Denied Late Add petitions will result in no course credit for the class.

CANCELLATION OF CLASSES

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

INTERNATIONAL STUDENT ADMISSION

East Los Angeles College welcomes students from all over the world. We invite international students to take advantage of the many opportunities the college offers, both academically and socially. With over 700 students from 35 countries, East Los Angeles College's International Student body presents many opportunities for sharing and understanding other cultures, which can be is an important part of the educational process.

All F-1 visa students seeking admission to East Los Angeles College must apply through the International Student Office. All applicants for F-1 status must provide the following documents:

a. Completed International Student application

b. Evidence of English Competency in any of the following:

  1. TOEFL score of 450 (CBT score 133) (IBT score 45) or higher.

  2. IELTS 5 OR iTEP 3.5

  3. (For Japanese applicant only) An Official STEP Eiken 2A grade level or higher.

c. Most recent three years of high school and/or college transcripts

d. One passport-sized photo

e. Affidavit of support

f. Bank letter

g. Processing fee of $35

h. Students applying from within the U.S.A. must provide a current passport, current visa and I-94.

i. All current and previous status documents (I-20, DS-2019, et.)

j. Transfer Status Verification Form

k. All previous US Colleges, universities, and high school official transcripts if applicable.

All documents submitted must be either originals or certified copies, and all documents must be translated into English. Upon receipt of the above mentioned, a decision is made regarding acceptance. If the application is approved, an immigration form I-20 will be issued to the candidate. Immigration regulations require that all F-1 (student) visa holders must be enrolled in a minimum of 12 units and maintain 2.0 grade-point average each semester. Failure to comply with the above will jeopardize your F-1 student visa status.

APPLICATION DATES

SEMESTER	OUTSIDE THE U.S.	WITHIN THE U.S.	MONTH SEMESTER BEGINS
Spring	Sept 1 to Nov 15	Sept 1 to Jan 2	February
Fall	March 1 to July 15	March 1 to July 15	August

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office by telephoning (323) 265-8796, email: elac_iso@elac.edu/, on the web: *http://www.elac.edu/departments/international/index.htm*

STUDENT SUCCESS AND SUPPORT PROGRAM - MATRICULATION PROCESS

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five-year period.

The Student Success and Support Program (formerly Matriculation) supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the East Los Angeles College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the in-person orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

STUDENT RIGHT AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

- Identify and educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an education goal and completing a course of study.
- Matriculating Student:
  - a. Must identify a course of study.
  - b. Participate in the assessment placement process.
  - c. Complete an orientation activity provided by the college.
  - d. Participate in counseling to develop at minimum an abbreviated student education plan.
  - e. Failure to complete a, b, c, and d (above) may result in a hold on a student's registration or loss of registration priority until the services have been completed.
  - f. A Comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degreeapplicable coursework (effective Fall 2015).

ADMISSIONS

Complete the ELAC admissions application online at *www.elac.edu*. Submit official high school transcripts and any previous official college transcripts. Submit proof of residency.

ASSESSMENT PLACEMENT PROCESS

The Assessment Placement Process at ELAC consists of computerized English and Math assessment tests. Assessment Check-In forms are available upon submitting the ELAC admission application and online at *www.elac.edu* under Admissions and Matriculation. Admission application must be submitted and processed prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process. Assessments are offered at the main campus (E1-183) and South Gate Educational Center (Room 120). For more information, please call or visit the Matriculation/Assessment Office at (323) 415-4141 (E1-183).

Please be prepared and study for this English and Math assessment as students retesting policies are strictly enforced and are Subject to change. Assessment placement results from other California Community Colleges are accepted within the last two years.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, Reading, and Mathematics) by contacting the Disabled Student Program and Services (E1-160) at (323) 265-8787.

ORIENTATION AND COUNSELING

After participation in the assessment placement process, students must participate in the orientation. In-person orientations are led by faculty counselors and an abbreviated student educational plan will be provided. The orientation schedule is provided to all students participating in the assessment placement process and is accessible on the ELAC website *www.elac.edu* under Counseling.

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop.

EXEMPTIONS (TITLE 5 SECTION 55532)

Exemption from core matriculation services (assessment, orientation, and counseling) if the student:

1. Has completed an associate degree or higher;
2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second-Language course sequence;
3. Has completed these services at another community college within a time period as identified by the district;
4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;
5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

STUDENT FEES

ENROLLMENT FEE FOR RESIDENTS

California residents are required to pay $46 per unit. For example, if you take 10 units, the cost is $460.

Note: Fees Subject to change by the California legislature.

FEE FOR OUT-OF-STATE NON-RESIDENTS

U.S. Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of $190 per unit plus an enrollment fee of $46 for a total of $236 per unit.

Note: Fees Subject to change by the California legislature.

FEE FOR RESIDENTS OF A FOREIGN COUNTRY

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of $212 per unit plus an enrollment of $46 per unit, for a total of $258 per unit. In addition, students with visas are required to pay a capitol outlay fee of $17.

Note: Fees Subject to change by the California legislature.

HEALTH FEE

The Los Angeles Community College District charges a $11.00 per semester (and a $5.00 per Summer or Winter Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the Health Fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

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

PARKING FEE

The parking fee is $20.00 per semester and $7.00 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Fiscal Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a regular "Student" permit may park at the Stadium Lot, Baseball Field, and Avalanche Roads. Students who purchase an "ASU" permit may park at the Stadium Lot, Baseball Field, Avalanche Roads, and Levels 2–6 of Parking Structure 3. The Fiscal Office is NOT responsible for parking citations given to any students parking in areas not designated as Student Parking. Please read all posted signs.

ASSOCIATED STUDENT ORGANIZATION FEE

The ASU fee is $7.00 per semester and $3.00 for summer or winter session. This fee entitles you to participation in student organization activities and, in conjunction with paying the parking fee, it further entitles you to first come-first served parking in the ASU lot, bookstore discounts, and other discounts at local commercial establishments. The ASU sticker cannot be refunded.

SEVIS FEE

A $25.00 non-refundable fee is added to the enrollment fee each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

INSTRUCTIONAL MATERIALS FEE

Students may be required to pay for instructional and other materials required for some courses. 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.

ENROLLMENT FEE WAIVER-BOGFW

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program (AFDC), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as defined by the State of California and classified as a California resident, the enrollment fee will be waived at the Financial Aid Office (E1-173).

FEE REFUND POLICIES

FULL-TERM COURSE FEES

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Please note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped.

For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units. *SEE SCHEDULE OF CLASSES FOR DATES ON REFUNDS.*

SHORT-TERM COURSE FEE

A student will receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

NON-RESIDENT TUITION FEE

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. Once the class is dropped prior to the deadline date, the non-resident student must request a refund in writing (a form is provided in the Fiscal Office). All refunds for non-resident tuition will be by check and mailed to the student.

AUDITED COURSE FEE

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses no longer attended.

PARKING FEE

Parking permits may be returned and refunded within the first four weeks of school at the Fiscal Office.

HEALTH CENTER AND ASSOCIATED STUDENT UNION FEES

Refunds for the health center are made only to students who withdraw entirely from the college by dropping all their activities units by the refund deadline of the semester, or to those students who change their classes to those that are all off campus.

Associated Student Union fees are not refundable.

STUDENT PREREQUISITE OR COREQUISITE CHALLENGE POLICY

STUDENTS WITHOUT PREREQUISITES MAY BE DROPPED FROM A COURSE BY THE INSTRUCTOR OR THE DEAN OF ADMISSIONS.

It is the student's responsibility to know and to meet any and all course prerequisites and corequisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course at East Los Angeles College will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a "C" or better may result in exclusion from the sequential course. Students challenging prerequisites or corequisites will be required to file proof of meeting these course requirements along with an appropriate "Challenge Form".

In keeping with requirements and provisions of Section 55003 of Title 5 and Section I.B. 1-3 of the Los Angeles Community College District Model Policy, East Los Angeles College has an established procedure by which any student who provides satisfactory evidence, may seek entry into a class according to the college's challenge process.

THE GROUNDS FOR STUDENT CHALLENGES

(ACCORDING TO SECTION 55003 OF TITLE 5)

1. Successful completion of a course similar to the one listed as the prerequisite and/or corequisite for the course in question (documentation must be provided). Such courses must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency;
2. Requirement (prerequisite or corequisite) not established by adopted LACCD process;
3. Requirement established in violation of Title 5;
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner;
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or corequisite is specified (documentation must be provided);
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or corequisite course has not been made reasonably available (documentation must be provided).*

**Note: A CHALLENGE USING THIS PORTION OF SECTION 55003 WILL BE CONSIDERED VALID ONLY IF:*

1. Alternate ELAC courses to fulfill degree and/or certificate requirements are not available.
2. The student has specified an educational goal after having completed 15 units of college work with a GPA of "C" or better, and has filed an educational plan with the office of Counseling, 90 days after completing the aforementioned 15 units.
3. Any campus established prerequisite and/or limitations on enrollment for a course that involves:

a. Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; documentation must be provided)

b. Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and

c. Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

FOR DEFINITIONS, SEE GLOSSARY OF TERMS (Page 250).

STUDENT PREREQUISITE OR COREQUISITE CHALLENGE PROCESS

1. A student may challenge a prerequisite or corequisite by filing a Prerequisite or Corequisite Challenge Petition. This form can be obtained from the Admissions Office.
2. The completed challenge petition and any and all appropriate documentation (e.g. transcripts, verifications of experience, etc). must be filed no later than 10 working days before a semester or session begins with the Admissions Office.

3. The challenge petition will be processed within five working days of its receipt, and the student notified accordingly.
4. If the challenge is found to be justified, and no space is available in the course at the time the challenge is filed, the student shall be permitted to enroll for the next term. Enrollment will be permitted only if space is available when the student registers for the subsequent semester or summer session.
5. Notification of the appeal decision will be sent to the student within five working days after its receipt by the office of Academic Affairs.

CREDIT FOR PREREQUISITES

STUDENTS MAY NOT CONCURRENTLY ENROLL IN AND RECEIVE CREDIT FOR AN ADVANCED COURSE AND ITS PREREQUISITES.

Students may not enroll in and receive credit for the prerequisites to an advanced course if they have previously completed the advanced course.

Violation of these conditions will result in exclusion from class and denial of course credit.

FULL-TIME DEFINITION

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters.

Minimum study loads for specific programs:

1. Veterans and veterans' dependents: 12 units.
2. Social security benefits: 12 units.
3. Foreign Students (F-1 visa): 12 units.
4. Athletes: 12 academic units.

The Veterans Administration uses the following definition for eligibility:

FULL-TIME	12 OR MORE UNITS
3/4 benefits	9 through 11 units
1/2 benefits	6 through 8 units

Any change in a Veteran's status whether it be increase, decrease, or complete withdrawal should be brought to the immediate attention of the Veterans affairs clerk in the Admissions Office. The Social Security Office is given notice by the office of Admissions and Records when the status of a student receiving benefits is changed.

CONCURRENT COURSE ENROLLMENT

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

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in loss of transfer credit.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

AUDITING CLASSES

Students who have completed an application and who are authorized to register may be permitted to audit a class under the following conditions:

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

Audit permits must be submitted to Admissions Office before the Audit deadline (see class schedule).

ADDING AND DROPPING CLASSES

A STUDENT MAY ADD AND DROP CLASSES BETWEEN CERTAIN DATES AS PUBLISHED IN THE SCHEDULE OF CLASSES EACH SEMESTER.

REGISTRATION APPOINTMENTS

Students continuing from the prior semester will automatically receive registration notification through the district email. New and returning students are issued a Registration Appointment Card when the application for admission is approved.

Admission and registration information may be obtained by phoning (323) 265-8966.

DROPPING CLASSES AND WITHDRAWING FROM COLLEGE

The student is asked to consult with a counselor when considering withdrawing from the College. Clearance of the record in courses where equipment has been issued is required when the student separates from such classes. Individual classes may be dropped by presenting a drop card at the Admissions Office information window. Students who cease attending class or classes officially or unofficially are Subject to the following regulations:

1. Dropping officially from a class or withdrawing from the College by the end of 20% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a "W" being recorded by the Admissions Office. IT IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES. Excessive "W" grades may lead to progress dismissal.
3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade-point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W' deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied:

Verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.

Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP CLASSES HE/SHE NO LONGER WISHES TO ATTEND. FAILURE TO DROP A CLASS, MAY RESULT IN FEE CHARGES, AND/OR HAVING GRADES OF "W" OR "F" LISTED ON OFFICIAL TRANSCRIPTS.

"W" records count as attempted enrollment. Student's are currently limited to three attempt in the same course.

Student Information

STUDENT POLICIES

STANDARDS OF STUDENT CONDUCT AND STUDENT RIGHTS

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College Community, students should be encouraged to develop the capacity for critical judgment to engage in sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be Subject to legal penalties for violation of laws of the city, county, state, and nation.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are Subject to disciplinary action, include, but are not limited to, the following:

Any questions concerning standards of student conduct and student rights should contact the Vice President of Student Services in E1.

BOARD RULE 9803.10

WILLFUL DISOBEDIENCE

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

BOARD RULE 9803.11

VIOLATION OF COLLEGE RULES AND REGULATIONS

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

BOARD RULE 9803.12

DISHONESTY SUCH AS CHEATING OR KNOWINGLY FURNISHING FALSE INFORMATION TO THE COLLEGES

POLICY ON ACADEMIC HONESTY

EAST LOS ANGELES COLLEGE

Approved February 28, 2006 by the Academic Senate and Vice President of Student Services.

Students, you are expected to refrain from engaging in the following behaviors:

1. Using, receiving, or providing unauthorized information during tests or on any written assignments.
2. Changing answers on assignments after work has been graded.
3. Using unauthorized electronic devices, such as cell phones, PDAs, electronic dictionaries, IPODs, etc.
4. Having another student take an examination for you or taking an examination for another student. Photo identification may be required at the first examination.
5. Plagiarizing or presenting someone else's work as your own.
6. Forging or altering registration documents, grades, or add permits.
7. Bribing or attempting to bribe an instructor or other college official for grade consideration or other special favors.
8. Violating any other standard that an instructor identifies as cheating in that particular course or Subject area.

When there is evidence of academic dishonesty, the instructor may issue the student a zero or "F" on that particular assignment or test. The instructor may also initiate student discipline under LACCD BOARD RULE 91101, which may include the issuance of a verbal or written warning. Pursuant to LACCD BOARD RULE 91101.11 (a), the Vice President of Student Services will place documentation of such warnings in the student's file.

Any student concerned about the implementation of this policy should contact the office of Student Services in E1 or the Ombudsperson at ombuds@elac.edu for information where he/she will find references to the Student Grievance Procedure and the relevant Board Rules.

BOARD RULE 9803.13

UNAUTHORIZED ENTRY

Unauthorized entry to or use of the college facilities.

BOARD RULE 9803.14

COLLEGE DOCUMENTS

Forgery, alteration, or misuse of college documents, records, or identification.

BOARD RULE 9803.15

DISRUPTION OF CLASSES

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

BOARD RULE 9803.16

THEFT OF OR DAMAGE TO PROPERTY

Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

BOARD RULE 9803.17

INTERFERENCE WITH PEACE OF COLLEGE

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

BOARD RULE 9803.18

ASSAULT OR BATTERY

Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

BOARD RULE 9803.19

ALCOHOL OR DRUGS

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any 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 white 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 hallucinogenic substances

c. marijuana

d. peyote

e. stimulants and depressants

f. cocaine

BOARD RULE 9803.20

LETHAL WEAPONS

Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden to all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

BOARD RULE 9803.21

DISCRIMINATORY BEHAVIOR

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's 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 race, color, national origin, ancestry, religion, creed, actual or perceived ethnic group identification, sex (including gender-based sexual harassment), pregnancy, marital status, sexual orientation, age, physical or mental disability, or veteran status.

BOARD RULE 9803.22

UNLAWFUL ASSEMBLY

Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

BOARD RULE 9803.23

CONSPIRING TO PERFORM ILLEGAL ACTS

Any agreement between two or more persons to perform illegal acts.

BOARD RULE 9803.25

DISORDERLY CONDUCT

Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts class or college activities; breach of the peace of the college; and aiding or inciting another person to breach the peace of college premises or functions.

BOARD RULE 9803.27

PERFORMANCE OF AN ILLEGAL ACT

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

BOARD RULE 9804

INTERFERENCE WITH CLASSES

Every person who, by physical force, willfully obstructs, or attempts to obstruct, 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 Colleges District, is punishable by a fine not exceeding five hundred dollars ($500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

BOARD RULE 9805

INTERFERENCE WITH PERFORMANCE OF DUTIES BY EMPLOYEES

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

BOARD RULE 9805.10

ASSAULT OR ABUSE OF INSTRUCTOR

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

BOARD RULE 9806

UNSAFE CONDUCT

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.

BOARD RULE 9901

COLLEGES AS NON-PUBLIC FORUMS

The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reversed to non-public forum designations by the Board of Trustees.

BOARD RULE 9902

FREE SPEECH AREAS

The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place, and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on Subject matter, topics of viewpoints expressed in Free Speech Areas.

BOARD RULE 9902.10

RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS

All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be Subject to the sanctions applicable respectively to students, staff, faculty or visitors.

BOARD RULE 9902.11

DISTRIBUTION OF MATERIALS

Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, Subject to the following restrictions:

a. Such distribution shall take place only within the geographical limits of the Free Speech Area;

b. Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

c. Persons distributing material shall not impede the progress of passersby into taking the proffered material.

BOARD RULE 9902.12

FORMS OF SPEECH

Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

a. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

b. No person using the Free Speech Area shall physically touch, strike or impede the progress of passers-by, except for incidental or accidental contact, or initiation of such contact by a passerby;

c. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Student Organization or Club.

BOARD RULE 9902.13

TIME ALLOTMENTS FOR SPEECH

The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area.

The times at which the Free Speech Area may be used shall be Subject to reasonable campus regulations.

East Los Angeles College's rules, regulations, and related policies regarding its Free Speech Areas may be obtained from the Student Activities Office.

BOARD RULE 9903

STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA

The president of each college may designate areas outside of the Free Speech Areas where students, faculty, and staff may exercise freedom of expression Subject only to reasonable time, place, and manner restrictions.

BOARD RULE 9903.10

BULLETIN BOARDS

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be Subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10

All material displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

BOARD RULE 9905

VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is Subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

BOARD RULE 91001

APPLICATION OF THIS ARTICLE TO NON-FREE SPEECH AREAS

Events and activities conducted on a college campus by students or associated student organization clubs or groups which do not take place in an area designated for student free speech by the president of the college pursuant to Article IX shall be governed by the rules set forth in this Article.

BOARD RULE 91002

PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES

The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

BOARD RULE 9903.11

POSTING AREAS

The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

BOARD RULE 9904

STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Student use of classrooms, rooms, buildings, facilities and grounds not designed as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

BOARD RULE 91003

FUND-RAISING EVENTS

A college or student body participating with outside organizations in non-profit fund-raising events such as membership drives, merchandising sales, book collections, or other events when the public is asked to contribute, or solicited to purchases tickets or any merchandise, shall ascertain that the organization is registered with the Secretary of State as a nonprofit corporation.

BOARD RULE 91004

SPEAKERS TO CAMPUS GROUPS

The president of each college shall establish regulations regarding the appearance of visiting speakers in accordance with the following regulations.

BOARD RULE 91004.10

GUEST LECTURERS

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give written notice identifying the speak to the college president or his/her designated representative.

BOARD RULE 91004.11

LECTURERS AND SPEAKERS AT STUDENT-SPONSORED FORUMS

Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative.

BOARD RULE 91004.12

NON-CENSORSHIP OF LECTURERS AND SPEAKERS

Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

BOARD RULE 91005

APPLICABILITY OF FREE SPEECH RIGHTS

All free speech rights accorded students in Article IX shall be accorded them in activities conducted under this Article; the college president shall not approve any rules relating to non-Free Speech Areas which would deny students their free speech rights were they conducting such activities in Free Speech Areas.

COPYRIGHT STATEMENT

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

DRUG AND ALCOHOL-FREE SCHOOL AND CAMPUS

Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we expect you to share in this commitment and dedication.

NO SMOKING POLICY

Smoking is permitted in only two designated smoking areas as shown on campus maps.

STUDENT DISCIPLINE PROCEDURES

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

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the office of the President, and the Vice President of Student Services in E1.

STUDENT GRIEVANCE PROCEDURES

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

Administrative Regulation E-55 specifies the procedures when grades may be changed because they were given as the result of mistake, fraud, bad faith, or incompetence. Additional information is available at *www.elac.edu/general/link_pages/studentlife.htm*. Copies of the procedures are also available through the office of the President and the office of Student Services located in E1 or by calling 323-265-8778.

ROLE OF THE OMBUDSMAN

The President of each college appoints an Ombudsman to assist students with their grievances. This person's responsibility is to help students reach a resolution. If an informal resolution is not obtained, the Ombudsman will explain to the student the policies and procedures necessary to present a grievance to the campus' Grievance Hearing Committee. Please contact (323) 265-8712.

FAMILY EDUCATION RIGHTS AND PRIVACY

STUDENT RECORDS AND DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College.

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

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

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

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

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

   Students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

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

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

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

   Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

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

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

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

a. the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

b. student employee records may be released in order to comply with collective bargaining agreements;

c. the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;

d. at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 Maryland Avenue S.W.
Washington, DC 20202-4605

At the same time, the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the Dean of Admissions who services as the College Records Officer. The Records Officer may be contacted via the Admissions Office. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

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

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. In addition, special provisions exist for release of specific categories of student directory information to College Foundations and heads of private and public institutions if certain conditions are satisfied.

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

Under federal law, the military is entitled to receive directory information for recruiting purposes. A student can refuse the release of directory information by completing a "Release of Directory Information" form and submitting it to the Admissions Office.

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

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

STUDENT IDENTIFICATION NUMBERS

The Los Angeles Community College District is committed to protecting student privacy and uses data collection and storage systems to eliminate the use of social security numbers as the primary method of student identification.

FINANCIAL AID

E1-173

WHAT IS FINANCIAL AID?

Financial Aid is made available by federal and state government and private sources in the form of grants, scholarships, employment, and loans. This assistance makes it possible for students to continue their education beyond high school, even if they and /or their family cannot meet the full cost of the college they choose to attend. The basis for such assistance is the belief that students and their families have the primary responsibility to meet educational costs.

Financial aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To be considered for financial aid, students must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible no-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. for other than a temporary purpose.
- Demonstrate financial need.
- Be enrolled as a regular student in an eligible program.
- Be making satisfactory academic progress in a course of study leading to a certificate, AA or AS degree, or transfer to a baccalaureate degree program.
- Not be in default on any loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), Supplemental Loans to Assist Students (SLS) at any college attended.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Be registered with Selective Service if required to do so.
- Have a valid Social Security Number (SSN).
- Must have resolved any drug conviction issues.
- File an income tax return if required to do so.
- Demonstrate an ability to benefit as defined below.

ABILITY TO BENEFIT

For students enrolled in a Title IV eligible program prior to July, 2012, demonstrates the ability-to-benefit by

- Passing an independent administered, Department of Education approved ATB test
- Completing at least six credits hours, or the equivalent coursework (225 clock hours), that are applicable toward a degree or certificate offered by the postsecondary institution, or
- Completing a State process approved by the Secretary of Education. NOTE: No State process has ever been submitted for the Secretary's approval

ABILITY-TO BENEFIT

For students who "first enroll in a program of study on or after July 1, 2012," and who do not have a high school diploma or its recognized equivalent or who have not completed a homeschool program, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminates the ability-to-benefit (ATB) alternatives.

STUDENT STATUS

In order to complete the Free Application for Federal Student Aid (FAFSA), you will need to determine if you are a DEPENDENT or INDEPENDENT student. You are an INDEPENDENT student if you meet any one of the following criteria:

- I was born before January 1, 1990.
- I am married.
- I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate).
- I am serving on active durty in the U.S. Armed Forces.
- I am a veteran of the U.S. Armed Forces.
- I have children and I provide more than half of their support.
- Since I turned 13, both of my parents were deceased.
- I was in foster care since turning age 13.
- I have dependents (other than children or my spouse) who live with me and I provide more than half of their support.
- I was a dependent or ward of the court since turning the age 13.
- I am currently or I was an emancipated minor.
- I am currently or I was in legal guardianship.
- I am homeless or I am at risk of being homeless.

If you meet one of the criteria above, complete the FAFSA with your (and your spouse, if applicable) income and asset information.

If you do NOT meet any of the criteria above, you are a Dependent student and must provide your and your parents' income and asset information on the FAFSA.

HOW TO APPLY

Prior to applying online, visit *www.pin.ed.gov* to obtain a Personal Identification Number (PIN) so that you may electronically sign your FAFSA. If you are a dependent student, your parent(s) may also apply for a PIN.

Students are encouraged to apply for financial aid using the FAFSA online at *www.fafsa.gov*. As instructed on the website, if you do not have a PIN for an electronic signature, be sure to print and mail the signature page when you transmit your application.

Paper FAFSAs are no longer available at the Financial Aid and Scholarship Office, high schools and libraries. Contact Federal Student Aid Information Center (FSAIC) at 800-4FED-AID (800-433-3243) to request a spare FAFSA.

Students applying for Federal Stafford Loans and scholarships must complete additional applications.

WHEN TO APPLY

Campus priority dates are established to encourage early application for financial aid. Also, some federal and state aid programs have limited funding and are awarded on a first come, first served basis to eligible students. Students who miss the priority date may still apply for the remaining funds available.

DEADLINES

March 2, 2013

You must have a submitted FAFSA and a verified grade point average (GPA) for Cal Grant B and consideration.

May 1, 2013

Submit all required documents to Financial Aid and Scholarship Office.

September 2, 2013

Second chance deadline for community college students to apply for a Cal Grant B. Since the number of awards available in September is limited, it is best to apply by March 2, 2013.

June 30, 2013

Deadline for submitting a 2012-2013 Free Application for Federal Student Aid (FAFSA). For Pell Grants, a valid electronic processed FAFSA must be received by the college from the U.S. Department of Education before the last day of the semester for which you are enrolled or June 30, 2013 whichever comes first. Do not wait until the last minute to apply for financial aid.

FEDERAL DIRECT LOAN DEADLINE

Please check with the Financial Aid and Scholarship Office.

VERIFICATION POLICY

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

The Financial Aid and Scholarship Office may request additional documentation based on the information submitted on your financial aid application such as:

- Federal Tax Transcripts
- Verification of Untaxed Income Benefits
- Verification Worksheet
- Other documentation as needed to verify your application or situation

Federal verification requirements apply to all federal aid programs and the state Cal Grant programs

ENROLLMENT FEES & NON-RESIDENT TUITION

CALIFORNIA RESIDENT STUDENTS

The Admissions Office determines the residency status for all students. The 2013-2014 enrollment fees for a California resident is $46 per unit*. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver Program (BOGFW) Non-resident students are not eligible for BOGFW.

** (Fees tuition may be Subject to change)*

NON-RESIDENT STUDENTS

The tuition fee for non-resident out-of-state students is $190.00 per unit and $212.00 per unit for students who are from out-of-the-country. Non-resident students are not eligible for BOG Fee Waiver.

**Note: Fees and tuition may be Subject to change.*

DEFERRED TUITION FOR NON-RESIDENT STUDENTS

Tuition fees must be paid at time of registration. A student receiving financial aid may defer payment of tuition. Keep in mind that the Federal Pell Grant and other aid may not pay the full tuition; therefore, a student is responsible to pay the remaining balance.

ENROLLMENT AT OTHER COLLEGES

Consortium Agreement 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 year period, your enrollment status will be the sum total of all units in which you are enrolled throughout the District. For financial aid programs that are limited in funding a six (6) unit minimum enrollment is required at your home campus. Check with the Financial Aid and Scholarship Office for specific financial aid program unit minimum enrollment requirements.

Please note that if you are on an Extension Appeal (as a result of unsatisfactory academic progress), you must be enrolled in approved units at the home campus, meaning classes listed in your Student Educational Plan (SEP). If the classes you are enrolled in is not listed on your SEP, the units will not be included in the calculation of approved units.

If you plan to enroll in courses outside of the Los Angeles Community College District (LACCD) and wish to have those courses count for enrollment and payment, you must complete a consortium agreement form. The institution outside of the LACCD must be an eligible institution in order for the home campus to process the consortium agreement.

Please note:

- Payments for courses outside of LACCD will be paid after the grades are submitted to the Financial Aid and Scholarship Office.

ITV CLASSES

Students taking ITV courses, must be enrolled in at least one (1) approved unit at the home school that is processing their financial aid in order to received financial aid.

Students enrolled only in ITV courses and wish to be considered for financial aid, must apply at Los Angeles Mission College as their home school for financial aid purpose.

Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College.

SUMMER 2013 FINANCIAL AID

Students must submit their 2012-2013 Free Application for Federal Student Aid (FAFSA) to receive Pell Grant. To receive a Fee Waiver you must complete a 2013-2014 FAFSA or the 2012-2013 BOG Fee Waiver application. Contact the Financial Aid and Scholarship Office for more information.

STATE FINANCIAL AID PROGRAMS

BOARD OF GOVERNORS FEE WAIVER PROGRAM (BOGFW)

We encourage all students to apply using the FAFSA so that they will be considered for all of the federal and state financial aid programs.

The BOGFW is offered by the California Community Colleges. BOGFW waives the $46 per unit enrollment fee. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. All BOG fee waiver recipients are required to pay the student health fee.

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

- A California resident, and
- You are enrolled in at least one unit.
- As of January 1, 2013, AB540 students may be eligible to apply for the BOG Fee Waiver. Contact the Financial Aid & Scholarship Office for additional information.

Students are determined eligible in one or more of the following three separate methods of the BOG Fee Waiver program:

Method A on the application:

- Students/parents are receiving TANF, SSI and General Assistance
- The students/parents must submit proof of receipt of benefits at the time of application
- Method B on the application:
- It's based on the students/parents income and household size

Method C on the application:

- Method C provides fee waivers to every student who demonstrates financial need.
- Students are eligible for financial aid and have already completed a FAFSA. To qualify under this method, the student needs to have a SAR or an ISIR.
- The FAFSA is available at *www.fafsa.gov* or at the Financial Aid Office.
- For those students who are found eligible, and have already paid for their tuition a refund may be requested at the Fiscal Office.

QUALIFY BY 2012 - 2014 INCOME STANDARDS

You meet the following income standards:

Number in Total Family Income 2012 Household adjusted gross income (including yourself) and/or untaxed income

FAMILY SIZE	2012 INCOME
1	$16,755
2	$22,695
3	$28,635
4	$34,575
5	$40,515
6	$46,455
7	$52,395
8	$58,335

Each Additional Family Member $5,940

FEDERAL STUDENT AID APPLICANTS

You may be eligible if you have applied for financial aid via the FAFSA and you have been determined to have financial need.

DEPENDENT'S FEE WAIVER

You are eligible if you have a Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you qualify for Dependent's Fee Waiver.

If you are a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty, you must show proof of benefits.

CONGRESSIONAL MEDAL OF HONOR

If you are a recipient of the Congressional Medal of Honor or a child of a recipient, submit documentation from the Department of Veterans Affairs.

SURVIVING DEPENDENTS OF TERRORIST ATTACKS 9/11/2001

You are eligible if you are a dependent of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Compensation and Government Claims Board.

DOMESTIC PARTNERSHIP

If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for the BOG Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner. This is applicaable to state aid only, not federal aid.

CALIFORNIA STUDENT AID COMMISSION (CSAC) PROGRAMS

CAL GRANTS

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

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Having 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
- Meet the income and asset ceiling as establish by CSAC
- Meet Selective Service requirements

DEADLINE DATE

First deadline is March 2, 2013. A second deadline for community college applicants is September 2, 2013, but we highly recommend that applicants meet the March 2 deadline, when more funding is available.

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

Types of Grants Available

ENTITLEMENT GRANTS

- Cal Grant A – provides grants funds to help pay for tuition/fees at qualifying institutions offering baccalaureate Associate Degree Programs. If you receive a Cal Grant A but choose to attend a CA community college first, your award will be held in reserve for up to three years until you transfer to a four-year college.

- Cal Grant B – provides subsistence payments for new recipients in the amount of $1,473 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.

LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT

The Law Enforcement Personnel Dependents (LEPD) Grant is a program administered by the California Student Aid Commission that provides grants for eligible students.

Student eligibility:

- Students must be a child (natural or adopted) or spouse, at the time of death or injury of a California peace officer or law enforcement officer, firefighter, or employee of the Department of Corrections or the Department of Youth Authority.
- Be enrolled in a minimum of six units at a California postsecondary institution accredited by the Western Association of Schools and Colleges.
- Demonstrate financial need as determined by the Financial Aid and Scholarship Office at the institution in which students are enrolled.

The grant will be in an amount equal to the amount provided to a student who has been awarded a Cal Grant. Awards may be used for tuition and fees, books, supplies, and living expenses.

For more information and to obtain an application:

- Go to *www.csac.ca.gov*. Commission Programs or email specialized@csac.ca.gov for more information.
- Call the California Student Aid Commission's Specialized Program Branch at (888) 224-7268, option #3, or submit a request in writing to:

CALIFORNIA STUDENT AID COMMISSION
SPECIALIZED PROGRAMS
P.O. Box 419029
Rancho Cordova, CA 95741-9029

Child Development Grant Program

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children's center. Selected grant recipients attending a two-year post-secondary institution are eligible to receive up to $1,000 per academic year. The grants, renewable for an additional year, are awarded to students attending a public or private two- or four-year college in California. To learn more about this program and to apply online, visit the California Student Aid Commission website at *www.csac.ca.gov*, Commission Program or call (888) 224-7268 Option #3.

CALIFORNIA CHAFEE GRANT PROGRAM

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current 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 apply online, visit the Commission website at *www.csac.ca.gov* or call (888) 224-7268. Email your questions to studentssupport@csac.ca.gov with "Attn: Chafee" in the Subject line or email your application to:

CALIFORNIA STUDENT AID COMMISSION
SPECIALIZED PROGRAMS OPERATIONS BRANCH
Attn: California Chafee Grant Programs
P.O. Box 419029
Rancho Cordova, CA 95741-9029

Or fax to (916) 526-7977

CALIFORNIA DREAM ACT OF 2011

AB 130 allows AB540 students to apply for scholarships funded from private sources, such as gifts, alumni contributions, and endowments given to the college. AB 130 takes effect on January 1, 2013.

AB 131 allows all students who qualify for AB540 nonresident tuition exemptions, including those who are undocumented, to apply for state administer financial aid, university grants and community college fee waivers. This new law is in effect as of January 1, 2013.

With respect to Winter and Spring 2013 semesters, students may qualify for the Board of Governors fee waiver may all qualify for EOP&S (Extended Opportunity Programs and Services), CARE (Cooperative Agencies Resources for California Work Opportunity and Responsibility to Kids).

AB 540 Students must:

- Have attended a California high school for minimum of three years
- Graduate from a California high school, pass the California High School Proficiency Exam (CHSPE) or get a General Equivalency Diploma (GED, also called General Educational Development test).
- Enrolled in an accredited California institution of higher education
- In the case of students without legal immigration status, fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so.

OTHER RESOURCES

Some students may qualify for the following programs:

- Veterans Benefits
- Vocational Rehabilitation Assistance
- AmeriCorps

SCHOLARSHIPS

Throughout the year, the Financial Aid and Scholarship Office receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain areas. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL FINANCIAL AID PROGRAM

FEDERAL PELL GRANTS

The Federal Pell Grant provides gift aid assistance to undergraduates who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on your Expected Family Contribution (EFC) and enrollment status.

The maximum annual award is $5,550. Awards will be adjusted, based on actual enrollment status, at the time of disbursement.

Life Time Pell Grant Eligibility

Effective July 1, 2012, students are now limited to 12 full-time semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. Maximum lifetime eligibility limit is 6 full time years. This change affects all students regardless of when or where they received their first Federal Pell Grant. You can find your LEU (Lifetime Eligibility Used) at *www.nslds.ed.gov*.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) unit minimum enrollment requirement at the college where students are receiving financial aid; units from other colleges may not be combined for this award.

FEDERAL WORK-STUDY

The Federal Work-Study Program (FWS) enables students to earn a portion of their financial aid award through part-time employment either on or off-campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) units at their home campus to be considered for this program; units from other campus cannot be combined.

LOANS (AID THAT YOU HAVE TO PAY BACK)

A caution about student loans. It takes time for a loan application to be processed by the school and the government. The disbursements of the loans are delivered to students through myLACCDcard after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) units at the home campus.

FEDERAL PERKINS LOAN PROGRAM

The Federal Loan Program is a low 5% fixed interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds.

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be at least in half-time studies, and can be extended to ten (10) years and nine (9) months after such date. A repayment period can be extended to 10 years. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

Usually, the length of the repayment period is determined by the total amount borrowed. Should a student experience unforeseen circumstances which prevent repayment at the $120 per quarter minimum level, a request for deferment or forbearance can be submitted to:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
CENTRAL LOAN ADMINISTRATION UNIT
770 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

To determine eligibility for loan rehabilitation or loan cancellation for teaching, qualified employment, military service and total and permanent disability, please contact the CLAU at (800) 822-5222.

FEDERAL DIRECT LOANS PROGRAMS (FDSL)

Direct Loan Program consists of the Subsidized Loans and the Unsubsidized Programs. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL DIRECT LOANS

Federal Direct Loan Program consists of the Subsidized Loans and the Unsubsidized Programs. Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the Federal Government which serves as the lender. The student's annual borrowing limit may vary based upon the following and also to the new changes on the grace period interest subsidy and the subsidized loan limit:

- The amount of unmet need after other financial aid assistance has been considered
- The applicant's year in school (1st or 2nd)
- The applicant's current level of indebtedness
- The applicant's academic progress
- The applicant's previous delinquent or defaulted loan history

GRACE PERIOD INTEREST SUBSIDY

The Consolidated Appropriations Act, 2012

- Temporarily eliminates the interest subsidy on Direct Subsidized Loans during the six month grace period
- This applies to new Direct Stafford Loans for which the first disbursement is made on or after July 1, 2012, and before July 1,2014
- The accrued grace period interest not paid will be capitalized
- The borrower could have some loans with interest subsidy and some without when in grace period subsidized loan limitation
- Established a limit of how many years a student may receive subsidized loans
- Applies to "new borrowers" on or after July 1, 2013

- When student has received subsidized loans for 150% of the published time of the academic program
- The student may not receive any additional subsidized loans and the subsidized loans received from July 1, 2013 on lose their subsidy

SUBSIDIZED LOAN LIMITATION

PROGRAM LENGTH	LIMITATION ON SUBSIDIZED LOAN ELIGIBILITY
4-year Bachelor's Degree	6 years of subsidized loan eligibility
2-year Associates Degree	3 years of subsidized loan eligibility
1-year Certificate Program	1 ½ years of subsidized loan eligibility
10 Week Certificate Program	15 weeks of subsidized loan eligibility

FEDERAL DIRECT LOANS (SUBSIDIZED)

Students must complete the FAFSA and demonstrate financial need according to the federal formulas in order to be eligible for subsidized direct loans. In addition, students also need to come in to the Financial Aid Office to complete a Loan Request Form. These loans are processed through the U.S. Department of Education. Under this program, the federal government will pay the interest on behalf of qualified borrowers for as long as the borrower is enrolled at least half-time in degree seeking program. A 1% to 1.5 default reduction fee and a 0.50% to 1% origination fee may be charged by the U.S. Department of Education and deducted from each Direct Loan disbursement.

FEDERAL DIRECT LOAN (UNSUBSIDIZED)

Eligibility for the Unsubsidized Direct Loan is not based on a family's demonstrated need. The government doesn't pay the interest on behalf of borrowers under the Unsubsidized Direct Loan Program. The student borrowers can choose either to make periodic payments of the interest or to have the interest added back into the principal of each loan. A 1% to 1.5% default reduction fee and a 0.50% to 1% loan origination fee may be charged by the U.S. Department of Education and deducted from each Direct Loan disbursement.

PROMISSORY NOTES

Before you receive loan assistance, you will need to sign a Master Promissory Note (MPN) which is your legally binding promise to repay the loan funs you received.

mandatory loan counseling

Entrance Loan Counseling for First-Time Borrowers at the institution must complete the loan entrance counseling, even if you have borrowed at a previous institution. Entrance counseling for direct loans can be completed online at *www.studentloans.gov* exit loan counseling

All borrowers of Federal Direct Loan funds are required to have an exit interview during their final semester, if their enrollment status drops below half-time, or if they withdraw from the college.

COST OF ATTENDANCE

In order to treat all students equally, standardized budgets (Cost of Attendance) are establish 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.

Other expenses may include, but are not limited to: dependent care, vocational/technical, and disability related expenses. Exceptions may be made to the budget in cases where need can be shown and documented.

DETERMINING FINANCIAL NEED

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). EFC is the amount that the government believes you and your family can be reasonable expected to contribute toward your college costs this year.

Cost of Attendance minus Expected Family Contribution = Financial Need.

HOW FINANCIAL AID IS PACKAGED

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

Disbursement of funds are based on the number of units a student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three quarter time is considered 9-11 . units per semester; half-time is considered 6-8 ½ units per semester; less than half-time is . - 5 . units per semester.

Pell Grants are schedule for payments twice a semester. FSEOG and Cal Grants are scheduled for payment once per semester for students enrolled in six (6) or more units. Federal Work-Study is paid twice a month. Loans are disbursed once per semester.

THE FINANCIAL AID AWARD

The campus processing the student's aid produces an Award Letter and Award Guide. These are made available online. The award letter lists the Cost of Attendance, the EFC, Total Awards, Resources, and Unmet Need amounts applicable to the academic year. Students may receive revised versions of the original award letter throughout the academic year. The revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, semesters of enrollment (partial year vs. full year and vice versa) changes, and addition or deletion of specific award letter.

The award letter confirms completion of the file review process and usually moves the award to disbursement set up of financial aid funds. Some students may need to resolve internal holds before awards can be disbursed.

SPECIAL CIRCUMSTANCES

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

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

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

FINANCIAL AID DISBURSEMENT

Students who are new to the LACCD will receive a bank card called myLACCDcard to the mailing address on file with Admissions Office. The myLACCDcard is the key for students to select their refunds/disbursement preference. This will allow students a fast and secure way of obtaining their financial aid and also give the freedom of selecting one of two different methods of obtaining their funds. Do NOT throw away your myLACCDcard. You will need to

enter the 16-digit number on the card to login to *www.myLACCD-card.com* to choose your refund/disbursement preference. It is critical that students update their address with Admissions Office or Financial Aid and Scholarship Office to ensure receipt of their bank card. There may be a fee charged for a replacement card.

Disbursement dates and deadlines are governed by the Federal, Stet, District and / or Institutional regulations and policies.

Disbursement will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. Any outstanding institutional debt will be deducted from your financial aid disbursement. Payment for late starting classes will not be issued until the class begins. Not all disbursements will adhere to this schedule because disbursements depends upon when your award was processed and date your classes began. Students are encouraged to log-on the Student Information System (SIS) at www.LACCD.edu/student information to view their disbursement information. Please note that the disbursement schedules are based on full-time enrollment.

CHANGE OF ENROLLMENT STATUS

Colleges must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then drop units, you may be Subject to repayment of some of the funds you received.

It is your responsibility to drop your classes through the Admissions Office if you do not attend. Failure to drop classes may result in a financial aid overpayment, which may require repayment of the financial aid you received.

If it is determined that you owe a repayment, and you do NOT repay the funds, a hold will be placed on your academic record, your debt will be reported to the U.S. Department of Education for collection, and you will not be eligible for further financial aid at any postsecondary institution until the debt is paid in full.

RETURN TO TITLE IV

Students who received federal financial aid and then withdraw from ALL classes may have to repay some of the federal funds they received.

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return to Tile IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e., semester). T These rules assume that a student "earns" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of Federal financial aid disbursed that exceeds the amount the student has earned. Unearned aid may be Subject to repayment.

During the first 60% of the semester enrollment, a student "earns" aid in direct proportion to the length of time of hi/her enrollment. The percentage of time the student remained enrolled is the percentage of aid for that period for which the student earned his/her aid. A student who remains enrolled beyond the ^0% point of the semester has earned all hi/her aid for the period. If a student owes a repayment, the student will be notified in writing. The Repayment may include institutional charges. The student has 45 calendar days from the date of the notification to repay; otherwise, a hold will be placed on the student's academic and financial aid records. The hold will prevent the student from receiving college services and will jeopardize future financial aid eligibility.

It is advised that you contact the Financial Aid and Scholarship Office before withdrawing from all of your classes so you understand the results of your actions. Please refer to the college schedule of classes or the college catalog for the policy regarding the refunding of enrollment fees and nonresident tuition.

STUDENT INFORMATION

Students may inquire about the following information at the Financial Aid and Scholarship Office:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. The effect of dropping classes on a student's financial aid eligibility.
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined.
5. If a student feels he/she has special circumstances or the financial aid awards does not reflect his/her current situation, a consideration for review may be requested.
6. An explanation of the a student's financial aid offer, including the portion of financial aid the student receives that must be repaid and portion that is grant aid or work-study and does not need to be repaid.
7. An explanation of the types and terms of loans available including interest rates, repayment terms and conditions of deferment and cancellation.
8. How the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
9. What facilities are available for disable students.

STUDENT RESPONSIBILITIES

1. Effective Spring 2013 all official communication will be done through the LACCD issue email. Students are responsible for checking their email on a regular basis.
2. Submitting all financial aid applications and requested documents by specified deadlines.
3. Having a valid Social Security Number (SSN) on file in the Admissions Office for the purpose of reporting federal aid and most state aid.
4. 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 educational goal and major, and update changes with the Admissions Office.
5. Maintain Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (SAP Policy is also in the college catalog).

6. Completing all financial application forms ACCURATELY AND COMPLETETLY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
9. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
10. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return of Title IV, overpayments, over-awards).
11. Not misreporting information. Intentional misreporting of information 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 student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of the Inspector General.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID JUST THE FACT . . .

WHAT is Satisfactory Academic Progress?

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress as they work toward completing their education objective-certificate, AA or AS degree, or transfer program. The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which are applied to all classes take in the LACCD.

The following questions and answers are provided to further explain WHO is affected by the SAP, WHICH financial aid programs are affected, HOW the policy is applied, and WHAT you can do to maintain progress or appeal. A complete policy statement is available in the Financial Aid & Scholarship Office.

WHICH financial aid programs are affected by the Satisfactory Academic Progress requirements?

Programs governed by the LACCD SAP policy include: Federal Pell Grant, Iraq and Afghanistan Services Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS). Federal Perkins Loan, Federal Direct Student Loan, Cal Grants (B & C), Child Development Grant, California Chafee Grant.

WHO is affected by the SAP policy?

All students who apply for, receive, and/or wish to receive financial aid are affected by the SAP policy and requirements. All students are monitored for Satisfactory Academic Progress at the end of each payment period (Summer, Fall/Winter, and Spring comprise our payment periods). Federal guidelines required that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated. Also, units from non-LACCD colleges noted on transcripts received by Admissions & Records Office in the LACCD will be counted and evaluated. Classes taken at any of the colleges in our District count toward your enrollment status when determining how much you will be disbursed. We therefore hold you accountable for all of the classes that you take within the District.

WHAT are the SAP policy requirements?

1. Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.
2. Complete a minimum of 67% of all units attempted.
3. Have less than 90 attempted units
4. Have not earned an AA, AS, or higher degree outside of the LACCD.

WHAT is a 2.0 GPA?

Basically, a 2.0 GPA is "C" average. Your GPA is calculated by dividing the number of "grade points" you received by the number of units completed with a grade point equivalent (i.e., "letter" grades of A, B, C, D, or F). Grades are assigned the following "point value.

A = 4 points

B = 3 points

C = 2 points

D = 1 points

F = 0 points

WHAT is a 67% completion rate?

Students must complete a minimum of 67% of the cumulative units they attempt. Incomplete (INC), No Credit (NRC), and Withdrawal (W) grades are considered non-grades and must be 33% or less that the units attempted.

WHY is there a 90 attempted unit limit?

Community Colleges are two-year institutions. Most of our degree and certificate programs require approximately 60 units and are designed to be completed in two years or less. Additional units are allowed, by the LACCD SAP policy and federal guidelines, to provide for unforeseen circumstances. For example, a change of major or unexpected medical issue may result in a student attempting more than the minimum number of units required to complete his/her academic program. (Note: In Progress (IP) grades are counted in attempted units for a student).

HOW are ESL and remedial classes treated?

Remedial ESL and other remedial classes are not counted towards the 90 attempted units limit. Student who are enrolled in ESL courses only may be required to submit an ESL Certificate and/or Student Educational Plan (SEP) indicating they enrolled in an eligible certificate, AA or AS degree, or transfer program.

WHAT happens when a financial aid recipient does not meet the Satisfactory Academic Progress minimum requirements?

Warning Letters are sent to students who were initially in good standing but now have a cumulative GPA less than 2.0 and/or their cumulative no-grades are greater than 33%. Students who receive Warning letter should see an academic counselor as soon as possible. Students should work with their counselor to determine the steps they can take to improve their GPA and/or percentage of

successfully competed classes. A warning letter is exactly what it says: it is a WARNING. Students remain eligible for financial aid, but they may jeopardize future eligibility if their progress does not improve.

ADVISORY LETTERS are sent to students after the end of the semester when the number of units attempted reaches or exceeds forty-five (45). Again, you should see an academic counselor to make sure you are taking the classes you need to reach your educational goal before you reach the 90 attempted units maximum.

DISQUALIFICATION LETTERS are sent to students if they continue to not meet the first or second SAP policy requirements (as noted at the bottom of the first column of this brochure) after a semester for which they received a Warning Letter.

DISQUALIFICATION LETTERS are also sent to students after they exceed 89 attempted units or they have earned an AA, AS or higher degree outside of the LACCD.

What is the rrocedure if a student wants to appeal a disqualification from financial aid. Students may submit a written petition to the Financial Aid Office explaining why they were unable to meet SAP Policy requirements. They Financial Aid Office may also require the submission of a student Educational Plan approved by an academic counselor. The following types of circumstances may be considered when evaluating a student's appeal:

- Unusual circumstances, including an extended illness of the student or a close family member.
- Change in major (only one change will be considered).
- Grade changes due to course repetition.
- Academic advisement recommendation affecting unit completion

FRAUD

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

FEDERAL SCHOOL CODE

001222 - EAST LOS ANGELES COLLEGE

STATE TAX OFFSET

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

SCHOLARSHIPS

East Los Angeles College offers a variety of scholarships.

The requirements for each scholarship vary with each organization and department. Such qualifying requirements can be based on the following: your financial need, overall GPA, educational field, overall units, and sometimes your ethnicity. While many scholarships are offered once a year, many others are offered year round and students are strongly encouraged to check with the office of Student Services in E1 for availability of scholarships.

The office of Student Services will also gladly assist you in establishing your own personal profile and student e-mail account for scholarship searches on the Internet. Stop by or contact the office of Student Services at (323) 265-8777. Applications for East Los Angeles College's Scholarships, College and Foundation Scholarships/Endowments are available in the Financial Aid and Scholarship Office and are typically due in March.

East Los Angeles College Foundation Endowments

- A. William Palmer Memorial Scholarship for Automotive Technology Endowment
- Boyle/O'Boyle Scholarship Endowment
- Delta Sigma Scholarship Endowment
- Dr. Helen Miller Bailey Memorial Scholarship Endowment
- Dr. Jeannie M. T. Yang Scholarship Endowment
- East Los Angeles College Foundation Endowment
- Ed Zapanta/Circle K Scholarship Endowment
- George & Bernandette Nursing Scholarship Endowment
- Honors Program Scholarship Endowment
- J. A. & M. Johnson Future Teachers Scholarship Endowment
- Johnson J. Liu Scholarship Endowment
- Leslie C. Conwell Scholarship Endowment
- Los Angeles Chinese Women's Club Endowment
- Los Angeles Times Scholarship Endowment
- Margie Mentel Memorial Endowment
- Mathematics Department Scholarship Endowment
- Max & Marie Offenberg Family Scholarship Endowment
- Mervyn's Scholarship Endowment
- R. C. Williams III Memorial Scholarship Endowment
- Ramon S. Ramos Memorial Scholarship Endowment
- Teresa Ferster Glazier Trust

Osher Designated Endowments

- Angel & Gregoria Almeida
- Boyle/O'Boyle
- Circle K
- Dr. Efrain G. Fuentes
- East Los Angeles College Foundation
- Ernest H. Moreno
- Ernestina Benavides Memorial

- Garfield Medical Center
- Gil Ontiveros
- Henry Fukuhara Memorial
- Henry Wong Family Memorial
- Jaime Escalante Memorial
- Manuel "Manny" Gutierrez
- Max & Marie Offenberg Family
- Milford & Pat Zornes Memorial
- Monterey Park Hospital
- Philip A. Cohen
- Preferred Bank
- R. C. Williams III Memorial
- Raymond Cheng
- West San Gabriel Valley, Boys & Girls Club

East Los Angeles College Foundation Scholarships

- Alicia Morin Robillon Memorial Scholarship
- American Mathematical Association of Two-Year Colleges (AMATYC) Contest Scholarship
- Boyle/O'Boyle Veteran's Scholarship
- Circle K Fraternity Scholarship
- David Morin Mathematics Scholarship
- ELAC Administrator's (Dave Fisher) Scholarship
- ELAC Counseling Scholarship
- Equal Access to Education Scholarship
- Gladys German Memorial Scholarship

English Department Scholarships

- English Department Faculty Scholarship for Outstanding Achievement
- English Department Scholarship for English Majors
- Equal Access for English Department Scholarship
- ESL Exceptional Achievement Award—E.S.L. 3A
- ESL Exceptional Achievement Award—E.S.L. 4A
- ESL Exceptional Achievement Award—E.S.L. 5A
- ESL Exceptional Achievement Award—E.S.L. 6A

East Los Angeles College Scholarships

- C & H Ingalls Scholarship
- Estate of Deodata Gamboa Scholarship
- Roewenkamp Memorial Scholarship
- Thomas Silliman Memorial Scholarship

Academic Departmental Scholarships

Students can inquire within a specific department about scholarships.

ARCHITECTURE

- Architecture 152 Scholarship – $300
- Beata Anaya Scholarship – $2,000
- Delmar Beckhart Memorial Scholarship – $500
- Dieterich-Post Scholarship – $500
- D. Michael Hamner Architect Award – $300
- East Los Angeles Freehand Drawing Prize – VARIES
- Gen3 Entertainment Arts – VARIES
- Hammel, Green & Abrahamson, Inc. Design Excellence Award – $500
- Osborn Architects Design Excellence Award – $750
- Randall-Baylon Architects/RACAIA Scholarship – $1,000
- Robert T. and Millie Weiss Scholarships – $1,000
- Ruben Gabriel Alumni Award – $1,000
- Souders/Huey Book Grant – VARIES
- Stephen Ehrlich Design Award – $500
- Woodbury University Scholarship – VARIES

PSYCHOLOGY

- Irvin F. Richardson Memorial Scholarship – VARIES

Student Services

BOOKSTORE

D7 • *(323) 265-8730*

Instructional materials are available in alternative formats (Braille, large print, e-text, etc). for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The East Los Angeles College Bookstore hours are 7:45 a.m. to 7:15 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. (Shorter hours during vacations and during Summer session). Extended hours are posted during the beginning of each semester. Full refunds on textbooks will be allowed during the first 15 school days of the Fall and Spring semesters and during the first 5 days of the Summer semester and short-term courses, if they meet the following conditions:

1. ALL RETURNS must be accompanied by a current cash register receipt. No exceptions.
2. New textbooks must be returned in new condition and without any marks, EVEN YOUR NAME. New books that are refunded as used will receive 75% of the new price. We reserve the right to judge the condition of returned items.
3. Methods of refunds:
   a. Cash purchases will be refunded in cash.
   b. Charge purchases will be refunded by credit to your charged account.
   c. Check purchases will receive a check in about four to six weeks after the date of purchase, unless the canceled check (front and back) are presented to the Fiscal Office.
4. Textbooks purchased after the 10th school day must be returned within 24 hours accompanied by a current dated cash register sales receipt.
5. No refunds will be given on any unwrapped textbooks that have computer disks or record cassettes.
6. No refunds are permitted on purchases made during the last 10 days of classes and final exam.

For further information call (323) 265-8722.

FISCAL OFFICE

E1-135 • *(323) 265-8701*

The Fiscal Office is the campus center for fee collections and disbursement of funds which includes financial aid checks, refund checks, scholarship checks, and student loan checks. The office also disburses cash and check refund for enrollment fees, bookstore and community service classes. Semester parking permits and ASU membership may be purchased in the Fiscal Office. In addition, various materials fees can be paid at the Fiscal Office. The office is also responsible for establishing and maintaining all Associate Student Union accounts.

FACULTY AND STAFF:

- Check disbursement request form and supporting documents must be submitted to the Fiscal Office 10 working days prior to check pick up.
- Two forms of valid identification required for check pick up.

Included in the Fiscal Office is the Budget and Purchasing Department, and the Payroll and Personnel Departments in G1-109 which processes and maintains records for all certificated, classified, unclassified and student workers on campus.

The Fiscal Office hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:30 p.m. Friday.Child Develop

CHILD DEVELOPMENT CENTER

(323) 265-8788

The Campus Child Development Center offers its services to children 3-5 years of age. In order to qualify for the current school year, children must be 3 years old by October 1st.

Applications are received on a continuous basis for the current year. Applica-tions for the following year will be accepted beginning the 3rd week of March.

Applications placed on the eligibility list are valid for only one school year. Parents will need to reapply every year (3rd week of March).

PROGRAMS OFFERED ARE (FALL THROUGH SPRING):

ALL DAY, AGES 3-5

7:45 a.m. – 3:30 p.m., Monday-Thursday
7:45 a.m. – 12:00 p.m., Friday

MORNING, AGES 3-5

7:45 a.m. – 12:00 p.m., Monday-Friday

AFTERNOON, AGES 3-5

12:00 p.m.– 4:00 p.m., Monday-Thursday

Summer program is contingent upon available funding. All programs are Subject to change without prior notice.

Note: A minimum of two days enrollment per week is required for the All-Day, Morning and Afternoon Programs.

We offer breakfast, lunch and a snack to all children enrolled in our program at no cost during the times they are enrolled. Nutritional services are provided by the California Department of Education Nutrition Services Division.

FOR FURTHER INFORMATION CALL (323) 265-8788.

CAREER & JOB SERVICES

E1-176 • *(323) 415-4126*

Career & Job Services offers many services and resources to assist students in the process of career exploration and employment opportunities:

- Office hours are 8:00 a.m. - 7:00 p.m. Monday - Thursday, and 8:00 a.m. - 3:30 p.m. on Fridays. Hours are Subject to change.
- Job and internship listings are posted weekly at the ELAC website and in the center to include part-time and full-time opportunities.
- Workshops on career-related topics and job preparation skills are offered throughout the semester.
- The Career Library offers a collection of books, computer programs, and other resources on career-related topics and job preparation skills.
- Assessments and inventories are available for career exploration.
- Appointments are available for resume critiques, mock interviews, and deciding on a career path. To schedule an appointment, call (323) 415-4126.

COUNSELING

E1-127 • *(323) 265-8751*

The Counseling Staff at East Los Angeles College believes that its primary responsibility is to assist all students in realizing their full potential and educational goals.

The College's Counseling Center provides an extensive program of individual and group counseling and orientation courses, to help students plan appropriate courses of study, to adjust vocational problems. With this assistance from the counselors, students will be able to assume the responsibility for choosing, planning and achieving their educational and personal goals.

The Counseling Center is located in E1-127. Counseling services are available from 8:00 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Fridays. Students are encouraged to make appointments well in advance of registration periods. Appointments are scheduled starting at 8:00 a.m. in person on Fridays for the upcoming week. Priority is given to the students who schedule in person.

To schedule by phone, call (323) 265-8751 (main campus) or (323) 357-6213 (South Gate campus). We recommend that appointments for the following week be made on Friday morning beginning at 9:00 a.m. There is no guarantee of making a counseling appointment over the phone. Students are encouraged to call throughout the week for any appointment cancellations. Students currently registered for classes at East Los Angeles College may make appointments to see a counselor over the Internet. We recommend that appointments for the following week be made on Friday morning beginning at 8:00 a.m. via the Internet.

HOW TO USE THE COUNSELING CENTER

Counselors are available to speak with students on a quick question and on an appointment basis. Students are strongly urged to make an appointment with a Counselor for the purpose of arranging a study program. This should be done well before scheduled registration dates. Academic Advisement is based on a student's abilities, major, placement scores, and educational plans.

CONTINUING STUDENTS

To ensure enrollment in the proper classes, students should consult a counselor periodically or on a semester-by-semester basis for program review. To avoid long delays, counseling appointments should be made well in advance of registration.

PERSONAL COUNSELING

One time or another, many students find themselves faced with personal concerns, which may cause frustration and anxiety. Counseling can be of valuable assistance. Students are urged to take advantage of this service. Personal Development classes and other special interest guidance classes are also available to assist students with personal problems.

TRANSFER CENTER

E1-176 • *(323) 415-4125*

The Transfer Center provides many services to students wishing to transfer to four-year colleges and universities. The Center publishes a monthly calendar of activities that includes: workshops on specific majors; assistance with college and financial aid applications; College Fairs; and more.

University representatives from UCLA, USC, and California State Los Angeles, among many others, visit the center on a regular basis to provide up-to-date information on the admission requirements, support programs and services, financial aid, housing facilities, and specific majors. Students can make appointments with representatives or attend a workshop to shop around for the university of their choice.

A complete library of college/university catalogs, and brochures on transfer are available to all students. Assistance with applications for the University of California, California State Universities, and some independent colleges is available in the Center. Application fee waivers are available for eligible students.

Students may obtain additional information regarding transfer concerns in person or by calling (323) 265-8623. The center is open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Fridays, 8 a.m. to 4 p.m.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)

E1-227 • *(323) 265-8769*

EOPS is a state-funded student support program that helps students who have not done well in school in the past, or thought that they did not have the money or language skills to attend college. In addition, EOPS helps students maintain satisfactory progress to stay in college. The programs and services are designed to help students successfully take the best steps necessary to pursue and achieve their goals.

ELIGIBILITY REQUIREMENTS

- Be a California resident
- Be enrolled as a full-time student (12 units or more)
- Have fewer than seventy (70) units of degree applicable college credit
- Qualify to receive a Board of Governors Waiver (BOGW) (Enrollment Fee Waiver)
- Be determined to be educationally eligible by the program

BENEFITS AND SERVICES

Students who are determined EOPS eligible may receive the following benefits:

- Registration & Enrollment Assistance
- Educational Planning & Goal Advisement
- Program Review & Follow-up
- University Transfer Assistance
- Books Grants & Bus Passes (Monetary Award)
- Assistance in Completion of Financial Aid Applications
- Development Workshops
- Cultural Activities
- Single Parent Program (See CARE)

For further information, call (323) 265-8769 or visit the office located in E1-227. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.

CARE PROGRAM

E1-227 • *(323) 265-8798*

Cooperative Agencies Resources for Education (CARE) is a student support program for single parents funded by the state. CARE provides additional services to single parents to help them reach their educational goals. To be eligible for CARE, a student must be an EOPS student, a single parent, head of household, a participant of CalWORKS/GAIN, receiving cash aid, have at least one child under the age of 14, and enrolled in 12 or more units.

CARE services may include: advisement, workshops, meal tickets, book grants, book loans, tutoring, scholarship application assistance, legal aid assistance, graduation cap and gown vouchers, scientific calculators, and other services. If you have any questions, please call (323) 265-8798 or visit the EOPS Office.

FOOD SERVICES

HUSKY STORE

B1-101

Monday - Thursday, 6:30 - 8:00 p.m.

Friday, 7:00 - 1:00 p.m.

Closed on Saturdays and Sunday

**Hours Subject to change.*

Vending machines are located at Huskie Junction, the E-5 Building, and the "A" Bungalows.

HUSKY STATION

E1-104

Monday - Thursday, 8:00 - 7:00 p.m.
Friday and Saturday, 8:00 - 3:00 p.m.
Closed on Saturdays and Sunday

**Hours Subject to change.*

STUDENT HEALTH SERVICES

G8-111 • *(323) 265-8651*

Student Health Services is located in building G8. Through a partnership between East L.A. College and White Memorial Medical Center, Student Health Services promotes students' physical, emotional, spiritual and social well-being. It offers programs designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior, and fostering students' responsibility for their own health. Visit their location for a brochure. Call (323) 265-8651 to arrange an appointment to see a licensed board-certified physician, licensed psychologist and marriage-family-child therapist.

SUBSTANCE ABUSE

Each college is required to provide information to students aimed at preventing substance (drug and alcohol) abuse. Contact the Student Health Center for details on what information and/or services are available at your college.

DISABLED STUDENT PROGRAM AND SERVICES (DSPS)

E1-160 • *(323) 265-8787*

This information and instructional materials are available in alternative formats (Braille, large print, e-text, etc). for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The Disabled Students' Program and Services (DSPS) provides educational, academic, vocational, and personal support services to students with verified disabilities. A primary goal of the statewide Disabled Student Program and Services (DSPS) is to assure an equal educational opportunity for students with disabilities. The services listed below have been designed to alleviate the barriers that may interfere with that opportunity.

ACADEMIC AND VOCATIONAL ADVISEMENT

The DSPS program provides full registration support, referrals to campus services such as tutoring centers, orientation to the college community, loan of and assistance with adaptive equipment, and can act as liaison in connecting with college faculty and staff. DSPS Specialists may prescribe academic accommodations when appropriate based on the documented disability. Referrals are also made to the state Department of Rehabilitation for assistance with such things as career selection, transportation, and textbooks. Personal counseling is also available as appropriate.

ACADEMIC ACCOMMODATIONS

Students with disabilities may be provided with supportive accommodations in the educational setting based upon the documented disability. This may include classroom aids such as a tape recorder or talking calculator, or prescribed services such as a text enlarger, test facilitation, or text reader. Instructional materials may also be provided in alternative formats such as Braille, large print, and e-text for those students who need such modifications.

On-campus transportation is also available for students with mobility limitations.

LEARNING DISABILITIES PROGRAM

The Learning Disabilities Program is designed to identify and assist students who may be eligible for additional academic support to compensate for a disability that directly affects some component of learning. Examples of possible accommodations include textbooks in an auditory format, test facilitation, and study strategies geared to the specific type of disability.

HIGH TECH CENTER

E1-152A

DSPS has a computer laboratory available for student use. This lab offers computer-assisted instruction in a format accessible to students with disabilities. The tables and computer keyboards can be adapted, and text may be enlarged and/or read out loud. Voice-activated systems are available for students who may not be able to use a keyboard. These computers may be used for coursework or skill-building activities. Internet access is also available.

For further information, please call the DSPS Office at (323) 265-8787 or 8681. For V/TDD, Please call (323) 265-8746.

HOUSING

The college maintains no housing facilities. Students are responsible for their own housing.

INSTRUCTIONAL CENTERS

LEARNING ASSISTANCE CENTER

E7-210

The Learning Assistance Center is designed to assist all students in their pursuit of excellence at East Los Angeles College. All services focus on assisting community college students to become independent, responsible learners.

The central activity is peer tutoring for students in basic skills; reading, writing, mathematics, science, study and test-taking skills and other college-level courses. The Computer-Assisted Instruction Lab is available to supplement tutoring or to serve as an alternative learning mode. Workshops and study groups are available, as well as Internet and e-mail services.

Students may also sign up for the following course in the Learning Assistance Center:

Supervised Learning Assistance 1T (0)

Note: concurrent course enrollment; referral by an instructor.

TBA, 20 HOURS PER SEMESTER.

Upon faculty/counselor referral, students will receive tutoring and computer-assisted instruction in a designated Subject area in the Learning Assistance Center. Cumulative progress and attendance records will be maintained for this noncredit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course. Supervised Learning Assistance 1T will not appear on the student's transcript.

The high-tech lab for disabled students is located in E1. Students should contact this program directly for use of its services.

Registration for the LAC is located in room 210.

To register for the program, students must be referred by an instructor or counselor. The Learning Assistance Center is located in Building E7, Room 210 and the phone number is (323) 265-8762.

LIBRARY

F3

The ELAC libraries offer a variety of resources and services to students, faculty and staff. They include:

- Books (Print and Electronic) and DVDs
- Textbook and reserve collection
- Magazines, journals and newspapers
- ELAC Campus News Digital Archives (coverage: 1945-1999)
- Online databases accessible on and off-campus
- Research help
- Research skills instruction
- Computers, printers, scanner and copiers
- Wireless Internet access
- Book borrowing privileges at California State University, Los Angeles

Librarians are available to assist with research needs during the library's regular business hours. The libraries also offer two 1-unit credit courses in Library Research and Internet Research Methods. For more information, please call (323) 265-8758.

SOUTH GATE EDUCATIONAL CENTER

The Center offers academic programs that meet a variety of student needs. For the high school student, a Bridge Program is currently underway with the surrounding high schools. For the high school graduate, the college offers services such as counseling and transfer advisement. For the working adult, the college provides a number of Certificates of Achievement that serve to either enhance their present working skills, train them for a better position or prepare them for a new career altogether.

The South Gate Educational Center is currently located at 2340 Firestone Blvd., South Gate, California, 90280-2646.

For more information call (323) 357-6200.

Office hours are 9:00 a.m. – 10:00 p.m., Monday through Thursday, and 9:00 a.m. – 4:30 p.m. Fridays.

MATH TUTORING LAB

K5 BUILDING

All students can take advantage of free mathematics tutoring through the Math Tutoring Lab. Walk-in peer tutoring help is available for all mathematics courses. Students are asked to register for a free tutorial section and login and out to keep track of the hours they spend in the lab. The lab is open Monday through Thursday from 10 a.m. until 7 p.m., Friday from 10 a.m. until 4 p.m., and on Saturday from 10 a.m. until 4 p.m. No appointment is necessary. Video tapes and calculators are available for checkout upon request (video tapes may go home for 3 days, calculators may only be checked out and used in the lab). . . For further information call (323) 415-4137 or 4191.

MENTE COMPUTER LAB

K5 BUILDING

Any mathematics student can make use of the mathematics tutorial software on the computers in the MEnTe Computer Lab. The Lab contains software for courses from basic arithmetic through calculus. Students can also use the Lab for completing work for on-line mathematics courses.

All students who are taking mathematics courses are automatically given user names and passwords to access the software. Students who wish to access mathematics software but are not registered for mathematics courses may register for the free tutorial section through the Math Tutoring Center that shares the Lab with the MEnTe Program.

The lab is open during Fall and Spring semesters Monday through Thursday from 10 a.m. through 7 p.m. and Friday through Saturday from 10 a.m. through 4 p.m.

For further information call (323) 415-4191.

WRITING CENTER

K5-1

The Writing Center offers tutoring, word processing, and Internet access for students in all SubjectS. Students may improve their writing and thinking skills through one-on-one tutoring sessions, group workshops, and grammar assistance programs. Tutors assist with all stages of writing such as brainstorming, organizing thoughts, developing ideas, writing thesis statements, and analyzing texts. Workshops cover the same areas as well as grammar and punctuation. Students are also welcome to our Conversation Lab where they can improve their listening as well as speaking skills in a relaxed environment.

The Writing Center hours are Monday through Thursday 7:00 a.m. - 9:00 p.m., Friday 10:00 through Saturday 10:00 a.m. - 4 p.m. Walk-in and scheduled appointments are available.

ACADEMIC COMPUTING ENVIRONMENT (ACE)

Faculty and Students are automatically assigned an ACE account which provides access to all ACE systems. The ACE systems include e-mail (MS Exchange), computer lab, academic portal (MS SharePoint), campus-wide printing (GoPrint), positive attendance tracking (CI Track/CI Track Web), video streaming (Starbak), and student referral (CI Track).

VETERANS' SERVICES AND PROGRAMS

E1-142 • *(323) 265-5052*

The programs of this college are approved for the training of veterans and other eligible persons.

Provisions for Veterans under Public Law 358. To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one-month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

ADMISSION REQUIREMENTS FOR VETERANS

1. File application for V.A. Educational Benefits (V.A. Form 22-1990 or 22-8821) and an application for admittance in to the college.
2. Fill out Veterans Card for school records declaring major, transfer school, and schools previously attended.
3. Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if the attendance at a college was for a short time with no units completed or if it was prior to entering the service.
4. File V.A. Form 22-1995, if you are a transfer student - Request for Change of Program or Place of Training.
5. Apply each semester for continuous V.A. Educational Benefits.

PROGRAM PLANNING FOR VETERANS

Veterans are required to complete a Student Educational Plan and submit to Veterans clerk.

The counseling department will advise you in preparing your Student Educational Plan (known as the SEP). This plan basically consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that do not fit in a veteran's selected major.

1. 70 Unit Rule - Once a veteran has received an Associate Degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.

2. If a veteran desires units beyond the Associate Degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

CREDIT FOR MILITARY SERVICE

1. Credit for military service will be awarded toward Associate Degree requirements as follows:
   - Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
   - Three units of elective credit toward the 60 units required for an associate degree
2. Application Requirements:
   - Complete an LACCD Application
   - Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
   - Provide verification of U.S. military service, as follows:
     a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.
     b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty.
3. Acceptable Documentation for Verifying Military Course Completion:
   - Army/American Council on Education Registry Transcript System (A/ASRTS)
   - Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
   - DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
   - Course completion certificates
   - Sailor/Marine American Council on Education Registry Transcript (SMART)
   - Community College of the Air Force (CCAF) Transcript
   - Defense Acquisition University (DAU) Transcript
4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

LOS ANGELES COUNTY SHERIFF SERVICES

(323) 265-8800

LOST AND FOUND

The Lost and Found Office is located in the Sheriff Department in the Southwest corner of the football stadium, between tunnels 12 and 13. The Sheriff Department is staffed 24 hours a day, 7 days a week. Persons who have lost an item can check at their convenience for their lost property at the Sheriff Department. Persons who find an item and return it to the Lost and Found Office are asked to identify themselves, and to disclose the location where the item was found. This information is logged at the office before storage. If items with identification are turned in, contact is attempted by the Sheriff Department. The Sheriff Department reserves the right to dispose of items not claimed within 30 days. Lost and Found can be reached at (323) 265-8800.

PARKING REGULATIONS

The Board of Trustees of the Los Angeles Community College District, in compliance with the laws of California, have established regulations regarding traffic and parking on campus, including, but not limited to, the following:

- Any motor vehicle parked at East Los Angeles College Monday through Saturday, must clearly display a valid parking permit from the rear view mirror facing the front, or placed on the top left corner of the dashboard (Permit Facing Up). Parking permits may be purchased at the Fiscal Office. Vehicles not properly displaying a valid parking permit are Subject to citation for violation of California Vehicle Code (CVC) Section 21113(A). Park in marked stalls only.
- Board Rule #7401 "The Board of Trustees or the District will not be responsible for damage, loss of vehicle or its contents unless the District is liable under the Government Codes 810 to 966.6 inclusive."

1. Students with regular Student Permits may park only at the Stadium Lot and Lots A & B of the South Gate Pampus.
2. Students who have paid the ASU fees are allowed to purchase an "ASU" parking permit, which allows them to park in the Stadium Lot, Avalanche Roads, and levels 2–6 of Parking Structure 3 and level 1, part of level 2, and level 3-5 of Parking Structure 4. ASU permits are also valid at the main lot at the South Gate Campus. Any vehicles found parking in any of these lots failing to display valid parking permits, will be cited per CVC Section 21113.a. Park in marked stalls only.

- Handicapped students are allowed to park in all student lots. There are designated handicapped parking stalls in every one of these parking areas. To park in these stalls, vehicle must display a valid handicapped placard, along with a valid parking permit. Any vehicle parked in a handicap stall without displaying a handicapped placard will be fined (CVC Section 22507.8(A)).

3. Instructors and staff are allowed to park in the Stadium Concourse and level 1 of Parking Structure 3, Level 2 of Parking Structure 4, B2 Lot, West Access Road, and CDC Center.

Vehicles must display a current Staff Parking Permit. Any vehicle without a valid parking permit are Subject to citation (CVC Section 21113.a. Park in marked stalls only.

- Parking spaces designated "Car Pool" are for staff car-poolers only. Vehicles parked in such stalls must display both a valid staff/faculty permit and a Car Pool permit. Any vehicles parked in a Car Pool stall without a Car Pool parking permit will be fined. Car Pool is limited to faculty staff only. For information call (323) 265-8669. (See: CVC Section 21113(A)).

4. Any vehicle traffic or vehicle parked on campus fire roads without the specific consent of the Sheriff Department, will be cited per CVC Section 22500.1.

5. "ONE DAY" parking permits are only valid at the Stadium Lot, Level 6 of Parking Structure 3 and Level 3 of Parking Structure 4. One-day permit machines are located in the Stadium Lot, and near the elevators of level 6 of Parking Structure 3 and level 5 of Parking Structure 4.

- All parking rules and regulations will be strictly enforced, 24 hours a day, (Monday - Saturday).

6. No overnight parking without approval from the Sheriff;s Department.

There is a one-week grace period at the beginning of each semester (including the first Summer session). However, citing will begin the second week of classes. Failure to display a valid student permit will result in the issuance of a citation (CVC21113(A)). Students are restricted to Student Parking Lots only.

Four points to aid students to avoid parking citations issued by the Sheriff Department or the City of Monterey Park Police:

1. Parking permits for off-street parking are issued by the City of Monterey Park and are available to residents in the immediate vicinity of the college only.
2. Parking on public streets without a valid city parking permit may result in a parking citation.
3. To avoid parking citations, please purchase student parking permits and park in the designated student lots.
4. Student parking permits must be renewed every semester.

STUDENT ACTIVITIES – STUDENT CENTER

East Los Angeles College maintains the Student Center where students can meet informally. This Center includes the following offices: Associated Student Union, and Student Activities (323) 265-8742. For more information call above numbers.

The Student Center is open between 8:00 a.m. and 6:30 p.m. Monday through Thursday, and Friday from 8:00 a.m. to 4:00 p.m. Student Government office hours are posted in Student Activities Office.

STUDENT ACTIVITIES

The office of Student Activities is responsible for a diverse program which includes but is not limited to: extra-curricular activities, drives (e.g. Red Cross Blood Drive), commencement, major cultural events, ASU/Club events, free speech, verdors and award luncheons. For more information call (323) 265-8742.

ASSOCIATED STUDENT UNION (ASU)

The students of East Los Angeles College manage their own affairs through the organization known as the Associated Students Union. All regularly enrolled students are encouraged to become members. For more information, call the ASU President (323) 265-8650, Ext. 8389.

QUALIFICATION FOR ASU OFFICERS

Administrative Regulation S-9 pertains to elected Associated Student Union (ASU) officers appointed to elected positions and heads of ASU Standing Committees. Administrative Regulation S-9 does not apply to clubs, club representatives, ASU special committees, and all-college committees.

1. A candidate for office, an elected or appointed Associated Students Union officer, must adhere to the following standards:
   a. Be a currently paid member of the ASU at the college where the election is being held; and have successfully completed no more than 80 degree-applicable units.
   b. Be a candidate for only one campus office on the same ballot.
   c. Have a cumulative and current GPA of 2.0 at the college/district during the semester in which the student government office is applied for and held. Current means the most recently completed semester.
   d. Not be on progress probation. Progress probation is defined as fifty percent or higher of the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NP" (No–Pass) have been recorded.
   e. Be actively enrolled, attending and successfully completing classes in a minimum of five (5) units. Students may be enrolled in more than one college in the district yet a minimum of five (5) units must be taken at the college where the student is seeking office.

Any candidate or officer with a disability may request an accommodation for the above requirements of 1e.

2. A student cannot be a candidate for ASU office if he/she has served more than four semesters in a student government elected and/or appointed office, or in any office or position where he/she voted on the expenditure of ASU funds in any college.
   a. Ten weeks or more in office or service will be counted as a full semester.
   b. An officer may serve a fifth semester if eligible at the time of assuming office (e.g. has served three semesters and is a candidate for an office with a one-year term) with the approval of the college president or designee.

Please contact the ASU Advisor concerning Administrative Regulation S-9.

The ASU Constitution provides for a tripartite form of government consisting of executive, legislative, and judicial branches. The executive branch is headed by the president, who serves for a one-year term. He/she serves as chairperson of the Board of Directors (BOD), which is composed of elected/appointed officers. The BOD is the legislative branch, which has the power to approve presidential appointments. The Inter-Club Council is headed by the ASU

Executive Vice President. A judicial branch is developed around a Supreme Court. The court tries all impeachments and reviews BOD legislation.

Input is vital if an educational institution wishes to be successful in adapting to the growing needs of its students. The opportunity for student involvement exists through the ASU.

ASU MEMBERSHIP STICKER

Membership in the Associated Student Union is important to a quality program of extra and co-curricular activities which includes student government, athletics, clubs, choir, drama, etc. Supporting ASU is beneficial to both the student and the college.

STUDENT ORGANIZATIONS

Approximately 42 campus organizations have open membership to students who are members of the Associated Student Union. Service clubs, special interest clubs, activity clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. The club program is coordinated by the Inter-Club Council (I.C.C)..

Additional information on organizations is available in the Associated Students Union Office, Student Center G8-119, Executive Vice President (323) 265-8650, Ext 8162.

CLUBS ON CAMPUS INCLUDE

Accounting
Administration of Justice (AJ)
Advocates & educators for Young Children (AEYC)
ALPFA
Association of Future Firefighters (AFFF)
Automotive Technology Club (ATC)
Chatting Hands (CH)
Chicanos Latinos for Community Medicine (CCM)
Chinese Students and Scholars Association (CSSA)
Christians on Campus (COC)
Circle K International
East Side Spirit and Pride (ESSP)
Economic Student Association (ESA)
El Acceso
ELAC Architecture (ELAC ArClub)
ELAC Health & Beauty Club (EHBC)
ELAC Nursing Club (ELAC-NC)
ELAC Pep Squad
ELAC Puente
ELAC Respiratory Therapy Club (ELAC RTC)
ELAC Speech Team
ELAC Students for Political Awareness (ESPA)
Engineering (e-Club)
- American Society of Mechanical Engineers (ASME)
- Biomedical Engineering Club (BMEC)
- Civil Engineering & Environmental Student Organization (CEESO)
- Computer Science Engineering Club (CSE)
- ELAC Surveying Society (ES)
- Robotics Club
- Society of Hispanic Professional Engineers (SHIPE)
- Women Engineers @ ELAC (WE@ELAC)

English as a Second Language (ESL)
Feminist Majority Club
International Youth Fellowship (IYF)
International Students Advancement Program (ISAP)
International Students Club (ISC)
Math Club
MECHA
NAMI
One Step Ahead
Philosophy Club
Physics & Astronomy Club (PAC)
Priory of Biology & Chemistry (POBC)
Psychology Club
Queer Straight Alliance (QSA)
Sociology Club
South Gate Leadership (SGL)
Students Against Substance Abuse (SASA)
Students for Equal Rights (SER)
The Entrepreneurship Club
The History Circle (THC)
USGBC ELAC
Veterans of East Los Angeles College (VELAC)
Vietnamese Student Association (VSA)
Vision Club

STUDENT TRUSTEE ELECTION PROCEDURE

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

The process contained in Board Regulation 21002 provides for a thorough evaluation of the candidates qualifications and ensures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees. Qualifications - In accordance with existing law and District regulations to be established by the Chancellor, candidates for Student Trustee must:

1. Be residents of the District.
2. Be currently enrolled at a District college, and in good standing (i.e., not on academic or progress probation).
3. Be currently enrolled in 5 units.
4. Plan to continue as a District resident and enroll as a District student through the one-year term of office.
5. Have completed a minimum of 12 units and a maximum of 80 transferable units within the Los Angeles Community College District. Exception will be decided by the chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

Please contact the ASU advisor at (323) 265-8742 concerning Board Rule 21002.

CULTURAL ACTIVITIES

THE VINCENT PRICE ART MUSEUM

Located on the campus of East Los Angeles College, the Vincent Price Art Museum (VPAM) is the first institutional art space to serve the East Los Angeles area. VPAM is a cultural center that benefits the college and its community by offering significant exhibitions and by providing all of Los Angeles with the resource of a regional showcase.

Beginning in 1951, noted actor and art collector Vincent Price donated art objects from his personal collection to ELAC, establishing the first "teaching art collection" owned by a community college. In 1957, the Vincent and Mary Grant Price Gallery -- as it was then known -- was founded. Even today, ELAC remains one of the few community colleges in the United States with the resource of a major art collection. Over the course of more than fifty years, the gallery space has expanded and the collection has grown to more than 8,000 objects.

VPAM is now the cornerstone of ELAC's new performing and visual arts center. The new four-story museum, designed by the firm Arquitectonica, is located on the corner of Avenida Cesar Chavez and Collegian Avenue. It features three floors of gallery spaces for temporary shows and displays of our permanent collection. The collection is housed in a custom-designed basement storage area known as the Thomas Silliman Vault, named in honor of the long-serving director and generous benefactor of the Museum.

VPAM hosts temporary, rotating shows curated by museum staff and guest curators. Additionally, we partner with other organizations to host travelling exhibitions. We strive to make our exhibitions socially, culturally and historically relevant to our community. The Museum is particularly interested in showcasing work by mid-career artists and artists whose work is under-recognized by regional arts institutions. Recent exhibitions have included solo surveys of artists Shizu Saldamando, John Valadez, Macha Suzuki, Carlos Almaraz, Barbara Carrasco, Ken Gonzales-Day, Pearl C. Hsiung, and Rebekah Bogard.

VPAM regularly employs ELAC student workers as gallery assistants and offers internships for credit to art, art history, and museum studies majors from local colleges and universities. Please contact VPAM for more information about opportunities and to learn about upcoming exhibitions: email vincentpriceartmuseum@elac.edu; on the web, *vincentprice.elac.edu*; and tel. (323) 265-8841. Admission is free. Guided tours are available

THEATER ARTS

The Theater Arts program offers drama students an opportunity to learn about all aspects of drama - both on and off stage. The theater presents a number of major productions each semester. For further information, ticket reservations, or inclusion on the mailing list, contact the box office at (323) 415-5034.

INTERCOLLEGIATE ATHLETICS

East Los Angeles College offers competitive intercollegiate athletic programs for both men and women. Sports presently offered for men are football, basketball, baseball, wrestling, soccer, cross country, and track and field. Sports presently offered for women are badminton, basketball, volleyball, soccer, softball, cross country, and track and field.

Students must carry a minimum of 12 semester units, 9 of which must be in academic courses, to be eligible for the first season of participation in intercollegiate athletics. Second season athletes must have completed a minimum of 24 semester units, 18 of which must be in academic courses, with a minimum grade-point average of 2.0 in order to be eligible to participate, and also carry a minimum of 12 units during every season of participation.

PUBLICATIONS

COLLEGE NEWSPAPER

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

CATALOG

The campus publishes a bi-yearly catalog.

SCHEDULE CLASSES

The campus publishes Fall, Winter/Spring, and Summer schedules of classes as well as Community Services class offerings.

Scholastic Policies

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class.

Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may be excluded by the instructor.

STUDENT RESPONSIBILITIES

Students will only be able to enroll in or attempt a course three times. Students who stay in a course past the "no penalty" withdrawal date and then drop it or are excluded, will receive a grade of "W" and have used one of their three attempts.

Any student who has three attempts at any given class, with any combination of W, D, or F grades, will not be able to register for the class again, and will need to take the class again at a college outside the Los Angeles Community College District.

Students may petition for one more attempt by citing "extenuating circumstances," however, for the most part the only extenuating circumstances that are allowed are military deployment or natural disaster.

It is the responsibility of the student to notify the instructor of circumstances which will prevent attendance at any meeting of the class. Students may notify instructors by e-mail or by phone using the number listed on the course syllabus. If the number is not listed, use the number for the department chair listed in the class schedule and ask that the message be forwarded.

Whenever absences in hours exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 20% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class demonstrating extenuating circumstances. For further details, refer to "W" section of "Grading Symbols and Definitions".

TARDIES

Three tardies will be considered the equivalent of one hour of absence. A tardy is defined as coming in to class after the class officially begins.

FINAL EXAMINATIONS

Final examinations are given in all courses according to the schedule which is printed in the Schedule of Classes.

GRADING SYMBOLS AND DEFINITIONS

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point average, using the following evaluative symbols:

GRADE SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least equal to a "C" grade or better - units awarded are not counted in GPA)	
NP	No-Pass (equal to a "D" or "F" grade - units are not counted in GPA). NP grades are punitive in terms of probation and disqualification.	

(P and NP grades may be given only in courses authorized by the District Pass/No-Pass Option and Credit by Examination Policies).

The following non-evaluative symbols may be entered on a student's record, but are not part of the GPA calculation.

SYMBOL	DEFINITION

INC Incomplete

An incomplete symbol (INC) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "INC" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record on the Incomplete form filed at the Admissions Office.

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work (one year or less) has passed.

IP In Progress

The "IP" (In Progress) symbol indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade-point average. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.

W Withdrawal

Withdrawal from a class or classes shall be authorized through 75% of the time the class is scheduled to meet.

No notation ("W" or other) shall be made on the record of a student who withdraws during the first 20% of the time the class is scheduled. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a "W". Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the office of Admissions and Records, to avoid receiving "F" OR "NP" (No-Pass) grades. "Ws" will be used as factors in progress probation and dismissal.

A "W" shall not be assigned, or if assigned shall be removed from a student's academic record if a determination is made that the student withdrew from the course due to a discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonally believed that remaining in the course would Subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

MW Military Withdrawal

Military Withdrawal denotes withdrawal without penalty. This grade is not considered for progress probation. This grade is used when an active duty military or reservist has received orders to transfer to active military duty. Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders, may file a petition with the District requesting refund of the enrollment fee. The District shall refund the entire enrollment fee unless academic credit has been awarded.

RD Report Delayed

A notation of RD shall be entered on a student's transcript when an instructor fails to turn grades in on time. The notation on the student's transcript shall be changed to the grade earned by the student following receipt of the grades from the instructor.

PASS/NO-PASS OPTION

Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for courses completed on a Pass/No-Pass basis.

NOTE THAT UC AND CSU POLICIES ON ACCEPTING P/NP VERSUS GRADES VARY BY CAMPUS. SEE YOUR COUNSELOR FOR CURRENT INFORMATION.

EAST LOS ANGELES COLLEGE OFFERS PASS/NO-PASS COURSES IN THE FOLLOWING CATEGORIES:

A. NON-OPTIONAL

The courses wherein all students are graded on a Pass/No-Pass basis. These courses are indicated in the Schedule of Classes:

Accounting 19, 24, 28

Administration of Justice 88, 89, 93-96, 105, 110, 113, 118, 121, 125, 133, 139, 146, 147, 155, 165-169, 171, 176, 177, 179, 188, 195, 211, 215, 216, 220-226, 228, 229, 231-233, 236, 239-241, 243, 245-247, 251, 253, 258, 322, 324-329, 331-343, 347, 349-350, 352-354, 356, 357, 360, 361, 363, 365-368, 371, 372, 374, 376, 378, 398, 400, 402, 404, 407-409, 411, 419, 421, 422, 430, 432, 433, 440, 442-448, 452-459

Art 638, 845, 846

Computer Applications and Office Technologies 64, 133

Computer Science 292

English 21

Fire Technology. 63-66, 228-232, 230, 231, 232

Learning Skills. 16

Mathematics 103, 105

Nursing 185, 250, 285, 385

Photography. 28, 52

Psychology 43, 81, 82

Reading 20

B. OPTIONAL

The College President may designate courses in the College Catalog wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "Pass/No-Pass" or a letter grade. Pass/No-Pass petition forms listing all approved courses are available in admissions.

Accounting 19

Animation 212, 216, 217, 218, 219, 221, 222, 223, 224

Art . . . . . All

Biology 185, 285, 385

Chemistry 51, 65

Chinese . . . . . All

CAOT. 9, 46, 62,109, 140, 145, 185, 285

communication Studies 106

Engineering, General 185

English 185

Electronics. 2

French. . . . . All

Italian . . . . . All

Japanese . . . . . All

Logistics 101, 102, 103, 104, 105

Personal Development . . . . . All

Physics. . . . . All

Spanish. . . . . All

Technical Stage Production 333

Theater 235

ACCEPTANCE OF CREDITS

All units earned on a "Pass/No-Pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

RECORDING OF GRADE

A student electing to be evaluated on the "Pass/No-Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the letter grade of "C" (2.0 grade points) or better. A student who fails to perform satisfactorily will be assigned a "No-Pass" (NP) grade. The student will be responsible for all course fees for any "Pass/No-Pass" attempt.

GRADE POINT CALCULATION

In computing a student's grade-point average, grades of "Pass/No-Pass" are omitted. However, units attempted for which "No-Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

STANDARDS OF EVALUATION

The student who is enrolled in a course on a "Pass/No-Pass" basis will be held responsible for all assignments and examinations required in the course and the standards of evaluation are identical for all students in the course.

GRADE CHANGES

GRADE CHANGE PETITION

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course, and concurrence of the office of Academic Affairs. The Grade Challenge policy is contained in Administrative Regulation E-55. The Ombudsperson is able to facilitate the process.

The changing of a grade is a serious matter that must be supported with documentation provided by the student of the course. To request a grade change, students may submit a petition for review to the Admissions Office.

NO GRADE MAY BE CHALLENGED BY A STUDENT AFTER ONE YEAR FROM THE END OF THE TERM IN WHICH THE COURSE WAS TAKEN.

TRANSCRIPTS

Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

Upon written request of the student, a copy of the student's academic record shall be forwarded by the Admissions Office to a designated addressee promptly by U.S. mail.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3.00. Students may request special processing to expedite their request for an additional fee of $7. This option is Subject to the college's ability to provide this service.

The student's transcript may be withheld if there are any unpaid fees or charges due to the College or other restrictive hold.

SCHOLASTIC AWARDS

Dean's Honor List

FULL -TIME DEAN'S HONOR LIST

1. Twelve (12) or more graded units completed in the qualifying semester.
2. Grade-point average of 3.5 or higher in the qualifying semester.

PART -TIME DEAN'S HONOR LIST

1. Six (6) or more graded units completed in the semester where student is being considered for inclusion on the Dean's Honor List.
2. Grade-point average of 3.5 or higher in the qualifying semester.

PRESIDENT'S HONOR LIST

Colleges may choose to have a President's Honors List. If the college has a President's Honor List, students who have appeared on a college's Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

GRADUATION HONORS

Graduation honors and awards are based on the student's cumulative grade-point average in degree-applicable courses at East Los Angeles College.

SUMMA CUM LAUDE

This award is granted to the student who, at the time of graduation, has the highest grade-point average for work taken at East Los Angeles College.

MAGNA CUM LAUDE

This award is granted to the student who at the time of graduating has the second highest grade-point average for work taken at East Los Angeles College.

CUM LAUDE

This award is granted to those graduating students who have attended East Los Angeles College for a minimum of 24 units of work and who have maintained not less than a 3.5 grade-point average in all college work taken at East Los Angeles College and all other institutions. Cum Laude graduates will have the option to purchase a gold honor cord to wear during the graduation ceremony.

ACADEMIC STANDARDS

ACADEMIC RENEWAL

Students whose records include substandard academic performance may petition to have their academic record reviewed for academic renewal under the following conditions:

a. Students must have achieved a grade-point average of 2.5 in their last 15 semester units or 2.0 in their last 30 semester units completed at any accredited college or university, and
b. At least two calendar years must have elapsed from the time the course work to be removed was completed.

IF THE ABOVE CONDITIONS ARE MET, ACADEMIC RENEWAL SHALL BE GRANTED CONSISTING OF:

a. Eliminating from consideration in the cumulative grade-point average and cumulative total units, up to 18 semester units of course work, and
b. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

Graduation honors and awards are to be based on the student's cumulating grade-point average for all college work attempted.

This Administrative Regulation, as authorized by Board Rule 6700, Chapter VI, Article VII, is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

FIRST AND SECOND COURSE REPETITION TO REMOVE SUBSTANDARD GRADE

Students may repeat units in which substandard grades ("D", "F", "NC", or "NP") were awarded in the District.

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated. The previous substandard grades will be removed from cumulative grade-point average and cumulative total units. Courses completed by Credit by Exam may not be used to remove substandard grades.

This policy is adopted for use for courses in the Los Angeles Community College District only. The District may adopt regulations to limit course repetition within specific programs. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

COURSE REPETITION: FOURTH ATTEMPT OR MORE

Fourth attemp.

A student may enroll and receive an evaluative symbol of "D, F, NCR and NP" and/or a non-evaluative symbol of "W" in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances.

Extenuating Circumstances. According to Board Rule 6701.10, "Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student."

FILING PERIODS: (FOURTH ATTEMPT PETITIONS WILL BE CONSIDERED FOR SPRING/FALL SEMESTERS ONLY).

- Spring semester: October 1 to December 21
- Fall semester: April 1 to June 1

COURSE REPETITION SPECIAL CIRCUMSTANCES

Repetition of courses for which a satisfactory grade of "A", "B", "C", "CR" or "P" has been recorded shall be permitted only upon an advanced petition by the student and with written permission from the College President or designee based on findings that either circumstances exist which justify such repetition or that there has been a significant lapse of time (>36 months) since the student previously took the course. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point average.

REPEATABLE COURSES

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

DIRECTED STUDY

A maximum total of 6 units in directed study are accepted for credit.

AWARDING CREDIT

The colleges within the LACCD will accept upper division coursework completed at other colleges for the purpose of fulfilling Associate Degree requirements using the following guidelines:

1. Coursework must be completed at a United States regionally accredited institution.
2. A student must submit official transcripts from the originating institution.
3. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content equivalency to a general education, major or elective course offered at an LACCD campus.
4. Upper division courses in Math or English composition may be used to satisfy competency requirements for the Associate Degree.

Use of Upper Division Courses to Satisfy IGETC or CSU GE Breadth

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems. Consult the IGETC Standards and CSU Executive Order 1033 for complete details

East Los Angeles College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

PREVIOUSLY EARNED COLLEGE UNITS

College credits earned at any accredited institutions of higher education. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to the office of Admissions and Records from each college attended.

Acceptance of Course to Meet Associate Degree and General Education Requirements:

The college within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be degree applicable.
3. A student must submit official transcripts from the originating institution.
4. The college will honor each course in the same general education area in which the originating institution placed each course.

5. A minimum grade of "C" is required in each course used to fulfill the English and Mathematics competency requirement.

ADVANCED PLACEMENT CREDIT

1. COURSE EQUIVALENCY

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

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

Note: Advanced Placement course equivalency credit cannot be used toward AAT/AST major requirements.

2. USE OF ADVANCED PLACEMENT exams for meeting General Education requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees.

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

Students must receive a passing score (3, 4, or 5) on an AP Exam to receive the credit indicated on pages 56-57.

3. ADVANCED PLACEMENT UNIT CREDIT

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education (ACE):

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

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

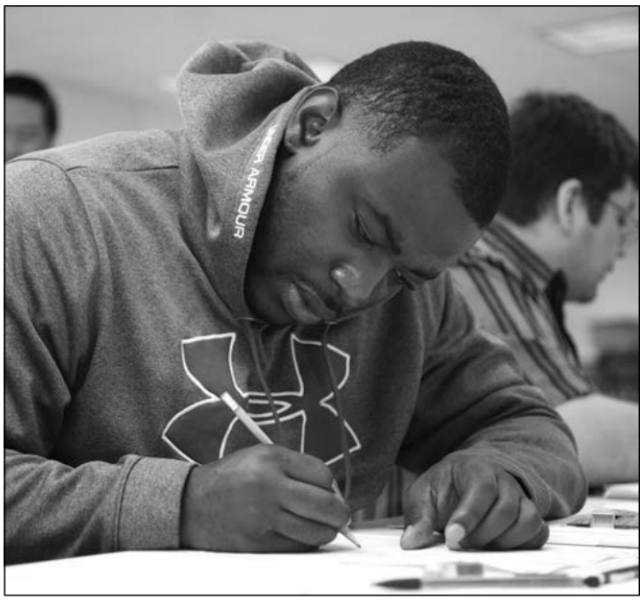
4. CSU GE BREADTH AND IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Pages 55-56 indicate how AP tests are used to meet these requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

1. COURSE EQUIVALENCY

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting General Education and Graduation Competency requirements for the Associate Degree,



shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

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

2. USE OF CLEP EXAMS for meeting General Education requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees.

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

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score.

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 towards meeting General Education and Graduation Competency requirements, 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.
- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college-level foreign language course work.

Note: See pages 57-58.

LACCD CREDIT FOR ADVANCED PLACEMENT EXAMS

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.1	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO A/AS-2009-11
Art Studio Drawing Portfolio	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 2D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 3D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art History	3, 4, 5	6	3	Section C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biological Sciences	3, 4, 5	8	3	Section A: Natural Science			5B with lab 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Chemistry	3, 4, 5	8	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Section D: Language & Rationality: Area 2.Communication and Analytical Thinking			N/A	N/A
Computer Science Exam AB	3, 4, 5	6	3	Section D: Language & Rationality: Area 2.Communication and Analytical Thinking			N/A	N/A
Economics – Macroeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Economics - Microeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
English Language & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
French Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Government & Politics: U.S.	3, 4, 5	3	3	Section B1: American Institutions		American Institutions Satisfied	4 3 semester units/ 4 quarter units	D8+US-2 3 semester units
Government & Politics: Comparative	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units

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AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.1	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO A/AS-2009-11
History: European	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences AND Section C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
History: U.S.	3, 4, 5	6	6	Section B1: American Institutions		American Institutions Satisfied	3B or 4 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
History: World	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
Human Geography	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Mathematics – Calculus AB	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Mathematics – Calculus BC	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Music Theory	3, 4, 5	6	3	Section C: Humanities			N/A	C1 3 semester units (removal fall 09)
Physics B	3, 4, 5	6	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity & Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units

LACCD CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAMS

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE[1]	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
BUSINESS EXAMS						
Financial Accounting	50	3	N/A			
Information Systems and Computer Applications	50	3	3	Section D2: Communication and Analytical Thinking		
Introductory Business Law	50	3	N/A			
Principles of Management	50	3	N/A			
Principles of Marketing	50	3	N/A			
COMPOSITION AND LITERATURE						
American Literature	50	6	3	Section C: Humanities		
Analyzing and Interpreting Literature	50	6	3	Section C: Humanities		
College Composition replaces English Composition w/essay effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition		
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition		
English Literature	50	6	3	Section C: Humanities		
Humanities	50	6	3	Section C: Humanities		
FOREIGN LANGUAGES						
French Language, Level 1	50	6	3	Section C: Humanities		
French Language, Level 2	59	12	3	Section C: Humanities		
German Language, Level 1	50	6	3	Section C: Humanities		
German Language, Level 2	60[2]	12	3	Section C: Humanities		
Spanish Language, Level 1	50	6	3	Section C: Humanities		
Spanish Language, Level 2	63	12	3	Section C: Humanities		
Level 1 - equivalent to the first two semesters (or 6 semesters hours) of college-level foreign language course work						
Level 2 - equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work						
HISTORY AND SOCIAL SCIENCES						
American Government	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States I: Early Colonization to 1877	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States II: 1865 to present	50	3	3	Section B1: American Institutions		American Institutions Satisfied
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences		

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CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE[1]	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Social Sciences and History	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences		
SCIENCE AND MATHEMATICS						
Biology	50	6	3	Section A: Natural Sciences		
Calculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Chemistry	50	6	3	Section A: Natural Sciences		
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Natural Sciences	50	6	3	Section A: Natural 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.

[2]This score is recommended for exams administered after June 30, 2008. Sources: *http://www.collegeboard.com/student/testing/clep/about.htm*

LACCD CREDIT FOR INTERNATIONAL BACCALAUREATE (IB) EXAMS

IB SUBJECT AREA	MINIMUM PASSING SCORE A.A./ A.S. CSU GE IGETC	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.3	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2010-09
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			5B 3 semester units/ 4 quarter units	B2 3 semester units
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			5A 3 semester units/ 4 quarter units	B1 3 semester units
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4B 3 semester units/ 4 quarter units	D2 3 semester units
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4E 3 semester units/ 4 quarter units	5D 3 semester units
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			3B or 4F 3 semester units/ 4 quarter units	C2 or D6 3 semester units
IB Language A1 (ENGLISH) HL	4 (A.A./A.S).	6	3	Section D: Language & Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A1 (any language) HL for IGETC Area applicability	Refer below to IB Language A1 (any language) HL for CSU GE Area applicability
IB Language A2 (ENGLISH) HL	4 (A.A./A.S).	6	3	Section D: Language & Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A2 (any language) HL for IGETC Area applicability	Refer below to IB Language A2 (any language) HL for CSU GE Area applicability
IB Language A1 (any language, except English) HL	4 (A.A./A.S). 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A2 (any language, except English) HL	4 (A.A./A.S). 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A1 (any language) HL	4 (A.A./A.S). 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language A2 (any language) HL	4 (A.A./A.S). 4 (CSU GE) 5 (IGETC)	6		Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language B* (any language) HL	4 (A.A./A.S). 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			6A Meets proficiency reg.	N/A
IB Mathematics HL	4 (A.A./A.S). 4 (CSU GE) 5 (IGETC)	6	3	Section D: Language & Rationality: Area 2 Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
IB Physics HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester units/ 4 quarter units	B1 3 semester units
IB Psychology HL	5 (ALL)	3	3	Section B2: Social and Behavioral Sciences			4I 3 semester units/ 4 quarter units	D9 3 semester units
IB Theater HL	4 (A.A./A.S). 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3A 3 semester units/ 4 quarter units	C1 3 semester units

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate® (IB) Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. The IB Diploma Program is a comprehensive and challenging pre-university course of study, leading to examinations that demand the best from motivated students and teachers. It is widely recognized for its high academic standards.

- The two-year curriculum is rigorous and intellectually coherent, encouraging critical thinking through the study of a wide range of SubjectS in the traditional academic disciplines while encouraging an international perspective.
- Beyond completing college-level courses and examinations, Diploma Program students are also required to engage in community service, individual research, and an inquiry into the nature of knowledge.
- The two-year course of study leads to final examinations in six Subject areas.

THE IB GOVERNANCE IS COMPOSED OF:

- An IB Board of Governors
- Six committees (access and advancement, audit, compensation, education, finance and governance)

[1]The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

REQUIREMENTS

1. COURSE EQUIVALENCY

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

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

2. USE OF IB EXAMS for meeting General Education Requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees

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

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

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

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.

3. IB UNIT CREDIT

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

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

4. CSU GE BREADTH AND IGETC

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

5. ANNOTATION OF IB GE/ELECTIVE Credit on LACCD Transcripts

IB credit should be annotated on LACCD transcripts using the following format: IB Exam name: Score received; A.A./A.S. GE Area met; units awarded (if applicable); A.A/A.S. electives; units awarded (if applicable); competency met (if applicable). See Page 59 for more information.

CREDIT FOR MILITARY SERVICE

1. Credit for military service will be awarded toward Associate Degree requirements as follows:
   - Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
   - Three units of elective credit toward the 60 units required for an associate degree
2. Application Requirements:
   - Complete an LACCD Application
   - Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
   - Provide verification of U.S. military service, as follows:
     1. Military Personnel of Active Duty: documentation must verify at least 181 days of active duty
     2. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty
3. Acceptable Documentation for Verifying Military Course Completion:
   - Army/American Council on Education Registry Transcript System (A/ASRTS)

- Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
- DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
- Course completion certificates
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Community College of the Air Force (CCAF) Transcript
- Degense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

CREDIT BY EXAMINATION

Students may receive credit for courses included in the list that follows by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be approved by the Subject department chair. The maximum number of units taken as credit by exam that may be applied toward graduation requirements shall be limited to 15 units.

ELIGIBILITY:

1. Be currently registered and have a minimum cumulative grade-point average of 2.0 in any work attended at the college.
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advanced course in the discipline.
4. Must have received credit for the prerequisite course.

THE FOLLOWING COURSES MAY BE TAKEN BY EXAM:

Administration of Justice 1, 2, 3, 4, 5, 6, 14, 49, 67, 75, 160
Architecture 170, 172
Automobile Technology 101
Computer Applications & Office Technologies . . . 31, 33, 34, 97
English 101
Health (Men's P.E). 11
Nursing 265, 266, 267, 268, 269, 270, 271, 272, 273, 276, 277
Photography. 10, 17, 32, 47

Students may need to enroll in a special Credit by Exam course to obtain credit. The student will be responsible for any tuition fees. A student who does not pass the exam for a course may not repeat the exam.

TRANSFER CREDIT POLICY

FOREIGN TRANSCRIPT CREDIT POLICY

The intent of this policy is to provide a process for granting Associate Degree credit for course work completed at institutions of higher education outside the United States, which are deemed comparable or equivalent to the first two years of college. Credit is authorized for work completed at these institutions under the provisions of this regulation.

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade-point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the College.
2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
4. In order to be considered for ELECTIVE (unit) credit, the evaluation of the student's transcript, conducted by the independent transcript evaluation service required by section 3 of this regulation, must include the following:
   a. Description of the country's higher education system and the role of the institution in that system.
   b. Verification that the institution is approved by the appropriate approving/accrediting agency within that country (e.g., ministry of education).
   c. The hours completed and their semester-unit equivalences.
   d. Grades--U.S. equivalent (i.e., A-F), Pass/No-Pass, or percentage, including the percentage required for a passing grade.

   Note: Unless the provisions of Section 5 of this regulation are also met, only elective credit may be granted.
5. The college may also grant course EQUIVALENCY, in keeping with college procedures for determining whether the courses, taken at the institution of higher education outside the United States, are equivalent to courses in the college's curriculum. Students can consult with a college counselor on recommended equivalences. Final determination of course equivalency credit will be made by the academic department.
6. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by the college, except that:
   a. No course may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement, unless the course was taken in a country where English is the native language.
   b. No course may be used to satisfy the Associate Degree's American Institutions requirement.

   Note: In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, elective credit may nevertheless be granted.

7. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Students wishing to transfer should consult with their prospective transfer institution.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

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

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

a. Thirty (30) semester units of credit toward the granting of the Associate in Arts (A.A). Degree will be given to graduates of Diploma Schools of Nursing under the following conditions:

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

d. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.

e. Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

f. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.

g. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Student Credit for Military Service Training

Students who are currently serving in or have served in the military service may, after successful completion of units with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:

a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission and the State Fire Marshall.

b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.

c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed eighteen (18) semester units or their equivalent.

This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.

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

ACADEMIC PROBATION AND DISMISSAL

Probation Policies

1. PLACEMENT ON ACADEMIC PROBATION

A student who has attempted at least 12 semester units, shall be placed on academic probation following any semester when the grade-point average for total cumulative units attempted at East Los Angeles College is less than 2.0 (grade "C").

2. REMOVAL FROM ACADEMIC PROBATION

A student shall be removed from academic probation upon earning a grade-point average of 2.0 (grade "C") or higher in total cumulative units attempted at East Los Angeles College.

3. PROGRESS PROBATION

A student who has enrolled in a total of at least 12 semester units within the LACCD as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", "NC" and "NP" are recorded reaches or exceeds fifty percent (50%).

4. REMOVAL FROM PROGRESS-PROBATION

A student on progress probation because of an excess of units for which entries of "W", "I", "NC" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Policy on Disqualification

A student at East Los Angeles College who is on academic or progress probation shall be Subject to disqualification whenever he or she meets one of the two conditions listed below:

1. ACADEMIC DISQUALIFICATION

Any student on academic probation for three consecutive semesters shall be Subject to disqualification. However, any student on academic probation whose most recent semester grade-point average equals or exceeds 2.0 or whose cumulative grade-point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

2. PROGRESS DISQUALIFICATION

Any student who is on progress probation for three consecutive semesters shall be Subject to disqualification for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of "W", "I", "NC" and "NP" shall not be disqualified but shall be continued on progress probation.

3. DISMISSAL

A student who is Subject to dismissal shall be notified by the Admissions office of the dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

4. APPEAL FOR EXTENDED PROBATION

A student who is Subject to dismissal may be continued on probation for the Subject to dismissal semester (Spring/Fall only) under the following conditions:

a. The dismissal determination is based on the academic record for one 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.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills. The student must meet with a college counselor and complete and file an Academic Contract with the Admissions Office.

5. RE-ADMISSION AFTER DISMISSAL

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed Subject to fulfillment of conditions prescribed by the colleges. Re-admitted students are returned to probationary status and will be Subject to dismissal.

6. APPEAL OF DISMISSAL

The student has the right to file with the college Admissions Office a written petition to appeal a proposed dismissal action if the student feels that a situation exists which warrants an exception to the dismissal action. The student must file the written petition of appeal within 15 calendar days after the dismissal letter was mailed. If the student fails to file a written petition within the 15-day period, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

INSTRUCTIONAL ALTERNATIVES: CREDIT

Cooperative Education

Cooperative Education is a three-way relationship between the student, the college, and the employer. It is an academic program that offers an opportunity to combine classroom learning with on-the-job experience; the purpose of which is to help the student choose a career or find the "right" job and to achieve success based on the choice. It also provides opportunities for the student who is already employed or who is seeking employment in a particular field of study. The student learns to establish short- and long-range career objectives and to recognize his/her progress through establishing measurable learning objectives.

Supervision, evaluation and suggestions for improvement are provided.

COOPERATIVE EDUCATION BENEFITS FOR THE STUDENT

- College credit
- Career guidance in a realistic setting
- An opportunity to apply classroom learning on the job
- Networking and job contacts
- An opportunity to recognize changing job conditions and job prospects
- An opportunity to experience socialization in the workplace
- Challenges and rewards
- Transferable college units

Honors Program

The East Los Angeles College Honors Program is designed for students with a minimum 3.0 GPA who plan on transferring to a four-year college or university. It is the college's premier transfer program consisting of academically enriched general education courses in which extensive critical analysis, discussion, writing, and research are required. To facilitate this level of interaction, enrollment is limited to twenty-five students per class. Honors courses are offered in a wide range of Subject on a rotating basis (see list of courses below).

In addition to a challenging classroom experience, Honors students receive specialized counseling services, as well as access to UCLA libraries. They also participate in research conferences and field trips to local museums, theaters, and universities. Students who complete six Honors courses with a 3.0 GPA are guaranteed priority admission consideration at UCLA and eleven other participating universities in California and Washington. Additionally, all Honors courses are specially designated on the transcripts.

Evening and/or part-time students are welcome. For further information, contact Susanne Spangler, Director, at (323) 265-8655.

HONORS COURSES

Area 1: English Communication

English 101, 103

Area 2: Mathematics and Quantitative Reasoning

Mathematics 227

Area 3: Arts and Humanities

Anthropology 121

Art History 120

Chicano Studies 51, 52

English 102

History 7

Humanities 1, 60

Music 111

Philosophy 1, 12, 14, 20, 33

Theater Arts 100

Area 4: Social and Behavioral Sciences

Anthropology 102

Chicano Studies 7, 8

Economics 1, 2

Geography 2

History 1, 2, 11, 12

Political Science 1

Psychology 1

Sociology 1, 2, 11

Area 5: Physical and Biological Sciences

Anthropology 101

Biology 3

Earth Science 1, 2

Environmental Science 1

Geography 1, 15

Geology 4

Microbiology 20

Oceanography 1

Psychology 2

Area 6: Language Other Than English

Spanish 3

Distance Education - Online Courses

Online learning provides students the flexibility in time and classroom location in order to meet their educational goals, transfer goals, certificates, and life-long learning goals. Online learning is a form of instruction in which the instructor and student are in different locations and interact via the use of a computer. Distance learning at ELAC, encompasses online/hybrid classes and follows the principles of high standards and student-focused learning. These types of courses are designed for students who work independently, can't come to campus on a regular basis and who need flexibility in their schedules. Distance learning classes and instruction are held to the same standards regardless of delivery and meet the same General Education and Transfer requirements as their on-campus counterparts.

Online courses operate asynchronously, which means students may go online to complete their course work at a time that is convenient for them (within the framework of course deadlines as determined by the instructor), whereas hybrid courses combine online asynchronous contact with meetings on campus a. specific times and locations.

The following courses have been approved as online/hybrid courses at ELAC. To check ELAC latest online course listing, go to *www.elac.edu/online/index.htm* and click on "Current Online Course Offerings". For further information, please call (323) 415-5313 or email us at onlinehelp@elac.edu.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 5	Criminal Investigation	3
ADM JUS 62	Fingerprint Classification	3
ADM JUS 172	Criminalistics I	3
ADM JUS 173	Criminalistics II	3
ADM JUS 174	Offender Profiling in Criminal Investigations	3
ADM JUS 196	Intermediate Report Writing	3
ADM JUS 428	Ethics in Forensic Science	3
ANTHRO 101	Human Biological Evolution	3
ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 103	Art Appreciation I	3
ART 105	History of Asian Art	3
ART 109	The Arts of Africa, Oceania, and Ancient America	3
ART 111	History of Contemporary Art	3
CH DEV 1	Child, Growth and Development	3
CH DEV 10	Child Health	3
CH DEV 11	Child, Family and Community	3
CH DEV 30	Infant and Toddler Studies I	3
CAOT 1	Keyboarding I	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 39	Word Processing: Keyboarding and Operations	3
CAOT 48	Customer Service	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
CAOT 86	Microcomputer Office Applications: Database (Access)	3
CAOT 91	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 111	Microcomputer Office Application: Electronic Communications	2
CAOT 133	How to Succeed in an Online Course	1
CAOT 145	ePortfolio	3
COMM 101	Oral Communication I	3
CO SCI 200*	Microcomputers in Business	3
CO SCI 201*	Introduction to Computers and Their Uses	3
CO SCI 208*	Beginning BASIC Programming	3
CO SCI 237*	Teleprocessing Systems, Devices, and Protocols	3
CO SCI 238	Advanced Basic Programming	3
CO SCI 255*	Electronic Commerce (e-Commerce) 3 CO SCI 257* Introduction to Web Page Design.	3
CO SCI 257	Introduction to Web Page Design	3
English 85	College English as a Second Language II	3
English 86	College English as a Second Language III	3
English 101	College Reading and Composition I	3
English 103	Composition and Critical Thinking	3
FAM&CS 21	Nutrition	3
FAM&CS 31	Marriage and Family Life	3
FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I	5
FRENCH 10	French Civilization	3
GEOG 31	Introduction to Geographic Information Systems	3
GIS 31	Introduction to Geographic Information Systems	3
HEALTH 2	Health and Fitness	3
HEALTH 4	Contemporary Major Diseases and Illnesses	3
HEALTH 7	Physical Fitness and Nutrition	3
HEALTH 8	Women's Personal Health	3
HEALTH 11	Principles of Healthful Living	3

HEALTH 15	Stress Management Strategy	3
HEALTH 27	Focus on Health: Prenatal Care	2
HEALTH 28	Focus on Health: Arthritis	1
HEALTH 29	Focus on Health: Breast Care	1
HEALTH 30	Focus on Health: Menopause and Aging: Growing Older	1
HEALTH 31	Focus on Health: Diabetes	1
HEALTH 32	Focus on Health: Heart and Circulation	1
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
HISTORY 11	Political and Social History of the United States I	3
HISTORY 12	Political and Social History of the United States II	3
JAPAN 3	Intermediate Japanese I	5
ITALIAN 10	Elementary Italian I	5
LAW 1	Business Law I	3
LAW 2	Business Law II	3
LAW 3	Civil Rights and the Law	3
LAW 13	Wills, Trusts, and Probate Administration	3
LAW 18	Marriage and Family Law	3
LIB SCI 101	Library Research Methods	1
LIB SCI 102	Internet Research Methods	1
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
MATH 105	Arithmetic for College Students	3
MATH 112*	Pre-algebra	3
MATH 115*	Elementary Algebra	5
MATH 125*	Intermediate Algebra	5
MATH 227*	Statistics	4
MATH 230*	Mathematics for Liberal Arts Students	3
MATH 245*	College Algebra	3
MATH 260	Pre-Calculus	5
MUSIC 101	Fundamentals of Music	3
MUSIC 111	Music Appreciation I	3
PERSDEV 1	Introduction to College	1
PHILOS 1	Introduction to Philosophy	3
PHILOS 6	Logic in Practice	3
PHILOS 8	Deductive Logic	3
PHILOS 19	Contemporary Problems in Bioethics	3
POL SCI 1	The Government of the United States	3
PSYCH 1	General Psychology	3
PSYCH 2	American Social Problems	3
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	3
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 24	Common-Interest Developments	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
SOC 3	Crime and Delinquency	3
SOC 7	Juvenile Delinquency	3
SOC 11	Race and Ethnic Relations	3
SOC 12	Marriage and Family Life	3
SOC 21	Human Sexuality	3
THEATER 100	Introduction to the Theater	3
THEATER 505	History of Motion Pictures	3

**This course has a prerequisite.*

Check the latest schedule of classes for current information about online class offerings.

Adelante Program

The Adelante First Year Experience is committed to the educational success of students. Adelante is a comprehensive program involving student services, linked courses, a stimulating learning environment, and committed faculty which together provide all Adelante first-year students with the very best opportunities to succeed in transferring to a four-year university. For further information please call (323) 415-5387 or visit *www.adelante.elac.edu*.

Escalante Program

The principal objective of the Jaime Escalante Math and Science Program is to engage inner-city disadvantaged junior high and high school youths in a demanding academic regimen of pre-college and college mathematics in order to foster matriculation into college and college-level math and science courses. The Escalante Program aims at raising the percentage of students which pass or are exempt from taking the Entry Level Mathematics (ELM) Placement Examination, giving inner-city students an equal chance for success in college. Once in college, Escalante students begin with college-level math classes, thereby decreasing the number of years spent in school.

The Escalante Math and Science Program provides students with a challenging academic environment in which to practice and master complex mathematical theory and applications. This program operates on the basic principle that, given the availability of excellent teaching and a commitment to work hard, more time spent by the student working on the Subject will result in improved student outcomes.

The Escalante Program is an integrated sequence of intermediate and advanced mathematics coursework supported by the commitment of each student and instructor to a rigorous schedule. Classes are taught by instructors selected for their teaching skills and history of success with students.

Escalante classes fall within the purview of the mathematics departments of the participating schools and are designed to augment and integrate with the middle and high school's own curriculum. The secondary school's regular instructional program is augmented by the Escalante Program, which provides six years of math in a four-year span, with an opportunity to take two College Board exams for college credit.

First Year Completion

First Year Completion (FYC) is a pathway designed for new ELAC students who are committed to full-time enrollment at the college and are eligible for English 26 or 28. The FYC offers students the opportunity to complete their math and English sequence courses in one year and earn up to 30 units by the end of the spring semester.

HIGHLIGHTS OF THE FYC INCLUDE:

- Early start with English classes taken through the Summer Bridge Program
- Full-time enrollment for the first year

- Development of an educational plan to help students achieve academic goals
- Linked learning experiences with academic classes and support services
- Supplemental instruction and tutoring support
- Peer mentors
- Enrollment in general education and career technical classes that fulfill degree and transfer requirements
- Completion of transferable math and English in one year
- Completion of up to 30 units in one year

Eligible students must be new first-time college students (no college experience) or ELAC students with fewer than 10 units completed. For further information, stop by B2-107, call 323-780-6795, or contact the staff at first-year@elac.edu.

MESA Program

MESA (Mathematics, Engineering and Science Achievement) serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges. Our goals are to help students transfer to four-year colleges by providing comprehensive academic support and enrichment, as well as to provide them with the tools and strategies to be successful once they transfer and beyond.

California MESA Community College Program (CCP) Components:

ACADEMIC EXCELLENCE WORKSHOPS - MESA students that have successfully taken select courses facilitate a group-learning experience in these workshops. Cooperative learning is encouraged, with a focus on developing academic study skills and mastery of concepts.

ADVISING STAFF - A team of graduate students provide academic advisement. Students are also advised in financial aid, internship, scholarship, and other enrichment opportunities. The outcome is students are competitive applicants to four-year universities.

FACILITATION OF RESEARCH OPPORTUNITIES - Through partnerships with four-year universities, federal- and state-funded grants, students are given the opportunity to participate in research experiences at top universities with renowned researchers. This program has been instrumental in engaging students in STEM fields, and in increasing the number of students interested in obtaining graduate and doctorate degrees.

LOAN PROGRAM - On a semester basis, the MESA program loans out books, calculators and laptops in order to help with the burden of coming up with financial resources. Students must be in good academic standing and comply with MESA guidelines to receive this assistance.

PERSONAL STATEMENT AND RESUME ASSISTANCE - Because students are constantly encouraged to apply for scholarships and internships, having a personal statement and resume on hand is highly encouraged. Graduate students assist students through the process of completing these.

COLLABORATION WITH STUDENT ORGANIZATION - We work closely with the student run organizations Society for Hispanic Professional Engineers (SHPE), Priory of Biology and Chemistry (POBC), Physics Club, Math Club and Chicanos(as) for Creative Medine (CCM). MESA facilitates field trips, outreach activities, speaker presentations, leadership development activities, and state and national conferences/meetings through these affiliations.

MESA LIBRARY AND MEDIA CENTER - The MESA Library and Media Center is a current project in the making (courtesy of Title IV Funding). Our library will have various resources including books, journals and interesting DVDs which students can view on our new television. Through this project, we hope to engage students in STEM studies by presenting relevant topics in sustainable and renewable energy, bioengineering, biomedicine, and biochemistry.

For further information contact the Mesa Program (323) 780-6730.

Puente Project

The Puente Project's mission is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente provides students with English instruction, academic advising and mentoring.

For further information, contact Dorothy Teola at (323) 267-3763 or teoladv@elac.edu, or Carlos Centeno at (323) 780-6713 or centenc@elac.edu.

Tech Prep

Tech Prep prepares high school students to go to college and enter high-performance technology careers. Starting in the 11th grade, Tech Prep students learn technical skills as well as academics. Career preparation is the main goal of Tech Prep and its contextual learning. Tech Prep high school students can graduate in two years with their technical degree from East L.A. College or continue their studies into college to earn their four-year degree.

East L.A. College departments offering Tech Prep programs coordinated with high schools include:

Administration of Justice
Architecture
Art
Auto Technology
Business Administration
Child, Family and Education Studies
Computer Applications and Office Technologies
Electronics
Engineering
Journalism
Life Sciences
Music
Nursing
Photography
Psychology
Theater Arts

Contact the Tech Prep program office at (323) 265-8859 for a brochure and further information.

ITV/The Weekend College

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents transferable college credit courses via television and the Internet. ITV courses are blended courses combining television, the internet and weekend class meetings. The courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A Los Angeles Community College District instructor is assigned to each course.

Interested students are invited to visit ITV/The Weekend College office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, California 91342, or to call (818) 364-7600 for registration information.

Winter and Summer Intersessions

Winter and Summer intersessions are held in accordance with the guidelines established by the Board of Trustees. The Winter intersession schedule is included in the Spring class schedule. The Summer intersession schedule is published separately.

INSTRUCTIONAL ALTERNATIVES: NOT FOR CREDIT

Community Services

(323) 265-8793

The Community Services department responds to needs and interests of our diverse community by offering short-term programs for personal development, leisure, recreation and special interest. All courses are not-for-credit and self-supporting (fee-generating).

a. ADULT EDUCATION - Instruction in Business, Consumer and Professional Skills.

b. CHILDREN'S COLLEGE - Courses designed to meet the needs of our young people, i.e., Arts and Crafts; Language; Math; Music; Fine Arts; Dance; and Personal Development.

c. RECREATIONAL ACTIVITIES - Courses in Dance; Fitness; Swimming; Martial Arts; Basketball; and Golf.

d. TRAFFIC SCHOOL - Court approved for eight hours. Contact office for dates, (323) 265-8794.

CalWORKS Program

(323) 265-8998

CalWORKS (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

THESE SERVICES INCLUDE:

- Information
- Vocational training
- Basic skills training: GED, ESL, Adult Basic Education
- Liaison with DPSS (Department of Public Social Services) regarding training programs and contracts
- Childcare assistance and referrals
- Work study assignments, on/off campus
- Job development: employment skills, resumes, interview skills, and job opportunities
- Learning assistance and tutorial coursework

The CalWORKS program through DPSS provides childcare services, transportation, and textbooks.

**STUDENTS: PLEASE NOTE THAT THE CalWORKS PROGRAM AT ELAC CAN ASSIST YOU IN MEETING THE NEW 32/35 HOUR WORK-PARTICIPATION REQUIREMENT, WHICH CAN INCLUDE THE HOURS YOU ARE ATTENDING CLASSES.*

Graduation Requirements

A PETITION TO GRADUATE MUST BE FILED BY THE STUDENT. CHECK THE SCHEDULE OF CLASSES FOR DEADLINE DATES.

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

CATALOG RIGHTS

Students maintaining continuing attendance have "catalog rights" in the choice of regulations determining graduation requirements. Continuing attendance is defined as no more then one semester absence withi. a school year excluding summer and winter intersession completing at least one course in each calendar year. It is the responsibility of the student to indicate at the time the graduation/certificate petition is submitted which catalog he/she elects to follow.

Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for ELAC graduation.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

UNIT REQUIREMENT

Minimum of 60 to 64 units of degree-applicable (DA) course credit in a selected curriculum. All classes are degree applicable unless they list NDA following the course title.

RESIDENCE REQUIREMENT

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

SCHOLASTIC REQUIREMENT

All courses that count toward the associate degree major or area of emphasis must be "satisfactorily completed" with grades A, B, C or P (Pass). A "C" (2.0) grade-point average or better in all work attempted in the curriculum upon which the degree is based is also required.

COMPETENCY REQUIREMENTS

The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12 for all students entering prior to Fall 2009:

A. Mathematics Competency

1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:
   - Mathematics 113 and 114, 115, 116, 117 and 118, 119, 123A&B, 146, 147 or any higher-level Mathematics course with a prerequisite of at least mathematics 115 or its equivalent
   - Computer Technology 60
   - Electronics 10, 12, 14
   - General Engineering Technology 121
   - Engineering Technology 49, 50, 51
   - Statistics 1

   OR
2. Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

B. Reading & Written Expression Competency

1. The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

English 28	Intermediate Reading and Composition
English 31	Composition and Critical Reading
English 61	Intermediate Reading and Composition - Personal Experience
English 62	Reading and Writing - Contemporary Issues
English 63	Reading and Writing - The Arts
English 65	Intermediate Reading and Composition - Fiction
English 101	College Reading and Composition I
English 363	ESL for Academic Purposes III
JOURNALISM 101	Collecting and Writing News

2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12 for all students entering beginning Fall 2009:

- A. Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:
   - Mathematics 123C, 124A&B, 125, or 127 & 128 or any higher-level Mathematics course with a prerequisite of at least mathematics 125 or its equivalent
2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.
3. A score of 3 or higher on the following AP Exams:
   - Calculus AB
   - Calculus BC
   - Statistics
4. Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.

- B. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:

1. Completion of English 101 (or its equivalent at another college) with a grade of "C" or better.
2. A score of 3 or higher on the following AP Exams:
   - English Language and Composition
   - English Composition and Literature
3. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.
4. Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement.

GRADUATION APPLICATION PROCEDURES

Associate degrees are not automatically awarded when the student completes the requirements. The student must file a petition in the office of Admissions and Records according to the following schedule:

GRADUATION PERIOD	FILING PERIOD
Summer	June - August
Fall	September - December
Spring	February - May

A commencement ceremony is conducted for spring graduation, but the graduation date is posted on the student's transcripts after the graduation period in which the Associate degree is earned.

ADDITIONAL AND CONCURRENT ASSOCIATE DEGREE

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements - i.e., scholarship, residency, competency, general education and major requirements.
2. Completion of a minimum of six (6) new units in a major requiring 18-35 units or twelve (12) new units in a major following Plan B of General Education requiring 36 or more units. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
3. All courses that count toward the associate degree major or area of emphasis must be satisfactorily completed with grade of "C" or higher or "P" (Pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules - Academic Senate and the Board of Trustees Shared Governance Policy.

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Important: Students who have taken college courses elsewhere (outside the LACCD system) must have an official transcript sent from each of those colleges to ELAC's office of Admissions and Records when they enroll at ELAC.

Failure to submit transcripts from other colleges when enrolling at ELAC will cause problems in creating the student's educational plan and in awarding equivalent credit for courses taken elsewhere, and could eventually delay the student's graduation from ELAC.

COURSE REQUIREMENTS

Students who are majoring in programs of study for which 18-35 units are required in the major should complete *Graduation Plan A.*

Students who are majoring in programs of study for which 36 or more units are required in the major should complete *Graduation Plan B.*

Per Senate Bill SB 1440, students pursing an Associate in Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) must complete the general education requirements for these degrees with full certification of the *CSU GE Breadth Certification Plan* or the *IGETC* as defined by CSU Executive Order 1033 and the IGETC Standards respectively. Course work from Areas A1, A2, A3 and B4 of the CSU GE Breadth Certification Plan must be completed with a "C" or better to be applied toward degree requirements.

GENERAL EDUCATION CATEGORIES AND STUDENT LEARNING OUTCOMES

Categories of courses that fulfill general education requirements for Plans A and B are as follows:

AREA A: Natural Science

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Describe the relationships between science and other human activities through the examination of the physical universe, its life forms, and/or its natural phenomena.
- Apply or discuss the scientific method as it relates to common issues and problems found in the natural sciences.

AREA B: Social and Behavioral Sciences

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Apply critical thinking methods to the ways that individuals or societies behave or have behaved, in a particular situation, event or series of events, within their own or among other societies (e.g., compare and contrast how individuals, societies and social subgroups operate).

AREA C: Humanities

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Demonstrate an awareness/understanding of diverse human responses to the world around them through artistic or cultural creation.
- Demonstrate an understanding of various aesthetics and an ability to make value judgments on artistic or cultural creations.

AREA D1: Language and Rationality--English Composition

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Demonstrate an understanding of the principles of language by using language to clearly and precisely express rational thought.

AREA D2: Language and Rationality--Communication and Analytical Thinking

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Critically evaluate communication in a symbol system appropriate to the academic discipline being studied.

AREA E: Health and Physical Education

After completing a General Education course in health and physical education, students will be able to:

- Apply techniques, skills and/or knowledge as related to the designated activities.
- Demonstrate the components for health and wellness.

PLAN A

MAJOR REQUIREMENTS

Minimum of 18 units in a single or related field.

GENERAL EDUCATION REQUIREMENTS

Completion of at least 30 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES (3 SEMESTER UNITS)

Anthropology 101, 103
Anatomy 1
Astronomy 1, 15, 16
Biology 3, 6, 9, 20, 22, 46
Chemistry 51, 65, 101
Earth Science 1
Environmental Science 1, 24
Environmental Studies 102
Family and Consumer Studies 21
Geography 1, 3
Geology 1, 4
Meteorology 3
Microbiology 1, 10, 20
Oceanography 1
Physics 1, 6, 7, 11, 17, 21, 22
Physiology 1, 6
Psychology 2

B. SOCIAL AND BEHAVIORAL SCIENCES (9 SEMESTER UNITS)

1. American Institutions

(3-6 semester units)

African-American Studies 4, 5
Chicano Studies 7, 8
History 5, 6, 11, 12, 52, 81, 82
Political Science 1

2. Other Social and Behavioral Sciences

(3-6 semester units)

Administration of Justice 1
Anthropology 102, 109, 132
Asian-American Studies 1, 3
Chicano Studies 2, 3, 4, 19, 20, 47, 50, 56, 63, 71, 72, 80
Child Development 1, 42, 45
Communication Studies 190
Economics 1, 2, 60
Environmental Science 17
Family and Consumer Studies 31
Geography 2, 5, 14, 18
History 1, 2, 23, 86, 87
Journalism 105
Kinesiology Major 109
Political Science 2, 7, 19
Psychology 1, 11, 13, 14, 32, 41, 52, 77
Public Relations 1
Sociology 1, 2, 3, 4, 7, 11, 12, 13, 21, 22

C. HUMANITIES (3 SEMESTER UNITS)

American Sign Language 1, 2, 3, 4
Animation 118, 218
Anthropology 104, 121
Architecture 110, 130, 131
Art 103, 201, 501, 502, 708
Art History 100, 110, 111, 116, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
Asian-American Studies 11
Broadcasting 1
Chicano Studies 37, 42, 44, 46, 51, 52, 54, 57, 62
Child Development 3
Chinese 1, 2, 3, 21, 22
Dance Studies 457, 458, 814
Dance Techniques 421, 422
English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 215, 216, 218, 220, 239, 240, 241, 245, 250, 252
French 1, 2, 3, 4, 5, 10, 21, 22
History 7, 23, 86
Humanities 1, 8, 60
Italian 1, 2, 10
Japanese 1, 2, 3, 4
Music 101, 111, 121, 122, 132, 141, 181-184, 201, 202, 211, 321-324, 411-413, 611, 651-654, 733, 775
Philosophy 1, 12, 13, 14, 19, 20, 28, 31, 33, 44
Photography 10, 121
Spanish 1, 2, 3, 4, 5, 6, 9, 10, 12, 16, 28, 29, 35, 36
Technical Stage Production 315, 360, 367
Theater Arts 100, 114, 200, 505

D. LANGUAGE AND RATIONALITY (12 SEMESTER UNITS)

1. English Composition

(3-6 semester units)

Note: Courses that are marked with an "" meet the English Competency Requirement for graduation.*

Computer Applications and Office Technologies 32
English 28, 61, 62, 63, 65, 101*, 102
Journalism 101

2. Communication and Analytical Thinking

(6-9 semester units)

Broadcasting 300
Business 15
Communication Studies 101, 102, 104
Computer Applications and Office Technologies 35
Computer Science 201, 203, 208
Engineering, General 102, 221
English 103
Geography 31
Geographical Information Systems 31
Library Science 101
Mathematics 120 or higher, except for 185, 192, 285, 385
Philosophy 6, 8
Psychology 91
Reading 29, 101

E. HEALTH AND PHYSICAL EDUCATION (3 SEMESTER UNITS)

1. Health Education

(2-3 semester units)

Health 2, 4, 7, 8, 11

2. Physical Activity

(1 semester unit, unless exempt)

Chosen from one of the following SubjectS (refer to pages 227-229 for a list of Physical Activities that will meet this requirement):

Dance Specialties
Dance Studies 452, 814, 820, 822
Dance Techniques
Kinesiology
Kinesiology Athletics
Kinesiology Major 135

Note: Health 2 includes the Physical Education activity.

PLAN B

MAJOR REQUIREMENTS

Minimum of 36 units in a single or related field.

GENERAL EDUCATION REQUIREMENTS

Completion of at least 18 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES (3 SEMESTER UNITS)

Anthropology 101, 103
Anatomy 1
Astronomy 1, 15, 16
Biology 3, 6, 9, 20, 22, 46
Chemistry 51, 65, 101
Earth Science 1
Environmental Science 1, 24
Environmental Studies 102
Family and Consumer Studies 21
Geography 1, 3
Geology 1, 4
Meteorology 3
Microbiology 1, 10, 20
Oceanography 1
Physics 1, 6, 7, 11, 17, 21, 22
Physiology 1, 6
Psychology 2

B. SOCIAL AND BEHAVIORAL SCIENCES (3 SEMESTER UNITS)

1. American Institutions

(3 semester units)

African-American Studies 4, 5
Chicano Studies 7, 8
History 5, 6, 11, 12, 52, 81, 82
Political Science 1

C. HUMANITIES (3 SEMESTER UNITS)

American Sign Language 1, 2, 3, 4
Animation 118, 218

Anthropology 104, 121
Architecture 110, 130, 131
Art 103, 201, 501, 502, 708
Art History 100, 110, 111, 116, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
Asian-American Studies 11
Broadcasting 1
Chicano Studies 37, 42, 44, 46, 51, 52, 54, 57, 62
Child Development 3
Chinese 1, 2, 3, 21, 22
Dance Studies 457, 458, 814
Dance Techniques 421, 422
English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 215, 216, 218, 220, 239, 240, 241, 245, 250, 252
French 1, 2, 3, 4, 5, 10, 21, 22
History 7, 23, 86
Humanities 1, 8, 60
Italian 1, 2, 10
Japanese 1, 2, 3, 4
Music 101, 111, 121, 122, 132, 141, 181-184, 201, 202, 211, 321-324, 411-413, 611, 651-654, 731, 733, 734, 741, 775
Philosophy 1, 12, 13, 14, 19, 20, 28, 31, 33, 44
Photography 10, 121
Spanish 1, 2, 3, 4, 5, 6, 9, 10, 12, 16, 28, 29, 35, 36
Technical Stage Production 315, 360, 367
Theater Arts 100, 114, 200, 505

D. LANGUAGE AND RATIONALITY (6 UNITS REQUIRED)

1. English Composition

(3 semester units)

Note: Courses that are marked with an "" meet the English Competency Requirement for graduation.*

Computer Applications and Office Technologies 32
English 28, 61, 62, 63, 65, 101*, 102
Journalism 101

2. Communication and Analytical Thinking

(3 semester units)

Broadcasting 300
Business 15
Communication Studies 101, 102, 104
Computer Applications and Office Technologies 35
Computer Science 201, 203, 208
Engineering, General 102, 221
English 103
Geography 31
Geographical Information Systems 31
Library Science 101
Mathematics 120 or higher, except for 185, 192, 285, 385
Philosophy 6, 8
Psychology 91
Reading 29, 101

E. HEALTH AND PHYSICAL EDUCATION (3 SEMESTER UNITS)

1. Health Education

(2-3 semester units)

Health 2, 4, 7, 8, 11

2. Physical Activity

(1 semester unit, unless exempt)

Chosen from one of the following SubjectS (refer to pages 227-229 for a list of Physical Activities that will meet this requirement):

Dance Specialties
Dance Studies 452, 814, 820, 822
Dance Techniques
Kinesiology
Kinesiology Athletics
Kinesiology Major 135

Note: Health 2 includes the Physical Education activity.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an "Associate Degree for Transfer", a newly established variation of the Associate Degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is a designated "high-unit" major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

REQUIREMENTS:

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade-point average (GPA) of a least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in a "AA-T" or "AS-T" 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 (Title 5, 55063).
4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 73-77).

Transfer Requirements

TRANSFER PROGRAM

Information has been compiled here to help the many East Los Angeles College students who plan to continue studying at another college or university after completing studies at East Los Angeles College.

East Los Angeles College provides the lower division preparation and general education requirements for most universities in California.

With careful planning, a student can complete the equivalent courses of the first two years of study at most universities and complete the requirements for the Associate Degree simultaneously.

Students are urged to study the requirements of the University to which he or she plans to transfer and to check regularly with the counselors in the Counseling Office to be certain that they are taking courses which will meet their transfer requirements.

It is also recommended that students regularly use the many services provided by the University Center to assist them in preparation for transfer.

ASSIST - *www.assist.org*

As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. ASSIST is California's official statewide repository of transfer information for the California State University (CSU)and University of California (UC) university systems, offering easy access to a single database of course transfer information. ASSIST will help you determine if you will receive credit for courses you've already taken or plan to take and how those courses will apply to a specific academic major or general education requirement.

ARTICULATION AGREEMENTS

Articulation agreements identify coursework completed at one institution that meets the requirements of another institution for major preparation, general education, or transferable units. Most articulation agreements are between a community college and a university, but there are also agreements between universities. Articulation agreements are agreed upon by both institutions involved in transferring course credits. Articulation agreements with the CSU and UC systems maybe accessed on *www.assist.org*. Other agreements with independent institutions are accessible on the ELAC website under "Transfer Requirements" or through the Counseling Department in E1.

CALIFORNIA STATE UNIVERSITY

ADMISSION

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with a counselor in the Counseling Office.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at East Los Angeles College, and (b) have achieved a 2.0 or better grade-point average in all college units attempted (non-residents, 2.4 or better). Any student applying for admission for Fall 1998 or later must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning for admission.

DEPARTMENTAL MAJORS

In some transfer programs, East Los Angeles College does not offer all courses required by the departmental major. It is essential, therefore, to refer to the appropriate California State University catalog for complete departmental majors. Since many of the Departmental Majors Requirements are revised after a college catalog has been printed, students are also urged to consult with a counselor for current information.

GENERAL EDUCATION REQUIREMENTS

The following program meets the needs of the student for essentially all the California State Universities; however, due to the fact that the requirements for general education often change. It is essential for students to consult with a counselor for information about any recent changes.

To be eligible for the Bachelor's degree from a State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes East Los Angeles College to certify that the student has completed the lower division portion of the General Education requirements, i.e., 39 semester units, from the pattern listed below.

Students may complete these 39 units of General Education at East Los Angeles College for transfer to the California State University and College system and will be certified if a minimum of nine units of course work is completed in each of the categories "A" through "D". Less than 39 units of General Education or completion of one or more categories may be partially certified as meeting requirement for the four-year institution.

GENERAL EDUCATION CERTIFICATION FOR 2013-2014

California State University

- 39 Units Required

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 SEMESTER OR 12-15 QUARTER UNITS)

One course required from each subarea:

1. Communication Studies 101, 102
2. English 101
3. Philosophy 6, 8, English 102, 103, Communication Studies 104

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 SEMESTER OR 12-15 QUARTER UNITS)

One course in subareas B1, B2, and B4, plus laboratory activity related to one of the completed science courses.

Note: At least one science course must include a laboratory class. Laboratory classes are marked with a "+".

1. Physical Science

Astronomy 1, 15, 16
Chemistry 51+, 65+, 101+, 102+, 201+, 211+, 212+, 231+
Earth Science 1, 2+
Environmental Science 1, 24
Geography 1, 3, (same as Meteorology 3)
Geology 1, 4+
Meteorology 3
Physics 1+, 2+, 3+, 4+, 6+, 7+, 11+, 17+, 21+, 22+

2. Life Science

Anatomy 1+
Anthropology 101
Biology 3+, 6+, 7+, 20+, 46
Microbiology 1+, 10+, 20+
Oceanography 1
Physiology 1+
Psychology 2

3. Laboratory Activity

Anthropology 111
Astronomy 5
Earth 2
Geography 15
Geology 6.
Oceanography 10

This requirement may also be satisfied by completion of any lecture with lab course listed in Area B1 or B2 above that is marked with a "+".

4. Mathematics/Quantitative Reasoning

General Engineering 121, 221
Math 227, 230, 235, 236, 241, 245, 260, 261, 262, 263, 270, 272, 275, 280, 284, 286.
Psychology 91

C. ARTS AND HUMANITIES (9 SEMESTER OR 12-15 QUARTER UNITS)

Three courses are required. One course must be taken from the Arts (C1) and one course must be taken from the Humanities (C2).

1. Arts

Animation 118
Architecture 130, 131
Art 103, 201, 300, 501, 708
Arthistory 100, 110, 111, 116, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181
Asian-American Studies 11
Chicano Studies 44 (same as Spanish 16), 51, 52, 54, 58
Child Development 3, 4
Communication Studies 106
Dance Studies 457, 458
Humanities 1
Music 111, 121, 122, 132, 141, 412, 413, 651-654
Photography 121
Spanish 9, 16 (same as Chicano Studies 44)
Theater Arts 100, 200, 232, 293, 505

2. Humanities

American Sign Language 2, 3, 4
Anthropology 104
Architecture 130, 131
Asian-American Studies 11
Chicano Studies 37, 42 (same as Spanish 12), 44 (same as Spanish 16), 46, 57, 62
Chinese 1, 2, 3, 21, 22
English 102, 127, 203-208, 211, 212, 215, 216, 218, 220, 239, 240, 241, 245, 250, 252
French 1, 2, 3, 4, 5, 10, 21, 22
History 1, 2, 6, 7, 11, 12, 82, 86
Humanities 1, 8, 60
Italian 1, 2, 10
Japanese 1, 2, 3, 4
Philosophy 1, 12, 13, 14, 19, 20, 28, 31, 33, 44
Spanish 1, 2, 3, 4, 5, 6, 9, 10, 12 (same as Chicano Studies 42), 16 (same as Chicano Studies 44), 28, 29, 35, 36

D. SOCIAL SCIENCES (9 SEMESTER OR 12-15 QUARTER UNITS)

Three courses required. Courses must be taken in at least two subareas.

0. Sociology and Criminology

Administration of Justice 2
Chicano Studies 56
Sociology 1, 2, 3, 4, 7, 11, 13, 21, 22

1. Anthropology and Archeology

Anthropology 102, 103, 104, 121, 132
Child Development 45

2. Economics

Economics 1, 2, 60

3. Ethnic Studies:

African-American Studies 4*, 5*
Asian American Studies 1
Chicano Studies 2, 4, 7*, 8*, 20, 47, 50, 56, 80
Sociology 11

4. Gender Studies

Anthropology 109
Chicano Studies 47
History 52*
Political Science 19
Psychology 32
Sociology 22

5. Geography

Environmental Science 17 (same as Geography 14)
Geography 2, 14

6. History

African-American Studies 4*, 5*
Chicano Studies 7*, 8*, 19
History 1, 2, 5, 6*, 11*, 12*, 52*, 81*, 82*, 86, 87
Humanities 1
Italian 10

7. Interdisciplinary Social or Behavioral Science

Asian-American Studies 3, 11
Chicano Studies 44 (same as Spanish 16)
Child Development 11
Family and Consumer Studies 31
Journalism 105
Sociology 12
Spanish 9, 16

8. Political Science, Government, and Legal Institutions

Administration of Justice 1
Chicano Studies 80
Law 3
Political Science 1, 2, 7, 19

9. Psychology

Child Development 1
Psychology 1, 11, 13, 14, 32, 41, 52, 77, 92

Note: CSU Graduation Requirement in U.S. History Constitution and American Ideals - May be met prior to transfer by taking one U.S. History Course and Political Science 1. U.S. History courses are marked with a "". These courses are not required for certification and may be counted in Area D above.*

E. LIFELONG LEARNING AND SELF-DEVELOPMENT (3 SEMESTER OR 4 QUARTER UNITS)

**Note: Only one unit of DANCEST, DANCETQ, KIN, or KIN ATH activity may be applied toward this area.*

Chicano Studies 2, 3
Child Development 1, 11
Communication Studies 106
Dance Studies 452*, 814*, 822*, or Dance Techniques 535, 570
Environmental Science 1
Family and Consumer Studies 21, 31
Health 2, 4, 8, 11, 12, 15
Personal Development 20
Philosophy 19
Kinesiology* or Kinesiology Athletics*
Kinesiology Major 109, 134
Political Science 7
Psychology 13, 41, 43, 52, 77
Sociology 12, 21

APPLICATION FOR GENERAL EDUCATION CERTIFICATION REQUIRED

East Los Angeles College will accept credits from any regionally accredited institution of higher education for general education certification for the California State University system.

In order to receive full credit for General Education Certification from East Los Angeles College and not to be held to the variable California State University pattern, you need to complete 39 units from the above pattern. You must petition the Admissions Office to certify your transcripts.

GENERAL EDUCATION CERTIFICATION FOR THE CALIFORNIA STATE UNIVERSITY

A student planning to transfer to the California State University system should request to have their general education units certified by East Los Angeles College.

General Education Certification is a contractual agreement between East Los Angeles College and the California State University and Colleges. Students meeting the requirements for Full Certification will have met the necessary requirements completing all lower division general education for the California State Universities. Three additional upper division general education classes will be required at the university.

In order to be fully certified, a student must complete a total of 39 units of general education at East Los Angeles College and/or any accredited institution of higher education. A total of 39 units is reached by completing courses in categories A through E (see previous pages for General Education course listings).

When partial certification is requested, a checklist is completed by our credit clerks indicating which categories have been met. Your records are then evaluated by the university based on the contractual agreement rather than on requirements for non-community college transfer students. Certification must be requested at the Admissions Office at the time your final Transcript Request Form is submitted.

For further clarification please review the general education certification pattern with your counselor.

TRANSFER REQUIREMENTS

ADVANCED STANDING ADMISSION

It is suggested that students planning for transfer to the University of California discuss their transfer plans with a counselor semester by semester, in-as-much as major changes frequently occur in requirements subsequent to the printing of this catalog.

The University defines an advanced standing applicants as a high school graduate who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as freshmen.

ADVANCED STANDING ADMISSION REQUIREMENTS:

Any student ineligible as a freshman to the University of California because of grade-point and Subject deficiencies will be eligible for admission to the University of California after completing 60 transferable college units with a grade-point average of 2.4 or better. Students will be required to make up all but two of the "A-G" requirements before admission. These students are urged to see a counselor.

In addition, students who were ineligible for the University only because of a Subject deficiency may transfer to the University after completing eight or more semester units in college with a grade-point average of 2.0 or better, including the appropriate SubjectS which were lacking with grades of "C" or better. Also see a counselor for assistance.

Students planning to transfer to the University of California are required to complete 60 semester units of transferable work with a minimum 2.4 grade-point average No more than 70 semester units (105 quarter units) from community colleges will be credited towards a bachelor's degree. If you have attended and received credit from any four-year college or university, you will be ineligible for admission to a UC with 80 semester units or more.

Students eligible to enter the University directly on graduation from high school may transfer at any time provided their grade-point average is 2.0 or better.

As an integral part of the system of public education in California, the University accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the State. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units.

In addition, credit is allowed for having completed with high scores certain tests of the College Board. These include Advanced Placement Examinations and International Baccalaureate Examinations (see pages 54-61 for more information).

2013-2014 UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the CSU General Education Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. Please see a counselor for more information.

If you are planning to transfer to any of the California State Universities or University of California systems, you need to have your course work in IGETC certified by East Los Angeles College. You MUST REQUEST certification at the time you order your final transcript. In addition to the course requirements for each Subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UCs, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

AREA 1 – English Communication

UC Requirement	Two courses required, one from group A and one from group B
CSU Requirement	Three courses required, one each from groups A, B, and C
1 A	English Composition, one course (3 semester/4-5 quarter units) English 101
1 B	Critical Thinking - English Composition, one course. (3 semester/4-5 quarter units) English 102, 103
1 C	Oral Communication (CSU requirement only) 1 course. (3 semester/4-5 quarter units) Communication Studies 101, 102, 104

AREA 2 – Mathematical Concepts and Quantitative Reasoning

Required: One course (3 semester/4-5 quarter units).

General Engineering 221

Math 227, 230, 235, 236, 245, 260, 261, 262, 263, 270, 275, 284, 286

AREA 3 - Arts and Humanities

Required: Three courses. One course must be taken from the Arts and one course must be taken from the Humanities. (9 semester/12-15 quarter units).

3A ARTS

Art 103

Art History 100, 110, 111, 116, 120, 121, 126, 130, 131, 136, 139, 140, 141, 151, 161, 162, 171, 181

Chicano Studies 51, 52, 54, 58

Dance Studies 457, 458

Music 111, 121, 122, 132, 141

Photography 121

Theater 100, 505

3B HUMANITIES

American Sign Language 3, 4

Animation 118

Anthropology 104, 132

Asian-American Studies 3, 11

Chicano Studies 37, 42 (same as Spanish 12), 44 (same as Spanish 16), 46, 51, 57, 62

Chinese 3

English 102, 203-208, 211, 212, 215, 216, 218, 220, 239, 240, 241, 245, 250, 252

French 3, 4, 5, 10

History 1, 2, 6, 7, 11, 12, 82, 86

Humanities 1, 8, 60

Italian 10

Japanese 3, 4

Philosophy 1, 12, 14, 19, 20, 31, 33

Spanish 3, 4, 5, 6, 9, 12 (same as Chicano Studies 42), 16 (same as Chicano Studies 44)

AREA 4 - Social and Behavioral Sciences

Required: Three courses taken from at least two SubjectS or an interdisciplinary sequence. (9 semester/12-15 quarter units).

Administration of Justice 1, 2

African-American Studies 4, 5

Anthropology 102, 103, 104, 109, 121

Asian-American Studies 1

Chicano Studies 2, 3, 4, 7, 8, 19, 20, 47, 50, 80

Child Development 1

Economics 1, 2, 60

Environmental Science 17 (same as Geography 14)

Family and Consumer Studies 31

Geography 2, 14 (same as Environmental Science 17)

History 1, 2, 5, 6, 11, 12, 52, 81, 82, 86, 87

Italian 10

Journalism 105

Political Science 1, 2, 7, 19

Psychology 1, 11, 13, 14, 32, 41, 52, 92

Sociology 1, 2, 4, 11, 12, 13, 21, 22

CSU Graduation Requirement in U.S. History, Constitution and American Ideals: Two courses (6 units), one from group 1 and one from group 2. These courses are not part of IGETC and may be completed prior to transfer.

GROUP 1	African-American Studies 4, 5; Chicano Studies 7, 8; History 6, 11, 12, 52, 81, 82
GROUP 2	Political Science 1

AREA 5 - Physical and Biological Sciences

Required: Two courses, one course must be taken from the Physical Science and one course must be taken from the Biological Science; at least one science course must include a laboratory (marked with a "+" or taken in Area 5C). (7-9 semester/9-12 quarter units).

5A PHYSICAL SCIENCES

Astronomy 1, 15, 16

Chemistry 65+, 101+, 102+, 201+, 211+, 212+, 231+

Earth Science 1

Environmental Science 1, 24

Geography 1, 3, (same as Meteorology 3)

Geology 1, 4+

Meteorology 3 (same as Geography 3)

Physics 1+, 2+, 3+, 4+, 6+, 7+, 11+, 17, 21+, 22+

5B BIOLOGICAL SCIENCES

Anatomy 1+

Anthropology 101

Biology 3+, 6+, 7+, 10, 20+, 46

Microbiology 1+, 10+, 20+

Oceanography 1

Physiology 1+

Psychology 2

5C SCIENCE LABORATORY

Anthropology 111

Astronomy 5

Earth Science 2

Geography 15

Geology 6

Oceanography 10

AREA 6A - Language other than English

(UC requirement only).

May be met by completion of two years of the same foreign language in high school or by completion of a level 2 or above college foreign language course. (Courses at Level 3 or above may be double counted in Area 3B: American Sign Language, Chinese, French, Italian, Japanese and Spanish).

University of California Credit Limit Index

ACCOUNTING
No credit for:
Accounting 21 or 22 if taken after 1
1 course from:
Accounting 21 and 22 combined are equivalent to 1
Maximum credit: 5 units, Accounting 21 and 22 must both be taken in order to receive transfer credit.

ADMINISTRATION OF JUSTICE
1 course from:
Administration of Justice 1, 4

ANATOMY
8 units from:
Anatomy 1, Biology 20, Physiology 1

BIOLOGY
8 units from:
Biology 20, Anatomy 1, and Physiology 1
No credit for:
Biology 3 if taken after Biology 6

CHEMISTRY
No credit for:
Chemistry 65 if taken after 101

CHINESE
2 courses from:
Chinese 8

DANCE
4 units from:
Dance Techniques, Kinesiology, and activity courses

DIRECTED STUDY
The granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

ENGINEERING, GENERAL
1 course from:
Engineering, General 211, 212

ENGLISH
8 units from:
English as a Second Language 5A, 6A

FRENCH
2 courses from:
French 8

GEOLOGY
5 units from:
Geology 1 and 6, or 4

HEALTH
1 course from:
Health 2, 7, 8, 11

ITALIAN
2 courses from:
Italian 8

LAW
1 course from:
Law 1, 2

MATHEMATICS
1 course from
Mathematics 236 combined with 261
1 course from:
Mathematics 245, 260
1 course from:
Mathematics 215, 216

MICROBIOLOGY
1 course from:
Microbiology 1, 20

KINESIOLOGY
8 units from:
Kinesiology Major 103, 104, 105, 128, 129
4 units from:
Kinesiology, Dance Techniques, and activity courses

PHYSICS
1 series from:
Physics 1, 2, 3, 4, combined with 6, 7, or 21, 22
No credit for:
Physics 11 if taken after Physics 1, 6, or 21

PHYSIOLOGY
8 units from:
Physiology 1, Anatomy 1, and Biology 20

SPANISH
2 courses from:
Spanish 8

THEATER
1 course from:
Theater 200, 270

Academic Subjects and Abbreviations

ADMINISTRATION OF JUSTICE
- Administration of Justice (ADM JUS)
- Fire Technology (FIRETEK)

ANTHROPOLOGY GEOGRAPHY GEOLOGY
- Anthropology (ANTHRO)
- Earth Science (EARTH)
- Environmental Science (ENV SCI)
- Environmental Studies (ENVSTDS)
- Geographical Information Systems (GIS)
- Geography (GEOG)
- Geology (GEOL)
- International Business (INTBUS)
- Meteorology (METEOR)
- Oceanography (OCEANO)

ARCHITECTURE
- Architecture (ARC)
- Environmental Design (ENV)
- Transportation Planning (TRN)

ART
- Animation (ANIMATN)
- Art (ART)
- Art History (ARTHIST)

AUTOMOBILE TECHNOLOGY (AUTOMO)

BUSINESS ADMINISTRATION
- Accounting (ACCTG)
- Business (BUS)
- Computer Science Information Technology (CO SCI)
- Finance (FINANCE)
- Law (LAW)
- Management (MGMT)
- Marketing (MARKET)
- Real Estate (REAL ES)
- Supervision (SUPV)

CHEMISTRY (CHEM)

CHICANO STUDIES (CHICANO)

CHILD, FAMILY AND EDUCATION STUDIES
- Child Development (CH DEV)
- Education (EDUC)
- Family and Consumer Studies (FAM &CS)

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES
- Computer Applications and Office Technologies (CAOT)
- Logistics (LOGTIC)

COUNSELING
- Personal Development (PERSDEV)

ENGINEERING AND TECHNOLOGIES
- Electrical Engineering Technology (EET)
- Electronics (ELECTRN)
- Engineering Graphic and Design (EGD TEK)
- Engineering Support (ENG SUP)
- General Engineering (ENG GEN)
- Industrial Technology (IND TEK)
- Manufacturing and Industrial Technology (MIT)

ENGLISH
- English (ENGLISH)
- English as Second Language (ESL or E.S.L)
- Humanities (HUMAN)
- Learning Skills (LRNSKIL)
- Reading (READING)

FOREIGN LANGUAGE
- American Sign Language (ASL)
- Chinese (CHINESE)
- French (FRENCH)
- Italian (ITALIAN)
- Japanese (JAPAN)
- Spanish (SPANISH)

KINESIOLOGY
- Dance Specialties (DNCESPC)
- Dance Studies (DANCEST)
- Dance Techniques (DANCETQ)
- Health (HEALTH)
- Kinesiology (KIN)
- Kinesiology Athletics (KIN ATH)
- Kinesiology Major (KIN MAJ)

JOURNALISM
- Journalism (JOURNAL)
- Public Relations (PUB REL)

LIBRARY SCIENCE (LIB SCI)

LIFE SCIENCES
- Anatomy (ANATOMY)
- Biology (BIOLOGY)
- Electron Microscopy (ETN MCR)
- Emergency Department Assistant (EDA)
- Health Information Technology (HTHTEK)
- Microbiology (MICRO)
- Physiology (PHYSIOL)
- Respiratory Therapy (RESP TH)

MATHEMATICS (MATH)

MUSIC (MUSIC)

NONCREDIT
- Academic Preparation/GED (ACAD PR)
- Basic Skills (BSICSKL)
- Citizenship (CITIZN)
- English as a Second Language (ESL NC)
- Supervised Learning Assistance (TUTOR)
- Vocational Education (VOC ED)

NURSING (NURSING)

PHILOSOPHY (PHILOS)

PHOTOGRAPHY (PHOTO)

PHYSICS
- Astronomy (ASTRON)
- Physics (PHYSICS)

PSYCHOLOGY (PSYCH)

SOCIAL SCIENCES
- African-American Studies (AFRO AM)
- Asian-American Studies (ASIAN)
- Economics (ECON)
- History (HISTORY)
- Political Science (POL SCI)
- Sociology (SOC)

THEATER, BROADCASTING, AND COMMUNICATION STUDIES
- Broadcasting (BRDCSTG)
- Communication Studies (COMM)
- Technical Stage Production (TECTHTR)
- Theater (THEATER)

State-Approved Associate Degrees and Certificates

PROGRAM	*C	DG	DEPARTMENT	PAGE
Accounting	C	DG	Business Administration	140
Administration of Justice	C	DG	Administration of Justice	94
Administration of Justice/Law Emphasis	C		Administration of Justice	94
Administration of Justice/Sociological Emphasis	C		Administration of Justice	94
Administrative Assistant	C		Computer Applications & Office Technologies	160
Animation Levels I, II	C	DG	Art	125
Anthropology		DG	Anthropology, Geography, Geology	114
Architectural Computer-Aided Design	C	DG	Architecture	120
Architectural Design	C		Architecture	120
Architectural Drafting	C	DG	Architecture	120
Architectural Drawing	C		Architecture	120
Art History for Transfer		AA-T	Art	126
Arts Graphic Communication	C	DG	Art	126
Automobile Technology	C	DG	Automobile Technology	135
Basic Police Academy Preparation	C		Administration of Justice	94
Biological Applications of Electron Microscopy	C		Life Sciences	210
Business Management	C	DG	Business Administration	140
Chemical Dependency Counselor	C		Psychology	251
Chemical Dependency Specialist in Criminal Justice	C		Administration of Justice and Psychology	94 & 251
Chicano Studies		DG	Chicana/o Studies	150
Child Development		DG	Child, Family and Education Studies	155
Child Development				
- Infant/Toddler Emphasis	C		Child, Family and Education Studies	154
- Site Supervisor - Certificate III	C		Child, Family and Education Studies	154
- Teacher - Certificate II	C		Child, Family and Education Studies	154
Clerical Assistant	C		Computer Applications & Office Technologies	160
Color Printing and Processing	C		Photography	244
Communication Studies for Transfer		AA-T	Theater, Broadcasting, Communication Studies	261
Computer Science Information Technology		DG	Business Administration	141
Computer Science Information Technology-Microcomputers	C		Business Administration	140
Computer Science Information Technology- Programming	C		Business Administration	140
Cooling System and Climate Control Specialist	C		Automobile Technology	135
CSU General Education Breadth	C			92
Customer Service Representative	C		Computer Applications & Office Technologies	161
Desktop Publishing	C	DG	Journalism, Photography	190, 244
Digital Imaging	C		Photography	244
Drivetrain Specialist	C		Automobile Technology	136
Early Childhood Education for Transfer		AS-T	Child, Family and Education Studies	155
Electron Microsocopy Technician	C	DG	Life Sciences	210
Engine Performance and Drivability	C		Automobile Technology	136
Engineering Graphics	C		Engineering and Technologies	170
Engineering Graphics and Design Technology		DG	Engineering and Technologies	171
English for Transfer		AA-T	English	177
Executive Assistant	C	DG	Computer Applications & Office Technologies	161

PROGRAM	*C	DG	DEPARTMENT	PAGE
Fire Technology		DG	Administration of Justice	95
Fire Technology/State Fire Marshall Core Classes	C		Administration of Justice	95
Forensic Crime Scene Investigation	C		Administration of Justice	95
General Studies: Arts and Humanities		DG		89
General Studies: Natural Sciences		DG		90
General Studies: Social and Behavioral Sciences		DG		91
Geography for Transfer		AA-T	Anthropology, Geography, Geology	114
Health Information Coding Specialist	C		Life Sciences	210
Health Information Coding and Statistics Clerk	C		Life Sciences	211
Health Information Technology		DG	Life Sciences	213
Health Information Clerk Typist	C		Life Sciences	211
Histotechnologist	C		Life Sciences	211
IGETC	C			92
International Trade	C		Anthropology, Geography, Geology	114
Internet Specialist	C		Computer Applications & Office Technologies	161
Journalism	C	DG	Journalism	190
Kinesiology for Transfer		AA-T	Kinesiology	194
Large Format Photography	C		Photography	244
Legal Secretary	C	DG	Computer Applications & Office Technologies	161
Liberal Studies		DG		92
Licensed Vocational Nursing to Registered Nurse, 30 units Option	C	DG	Nursing	236
Marketing	C	DG	Business Administration	140
Mathematics		DG	Mathematics	225
Medical Assisting				
- Option 1: Medical Assistant	C	DG	Life Sciences	212
- Option 2: Community Health Worker	C	DG	Life Sciences	212
- Option 3: Medical Secretary	C	DG	Life Sciences	212
Medical Billing Assistant	C		Life Sciences	211
Multimedia Level I, II	C	DG	Art	126
Music		DG	Music	230
Non-Traditional Respiratory Therapy		DG	Life Sciences	216
Nursing, Registered (R.N).		DG	Nursing	237
Office Assistant	C		Computer Applications & Office Technologies	161
Office Systems Specialist	C	DG	Computer Applications & Office Technologies	162
Photography		DG	Photography	245
Photography and Digital Imaging	C		Photography	244
Physical Education		DG	Kinesiology	193
Psychology for Transfer		AA-T	Psychology	252
Real Estate		DG	Business Administration	142
Real Estate Broker	C		Business Administration	141
Respiratory Therapy	C	DG	Life Sciences	214
Sociology for Transfer		AA-T	Social Sciences	256
Stage Management and Production	C		Theater, Broadcasting, Communication Studies	261
Studio Arts for Transfer		AA-T	Art	127
Studio Lighting and Techniques	C		Photography	244
Technology and Logistics	C	DG	Computer Applications & Office Technologies	162
Theater		DG	Theater, Broadcasting, Communication Studies	262
Transcriber	C		Computer Applications & Office Technologies	162
Word Information Processor	C		Computer Applications & Office Technologies	162

"C" - Certificate | "DG" - Degree |"AA-T/AS-T" – CSU Transfer Degree

*A minimum grade of C must be earned in every course satisfying a certificate. See the office of Admissions and Records form 'Request for Department Certificate' for additional requirements.

Program Learning Outcomes

PROGRAM LEARNING OUTCOMES – PROGRAM OF STUDY

A Program of Study identifies the pathway a student might take to complete a skills certificate, certificate of achievement, an associate degree, or transfer to a four-year college or university. Each Program of Study defines the Program Learning Outcomes (PLOs) to be achieved. East Los Angeles College offers following Programs of Study:

ACADEMIC ENGLISH AS A SECOND LANGUAGE

PLO 1 • Students will have adequate academic writing skills to successfully complete mainstream English classes.

PLO 2 • Students will have adequate academic reading skills to successfully complete mainstream English classes.

ACCOUNTING

PLO 1 • Use critical thought through evaluation and analysis of financial statement information for economic decision making.

PLO 2 • Compile financial data into basic financial statements required under generally accepted accounting principles using manual and computerized accounting systems.

ADMINISTRATION OF JUSTICE

PLO 1 • Students will identify the three subsystems within the criminal justice system and briefly discuss the roles and responsibilities of each.

PLO 2 • Students will discuss the constitutional protections provided by the Fourth Amendment and how it affects the day-to-day operations within the criminal justice system.

PLO 3 • Students will define the term 'plea bargaining' and discuss the pros and cons to all parties involved with this process.

AFRICAN-AMERICAN STUDIES

PLO 1 • Students shall acquire ability to identify, describe and relate central themes, methods and scholarly development of the field of African-American Studies.

PLO 2 • Students shall develop a clear understanding of the richness and complexity of the interdisciplinary scholarship in African-American Studies.

PLO 3 • Students shall design and develop their own writing/team paper, to include a thesis statement, abstract, and annotated bibliography.

ANIMATION

PLO 1 • Create sketchbook showing visual concept development.

PLO 2 • Create demo reel with one animated short project that visually demonstrates Animation principles including: squash and stretch, anticipation, overlapping and secondary action, easing in and easing out.

ANTHROPOLOGY

PLO 1 • Students can identify the general path of human evolution and the evidence in support of it.

PLO 2 • Students can distinguish a culturally relativistic explanation of human behavior from an ethnocentric one.

ARCHITECTURE

PLO 1 • Communicate effectively and professionally in the architectural environment through proper use of verbal, written, and graphic techniques.

PLO 2 • Develop architectural drawings and presentation drawings.

ARCHITECTURE HISTORY

PLO 1 • Identify architectural building types and styles in the built-environment in relation to social economic trends.

ARCHITECTURE TRANSPORTATION PLANNING

PLO 1 • Identify and apply auto and mass transit circulation criteria to building environments.

ART

PLO 1 • The student completing the Art Program of Study will enhance their visual literacy through the acquisition of observational, technical, and analytical skills.

ART HISTORY

PLO 1 • Apply art historical terminology and methodology in comparatively analyzing the semiotics of world visual culture.

ARTS GRAPHIC COMMUNICATION

PLO 1 • Students will be able to create strong and effective single and multiple page layouts that combine text and image by employing the principles of design, color theory and typographic design.

AUTOMOBILE TECHNOLOGY

PLO 1 • Students will generate a work order documenting the service required and be able communicate the cause of the concern and what the recommended correction will be.

PLO 2 • Students will be able to analyze a wiring diagram and determine the circuit fault.

BUSINESS MANAGEMENT

PLO 1 • Identify and integrate the functional areas of business including management, marketing, computer and software systems, accounting and finance.

PLO 2 • Formulate, design and develop a business plan.

CAOT – INTERNET SPECIALIST

PLO 1 • Demonstrate competence in the use of the Internet to complete such business-related activities as communication, research, and e-commerce.

PLO 2 • Demonstrate competence in the use of web-authoring software to design and edit web pages, applying grammar, spelling, punctuation, and formatting.

CAOT – LEGAL ASSISTANT

PLO 1 • Demonstrate competence in the use of business-related software to produce legal documents and correspondence, applying correct grammar, terminology, punctuation, and formatting.

PLO 2 • Use effective communications.

CAOT – OFFICE SUPPORT

PLO 1 • Demonstrate competence in the use of business-related software to produce documents such as letters, memos, email messages, reports, tables, presentations, spreadsheets, databases, and web pages applying correct grammar, spelling, punctuation, and formatting.

PLO 2 • Use effective communications.

CAOT – TECHNOLOGY AND LOGISTICS

PLO 1 • Illustrate the major processes within a global supply chain network and explain their various contributions toward creating value.

PLO 2 • Analyze various Logistics business scenarios and operations to determine where there is an increase or decrease in income or expenses.

CHEMISTRY

PLO 1 • Students will relate the significance of chemical principles to their respective educational field of study.

PLO 2 • Students will apply major concepts and theories in Chemistry to describe or explain chemical phenomena.

CHEMICAL DEPENDENCY PROGRAM

PLO 1 • Students will compare and contrast the differences among assessment, intervention, treatment, and prevention in the recovery process.

CHICANA/O STUDIES

PLO 1 • Students who complete the degree in Chicana/o Studies will be able to demonstrate via a portfolio work an understanding of the critical relationship of empowerment and equality to race, class, gender and cultural production.

CHILD DEVELOPMENT

PLO 1 • Students must be able to create developmentally appropriate and culturally relevant curriculum experiences and quality environments.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

PLO 1 • Apply logical skills to programming in a variety of languages.

DESKTOP PUBLISHING

PLO 1 • Students will be able to create strong and effective single and multiple page layouts that employ the basic principles of Graphic Design, Photography and Journalism.

DEVELOPMENTAL READING AND COMPOSITION

PLO 1 • Compose an essay that makes use of source material that is relevant and reliable, and which integrates sources in accordance with an appropriate style guide.

PLO 2 • Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues.

PLO 3 • Students will demonstrate the ability to analyze and respond to college-level texts.

ECONOMICS

PLO 1 • Understand how the forces of supply and demand determine prices in a market system.

PLO 2 • Use key concepts such as opportunity cost and marginalism to analyze economic behavior in the world around the student.

ENGINEERING GRAPHIC & DESIGN (CADD)

PLO 1 • Apply 2-D and 3-D Computer Aided Drafting (CAD) techniques to render parts and assemblies.

PLO 2 • Employ Geometric Dimensioning & Tolerancing (ASME Y14.5) industry standard while interpreting 2-D and 3-D drawings.

PLO 3 • Develop, construct and test project prototypes and disseminate through technical reports and presentations.

FIRE TECHNOLOGY

PLO 1 • Students shall recognize environmental hazards that will adversely affect personal safety.

PLO 2 • Students will identify a patient in distress, assess the patient, and apply the appropriate treatment modality.

PLO 3 • Students shall select and don the appropriate personal protective equipment based upon a given emergency incident.

FOREIGN LANGUAGE

PLO 1 • Listen/watch and comprehend a passage in the target language in a variety of contexts and formats.

PLO 2 • Speak/sign and write clearly and accurately in a variety of contexts and formats in the target language.

PLO 3 • Demonstrate awareness of cultural conventions.

GEOGRAPHY AAT

PLO 1 • Students can demonstrate their understanding of the complex linkages between the geosphere, the atmosphere, the hydrosphere, and the biosphere, and the manner in which Earth's different landscapes are formed.

PLO 2 • Students can describe the geographic character of human society and activities, and aspects of globalization in contemporary life.

PLO 3 • Students can analyze and interpret geographic patterns using maps, graphs, Geographic Information Systems and other analytic tools commonly employed by geographers.

HEALTH INFORMATION TECHNOLOGY

PLO 1 • Students will be able to demonstrate competency in coding medical diagnoses and procedures from electronic health records in a clinical setting.

HEALTH SCIENCES

PLO 1 • Locate and identify various organs, muscles and bones in the human body.

PLO 2 • Analyze and interpret data to distinguish various physiological anomalies.

PLO 3 • Compare and contrast healthy versus diseased tissue.

HISTORY

PLO 1 • Interpret and evaluate a primary source document including articulating its context and composing an argument that uses the document as evidence.

PLO 2 • Analyze and evaluate, using historical arguments, the significance of change across time in the intellectual, political, economic, social, and/ or cultural history of the United States, Western, and/ or Global societies as regards historical issues and/or historical evaluations.

PLO 3 • Analyze and evaluate, using historical arguments, the roles of race, class, gender, culture, and/or ethnicity in the history of the United States, Western, and/or Global societies across time as regards historical issues and/or historical evaluations.

INTERNATIONAL TRADE

PLO 1 • Recognize and distinguish the vast components of global trade ranging from international treaties, laws, regulations, and transport systems to international supply chain management and marketing.

PLO 2 • Explain and employ import/export procedures, documentation, and international commercial terms of trade and payments.

PLO 3 • Assess and formulate knowledge of global trade, cultures, languages, and technology as a foundation for applicable workforce skills and/or further studies in international business.

JOURNALISM

PLO 1 • Students will be able to perform professional level work (as indicated by their field specialization) required in a career in the news media.

PLO 2 • Students will demonstrate ethical journalism.

KINESIOLOGY

PLO 1 • Discuss the importance of lifelong participation in a fitness program as related to overall health and well-being.

PLO 2 • Identify physical fitness concepts, healthy living practices, lifelong wellness, appropriate stress-reduction techniques, sport, dance, and physical skill development.

PLO 3 • Explain the process of determining the validity of fitness and health information using the scientific method and the relationship between scientific research and established knowledge.

MATHEMATICS

PLO 1 • Students compose a C++ program.

PLO 2 • Students solve a problem requiring derivatives.

PLO 3 • Students solve a problem requiring integration.

MULTIMEDIA

PLO 1 • Create a demo reel that visually communicates the application of multimedia aesthetics.

PLO 2 • Apply technological literacy demonstrated in a demo reel.

MUSIC

PLO 1 • Analyze form and basic harmonic structure.

PLO 2 • Demonstrate through performance all major and minor scales and arpeggios and easy, intermediate-level piano literature.

PLO 3 • Plan and evaluate practice sessions to improve technique and musicianship in repertoire to a concert performance level.

NURSING

PLO 1 • The graduate nurse, guided directly or indirectly by an experienced Registered Nurse, in a variety of healthcare settings will demonstrate the ability to make reasonable clinical judgments through the use of the nursing process and evidence-based practice by integrating the nursing process to promote health of individuals and groups.

PLO 2 • Utilizing a body of scientific knowledge that incorporates the Nursing Process, Eric Erikson's Developmental Theory, and Maslow's Hierarchy of Need, the graduate nurse will demonstrate competence in caring for patients and in participating with patients, families, significant others, and members of the healthcare team to establish patient-oriented goals and plans of care directed towards promoting and restoring the patient's optimal level of functioning.

PHILOSOPHY

PLO 1 • Students will be able to name key thinkers and theories in the field of Philosophy.

PLO 2 • Students will demonstrate logical skills through argument analysis.

PLO 3 • Students will be able to apply a value theory to an ethical situation.

PHOTOGRAPHY – INCLUSIVE

PLO 1 • Correctly operate technology to record and display photographic imagery.

PLO 2 • Demonstrate the practical application of aesthetics.

PHOTOGRAPHY – PROFESSIONAL

PLO 1 • Correctly operate technology to record and display photographic imagery.

PLO 2 • Demonstrate the practical application of professional standards.

PHYSICAL EDUCATION/HEALTH

PLO 1 • Students will apply major concepts and theories of Fitness, Health and Wellness.

PLO 2 • Students will analyze Fitness, Health and Wellness in a practical environment.

PLO 3 • Students will present to the instructor mastery of Physical Education and Health topics.

PHYSICS

PLO 1 • Students will be able to apply their knowledge of physics principles, concepts and equations to solve a wide variety of problems in physics including mechanics, thermodynamics, waves, optics, electricity, magnetism and modern physics using calculus.

PLO 2 • Students will be able to demonstrate an ability to effectively collect, record and analyze data, as well as to express their findings in written form.

POLITICAL SCIENCE

PLO 1 • Students in Political Science classes will demonstrate greater interest in Political Science.

PLO 2 • Students majoring in Political Science will be able to apply, analyze and evaluate the leading theories and essential concepts in American Government, Comparative Politics, and International Relations.

REAL ESTATE

PLO 1 • Apply Real Estate terminology, concepts, standard forms and office procedures to pass the salesperson and broker exam.

PLO 2 • Apply Real Estate terminology, concepts, standard forms and office procedures to actualize a successful real estate sale.

PLO 3 • Access the Internet and use keyword searches, find information relevant to legal and ethical issues commonly arising in real estate transactions.

RECOVERY SPECIALIST

PLO 1 • The student will compare and contrast the difference among assessment, intervention, treatment, and prevention in the recovery process.

PLO 2 • The student will compare and contrast alcohol and drug abuse vs. alcohol and drug dependence.

RESPIRATORY THERAPY

PLO 1 • Students should be able to evaluate a patient and develop a respiratory care treatment plan.

PLO 2 • Students should be able to make recommendation and evaluate patient data.

PLO 3 • Students should be able to demonstrate equipment manipulation, infection control and quality control.

PLO 4 • Students should be able to initiate and modify therapeutic procedures.

SOCIOLOGY

PLO 1 • Students will be able to apply and recognize Sociological terms, concepts and theories to everyday situations and their own lives and communities.

PLO 2 • Students will garner a critical understanding of the complex interplay between social circumstances and individual experience.

STAGE MANAGEMENT AND PRODUCTION

PLO 1 • Students will apply knowledge acquired in the certificate program to performing as leaders of the production teams in theatre productions.

THEATRE

PLO 1 • Students will understand the historical and philosophical context of Theatre.

PLO 2 • Students will apply knowledge acquired in A.A. program to appreciating or participating in theatre productions.

PLO 3 • Students will be able to apply principles of performance in live theatre.

TRANSFER BIOLOGY

PLO 1 • Recognize the relationship between structure and function at all levels: molecular, cellular and organismal.

PLO 2 • Describe the flow of genetic information, the chromosome theory of heredity and the relationship between genetics and evolutionary theory.

PLO 3 • Evaluate the principles of evolutionary biology and identify the taxonomy and phylogenetic relationships of the major groups of organisms.

General Studies

The following programs provide an opportunity to earn an Associate in Arts degree in a broad area of study and is intended for students who may or who may not be planning to transfer to a four-year college or university, or who may need to explore possibilities before committing themselves to a major. Students interested in achieving a General Studies Associates in Arts degree must complete the following:

1. Completion of Plan A—General Education requirements (30 units)
2. A minimum of 18 units in one Area of Emphasis
3. A minimum of 12 elective units (any UC/CSU transferable courses)

Students planning to transfer to a four-year college or university are cautioned that this curriculum may not provide for completion of the lower-division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if a student does decide at a later date to transfer to a four-year college or university, the student will have a solid beginning in the transfer-planning process.

Please consult with a counselor for specific information regarding your intended major at the colleges/universities of choice.

General Studies with the following Areas of Emphasis:

Arts and Humanities

These courses emphasize the interrelationship of cultural, literary, humanistic activities and the artistic expression of human beings. Students evaluate and interpret the way in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

No more than two courses from any one Subject area may be applied to this 18-unit Area of Emphasis.

Note: Only one-5-unit Foreign Language course permitted.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 118	History of Animation	3
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3
ARC 130	History of Architecture I	2
ARC 131	History of Architecture II	2
ART 103	Art Appreciation I	3
ARTHIST 100	Introduction to Visual Cultural Studies	3
ARTHIST 110	Survey of Western Art History I	3
ARTHIST 111	Introduction to Ancient Art of the Mediterranean	3
ARTHIST 116	Introduction to Medieval Art	3
ARTHIST 120	Survey of Western Art History II	3
ARTHIST 121	Introduction to Art	3
ARTHIST 126	Introduction of Modern Art	3
ARTHIST 130	Survey of Asian Art History	3
ARTHIST 131	Introduction to Asian Art: East and the Pacific	3
ARTHIST 136	Introduction to Asian Art: South, Southeast, and Ancient Western Asia	3
ARTHIST 139	Introduction to Islamic Art	3
ARTHIST 140	Survey of the Arts of Africa, Oceania, and Ancient America	3
ARTHIST 141	History of Women and Art	3
ARTHIST 151	Introduction to Latin American Art	3
ARTHIST 161	Introduction to American Art	3
ARTHIST 162	Introduction to California Art and Architecture	3
ARTHIST 171	Introduction to Global Contemporary Art	3
ARTHIST 181	Introduction to American Art	3
ASIAN 11	Chinese Civilization	3
ASL 1	American Sign Language I	4
ASL 2	American Sign Language II	4
ASL 3	American Sign Language III	4
ASL 4	American Sign Language IV	4
CHICANO 37	Chicano Literature	3
CHICANO 42	Contemporary Mexican Literature	3
CHICANO 44	Mexican Civilization	3
CHICANO 46	Mexican-American Folklore	3
CHICANO 51	Mexican Art – Pre-Columbian and Colonial	3
CHICANO 52	Mexican Art-Modern	3
CHICANO 54	Mexican-American Arts in American Culture	3
CHICANO 57	Chicanas and Chicanos in Film	3
CHICANO 62	Religion in Mesoamerica	3
CH DEV 3	Creative Experiences for Children I	3
CH DEV 4	Creative Experiences for Children II	3
CHINESE 1	Elementary Chinese I	5
CHINESE 2	Elementary Chinese II	5
CHINESE 3	Intermediate Chinese I	5
CHINESE 22	Fundamentals of Chinese II	3
COMM 106	Forensics	3
COMM 130	Introduction to Oral Interpretation of Literature	3
DANCEST 457	Dance Perspectives and Appreciation	3
DANCEST 458	Latin American Dance Cultures	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 211	Fiction	3
English 212	Poetry	3
English 215	Shakespeare I	3
English 216	Shakespeare II	3
English 218	Children's Literature	3
English 220	The Contemporary Latin American Short Story	3
English 239	Women in Literature	3
English 240	Literature and the Motion Picture I	3
English 241	Literature and the Motion Picture II	3
English 245	Queer Literature	3
English 250	Mythology and Literature	3
English 252	The English Bible as Literature	3
FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 10	French Civilization	3

FRENCH 22	Fundamentals of French II	3
HISTORY 7	The World's Great Religions	3
HISTORY 86	Introduction to World Civilization I	3
HUMAN 1	Cultural Patterns of Western Civilization	3
HUMAN 60	People and Their World: Technology and the Humanities	3
ITALIAN 1	Elementary Italian I	5
ITALIAN 2	Elementary Italian II	5
ITALIAN 10	Italian Civilization	3
ITALIAN 22	Fundamentals of Italian II	3
JAPAN 1	Elementary Japanese I	5
JAPAN 2	Elementary Japanese II	5
JAPAN 3	Intermediate Japanese I	5
JAPAN 4	Intermediate Japanese II	5
JAPAN 22	Fundamentals of Japanese II	3
MUSIC 101	Fundamentals of Music	3
MUSIC 111	Music Appreciation I	3
MUSIC 121	Music History and Literature I	3
MUSIC 122	Music History and Literature II	3
MUSIC 132	Music of Mexico	3
MUSIC 141	Jazz Appreciation	3
PHILOS 1	Introduction to Philosophy	3
PHILOS 12	History of Greek Philosophy	3
PHILOS 13	History of Medieval Philosophy	3
PHILOS 14	History of Modern European Philosophy	3
PHILOS 20	Ethics	3
PHILOS 31	Philosophy of Religion	3
PHILOS 33	Comparative Survey of World Religions	3
PHILOS 44	Feminist Philosophy	3
PHOTO 121	History and Appreciation of Photography	3
SPANISH 1	Elementary Spanish I	5
SPANISH 2	Elementary Spanish II	5
SPANISH 3	Intermediate Spanish I	5
SPANISH 4	Intermediate Spanish II	5
SPANISH 5	Advanced Spanish I	5
SPANISH 6	Advanced Spanish II	5
SPANISH 9	Hispanic Civilization	3
SPANISH 10	Latin-American Civilization	3
SPANISH 12	Contemporary Mexican Literature	3
SPANISH 16	Mexican Civilization	3
SPANISH 29	Fundamentals of Spanish for Native Speakers II	3
SPANISH 35	Spanish for Spanish Speakers I	5
SPANISH 36	Spanish for Spanish Speakers II	5
THEATER 100	Introduction to the Theater	3
THEATER 200	Introduction to Acting	3
THEATER 232	Play Production	2
THEATER 505	History of Motion Pictures	3

Natural Sciences

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students demonstrate an understanding of the methodologies of science as an investigative tool. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

No more than two courses from any one Subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	4
ANTHRO 101	Human Biological Evolution	3
ANTHRO 111	Laboratory in Human Biological Evolution	2
ASTRON 1	Elementary Astronomy	3
ASTRON 5	Fundamentals of Astronomy Laboratory	1
ASTRON 15	Astrobiology	3
ASTRON 16	Cosmology	3
BIOLOGY 3	Introduction to Biology	4
BIOLOGY 6	General Biology I	5
BIOLOGY 7	General Biology II	5
BIOLOGY 9	Man and His Environment: Biological Processes	3
BIOLOGY 20	Human Anatomy and Physiology	8
BIOLOGY 22	Marine Biology	4
BIOLOGY 46	Genetic Analysis	3
CHEM 51	Fundamentals of Chemistry	5
CHEM 65	Introductory General Chemistry	4
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
CHEM 201	Quantitative Analysis I	4
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
EARTH 1	Earth Science	3
EARTH 2	Earth Science Laboratory	2
ENV SCI 1	The Human Environment: Physical Processes	3
ENV SCI 24	Global Climate Change	3
ENVSTDS 102	Environmental Studies Sustainability	3
ENVSTDS 103	Environmental Studies Laboratory	2
GEOG 1	Physical Geography	3
GEOG 3	Introduction to Weather and Climate	3
GEOG 4	Map Reading and Interpretation	2
GEOG 15	Physical Geography Laboratory	2
GEOG 18	Geography of Mexico	3
GEOLOGY 1	Physical Geology	3
GEOLOGY 4	Physical Geology and Laboratory	5
GEOLOGY 6	Physical Geology Laboratory	2
METEOR 3	Introduction to Weather and Climate	3
MICRO 1	Introductory Microbiology	5
MICRO 10	Environmental Microbiology	4
MICRO 20	General Microbiology	4
OCEANO 1	Introduction to Oceanography	3
OCEANO 10	Physical Oceanography Laboratory	2
PHYSICS 1	Mechanics of Solids	4
PHYSICS 2	Mechanics of Fluids, Heat and Sound	4
PHYSICS 3	Electricity and Magnetism	4
PHYSICS 4	Optics and Modern Physics	4
PHYSICS 6	General Physics I	4
PHYSICS 7	General Physics II	4
PHYSICS 11	Introductory Physics	4
PHYSICS 17	Energy and the Environment	4
PHYSICS 21	General Physics I with Calculus	4
PHYSICS 22	General Physics II with Calculus	4
PHYSIOL 1	Introduction to Human Physiology	4
PSYCH 2	General Psychology II	3

Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society to evaluate how societies and social subgroups operate.

No more than two courses from any one Subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
AFRO AM 4	The African-American in the History of the United States I	3
AFRO AM 5	The African-American in the History of the United States II	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
ANTHRO 109	Gender, Sex and Culture	3
ANTHRO 132	Native People of North America	3
ASIAN 1	The Asian in America	3
ASIAN 3	The Peoples and Cultures of Asia	3
ASIAN 7	Comparative Culture of Asia and America	3
CHICANO 2	The Mexican-American in Contemporary Society	3
CHICANO 7	The Mexican-American in the History of the United States I	3
CHICANO 8	The Mexican-American in the History of the United States II	3
CHICANO 19	History of Mexico	3
CHICANO 20	The Mexican American in California	3
CHICANO 44	Mexican Civilization	3
CHICANO 47	The Mexican-American Woman in Society	3
CHICANO 50	Gender and Sexuality in Chicano/Latino Communities	3
CHICANO 56	Chicano/a Youth and Gangs	3
CHICANO 80	Chicano Politics	3
CH DEV 1	Child Growth and Development	3
CH DEV 45	Programs for Children with Special Needs II	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
ECON 60	Economics and the Environment	3
ENV SCI 17	Geography of California	3
FAM &CS 31	Marriage and Family Life	3
GEOG 2	Cultural Elements of Geography	3
GEOG 5	Geography of Resource Utilization	3
GEOG 14	Geography of California	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
HISTORY 5	History of the Americas I	3
HISTORY 6	History of the Americas II	3
HISTORY 11	Political and Social History of the United States I	3
HISTORY 12	Political and Social History of the United States II	3
HISTORY 52	The Role of Women in the History of the United States	3
HISTORY 81	A History of Working People in the United States I	3
HISTORY 82	A History of Working People in the United States II	3
HISTORY 86	Introduction of World Civilization I	3
HISTORY 87	Introduction to World Civilization II	3
HUMAN 1	Cultural Patterns of Western Civilization	3
JOURNAL 105	Mass Communications	3
POL SCI 1	The Government of the United States	3
POL SCI 2	Modern World Governments	3
POL SCI 7	Contemporary World Affairs	3
POL SCI 19	Women in Politics	3
PSYCH 1	General Psychology I	3
PSYCH 11	Child Psychology	3
PSYCH 12	Adolescent Psychology	3
PSYCH 13	Social Psychology	3
PSYCH 14	Abnormal Psychology	3
PSYCH 16	Intimacy, Marriage and Family Relationships	3
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
SOC 3	Crime and Delinquency	3
SOC 4	Sociological Analysis	3
SOC 7	Juvenile Delinquency	3
SOC 11	Race and Ethnic Relations	3
SOC 12	Marriage and Family Life	3
SOC 13	Society and Personality	3
SOC 14	Society and the Law	3
SOC 21	Human Sexuality	3
SOC 22	Sociology of Women	3
SOC 25	Drugs and Culture	3
SPANISH 9	Hispanic Civilization	3
SPANISH 16	Mexican Civilization	3

CSU General Education Breadth

CERTIFICATE OF ACHIEVEMENT

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for California State University General Education Certification.

REFER TO TRANSFER REQUIREMENTS ON PAGES 75-77.

IGETC

CERTIFICATE OF ACHIEVEMENT

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for the Intersegmental General Education Transfer Curriculum.

REFER TO TRANSFER REQUIREMENTS ON PAGES 78-79.

Liberal Studies

LIBERAL STUDIES (TEACHING PREPARATION)

ASSOCIATE IN ARTS DEGREE

The Liberal Studies Associate in Arts degree is designed for future elementary school teachers. The curriculum is designed to satisfy lower-division transfer requirements, however, students should consult with a counselor for specific information regarding the intended major at the specific college or university of choice. Students interested in achieving a Liberal Studies Associate in Arts degree must complete the following:

SUBJECT & NO.	COURSE	UNITS
ASTRON 1	Elementary Astronomy	3
CH DEV 1	Child Growth and Development	3
English 102	College Reading and Composition II	3
HISTORY 86	Introduction to World Civilization I	3
MATH 215	Principles of Mathematics I	3
MATH 216	Principles of Mathematics II	3
GENERAL EDUCATION REQUIREMENTS PLAN A		32

AREA A

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	4

AREA B1

SUBJECT & NO.	COURSE	UNITS
HISTORY 11	Political and Social History of the United States I	3
POL SCI 1	The Government of the United States	3

AREA B2

SUBJECT & NO.	COURSE	UNITS
Any Social and Behavioral Science course		3

AREA C

SUBJECT & NO.	COURSE	UNITS
Any Humanities Course		3

AREA D1

SUBJECT & NO.	COURSE	UNITS
English 101	College Reading and Composition I	3

AREA D2

SUBJECT & NO.	COURSE	UNITS
English 103	Composition and Critical Thinking	3
MATH 227	Statistics	4
COMM 101	Oral Communication I	3

AREA E

SUBJECT & NO.	COURSE	UNITS
HEALTH 2	Health and Fitness	3
RESTRICTED ELECTIVES :		10
Choose at least 10 units from the following courses:		
ART 103	Art Appreciation I	3
CHEM 51	Fundamentals of Chemistry I	5
OR		
CHEM 65	Introductory General Chemistry	4
EARTH 1	Earth Science	3
OR		
GEOLOGY 1	Physical Geology	3
OR		
GEOLOGY 4	Physical Geology and Laboratory	5
English 218	Children's Literature	3
HISTORY 12	Political and Social History of the United States II	3
HISTORY 87	Introduction to World Civilization II	3
MUSIC 101	Fundamentals of Music	3
PHILOS 6	Logic in Practice	3
OR		
COMM 104	Argumentation	3
PHYSICS 11	Introductory Physics	4

Administration of Justice Department

C2-124 • *(323) 265-8834*

The criminal justice system in the United States is a diverse and dynamic clustering of numerous agencies, departments, and professions. It is a continuing challenge to educational institutions, training academies, and criminal justice agencies to keep abreast of the myriad legal and sociological shifts that occur in this field on almost a daily basis.

The Administration of Justice Department at East Los Angeles College has been recognized at both the local and state levels for its innovative efforts toward the continuing education and training of both pre-service and in-service criminal justice system personnel. The winner of several Excellence in Workforce Development Awards from both the Los Angeles Community College District and the California Community College Association of Occupation Educators (CCCAOE), East's certificate, degree, and transfer programs set the standard in this field.

Our unique relationships with criminal justice agencies, including the Los Angeles County Sheriff's Department, the Los Angeles County Probation Department, and the Los Angeles City Fire Department; our diverse, experienced, and award-winning faculty; our involved and dedicated Department Advisory Committee; and most importantly, our continued commitment to the development and education of our students, make our programs among the best available anywhere.

FOR A LISTING OF CLASSES CURRENTLY BEING OFFERED FOR THE SHERIFF'S DEPARTMENT, PLEASE CONTACT THE ADMINISTRATION OF JUSTICE DEPARTMENT AT (323) 265-8834.

Faculty

Hauser, Patrick, — *Chair, Professor, Administration of Justice*
Cavanaugh, Janis, *Associate Professor, Administration of Justice*
Hosea, Jason, *Associate Professor, Fire Technology*
Hosea, Siage, *Assistant Professor, Administration of Justice*
Johnson, Sharon, *Professor, Administration of Justice*
Pittman, Cheryl, *Associate Professor, Fire Technology*
Posner, Wayne, *Professor, Administration of Justice*
Santoyo, Manuel, *Associate Professor, Administration of Justice*
Stevenson, Mel, *Associate Professor, Administration of Justice*

Adjunct Associate Professors

ADMINISTRATION OF JUSTICE

Argott, Anthony
Rueff, John P.
Sedita, Robert N.
Selby, Steven S.

EDUCATIONAL PROGRAMS

SUBJECTS

- Administration of Justice
- Fire Technology

SKILLS CERTIFICATES

ADMINISTRATION OF JUSTICE

- Community Service Officer
- Custody Assistant Officer
- Fingerprint Classification
- LASD Crime Scene Investigation for Detectives
- Patrol Operations
- Peace Officer of the State of California
- Public Safety Dispatcher
- Security Officer
- Supervisory Training
- Traffic Investigator

FIRE TECHNOLOGY

- Emergency Medical Technician
- Fire Officer

CERTIFICATES OF ACHIEVEMENT

ADMINISTRATION OF JUSTICE

- Administration of Justice
- Administration of Justice/Law Emphasis
- Administration of Justice/Sociological Emphasis
- Basic Police Academy Preparation
- Chemical Dependency Specialist in Criminal Justice
- Forensic Crime Scene Investigation

FIRE TECHNOLOGY

- Fire Technology/State Fire Marshall Core Classes

ASSOCIATE DEGREE PROGRAMS

- Administration of Justice
- Fire Technology

SKILLS CERTIFICATES

Community Service Officer

SUBJECT & NO.	COURSE	UNITS
ADM JUS 103	Community Service Officer	3.5
	Total	***3.5***

Custody Assistant Officer

SUBJECT & NO.	COURSE	UNITS
ADM JUS 140	Custody Assistant - Phase I	8.5
	Total	***8.5***

Emergency Medical Technician

SUBJECT & NO.	COURSE	UNITS
FIRETEK 96	Emergency Medical Technician I	8
	Total	***8***

Fingerprint Classification

Students who satisfactorily complete this course will be given verification of passing. Passing this course qualifies students for employment as a fingerprint technician.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 62	Fingerprint Classification	3
	Total	***3***

Fire Officer

These courses for Fire Officer comply with the State Fire Marshal's certification program for this position. This certificate would allow a firefighter to promote to a management position.

SUBJECT & NO.	COURSE	UNITS
FIRETEK 40	Fire Marshal Certification: Fire Prevention 1A	2.25
FIRETEK 41	Fire Marshal Certification: Fire Prevention 1B	2.25
FIRETEK 50	Fire Marshal Certification: Management I	2.25
FIRETEK 60	State Fire Marshal: Fire Command 1A	2.25
FIRETEK 61	Fire Marshal Certification: Fire Command 1B	2.25
FIRETEK 70	Fire Marshal Certification: Fire Investigation 1A	2.25
FIRETEK 93	I-300 Intermediate Incident Command System	1.5
FIRETEK 225	Fire Marshal Certification: Fire Command 1C	2.25
	Total	***17.25***

LASD Crime Scene Investigation for Detectives

These courses allow a police officer to be better prepared to promote to the rank of detective.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 69	Basic Forensics for Detectives	0.5
ADM JUS 94	Intermediate Forensics for Detectives	0.5
ADM JUS 107	Analytical Interviewing	2.25
ADM JUS 135	Advanced Criminal Investigations	2.25
ADM JUS 183	Legal Update for Law Enforcement	2
ADM JUS 184	Legal Update for Investigations	2
	Total	***9.5***

Patrol Operations

SUBJECT & NO.	COURSE	UNITS
ADM JUS 120	Patrol School	3.5
	Total	***3.5***

Peace Officer of the State of California

SUBJECT & NO.	COURSE	UNITS
ADM JUS 98	Basic Training Academy	15
	Total	***15***

Public Safety Dispatcher

SUBJECT & NO.	COURSE	UNITS
ADM JUS 157	Public Safety Dispatcher	5.25
	Total	***5.25***

Security Officer

SUBJECT & NO.	COURSE	UNITS
ADM JUS 127	Security Officer and Assistant	7.5
	Total	***7.5***

Supervisory Training

SUBJECT & NO.	COURSE	UNITS
ADM JUS 124	Supervisory Training - First Level	4.5
	Total	***4.5***

Traffic Investigator

SUBJECT & NO.	COURSE	UNITS
ADM JUS 162	Basic Traffic Collision Investigation	2.25
ADM JUS 163	Intermediate Traffic Collision Investigation	2.25
ADM JUS 164	Advanced Traffic Collision Investigation	4.5
	Total	***9***

CERTIFICATES OF ACHIEVEMENT

Administration of Justice

This program is designed for the student intending to seek employment in Criminal Justice or private security positions.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 5	Criminal Investigation	3
ADM JUS 14	Report Writing for Peace Officers	3
ADM JUS 67	Community Relations I	3
	Total	***18***

Administration of Justice/Law Emphasis

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles and Procedures of the Justice System	3
LAW 1	Business Law	3
	Total	***15***

Administration of Justice/Sociological Emphasis

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 75	Introduction to Corrections	3
SOC 3	Crime and Delinquency	3
SOC 7	Juvenile Delinquency	3
	Total	***15***

Basic Police Academy Preparation

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 6	Patrol Procedures	3
ADM JUS 14	Report Writing for Peace Officers	3
KIN 229	Body Conditioning Skills	1
	Total	***13***

Chemical Dependency Specialist in Criminal Justice

(WITH PSYCHOLOGY DEPARTMENT)

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 75	Introduction to Corrections	3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
	Total	***15***

Fire Technology/State Fire Marshall Core Classes

SUBJECT & NO.	COURSE	UNITS
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
	Total	***15***

Forensic Crime Scene Investigation

SUBJECT & NO.	COURSE	UNITS
ADM JUS 5	Criminal Investigation	3
ADM JUS 172	Criminalistics I	3
ADM JUS 173	Criminalistics II	3
ADM JUS 174	Offender Profiling in Criminal Investigations	3
ADM JUS 285	Directed Studies in Administration of Justice	2
ADM JUS 428	Ethics in Forensic Science	3
	Total	***17***

ASSOCIATE DEGREE PROGRAMS

Administration of Justice

ASSOCIATE IN ARTS DEGREE

This program in Administration of Justice is designed for pre-service or in-service students who wish to prepare for or improve themselves in positions in the several fields of Administration of Justice. Select 18 or more units from the following Administration of Justice courses:

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles and Procedures of the Justice System	3
ADM JUS 5	Criminal Investigation	3
ADM JUS 6	Patrol Procedures	3
ADM JUS 14	Report Writing for Peace Officers	3
ADM JUS 49	Narcotics and Vice Control	3
ADM JUS 62	Fingerprint Classification	3
ADM JUS 67	Community Relations I	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 160	Police Organization and Administration	3
ADM JUS 172	Criminalistics I	3
ADM JUS 173	Criminalistics II	3
ADM JUS 174	Offender Profiling in Criminal Investigations	3
ADM JUS 178	Terrorism: The First Responder	3
ADM JUS 428	Ethics in Forensic Science	3
	Subtotal	***18***
FREE ELECTIVES		UP TO 12

Note: At least 6 units of electives muct be from Administration of Justice courses.

GENERAL EDUCATION REQUIREMENTS PLAN A		30
	Total	***60***

Fire Technology, Associate in Arts Degree

The Fire Technology degree program is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

Many courses within the Fire Technology Subject area meet accreditation and certification standards set by the State Fire Marshal's Office

Students seeking this degree must complete the following required Fire Technology courses, as well as a minimum of nine units of elective courses from within the Fire Technology Subject area.

SUBJECT & NO.	COURSE	UNITS
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
	Subtotal	***15***
PLUS 9 UNITS FROM THE FOLLOWING:		9
FIRETEK 24	Fire Company Management and Operations	3
FIRETEK 30	Fire Marshal Certification: Instructor 1A	2.25
FIRETEK 31	Fire Marshal Certification: Instructor 1B	2.25
FIRETEK 32	Advanced Fire Management and Leadership	7.5
FIRETEK 63	Fire Technology In-Service Update- 54 hour Class	1
FIRETEK 64	Fire Technology In-Service Update- 81 hour Class	1.5
FIRETEK 65	Fire Technology In-Service Update- 108 Hour Class	2
FIRETEK 66	Fire Technology In-Service Update- 135 Hour Class 2.25	
FIRETEK 96	Emergency Medical Technician I	8
FIRETEK 207	Wildland Fire Control	3
FIRETEK 208	Fire Protection Hydraulics and Water Supply	3
FIRETEK 209	Fire Tactics and Strategy	3
FIRETEK 213	Fire Investigation	3
FIRETEK 214	Rescue Practices	3
FIRETEK 216	Fundamentals of Personal Fire Safety and Emergency Action	3
FREE ELECTIVES		6
GENERAL EDUCATION REQUIREMENTS PLAN A		30
	Total	***60***

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Administration of Justice (ADM JUS)

Certain courses offered within the Administration of Justice curriculum are designed for in-service and pre-service Law Enforcement personnel. These courses are certified by the California Commission on Peace Officers Standard and Training and are recommended for members of Law Enforcement Agencies.

1 Introduction to Administration of Justice (3) UC:CSU IGETC 4H
(UC Limit: ADM JUS 1 + ADM JUS 4 combined, maximum credit, one course).
LECTURE, 3 HOURS.
This course presents an introduction to the administration of justice in the United States, its history, philosophy, sub-systems, roles of its members and their relationships. It also introduces theories of crime, punishment and rehabilitation and looks at ethics, education, professionalism, and training in the system.

2 Concepts of Criminal Law (3) UC:CSU IGETC 4J
LECTURE, 3 HOURS.
This course presents concepts of criminal law, philosophy of law and constitutional provisions, definitions, classification of crime, and the applications of these to the system of justice. How legal research, case law, methodology, and concepts flow as a social force will be looked at in depth.

3 Legal Aspects of Evidence (3) CSU
LECTURE, 3 HOURS.
This course presents the legal aspects of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules, governing administratively, and judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System (3) UC:CSU
(UC Limit: AJ 1 + AJ 4 combined, maximum credit, one course).
LECTURE, 3 HOURS.
This course presents an in-depth study of the role and responsibilities of each segment within the criminal justice system: law enforcement, judicial, and corrections. Consideration is given to past, present, and future exposures to the procedures of each sub-system from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

5 Criminal Investigation (3) CSU
LECTURE, 3 HOURS.
This course covers the fundamentals of investigation: crime scene, search and recording, and the collection and preservation of physical evidence. Scientific aids, modus operandi and sources of information, interviews and interrogation, follow-up, and case preparation are also emphasized.

6 Patrol Procedures (3) CSU
LECTURE, 3 HOURS.
This course presents the history and development of patrol philosophy and planning for field activities. The topics considered include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

14 Report Writing for Peace Officers (3) CSU
LECTURE, 3 HOURS.
This course presents the various types of technical writing used in police reports. The appropriateness of different styles in different contexts, the conceptualization of the material, and the use of these reports by crime analysts in police agencies are emphasized. Grammatical aspects of good report writing are also included.

49 Narcotics and Vice Control (3) CSU
LECTURE, 3 HOURS.
This course presents the covert criminal activities of organized crime within the community and the impact that these activities have on the social structure. This course discusses the history of illegal drugs and analyzes how law enforcement has attempted to control the widespread use of illegal drugs and the criminal enterprises that dominate the narcotics trade. Vice operations and the criminal enterprises that control these activities are also examined in depth.

60 Arrest, Search and Seizure (3) CSU
LECTURE, 3 HOURS.
This course offers a comprehensive study of the laws of search and seizure leading to arrest, emphasizing Supreme Court interpretations of these laws, the application of these laws by the police officer, and the reference sources for these laws.

62 Fingerprint Classification (3) CSU
LECTURE, 3 HOURS.
This course covers practical aspects of fingerprint classification. Technical terminology, pattern interpretation, classification of fingerprints, search for fingerprints at crime scenes, and the preservation of prints and print development are emphasized

67 Community Relations I (3) UC:CSU
LECTURE, 3 HOURS.
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 within the community.

69 Basic Forensics for Detectives (0.5)
LECTURE, 0.5 HOUR.
This course provides the student with information on processing a crime scene and the types of evidence that need to be collected.

75 Introduction to Corrections (3) CSU
LECTURE, 3 HOURS.
This is a basic course dealing with the nature of the correctional system and the aims and objectives of corrections, probation, institutions, services, supervision of inmates, and career opportunities.

83 Introduction to Security (3) CSU
LECTURE, 3 HOURS.
This course presents an introduction to the private security field including historical, philosophical and legal background of security services, the inter-relationships with governmental agencies, and the role of the contemporary security officer, career opportunities, and required qualifications.

88 Laser Firearms Training I, Basic (0.5)
Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides training on police safety, field tactics, and the proper shooting techniques for officer safety. Safety considerations for human life are emphasized.

89 Laser Firearms Training II, Intermediate (0.5)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides training on tactical responses, building entries, building searches, and proper shooting techniques.

93 Use of Force III (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course introduces techniques used to control individuals who may be violent, insane, under the influence of drugs, or physically aggressive. Medical and legal implications also are discussed.

94 Intermediate Forensics for Detectives (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on the identification, collection, storage, and presentation of evidence.

95 Successful Habits For Law Enforcement - 24 Hour Course (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

96 Successful Habits For Law Enforcement - 8 Hour Course (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

98 Basic Training Academy (15)

LECTURE, 28.5 HOURS; LABORATORY, 13.75 HOURS.

This course meets the minimum training requirements established by Peace Officer Standards and Training (POST) for individuals entering the career of law enforcement.

103 Community Services Officer (3.5)

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course prepares the student to operate in the position of a community service officer for a law enforcement agency. The training includes report writing, criminal and civil law, driving techniques, and defensive tactics.

105 Advanced Training Instructor-Update (1.25)

LECTURE, 1.25 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on up-to-date material and methodologies associated with teaching law enforcement personnel new training methods and procedures.

107 Analytical Interviewing-Basic (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with information on analytical interviewing techniques for law enforcement personnel.

108 Arrest and Firearms (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with the training that is necessary to meet the requirements for 832 of the Penal Code that deals with arrest training. Successful completion of this course gives the student limited peace officer powers.

109 Bicycle Patrol - Basic (1)

LECTURE, 0.75 HOUR; LABORATORY, 0.25 HOUR.

This course provides the student with information on the challenges and advantages of policing on a bicycle.

110 Career Ethics/Integrity (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is a peer-oriented workshop involving the monitoring of discussions regarding ethics and integrity in law enforcement.

112 Field Training Officer - Basic (2.25)

LECTURE, 2.25 HOURS.

This class is designed for officers who supervise and train other officers newly assigned to patrol. Topics presented include leadership, teaching methodology, officer safety, documentation skills, and career motivation.

113 Field Training Officer - Update (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information on supervision techniques for law enforcement officers newly assigned to the patrol function that include legal updates, patrol and communication techniques.

114 Field Operations School - Intermediate (2.25)

LECTURE, 2.25 HOURS.

This course emphasizes field tactics for the line supervisor, including barricaded suspects, command post operations, evacuation procedures, and related field operations. The target audience for this course is sergeants newly assigned to patrol.

115 Field Operations School - Advanced (1.25)

LECTURE, 1.25 HOURS.

This course emphasizes field responsibilities for watch commanders, including command post operations, special weapons teams, administrative investigations, and all other emergency response situations.

116 Force Training - Instructor Preparation (5)

LECTURE, 4 HOURS; LABORATORY, 2.75 HOURS.

This course provides instruction on how to teach in the area of force training. This course includes an in-depth study of all lethal and non-lethal weapons and instruction on the use of each.

118 Handler Baton - Basic (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information designed to meet certification requirements for the proper handing of the Handler-12 baton.

120 Patrol School (3.5) CSU

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course prepares the student to perform in a field operations assignment. The training includes legal updates, report writing, defensive tactics, weapons training, situational planning for crimes in progress, pursuit driving, and policies and procedures required by a law enforcement agency.

121 Search and Seizure Update (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides patrol officers or detectives with up-to- date information in the area of search and seizure. This course is appropriate for both patrol and detective personnel.

122 Street Gangs and Subcultures (2.5) CSU

LECTURE, 2.5 HOURS.

This course is designed to present all current aspects of prison, motorcycle and ethnic gangs. The resources and investigative techniques available to law enforcement are reviewed. This is a basic course primarily designed for personnel assigned to work patrol, narcotics, homicide, gangs, or other investigative assignments dealing with gangs.

124 Supervisory Training First Level (4.5)

LECTURE, 4.5 HOURS.

This course provides basic supervisory training for newly promoted first-line supervisors. The course includes ethics, problem solving, media relations, the role of the supervisor, morale, discipline issues, and administrative duties.

125 Tear Gas Refresher/Handler (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic training in use of chemical agents and methods of delivery as well as providing the latest techniques and legal ramifications of chemical agent use.

127 Court Security Officer Training (7.5)

LECTURE, 5 HOURS; LABORATORY, 7.5 HOURS .

This course meets the minimum requirements established by the California Peace Officer Standards and Training for individuals entering the field of court security officer and assistant court security officer.

128 Blast and Explosive Recognition (2.25)

LECTURE, 2.25 HOURS.

This course emphasizes the task force approach to investigate cases involving explosives. Recognition of the various devices and the proper explosive handling techniques are stressed.

133 AR-15 Rifle (0.25)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LABORATORY, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course offers basic instruction in safety, tactical considerations, malfunctions, and firing of the AR-15 rifle.

134 Advanced Vehicle Theft Investigation (2.25)

LECTURE, 2.25 HOURS.

This course offers advanced instruction for vehicle theft investigators including identification of vehicle numbers, vehicle theft and fraud, and common problems associated with these investigations.

135 Advanced Criminal Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with advanced criminal investigative tools and techniques in processing a crime scene. The legal aspects of an investigation and appropriate collection of crime scene evidence are emphasized.

136 Child Abuse Investigation (2.25)

LECTURE, 2.25 HOURS.

This course supplies basic training for the child abuse investigator and satisfies the requirements specified by the Child Abuse Investigation Foundation for the California Peace Officer Standards and Training Institute of Criminal Investigations.

137 Mounted Patrol (1.5)

LECTURE, 1 HOURS; LABORATORY, 1.25 HOURS.

This course provides information to peace officers newly assigned to mounted patrol units. Topics presented include equipment familiarization, tactical maneuvers, policies and procedures, and unit liabilities.

139 Policy and Procedures/Equipment for Bailiffs (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This is a refresher course for officers assigned to the position of bailiff in the Los Angeles court system.

140 Custody Assistant - Phase I (8.5)

LECTURE, 5 HOURS; LABORATORY, 10.5 HOURS.

This course satisfies the basic California Peace Officer Standards and Training requirements for entry-level custodial officers.

142 Bailiff Orientation (2.25)

LECTURE 2.25 HOURS.

This course reviews court procedures and provides the student with basic bailiff responsibilities and related court functions.

144 Special Weapons and Tactics (3.5)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course provides special weapons and tactics including legal issues, use of canines, special deployment techniques, and the use of specialized weapons.

145 Advanced Special Weapons and Tactics Instruction (3)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 1.75 HOURS; LABORATORY, 3.75 HOURS.

This course provides advanced training tactics for those currently assigned to special weapons and tactics units. Course study includes helicopter operations, dignitary protection, special operations, advanced firearm and entry techniques, and hostage rescue.

146 Vehicle Theft for Patrol Officers (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to train a patrol officer in the recognition, identification and investigation of the various stolen vehicles encountered in routine performance of his duties.

147 Basic Long Rifle Instruction (1.25)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.75 HOURS; LABORATORY, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course offers practical training in the use of long rifles including legal limitations, operational considerations, and practical application of shooting fundamentals.

148 Sexual Assault Investigation (2.25)

LECTURE, 2.25 HOURS.

This course meets the training needs of investigators assigned to sexual assault cases. This course satisfies the Sexual Assault Investigation Foundation specialty for the California Peace Officer Standards Training.

152 Court Security Assistant (4.25)

LECTURE, 3.75 HOURS; LABORATORY, 3 HOURS

This course provides the basic knowledge and skills required by California Peace Officer Standards and Training for an entry-level position as an assistant security officer for the court system.

155 Tactical Communications for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with practical skills and techniques in the area of oral communication. The student develops expertise in dealing with difficult people, resolving conflicts, and non-verbal communication.

156 Supervision for Civilians in Law Enforcement (4.5)

LECTURE, 4.5 HOURS.

This course provides the newly appointed civilian supervisor with formal training in the concepts, techniques, and practical applications of basic supervisory skills in the law enforcement field.

157 Public Safety Dispatcher (5)

LECTURE, 4.5 HOURS; LABORATORY, 2.25 HOURS.

This course provides entry-level knowledge and skills to properly receive and dispatch calls for service to law enforcement personnel.

158 Homicide and Death Investigation (4.5)

LECTURE, 4.5 HOURS.

This course provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

160 Police Organization and Administration (3) CSU

LECTURE, 3 HOURS.

This course offers the effect of organizational structure and administrative procedure on the implementation of police functions; assessment of processes of recruitment, career advancement and leadership; and administrative problems of staffing, supervision, and morale.

161 Drug/Alcohol Recognition Training (2.25)

LECTURE, 2.25 HOURS.

This course provides formal training in recognizing drug and alcohol use for successful detection in criminal cases.

162 Basic Traffic Collision Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides the basic principles related to traffic collision investigation, including skid mark identification, determination of collision factors, basic diagraming techniques and physical evidence identification.

163 Intermediate Traffic Collision Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides advanced principles related to traffic collision investigations, including computation of speed and drag factors, scope and grade calculations related to collision causal factors, and time and distance formulas.

164 Advanced Traffic Collision Investigation (4.5)

LECTURE, 4.5 HOURS.

This advanced traffic collision investigation course includes specialized collision scene photographic techniques, vehicular damage analysis, pedestrian collisions and a legal update related to driving under the influence of alcohol or drugs.

165 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Basic (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic requirements of the Fourth Amendment of the United States Constitution and the impact of recent court decisions on its applications.

166 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Advanced (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic elements of search and seizure as it relates to the Fourth Amendment of the United States Constitution and presents an in-depth study of consensual encounters. The course also examines the Exclusionary Rule from both a field and courtroom perspective.

167 Advanced Search Warrants (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course covers the advanced aspects of search warrant affidavits including telephonic and e-mail. It details warrant service restrictions, scope, and return procedures.

168 Current Miranda Rights (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to review and update the basic requirements of the Miranda decision.

169 Current Aspects of Statements and Confessions (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course updates the legal interactions of the 4th, 5th, 6th, and 14th amendments of the United States Constitution with daily applications.

170 Civilian Orientation Seminar (2.25) CSU
LECTURE, 2.25 HOURS.

This course offers an introduction of the law enforcement organizations for newly hired civilian personnel. This course includes an overview of enforcement of required job skills and techniques.

171 Basic Search Warrants (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course presents the basic concepts of search warrants and how to prepare and serve them according to the law.

172 Criminalistics I (3) CSU
Prerequisite: Administration of Justice 5.
LECTURE, 3 HOURS.

This course provides the student with an in-depth study of the evolution of forensic science and the collection techniques for evidence in a criminal investigation.

173 Criminalistics II (3) CSU
Prerequisite: Administration of Justice 172.
LECTURE, 3 HOURS.

This course provides the student with forensic techniques for crime scene investigations which include fingerprint and handwriting examinations, identification of human remains, discovery of trace evidence, and firearms recovery.

174 Offender Profiling in Criminal Investigations (3) CSU
LECTURE, 3 HOURS.

This course offers explanations and predictors for offender behavior in specific types of crimes including classification of offenders, profiling techniques, and the legal aspects of offender behavior.

175 Law Enforcement Security Assistant (3.5)
LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course provides information for the entry-level security assistant in the law enforcement field. Topics include professionalism, officer survival, tactical communications, legal updates, and report writing.

176 Probation Core Correctional Practices (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on juvenile correctional facilities with an emphasis on security, authority, and supervision.

177 Motivational Interviewing for Camp Staff (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on interviewing skills for probation officers within a juvenile custodial facility including motivational interviewing, the client-centered interview, and feedback techniques.

178 Terrorism: The First Responder (3) CSU
LECTURE, 3 HOURS.

This course provides the student with an overview and understanding of terrorism from a historical perspective and provides a timeline of terrorism activities from past to present. The information provided prepares a student as a first responder to acts of terrorism, and allows the student to understand all aspects of response tactics by emergency service agencies including law enforcement, fire, medical technicians, and private security. Topics include tactical coordination, scene awareness, crime scene operations, and an overview of real-world incident management techniques.

179 Introduction to Internal Affairs (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides an introduction to internal affairs including inquiries, investigations, and citizen complaints. Policy and procedures regarding use of force and officer-involved shootings are also covered.

182 Law Enforcement Technician Course (2.25)
LECTURE, 2.25 HOURS.

This course offers an introduction to the policies and procedures of the technical aspects of law enforcement for civilian personnel employed as a law enforcement technician.

183 Legal Update Affecting Law Enforcement Procedures (2)
LECTURE, 2 HOURS.

This course reviews contemporary changes in the law and the impact of recent court decisions as it applies to law enforcement procedures.

184 Legal Update For Investigations (2)
LECTURE, 2 HOURS.

This course offers updated information related to conducting criminal investigations involving search and seizure, case and statutory law, and search and arrest warrants.

187 Correctional Personnel Supplemental Academy (4.5)
LECTURE, 4.5 HOURS.

This course offers supplemental information on correctional policies and procedures for personnel who have completed basic police academy training.

188 Basic Leadership Institute (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to identify and develop basic leadership qualities for law enforcement personnel.

189 Operation Safe Streets Investigation (2.25)
LECTURE, 2.25 HOURS.

This course provides instruction for field officers in the application of laws, tactics, and intelligence-gathering techniques for investigations of California street gangs.

190 Narcotics and Gang Prevention (2.25)
LECTURE, 2.25 HOURS.

This course provides instruction to police officers in the teaching strategies related to the classroom environment, classroom management, and the presentation of current narcotics, and gang information.

191 Field Operations for Detectives (2.25)
LECTURE, 2.25 HOURS.
This course provides instruction for detectives in the application of laws, tactics, and safety techniques related to field operations during criminal investigations

193 Background Investigation (2.25)
LECTURE, 2.25 HOURS.
This course presents the basic requirements and skills necessary for the evaluation and investigation of law enforcement applicants.

194 Basic Motorcycle Training (3)
LECTURE, 2.25 HOURS; LABORATORY, 2.25 HOURS.
This course is designed to provide the basic skills for motorcycle safety and patrol procedures for the motorcycle patrol trainee.

195 Breathalyzer Operator Training (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the necessary skills to operate the Datamaster Breathalyzer in compliance with California state law.

196 Intermediate Report Writing (3)
LECTURE, 3 HOURS.
This course is designed to enhance the ability of students to effectively prepare written reports commonly required in the law enforcement profession, with particular emphasis on observational arrest reports, documenting the use of force, and civil liability issues related to report preparation.

199 Basic Leadership Institute Facilitator Workshop (2.25)
LECTURE, 2.25 HOURS.
This course provides instruction to police officers in the teaching strategies related to classroom management and the theories related to adult learning in order to instruct law enforcement management on basic leadership techniques.

211 Supervision Accountability (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course defines accountability for law enforcement supervisors including employee and vicarious liability issues.

212 Management and Leadership Training (4)
LECTURE, 4 HOURS.
This course provides management and leadership training for law enforcement and emergency services supervisors.

214 First Aid Instructor Training (1.5)
LECTURE, 1 HOUR; LABORATORY, 1.25 HOURS.
This course provides first aid instructor training.

215 Four-Wheel Drive Vehicles and Equipment (0.5)
LECTURE, 0.5 HOUR; LABORATORY 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on driving off-road vehicles used in law enforcement.

216 Cultural Sensitivity Training for Law Enforcement Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides sensitivity training and cultural diversity exposure to law enforcement personnel.

218 Radar Operator Training (1.75)
LECTURE, 1.5 HOURS; LABORATORY 0.75 HOUR.
This course provides instruction on the operation of radar devices used in law enforcement.

220 Laws and Policies Pertaining to Sexual Harassment (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides information on laws and policies relating to sexual harassment.

221 Advanced Tactical Communications in Custody Facilities (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course is designed to provide communication skills required to interact with inmates in custody settings.

222 Administrative Investigation Process (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides supervisors with the necessary knowledge to apply the various components of the administrative investigation process.

223 Civilian Defensive Driving (0.25)
LECTURE, 0.25 HOUR; LABORATORY 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction to civilian personnel on basic driving techniques of emergency vehicles associated with law enforcement.

224 Driver Awareness-Instructor Driving Techniques (1)
LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides individuals with driver awareness instructional techniques to teach effective and safe driving methods to law enforcement personnel.

225 Advanced Driver Training I (0.25)
LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides instruction on basic precision driving techniques of emergency vehicles.

226 Advanced Driver Training II (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides additional advanced instruction on precision driving of emergency vehicles.

227 Driver Training Instructional Techniques (1.75)
LECTURE, 1.5 HOURS; LABORATORY, 0.75 HOUR.
This course offers instructional techniques that can be used when training law enforcement personnel in the operation of emergency vehicles.

228 Driving Simulator Application (0.25)
LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides specialized driving techniques through the use of a law enforcement simulator.

229 Driving Techniques for Executive Security (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides specialized vehicle training for individuals who are required to provide transportation for public officials.

231 Criminal Abatement (1.5)
LECTURE, 1.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on the abatement of criminal activity within urban communities.

232 Community Policing I (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the history and philosophy of community policing and an introduction to problem solving and approaches to surveying the community.

233 Community Policing II (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides further study of the history and philosophy of community policing and solutions to criminal nuisance activities.

236 Community Policing for Supervisory Personnel (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on instruction and management strategies in community policing including practical strategies for community mobilization and problem-solving techniques for gang and nuisance activity.

239 Criminal History Access Techniques (0.25)
LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on how to access the Consolidated Criminal History Reporting System (CCHRS)through the use of the Windows operating system.

240 Instructional Techniques for Accessing Criminal Histories (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on instructional techniques used with the processing of criminal histories through the use of the Windows operating system.

241 Crime Inquiry Training (0.25)
LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information concerned with accessing an individual's complete criminal history through the computer information program, Consolidated Criminal History Reporting System (CCHRS).

243 Police Case Management (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on criminal case management including management reports, statistics, and suspect information.

245 Data Entry for Law Enforcement Personnel (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on data entry for the Los Angeles Regional Crime Information System (LARCIS).

246 Law Enforcement Instructor Training Involving Data Entry (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides teaching techniques for law enforcement personnel involved with data entry into the Los Angeles Regional Crime Information System (LARCIS).

247 Personnel Performance Index (0.25)
LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on how to enter employee data into the Personnel Performance Index (PPI).

248 Law Enforcement Explorer Academy (5)
LECTURE, 2.5 HOURS, LABORATORY, 8.5 HOURS.

This course is designed to train students for public service employment in law enforcement including an overview of job duties, criminal laws, self defense, evidence collection, first aid, and physical training.

251 Motorcycle Training Quarterly Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a periodic update for law enforcement officers assigned to motorcycle details.

253 Crime Prevention through Environmental Analysis (0.5)
LECTURE, 0.5 HOURS, LABORATORY, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course presents the principles of crime prevention through environmental analysis.

254 College Security Officer Training (7)
LECTURE, 5 HOURS, LABORATORY, 6 HOURS.

This course provides the minimum training established by the State of California for individuals entering a career as a college security officer.

258 Narcotics for Patrol (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on narcotics for the patrol officer in the field including drug categories, drug identification, courtroom testimony, search and seizure issues, and the use of informants.

260 Juvenile Corrections Officer Core Course (JCOC) (9.75) CSU

LECTURE, 9.25 HOURS; LABORATORY, 1.5 HOURS.

This course provides the basic training for an entry-level juvenile corrections officer. Subject areas include an overview of the criminal justice system, the roles and responsibilities of the juvenile corrections officer, casework management, court procedures, psychological and medical issues, correctional security issues, gang and drug problems, supervision of offenders, arrest procedures, confidentiality, and report writing.

261 Probation Officer Core Course (9.75) CSU

LECTURE, 9.5 HOURS; LABORATORY, 0.75 HOUR.

This course provides the basic training for an entry-level field probation officer. Subject areas include the criminal justice system, roles and responsibilities of the probation officer, casework management, court procedures, domestic abuse issues, first aid, and report writing.

316 Reserve Police Academy Level III (5)

LECTURE, 1.5 HOURS; LABORATORY, 10.75 HOURS.

This course provides the first level of training for the position of reserve police officer. The student learns the basic overview of the criminal justice system including criminal laws and criminal procedures, patrol operations, report writing, traffic enforcement, self-defense techniques, and firearm control and safety.

317 Reserve Police Academy Level II (6)

LECTURE, 1.5 HOURS; LABORATORY, 13.25 HOURS.

This course provides the second level of training for the position of reserve police officer. The second level of study includes criminal law, criminal procedures, investigative report writing, and specialized law enforcement such as gangs and narcotics, mental illness, victimology, and community relations.

318 Reserve Police Academy Level I (7)

LECTURE, 1.5 HOURS; LABORATORY, 16.5 HOURS.

This course provides the third level of training for the position of reserve police officer. The third level of study includes patrol techniques, the special handling of unusual occurrences, traffic accident investigations, traffic enforcement, and preliminary criminal investigations.

322 Custodial Report Writing I (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with basic skills to write reports required in a custody facility.

324 Civilian Career Development in Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on career development for civilian personnel in law enforcement agencies.

325 Anger Management Techniques (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents anger management techniques for law enforcement personnel.

326 CPR Recertification for Law Enforcement (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic principles of CPR and the mechanics involved with life support.

327 Self-Defense Techniques for Law Enforcement Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides self-defense techniques to be used in a custodial setting by law enforcement personnel.

328 Law Enforcement Fraternization Policy (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course informs law enforcement personnel about fraternization issues within a custodial setting.

329 First Aid Recertification for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews first aid concepts and techniques used by law enforcement personnel in a custody environment.

331 Jail Security (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents basic jail security techniques and escape prevention measures.

332 Prisoner Transportation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the law enforcement policy regarding the procedures used for the transportation of inmates.

333 Sign Language for Emergency Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on basic sign language for emergency personnel.

334 Tactical Weapons Qualification (0.25)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on the operation and safety of weapon systems and qualifies an individual in the use of tactical weapons.

335 Jail Cell Extraction (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the proper techniques used in the removal of a hostile inmate from a jail cell.

336 Survival Techniques for Custodial Personnel (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to law enforcement personnel on the survival techniques for hostage situations and appropriate off-duty behavior.

337 Suicide Prevention Measures for Inmates (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course presents detailed procedures for inmate suicide prevention.

338 Jail Intelligence Gathering (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with the concepts of and techniques for analytical interviewing in a custodial setting.

339 Drug Recognition, Investigation, and Reporting (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course develops the technical knowledge and procedures needed for basic narcotics investigations in the custody setting.

340 The Use of Force Update for Supervisors (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to provide an update of law enforcement policy regarding the use of force.

341 Custodial Report Writing II (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on report writing techniques that improve the quality of reports in the custody environment.

342 Custodial Report Writing III (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course enhances investigative and report writing skills for law enforcement personnel beyond an intermediate level.

343 Inmate Control Techniques (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on inmate control techniques.

347 Taser Training (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with the nomenclature, operation, and tactical deployment considerations of the taser.

349 Inmate Civil Litigation (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the civil litigation process and inmates' rights.

350 Video Training for Law Enforcement (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with the purpose, standards, and techniques for videotaping crime scenes.

352 Courtroom Testimony (0.25)
LECTURE, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with courtroom testimony procedures and techniques.

353 First Aid Breathing Mask (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the basic principles of CPR and the use of a breathing mask for infants and adults.

354 Emergency Response Procedures for Custody Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on emergency response procedures for custody personnel including evacuation and tactical planning.

356 Gangs in the Custodial Environment (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes law enforcement personnel with gang activity within the custodial environment.

357 Law Enforcement Stress Management Techniques (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with stress management techniques including exercise, diet, and meditation.

359 Custody Incident Command Training (2.25)
LECTURE, 2.25 HOURS.

This course provides information on the identification and handling of potentially dangerous security issues in a custody facility including custodial disturbances, emergency mobilization, hostage negotiations, and incident command procedures.

360 Custody Incident Command Training Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides updated information on effective emergency preparedness in a custodial facility.

361 Custody Training Officer School (1)
LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course is provides information to assist the experienced custody officer with current information necessary to become a qualified custodial trainer.

363 Custody Executive Command Training (1)
LECTURE, 1 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on executive command policy and procedures in the custodial facility.

365 Custodial Legal Update (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on legal updates in the laws and policies regarding the custody and care of inmates.

366 Law Enforcement Strategies Against Hate Crime (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on identifying and responding to hate crimes including the motivational factors of hate crimes and the initial response by law enforcement.

367 Law Enforcement Responses to Domestic Violence (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for the appropriate response to domestic violence including current case law requirements, threat assessment, and protection orders.

368 Law Enforcement Strategies Against Violence (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to law enforcement officers on family, school, and workplace violence.

371 Investigator Case Management (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on investigator case management techniques including the types of case assignments, creation of a master file, and removal and case closure procedures.

372 Report Writing for Law Enforcement Civilians (0.5)
LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on report writing techniques for civilians working in the law enforcement field.

374 Case Management for Supervisors (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides management techniques to students for handling a regional crime system.

376 Intermediate Search Warrants (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with requirements for preparing a search warrant.

377 Defensive Tactics for Female Law Enforcement Personnel (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with defensive tactic techniques specially targeted to the female police officer.

378 Driver Awareness (0.25)
LECTURE, 0.25 HOUR, LABORATORY, 0.25 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction in safe driving techniques for law enforcement personnel.

398 Urban Terrorism: First Responders (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for first responders on terrorist activities involving explosives, characteristics of a suicide bomber, and a terrorist's ability to carry out a suicide bombing.

400 Citizen Complaint Intake and Investigation Issues (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on law enforcement's citizen complaint intake and investigation policies and practices. The topics covered include the citizen complaint process, process stages, and recommended revisions of existing policy.

402 Custodial Health Issues (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on HIV, hepatitis, tuberculosis, mental health, and substance abuse issues in a custodial environment. The topics covered include an overview of inmate health issues, strategies for effective communication with inmates, and workplace considerations of occupational exposure in a custody setting.

404 Custodial Weapons Training (0.5)
Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on special weapons used in a custodial environment for the control and containment of the inmate population. The topics covered include the operation and proper handling techniques for each particular weapon.

407 Racial Profiling (0.5)
LECTURE, 0.5 HOUR.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on racial profiling and the legal implications of racial profiling for law enforcement agencies. The topics covered include the policies regarding racial profiling, legal considerations, and the impact that racial profiling has on an individual's civil rights.

408 Terrorism Awareness Training (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on domestic terrorism. The topics covered include domestic terrorist groups, extremist groups, internal terrorism, and officer safety issues.

409 Community Policing Use of Force Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the use-of-force issues in law enforcement. This information can be used to review and revise law enforcement policy on use of force in police operations. The topics covered include current law enforcement policy on the use of force, use-of-force legal issues, and appropriate model(s) that can be employed to decrease the number of force cases.

411 Civilian Employee Management in Law Enforcement Administration (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for civilian employee managers who work in law enforcement administrations.

412 Basic Narcotics Investigations (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction on basic narcotics investigations including informant management, drug recognition, search warrant operations, and specialized investigations

415 Instructor Development Course (2)

LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.

This course provides information on critical thinking, instructional designs, evaluating and testing, and the learning resources that are available to law enforcement instructors.

419 Domestic Violence Crime Scene Investigation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides investigation techniques specific to domestic violence cases.

420 Basic Dual Purpose Motorcycle Riding for Emergency Personnel (2.75)

LECTURE, 2 HOURS; LABORATORY, 2.5 HOURS.

This course provides an update on basic motorcycle riding techniques, and provides new instruction on off-road motorcycle techniques and procedures.

421 Respect-Based Leadership in Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the policy of equality in law enforcement including core values, respect-based leadership, and individual action plans.

422 CPR Instructor Update (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated CPR information necessary for valid instruction.

428 Ethics in Forensic Science (3) CSU

LECTURE, 3 HOURS.

This course provides the student with ethical standards and guidelines in forensic science as they relate to the criminal case and the investigator. Topics covered include the key elements of ethical guidelines, individual aspects of the ethical code, procedural and substantive law issues pertaining to crime scene investigations, courtroom testimony and admissibility issues, and ethical standards for all written reports.

430 Expandable-Straight Baton (0.25)

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course teaches appropriate techniques in the use of the expandable-straight baton.

432 Mental Illness Identification and Restraint Procedure of Inmates (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to identify and legally restrain inmates in a custodial setting who suffer from mental illness.

433 Weapons of Mass Destruction (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides an overview of terrorist threats in the United States and regulatory guidelines provided by the State of California. Threat indicators, protective measures, crime scene management, and response actions are examined in detail.

435 Human Trafficking Awareness (0.5)

LECTURE, 0.5 HOUR.

This course provides the student with the nature and scope of human trafficking, types of offenses, legal requirements, and investigative techniques to identify victims and offenders.

440 Asset Forfeiture (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the asset forfeiture program for law enforcement including narcotics seizures, investigative methods, forfeiture proceedings, and distribution of forfeiture properties.

442 DNA Evidence for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a foundation in the basic science and the practical application of forensic DNA identification evidence.

443 Elder Abuse Awareness for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on elder abuse including its identification, domestic elder abuse, scams and schemes, mandatory reporting, and criminal prosecution.

444 Graffiti Investigation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the major types of graffiti with an emphasis on tagger graffiti. Subject areas include graffiti identification, investigation, expert testimony, and successful prosecution.

445 Investigating and Prosecuting High-Tech Crimes (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the new forms of identity theft, network intrusions, digital and electronic evidence, high-tech search and seizure, and analyzing computers and cell phones for criminal investigations.

446 Identity Theft: First Responders (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on identity theft law, investigative techniques for identity theft crimes, and the use of computers as crime tools.

447 Identity Theft Investigation and Prosecution (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information in the investigation and prosecution of identity theft crimes. Subject areas include basic identity crimes law, access card fraud, search warrants, charging and presenting identity crimes, and victims' issues.

448 Chronic Truancy (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a better understanding of the truancy problem among school-aged children. Subject areas include truancy and delinquency, anti-truancy enforcement efforts, new trends in truancy prevention, and available community resources.

452 Legal Update - 4 Hours (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

453 Legal Update - 8 Hours (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

454 Legal Update - 12 Hours (0.75)

LECTURE, 0.75 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

455 Legal Update - 16 Hours (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

456 Legal Update - 24 Hours (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

457 DNA Awareness for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the most recent court decisions on the legal requirements for the use of forensic DNA in criminal investigations. Subject areas also include recent DNA studies and programs, a juror's perspective of DNA technology, partial and familial DNA searches, and an understanding of the application of DNA technology for homicides and mass fatality events.

458 Child Abuse Prevention and Reporting (0.25)

LECTURE, 0.25 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course covers the major types of child abuse, legal and ethical issues, and methods of intervention and prevention. Topics also include child abuse re-porting guidelines, time limits, and probation policy.

459 Effective Management for Detained Minors (0.25)

LECTURE, 0.25 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to correctional staff to identify and avoid abusive institutional practices according to the most current policy. Topics include corporal punishment, denial of basic needs, verbal abuse, and ways to lessen a threatening environment for minors.

460 Fundamentals of Prosecution (7.5)
LECTURE, 6 HOURS; LABORATORY, 5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the fundamentals of prosecution including misdemeanor trial phases, preliminary hearings, calender management, victims' rights, and criminal procedure. Other components include office processes and culture, field practice, and ethics.

461 Mobile Data Computer System (0.5)
LECTURE, 0.5 HOUR..
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the mobile data computer system for law enforcement vehicles including new radio procedures involving wanted person inquiries, terrorist hits, and Code 4 notifications.

462 Active Shooter Strategies (0.5)
LECTURE, 0.5 HOUR..
Note: This course is offered on a PASS/NO-PASS basis only.

This course provides basic skills in the Enhanced Active Shooter Strategies so that an individual could successfully deploy a contact team or squad to locate and neutralize violent offenders and terrorists.

185 Directed Study - Administration of Justice (1) CSU

285 Directed Study - Administration of Justice (2) CSU

385 Directed Study - Administration of Justice (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC does not grant credit for variable topics courses in Administration of Justice because of credit restrictions in this area.

931 Cooperative Education (3) CSU
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

Fire Technology (FIRETEK)

24 Fire Company Management and Operations (3) CSU
LECTURE, 3 HOURS.

This course is an extensive in-depth coverage of fire company management and operations. It includes planning and training, accident prevention and safety, reports and records, performance evaluations, fire investigations, fire systems, enforcement procedures, fire protection, and inspections.

30 Fire Marshal Certification: Instructor 1A (2.25) CSU
LECTURE, 2.25 HOURS.

This course introduces fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

31 Fire Marshal Certification: Instructor 1B (2.25) CSU
LECTURE, 2.25 HOURS.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

32 Advanced Fire Management and Leadership (7.5) CSU
LECTURE, 7.5 HOURS.

This course provides information to fire command staff regarding human motivation, satisfaction, and performance abilities within the fire profession. Subject areas include aspects of effective leadership, integration of daily leadership practices, developing and achieving personal potential, and mechanics of the leadership process within the fire profession.

33 Wildland Fire Behavior Calculations (1.75)
LECTURE, 1.75 HOURS.

This course provides information on methods of calculating fire behavior characteristics, environmental factors and processes that affect fire behavior predictions, and fire behavior prediction models.

34 Fire Marshal Certification: Instructor 1C (2) CSU
LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.

This course provides methods and techniques for instructional preparation and delivery of fire technology to fire personnel. Also included is information on how to evaluate a student, teaching resources, and behavior, communication, and feedback techniques.

40 Fire Marshal Certification: Fire Prevention 1A (2.25) CSU
LECTURE, 2.25 HOURS.

This course provides the student with knowledge on how to conduct basic fire prevention inspections.

41 Fire Marshal Certification: Fire Prevention 1B (2.25) CSU
LECTURE, 2.25 HOURS.

This course provides the student with information on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations.

50 Fire Marshal Certification: Management I (2.25) CSU
LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with the basic supervisory skills necessary to be a competent fire officer.

55 Fire Marshal Certification - Fire Management 2E (2.25) CSU
LECTURE, 2.25 HOURS.

This course provides the student with an overview of contemporary fire management including governmental relations, policy formation, and program management.

60 State Fire Marshal: Command 1A (2.25) CSU

LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with an introduction to organizational structure and basic communication and leadership skills for fire personnel.

61 Fire Marshal Certification: Command 1B (2.25) CSU

LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents.

63 Fire Technology In-Service Update-54 Hour Class (1)

LABORATORY, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated training in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

64 Fire Technology In-Service Update-81 Hour Class (1.5)

LABORATORY, 4.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

65 Fire Technology In-Service Update-108 Hour Class (2)

LABORATORY, 6 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

66 Fire Technology In-Service Update-135 Hour Class (2.5)

LABORATORY, 7.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

70 Fire Marshal Certification: Fire Investigation 1A (2.25) CSU

LECTURE, 2.25 HOURS.

This course provides the student with knowledge of the principles of fire investigation and origin and cause determination. The course highlights the skills and abilities necessary for the fire investigator to successfully execute his or her responsibility in today's complex world of fire investigation.

91 I-100 Incident Command System Orientation (0.5)

LECTURE, 0.5 HOUR.

Students learn management principles for a general Incident Command System and a basic plan for control and containment of a major fire incident for fire company officers.

93 I-300 Intermediate Incident Command System (1.5)

LECTURE, 1.5 HOURS.

This course is designed for the student who will be assigned to incident command system supervisory positions. This course provides more description and detail of the organization and operation of the incident command system including management of resources, description of duties of all positions, and the essential principles necessary for incident and event planning.

94 I-400 Advanced Incident Command System (1.25)

LECTURE, 1.25 HOURS.

This course provides the student with information on the principal responsibilities, guidelines, and the purpose of the command and general staff in the incident command system.

96 Emergency Medical Technician I (8) CSU

Limitation on Enrollment: Pursuant to Title 5, Section 58106B, (Health and Safety Considerations), as well as other state regulations, the student must present to the instructor a Basic Life Support for the Healthcare Provider card from the American Heart Association and an updated immunization record card prior to the beginning of the class or no later than the first examination.

Advisory: EDA 9.

LECTURE, 7.5 HOURS; LABORATORY, 1.5 HOURS.

This course provides the theory and techniques of emergency medical services to be performed by an Emergency Medical Technician (EMT). This course prepares the student for the National Registry Examination.

186 Fire Operations in the Wildland Urban Interface (1.5)

LECTURE, 1.5 HOURS.

This course provides the student with the skills and knowledge to size-up a wildland urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and property.

187 Internal Investigations (1.5)

LECTURE, 1.5 HOURS; LABORATORY, 0.25 HOUR.

This course provides information on the legal requirements of an internal investigation for an employee within a municipal fire agency. Also provided is a detailed look at the policy and procedures that are a part of this internal investigation including disciplinary guidelines, preliminary investigations, and employee rights within a public agency. Included in this course are report writing forms and procedures for the documentation of these investigations.

188 Tactical Decision Making in Wildland Fires (1.5)

LECTURE, 1.5 HOURS.

This course provides knowledge and practice in decision-making that is necessary to effectively apply tactical decision-making in wildland fires. There is also information provided on how to analyze the potential for fires in different areas of the community where the urban setting meets the wildland areas.

189 Basic Leadership Skills For Fire Supervisors (1)

LECTURE, 1 HOUR.

This course provides a fire supervisor with basic leadership skills in order to handle a small-unit leadership position in a high-risk work environment.

190 Fireline Leadership (1.5)
LECTURE, 1.25 HOURS; LABORATORY, 0.25 HOUR.
This course provides leadership skills for fire unit supervisors. Topics include effective and cohesive team building, decision making in a unit command structure, stress as an operational risk, and building accountability within a fire agency.

191 Advanced Fire Engine Techniques (1)
LECTURE, 1 HOUR.
This course is designed to increase the skills of a fire engineer during emergency work. The student is required to use only the equipment found on a triple apparatus to perform extrication, forcible entry, above-ground hose lays, and interior firefighting.

201 Fire Protection Organization (3) CSU
LECTURE, 3 HOURS.
This course introduces fire technology: its career opportunities; philosophy and history of fire protection; fire loss analysis; fire protection functions and systems; basic fire chemistry and physics; and fire strategy and tactics. The course describes the organization of fire departments, their relation to local governments, and the laws regulating fire service.

202 Fire Prevention (3) CSU
LECTURE, 3 HOURS.
This course provides fundamental information regarding the history and philosophy of fire prevention and organization. This course includes information on the operation of a fire prevention bureau, fire codes, identification and correction of fire hazards, relationship of fire prevention with fire safety education, and detection and suppression systems.

203 Fire Protection Equipment and Systems (3) CSU
LECTURE, 3 HOURS.
This course introduces the fundamentals of fire protection systems and equipment: 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.

204 Building Construction for Fire Protection (3) CSU
LECTURE, 3 HOURS.
This course studies building construction from the point of view of fire protection, focusing on design, construction materials, and the safety concerns of lightweight building components.

205 Fire Behavior and Combustion (3) CSU
LECTURE, 3 HOURS.
This course provides the theory and fundamentals of how and why fires start, spread, and are controlled. Fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques are covered.

207 Wildland Fire Control (3) CSU
LECTURE, 3 HOURS.
This course provides information on the characteristics and behavior of wildland fires in the Southern California watershed system. It covers organization, staffing, equipment, initial attack, large fire management, and tactical situations.

208 Fire Hydraulics (3) CSU
LECTURE, 3 HOURS.
This course provides a foundation of principles, theory and practical application of fire service hydraulics, which include: calculating engine pressure, getting the most out of the available water supply, and testing and inspecting water-based suppression systems.

209 Fire Tactics and Strategy (3) CSU
LECTURE, 3 HOURS.
This course introduces fire-fighting tactics and strategies including the art of using manpower, effective use of equipment and apparatus, and methods of how to attack, control, and extinguish structural, waterfront, oil, and other types of fires.

213 Fire Investigation (3) CSU
LECTURE, 3 HOURS.
This course is an introduction to fire investigation: methods of determining point of origin, travel path and course, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony, reports, and records.

214 Rescue Practices (3) CSU
LECTURE, 3 HOURS.
This course provides instruction in rescue practices: problems and techniques, emergency rescue equipment, knowledge of toxic gases, chemicals, diseases and radiation hazards; care of victims, including basic emergency childbirth, respiration, resuscitation, extrication and other emergencies.

216 Fundamentals of Personal Fire Safety and Emergency Action (3) CSU
LECTURE, 3 HOURS.
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, emergency medical services, hazardous materials, and technical rescue. This course provides information on the establishment and management of a safety program in an emergency service organization.

220 I-200 Incident Command System (1)
LECTURE, 1 HOUR.
This course provides the student with the primary management functions of the Incident Command System including unified command, span of control, transfer of command, and resource management.

221 In-Service Update - 27 Hour Class (0.5)
LABORATORY, 1.5 HOURS.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

222 Fire Marshal Certification - Fire Instructor 2A (2.25)
LECTURE, 2.25 HOURS.
This course provides the student with information on how to develop testing procedures for fire-fighters that include the testing process, performance testing, and testing problems.

223 Fire Marshal Certification - Fire Instructor 2B (2.25)
LECTURE, 2.25 HOURS.
This course provides the student with information on how to instruct fire-fighters in a group environment including the format of discussion groups, group development and techniques, and group demonstrations.

224 Fire Marshal Certification - Fire Instructor 2C (2.25)
LECTURE, 2.25 HOURS.
This course provides the student with information on how to utilize media technology for fire-fighting instruction.

225 Fire Marshal Certification: Fire Command 1C (2.25)
LECTURE, 2.25 HOURS.
This course is one of eleven leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information on the elements of the incident command structure as it relates to zone fire fighting including the duties and responsibilities of the strike team company officer, the communication process, fire fighting safety and survival, and all evacuation procedures.

226 Emergency Medical Technician Training for First Responders - Refresher (1)
LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.
This course is a refresher course for the first responder of medical emergencies. This course is mandated by the state every two years for EMT certification for the first responder.

227 Paramedic Training - Refresher (1.5)
LECTURE, 1 HOUR; LABORATORY, 1.5 HOURS.
This course provides the student with information on all aspects of emergency medical care for paramedics that has been updated or changed due to recent medical technology or change in the emergency medical response field.

228 Fire Technology In-Service Update - 162 Hour Class (3)
LABORATORY, 9 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

229 Fire Technology In-Service Update - 189 Hour Class (3.5)
LABORATORY, 10.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

230 Fire Technology In-Service Update - 216 Hour Class (4)
LABORATORY, 12 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

231 Fire Technology In-Service Update - 243 Hour Class (4.5)
LABORATORY, 13.5 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

232 Fire Technology In-Service Update - 270 Hour Class (5)
LABORATORY, 15 HOURS.
Note: This course is offered on a PASS/NO-PASS basis only.
This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

233 Intermediate Fire Behavior (1)
LECTURE, 1 HOUR; LABORATORY 0.8 HOUR.
This course provides the student with information on wildland fire behavior for effective and safe fire management operations.

234 Strike Team/Task Force Leader (1.75)
LECTURE, 1.75 HOURS.
This course provides the student with information on how to recognize, plan for, and implement the appropriate tactics for risk incident situations utilizing strike teams or task forces.

235 Division Group Supervisor (1)
LECTURE, 1 HOUR.
This course provides the student with information required to perform the tasks of a division or group supervisor.

236 Fire Safety Officer (1.75)
LECTURE, 1.75 HOURS.
This course provides the student with information on developing safety briefings, safety documentation, and informational memos on issues relating to incident hazards for all levels of fire fighters.

237 Fire Marshal Certification - Fire Apparatus Driver/Operator 1A (1.5)
LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.
This course provides the student with information on driver responsibilities, recognized standards, basic maintenance, and driver practices of fire emergency vehicles.

238 Fire Marshal Certification - Fire Apparatus Driver/Operator 1B (1.5)
LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.
This course provides the student with information concerning fire pump construction and theory, hydraulics, and pump practices for fire emergency vehicles.

239 Basic Emergency Vehicle Operations (0.5)
LECTURE, 0.5 HOURS; LABORATORY, 0.5 HOUR.
This course provides the student with information on vehicle laws, driving techniques for emergency vehicles, and actual driving exercises under simulated emergency conditions.

240 Fire Marshal Certification: Basic Pump Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides the student with information on the techniques of operating fire service pumps including types of pumps, gauges, unsafe condition of pumps, pressure relief devices, and water supply issues.

241 Automobile Extrication (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on procedures and systems utilized during an automobile extrication.

242 Fire Control 2: Basic Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on methods and techniques for operating basic fire-fighting tools and carrying out basic fire-fighting evolutions.

243 Roof Ventilation (0.5)

LECTURE, 0.25 HOUR; LABORATORY, 0.75 HOURS.

This course provides the technical knowledge, terminology, and the practical application that is required to open vertical ventilation holes in several different types of roof fires.

244 Ethical Leadership for Fire Service Instructors (0.5)

LECTURE, 0.5 HOUR.

This course provides the policy and principles of ethical leadership in the classroom as mandated by the State Fire Marshal.

185 Directed Study - Fire Technology (1) CSU

285 Directed Study - Fire Technology (2) CSU

385 Directed Study - Fire Technology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Fire Technology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Anthropology, Geography, Geology Department

LOCATION AA-3 • *(323) 265-8837*

Anthropologists study the human species in both biological and non-biological (cultural) aspects. By culture, the anthropologist means customs, traditions, beliefs, social and religious organizations, and material possessions. Most commonly, anthropologists focus their studies on tribal or peasant cultures of non-western countries but they do not exclude western industrial cultures.

The study of our human biological nature is called biological or physical anthropology. Biological anthropologists apply an intensive training in primatology, human biology, and genetics to the study of human origins, our evolution, relationship to other primates and to the living varieties of humans popularly called races.

Most of the surrounding universities offer a baccalaureate degree in Geography. As a small, inconspicuous field, Geography enjoys a favorable ratio of job placements to graduates, even in times of generally high unemployment in other fields.

Geographers work with maps, but also with remote sensing (aerial and space photography), and with computers - often in combination. Professional geographers are involved in land use planning, industrial location, marketing studies, environmental impact assessments, resource management, law enforcement planning, intelligence, and diplomatic services, to give but a few examples.

Geography majors study the earth and its regions, and also meteorology, climatology, soils, land forms, oceanography, cartography (map production), urban and rural settlements, world resources and industries, international trade and transportation, and other related specialties, depending upon departmental emphasis and individual interest.

Geology is the scientific study of the earth and its natural resources. It is a diverse field offering specialties ranging from the study of earthquakes and prospecting for minerals to examination of the history of life on earth and the prevention of environmental degradation.

Most geologists divide their time between field, laboratory and office work. In the field, geologists collect samples, make maps and record observations of the nature of the materials and structures exposed at the earth's surface. Some geologists are highly trained laboratory specialists and may spend all of their time there. In the office, geologists must have the ability to assemble, correlate and interpret data, write reports and articles and draft maps and illustrations. This is most important as the results of the work must be read by employers, government officials, attorneys or the public.

- International Business
- Meteorology
- Oceanography

Faculty

Miretti, Dr. Domenick L., — *Chair, Professor, Geography, Earth Science*
Bernard, Dr. Julienne, *Associate Professor, Anthropology*
Grimmer, John, *Professor, Geology, Earth Science*
Koletty, Stephen, *Assistant Professor, Geography*
Long, John M., *Professor, Anthropology*
West, Dr. Robert B., *Associate Professor, Geology, Earth Science*

Adjunct Associate Professors

Adsit, Randy, *Earth Science*
Conley, John M., *Geography*
Daar, Karen L., *Anthropology*
Flores-Pena, Ysamur, *Anthropology*
Godoy, Omar, *Geography*
Jackson, Adrianna, *Anthropology*
Kohpahl, Dr. Gabriele, *Anthropology*
Konovnitzine, Peter, *Geography*
Mattson, Gregory A., *Anthropology*
Perez, David, *Anthropology*
Rigby, Jeff, *Anthropology*
Smith, Larry, *Earth Science*
Tarnoff, Steve, *Earth Science*
Waktola, Daniel K., *Geography*

EDUCATIONAL PROGRAMS

SUBJECTS

- Anthropology
- Earth Science
- Environmental Science
- Environmental Studies
- Geographic Information Systems
- Geography
- Geology

CERTIFICATE OF ACHIEVEMENT

- International Trade

ASSOCIATE DEGREE PROGRAM

- Anthropology
- Geography for Transfer

CERTIFICATE OF ACHIEVEMENT

International Trade

This program stresses those skills most sought by today's employers in international commerce. The field of international trade provides career opportunities for persons with specialized skills in import and export documentation, banking, sales marketing, air-sea-truck transportation, and the principals of foreign trade business management.

SUBJECT & NO.	COURSE	UNITS
INT BUS 1	International Trade	3
INT BUS 2	Transport Systems	3

INT BUS 3	Export Procedures I	3
INT BUS 4	Import Procedures I	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
CAOT 48	Customer Service	3
MATH 115*	Elementary Algebra	
OR		
MATH 125*	Intermediate Algebra	5
FOREIGN LNG.	Any five-unit Foreign Language class	5
One course from the following:		
GEOG 2	Cultural Elements of Geography	3
GEOG 5	Geography of Resource Utilization	3
English 28*	Intermediate Reading and Composition	3
OR		
English 101*	College Reading and Composition I	
OR		
CAOT 32	Business Communications	3
FIVE TO SIX UNITS FROM THE FOLLOWING:		5-6
CAOT 82	Microcomputer Software Survey in the Office	3
CO SCI 201	Introduction to Computers and Their Uses	3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office I	
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
	Total	***39-40***

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAM

Anthropology, Associate in Arts Degree

This program provides to the student a comprehensive study on the human species in both biological and cultural aspects. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Anthropology. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Anthropology or a field related to the discipline of Anthropology. The degree program can lead to careers in research, business, the government or education.

SUBJECT & NO.	COURSE	UNITS
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	2
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3
ANTHRO 132	Native People of North America	3
OR		
ASIAN 3	The Peoples and Cultures of Asia and America	
OR		
ASIAN 7	Comparative Culture of Asia and America	
OR		
CHICANO 44	Mexican Civilization	3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
ELECTIVES - ANY CSU GE OR IGETC REQUIREMENT		10
	Total	***60***

Associate in Arts in Geography for Transfer

The Department of Anthropology, Geography and Geology offers an Associate in Arts in Geography for Transfer. The Transfer degree assures enrollment and transfer opportunities at California State Universities. The major provides students with a comprehensive understanding and appreciation for the complex linkages between the geosphere, the atmosphere, the hydrosphere, and the biosphere, and the manner in which Earth's different landscapes are formed. Students also study the geographic character of human society and activities, and aspects of globalization in contemporary life. Students are trained to analyze and interpret geographic patterns using maps, graphs, Geographic Information Systems and other analytic tools commonly employed by geographers to interpret our world. The required courses help students hone skills in spatial thinking, geographic analysis, landscape interpretation, and field research. Students completing this degree will be well prepared for upper division coursework in Geography at a CSU. Students are required to complete 60 semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 20 units in the major with a grade of "C" or better. A grade of "P" (pass) is not acceptable for the major courses. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

SUBJECT & NO.	COURSE	UNITS
Required Core Courses:		
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
GEOG 15	Physical Geography Laboratory	2
	Subtotal	***8***
ELECTIVE COURSES - LIST A (SELECT TWO):		6 UNITS
GEOG 3	Introduction to Weather and Climate	3
OR		
METEOR 3	Introduction to Weather and Climate	3
GEOG 14	Geography of California	3
ELECTIVE COURSES - LIST B (SELECT TWO):		6 UNITS
ANTHRO 101	Human Biological Evolution	3
GEOG 31	Introduction to GIS	3
OR		
GIS 31	Introduction to GIS	3
GEOL 1	Physical Geology	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		9-11 UNITS
	IGETC or CSU GE Pattern	***29-31***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 8 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Anthropology (ANTHRO)

101 Human Biological Evolution (3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

This course covers the concepts, methods of inquiry, and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU IGETC Area 4A

LECTURE, 3 HOURS.

This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. SubjectS include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU

LECTURE, 3 HOURS.

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

104 Human Language and Communication (3) UC:CSU IGETC Area 3B, 4A

LECTURE, 3 HOURS.

This course is an introduction to the anthropological study of language. This course includes a survey of core topics in linguistics (phonetics, phonology, morphology, syntax, and semantics) and the relationship of language to social, cultural, and psychological factors. The course may include topics in nonverbal communication, the evolution of language abilities, and historical linguistics.

109 Gender, Sex and Culture (3) UC:CSU IGETC Area 4D

LECTURE, 3 HOURS.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

111 Laboratory in Human Biological Evolution (2) UC:CSU IGETC Area 5C

Corequisite: Anthropology 101.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is a laboratory course that covers the methods, techniques, and procedures used in biological/physical anthropology research. SubjectS include: Molecular, Mendelian, and population genetics; modern human variation; human osteology and forensic analysis; modern primate studies; and the hominid fossil record.

121 Anthropology of Religion, Magic and Witchcraft (3) UC:CSU IGETC Area 4A

LECTURE, 3 HOURS.

This course is an anthropological introduction to forms, functions, origins and expressions of belief systems and rituals within their cultural contexts. Topics include religious symbolism, myth, magic, divination, animism, animalism, shamanism, totemism, ancestor worship, religious specialists, witchcraft, syncretism, millenarian and other religious movements.

132 Native People of North America (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course examines the history, culture, religion, art, and political organization of selected Native North American cultures from pre-Western contact to the contemporary period, with particular emphasis on the processes of social, cultural, and political change in the post-contact period. The history of interactions between indigenous North Americans and other ethnic groups and their relevance to contemporary Native American issues are also explored.

185 Directed Study - Anthropology (1) CSU

285 Directed Study - Anthropology (2) CSU

385 Directed Study - Anthropology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Earth Science (EARTH)

1 Earth Science (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course surveys the science of whole Earth inquiry and thereby includes the following topics: Scientific method, Earth systems, Earth materials, internal processes, surface processes, oceans, atmosphere, Earth origins, and Earth history. Students are introduced to important contributions to the study of these topics from the fields of geography, geology, oceanography, chemistry, astronomy, physics, and biology with special attention to the cycling of elements such as Carbon through Earth systems within the organizing paradigms of contributory disciplines such as Plate Tectonic Theory, the Theory of Evolution, and the Big Bang.

2 Earth Science Laboratory (2) UC:CSU IGETC Area 5C (C-ID GEOL 120L)

Corequisite: Earth Science 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Credit given for only one of Earth Science 2 or Geology 6.

Earth Science Laboratory supplements Earth Science Lecture. Students are introduced to the study of Earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the Earth are approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of Earth-sensing instruments.

185 Directed Study - Earth Science (1) CSU

285 Directed Study - Earth Science (2) CSU

385 Directed Study - Earth Science (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue directed field or laboratory study in Earth Science under the direction of a supervising instructor. Directed study for one unit may consist of field study undertaken during three field trips given each semester.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Environmental Science (ENV SCI)

1 The Human Environment: Physical Processes (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

A study of the earth's physical environment and the changes due to human activities. This human-environment interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere, and lithosphere. Issues such as human populations, energy generation and use, pollution, resources, and global climate change are discussed.

17 Geography of California (3) UC:CSU IGETC Area 4E (C-ID GEOG 140)

LECTURE, 3 HOURS.

Note: Credit given for only one of Environmental Science 17 or Geography 14.

This course is a regional study of California, its physical features and natural resources in relation to patterns of population and settlement, enconomic activities, transportation routes and trade.

24 Global Climate Change (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course covers the concepts, methods of inquiry, and theory of climate change brought on by both natural and human influences. The course covers the physical and biological impacts of a changing climate, earth's paleoclimate, and the current climate as well as future climate prediction models.

Environmental Studies (ENVSTDS)

102 Environmental Studies: Sustainability (3) UC:CSU

LECTURE, 3 HOURS.

This course presents the fundamental ideas of sustainability from a scientific point of view. It begins with a study of the types of energy, natural and biological resources needed to support modern civilization, including consideration of the origin, supply and uses of such resources. It examines issues related to sustainability such as climate change, food and agriculture, population, economics, transportation, and spatial planning. The course includes a brief examination of environmental history followed by discussion of the possibility of realizing a sustainable future.

103 Environmental Studies Laboratory (2) UC:CSU

Corequisites: Environmental Science 1 or Environmental Studies 102.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

The scientific method is used in hands-on investigations of many issues concerning the environment. Topics covered include: Renewable energy, such as solar power and biofuels, air, water, and soil quality, recycling, toxic chemicals, and ecosystems. The human impact on the environment is estimated from land use studies and environmental evaluations.

Geographic Information Systems (GIS)

31 Introduction to Geographic Information Systems (3) UC:CSU

LECTURE, 3 HOURS.

Note: Credit given for only one of Geographic Information Systems 31 or Geography 31.

This course deals with fundamentals of GIS; mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

32 GIS Applications: Arcview (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Advisory: Geographic Information Systems 31.

This course provides students with a brief survey of the fundamentals of Geographic Information Systems (GIS). The course provides hands-on experience with hardware and software elements used in GIS with an emphasis on vector-based data structures using ArcGIS. Raster-based data structures and software are also presented. Specific topics include hands-on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of databases, creation of charts and graphs, and presentation of data in map layouts.

Geography (GEOG)

1 Physical Geography (3) UC:CSU IGETC Area 5A (C-ID GEOG 110)

LECTURE, 3 HOURS.

This course is a study of the earth's physical environment, with emphasis upon the earth as a planet, including maps, weather and climate, natural vegetation, soils, landforms, water and global patterns of distribution.

2 Cultural Elements of Geography (3) UC:CSU IGETC Area 4E (C-ID GEOG 120)

LECTURE, 3 HOURS.

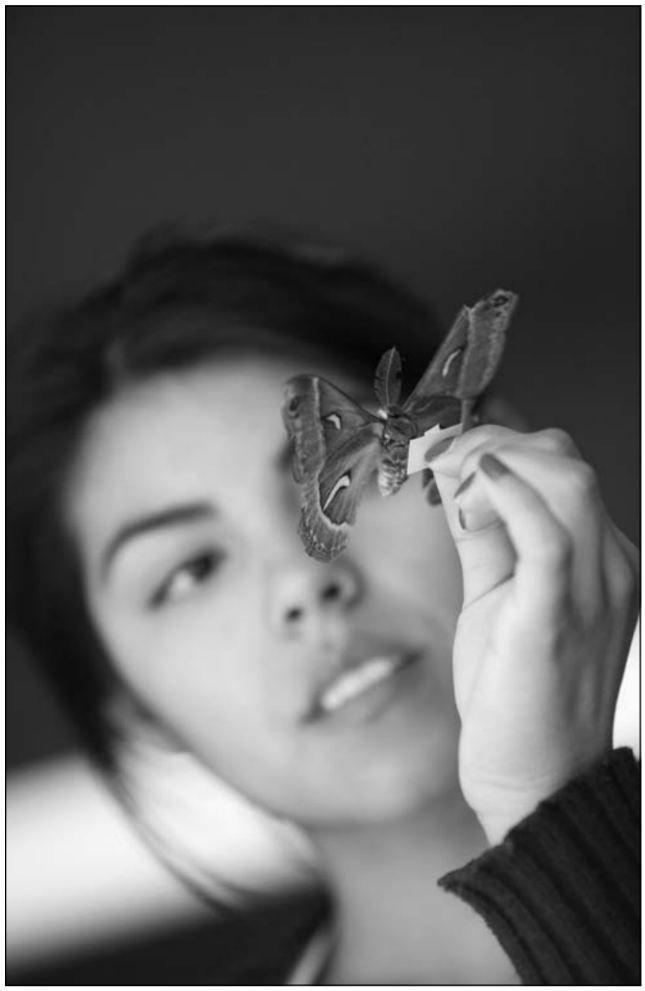
Students learn about human cultural variables in the context of the globe, including the description, analysis, and explanation of population, migration, folk and popular culture, language religion, ethnicity, political geography, development, agriculture, industry, economic activities, urban areas, and resource utilization. Special emphasis is placed on contemporary issues such as the effects of globalization and the impact of human settlements on the natural environment. Students also learn basic geographic literacy and map reading.

3 Introduction to Weather and Climate (3)
UC:CSU IGETC Area 5A (C-ID GEOG 130)

LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 3 or Meteorology 3.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.



14 Geography of California (3) UC:CSU IGETC Area 4E (C-ID GEOG 140)
LECTURE, 3 HOURS.
Note: Credit given for only one of Geography 14 or Environmental Science 17.

A regional study of California, its physical features and natural resources in relation to patterns of population and settlement, economic activities, transportation routes and trade.

15 Physical Geography Laboratory (2) UC:CSU IGETC Area 5C (C-ID GEOG 111)
Corequisite: Geography 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course provides laboratory experiences in topics covered in Physical Geography lecture such as map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, habitat analysis, and computer applications in geography.

31 Introduction to Geographic Information Systems (3) UC:CSU
LECTURE, 3 HOURS.
Note: Credit given for only one of Geography 31 or Geographic Information Systems 31.

This course deals with fundamentals of GIS: mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

185 Directed Study - Geography (1) CSU

285 Directed Study - Geography (2) CSU

385 Directed Study - Geography (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Geology (GEOLOGY)

1 Physical Geology (3) UC:CSU (GEOL 1 + GEOL 6 = GEOL 4) IGETC Area 5A
LECTURE, 3 HOURS.

This course offers an introductory study of the earth, including discussion of minerals and rocks and how they form. Earth processes, such as volcanic activity, weathering, earthquakes, plate tectonics, and mountain building are covered. The course examines features of the earth, such as rivers, deserts, glaciers, shorelines, and the ocean floor. Geologic time and earth history are also discussed.

4 Physical Geology and Laboratory (5) UC:CSU IGETC Area 5A, 5C
LECTURE, 4 HOURS; LABORATORY, 2 HOURS.

This is an introductory course designed to acquaint the student with a general knowledge of planet Earth. Materials and structures of the Earth are studied along with the processes and agencies by which the Earth is changed. The laboratory supplements the lecture with the study of minerals, rocks, aerial photographs, maps, and analysis of geologic data sets.

6 Physical Geology Laboratory (2) UC:CSU (GEOL + GEOL 1 = GEOL 4) IGETC Area 5C
Corequisite: Geology 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
Note: Credit given for only one of Geology 6 or Earth Science 2.

This course supplements Geology lectures with exercises in rock and mineral identification, reading and construction of topographic maps and profiles, interpretation of geologic maps and diagrams, evaluation of seismic and tectonic data, and the recognition and evaluation of landforms from topographic maps and aerial photos.

185 Directed Study - Geology (1) CSU

285 Directed Study - Geology (2) CSU

385 Directed Study - Geology (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

International Business (INTBUS)

1 International Trade (3) CSU

LECTURE, 3 HOURS.

This foundation course in international trade provides a global Logistics and international maketing perspective to importing and exporting. From world trade agreements and regulations to practices and procedures, the course surveys the global business environment, international supply chain management, international market entry, international contracts, terms of trade, terms of payment, currency of payment, documentation, U.S. Customs, and competive advantage strategies.

2 Transport Systems (3)

LECTURE, 3 HOURS.

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.

3 Export Procedures I (3) CSU

LECTURE, 3 HOURS.

This course provides hands-on working knowledge in the business of exports, its procedures and required documentation. The course covers the export transaction from inception to receipt of payment. Topics include: evaluation of a company's export readiness and potential, market research, identification of the best export markets, costing, quotations, letters of credit, major export products, marketing, terms of sale, marine insurance, transportation, sales contracts, documentation, and U.S. export controls.

4 Import Procedures I (3) CSU

LECTURE, 3 HOURS.

This course focuses on international trade strategies and techniques and presents an overview of importing terms. The concepts of management, finance, operations, law, communications, marketing and ethics as they apply to imports are discussed. Topics include: overseas purchasing, import operations, U.S. government regulations, finance, documentation, record keeping, international trade treaties, and global culture. Additionally, the class covers bilateral trade relations, unique country profiles, and product sourcing modalities. U.S. and World Customs duty rate structure and the role of customs brokers and freight forwarders are highlighted. International currency transactions, storage, distribution and transportation are also discussed.

Meteorology (METEOR)

3 Introduction to Weather and Climate (3)

UC:CSU IGETC Area 5A (C-ID GEOG 130)

LECTURE, 3 HOURS.

Note: Credit given for only one of Meteorology 3 or Geography 3.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.

185 Directed Study - Meteorology (1) CSU

285 Directed Study - Meteorology (2) CSU

385 Directed Study - Meteorology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Meteorology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Oceanography (OCEANO)

1 Introduction to Oceanography (3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

This course introduces the student to the field of physical oceanography. Major topics include: plate tectonics and features of seafloor topography, coastal processes, estuaries, properities of seawater, waves, tides, currents, marine resources and pollution, global ocean/atmosphere interactions, and the effects of physical oceanographic factors on marine life and marine ecosystems.

10 Physical Oceanography Laboratory (2) UC:CSU IGETC Area 5C

Corequisite: Oceanography 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course supplements Oceanography 1 by providing introductory practical experience in measurements, and quantitative analytical skills in oceanography. Major topics include navigational charts, scientific graphs, bathymetric contours and profiles, properties of seawater, waves, tides, atmospheric phenomena, coastal features, marine pollution, and sediments.

185 Directed Study - Oceanography (1) CSU

285 Directed Study - Oceanography (2) CSU

385 Directed Study - Oceanography (3) CSU

CONFERENCE 1 HOUR PER WEEK UNIT.

These courses allow students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Architecture Department

AA-3 *(323) 265-8837*

Faculty

Hamner, D. Michael, *Chair, Associate Professor*
Ayyuce, Orhan, *Assistant Professor*
Combes-Brighton, Patricia, *Professor*
Kawahara, James, *Assistant Professor*
Navarro, Alexis J.M., *Professor*

Adjunct Associate Professors

Chavira, Richard
Gibson, Patrick A.
Ishino, Jerry G.
Ramirez, Irma E.

EDUCATIONAL PROGRAMS

SUBJECTS

- Architecture
- Environmental Design
- Transportation Planning

SKILLS CERTIFICATES

- Architectural Computer-Aided Design AutoCAD
- Architectural Computer-Aided Design 3D Modeling
- Architectural Detailing
- Architectural Graphics
- Architectural History
- Architectural Professional Practice I
- Architectural Professional Practice II
- Architectural Transportation Planning

CERTIFICATES OF ACHIEVEMENT

- Architectural Computer-Aided Design
- Architectural Design
- Architectural Drafting
- Architectural Drawing

ASSOCIATE DEGREE PROGRAMS

- Architectural Computer-Aided Design
- Architectural Drafting

SKILLS CERTIFICATES

Architectural Computer-Aided Design Autocad

SUBJECT & NO.	COURSE	UNITS
ARC 161	Introduction to Computer-Aided Architectural Design	2
ARC 162	Computer-Aided Design and Drafting	3
ARC 261	Computer-Aided Design for Architecture I	3
ARC 262	Computer-Aided Design for Architecture II	3
	Total	***11***

Architectural Computer-Aided Design 3D Modeling

SUBJECT & NO.	COURSE	UNITS
ARC 264	3D Modeling for Designers	3
	Total	***3***

Architectural Detailing

SUBJECT & NO.	COURSE	UNITS
ARC 171	Architectural Detailing	2
	Total	***2***

Architectural Graphics

SUBJECT & NO.	COURSE	UNITS
ARC 121	Freehand Drawing I	2
ARC 122	Architectural Perspective	2
ARC 160	Computers for Designers	3
ARC 221	Architectural Rendering	2
	Total	***9***

Architectural History

SUBJECT & NO.	COURSE	UNITS
ARC 130	History of Architecture I	2
ARC 131	History of Architecture II	2
	Total	***4***

Architectural Professional Practice I

SUBJECT & NO.	COURSE	UNITS
ARC 115	Architectural Practice	2
ARC 152	Equipment of Buildings	3
	Total	***5***

Architectural Professional Practice II

SUBJECT & NO.	COURSE	UNITS
ARC 210	Construction Estimating	3
ARC 211	Introduction to Building Codes	3
	Total	***6***

Architectural Transportation Planning

SUBJECT & NO.	COURSE	UNITS
TRN 101	Transportation Planning I	3
TRN 102	Transportation Planning II	3
	Total	***6***

CERTIFICATES OF ACHIEVEMENT

These architecture programs are two-year sequences of courses designed for students who wish to train for employment in a field related to the construction industry and who do not wish to transfer to a university for further education.

Architectural Computer-Aided Design

SUBJECT & NO.	COURSE	UNITS
ARC 160	Computers for Designers	3
ARC 161	Introduction to Computer-Aided Architectural Design	2
ARC 162	Computer-Aided Design and Drafting	3
ARC 164	Design Software for Architecture	2
ARC 171	Architectural Detailing	2
ARC 172	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
ARC 180	Computer-Aided Architectural Laboratory	1
ARC 261	Computer-Aided Design for Architecture I	3
ARC 262	Computer-Aided Design for Architecture II	3
ARC 264	3D Modeling for Designers	3
ARC 271*	Architectural Drawing III	3
ARC 272*	Architectural Drawing IV	3
	Total	***34***
ELECTIVES:		
ARC 185		
ARC 285		
ARC 385		

**This course has a prerequisite.*

Architectural Design

SUBJECT & NO.	COURSE	UNITS
ENV 101	Foundations of Design I	3
ENV 102	Foundations of Design II	3
ARC 201	Architectural Design I	3
ARC 202	Architectural Design II	3
	Total	***12***

Architectural Drafting

SUBJECT & NO.	COURSE	UNITS
ARC 110	Introduction to Architecture	1
ARC 121	Freehand Drawing I	2
ARC 122	Architectural Perspective	2
ARC 130	History of Architecture I	2
ARC 131	History of Architecture II	2
ARC 161	Introduction to Computer-Aided Architectural Drawing	2
ARC 171	Architectural Detailing	2
ARC 172	Architectural Drawing I	3
ARC 173	Architectural Drawing II	3
ARC 211	Introduction to Building Codes	3
ARC 221	Architectural Rendering	2
ARC 271*	Architectural Drawing III	3
ARC 272*	Architectural Drawing IV	3
	Total	***30***
ELECTIVES:		
ARC 185		
ARC 285		
ARC 385		

**This course has a prerequisite.*

Architectural Drawing

SUBJECT & NO.	COURSE	UNITS
ARC 172	Architectural Drawing I	3
ARC 173	Architectural Drawing II	3
ARC 271	Architectural Drawing III	3
ARC 272	Architectural Drawing IV	3
	Total	***12***

ASSOCIATE DEGREE PROGRAMS

Architectural Computer-Aided Design, Associate in Arts Degree

The occupational curricula are two-year sequences of courses designed for students who wish to train for employment in a field related to the architecture/construction industry and not transfer to a university for further education.

SUBJECT & NO.	COURSE	UNITS
	Computer-Aided Design Certificate	***33-34***
ARC 110	Introduction to Architecture	1
ENV 101	Foundations of Design I	3
ENV 102	Foundations of Design II	3
OR		
ARC 122	Architectural Perspective	2
OR		
ARC 210	Construction Estimating	3
OR		
ARC 211	Introduction to Building Codes	3

General Education Graduation "Plan B" Requirements

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Biology 3, Physics 1, 6 or 11 are recommended		
Area B	Social and Behavioral Sciences	3
History 12 or Political Science 1 are recommended		
Area C	Humanities	3
Architecture 130, 131, Philosophy 1 are recommended		
Area D	Language and Rationality	6
English 101, Comm 101 and Mathematics 241 are recommended		
Area E	Health and Physical Education	3
Health 11 is recommended		
	Total	***61-62***

Architectural Drafting, Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
	Architectural Drafting Certificate	***30***
ARC 115	Architectural Practice	2
ARC 152	Equipment of Buildings	3
ARC 210	Construction Estimating	3
ENV 101	Foundations of Design I	3
ENV 102	Foundations of Design II	3

General Education Graduation "Plan B" Requirements

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Biology 3, Physics 1, 6 or 11 are recommended		
Area B	Social and Behavioral Sciences	3
History 12 or Political Science 1 are recommended		
Area C	Humanities	3
Architecture 130, 131, Philosophy 1 are recommended		
Area D	Language and Rationality	6
English 101, Comm 101 and Mathematics 241 are recommended		
Area E	Health and Physical Education	3
Health 11 is recommended		
	Total	***62***

DEPARTMENT OF ARCHITECTURE SCHOLARSHIPS

SCHOLARSHIPS	AMOUNT
Architecture 152 Scholarship	$300
Beata Anaya Scholarship	$2,000
Delmar Beckhart Memorial Scholarship	$500
Dieterich-Post Scholarship	$500
D. Michael Hamner Architect Award	$500
Gen3 Entertainment Arts	varies
Hammel, Green & Abrahamson, Inc. Design Excellence Award	$500
Osborn Architects Design Excellence Award	$750
Randall-Baylon Architects/RACAIA Scholarship	$1,000
Robert T. and Millie Weiss Scholarships	$1,000
Ruben Gabriel Alumni Award	$1,000
Souders/Huey Book Grant	varies
Stephen Ehrlich Design Award	$500
Woodbury University Scholarship	varies

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Note: All Architecture and Architectural Technology students must see the Architectural Advisor in room E7-136 for program approval.

Architecture majors may take other classes in architecture when signing up for ARC 110, 130 or 131. Counseling by department chair is highly recommended prior to doing so.

See Architecture 170, 171, 172, 173, 271, 272, INT 201 and 202 for Drafting courses.

See Architecture 160, 161, 162, 164, 261, 262, 264, 341, and 342 for Computer-Aided Design courses.

Architecture (ARC)

110 Introduction to Architecture (1) CSU

LECTURE, 1 HOUR.

Note: Open to all students. Satisfies 1 unit of General Education in Humanities requirements for graduation.

This is an introductory lecture course on the profession of architecture and related fields which provides a general overview of the profession of architecture in terms of its history and development, the education process, the practice of architecture and allied professionals in the construction industry, and environmental design.

115 Architectural Practice (2) CSU

LECTURE, 2 HOURS.

This course presents a study of the architecture profession and the construction field with respect to education and registration; professional relations; office procedures; marketing; business; and legal aspects.

121 Freehand Drawing I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course involves the development of freehand graphic skills for visual communication, expression, and as a medium for perception of form and visual thinking. Developmental methods are explored through a variety of graphic media and tools applied to a wide variety of architectural SubjectS and design themes.

122 Architectural Perspective (2) UC:CSU

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course covers the various methods of making three-dimensional pictorial drawings. Through a series of exercises, students develop technical skills to simulate 3D spaces on a 2D plane. Topics include: Review of the different pictorial systems used in the field of architecture, the technical principles of traditional perspective, tips and tricks to promptly create freehand perspective sketches that are proportionate, rendering vocabulary (tones, values, light, shadows, reflections) and computer applications. Upon successful completion of the course, students are able to produce traditional architectural "napkin" sketches to quickly convey their design intent.

130 History of Architecture I (2) UC:CSU

LECTURE, 2 HOURS.

Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

The development of architecture from prehistoric times to the beginning of the Renaissance. The development of Architecture as influenced by geographical, geological, climatic, religious, social and historical forces.

131 History of Architecture II (2) UC:CSU

LECTURE, 2 HOURS.

Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

The course covers the development of architecture from the Renaissance to the present. The following influences are emphasized in the shaping of architecture: geographical, geological, climatic, religious, social, and historical.

152 Equipment of Buildings (3) CSU

LECTURE, 3 HOURS.

Essential considerations in design of Environmental Comfort Systems, selection of system components for houses, and energy-efficient design of building envelopes are presented in this course. Topics also include space heating, cooling and ventilating; lighting and power distribution; potable water supply and conditioning; waste disposal and recycling, sustainability, and total-energy systems.

160 Computers for Designers (3) CSU

LECTURE, 1.5 HOURS; LABORATORY, 4.5 HOURS.

This is an introductory course emphasizes how to optimize and understand the role of digital medium in today's design industry. Scanning, image manipulation, digital presentations, printing, Web publishing, imaging, and graphics software such as Photoshop are covered.

161 Introduction to Computer-Aided Architectural Design (2) CSU

Corequisite: Architecture 180.

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This is the first course in a series of Computer-Aided Design (CAD) classes using AutoCAD. Through lectures, demonstrations, and hands-on lab exercises, students learn the basic concepts involved in the creation of CAD-generated architectural drawings. Topics include: Drawing setup, basic and intermediate draw and modify commands, layers, text, dimensioning, and printing. Upon successful completion of this course, students are able to accurately produce 2-D architectural drawings such as plans and elevations that follow CAD standards.

162 Computer-Aided Design and Drafting (3) CSU

Corequisite: Architecture 180.

LECTURE, 1 HOUR; LABORATORY 5 HOURS.

This is the second course in a series of Computer-Aided Design (CAD) classes using AutoCAD. Through lectures, demonstrations, and hands-on lab exercises, students learn advanced concepts involved in the creation of CAD-generated architectural drawings. Topics include: Advanced draw and modify commands, block creation, paper space/model space, layouts, external references, and isometric drawings. The semester ends with an introduction to 3D modeling. Upon successful completion of this course, students are able to accurately produce complex 2D drawings and to create basic 3D digital models.

164 Design Software for Architecture (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This is a hands-on introduction to software used in the fields of architecture, interior design and construction. Through lectures, demonstrations and hands-on lab exercises, students learn the concepts of Building Information Modeling (BIM). Tools used for parametric building design and documentation are covered. By the end of the class, students are able to create an entire project, from schematic design through construction documentation and identify the benefits of BIM. Photorealistic rendering techniques and walkthroughs are also introduced.

165 Sustainable Design and Building Information Modeling (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course examines the underlying principles of sustainability design. Major aspects of sustainable design such as site location, energy efficiency, and material selection are covered. In addition, this course addresses the importance of Building Information Modeling (BIM) as it relates to sustainable design. Several application projects are designed during the semester.

170 Beginning Architectural Drafting (2) CSU

LECTURE 1 HOUR; LABORATORY, 3 HOURS.

This course is an introduction to graphics for students with no drafting knowledge, and for the person entering architecture, urban planning, landscape architecture, art, interior design, and the allied fields. Training in developing multi-view drawings of building exteriors, interiors, floor plans, and furniture is emphasized.

171 Architectural Detailing (2) CSU

Prerequisite: Architecture 170.

LECTURE 1 HOUR; LABORATORY, 3 HOURS.

In this course, drafting skills as well as construction knowledge are developed by the study of specific construction details. Specialized drawings are drafted of foundations, walls, ceilings, roofs, doors, windows, cabinets, etc. Some drawings are made "full-size" in order to illustrate joinery techniques. Scale models, freehand sketching of details, and metrics are explored.

172 Architectural Drawing I (3) CSU

Prerequisite: Architecture 170 or General Engineering 111.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for a one-story, wood frame residence, and the study of construction methods, materials, and building ordinances. Includes graphic representation of site, foundation, floor and roof plans; schedules, cross-sections and details, interior and exterior elevations.

173 Architectural Drawing II (3) CSU

Prerequisite: Successful completion of Architecture 172.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for a two-story, wood-framed building and the study of construction methods, materials, and building ordinances. Students examine the integration and implementation of active and passive sustainable practices of design and construction technologies. Special consideration is given to solving problems involving two-story construction in addition to existing one-story structures. Other topics include graphic representation of site, foundation, floor and roof plans, schedules, cross sections, details, and interior and exterior elevations.

180 Computer-Aided Architectural Laboratory (1) CSU

Corequisites: Architecture 161, 162, 261, or 262.

LABORATORY, 2 HOURS.

This course is an open lab that is a corequisite for ARC 161, ARC 162, ARC 261, or ARC 262. This lab allows the students to have access to the software used in the Architecture department to either complete class assignments or projects.

201 Architectural Design I (3) UC:CSU

Prerequisite: Environmental Design 102.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio of small scale architectural projects that explore the development of space and form through the influences of functional/social programs and materiality/structure/construction systems situated within a limited site context. Emphasis is placed on internally driven forces and relationships as primary influences within the design process to generate architectural design solutions. Comprehensive analysis and research of significant architecture precedents and building types additionally inform the process for the design problems.

202 Architectural Design II (3) UC:CSU

Prerequisite: Architecture 201.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio of medium-scale architectural projects investigating the development of space and form through the influences of the existing context and environment, including cultural, geography, scale, private/public concerns, historical precedents, social and cultural conditions, and pertinent planning guidelines. Strategies in sustainability and lighting are also studied and applied to the architectural projects within urban environments. Emphasis is placed on the externally driven forces and relationships as primary influences within the design process to generate architectural design solutions that are contextual and responsive to the immediate and larger contextual environment.

210 Construction Estimating (3) CSU

LECTURE, 3 HOURS.

The students are introduced to methods used in determining quantity take-offs and cost estimates of labor and materials in the construction industry. Topics include: excavation, concrete, masonry, wood framing, wet and dry walls systems, paints and wall coverings, hardware, and building equipment.

211 Introduction to Building Codes (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to the California Building Codes, current edition and municipal ordinances regulating various types of occupancies and zoning regulations. Introduction to the basic chapters from occupancy, occupant load calculation, construction types, allowable heights and areas, fire resistive construction, means of egress and accessibility, in addition, an introduction to the California Green Standards Code is provided.

221 Architectural Rendering (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course offers opportunities for the development of graphic techniques and the use of media for visual communication in a variety of two-dimensional formats and compositions. The methods employed in the selection of media, techniques and composition are also studied in relation to the communication of architectural design and concepts.

223 Portfolio Development (1) CSU

LABORATORY, 2 HOURS.

This course assists students in the development and production of a portfolio to present a student's creative, technical and graphic communication work. Principles of graphic design are studied and applied to the visual organization and presentation of the contents. Topics include critical selection of contents, storyboard development, developing a project description, graphic layout, typography and photography techniques of a student's work. These topics are examined in terms of the intended audience and effective communication strategies. The fundamentals of a variety of digital applications are reviewed and applied to edit images, layout of contents and final visual presentation of the portfolio.

261 Computer-Aided Design for Architecture I (3) CSU

Prerequisite: Architecture 162.

Corequisite: Architecture 180.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is the third course in a series of Computer-Aided Design (CAD) classes using AutoCAD. Through lectures, demonstrations, and hands-on lab exercises, students learn the concepts involved in the creation of 3D digital architectural models. Topics include: Solid modeling, surface modeling, mesh modeling, Non-Uniform Rational B-Spline (NURBS), materials, lighting, photorealistic rendering, fly-around, and walk-through. Upon successful completion of this course, students are able to generate professional 3D digital models, renderings, and Animations that they can use to convey their design.

262 Computer-Aided Design for Architecture II (3) CSU

Prerequisite: Architecture 261.

Corequisite: Architecture 180.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is the fourth and final course in a series of Computer-Aided Design (CAD) classes using AutoCAD and advanced 3D modeling software such as 3ds Max Design. Through lectures, demonstrations, and hands-on lab exercises, students learn the concepts involved in the creation of complex 3D digital architectural models. Topics include: Advanced 3D modeling, material creation, lighting, special effects, advanced rendering and Animation, and basic video compositing. Upon successful completion of this course, students are able to generate high-impact visual 3D digital Animations that communicate the story behind the design.

264 3D Modeling for Designers (3) CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is an introduction to 3-D digital modeling using SketchUp Pro and similar software. Through lectures, demonstrations, and hands-on lab exercises, students learn the fundamentals of design visualization and apply the learned concepts to quickly create compelling 3-D conceptual digital models. Upon successful completion of this course, students are able to use the software to develop design ideas, generate layouts of their projects, and produce full-featured renderings and Animations such as walkthroughs.

271 Architectural Drawing III (3) CSU

Prerequisite: Successful completion of Architecture 173.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course covers the study of concrete block and/or brick buildings along with the further development of wood frame construction. Analysis is made of long span techniques and construction. It includes the further study of construction materials and building ordinances, and an introduction to interior design colors, materials, and furniture. Creative graphic representation via site and floor plans and interior and exterior elevations is also considered.

272 Architectural Drawing IV (3) CSU

Prerequisite: Successful completion of Architecture 271.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course covers the design and construction of concrete buildings in working drawings with specific emphasis on tilt-up concrete construction and wood frame, long span beam techniques. Further study is provided for construction materials, details, and building ordinances as well as interior design color and material board presentation of finishes, materials, fixtures, and furniture selections. Working drawings, creative architectural design, and graphic presentation methods are emphasized.

185 Directed Study - Architecture (1) CSU

285 Directed Study - Architecture (2) CSU

385 Directed Study - Architecture (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Architecture on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Architecture because of credit restrictions in this area.

931 Cooperative Education - Architecture (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education - Architecture (4) CSU

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

Environmental Design (ENV)

101 Foundations of Design I (3) UC:CSU

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio introducing formal and spatial visual design concept and principles, strategies and systems related to the design of the built environment. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Examples exhibited in the natural environment are referenced and applied to inform these processes. Drawing and modeling techniques are developed as investigative tools, representational and expressive visual media.

102 Foundations of Design II (3) CSU

Prerequisite: Environmental Design 101.

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio introducing environmental, architectural and societal design considerations. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Principles of how a process and solution to a design problem is derived and influenced by the physical laws of nature; derived by the physical materials and methods of working with those materials; human and natural environmental factors; and physical dimensions and activities with the human cultural, political and social environment. These topics and processes are also investigated in their interrelationship to sustainable design considerations and objectives.

Transportation Planning (TRN)

101 Transportation Planning I (3) CSU

LECTURE, 3 HOURS.

This course introduces students to the overall elements involved in transportation planning. The course focuses on the role of transportation and land use planning in the overall city planning process. User characteristics, roadway design elements, transportation system modeling, system design and management techniques, and system capacity are covered.

102 Transportation Planning II (3) CSU

LECTURE, 3 HOURS.

This course relates the key issues of land use planning and transportation planning to show how interrelated they are and how they influence the overall shape of urban regions. The course demonstrates how transportation planning process is applied to urban planning problems from the regional to the neighborhood scale. The transportation planning process, transportation system modeling, and land use and transportation issues at the statewide, regional citywide and local levels are explored.

Art Department

S2-202B • *(323) 265-8842*

The department acknowledges a commitment to the entire community for providing a comprehensive program of art courses. These are designed to stimulate and encourage visual experience as it relates to culture, past, present and future. Further, the course offerings emphasize knowledge of the relationships between the arts, and bring to each student a greater awareness of his or her potential as a unique human being.

The program offered by the Art Department stresses the study of art both as a Subject and an activity. This approach provides the flexibility necessary to maintain both a rigorous and a personal training. Courses and course sequences are designed to develop the student's powers of observation and aesthetic awareness. Simultaneously the student is given the opportunity to develop the discipline of technique and craft with which to use these powers creatively. The faculty encourages the student to explore and experiment.

Whether the student's goals are vocational or personal, the recognition of art as a qualitative concern characterizes the philosophy of this department. Ultimately, the Art Department's program seeks to give the student every opportunity to develop his /her potential for aesthetic awareness, aesthetic expression, and critical analysis.

The department offers 87 courses, 5 Certificates of Achievement (Animation, Arts Graphic Communication, Multimedia) and 4 Associate in Arts degree programs (Animation, Art History, Arts Graphic Communication, and Multimedia).

The Art Department strives to provide up-to-date, accurate, and functional educational experiences to every student.

Faculty

Kallan, Linda, *Chair, Professor*
Alanen, Dr. Marie, *Professor*
Libonati, Mike, *Assistant Professor*
Monaci, Steven, *Associate Professor*
Owens, Michael, *Professor*
Singh-Bischofberger, Surana, *Associate Professor*
Turk, Christopher, *Professor*
Uyekawa, Jim, *Professor*

Adjunct Associate Professors

Acuna, Robert
Ahmadpour, Alireza
Armenteros, Rey
Beauvy, Tony
Bronte, Andrea
Brown, Wendi
Clisset, John
Foster, Ed
Frerichs, Christine
Nielsen, Christopher D.
Pfeiffer, Katherine
Tchalian, Adriana
Teran, Sergio
Valle, Lucena

EDUCATIONAL PROGRAMS

SUBJECTS

- Animation
- Art
- Art History

SKILLS CERTIFICATE

- Basic Graphics Technology

CERTIFICATES OF ACHIEVEMENT

- Animation (Level I)
- Animation (Level II)
- Arts Graphic Communication
- Multimedia (Level I)
- Multimedia (Level II)

ASSOCIATE DEGREE PROGRAMS

- Animation
- Art History for Transfer
- Arts Graphic Communication
- Multimedia
- Studio Arts for Transfer

SKILLS CERTIFICATE

Basic Graphics Technology

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 633*	Introduction to Computer Graphics	3
English 101	College Reading and Composition I	3
	Total	***12***

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Animation (Level I)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in Animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	Character Animation and Design	3
ANIMATN 216	Layout and Background Art	3
ANIMATN 217	Storyboards	3
ANIMATN 218	Fundamentals of Animation	3
ART 201	Drawing I	3
ART 215	Animal Drawing	3
ART 220	Interactive Animation	3
ART 639	Introduction to Digital Imaging	3
	Total	***24***

**This course has a prerequisite.*

Animation (Level II)

A program certificate consisting of all of the courses required for the Animation Level 1, plus an additional 18 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 118	History of Animation	3
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222	Three-Dimensional Animation II	3
ART 209	Perspective Drawing I	3
ART 642	Audio/Video Post Production	3
	Total	***18***

**This course has a prerequisite or corequisite.*

Arts Graphic Communication

For a description of this program see the Art Department Chair in S2-202B, or call 265-8840.

SUBJECT & NO.	COURSE	UNITS
ART 501	Beginning Two-Dimensional Design	3
ART 600	Lettering I	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		6
ART 103	Art Appreciation	
ART 201	Drawing I	3
ART 502*	Beginning Three-Dimensional Design	
ART 601*	Lettering II	
ART 605*	Graphic Design II	
ART 606	Graphic Design III	
ART 641	Advanced Desktop Publishing	
ART 645	Introduction to Web Site Design	
ART 647	Computer Art in a Flash (introduction to Flash)	
ART 661	Introduction to Comic Book Design	
ARTHIST 110	Survey of Western Art History I	
ARTHIST 120	Survey of Western Art History II	
ARTHIST 140	Survey of the Art of Africa, Oceania, and Ancient America	
	Total	***24***

**This course has a prerequisite.*

Multimedia (Level I)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in multimedia.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	Storyboards	3
ANIMATN 218	Fundamentals of Animation	3
ANIMATN 221	Three-Dimensional Animation I	3
ART 213*	Color Theory	3
ART 220*	Interactive Animation	3
ART 501	Beginning Two-Dimensional Design	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 645*	Introduction to Web Site Design	3
	Total	***30***

**This course has a prerequisite or corequisite.*

Multimedia (Level II)

A program certificate consisting of all of the courses required for the Multimedia Level 1, plus an additional 15 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222*	Three-Dimensional Animation II	3
ART 635	Desktop Publishing Design	3
ART 642	Audio/Video Post Production	3
	Total	***15***

**This course has a prerequisite or corequisite.*

ASSOCIATE DEGREE PROGRAMS

Animation, Associate in Arts Degree

This program is for students who wish to acquire an Associate in Arts Degree with an emphasis on Animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	Animation Character Development	3
ANIMATN 216	Layout and Background Painting	3
ANIMATN 217	Storyboards	3
ANIMATN 218	Fundamentals of Animation	3
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222*	Three-Dimensional Animation II	3
ANIMATN 118	History of Animation	3
ART 201	Drawing I	3
ART 204	Life Drawing I	3
ART 213*	Color Theory	3
ART 215	Animal Drawing	3
ART 220	Interactive Animation	3
ART 642	Audio/Video Post Production	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***60***

**This course has a prerequisite or corequisite.*

Associate in Arts in Art History for Transfer

The Associate in Arts in Art History for Transfer Degree offers academic training in visual literacy of Europe, Asia, Africa, and the Americas. Emphasis on visual, written, and oral communication and the language and methodology of art history prepares students for university transfer and to compete in upper-division coursework in a range of disciplines including the history of art and visual communication. Students must complete 60 required semester units of CSU transferable course work. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required. A grade of "P" (pass) is not acceptable for the major courses., Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
Required Core Courses:		
ARTHIST 110	Survey of Western Art History I	3
ARTHIST 120	Survey of Western Art History II	3
ART 201	Drawing I	3
	Subtotal	***9***
ELECTIVE COURSES - LIST A (SELECT ONE):		**3 UNITS**
ARTHIST 130	Survey of Asian Art History	3
ARTHIST 140	Survey of the Arts of Africa, Oceania, and Ancient America	3
ARTHIST 131	Introduction to Asian Art: East and the Pacific	3
ARTHIST 136	Introduction to Asian Art: South, Southeast, and Ancient Western Asia	3
ARTHIST 139	Introduction to Islamic Art	
ARTHIST 151	Introduction to Latin American Art	3
ARTHIST 161	Introduction to American Art	3
ELECTIVE COURSES - LIST B (SELECT ONE):		**3 UNITS**
ART 501	Beginning Two-Dimensional Design	3
ART 708	Introduction to Ceramics	3
PHOTO 10	Beginning Photography	3
ELECTIVE COURSES - LIST C (SELECT ONE):		**3 UNITS**
ARTHIST 111	Introduction to Ancient Art of the Mediterranean	3
ARTHIST 116	Introduction to Medieval Art of Europe	3
ARTHIST 121	Introduction to Renaissance Through Rococo Art	3
ARTHIST 126	Introduction to Modern Art	3
ARTHIST 171	Introduction to Global Contemporary Art	3
ARTHIST 181	History of Women in Art	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		**9 – 11 UNITS**
	IGETC or CSU GE Pattern	***31-33***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 6 units of major courses towards general education.

Arts Graphic Communication, Associate in Arts Degree

This program is designed to give the student basic design and computer skills which will allow them to pursue graphic arts careers in such areas as advertising, desktop publishing, and product design.

SUBJECT & NO.	COURSE	UNITS
ART 201	Drawing I	3
ART 213*	Color Theory	3
ART 215	Animal Drawing	3
ART 501	Beginning Two-Dimensional Design	3
ART 600	Lettering	3
ART 601*	Lettering II	3
ART 604*	Graphic Design I	3
ART 633*	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
ART 641	Advanced Desktop Publishing	3
NINE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		**9**
ART 103	Art Appreciation I	3
ART 202*	Drawing II	3
ART 502*	Beginning Three-Dimensional Design	3
ART 503*	Intermediate Design	3
ART 605*	Graphic Design II	3
ARTHIST 110	Survey of Western Art History I	3
ARTHIST 120	Survey of Western Art History II	3
ARTHIST 140	Survey of the Arts of Africa, Oceania, and Ancient America	3
PHOTO 10	Beginning Photography	3
GENERAL EDUCATION REQUIREMENTS PLAN B		**18**
	Total	***60***

**This course has a prerequisite or corequisite.*

Multimedia, Associate in Arts Degree

This program is for students who wish to acquire an Associate in Arts degree with an emphasis on multimedia and video-related skills.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	Storyboards	3
ANIMATN 219	Animation Process and Production	3
ANIMATN 221	Three-Dimensional Animation I	3
ANIMATN 222*	Three-Dimensional Animation II	3
ART 213*	Color Theory	3
ART 220	Interactive Animation	3
ART 501	Beginning Two-Dimensional Design	3
ART 604	Graphic Design I	3
ART 633	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 642	Audio/Video Post Production	3
ART 645*	Introduction to Web Site Design	3
ART 647	Computer Art in a Flash (introduction to Flash)	3
TECTHTR 323	Stage Management	3
GENERAL EDUCATION REQUIREMENTS PLAN B		**18**
	Total	***69***

**This course has a prerequisite or corequisite.*

Associate in Arts in Studio Arts for Transfer

Visual communication is an essential part of the human experience. This Associate in Arts in Studio Arts for Transfer explores and analyzes the ways in which the visual arts take place in the public sphere, between individuals, in new media, and in other contexts. Students who successfully earn the Associate in Arts in Studio Arts for Transfer by completing a maximum of 60 transferrable units are guaranteed transfer admission into a California State University campus to further their study of Art.

Students who earn the Associate in Arts in Studio Arts for Transfer are able to:

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Define and apply aesthetic choices in daily life.
- Recognize and use different types of art making techniques and media.

Requirements:

a. Completion of 60 CSU transferrable semester units:

- 24 semester units in the approved Studio Arts courses;
- 3-5 CSU transferable elective courses;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0.

c. Earn a C or better in major area courses. A grade of "P" (pass) is not acceptable for the major courses.

Notes: No remedial or non-collegiate level course work will be counted in the total units for this degree., Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
Required Core Courses:		
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502*	Beginning Three-Dimensional Design	3
ARTHIST 120	Survey of Western Art History II	3
	Subtotal	***12***
ELECTIVE COURSES - LIST A (SELECT ONE):		**3 UNITS**
ARTHIST 110	Survey of Western Art History I	3
ARTHIST 130	Survey of Asian Art History	3
ARTHIST 140	Survey of the Arts of Africa, Oceania, and Ancient America	3
ELECTIVE COURSES - LIST B (SELECT THREE):		**9 UNITS**
ART 202*	Drawing II	3
OR		
ART 204	Life Drawing I	3
ART 213*	Color Theory	3
ART 300	Introduction to Painting	3
ART 633	Introduction to Computer Graphics	3
ART 708	Introduction to Ceramics	3
PHOTO 10	Beginning Photography	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		**3 – 5 UNITS**
	IGETC or CSU GE Pattern	***31-33***
	Total	***60***

**This course has a prerequisite or corequisite.*

Note: 37 - 39 GE unit total is reduced due to double counting of 6 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Art department, families have been created as follows:

ART FAMILY NAMES AND COURSE NUMBERS:

Art	.ART 201, 202, 203
Ceramics	ART 708, 709, 710, 711
Design	ART 501, 502, 503
Life Drawing	ART 204, 205, 206, 207
Oil	.ART 307, 308, 309
Water Color and Acrylic	.ART 300, 301, 302, 304, 305, 306

Animation (ANIMATN)

118 History of Animation (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS

A historical survey of international cinema Animation. Topics include the personalities and techniques of animators, as well as the social, political and economic forces that shaped this art form.

212 Character Animation and Design (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides foundational character Animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue and facial expressions.

216 Layout and Background Art (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers background design and layout for Animation. Topics include linear perspective, composition, framing, staging, the field guide, layers, and camera shots, moves and angles.

217 Storyboards (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

In this course, students learn the process of story boarding. Topics covered include framing, basic camera shots, linear perspective, composition, lighting, continuity, and uses of storyboards.

218 Fundamentals of Animation (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

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.

219 Animation Process and Production (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course gives students the opportunity to create a broadcast quality animated video project from beginning to end. A brief overview of the process includes concept development, visualization, story boarding, production, Animation, title design and post-production.

221 Advanced Three-Dimensional Animation I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

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.

222 Advanced Three-Dimensional Animation II (3) CSU
Prerequisite: Animation 221.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the second level of three-dimensional computer Animation studies using Maya software. Students gain the capability to rig a character using a skeleton, morph targets to create facial expressions, lip sync, and learn Animation techniques uniquely relevant to character Animation.

223 Advanced Three-Dimensional Animation III (3) CSU
Prerequisite: Animation 222.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the third level of three-dimensional computer Animation studies using Maya software. Students begin production of a short animated narrative that will continue in Animation 224. Students develop a narrative, and proceed with full production including storyboarding, creating an animatic, character designs, background designs, modeling and rigging.

224 Advanced Three-Dimensional Animation IV (3) CSU
Prerequisite: Animation 223.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the fourth level of three-dimensional computer Animation studies using Maya software. Students complete production of a short animated narrative project started during the previous semester. Students add texture, lighting effects, sound, Animation, titles and final rendering to complete their project.

Art (ART)

103 Art Appreciation I (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

This course is an introduction to world visual cultures. It involves a comparative study of the visual arts, from selected historical periods, designed to expand visual awareness and experience in order to increase one's ability to understand and evaluate visual forms that are part of their environment.

201 Drawing I (3) UC:CSU
Advisory: English 28.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides beginning instruction in drawing with graphite, charcoal, conte' crayon, and other drawing media through the visual elements of art: Line, value, shape, form, mass, texture, and color. Subject matter from nature and still life is included. Basic skills are developed, such as eye-hand coordination and sighting techniques. The emphasis is on learning how to depict illusionistic space through the use of light logic and one- and two-point perspective. It is a basic course required for all art majors and is recommended for non-art majors.

202 Drawing II (3) UC:CSU
Prerequisite: Art 201.
Advisory: English 28.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in Art 201, and expanding the variety of drawing materials and techniques. In addition to convincingly representing three-dimensional objects on a two dimensional surface, students learn to recognize and utilize various genres as they relate to drawing, articulate perceptual vs. conceptual approaches to drawing, and develop an awareness of current trends in the art world. Emphasis is placed on creating a content outside of the Subject matter.

203 Drawing III (3) UC:CSU
Prerequisite: Art 202.
Advisories: Art 501 and English 28.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in Art 202 and expanding the variety of drawing materials and techniques. Students begin to employ non-objective methods of description and visually interpret abstract, as well as concrete, ideas non-objectively, abstractly and realistically. Color and experimentation with media are encouraged.

204 Life Drawing I (3) UC:CSU
Advisory: Art 201.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is an introductory and integrative course in the arts. It involves a study of the structure, proportion and articulation of the human figure for use in advertising, fashion and illustration. Exercise in rapid figure indication.

205 Life Drawing II (3) UC:CSU
Prerequisite: Art 204.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

206 Life Drawing III (3) UC:CSU
Prerequisite: Art 205.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on anatomy.

207 Life Drawing IV (3) UC:CSU
Prerequisite: Art 206.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose with emphasis on placed on composition.

209 Perspective Drawing I (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introductory and integrative course in the visual arts. As an extensive study of drawing, the course is designed to help the student to draw accurately. Development of drawing skills and the knowledge necessary to create the illusion of three-dimensional space on a two-dimensional surface, is sought through the understanding of 1pt, 2pt, and 3pt linear perspective. Included in this course is the exploration of rendering in various media and exploring both mechanical and freehand drawing from actual site observation and concept-based Subject matter.

213 Color Theory (3) UC:CSU
Prerequisite: Art 501.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course examines color dynamics. The topics considered include form and value, harmony and spatial effects. The major theorists introduced include Goethe, Itten and Albers. In addition to the traditional 12-part color wheel, digital color principles are also examined.

215 Animal Drawing (3) UC:CSU
Prerequisite: Art 201.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
Note: This course requires the use of private vehicles for field trips.
This course is an introduction to drawing animals through analysis of form, including anatomical, environmental, and physiological.

300 Introduction to Painting (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course provides beginning instruction in painting. Emphasis is placed on exploring painting materials and techniques towards the development of a representational image. A variety of Subject matter are used, as well as a variety of art concepts related to imagery. Paint characteristics, light principles and composition are stressed.

301 Watercolor Painting I (3) UC:CSU
Prerequisite: Art 201.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course is an introduction to transparent watercolor techniques, wet or dry washes, wet into wet, dry brush, resist, and preparation of the watercolor papers. Applications of drawing beginning, painting, and design fundamentals to these techniques are included.

302 Watercolor Painting II (3) UC:CSU
Prerequisite: Art 301.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
Advanced watercolor techniques, wet on dry washes, transparencies, wet into wet, and dry brush. Application of advanced painting and design fundamentals to these techniques.

304 Acrylic Painting I (3) UC:CSU
Prerequisite: Art 201.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is an introduction to acrylic painting techniques, transparent and opaque. Techniques applied to a variety of surfaces, paper, board, canvas, application of painting and design fundamentals.

305 Acrylic Painting II (3) UC:CSU
Prerequisite: Art 304.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is an intermediate and integrative course in painting and focuses on visual problems and concepts in space, form, structure, color, and content in studio painting.

306 Acrylic Painting III (3) UC:CSU
Prerequisite: Art 305.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This is an advanced and integrative course in painting that focuses on visual problems and concepts in space, form, structure, color, and content in studio painting.

307 Oil Painting I (3) UC:CSU
Prerequisite: Art 201.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This is an introductory course in oil painting and covers the basic skills and techniques of oil painting.

308 Oil Painting II (3) UC:CSU
Prerequisite: Art 307.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is a continuation of Art 307. Composition, color and form are studied through a range of projects to bring the student in touch with contemporary ideas in the field of painting.

309 Oil Painting III (3) UC:CSU
Prerequisite: Art 308.
LECTURE, 2 HOURS; LABORATORY, 4HOURS.
This course is a continuation of Art 308. It emphasizes a more personal means of expression through individually-conceived projects.

501 Beginning Two-Dimensional Design (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
Note: Required of all Art majors. Art 501 should be taken before more advanced studio classes and preferably in the same semester as Art 201.
This is an introductory and integrative course in the arts. It provides a study of the elements and principles common to the visual arts. A variety of tools and media are utilized in solving problems of relationships of the elements: line, value, color, texture, shape, form, mass, and space and the use of the principles: rhythm (variation and repetition), transition, balance, proportion emphasis (dominance and subordination), and contrast (opposition and tension). Projects are primarily abstract and two-dimensional. This is a basic requirement for all art majors and is recommended for non-art majors.

502 Beginning Three-Dimensional Design (3) UC:CSU
Prerequisite: Art 501.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This is a course in the use of art principles as applied to three-dimensional design. Emphasis is upon the development of abilities to adapt from two dimensions into three dimensions. Students work within actual limitations imposed upon professional designers.

503 Intermediate Design (3) UC:CSU
Prerequisite: Art 501.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course offers further examination of two- and three-dimensional design with an emphasis on research, experimentation, and further development of the ability to present ideas clearly and concisely using the elements and principles of design.

600 Typography I (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
A study of letterforms with emphasis on their use in graphic communication. Focus is placed on style/matrix, spacing regarding positive/negative space, proportion and their applied use in Graphic Design. Technical and conceptual skills in the use of typography are stressed.

601 Typography II (3) CSU
Prerequisite: Art 600.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is an advanced study of letterforms with emphasis on their use in graphic communication. Focus is placed on digital use and digital font creation.

604 Graphic Design I (3) CSU
Prerequisite: Art 501.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course introduces beginning graphic design students to the concepts, principles, and procedures used in the field of graphic design.

605 Graphic Design II (3) CSU
Prerequisite: Art 604.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is a continuation of the principles of Art 604 and continues beyond the basics to advanced principals and procedures in advertising and graphic design. It includes projects in advertising, publication design, packaging, and corporate identity.

606 Graphic Design III (3) CSU
Prerequisite: Art 605.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is a continuation of principles of Art 605 and emphasizes advanced problem-solving skills and solutions to more advanced advertising/promotional graphic design. It includes a graphic design workshop and computer graphics. Emphasis is placed on corporate identity (logos, letterheads and promotional communications) and portfolio preparation and evaluation.

633 Introduction to Computer Graphics (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course serves as an introduction to basic computer graphics with the emphasis and focus being on how it is employed in the fields of Graphic Design and Art. Basic design principles, typography, and color theory are also introduced.

635 Desktop Publishing Design (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course serves as an introduction to basic computer graphic layout and composition with the emphasis on how it is employed in the fields of Graphic Design and Art. This course can also be applicable for advertising design, journalism and fine art. Software includes, but is not limited to the current versions of Adobe InDesign, Photoshop and Illustrator, with a major emphasis on InDesign and multi-page layout design. The class focuses on creating strong designs and layouts featuring both text and image. Basic concepts relating to typography, page layout and grid systems are explored.

638 Computer-Aided Art Laboratory (1) CSU
LABORATORY, 2 HOURS.
This course is designed to reinforce lectures presented in each digital art class. Emphasis is placed on applying design principles to projects using selected computer applications.

639 Introduction to Digital Imaging (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This is an introductory computer graphics course that focuses on the manipulation of still images. Software includes, but is not limited to, the current version of Adobe Photoshop. Topics presented include, but are not limited to, image editing, application of filters, integration of text, restoration of photographs, and the fundamentals of basic two-dimensional design as applied to both fine art and graphic design.

641 Advanced Desktop Publishing (3) CSU
Prerequisite: Art 635.
LECTURE, 2 HOURS; LABORATORY 4 HOURS
This is an advanced course in computer graphic layout and composition with the emphasis on how they are employed in the fields of Graphic Design and Art. The content builds upon Art 635 and focuses on the creation of strong, multi-page designs and layouts featuring both typography and visual imagery. This is a project-oriented course where the work is more advanced and more complex than that in Art 635. Software includes, but is not limited to, the current versions of Adobe InDesign, Photoshop and Illustrator, with a major emphasis on InDesign and multi-page layout design.

642 Audio/Video Post Production (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
Post-production techniques, video editing, basic sound design, and applied multimedia aesthetics are covered in this course. Topics include continuity editing, transitions, film-related vocabulary, media aesthetics, analog sound, mixing and mastering sound.

645 Introduction to Web Site Design (3) CSU
Prerequisite: Art 639.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is designed to give students a basic introduction to the concepts and techniques used in designing web sites employing the principles of design, color theory, typography, and composition. Software includes, but is not limited to the current versions of Adobe Dreamweaver and Photoshop.

646 Intermediate Web Site Design (3) CSU
Prerequisite: Art 645.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This is an intermediate course designed to build upon the content from Art 645. It focuses on the creation of strong, multi-page website designs and layouts employing the principles of design, color theory, typography, and composition. This is a project-oriented course where the work is more advanced and more complex than that in Art 645. Software includes, but is not limited to, the current versions of Adobe Dreamweaver and Photoshop.

647 Computer Art in a Flash (Introduction to Flash) (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course is an introduction to working with Adobe Flash and demonstrates the basic concepts and principles of two-dimensional computer graphics and Animation. It presents a survey of the basic tools and capabilities of the software. Emphasis is on the design and creation of two-dimensional Animations that can be shown online, as part of a website, or as a video.

661 Introduction to Comic Book Design (3) CSU
Prerequisite: Art 604.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This is an introductory course on sequential art and story-telling using comic book design and layout.

662 Advanced Comic Book Design (3) CSU
Prerequisite: Art 661.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This is an advanced course on sequential art and story-telling using comic book design and layout.

708 Introduction to Ceramics (3) UC:CSU
LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is an introductory and integrative course in the ceramic arts. A variety of techniques will be covered as it relates to hand building, wheel throwing, glazing and firing. A thorough understanding of these processes will be developed as well as the beginnings of a personal aesthetic through discussion and hands on interaction with the material.

NOTE: Expectant mothers are advised against enrolling in this course due to exposure to chemicals known to the State of California to cause birth defects.

709 Ceramics I (3) UC:CSU
Prerequisite: Art 708.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course provides students with continued practice in forming processes and surface treatments, with an emphasis on design including beginning glaze chemistry and loading and firing of kilns.

710 Ceramics II (3) UC:CSU
Prerequisite: Art 709.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course offers continued practice in forming methods and surface treatments, with an emphasis on design, intermediate glaze chemistry, and various firing processes.

711 Ceramics III (3) UC:CSU
Prerequisite: Art 710.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course offers continued practice in forming methods and surface treatments, with an emphasis on design, advanced glaze chemistry, various firing processes, and portfolio development.

185 Directed Study - Art (1) CSU

285 Directed Study - Art (2) CSU

385 Directed Study - Art (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Art History (ARTHIST)

100 Introduction to Visual Culture and Cultural Studies (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This introductory course explores visual representations across cultures and various media from prehistory to the present. Emphasis is placed on postmodern forms of visual communication, which include advertisements, film, YouTube, the Internet, fashion, music videos, posters, and other visual forms of communication. Situating the visual contextually requires investigation into other forms of cultural constructs, and may include study of ideology, commerce, power, religion, diaspora, gender and sexuality, politics, space of production, and memory.

110 Survey of Western Art History I (3) UC:CSU IGETC Area 3A
(Formerly ART 101)
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and Middle Eastern peoples from prehistory to ca. 1300. Art is discussed in its historical and cultural context. Among the cultures covered are: Mesopotamian, Egyptian, Persian, Greek, Roman, Early Christian, Byzantine, Medieval, and Islamic.

111 Introduction to Ancient Art of the Mediterranean (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and peoples in the ancient world. Art is discussed in its historical and cultural context. Among the cultures covered are: Egyptian, Minoan, Mycenaean, Greek, and Roman.

116 Introduction to Medieval Art of Europe (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This course surveys art and architecture of Western Europe from the Early Christian period to the beginnings of the Renaissance. The monumental arts and the diverse minor arts of the Middle Ages are presented within the social, religious, and political frameworks of lands as varied as France and Denmark, Spain and Turkey, Stylistic and iconographic issues and themes are thoroughly addressed with attention paid to aesthetic and social contents.

120 Survey of Western Art History II (3) UC:CSU IGETC Area 3A
(Formerly ART 102)
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe and United States from ca. 1300 to the present. Art is discussed in its historical and cultural context. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, Modern, and Contemporary.

121 Introduction to Renaissance Through Rococo Art (3) UC:CSU IGETC Area 3A

Advisory: English 101.

LECTURE, 3 HOURS.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe from ca. 1300 to ca. 1800. Art is discussed in its historical and cultural context. The following styles are covered: Renaissance, Mannerism, Baroque, and Rococo.

126 Introduction to Modern Art (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course is an examination of Western art and its relationship to social, political, and economic aspects of modern society, beginning with the French Revolution and ending with the outbreak of World War II. The influence of the Enlightenment, Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, innovations in technology, the impact of first World War, various stylistic movements, as well as methodological approaches to analysis of the Subject are considered.

130 Survey of Asian Art History (3) UC:CSU IGETC Area 3A

(Formerly ART 105)

Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

This introductory survey course follows the development of Asian visual cultures, primarily India, China, and Japan. Art is discussed in its historical and cultural context. Religious and philosophical influences on art and architecture; as well as, the interchange of cultural influence and artistic expression, are considered. The following major systems of belief and their impact on artistic production are covered: Buddhism, Hinduism, Jainism, Confucianism, Taoism, Shinto, Islam, and Sikhism.

131 Introduction to Asian Art: East and the Pacific (3) UC:CSU IGETC Area 3A

Advisory: English 101.

LECTURE, 3 HOURS.

This course follows the historical development of visual culture from East Asia and the Pacific (including painting, sculpture, architecture, and other forms), from prehistory to the present. Art is discussed in its historical and cultural context, with emphasis on China, Korea, Japan, and Australia, while including areas of North Asia, such as Mongolia, and the Pacific, like Papua New Guinea, Easter Island, and Hawaii.

136 Introduction to Asian Art: South, Southeast, and Ancient Western Asia (3) UC:CSU IGETC Area 3A

Advisory: English 101.

LECTURE, 3 HOURS.

This course follows the historical development of ancient West, South, and Southeast Asian visual art (including painting, sculpture, architecture, and other forms), from prehistory to the present. Art is discussed in its historical and cultural contexts, with emphasis on the art of India, and cultural exchange extending west to Mesopotamia, and southeast to Indonesia, including Buddhist, Hindu, Islamic, Sikh, and other indigenous visual traditions.

139 Introduction to Islamic Art (3) UC:CSU IGETC Area 3A

Advisory: English 101.

LECTURE, 3 HOURS.

This course follows the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms). Art is discussed in its historical and cultural context.

140 Survey of Arts of Africa, Oceania, and Ancient America (3) UC:CSU

(Formerly ART 109)

Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Thi. introductory survey course follows the development of the visual arts of Africa, the Pacific, and America (with an emphasis on the period before European contact). Art is discussed in its historical and cultural context. Deconstruction of the historiography of these peoples, and critical analysis of methods of display used in exhibiting the visual culture produced, is central to this course.

141 Introduction to African Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This course examines the history and appreciation of the arts of Africa and the African Diaspora, the continent of Africa within historical, cultural, religious, socio-political, and aesthetic contexts, the impact of African art in Europe and the Americas, and contemporary African art.

151 Introduction to Latin American Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This course is a survey of the art and architecture of Latin America, beginning with Pre-Columbian period but focusing primarily on the 19th to 21st centuries. This course examines the major historical periods of Latin American history and visual culture. These periods include an introduction to pre-Hispanic civilizations, Colonial rule and Independence, the emergence of Modernism and the Avant-garde, and contemporary art and architecture in Latin America. This course will examine the social, economic, political and religious context of the production and use of the works of art considered.

161 Introduction to American Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This course is an introductory survey of American Art from its pre-Colonial past to the contemporary era with a focus on the social, political, economic, and philosophical conditions that have resulted in a culturally diverse artistic tradition. The contributions and influences of immigrants, Native Americans, Chicano Americans, Latin Americans, and European Americans are studied in relation to historical contexts.

162 Introduction to California Art and Architecture (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Thiscourse is an introduction to art in California, with emphasis on the Los Angeles area.

171 Introduction to Global Contemporary Art (3) UC:CSU IGETC Area 3A
(Formerly ART 111)
Advisory: English 101.

LECTURE, 3 HOURS.

This course considers thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms), produced by the global community.

181 History of Women and Art (3) UC:CSU IGETC Area 3A
Advisory: English 101.

LECTURE, 3 HOURS.

This introductory course surveys the history of women's contributions to the development of visual arts, with emphasis on the Western world from the Renaissance to the present. Students discuss art in its socio-political context, focusing on factors that impacted the role of women in patronage and production. They investigate methodological approaches, master art historical vocabulary, perform close visual analyses and discuss the representation of women in visual culture.

196 Current Art Events and Exhibitions (0.5) CSU

LECTURE, 0.5 HOUR.

This Current art exhibits in the greater Los Angeles area are visited, and discussed, taking into consideration the historical context of the selected works displayed. Discussion of these activities may include guest artists and faculty. Exploration of concept and themes concerning art and cultural institution governing and the practice of art may also be considered. Exhibitions at the following institutions may be included: The Getty Center, the Getty Villa, the Los Angeles County Museum of Art, the Hammer Museum, the Fowler Museum, the Museum of Contemporary Art, the Huntington Museum, the Pacific Asia Museum, the Skirball Museum, the Museum of African Art, the Pasadena California Art Museum, the Autry Museum, and the Vincent Price Art Museum. Galleries, artist studios, and other art-related events in and around the Los Angeles area may be included.

Automobile Technology Department

AUTO TECH BUILDING • *(323) 265-8726*

The Automobile Technology program at East Los Angeles College is NATEF (National Automotive Technician Education Foundation) certified. This program prepares students for a career in the high tech world of transportation repair. Los Angelinos value and depend on their cars, making the maintenance and repair industry a growth field, a trend that is predicted to continue for decades. All major domestic and import auto manufacturers are located in the area, and repair departments are a major component of their operations. Computerization has revolutionized automobile design, and mechanics need a comprehensive knowledge of all the systems of a vehicle to be successful in industry.

Students may enter the program with no prior experience and build their skills so they are able to diagnose and repair today's sophisticated automobiles. Faculty members are ASE (Automotive Service Excellence) certified Master technicians with many years of experience in private industry. The automobile technology facilities are second to none. Students use state-of-the-art tools and equipment. Hands-on laboratories combined with lectures that describe all the mechanical systems of modern cars and the latest computer-assisted repair and testing equipment prepare students to transition easily into automotive dealerships or independent repair shops.

To inquire about all phases of the program, call the Automobile Technology Department at (323) 265-8726.

Faculty

Banuelos, Adrian, *Chair, Professor*
Pena, Oscar, *Assistant Professor*

Adjunct Associate Professors

Rojas, Allen M.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES

- Automotive Customer Service Management
- Undercar Specialist

CERTIFICATES OF ACHIEVEMENT

- Automobile Technology
- Cooling Systems and Climate Control Specialist
- Drivetrain Specialist
- Engine Performance and Drivability

ASSOCIATE DEGREE PROGRAM

- Automobile Technology

SKILLS CERTIFICATES

Automotive Customer Service Management

This skills certificate is designed to familiarize students with the theory and application of automotive technical systems and industry practices. Students will learn office and organizational skills necessary to deliver excellent customer service. Successful completion of this skills certificate will allow students the opportunity to enter the auto industry as service writers and customer service managers.

SUBJECT & NO.	COURSE	UNITS
CAOT 48	Customer Service	3
CAOT 82	Microcomputer Software Survey in the Office	3
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 185	Directed Study- Automobile Technology	1
	Total	***11***

Undercar Specialist

SUBJECT & NO.	COURSE	UNITS
AUTOMO 401*	Suspension Steering, and Wheel Alignment	5
AUTOMO 501*	Automobile Braking Systems	5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
	Total	***15***

**This course has a corequisite.*

CERTIFICATES OF ACHIEVEMENT

Automobile Technology

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 201*	Automatic Transmission and Transaxle	5
AUTOMO 301*	Manual Drive Train Axles	5
AUTOMO 401*	Suspension, Steering and Wheel Alignment	5
AUTOMO 501*	Automobile Braking Systems	5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
AUTOMO 701*	Automobile Heating and Air Conditioning	5
AUTOMO 801*	Advanced Engine Performance	5
ELECTIVES - SELECT AT LEAST 2 UNITS FROM THIS LIST		
AUTOMO 115	Automobile Repair Work Experience	2
AUTOMO 185	Directed Studies	1
AUTOMO 285	Directed Studies	2
AUTOMO 385	Directed Studies	3
	Total	***46***

**This course has a corequisite.*

Cooling Systems and Climate Control Specialist

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
AUTOMO 701*	Automobile Heating and Air Conditioning	5
	Total	***15***

**This course has a corequisite.*

Drivetrain Specialist

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 201*	Automatic Transmission and Transaxle	5
AUTOMO 301*	Manual Drive Train Axles	5
	Total	***15***

**This course has a corequisite.*

Engine Performance and Drivability

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
AUTOMO 801*	Advanced Engine Performance	5
	Total	***15***

**This course has a corequisite.*

ASSOCIATE DEGREE PROGRAM

Automobile Technology

ASSOCIATE IN SCIENCE DEGREE

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	Introduction to Automobile Technology	4
AUTOMO 111	Engine Repair and Rebuilding	5
AUTOMO 201*	Automatic Transmission and Transaxle	5
AUTOMO 301*	Manual Drive Train Axles	5
AUTOMO 401*	Suspension, Steering and Wheel Alignment	5
AUTOMO 501*	Automobile Braking Systems	5
AUTOMO 601*	Automobile Electrical/Electronic Systems	5
AUTOMO 701*	Automobile Heating and Air Conditioning	5
AUTOMO 801*	Advanced Engine Performance	5
ELECTIVES - SELECT AT LEAST 2 UNITS FROM THIS LIST		
AUTOMO 115	Automobile Repair Work Experience	2
AUTOMO 185	Directed Studies	1
AUTOMO 285	Directed Studies	2
AUTOMO 385	Directed Studies	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***64***

**This course has a corequisite.*

SUBJECTS & COURSE DESCRIPTIONS

Automobile Technology (AUTOMO)

101 Introduction to Automobile Technology (4) CSU

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is designed to introduce fundamental operation of an automobile and its systems to students with little or no automotive knowledge. Discussion, demonstration and hands on exercises are used throughout the course to facilitate the overall understanding of how a vehicle operates. Students acquire a basic understanding of automotive systems as well as develop essential skills to continue in the automobile technology program..

111 Engine Repair and Rebuilding (5) CSU

Prerequisite: Automobile Technology 101.

LECTURE, 3.5 HOURS; LABORATORY, 3.5 HOURS.

This course presents the basic principles of operation, nomenclature, and repair of the internal combustion engine. This course emphasizes problem solving skills as they apply to diagnosing engine mechanical problems. Topics include engine design, cylinder block assembly, cylinder head and valve train, lubrication system, cooling system, servicing the engine block, servicing the cylinder head, piston and ring service, gaskets, seals, and engine problem diagnosis.

115 Automobile Repair Work Experience (2) CSU

Prerequisite: Automobile Technology 101.

LABORATORY, 6 HOURS.

This course provides a repair facility atmosphere for students wanting to expand and fine-tune their automotive work skills. Students are assigned actual customer vehicles, thus simulating real work experience at an automobile repair facility.

201 Automatic Transmission and Transaxle (5) CSU

Prerequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

The course is designed to provide the student with the basic skills necessary to diagnose drive train and automatic transmission malfunctions. The topics presented include the construction, operation, maintenance, and adjustment of automatic transmission and drive train components as well as use of special tools. Students work in a laboratory environment where they are required to overhaul automatic transmissions, both front and rear wheel drive.

301 Manual Drive Train Axles (5) CSU

Prerequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This course presents the theory and skills needed to diagnose and repair manual transmissions, transaxles, and drive-line components. Topics include: Clutches, drive-lines, half-shafts, transmissions, differentials, transfer cases, and related four-wheel-drive systems. Theory and hands-on experiences are utilized and at least one rear wheel drive and one front wheel drive transmission are disassembled, inspected, and reassembled.

401 Suspension, Steering, and Wheel Alignment (5) CSU

Prerequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This course presents the theory and skills needed to diagnose and repair worn suspension components, steering components, drive axles, CV joints, and power steering components. Wheel alignment and wheel balancing on the latest computerized equipment is practiced. Upon successful completion of this course, students learn the theory and acquire the skills needed to pass the ASE examination.

501 Automobile Braking Systems (5) CSU

Corequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This course studies theory, operation, inspection, repair and diagnosis of the modern automotive brake system. Extensive hands-on training includes replacing worn components, turning drums and rotors, bleeding and adjusting brakes, and the diagnosis and repair of anti-lock brake system. Upon successful completion of this course, students will be able to perform a complete brake job, and they will have to pass the Automotive Service Excellence (ASE) Brake Examination.

601 Automobile Electrical/Electronic Systems (5) CSU
Prerequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This course presents the theory and skills needed to diagnose, troubleshoot and repair automobile electrical, electronic and computer control systems. Topics include: Electrical system principles, fundamentals of electronics, circuit diagrams, electrical and electronic test equipment, cranking and charging systems, lighting motors, audio, sensors, supplemental restraint systems (SRS), accessories, ignition, computer-controlled actuators and hybrid electronics.

701 Automobile Heating and Air Conditioning (5) CSU
Prerequisite: Automobile Technology 101.

LECTURE, 3.5 HOURS; LABORATORY, 3.5 HOURS.

This course is designed to provide instruction in the operation and repair of the modern automotive heating and air conditioning systems. With modern equipment students get hands-on experience testing, servicing, and repairing the automotive heating and air conditioning system as well as converting R-12 systems to R-134a. In addition, the Mobile Air Conditioning Society (MACS) license exam is covered and the test administered during this class.

801 Advanced Engine Performance (5) CSU
Prerequisite: Automobile Technology 101.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This course presents the theory and operation of engine performance control systems. Students interpret, verify, and perform engine diagnosis of fuel, fuel injection, ignition, cooling, electronic, electrical, and emission control systems and devices using the industry's latest text, tools, and test equipment such as: Digital multimeters, oscilloscopes, gauges, and gas analyzers.

185 Directed Study - Automobile Technology (1) CSU

285 Directed Study - Automobile Technology (2) CSU

385 Directed Study - Automobile Technology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Automobile Technology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education - Automobile Technology (3) CSU
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education - Automobile Technology (4) CSU
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

Business Administration Department

F7-303 • *(323) 265-8844*

With the economic expansion that has occurred in recent years and the great leaps that we have taken in the fields of Business and Computers, the need for well-trained computer literate individuals who have a good understanding of Accounting and Business SubjectS has increased tremendously. The Business Department is well poised to train and nurture such individuals.

We offer programs, courses, certificates and skills sets in several areas of accounting including Financial, Managerial, Governmental, Cost, Auditing and Taxation. The majority of CEOs of major corporations come with a strong background in Accounting.

We offer courses in Computer Science from basic principles to major programming languages (BASIC, Visual BASIC, C, C++, JAVA, VB.net and others) from operating systems and different computer applications, the Internet and Web Design.

We offer courses in Business Law and Real Estate (from Real Estate principles to Real Estate Economics, Real Estate Finance, Mortgage Loan Brokering, Escrow and Appraisal), which can lead to positions as a Real Estate Salesperson, Real Estate Broker, Escrow Officer and Appraiser.

We have course offerings in the areas of Business Management, Marketing, Supervision and Finance, which help individuals in running their own businesses to working for major businesses and governmental institutions.

All of our courses can lead to excellent job opportunities and/or transfer to universities.

Faculty

Larizadeh, Faramarz*, Chair, Professor, Accounting*
Alderete, Dr. Frank J.*, Professor, Business*
Anderson, Dr. Olivia V.*, Professor, Law, Real Estate*
Enomoto, John Y.*, Professor, Computer Science Information Technology*
Hihara, Harvey K.*, Assistant Professor, Accounting*
Holguin, Dr. Roger T.*, Professor, Business, Finance, Management, Marketing, Supervision*
Khollesi, Babak*, Assistant Professor, Computer Science Information Technology*
Kojima, Satoshi K.*, Associate Professor, Accounting*
Lipscomb, Dr. Roderick*, Professor, Law, Real Estate*
Rodriguez, Dr. Dario E.*, Professor, Law, Real Estate*
Sheran, Helen*, Associate Professor, Computer Science Information Technology*
Su, Song*, Professor, Computer Science Information Technology*
Yeung, Isabel F.*, Professor, Accounting*

Adjunct Associate Professor

Aguilar, Agustin T.*, Computer Science Information Technology*
Andriassian, Anahid D.*, Accounting*
Bahbah, Ahmed I.*, Accounting*
Beppu, Lisa J.*, Computer Science Information Technology*
Brumell Bertis, Accounting
Cadavid, Anthony M.*, Business, Marketing*
Cleva, Vernon J.*, Law, Real Estate*
Cohan, Edward*, Real Estate*
Covington, Richard G.*, Computer Science Information Technology*
Daniel-Berhe, Sequare*, Computer Science Information Technology*
De Ocampo, Erlinda*, Accounting*
Dehkhoda, Abbas*, Computer Science Information Technology*
Dixon, Dr. Elliott J.*, Law, Real Estate*
Dolores, Aurora P.*, Accounting*
Fraser, Bernadette A.*, Business*
Gabriel, Tony D.*, Computer Science Information Technology*
Gilbert, Christopher*, Accounting*
Gupta, Vibha S.*, Computer Science Information Technology*
Houston, Michael R.*, Computer Science Information Technology*
Hsu, Chiasheng*, Accounting, Accounting*
Kervahn, William G.*, Computer Science Information Technology*
Macias, Mark A.*, Computer Science Information Technology*
Manoochehri, Cecelia M.*, Business*
March, James*, Accounting*
Matsumoto, Koichi*, Business*
Mendoza, Gonzalo*, Computer Science Information Technology*
McGarrell, Roy*, Accounting*
Montero, Rogelio P.*, Accounting*
Ozur, Ron*, Accounting*
Parsakar, Nazissa*, Law*
Ramirez, Laura E.*, Supervision*
Ramirez, Louis V.*, Computer Science Information Technology*
Sanchez, Vicente E.*, Computer Science Information Technology*
Sandlin, Donald L.*, Business*
Seetao, Dave*, Computer Science Information Technology*
Victor, Walter L.*, Accounting*
Zand, Sohrab*, Business*

EDUCATIONAL PROGRAMS

SUBJECTS

- Accounting
- Business
- Computer Science Information Technology
- Finance
- Law
- Management
- Marketing
- Real Estate
- Supervision

SKILLS CERTIFICATES

- Accounting Assistant
- Advanced Accounting Specialist
- Accounting Using QuickBooks Pro
- Real Estate Agent
- Real Estate Appraisal Trainee
- Real Estate Escrow
- Real Estate Sales

CERTIFICATES OF ACHIEVEMENT

- Accounting
- Business Management
- Computer Science Information Technology-Microcomputers
- Computer Science Information Technology-Programming
- Marketing
- Real Estate Broker

ASSOCIATE DEGREE PROGRAMS

- Accounting
- Business Management
- Computer Science Information Technology
- Marketing
- Real Estate

SKILLS CERTIFICATES

Accounting Assistant

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
	Total	***5***

Advanced Accounting Specialist

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2*	Introductory Accounting II	5
	Total	***10***

**This course has a prerequisite.*

Accounting using QuickBooks Pro

SUBJECT & NO.	COURSE	UNITS
ACCTG 32	Accounting Using QuickBooks Pro	3
	Total	***3***

Real Estate Agent

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Principals of Real Estate	3
	Total	***3***

Real Estate Appraisal Trainee

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Appraiser. An appraisal by a licensed appraiser is required for virtually all real estate transactions. There are employment opportunities for appraisers in the banking, insurance, and real estate industries. Much of the coursework is done hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 9	Real Estate Appraisal I	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 21	Real Estate Economics	3
	Total	***9***

Real Estate Escrow

This program is designed to prepare students for employment in an Escrow Office. Much of the coursework is hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 11	Escrow Principles	3
TWO COURSES FROM THE FOLLOWING:		6
REAL ES 1	Real Estate Principles	
REAL ES 3	Real Estate Practices	
REAL ES 5	Legal Aspects of Real Estate I	
REAL ES 7	Real Estate Finance	
REAL ES 12*	Escrow Practices	
REAL ES 13*	Escrow Case Problems	
REAL ES 17	Mortgage Loan Brokering	
	Total	***9***

** This course has a prerequisite.*

Real Estate Sales

This program prepares students for the State Real Estate Salesperson Licensing Examination. A Licensed Real Estate Salesperson sells houses and other real estate under the guidance of a Licensed Real Estate Broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
ONE COURSE FROM THE FOLLOWING:		3
LAW 1	Business Law I	
REAL ES 5	Legal Aspects of Real Estate I	
REAL ES 7	Real Estate Finance	
REAL ES 9	Real Estate Appraisal I	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
REAL ES 21	Real Estate Economics	
ACCTG 1	Introductory Accounting I	
	Total	***9-11***

** This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Accounting

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
OR		
ACCTG 21	Bookkeeping and Accounting I	3
AND		
ACCTG 22	Bookkeeping and Accounting II	3
ACCTG 2*	Introductory Accounting II	5
ACCTG 3*	Intermediate Accounting I	3
ACCTG 15*	Tax Accounting I	3
ACCTG 28	Accounting Computer Laboratory	2
BUS 1	Introduction to Business	3

BUS 15	Business Statistics	3
LAW 1	Business Law I	3
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 200*	Microcomputers in Business	3
ACCTG 11*	Cost Accounting	3
OR		
ACCTG 12*	Auditing	3
OR		
ACCTG 16*	Tax Accounting II	3
	Total	***36-37***

**This course has a prerequisite.*

Business Management

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
FINANCE 2	Investments	3
OR		
FINANCE 8	Personal Finance and Investments	3
SUPV 1	Elements of Supervision	3
MGMT 13	Small Business Entrepreneurship	3
MGMT 15	Small Business Management II	3
MARKET 1	Principles of Selling	3
MARKET 11	Fundamentals of Advertising	3
MARKET 31	Retail Merchandising	3
PUB REL 1	Principles of Public Relations	3
	Total	***35***

Computer Science Information Technology - Microcomputers

This program is designed to give students fundamental entry- level job skills, a marketable level of computer literacy, and an opportunity to transfer most of the Computer Science Information Technology courses to a four-year university. These courses provide students with the basics of computer concepts, terminology, applications software, programming and the Internet.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 208*	Beginning BASIC Programming	3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems	3
CO SCI 237	Teleprocessing Systems and Protocols	3
	Total	***18***

**This course has a prerequisite.*

Computer Science Information Technology - Programming

This program enables students to gain much needed programming experience with mainframe computers as well as microcomputers. These experiences will enable students to advance from several entry-level jobs to higher positions in supervision, business management, and systems analysis.

SUBJECT & NO.	COURSE	UNITS
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 208	Beginning BASIC Programming	3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 243	Programming in C++	3
CO SCI 290	Programming in JAVA	3
	Total	***15***

**This course has a prerequisite.*

Marketing

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business.

Local business associations cooperate in offering suitably paid employment experience to students.

SUBJECT & NO.	COURSE	UNITS
BUS 1	Introduction to Business	3
BUS 15	Business Statistics	3
CO SCI 201	Introduction to Computers and Their Uses	3
SUPV 1	Elements of Supervision	3
MGMT 13	Small Business Entrepreneurship	3
MGMT 15	Small Business Management II	3
MARKET 1	Principles of Selling	3
MARKET 11	Fundamentals of Advertising	3
MARKET 12	Advertising Copy and Layout	3
MARKET 31	Retail Merchandising	3
SOC 4	Sociological Analysis	3
OR		
PSYCH 13	Social Psychology	3
	Total	***33***

Real Estate Broker

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Broker. A licensed real estate broker sells houses and other real estate properties independently or under the guidance of another broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 3	Real Estate Practices	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3
THREE COURSES FROM THE FOLLOWING:		9-11
ACCTG 1	Introductory Accounting I	
LAW 1	Business Law I	
REAL ES 1	Real Estate Principles	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
	Total	***24-26***

** This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

Accounting, Associate in Arts Degree

This program is designed for the student who wishes to become an accountant, or to do accounting work of an advanced and technical nature in public or private accounting. (The student who plans to transfer to a college or university with junior standing should follow the lower division requirements of the chosen institution).

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I	5
OR		
ACCTG 21	Bookkeeping and Accounting I	3
AND		
ACCTG 22	Bookkeeping and Accounting II	3
ACCTG 2*	Introductory Accounting II	5
ACCTG 3*	Intermediate Accounting I	3
ACCTG 11*	Cost Accounting	3
ACCTG 12*	Auditing	3
ACCTG 15*	Tax Accounting I	3
ACCTG 28	Accounting Computer Laboratory	2
BUS 1	Introduction to Business	3
CO SCI 200*	Microcomputers in Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
FINANCE 8	Personal Finance and Investments	3
LAW 1	Business Law I	3
SUPV 1	Elements of Supervision	3
THREE UNITS FROM THE FOLLOWING:		3
ACCTG 16*	Tax Accounting II	
ACCTG 45*	Governmental Accounting I	
LAW 2	Business Law II	
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***63-64***

**This course has a prerequisite.*

Business Management, Associate in Arts Degree

This program is designed for the student ambitious to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1*	Introductory Accounting I	5
BUS 1	Introduction to Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
FINANCE 2	Investments	3
FINANCE 8	Personal Finance and Investments	3
LAW 1	Business Law 1	3
MARKET 1	Principles of Selling	3
MARKET 11	Fundamentals of Advertising	3
MARKET 12	Advertising Copy and Layout	3
MARKET 31	Retail Merchandising	3
MGMT 13	Small Business Entrepreneurship	3
MGMT 15	Small Business Management II	3
SUPV 1	Elements of Supervision	3
PUB REL 1	Principles of Public Relations	
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***62***

**Accounting 21 and 22 may be taken instead of Accounting 1.*

Computer Science Information Technology, Associate in Arts Degree

This program is designed to prepare students to gain experience in the computer field. It gives students entry-level job skills and the opportunity to transfer to a four-year university.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 208*	Beginning BASIC Programming	3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems	3
CO SCI 237	Teleprocessing Systems and Protocols	3
CO SCI 243	Programming in C++	3
CO SCI 257	Introduction to Web Page Design	3
CO SCI 290	Programming in JAVA	3
UC OR CSU TRANSFERABLE ELECTIVE COURSE		3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
	Total	***60***

**This course has a prerequisite.*

Marketing, Associate in Arts Degree

This program is intended for students who intend to pursue careers which include retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also intended for those who plan to operate their own business.

SUBJECT & NO.	COURSE	UNITS
BUS 1	Introduction to Business	3
BUS 15	Business Statistics	3
CO SCI 201	Introduction to Computers and Their Uses	3
FINANCE 2	Investments	3
FINANCE 8	Personal Finance and Investments	3
MGMT 13	Small Business Entrepreneurship	3
MGMT 15	Small Business Management II	3
MARKET 1	Principles of Selling	3
MARKET 11	Fundamentals of Advertising	3
MARKET 12	Advertising Copy and Layout	3
MARKET 31	Retail Merchandising	3
PUB REL 1	Principles of Public Relations	3
SOC 4	Sociological Analysis	3
OR		
PSYCH 13	Social Psychology	3
SUPV 1	Elements of Supervision	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***60***

Real Estate, Associate in Arts Degree

This program is designed to prepare students to work in the real estate field as salespersons or real estate brokers. In this program, students learn fundamental aspects of real estate in all areas such as real estate finance, real estate economics, real estate appraisal, real estate escrow and property management.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3

REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3
TWELVE UNITS FROM THE FOLLOWING:		**12**
ACCTG 1	Introductory Accounting I	
CO SCI 200*	Microcomputers in Business	
LAW 1	Business Law I	
LAW 2	Business Law II	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 21	Real Estate Economics	
TWELVE UNITS FROM THE FOLLOWING:		**12**
ACCTG 15	Tax Accounting I	
BUS 15	Business Statistics	
FINANCE 8	Personal Finance and Investments	
MARKET 12	Advertising Copy and Layout	
GENERAL EDUCATION REQUIREMENTS PLAN B		**18**
	Total	***60-62***

**This course has a prerequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Accounting (ACCTG)

1 Introductory Accounting I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Business Administration majors who intend to transfer to a four-year college are advised to take this course their third semester.

This course offers a complete study of the basic accounting process used throughout the accounting cycle. Among the topics presented are journal entries, posting to ledger, adjusting and closing entries, payroll, accruals, deferrals, bad debts, cash inventories, accounts and notes payable, accounts and notes receivables, and fixed assets.

2 Introductory Accounting II (5) UC:CSU

Prerequisites: Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22.

LECTURE, 5 HOURS.

This course surveys the principles and practices used in accounting for partnerships, corporations, stocks, bonds, statement of cash flows, financial statement analysis, managerial accounting, manufacturing costs, variable and fixed costs, job order cost, process cost, standard cost, budgeting, product pricing, capital statement analysis, performance evaluation using variances from standard cost and differential analysis.

3 Intermediate Accounting I (3) CSU

Prerequisite: Accounting 2.

LECTURE, 3 HOURS.

This course provides complete analytical application and an advanced review of topics discussed in Accounting I and II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, asset acquisition and leases.

11 Cost Accounting (3) CSU

Prerequisite: Accounting 2.

LECTURE, 3 HOURS.

This course covers both managerial and cost accounting, with emphasis on cost and non-cost systems; types of cost; elements of cost; cost behavior; variances for labor, materials and overhead; indirect expenses; allocation of cost to by-products; standard cost and budgets.

12 Auditing (3) CSU

Prerequisite: Accounting 2.

LECTURE, 3 HOURS.

This course offers a study of the principles of auditing and the techniques used in conducting an audit and explores the requisite skills and knowledge needed to conduct an audit of financial statements. Practice is given in the preparation of audit working papers and audit reports.

15 Tax Accounting I (3) CSU

Prerequisite: Accounting 2.

LECTURE, 3 HOURS.

This course is a study of Federal Income Taxes as they apply to individuals and sole-proprietorships and in analysis of appropriate tax laws. Consideration of applicable accounting procedures and preparation of reports and returns are emphasized.

16 Tax Accounting II (3) CSU

Prerequisite: Accounting 15.

LECTURE, 3 HOURS.

This course continues the study of Federal Income Taxes, and the analysis of laws as well as consideration of appropriate accounting procedures and preparation of reports and returns as they apply to partnerships, limited liability companies, corporations, and S corporations.

19 Ethics for Accounting Professionals (2)

LECTURE, 2 HOURS.

This course is a survey and study of ethics in business and accounting areas including the study of moral values, personal integrity, professional accountability, business legitimacy, equity and fairness. This course also includes the study of the Sarbanes-Oxley Act, Codes of conduct, Circular 230, and case analysis.

21 Bookkeeping and Accounting I (3) UC:CSU

LECTURE, 3 HOURS.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

This course is designed for a student interested in a general knowledge of basic accounting principles, but seeks a shorter, more concentrated course than is offered in Introductory Accounting. It's best suited for a student who is not an accounting or business administration major, who is seeking occupation in the business or secretarial field or for personal bookkeeping procedures.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21.

LECTURE, 3 HOURS.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

Accounting 22 is the second half of Accounting 1. Topics presented include: voucher system; payroll; notes; bad debts; inventories; cost of merchandise sold; classification of assets and liabilities; depreciation methods; adjustments; financial statement analysis and internal control.

28 Accounting Computer Laboratory (2) CSU

LABORATORY, 4 HOURS.

This course provides practice in the operation of typical accounting business software applications on a microcomputer. Students have to complete a company's practice set using accounting business software to record transactions, adjustments, and the presentation of financial statements.

32 Accounting Using QuickBooks Pro (3)

LECTURE, 3 HOURS.

This course to perform accounting uses QuickBooks software applications with an emphasis on setting up new companies, data input, updating information on lists, analyzing information, generating reports, and decision making using case studies.

45 Governmental Accounting I (3)

LECTURE, 3 HOURS.

This course is designed to support the development of an understanding of Generally Accepted Accounting Principles (GA/ASP), Governmental Accounting Standards Board (GASB) and financial reporting standards for state and local government organizations. Topics include government accounting concepts, budget preparation and control, fund accounting, debt and fixed asset accounting, Comprehensive Annual Financial Report (CAFR) financial reporting and various other accounting concepts applicable to governmental accounting.

46 Governmental Accounting II (3)

Prerequisite: Accounting 45.

LECTURE, 3 HOURS.

This course is a continuation of Accounting 45. It provides intense study of the accounting and financial reporting procedures for governmental sectors. Promulgated accounting standards, conceptual issues, and special topics are examined. The emphasis is on proprietary and fiduciary fund categories as well as financial reporting, auditing, budgeting and performance measures for state and local governments.

931 Cooperative Education – Accounting (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education – Accounting (4) CSU

Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

Business (BUS)

1 Introduction to Business (3) UC:CSU

Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

This course is designed to introduce the student to many areas in general business and to inform students about additional information regarding opportunities in business. The course also covers business in a changing world and the global marketplace.

15 Business Statistics (3) CSU

Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

In this course, the student practices collection, tabulation and presentation of data; averages and index numbers, economic trends and cycles, correlation, and the application of these methods to the solution of practical business problems which include central tendency, measures of dispersion, normal distribution, hypothesis testing, correlation and analysis of variance.

931 Cooperative Education (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU

Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

Computer Science Information Technology (CO SCI)

200 Microcomputers in Business (3) CSU

Prerequisite: Computer Science Information Technology 201.

LECTURE, 3 HOURS.

This course develops critical thinking skills as applied to technological advances. Students 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.

201 Introduction to Computers and Their Uses (3) UC:CSU

LECTURE, 3 HOURS.

This course gives students an introduction to the uses, concepts, techniques and terminology of computing. Lectures and course materials place the possibilities and problems of computer use in historical, economical and social contexts. The course provides college-level and workplace skills in word processing, spreadsheets and presentation graphics. The course also provides familiarization with databases and programming and includes Internet methods and procedures.

208 Beginning Visual Basic Programming (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

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 the Visual Basic 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.

233 Microcomputer Database Programming (3) CSU

Prerequisite: Computer Science Information Technology 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This class includes a complete presentation of database management using Access, including database design, creation of tables, reports, forms, queries, macros and modules, toolbars, and Structured Query Language (SQL). Also included in this course are the use of the Internet for these products and Object Linking and Embedding (OLE) product integration.

234 Operating Systems (3) CSU

Prerequisite: Computer Science Information Technology 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

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.

237 Introduction to Computer Networks (3) CSU

LECTURE, 3 HOURS.

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.

243 Programming in C++ (3) UC:CSU

Prerequisite: Computer Science Information Technology 201.

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This course covers C++ syntax, control and data structures. The software life-cycle considered includes design, development, styles, documentation, testing, maintenance, case studies and software projects. Critical features of the language presented include objects, encapsulations, inheritance and polymorphism. Object-oriented design will be introduced.

255 Electronic Commerce (e-Commerce) (3) CSU

Prerequisite: Computer Science Information Technology 201.

LECTURE, 3 HOURS.

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 and marketing on the Web, business-to-business strategies, virtual communities and Web portals, Web server hardware and software, electronic commerce software, and electronic commerce security.

257 Introduction to Web Page Design (3) CSU

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This course is designed to provide detailed instruction in designing, revising, publishing, and maintaining a web site on the Internet.

290 Programming in JAVA (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches the fundamental principles of object-oriented programming design and concepts, using the Java programming language. It teaches the basics of the Java programming language using the latest version of the Java Standard Edition Development Kit. 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, methods and functions; use of arrays to sort and search data lists; and designing graphics applications and Applets.

185 Directed Study - Computer Science Information Technology (1) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students with the opportunity to gain additional programming and operating skills on a micro, midrange or mainframe computer on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education – Computer Science Information Technology (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Computer Science Information Technology (4) CSU

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Finance (FINANCE)

2 Investments (3) CSU

LECTURE, 3 HOURS.

In this course, students learn the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information. Topics such as analysis of industrial, railroad, public utility, and various government securities, functions and operations of the investment market, techniques of floating securities, and investments investigations and testing are covered.

8 Personal Finance and Investments (3) CSU

LECTURE, 3 HOURS.

This course presents the theory and practice involved with applying financial problems met in everyday living. Functions of financial institutions that exist to serve the consumer are included. Also included are a selection of services to choose from such as borrowing money, buying insurance, buying a new home, and buying stocks and bonds.

Law (LAW)

1 Business Law I (3) UC:CSU
(UC Credit Limit for Law 1+2 combined: maximum credit, one course).
LECTURE, 3 HOURS.
This course covers the legal essentials of such topics as background of the law, contracts, agency, personal property, bailments, sales through the media of textual Subject matter, lectures, cited cases, and various questions and problems.

2 Business Law II (3) UC:CSU
(UC Credit Limit for Law 1+2 combined: maximum credit, one course).
LECTURE, 3 HOURS.
This course covers the essentials of such topics as partnerships, corporations, real and personal property, suretyship, wills and bankruptcy through the media of textual Subject matter, lectures, cited cases, and various questions and problems.

3 Civil Rights and the Law (3) CSU
LECTURE, 3 HOURS.
This course will cover the comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution, due process of law, freedom of speech and press, freedom of expression, freedom of religion, racial and sexual equality, right to privacy, and other related topics with emphasis on recent U.S. Supreme Court decisions interpreting individual rights.

13 Wills, Trusts and Probate Administration (3) CSU
LECTURE, 3 HOURS.
This course provides a study of the fundamental principles of the law of wills and trusts, including will and trust formation; an examination of the organization of jurisdiction of the California Probate Court; and an overview of the administration of estates in probate.

18 Marriage and Family Law (3) CSU
LECTURE, 3 HOURS.
This course presents fundamental common laws and statutory concepts of family law with emphasis on California's Community Property Laws.

931 Cooperative Education – Law (3) CSU
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Law (4) CSU
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Management (MGMT)

13 Small Business Entrepreneurship (3) CSU
LECTURE, 3 HOURS.
This course provides a systematic approach to developing and operating a successful small business. The areas of study include: Personal qualifications for starting and managing a small business, determining the market opportunity, legal procedures, planning and marketing the business, location factors, capital requirements, protective factors to provide for risk, and personnel management. Students gain experience through the development of a business plan.

15 Small Business Management II (Advanced) (3) CSU
LECTURE, 3 HOURS.
This course provides the student with an opportunity to explore problems and causes of problems in small businesses. Up-to-date solutions are also considered.

Marketing (MARKET)

1 Principles of Selling (3) CSU
LECTURE, 3 HOURS.
This course covers the basic principles of selling including wholesale and specialty goods. Topics include the development of the fundamental principals of wholesale and speciality selling, including the development of the sales plan, securing customers, effective goods and service presentation, product analysis, handling objections, closing the sale, follow-up and service after the sale, and the skills needed for successful sales work.

11 Fundamentals of Advertising (3) CSU
LECTURE, 3 HOURS.
This course introduces students to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of social media, such as television, radio, newspapers, magazines, and the Internet are integrated into the advertising campaign.

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

Real Estate (REAL ES)

1 Real Estate Principles (3) CSU
LECTURE, 3 HOURS.
Note: This course is required by the State of California prior to taking the California State Examination for a real estate salesperson license.
This is a beginning course in real estate which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math.

3 Real Estate Practices (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 3 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
This is a practical course for agents. It offers guidelines in areas such as listing agreement and purchase and sale agreements, pricing property, qualifying the purchaser, agency relationships, financing, title and escrow, appraisal, and other information pertinent to real estate. All salespersons and brokers are required to take this course prior to taking their state licensing examination.

5 Legal Aspects of Real Estate I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 5 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

A study of those aspects of real property law most commonly encountered by salesmen and brokers in their real estate practice. Among the topics covered are contracts, mortgages, deeds of trust, homesteads, voluntary and involuntary liens, land descriptions, acquisition and transfer of property, easements, as well as a cursory review of the development of real estate law in California.

7 Real Estate Finance I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 7 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course covers the principles of real estate money and credit; analysis of money, markets, rates, new regulations and procedures for financing real estate: policies, problems, rules and current trends. Types of lenders, methods of qualifying, uses of mortgages, trust deeds and leases; financial analysis of real properties; and conventional, FHA, Cal Vet and VA loans are also covered. Operation of mortgage companies, insurance companies, and savings and loan associations. Methods of financing properties are emphasized.

9 Real Estate Appraisal I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 9 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit property.

10 Real Estate Appraisal II (3) CSU

LECTURE, 3 HOURS.

This course partially satisfies the state licensing requirements for Real Estate Salesperson, Real Estate Broker, and Residential Appraiser licenses. This is an advanced course in real estate, appraisal principles and methods. It offers appraisal principles, guidelines, and training in current appraisal theory and practice. This course addresses all of the topics listed in the educational requirements for state appraiser licensing and certification, including Uniform Standards of Professional Appraisal Practices (USPAP). This course builds on the techniques, principles and methods learned in either Appraisal I or in the real estate field and introduces the principles and methods used to appraise small income property, commercial property, and vacant land.

11 Escrow Principles (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 11 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course is designed as an introduction to the principles of escrow. The course content includes instruction in legal implications, methods, techniques, and responsibilities of an escrow officer.

14 Property Management (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 14 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

A basic course in the management of income properties, including residential management, shopping center management, office buildings, condominium management, and other types of management. Other topics covered will include negotiating leases, maintenance, landlord/tenant law and other related topics.

17 Mortgage Loan Brokering (3)

LECTURE, 3 HOURS.

This course provides students broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokerage and lending in the State of California.

21 Real Estate Economics (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 21 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include urban structural relationships, real estate market analysis, problems of subdividing, and governmental relationship to real estate development.

24 Common-Interest Developments (3) CSU

LECTURE, 3 HOURS.

This course satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It defines and explains the principles and laws regulating common-interest developments. It compares and contrasts the differences among condominium, townhouse, own-your-own apartment, stock cooperative, and other planned unit developments. Topics include the study of the formation, development, management, purchase, sale and lease involving California common-interest developments. The course presents an analysis of state and federal laws that govern the various aspects of common-interest developments and Homeowner's Associations.

931 Cooperative Education – Real Estate (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Real Estate (4) CSU

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Supervision (SUPV)

1 Elements of Supervision (3) CSU

LECTURE, 3 HOURS.

A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.

Chemistry Department

H8-127 • *(323) 265-8649*

Faculty

Khuu, Alan T., *Chair, Associate Professor*
Ghazarian, Dr. Vahan, *Assistant Professor*
Ow, Dr. Franklin P., *Associate Professor*
Rivera-Figueroa, Dr. Armando, *Associate Professor*
Ross, Dr. James, *Assistant Professor*
Valverde, Vanessa, *Associate Professor*

Adjunct Associate Professors

Adeva, Dr. Angelita D.
Carpenter, Dr. Rick
Godjoian, Dr. Gayane
Ho, Dr. Nam N.
Jabalameli, Dr. Ali
Jaramillo, Dr. Veronica
Labadzhyan, Gagik
Valdez, Conrad M.
Wang, Dr. Maw Song
Zhou, Elaine

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Chemistry (CHEM)

51 Fundamentals of Chemistry I (5) CSU

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

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.

65 Introductory General Chemistry (4) UC:CSU IGETC Area 5A, 5C

(UC Credit Limit: No credit for 65 if taken after 101).

Prerequisite: Satisfactory completion of Mathematics 115.

Advisory: Mathematics 125.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This is an introductory course that prepares students to take Chemistry 101. It presents the basic principles, laws, and theories of general chemistry. This course emphasizes problem-solving skills as they apply to chemical principles. Topics include measurements, significant figures, scientific notation, dimensional analysis, nomenclature, periodic trends, bonding models, atomic and molecular structure, chemical reactions, stoichiometry, thermochemistry, gases, solutions, acids, and bases.

101 General Chemistry I (5) UC:CSU IGETC Area 5A, 5C

Prerequisites: Mathematics 125 and satisfactory completion of Chemistry 65 or acceptable level of skill as demonstrated in the Chemistry Placement Process.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course represents an intensive technical program in general and inorganic chemistry for those in the various professional curricula demanding competence in the utilization of basic chemical principles and information. Emphasized are the relationships between the structure and the properties of matter. Chemical principles are presented both qualitatively and quantitatively. Topics include: stoichiometry, colligative properties, gases, thermochemistry bonding, and solution chemistry. The course has a laboratory component that emphasizes the quantitative aspect of chemistry; further- more the lab component introduces students to the study of chemistry–both physical and chemical changes-using current environmental examples.

102 General Chemistry II (5) UC:CSU IGETC Area 5A, 5C

Prerequisite: Satisfactory completion of Chemistry 101.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course continues the topics presented in Chemistry 101. Emphasis on kinetics, equilibrium, electrochemistry, transition metals and coordination chemistry are emphasized. The laboratory program includes qualitative and quantitative analysis applied to environmentally related topics.

211 Organic Chemistry for Science Majors I (5) UC:CSU IGETC Area 5A

Prerequisite: Satisfactory completion of Chemistry 102.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This is the first part of a two-course sequence presenting the structure, equilibrium, nomenclature including conformational analysis, potential energy plots, hybridization, stereochemistry, preparation and mechanisms of reactions of aliphatic hydrocarbons and related functionalities. A mechanistic approach to reactions and a focus on multi-step synthesis is emphasized throughout the course. The laboratory presents the techniques of preparation, isolation, and analysis of organic compounds employing standard and modern instrumental methods. This course also emphasizes the use and interpretation of Nuclear Magnetic Resonance (NMR) and Infrared (IR) Spectroscopy in the analysis and identification of organic compounds.

212 Organic Chemistry for Science Majors II (5) UC:CSU IGETC Area 5A, 5C

Prerequisite: Satisfactory completion of Chemistry 211.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course is a continuation of Chemistry 211 with additional emphasis on reaction mechanisms, stereochemistry, organic synthesis of a variety of organic compounds including but not limited to aromatic compounds, alcohols, phenols, amines, heterocyclics, aldehydes, ketones, carboxylic acid and it's derivatives, enoles, enolates, carbohydrates, amino acids, polypeptides, nucleic acids, lipids, and synthetic polymers. A mechanistic approach to reactions and a focus on multi-step synthesis is emphasized throughout the course. The laboratory presents more techniques of preparation, isolation and analysis of organic compounds employing modern instrumental analysis. This course also emphasizes the use and interpretation of Nuclear Magnetic Resonance (NMR), Ultraviolet (UV), Infrared (IR), and Mass Spectroscopy in the analysis and identification of organic compounds.

Chicana/o Studies Department

C2-5 • (323) 415-4194, FAX: • (323) 260-8179

The major in Chicano Studies provides an excellent background for students interested in a variety of careers. A multi-disciplinary program, Chicano Studies offers courses in the Social Sciences, Humanities, and Basic Skills Development. The program generates an awareness and understanding of Mexican Americans in the United States. Moreover, it provides excellent preparation for students interested in careers in Education, Law, Social Welfare, Public Administration and/or Business.

A student may obtain an Associate in Arts Degree in Chicano Studies by successfully completing 21 units or more in the major in addition to satisfying graduation requirements.

Faculty

Flores, Rudolph E., *Chair, Professor*
Bermudez, Nadine, *Assistant Professor*
Gutierrez, Gerardo, *Associate Professor*
Lopez, Felipe, *Professor*
Moctezuma, Rosalinda, *Assistant Professor*
Romo, Mary, *Assistant Professor*
Tapia, Beatriz, *Associate Professor*

Adjunct Associate Professors

Briceno, Gerardo
Chavez, Lucila
Martinez, Javier
Melchor, Leonard
Mendoza, Ruben
Monzon, Andrew
Parra, Fernando
Rovero-Herrera, Angelita
Sandoval, Tony L.
Santillan, Richard
Urita-Lopez, Haydee
Valles, Rodrigo

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM

- Chicano Studies

ASSOCIATE DEGREE PROGRAM

Chicano Studies

ASSOCIATE IN ARTS

The Chicano Studies major generates an awareness and understanding of Mexican Americans in the United States. It provides excellent preparation for students interested in careers in education, Law, Social Welfare, Public Administration and/or Business.

SUBJECT & NO.	COURSE	UNITS
CHICANO 2	The Mexican-American in Contemporary Society	3
CHICANO 4	Introduction to Chicana/o Studies	3
CHICANO 7	The Mexican-American in the History of the United States I	3
CHICANO 8	The Mexican-American in the History of the United States II	3
CHICANO 37	Chicano Literature	3
CHICANO 44	Mexican Civilization	3
CHICANO 47	The Mexican-American Woman in Society	3
CHICANO 54	Mexican-American Arts in American Culture	3
	Subtotal	***21***
GENERAL EDUCATION REQUIREMENTS PLAN A		30
SIX UNITS FROM THE FOLLOWING:		6
ANTHRO 102	Human Ways of Life: Cultural Anthropology	
ASIAN 1	The Asian in America	
CHICANO 50	Gender and Sexuality in Chicano/Latino Communities	
CHICANO 57	Chicanas and Chicanos in Film	
HISTORY 5	History of the Americas I	
HISTORY 6	History of the Americas II	
SOC 11	Race and Ethnic Relations	
SPANISH 1	Elementary Spanish 1 or higher	
	Total	***60***

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS (CHICANO)

Chicano Studies

2 The Mexican-American in Contemporary Society (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention will be given to the social, cultural, economic and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

3 Sociology and Psychology of the Latin American (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

The general focus of the course examines the psychological and sociological influences on the Latino/Mexican population within the U.S. Sociocultural and developmental factors will also be covered. The application to Latinos of traditional psychological and sociological theories, developmental theories, and empirical research will be examined and evaluated.

4 Introduction to Chicana/o Studies (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course is an introductory study of the discipline of Chicana/o Studies. This course examines race, ethnicity and culture in the Chicano/Latino community. It considers the movements for social change which created ethnic studies programs in the United States.

7 The Mexican-American in the History of the United States I (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

Note: Chicano Studies 7 and 8 can either be taken in sequence or independently.

A survey of United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course provides a background in the political and social development of both the 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.

8 The Mexican-American in the History of the United States II (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course is a survey of the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and it's impact on the historical development of a Mexican American ethnic identity in the United States.

19 History of Mexico (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This survey course covers the entire span of Mexican history. It includes a consideration of the Indian civilization, the Spanish period, the War of Independence, the turmoil of the nineteenth century (the Mexican-American War, French invasion, etc)., the period of Diaz, the 1910 Revolution (Villa, Zapata, etc)., the post- Revolution period, and a view of trends in contemporary Mexico.

20 The Mexican American In California (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course surveys the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican Years and lastly, the Anglo Presence, with special emphasis on California. A greater emphasis is given to the role of the Chicano/Latino people in the economic, political, social and cultural development of California from the time of the Spanish Empire to the present.

22 Chicano/a and Latino/a Healthcare Issues (3) CSU

LECTURE, 3 HOURS.

This course explores health issues as well as conventional and alternative healthcare practices in the Chicano/Latino community. Special emphasis is placed upon the impact of socio-economic and environmental issues and nutritional and cultural attitudes regarding health and healing in Chicano/Latino communities.

24 Scholastic and Personal Development (3) CSU

LECTURE, 3 HOURS.

The basic goals of the course are to help students acquire a critical understanding of themselves and their culture and to recognize and understand the importance of self worth in an academic setting.

37 Chicano Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

An introductory analysis of the literary, social and cultural aspects of the novel, short story, essay, poetry and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American Society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

42 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 42 or Spanish 12.

This course introduces the student to contemporary Mexican literature and culture (with a background of earlier aesthetic works). Students will read translations of major literary writers.

44 Mexican Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 44 or Spanish 16.

This course considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, and music of Mexico as they evolved from Colonial times to the present are included. The course are also examines the present-day culture of the Mexican-American as influenced by cultural Mexican heritage and life in the United States.

46 Mexican-American Folklore (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course introduces the student to conventional studies of folklore, with special emphasis on the Mexicano/ Chicano. The various folklore genres e.g. myths, legends, folk tales, folk medicine, folk speech, and related topics will be introduced, evaluated and analyzed in the context of historical and contemporary issues.

47 The Mexican-American Woman in Society (3) UC:CSU IGETC Area 4C
LECTURE, 3 HOURS.

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.

50 Gender and Sexuality in Chicano/Latino Communities (3) UC:CSU
LECTURE, 3 HOURS.

This course investigates diverse approaches to gender and sexuality among Chicano/Latino populations in the United States. Topics include cultural notions of masculinity and femininity in the family and religion. Special emphasis is placed upon the intersections of race, class, gender and how the diversity of sexuality shapes and impacts the Chicano/Latino community.

51 Mexican Art - Pre-Columbian and Colonial (3) UC:CSU IGETC Area 3A, 3B
LECTURE, 3 HOURS.

This course is a survey of the art of Mexico from pre-history to the nineteenth century. A chronological study covering the various indigenous civilizations, the encounter with European cultures, and the development of a Mexican art from the combination of the two cultures. Emphasis is given to the continuity of a distinctive Mesoamerican philosophical and religious outlook as manifested in painting, sculpture, architecture, and ceramics studied, and their utilitarian and ceremonial use.

52 Mexican Art-Modern (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

This course is a survey of the pictorial arts of Mexico prior to and during the 20th century. The course focuses on the political and philosophical ideologies that influenced the broad range of arts that evolved in Mexico's Modernist period, including the evolution of Chicano art and iconography.

54 Mexican-American Arts in American Culture (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.

This course focuses on Mexican and Mexican-American arts, literature and music. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States.

56 Chicano/a Youth and Gangs (3) CSU
LECTURE, 3 HOURS.

This course explores the root causes of why people join gangs and seeks to understand society's response to them. It reviews the current thinking and research on Chicano gangs and incorporates discussions of anecdotal experiences from the barrio.

57 Chicanas and Chicanos in Film (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

The basic goals of the course are to help students acquire a critical understanding of themselves and their culture and to recognize and understand the importance of self worth in an academic setting.

58 Latin American Dance Cultures (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.

This class focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyles as they are expressed through movement. Students explore and analyze folk dances and how they reflect the world view of people who practice them. Movements from selected dances to recognize the quality of movement and relationship between religious and secular dances are also analyzed.

62 Religion in Mesoamerica (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course presents the origin, nature, and function of religion in the individual and culture with emphasis upon and reference to outstanding personalities. Sacred writings, and basic features of the leading religions of Mesoamerica, both Pre-Columbian and Contemporary also are considered.

80 Chicano Politics (3) UC:CSU IGETC Area 4C
LECTURE, 3 HOURS.

This course focuses on contemporary Chicano studies and politics. Special attention is devoted to theoretical approaches to the study of Chicano politics: Community, state and national political organizations, the electoral process, immigration policies, the legislative process, and feminist politics.

185 Directed Study - Chicano Studies (1) CSU

285 Directed Study - Chicano Studies (2) CSU

385 Directed Study - Chicano Studies (3) CSU
CONFERENCE: 1 HOUR PER WEEK PER UNIT.

The above courses are for mature students to develop their ability to research a specific Subject area in Chicano Studies outside the traditional classroom lecture framework and to gain the benefit of individual direction from the supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Child, Family and Education Studies Department

F7-305 • *(323) 415-5060*

Child, Family and Education Studies incorporates three disciplines of study: Child Development, Family and Consumer Studies, and Education. Child, Family and Education Studies offers a combination program of academic and vocational courses that enables the student to: graduate with an Associate in Arts degree, transfer, obtain a certificate for entry-level positions, or engage in professional development opportunities for advanced Certificates of Achievement.

There is a high public demand for early education programs for young children. Since there is considerable evidence, including brain research, that environment influences the development of young children, it is critical that well-trained students utilize "best practices" as either a parent or an early childhood educator. Students with a background in the child development discipline are able to pursue professional opportunities in many fields other than teaching, including production of children's films, books and magazines; educational television; children's toys and educational software; community and/or support services such as home visitor, family services; early intervention; and child advocacy at local, state, and national levels.

For those students pursuing Family and Consumer Studies courses, the discipline provides courses in marriage and family life and nutrition. In addition, as life span increases, so will the need for senior services and gerontology courses. All three disciplines provide educational opportunities for one to develop skills and competencies for multiple roles for home, family, and career.

Faculty

Benjamin, Michele D*, Chair, Assistant Professor, Child Development*
Benavides, Julie*, Professor, Child Development*
Gonzalez, Elvia B.*, Professor, Child Development*
Mendiola, Alicia R.*, Professor, Child Development*
Rivas, Maria R.*, Associate Professor, Child Development*
Soriano, Maribel*, Associate Professor, Child Development*
Thompson, Brigette*, Professor, Child Development*
Velazquez, Janice.*, Assistant Professor, Family and Consumer Studies*
Wilbur, Linda S.*, Professor, Child Development*

Adjunct Associate Professors

Armendariz, Phyllis G.*, Child Development*
Bass Keer, Wendy*, Child Development*
Bazikyan, Ivet*, Family and Consumer Studies*
Benavides, Celina*, Child Development*
Briggs, Phillip*, Family and Consumer Studies*
Cagigas, Marcia*, Child Development*
Castaneda, Delia*, Child Development*
Chelstrom, Aura*, Child Development*
Chukumerije, Julia*, Family and Consumer Studies*
Coleman, Mary I.*, Child Development*
Dixon, Dorothy C.*, Family and Consumer Studies*
Gayton, Martha M.*, Child Development*
Hilger, Rosalie*, Child Development*
Huezo, Claudia*, Child Development*
Jen, Caroline*, Child Development*
Jimenez, Linda I.*, Child Development*
Juarez, Monica*, Child Development*
Manning, Kay M.*, Child Development*
McLaughlin, Regina*, Child Development*
Meyers, Joni L.*, Child Development*
Minnix, Michele A.*, Child Development*
Monterroso, Doris*, Child Development*
Norman, Mary V.*, Child Development*
Ozuna, Dr. Margaret C.*, Child Development, Family and Consumer Studies*
Perez, Guadalupe*, Child Development*
Price, Gaile L.*, Child Development*
Rivas, Josefina*, Child Development*
Sigala, C.A.*, Child Development*
Sparks, William*, Child Development*
Udeochu, Mercy J.*, Child Development*
Uribe, Maria G.*, Child Development*
Volkov, Renee M.*, Child Development*
Warth, Kathy*, Child Development*

EDUCATIONAL PROGRAMS

SUBJECTS

- Child Development
- Education
- Family and Consumer Studies

SKILLS CERTIFICATES

- Associate Teacher: Teacher - Certificate 1
- Family Child Care Provider
- Children with Special Needs Emphasis

CERTIFICATES OF ACHIEVEMENT

- Child Development: Teacher - Certificate 2
- Site Supervisor - Certificate 3
- Infant/Toddler Emphasis

ASSOCIATE DEGREE PROGRAM

- Child Development
- Early Childhood Education for Transfer

SKILLS CERTIFICATES

Associate Teacher: Teacher - Certificate 1

This first certificate of the Child Development program is designed for students who wish to become a teacher in an Early Childhood Program. The certificate meets Title 22 and 5 guidelines. Requires 50 days (of at least 3 hours per day) teaching experience supervised by a full-time permitted and/or credentialed teacher in an approved and licensed ECE setting. Experience can be paid and/or volunteer and must be met within the last two years from the date of certificate application submission.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles and Practices	3
CH DEV 11	Home, School, and Community Relations	3
ONE COURSE FROM THE FOLLOWING:		3
CH DEV 3	Creative Experiences For Children I	
CH DEV 4	Creative Experiences for Children II	
	Total	***12***

Family Child Care Provider

These Skills Certificates provide education and training for students wishing to become licensed Family Child Care Providers, and for those who are already licensed providers and wish to increase their training and education.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	Health, Safety and Nutrition	3
CH DEV 50	Parenting: Family Life Focus	1
CH DEV 51	Parenting: Home and School Focus	1
CH DEV 52	Parenting: Community Resources Focus	1
CH DEV 60	Introduction to Family Child Care I	1
CH DEV 61	Introduction to Family Child Care II	1
CH DEV 1	Child Growth and Development	3
OR		
CH DEV 62	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 63	Creative Curriculum in a Family Child Care Setting	2
OR		
CH DEV 3	Creative Experiences For Children I	
OR		
CH DEV 4	Creative Experiences for Children II	3
	Total	***12-14***

Children With Special Needs Emphasis

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood Principles and Practices	3
CH DEV 44	Programs for Children with Special Needs I	3
CH DEV 45	Programs for Children with Special Needs II	3
	Total	***12***

CERTIFICATES OF ACHIEVEMENT

Satisfactory grades must be earned in all courses.

Teacher - Certificate 2

Qualifies student to apply for teacher permit issued by the California Commission on Teacher Credential Experience (either paid and/or volunteer). Must equal 175 days of teaching experience, working at least 3+ hours per day within four years in an approved setting by the department and licensed setting.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles and Practices	3
CH DEV 3	Creative Experiences For Children I	3
CH DEV 4	Creative Experiences for Children II	3
CH DEV 10	Health, Safety and Nutrition	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 22*	Practicum in Child Development I	4
CH DEV 42	The Child in a Diverse Society	3
	Total	***25***
	General Education requirements	***16***

At least one course is required from each of the four general education categories. See Page 71 General Education for selections.

English Math/Science Social Science Humanities

Total of Certificates 1 and 2 40-41

**This course has a prerequisite.*

Site Supervisor - Certificate 3

This program is designed for students who wish to become a site supervisor in an Early Childhood Title 22 program. Experience requirements include completion of 350 days of 3+ hours per day within four years, including at least one year of supervising adults in ECE settings in an approved and licensed setting.

SUBJECT & NO.	COURSE	UNITS
COMPLETION OF CERTIFICATES 1 AND 2		40-41
CH DEV 38*	Administration and Supervision of Early Childhood Programs I	3
CH DEV 39*	Administration and Supervision of Early Childhood Programs II	3
CH DEV 65*	Adult Supervision/Early Childhood Mentoring	2
	*****TOTAL ADDITIONAL UNITS***	***8***

**This course has a prerequisite.*

***Further courses may be needed to qualify for Child Development Permit Matrix level of Site Supervisor.*

Infant/Toddler Emphasis

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 30*	Infant and Toddler Studies I	3
CH DEV 44	Programs for Children with Special Needs I	3
	Total	***12***

**This course has a prerequisite*

DEGREE PROGRAMS

Child Development, Associate in Arts Degree

This program is designed for those to work in the early care and education related fields with children and their families from birth to adolescence.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood Principles and Practices	3
CH DEV 3	Creative Experiences for Children I	3

CH DEV 4	Creative Experiences for Children II	3
CH DEV 10	Health, Safety and Nutrition	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 22*	Practicum in Child Development I	4
CH DEV 23	Practicum in Child Development II	4
CH DEV 34*	Observing and Recording Children's Behavior	3
CH DEV 42	The Child in a Diverse Society	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
SEVEN UNITS FROM THE FOLLOWING:		7
CH DEV	15, 30, 36, 37, 38, 39, 44, 45, 46, 50, 51, 52, 60, 61, 62, 63, 65, and 931 or 941.	
FAM &CS	21, 31, 34	
EDUC	1	
ELECTIVES - ANY CSU OR UC TRANSFERABLE COURSE		3
	Total	***60***

**This course has a prerequisite*

Associate in Science in Early Childhood Education for Transfer

The Associates in Arts in Early Childhood Education for Transfer focuses on the theory and practice of early childhood care and education for children from birth to age eight. Students must complete 60 required semester units of CSU transferable course work. A grade of "P" (pass) is not acceptable for the major courses. The course of study includes the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers. Students prepare to transfer to four-year schools to pursue advanced degrees in child development with the eventual goal of becoming Early Childhood Education (ECE) program directors, center principals, elementary school teachers, resource specialists, ECE resource specialists, consultants, or finding employment in related human service fields.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	Child Growth and Development	3
CH DEV 2	Early Childhood: Principles and Practices	3
CH DEV 7	Introduction to Curriculum in Early Childhood Education	3
CH DEV 10	Health, Safety and Nutrition	3
CH DEV 11	Home, School, and Community Relations	3
CH DEV 22*	Practicum in Child Development I	4
CH DEV 34*	Observing and Recording Children's Behavior	3
CH DEV 42	The Child in a Diverse Society	3
	Subtotal	***25***
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		1 - 2 UNITS
	CSU GE Pattern or IGETC	***33-34***
	Total	***60***

**This course has a prerequisite*

Note: 37 - 39 GE unit total is reduced due to double counting of 3 units of major courses towards IGETC or 6 units towards CSU GE.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Child Development (CH DEV)

1 Child Growth and Development (3) UC:CSU IGETC area 4I (C-ID CDEV 100)
LECTURE, 3 HOURS.

This is an introductory child development course that examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences, and analyze characteristics of growth and development at various stages.

2 Early Childhood: Principles and Practices (3) CSU (C-ID ECE 120)
LECTURE, 3 HOURS.

This course provides an examination of the underlying theoretical and philosophical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity.

3 Creative Experiences for Children I (3) CSU
LECTURE, 3 HOURS.

This course explores creative experiences for young children. Class instruction prepares students in designing and implementing developmentally appropriate teaching strategies, use of materials and media in the areas of visual arts, music, dramatic play, rhythm and movement, and literacy experiences. The importance of culture, tradition and home language is supported throughout the curriculum. Emphasis is on ways to make decisions and create and maintain a classroom atmosphere that allows creative expression, encourages and supports the interests and talents of children.

4 Creative Experiences for Children II (3) CSU
LECTURE, 3 HOURS.

Values the explorations of early math, science, and social science creative learning experiences designed to support young learners' (children ages 0-8) construction of knowledge of the concepts and skills essential to the basic understanding of mathematics, science, and the social sciences in early education programs. Encompasses planning early math, science, and social science creative experiences that are developmentally appropriate and culturally relevant in an organized and sequential approach, referring to inquiry-based and early basic scientific methodology. Includes naturalistic, informal, and structured experiences for young children.

7 Introduction to Curriculum in Early Childhood Education (3) CSU (C-ID ECE 130)

LECTURE, 3 HOURS.

This course provides an overview of the knowledge and skills to provide appropriate integrated curriculum and environments for young children from birth to age six. Students examine the impact that the interplay of quality interactions and curriculum development in early childhood education has on early brain development. The teacher's role in supporting optimal development and learning for all young children using appropriate observation and assessment strategies is emphasized. This course provides strategies for best practices based on observation, assessment, and planning across the curriculum, including academic content areas, play, art, and creativity, and development of social-emotional, communication, and cognitive skills.

10 Health, Safety and Nutrition (3) CSU (C-ID ECE 220)

LECTURE, 3 HOURS.

This course is an overview of the components of the Health, Safety, and Nutritional components of an early care and education program. Planning and issues of operating a child development program under the Title 22 Department of Social Services Community Care Licensing regulations are considered. Also included is a review of common childhood diseases, universal health precautions, First Aid and CPR requirements, environmental safety, nutritional planning, and special health considerations of the young child. Students are required to pass the American Red Cross Adult/Pediatric First Aid and Adult/Infant CPR Certification course or demonstrate current certification.

11 Child, Family and Community (3) CSU (C-ID CDEV 110)

LECTURE, 3 HOURS.

This course is a study of the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: social influences on parenting styles, communication, child-rearing and the relationships between the child, family and the school is studied.

22 Practicum in Child Development I (4) CSU (C-ID ECE 210)

Prerequisites: All of the following: Child Development 1, 2, 3, 4, 10, 11 and 34.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: Tuberculosis clearance is required.

This course provides supervised experience in an approved licensed infant/toddler program, child development program, special education center, or other early care and education setting. Students relate all previous theory and curriculum courses to practical application in an approved early education classroom setting. State law requires a TB test (Mantoux Test) or chest X-ray and criminal record clearance. In addition to the seminar class, students are required to complete a minimum of 108 hours at an APPROVED field site.

23 Practicum in Child Development II (4) CSU

Prerequisites: Child Development 22 and 42.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: Tuberculosis clearance is required.

This course provides an advanced practicum experience in an approved early childhood education setting. Students apply observation and assessment strategies to plan, implement, and evaluate developmentally appropriate activities and demonstrate techniques that promote partnerships between teachers and families. Students assigned to directed practicum demonstrate professional and ethical behaviors. State law requires a TB test (Mantoux Test) or chest X-ray and criminal record clearance. In addition to the seminar class, students are required to complete a minimum of 108 hours at an APPROVED field site.

30 Infant and Toddler Studies I (3) CSU

Prerequisite: Child Development 1.

LECTURE, 3 HOURS.

Note: Tuberculosis clearance is required.

In this course, students learn the cognitive/language, social/emotional, and perceptual/motor developmental domains and milestones of infants from birth to 36 months as well as an overview of major theories including attachment, brain development, the value of play, early intervention and relationship-based care in the context of family systems: Culture, home language, and traditions. Students are introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

32 Teacher Assistant in the Elementary Classroom (3) CSU

Prerequisite: Child Development 1.

LECTURE, 3 HOURS.

This course is an introduction to effective collaborative teaching practices in the elementary classroom and the role of the teacher assistant. Methods and skills related to instruction in the elementary classroom are addressed to assist future educators to determine personal educational goals and to maintain their teaching autonomy.

34 Observing and Recording Children's Behavior (3) CSU (C-ID ECE 200)

Prerequisite: Child Development 1.

Advisory: Child Development 2.

LECTURE, 3 HOURS.

Note: Tuberculosis clearance may be required.

This course examines appropriate use of assessment and observation strategies to document and interpret children's growth and development, and learning to join families and professionals in promoting children's success. The student explores forms of documentation such as anecdotal notes, running records, rating scales, portfolios, and other forms that help to guide curriculum, support adaptations, and communicate progress. Includes opportunity for observation in the field.

36 Literature for Early Childhood (1) CSU

LECTURE, 1 HOUR.

This course is an overview of early development of desirable attitudes towards reading and writing. A survey of literature suitable for children birth to six, with emphasis on techniques of selection and presentation methods.

37 Literature for School Age Children (2) CSU

Advisory: Child Development 36.

LECTURE, 2 HOURS.

This course is a survey of literature appropriate for children ages 6 -12 years. Emphasis is given to selection, evaluation and presentation of literature using developmental characteristics and needs of children. Includes development of appropriate curriculum materials for the classroom with a literature emphasis. Recommended for early childhood and primary school teachers and parents.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

Prerequisites: Child Development 1, 2, 3, 4, 10 and 11.

LECTURE, 3 HOURS.

This course prepares the student to establish and administer an early childhood program. Financial aspects of administration and regulations pertaining to administration are emphasized. The course partially fulfills the licensing requirements for the director.

39 Administration and Supervision of Early Childhood Programs II (3) CSU

Prerequisite: Child Development 38.

LECTURE, 3 HOURS.

This course provides training for administrators of early childhood programs on a variety of topics pertaining to administering an early childhood program. Topics include: Leadership principles and practices, decision making processes, supervision and staff development, conflict resolution strategies, building family partnerships, and leading with emotional intelligence.

42 Teaching in a Diverse Society (3) CSU (C-ID ECE 230)

LECTURE, 3 HOURS.

This course examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education, and schooling. It focuses on culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course involves self-reflection of one's own understanding of educational principles in integrating anti-goals in order to better inform teaching practices and/or program development.

44 Early Intervention for Children with Special Needs (3) CSU

LECTURE, 3 HOURS.

This course is designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies, and curriculum to meet the needs of differently abled children from birth through preschool.

45 Programs for Children with Special Needs (3) CSU

Advisory: Child Development 1.

LECTURE, 3 HOURS.

Note: Tuberculosis clearance may be required.

This course is an introduction to the study of exceptional children, emphasizing their relationship to society. This course also includes assessment, classification and special characteristics of children with disabilities. An overview of programs and services is included with observation in private and public special education programs.

46 School Age Programs I (3) CSU

LECTURE, 3 HOURS.

This course is designed for students interested in working with school age children in before and after school programs. An overview of programs and services and development of curriculum that is developmentally appropriate is evaluated. Theories related to the growth and development of school age children and issues related to school age programs are explored.

50 Parenting: Family Life Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed for students interested in parent training with emphasis on family life. Includes parent-child relationships, alternatives in parenting styles, child development and family resources.

51 Parenting: Home and School Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed for students interested in parent training. Includes child-parent-teacher-school relationships, parenting and teaching styles, and school strategies in parent involvement and parent education. Emphasis is on effective parent/school relationships.

52 Parenting: Community Resources Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed to for those interested in parent training. Includes parent-child relationship, alternatives in parenting styles, child development, and family resources. Emphasis is placed on community resources.

60 Introduction to Family Child Care I (1) CSU

LECTURE, 1 HOUR.

This course discusses the business and operations of a Family Child Care Home and provides an overview of entrepreneurship in developing a family child care home-based business. Introductory topics include small business start-up, state licensing regulations, business management, policies and procedures in operating a Family Day Care business, environmental design, and curriculum planning.

61 Introduction to Family Child Care II (1) CSU

LECTURE, 1 HOUR.

This course considers strategies that can enhance the operations of a family child care home (small business) and reduce the business risks. Overview of tax recordkeeping, marketing, legal and insurance aspects specifically related to the family child care business.

62 Developmental Profiles: Pre-Birth Through Age Eight (2) CSU

LECTURE, 2 HOURS.

This course presents concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It also reviews the most commonly encountered terms and concepts in child development literature.

63 Creative Curriculum in a Family Child Care Setting (2) CSU

LECTURE, 2 HOURS.

Note: Child Development 3 or 4 can be substituted for this course.

This course is designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes art, music and movement, language and literacy, early math, dramatic play, and cooking.

65 Adult Supervision/Early Childhood Mentoring (2) CSU

Prerequisite: Child Development 39.

LECTURE, 2 HOURS.

This course is an overview of methods and principles of mentoring and supervision of adults in early childhood education settings. Topics explored include environmental quality assessment, performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

185 Directed Study - Child Development (1) CSU

285 Directed Study - Child Development (2) CSU

385 Directed Study - Child Development (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Child

Development on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS OF DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education – Child Development (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Child Development (4) CSU

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Education (EDUC)

1 Introduction to Teaching (3) UC:CSU

LECTURE, 3 HOURS.

This course is for those seeking a profession in the field of education. Topics include the school as a social agency, teaching as a vocation, and personal and professional qualifications required of a teacher. The course also focuses on state curriculum standards and effective classroom management strategies.

Family and Consumer Studies (FAM &CS)

21 Nutrition (3) UC:CSU

LECTURE, 3 HOURS.

This course reviews scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. It includes an overview of digestion and metabolism of nutrients. Foods are discussed as a source of nutrients, and the evidence is reviewed as to the effects of nutrition on health. The emphasis of the course is on issues of current interest and on worldwide problems of food nutrition. Personal dietary assessment, synthesizing data from computerized dietary program and family tree, appraises nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit and nourishing the body.

31 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J

LECTURE, 3 HOURS.

This course examines marriages and families as institutions within American society and as dynamic systems leading to interpersonal growth and intimate relationships over the course of the family life cycle. The course explores the diversity of family patterns and marriages in the U.S. as well as comparisons to non-Western cultures. Areas of study include, but are not limited to, gender roles, sexuality, marital interaction and power, parenting issues, financial matters and divorce and remarriage.

34 Child Nutrition (3) CSU

LECTURE, 3 HOURS.

This course focuses on basic principles covering the nutritional needs of pregnant/lactating women/infants and children to promote optimum physical/mental development and disease prevention. Special emphasis is placed on nutritional planning and education for children through the development of nutrition plans, individual projects, curriculum, and materials.

185 Directed Study - Family and Consumer Studies (1) CSU

285 Directed Study - Family and Consumer Studies (2) CSU

385 Directed Study - Family and Consumer Studies (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS OF DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Computer Applications and Office Technologies Department

E7-420 • *(323) 265-8954*

The Computer Applications and Office Technologies department has consistently made a valuable contribution in assisting students to meet their goals for entry-level employment or advancement in employment, college transfer, or personal enrichment in the office technologies field. As society and business rely more heavily on computers, new jobs and career opportunities in this area continue to expand. The employment outlook is excellent for persons who are well-qualified and up-to-date with the latest office technology. Salaries are excellent and tied to training and education.

The CAOT Department at ELAC offers degrees and Certificates of Achievement, including MOS and IC3 Certifications, which are designed to develop the knowledge, skills, and attitudes needed by workers in today's dynamic office environment. Students are taught in classrooms and labs that are up-to-date in technology and contemporary in appearance.

The CAOT Department has recently incorporated a new program in Logistics (goods movement). The rapid expansion of the global economy has made Logistics among the fastest-growing industries in Southern California. Two short Skills Certificates can be earned in this area: Technology and Logistics - Level 1 (11 units) and Technology and Logistics - Level 2 (17 units). The skills certificate courses emphasize the use of technology in the manufacturing, wholesale, retail, distribution and transportation industries as well as the global economy.

Faculty

Shibata, Elaine Y, *Chair, Professor*
Baity, Brenda, *Professor*
Cross, Karen, *Associate Professor*
Frise, Daniel, *Professor*
Garcia, Dennis, *Associate Professor*
Hsiao, Rebecca, *Professor*
Paredes, Gerri, *Professor*

Adjunct Associate Professors

Beaudine, Liz
De La Torre, Judy
Medina, Leonardo
Moriarty, Cynthia
Shiota, Jean
Swicegood, Mark
Tan, Kary
Yu, Michael
Wyszpolski, Jon J.

EDUCATIONAL PROGRAMS

SUBJECTS

- Computer Applications and Office Technologies
- Logistics

SKILLS CERTIFICATES

- Logistics Material Handling Certification
- Mobile Apps
- Technology and Logistics Level 1
- Technology and Logistics Level 2

CERTIFICATES OF ACHIEVEMENT

- Administrative Assistant
- Clerical Assistant
- Customer Service Representative
- Executive Assistant
- Internet Specialist
- Legal Secretary
- Office Assistant
- Office Systems Specialist
- Technology & Logistics
- Transcriber
- Word Information Processor

ASSOCIATE DEGREE PROGRAMS

- Executive Assistant
- Legal Secretary
- Office Systems Specialist
- Technology & Logistics

Transfer Note: Transfer students earn credit for CSULA's course CIS 100 (Business Computer Systems) by completing CAOT 35 (Concepts in Information Systems).

SKILLS CERTIFICATES

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Logistics Material Handling Certification

This skills certificate is designed for students who want a fast-track course of study that will prepare them for certification in the Logistics Industry. Warehouse distribution, and hub operation, flow of goods and documents, shipping and receiving concepts, warehousing software, barcodes, radio frequency identification, and data collection will be covered. In addition, GIS (Geographic Information Systems), global supply chain, quality control, hazardous materials, and U.S. Customs regulations will be discussed.

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
	Total	***11***

Mobile Apps

SUBJECT & NO.	COURSE	UNITS
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 140	Technology for the Virtual Office	2
CAOT 151	Mobile Apps for Academic Success	1
CAOT 152	Mobile Apps for Business	3
	Total	***9***

Technology and Logistics Level 1

SUBJECT & NO.	COURSE	UNITS
CAOT 82**	Microcomputer Software Survey in the Office	3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
MATH 105	Arithmetic	3
OR		
MATH 110*	Introduction to Algebraic Concepts	5
OR		
MATH 115*	Elementary Algebra	5
OR		
MATH 125*	Intermediate Algebra	5
	Total	***11-13***

**This course has a prerequisite.*

***This course has an advisory course.*

Technology and Logistics Level 2

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for a career in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications	3
CAOT 48	Customer Service	3
CAOT 82**	Microcomputer Software Survey in the Office	3
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
MATH 105	Arithmetic	3
OR		
MATH 110*	Introduction to Algebraic Concepts	5
OR		
MATH 115*	Elementary Algebra	5
OR		
MATH 125*	Intermediate Algebra	5
	Total	***17-19***

**This course has a prerequisite.*

***This course has an advisory course.*

CERTIFICATES OF ACHIEVEMENT

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Administrative Assistant

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
	Total	***36***

**This course has a prerequisite.*

***This course has an advisory course.*

Clerical Assistant

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3

CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
	Total	***28***

***This course has an advisory course.*

Customer Service Representative

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and a reference for information on how an organization can deliver service excellence.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I	3
OR		
CAOT 62	Personal Computer Keyboarding	2
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 48	Customer Service	3
CAOT 82**	Microcomputer Software Survey in the Office	3
	Total	***13-14***

***This course has an advisory course.*

Executive Assistant

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	
OR		
CAOT 86**	Microcomputer Office Applications: Database (Access)	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
	Total	***41***

**This course has a prerequisite.*

***This course has an advisory course.*

Internet Specialist

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level Internet and Web design skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 62	Personal Computer Keyboarding	2
OR		
CAOT 1	Computer Keyboading I	3
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office	3
CAOT 109**	Web Multimedia For the Office	3
	Total	***14-15***

***This course has an advisory course.*

Legal Secretary

This program prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government and the courts.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 23**	Legal Office Procedures I	5
CAOT 24*	Legal Office Procedures II	5
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 82**	Microcomputer Software Survey in the Office	3
LAW 1	Business Law I	3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 92**	Computer Windows Application	2
	Total	***42***

**This course has a prerequisite.*

***This course has an advisory course.*

Office Assistant

This Certificate of Achievement 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.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	Computer Keyboarding I	3
OR		
CAOT 62	Personal Computer Keyboarding	2
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 82**	Microcomputer Software Survey in the Office	3
	Total	***12-13***

***This course has an advisory course.*

Office Systems Specialist

This certificate program is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 86**	Microcomputer Office Applications: Database (Access)	3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
CAOT 140	Technology for the Virtual Office	2
CAOT 145	ePortfolio	1
	Total	***44***

***This course has an advisory course.*

Technology & Logistics

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
CAOT 32**	Business Communications	3
CAOT 35	Concepts in Information Systems	3
CAOT 48	Customer Service	3
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 133	How to Succeed I an Online Course	1
OR		
CAOT 145	ePortfolio	1
	Total	***24***

***This course has an advisory course.*

Transcriber

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 92**	Computer Windows Application	2
	Total	***28***

**This course has a prerequisite.*

***This course has an advisory course.*

Word Information Processor

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 35	Concepts in Information Systems	3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 92**	Computer Windows Application	2
CAOT 97	Introduction to the Internet for CAOT	3
	Total	***31***

**This course has a prerequisite.*

***This course has an advisory course.*

ASSOCIATE DEGREE PROGRAMS

Executive Assistant, Associate in Arts Degree

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 35	Concepts in Information Systems	3
CAOT 92**	Computer Windows Application	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 33	Records Management and Filing	2
CAOT 34	Business Terminology	2
CAOT 82**	Microcomputer Software Survey in the Office	3
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	
OR		
CAOT 86**	Microcomputer Office Applications: Database (Access)	3
CAOT 97	Introduction to the Internet for CAOT	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications	3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5
	Total	***60***

**This course has a prerequisite.*

***This course has an advisory.*

Legal Secretary, Associate in Arts Degree

This program prepares the student for a secretarial position in the offices of attorneys, the legal departments of private industries, federal, state, county, or city government and the courts.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
GENERAL EDUCATION REQUIREMENTS PLAN B		6

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 35	Concepts in Information Systems	3
CAOT 82**	Microcomputer Software Survey in the Office	3
LAW 1	Business Law 1	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 23**	Legal Office Procedures I	5
CAOT 33	Records Management and Filing	2
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 24*	Legal Office Procedures II	5
CAOT 32**	Business Communications	3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 92**	Computer Windows Application	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4
	Total	***60***

**This course has a prerequisite.*

***This course has an advisory.*

Office Systems Specialist, Associate in Arts Degree

This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 35	Concepts in Information Systems	3
CAOT 140	Technology for the Virtual Office	2
CAOT 145	ePortfolio	1
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 34	Business Terminology	2
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)	3
CAOT 92**	Computer Windows Application	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications	3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing	2
CAOT 97	Introduction to the Internet for CAOT	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education	4
CAOT 86**	Microcomputer Applications: Database (Access)	3
CAOT 107**	Microcomputer Office Applications Advanced Web Design for the Office	3
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4
	Total	***62***

***This course has an advisory course.*

Technology & Logistics, Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	Introduction to Logistics in the Nontraditional Office	1
LOGTIC 102	Business Terminology for Logistics	2
LOGTIC 103	Records Management for Logistics	2
LOGTIC 104	Logistics: Cornerstone Essentials	3
LOGTIC 105	Green Logistics and GIS Technology	3
CAOT 32**	Business Communications	3
CAOT 35	Concepts in Information Systems	3
CAOT 48	Customer Service	3
CAOT 82**	Microcomputer Software Survey in the Office	3
CAOT 133	How to Succeed I an Online Course	1
OR		
CAOT 145	ePortfolio	1
	Subtotal	***24***

General Education Courses Plan A

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	9
Area C	Humanities	3
Area D	Language and Rationality	12
Area E	Health and Physical Education	3
	Subtotal	***30***
SIX UNITS FROM THE FOLLOWING:		6
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)	3
CAOT 86**	Microcomputer Office Applications: Database	3
CAOT 92**	Computer Windows Application	2
CAOT 111**	Microcomputer Office Applications: Electronic Communications	2
CAOT 140	Technology in the Virtual Office	2
CAOT 145	ePortfolio	1
GEOG 31	Introduction to Geographic Information Systems	3
INTBUS 1	International Trade	3
INTBUS 3	Export Procedures 1	3
INTBUS 4	Import Procedures 1	3
ACCTG 1	Accounting 1	5
SUPV 1	Elements of Supervision	3
	Total	***60***

***This course has an advisory course.*

SUBJECTS & COURSE DESCRIPTIONS

Computer Applications and Office Technologies (CAOT)

1 Computer Keyboarding I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides basic training in proper keyboard technique and use of the computer to build speed and accuracy. Correct keying of letters, envelopes, tables, memorandums, and reports is also introduced, as well as proofreading with accuracy.

2 Computer Keyboarding II (3) CSU

Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: Entering students should be able to key 30 gross words a minute.

This course provides a thorough training in keying business and personal letters, tables, manuscripts, and memorandums on computers using word processing software. Emphasis is placed on keyboarding techniques, improving speed and accuracy on timed writings, and developing proofreading skills.

3 Computer Keyboarding III (3) CSU

Advisory: CAOT 2.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: Ability to key 40 gross words per minute.

Note: First semester students should take CAOT 2.

This course provides advanced training in creating decision-making production assignments. Medical and legal office applications are introduced, along with designing and creating office forms and publications for various industries. Continued emphasis is placed on skill building, language arts exercises, speed and accuracy.

9 Computer Keyboarding Improvement (1) CSU

Advisory: CAOT 1 or CAOT 62.

LABORATORY, 3 HOURS.

Note: This is not a beginning course; ability to key 30 gross words per minute is suggested.

This course is designed to improve keyboarding speed and accuracy through timed writings, corrective drills, and production using PCs and special speed-building software.

23 Legal Office Procedures I (5)

Advisory: CAOT 2.

LECTURE, 5 HOURS.

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

24 Legal Office Procedures II (5)
Advisories: CAOT 2 and 23.

LECTURE, 5 HOURS.

This course covers law office procedures for the legal secretary, including procedures for federal court filings; preparation of dissolutions of marriage and prenuptial agreements; discussion and processing of adoption forms and of Last Wills and Testaments; identifying criminal law practice procedures; library search of statutes and codes; development of writing citations; review of Latin terminology; review of resume and how to prepare for an interview.

31 Business English (3) CSU

LECTURE, 3 HOURS.

This course is an introductory course in English usage and reviews parts of speech, sentence structure, and punctuation. Basic writing techniques using clear, concise expressions are developed.

32 Business Communications (3) CSU
Advisories: CAOT 31, and CAOT 1 or 62.

LECTURE, 3 HOURS.

This introductory course in business writing stresses logical thought and critical evaluation of communication. Topics covered include the techniques of writing all types of business letters, with emphasis on the application letter; review of the fundamentals of grammar, spelling, and punctuation; and development of business vocabulary. Students develop oral communication skills through presentation of reports.

33 Records Management and Filing (2)

LECTURE, 2 HOURS; LABORATORY, 1 HOUR.

This course is an intensive study of the principles of manual and computerized alphabetic filing. A study of the field of records management, automated records systems, retrieval, retention, and transfer methods, and charge-out and follow-up procedures are discussed. Electronic records management concepts are also introduced.

34 Business Terminology (2) CSU

LECTURE, 2 HOURS.

This course is designed to develop spelling ability and vocabulary enrichment with applications for business use. The proper use of resource materials is emphasized.

35 Concepts in Information Systems (3) CSU

LECTURE, 3 HOURS.

This course provides students with the basis for understanding the concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of an information system with emphasis on the components of the microcomputer, including the system unit and input, output, storage, and communication devices; application software; systems software; the Internet and the World Wide Web; and privacy and security issues.

39 Word Processing: Keyboarding and Operations - (Microsoft Word) (3)
Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides a comprehensive working knowledge of Microsoft Word. Students learn to create, edit and format documents; manage and print documents, envelopes, and labels; customize document elements; use headers, footers, and footnotes, insert and manipulate images, WordArt, SmartArt, shapes, and tables; proof documents using Spell Check, custom dictionary, thesaurus, and research features; insert symbols, special characters, and hyperlinks in documents; and create and design charts.

41 Office Methods (4)
Advisory: CAOT 1 or CAOT 62.

LECTURE, 4 HOURS.

This course is designed to teach the concepts and procedures used in today's automated office. Topics covered include oral and written communication skills; electronic mail and mail services; stress, anger, and time management; ethics in the office environment; meetings and conferences; travel arrangements; proofreading of documents; preparation of a resume and job interview techniques and strategies.

48 Customer Service (3) CSU

LECTURE, 3 HOURS.

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide a reference for information on how an organization can deliver service excellence. The information will be 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).

62 Personal Computer Keyboarding (2)

LECTURE, 1 HOUR; LABORATORY 2 HOURS.

This beginning course is for students who are non-majors who wish to learn the fundamentals of touch keyboarding and apply these fundamentals in the keying of personal letters and academic reports on a computer.

82 Microcomputer Software Survey in the Office (3) CSU
Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

85 Microcomputer Office Applications: Spreadsheet (Excel) (3) CSU
Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course is designed to teach office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format and print worksheets. Emphasis is on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database (Access) (3) CSU
Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and PivotCharts and sharing database information with other software applications are also covered.

91 Microcomputer Office Applications: Advanced Word Processing (2)

Advisory: CAOT 39.

LECTURE, 1.5 HOURS; LABORATORY, 1.5 HOURS.

This course reinforces advanced Microsoft Word software skills with the use of a wide variety of business documents. Some of the advanced features emphasized are merging documents, sorting and selecting, managing lists, page numbers, headers, footers, and shared documents, inserting and customizing quick parts, customizing autocorrect and word options, customizing themes, formatting with styles, protecting and preparing documents, inserting endnotes, footnotes and references, creating indexes, creating forms, using outline view and formating with macros.

92 Computer Windows Application (2) CSU

Advisory: CAOT 1 or CAOT 62.

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course provides an in-depth study of a Windows operating system, Windows 7. Covers the Windows 7 environment, the Windows 7 desktop, folder and file management, personal information management and communication, developing a personal work environment, and customizing the computer using the control pane.

97 Internet for Business (3)

LECTURE, 2 HOURS; LABORATORY 3 HOURS.

This course provides an overview of the Internet. Students learn to use electronic mail, file transfer protocol, search engines, and Internet browsers. Additionally, students learn to design and create Web pages utilizing HTML.

107 Microcomputer Office Applications: Web Design for the Office (3) CSU

Advisory: CAOT 97.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides an overview of web design tools. Students learn the basics of Web page design and HTML by creating and editing web pages with links, tables, frames, forms and images.

109 Web Multimedia for the Office (3) CSU

Advisory: CAOT 97.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides hands-on implementation skill in using multimedia tools to create and maintain Web sites. Students develop multipage Web sites for the high-tech office environment that incorporate links, graphics, Animation, and other multimedia capabilities using Macromedia Studio (Dreamweaver, Flash, Fireworks, and Freehand).

111 Microcomputer Office Applications: Electronic Communications (2) CSU

Advisory: CAOT 82.

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course also provides a brief introduction to the use of Microsoft Windows 7 speech recognition feature.

133 How to Succeed in an Online Course (1)

LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.

This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to etudes, as well as the soft skills needed to be successful in an online environment.

140 Technology for the Virtual Office (2)

LECTURE, 2 HOURS; LABORATORY, 1 HOUR.

This course is designed to teach the fundamental use of nontraditional office devices and online technologies. Using Tablet PC, Cell Phone, and PDA handheld devices, students learn to use utilities, adjust settings, and enter, edit, and retrieve information. Office uses of scanners, wireless devices, Voice over Internet Protocol (VoIP) technology, blogs, online social networks, and content aggregators are covered. Synchronization with other applicable devices/programs are discussed.

145 ePortfolio (1)

Advisory: CAOT 1 or CAOT 62.

LECTURE, 1 HOUR; LABORATORY, 1 HOUR.

This course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student's program of study in any field. The electronic portfolio can be used as an ongoing professional resource to display students' achievements and progress, showcase experiences and collections of works, as well as used as a valuable job search tool. This course focuses on the techniques and skills needed to develop the electronic portfolio, the contents of which will be stored digitally and be accessible on the Internet.

151 Mobile Apps for Academic Success (1) CSU

LECTURE, 1 HOUR.

This course is designed to teach the fundamental use of mobile apps for academic success. Students learn how to acquire and use mobile apps. Mobile apps for productivity, including communicating, collaborating, sharing, learning, note-taking, studying, scheduling, and managing time are covered.

152 Mobile Apps for Business (3) CSU

LECTURE, 3 HOURS.

This course is designed to teach the fundamental use of mobile applications for business and provides a foundation for building mobile apps in popular platforms. Students learn about general mobility concerns, available platforms and devices, market share, possibilities for mobile business apps, as well as how to acquire, install, and use existing mobile apps. Mobile apps for marketing and productivity are covered.

185 Directed Study - Computer Applications and Office Technologies (1) CSU

285 Directed Study - Computer Applications and Office Technologies (2) CSU

385 Directed Study - Computer Applications and Office Technologies (3) CSU

LABORATORY, 9 HOURS.

The above courses allow student to pursue Directed Study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A CAMPUS MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education - Computer Applications and Office Technologies (3)

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed)..

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

941 Cooperative Education - Computer Applications and Office Technologies (4)

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed)..

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

Logistics (LOGTIC)

101 Introduction to Logistics in the Nontraditional Office (1)

LECTURE, 1 HOUR.

This short-term course explores the concepts of Logistics in the nontraditional office setting. The emphasis is on state-of-the-art Logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment. Topics include handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the Logistics/warehousing industry as well as job opportunities and careers.

102 Business Terminology for Logistics (2)

LECTURE, 2 HOURS.

This introductory course is designed to develop the spelling ability, vocabulary enrichment, and contextual comprehension of standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and Logistics industries.

103 Records Management for Logistics (2)

LECTURE, 2 HOURS.

This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practices, and technology that is used to maintain and share inventory records between the manufacturing, wholesale, retail, warehousing, and Logistics industries.

104 Logistics: Cornerstone Essentials (3) CSU

LECTURE, 3 HOURS.

This course introduces the fundamental knowledge, skills, and competencies to accomplish the critical workplace activities that are common to all Logistics facilities across a global supply chain. Sucessful completion of this course prepares students to be eligible to take a foundational-level material handling industry certification exam.

105 Green Logistics and GIS Technology (3) CSU

LECTURE, 3 HOURS.

This course introduces environmentally sustainable concepts, technology, and 'Green' sustainable Logistics practices within transportation geography, along with mid-technical level material handling competencies. Fundamental GIS (Geographic Information System) functions are introduced through hands-on training with route scheduling software. Successful completion of this course prepares students to be eligible to take a mid-level Logistics industry material handling certification exam.

Counseling Department

E1-127 • (323) 265-8751

Faculty

Ornelas, Daniel, – *Chair, Professor*
Avila, Margaret, *Professor*
Chavez, Theresa, *Professor*
Dominguez, Kirby, *Assistant Professor*
Frontanez-Loza, Marilyn, *Assistant Professor*
Garcia, Christopher, *Assistant Professor*
Hayashi, Keith, *Professor*
Hernandez-Payan, Michelle, *Professor*
Herrera, Guadalupe, *Associate Professor*
Huang, Janet, *Professor*
Mihara, Kirk-Ken, *Professor*
Morales-Guerra, Suzette A., *Professor*
Negrete, Lourdes, *Associate Professor*
Palomino, Paulina P., *Professor*
Peak, Jessica, *Assistant Professor*
Perez, Alicia, *Assistant Professor*
Rozadilla, Cathleen O., *Professor*
Rudametkin, Lydia, *Professor*
Sandoval, Joseph A., *Professor*
Sherman, Bonnie J., *Associate Professor*
Su, Melari Y., *Professor*
Teola, Dorothy V., *Associate Professor*
Ukita, Courtney, *Professor*
Valle, Ralph, *Professor*

Adjunct associate Faculty

Amezcua, Charles
Estrada, Edward M.
Pelayo, Ignario
Shekerjian, Hrair

SUBJECT

- Personal Development

SUBJECTS & COURSE DESCRIPTIONS

Personal Development (PERSDEV)

1 Introduction to College (1) CSU

LECTURE, 1 HOUR.

This course is designed to provide students with the 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, associate degree, and transfer admission requirements.

4 Career Planning (1) CSU

LECTURE, 1 HOUR.

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 using career information technology. This provides students with insights into their interests, abilities, work values, and personality which gives them the ability to make realistic and informed career choices.

20 Post-Secondary Education: The Scope of Career Planning (3) UC:CSU

LECTURE, 3 HOURS.

This course introduces students to the higher education system and their role as students. Students explore personal attributes needed for college success. Topics covered include: critical thinking skills, effective study strategies, communication skills, diversity issues, time management, health issues and lifestyle choices, the career planning and decision-making process, and transfer and educational planning. An overview of campus resources and policies is also provided.

Engineering and Technologies Department

E7-104 AND E7-314 (323) 265-8858

The Engineering and Technologies Department at ELAC was established in 1965 and offers the most comprehensive Engineering Program in California. The department offers programs and courses in Engineering transfer as well as Career Technology Education(CTE). The two-year Engineering program is designed to prepare students with lower division course requirements for transfer to a four-year engineering program at junior level. The CTE track offers opportunity for retraining the workforce, in addition to engineering students, by earning a Skill Certificates in A+ Training and/or Engineering Graphics, Certificate of Achievement in Engineering Graphics, and Associate of Science in Engineering Graphics & Design. Classes at the ELAC Engineering and Technologies Department are small and, in this intimate setting, learning is greatly enhanced.

The learning is greatly enhanced by faculty interaction with students, small class size and continual guidance from faculty mentors and club advisors are important factors and pillars in students' success. In addition the Engineering and Technologies Department requires all students to do an educational plan and keep it updated during their educational journey at ELAC.

The Engineering Program curriculum includes core courses such as Intro to Engineering, Science and Technology, Object Oriented Programming (C++), Solid Mechanics - Statics, Materials of Engineering, and Electrical Circuits. Additionally the program offers advanced courses like; Introduction to Engineering Design, Digital Circuits Analysis, Solid Mechanics – Dynamics, Strength of Materials, Probability & Statistics for Engineers and Economic Analysis for Engineers. All offered Engineering courses are transferable to University of California or California State University systems depending on the requirements of the four-year engineering school of their choice. The course contents of the curriculum are aligned to transfer universities ABET approved programs to ease the articulation process and to facilitate transfer to baccalaureate engineering programs.

Graduates of this program continue their engineering education at various four-year colleges and universities. Many attend institutions such as UCLA, UCI, UCSD, UC Berkeley, CSULA, CSU Pomona, CSU San Luis, CSU Long Beach, CSU Northridge and University of Southern California. Students pursu. degrees in many types of engineering, including aeronautical engineering, chemical engineering, civil engineering, computer engineering, electrical engineering, industrial engineering, manufacturing engineering, materials or metallurgical engineering and mechanical engineering.

Upon completing the Engineering Program, the graduate will be able to:

- Transfer with junior standing to engineering colleges in the CSU, UC or private systems
- Develop critical thinking skills to solve engineering problems
- Develop math skills and physical concepts for problem solving
- Use the computer as a tool to help in problem solving
- Conduct and write laboratory tests/experiments in a thorough fashion using proper communications skills
- Develop an appreciation of the non-technical, human aspects of engineering
- Recognize the difference between a technician, technologist and an engineer

The Technologies Program curriculum has been recently updated based on the recommendations of the advisory committee and local industries needs in Southern California. The Drafting and CAD programs evolved to Engineering Graphics and Design technology to train engineering technician suitable for the needs in aerospace and manufacturing industries.

The Engineering Club of East Los Angeles College provides a number of leadership opportunities to members. The club structure is comprised of sub-organizations catering to needs of the various engineering disciplines as well as the student body. This structure requires an added component of leadership with the purpose of providing the organization's leaders with the framework, skills, and knowledge that emphasize the importance of Academic Development, Professional Development, Leadership Development, Chapter/Club Development, and Outreach Opportunities.

The mission of the club highlights the importance of motivating aspiring Engineering and Technology students while encouraging an active engagement in the STEM fields. This is accomplished by promoting participation in engineering design competitions (i.e. RoboGames, Human Powered Vehicle Challenge, Shell Eco Marathon) as well as professional leadership organizations/conferences (i.e. SHPE, SWE, MAES, NSBE, CLSA, ASME, ASCE, IEEE, etc.). Activities hosted by the sub-clubs include club socials, fundraisers, study nights, celebrating Engineers Week and Noche De Ciencias, guest speakers, company tours and more. Join us today. Visit: https://sites.google.com/site/elaceclub/

Faculty

Ramirez, Jose C, *Chair, Associate Professor, Engineering*
Davidian, Artin M., *Assistant Professor, Engineering*
Gallegos, Dr. Humberto A., *Assistant Professor, Engineering*
Khashayar, Kamyar, *Associate Professor, Engineering*
Retig, David A., *Professor, Electronics*

Adjunct Associate Professors

Botterud, Scott, *Electronics*
Ghaforyfard, Parvaneh, *Engineering*
Mesghli, Dr. Farid, *Engineering*
Reascos, Christian G., *Engineering*
Shekerjian, Hrair P., *Engineering*
Su, William, *Engineering*
Vazquez, Brian, *Engineering*
Villanueva, Eddie, *Electronics*
Wu, Dr. Chivey, *Engineering*

EDUCATIONAL PROGRAMS

SUBJECTS

- Electrical Engineering Technology
- Electronics
- Engineering Graphics & Design
- Engineering Support
- General Engineering
- Industrial Technology
- Manufacturing and Industrial Technology

SKILLS CERTIFICATE

- A+ Certification Training
- Engineering Graphics

CERTIFICATES OF ACHIEVEMENT

- Engineering Graphics

ASSOCIATE DEGREE PROGRAMS

- Engineering Graphics and Design Technology

SKILLS CERTIFICATES

A+ Certification Training

The East Los Angeles College Electronics Department offers an "A+ Certification Training" program. Students who successfully pass the program requirements are eligible to take the A+ Certification examination.

SUBJECT & NO.	COURSE	UNITS
ELECTRN 120	A+ Certification Training	9
	Total	***9***

Engineering Graphics

The Engineering and Technologies Department offers an Engineering Graphics & Design Technology program leading to a skill certificate in Engineering Graphics, which includes instruction in both 2-D and 3-D Computer Aided Drafting software courses. The skill set is achievable in one semester with the completion of three courses (7 units). Many students take advantage of the value of this skill set by working in industry while continuing their education leading to a Certificate of Achievement.

SUBJECT & NO.	COURSE	UNITS
EGD TEK 101	Engineering Graphics with Geometic Dimensioning and Tolerancing	3
EGD TEK 111	2-D Computer-Aided Drafting with Autocad	2
OR		
EGD TEK 112	2-D Computer-Aided Drafting with Microstation	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
OR		
EGD TEK 122	3-D Computer-Aided Design with CATIA	2
	Total	***7***

CERTIFICATE OF ACHIEVEMENT

Engineering Graphics

The Engineering and Technologies Department offers a CAD program leading to a Certificate of Achievement that may enhance employment or promotion within industry, which is pursuable on a part time or full time basis. In addition to the skill set, students will complete 4 more courses (9 units) to fulfill the 16 units requirement for the Certificate of Achievement in Engineering Graphics. This certificate program prepares the student for an entry-level employment in the field of Engineering Graphics Technology (CAD) within the industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical and structural engineering.

SUBJECT & NO.	COURSE	UNITS
EGD TEK 101	Engineering Graphic with Geometric Dimensioning and Tolerancing	3
EGD TEK 111	2-D Computer-Aided Drafting with Autocad	2
OR		
EGD TEK 112	2-D Computer-Aided Drafting with Microstation	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2
OR		
EGD TEK 122	3-D Computer-Aided Design with CATIA	2
EGD TEK 131	CAD-Advanced Applications 3-D	1
IND TEK 103	Technical Writing and Communication	2
IND TEK 105	Industrial Print Reading	3
IND TEK 106	Applied Math for Technology	2
	Total	***15***

ASSOCIATE DEGREE PROGRAM

Engineering Graphics and Design Technology

ASSOCIATE IN SCIENCE DEGREE

The Engineering & Technologies Department offers an Associate in Science Degree in Engineering Graphics & Design Technology. Upon completion of the Certificate of Achievement with at least 2.0 GPA, students should take 2 additional major courses (6 units) in Manufacturing and Processes and Engineering Design. In additional least 6 more units of general electives from Engineering or Architecture or Auto Tech or CAOT or CSIT or Electronics courses as approved by the Engineering Department chair. In additional to major courses, students should fulfill the general education graduation requirements to the total 60 units under Plan A. In addition to enhancement of employment or promotion within industry, this AS degree is a transferable to 4-year programs such as Technology program in CSULA.

For the General elective courses, a minimum of 8 units should be taken from any programs or disciplines in Career Technology Education; such as: Architecture, Auto Tech, CAOT, CSIT, Engineering, Industrial Technology, Manufacturing, or any other Technology program.

SUBJECT & NO.	COURSE	UNITS
EGD TEK 101	Engineering Graphic with Geometric Dimensioning and Tolerancing	3
EGD TEK 111	2-D Computer-Aided Drafting with Autocad	2
OR		
EGD TEK 112	2-D Computer-Aided Drafting with Microstation	2
EGD TEK 121	3-D Computer-Aided Design with SolidWorks	2

OR		
EGD TEK 122	3-D Computer-Aided Design with CATIA	2
EGD TEK 131	CAD-Advanced Applications 3-D	1
IND TEK 103	Technical Writing and Communication	2
IND TEK 105	Industrial Print Reading	3
IND TEK 106	Applied Math for Technology	2
ENG GEN 212	CADD for Engineers II	3
	Subtotal	***29***

Restricted Elective Courses

SUBJECT & NO.	COURSE	UNITS
ENG GEN	102	
ENG GEN	221	
MIT	220	
MATH	115	
MATH	120	
	Subtotal	***7***

General Education Courses Plan A

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	3
Area C	Humanities	3
Area D	Language and Rationality	6
Area E	Health and Physical Education	3
	Subtotal	***18***
FREE ELECTIVES		6
	Total	***49***

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Electrical Engineering Technology (EET)

120 DC Circuits (3) CSU

Prerequisites: Mathematics 125 and General Engineering 102.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS; DISCUSSION, 1 HOUR.

Note: This course is highly recommended for Engineering students planning to take General Engineering 220 and General Engineering 225.

In this introductory course students learn linear circuit analysis and practice its application to areas of importance in electrical engineering such as resistive circuits, Kirchhoff laws, node and loop analysis, Thevenin and Norton theorems, superposition theorem, capacitors and inductors, and AC circuits. Students also perform laboratory exercises to learn how to create circuit designs using electronic components and to use instruments such as millimeters, oscilloscopes, and signal generators.

Electronics (ELECTRN)

120 A+ Certification Training (9)

LECTURE, 6 HOURS; LABORATORY 9 HOURS.

This course covers all areas, both the essentials and practical application exams, from the national CompTIA A+ certification examination. The areas covered are hardware control and configuration, software control and configuration, hardware and software repair, problem solving, maintenance, networking issues and control along with security protocol policies and practices. The areas of training also cover all six of the essentials examination and four of the practical examination of the national CompTIA A+ certification exam.

185 Directed Study - Electronics (1) CSU

285 Directed Study - Electronics (2) CSU

385 Directed Study - Electronics (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow student to pursue Directed Study in Electronics on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Engineering Graphics & Design (EGD TEK)

101 Engineering Graphics with Geometic Dimensioning and Tolerancing (3) UC:CSU

Advisorys: Mathematics 120.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This introductory course covers the fundamentals of traditional board drafting, descriptive geometry, orthographic projection, graphical communication of technical engineering information and Computer-Aided Drafting (CAD). Topics include freehand drawing, lettering, and theory of orthographic and multi-view projections. Basic drafting skills, industry standards and technical graphic practices, and engineering scales are presented. The theory of descriptive geometry is taught including the fundamentals of auxiliary views, coordinate systems, sectioning, dimensioning, lines, planes intersections, visibility, and development. Coordinate dimensioning and geometric dimensioning and tolerancing (GD&T) SubjectS are covered including location tolerance, datum reference, tolerance symbols and feature control frames. An introduction to both 2-D and 3-D CAD, in two separate software packages is given CAD instruction includes drawing set up and settings, creating templates, title blocks, layers, drawing basic geometric objects, extrusion, dimensioning and creating basic engineering drawings such as part and assembly drawings as well as orthographic multi-view drawings.

111 2-D Computer-Aided Drafting with Autocad (2) UC:CSU

Corequisite: Engineering Graphics & Design 101.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is an introductory course in Two-Dimensional Computer-Aided Drafting using AutoCAD. Students learn the basic tools to create and edit a simple drawing. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, parametric tools, basic dimensioning, template building, and plotting.

112 2-D Computer-Aided Drafting with Microstation (2) CSU
Corequisite: Engineering Graphics & Design 101.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is an introductory course in Two-Dimensional Computer-Aided Drafting using MicroStation. Students learn the basic tools to create and edit a simple drawing. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, parametric tools, basic dimensioning, template building, and plotting.

121 3-D Computer-Aided Design with SolidWorks (2) CSU
Prerequisites: Engineering Graphics & Design 111 or 112.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory course in Three-Dimensional Computer-Aided Design and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and making drawing files out of the solid model or the assembly, utilizing SolidWorks 3-D software.

122 3-D Computer-Aided Design with CATIA (2) CSU
Prerequisites: Engineering Graphics & Design 111 or 112.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory course in Three-Dimensional Computer-Aided Design and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and making drawing files out of the solid model or the assembly, utilizing CATIA 3-D software.

131 CAD-Advanced Applications 3-D (1) CSU
Prerequisites: Engineering Graphics & Design 121 or 122.

LABORATORY, 3 HOURS.

This course builds on skills acquired in 2-D and 3-D CAD applications. The course explores advanced computer-aided design and drafting techniques using AutoCAD or MicroStation and SolidWorks or CATIA software. Assembly part modeling and surface modeling are covered. During these training programs, students acquire advanced skills in using a software and design techniques for 3-D structures in various examples toward design, manufacturing, and mechanical applications.

Engineering Support (ENG SUP)

121 Plane Surveying I (3) UC:CSU
(Formerly Civil Engineering 121)
Prerequisite: Mathematics 241.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is a beginning course in plane surveying. Topics include horizontal linear measurements using pacing, steel tape, stadia and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed.

221 Plane Surveying II (3) UC:CSU
(Formerly Civil Engineering 221)
Prerequisites: Engineering Support 121 or Civil Engineering 121.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an advanced course in plane surveying. Topics include topographic survey, earthmoving quantity take-off, horizontal and vertical curves, construction staking, real property survey using electronic data measurement (EDM), application of global positioning system (GPS) and geographic information systems (GIS), and green surveys. Field work is performed.

224 Land Surveyor-In-Training (LSIT) (2)
Prerequisite: Engineering Support 221 or Civil Engineering 221.

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
Note: This course is offered on a PASS/NO PASS basis only.

This course prepares students for the State of California, Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor.

225 Boundary Control for Surveyors (2) CSU
Prerequisite: Engineering Support 221 or Civil Engineering 221.

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This is an advanced course in boundary control surveying. Topics include history and concept of boundary control surveys and the role of the surveyor; creation of boundary lines, description of real property, metes and bounds, and boundary law; Federal and State non-sectionalized land, easements, reversions, riparian, and littoral boundaries; theory of retracing and resurveying of sectionalized lands, locating sequential conveyances, simultaneously created boundaries, and locating combination descriptions.

General Engineering (ENG GEN)

101 Introduction to Science, Engineering and Technology (2) UC:CSU
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
Note: This course is open to high school students for concurrent enrollment.

This course provides students with an understanding of the academic and professional behaviors and skills necessary to enhance their chances of success as an engineering major, and ultimately as a professional. The skills include working effectively in teams, goal setting, time management, and developing oral communication skills. Students are introduced to the campus resources available to the engineering majors. Students have an opportunity to work collaboratively with their classmates on most of the assignments and in-class design projects.

102 Engineering Problem Solving (2) CSU
Prerequisite: Mathematics 115.

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
Note: This course is highly recommended for Engineering students planning to take General Engineering 220 and General Engineering 225.

This is a basic course in engineering design and concepts, professional development skills for engineering, and usage of basic software tools such as Microsoft Office applications in engineering problem solving.

121 Programming for Engineers (3) UC:CSU

Prerequisites: Mathematics 261.

Advisory: General Engineering 102.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: This course is highly recommended for Engineering students planning to take General Engineering 220 and General Engineering 225.

This course applies structured programming concepts to engineering problem types such as center of mass, ballistics, column bucking, design, and reduction of experimental data. A structured approach is used with applications to flow charts and computer programming. Mathematical techniques include interative solutions, bisection, Raphson-Newton, statistics, and matrix operations. Computer techniques include formatted input and output, selection, loops, functions, pointers, arrays, and objects. Concepts and techniques of Object Oriented Programming, structured design and modular construction, use of C++ or other high level languages to demonstrate fundamentals of Object Oriented Programming and structured programming are employed. Students use National Instruments Laboratory Virtual Engineering Workbench (LabVIEW) to demonstrate graphical programming environment.

131 Statics (3) UC:CSU

Prerequisites: Physics 1 and Mathematics 261.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

This is a first course in engineering mechanics. The course considers two- and three-dimensional analysis of force systems on particles and rigid bodies in equilibrium. Topics also include static analysis of trusses, beams and cables, determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

151 Materials of Engineering (3) UC:CSU

Prerequisites: Chemistry 101 and Mathematics 261.

LECTURE, 3 HOURS.

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.

212 Introduction to Engineering Design (3) UC:CSU

Prerequisite: Engineering Graphics and Design 121 or 122.

Advisory: General Engineering 131.

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This is an introductory course in Engineering Design covering the step-by-step design process. Students achieve basic Engineering Design Core competency through hands-on, team-based, open-ended design projects. The project work is enhanced with lectures and reading on design theory and methods, and introduction to manufacturing techniques-processes and prototype building.

220 Electrical Circuits I (4) UC:CSU

(Formerly Electrical Engineering 220)

Prerequisites: Mathematics 263 and Physics 3.

Corequisite: Mathematics 275.

Advisories: Electrical Engineering Technology 120, General Engineering 102 and General Engineering 121.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

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.

221 Engineering Probability and Statistics (3) UC:CSU IGETC Area 2A

(UC Credit Limit: General Engineering 221 combined with Mathematics 227, maximum credit one course).

Prerequisite: Mathematics 261.

LECTURE, 3 HOURS.

This is an introductory course for calculations using probabilities and concepts in statistics with a focus on applications to engineering problems. It provides an introduction to fundamental concepts and applications of probability and statistics in engineering, with focus on how these concepts are used in experimental design and sampling, data analysis, risk and reliability analysis, and project design under uncertainty. Topics include basic probability concepts, random variables and analytical probability distributions, functions of random variables, estimating parameters from observational data, regression, hypothesis testing, and Bayesian concepts.

225 Digital Circuit Analysis (4) UC:CSU

(Formerly Electrical Engineering 225)

Prerequisites: Mathematics 262 and Physics 3.

Advisories: General Engineering 102, 121 and Electrical Engineering Technology 120.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is an introduction to digital circuit analysis. Topics covered include the following: Number systems, computer arithmetic, and binary codes; binary logic, Boolean algebra, and logic gates; combinational circuits, analysis and design, including adders, MUX's, decodes, etc.; and sequential circuits analysis and design. In the lab students design, implement, and debug a combinational circuit; and perform implementation of combinational circuits using logic gates and programmable logic devices and design sequential logic circuits using gates, ROMs, and PALs.

231 Dynamics (3) UC:CSU

Prerequisite: General Engineering 131.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

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.

241 Strength of Materials (3) UC:CSU
Prerequisite: General Engineering 131.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

In this course, students learn the application of mechanics to determine the effect of forces and torques on materials. Students apply this knowledge to the design of load bearing components. The course covers the following topics: Stress, strain, axial loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

272 Economic Analysis for Engineers (3) UC:CSU
Prerequisite: Mathematics 261.

Advisory: General Engineering 131.

LECTURE, 3 HOURS.

This course introduces techniques of engineering economic analysis as they apply to cost analysis in engineering projects. This course covers time value of money, cost optimization, incremental and rate of return analysis, involving probabilistic outcomes, capital depreciation, and the effect of corporate tax analysis in making decisions on engineering projects.

185 Directed Study - General Engineering (1) CSU

285 Directed Study - General Engineering (2) CSU

385 Directed Study - General Engineering (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in General Engineering on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

931 Cooperative Education – General Engineering (3) CSU
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – General Engineering (4) CSU
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Industrial Technology (IND TEK)

103 Technical Writing and Communication (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course introduces the principles and practices of writing a range of technical documents including emails, letters, technical evaluations and reports, and academic and scientific paers used in the engineering, science, and technology fields. The use of graphical information such as tables and charts are covered as well as technical resumes, letters, and instruction and operation manuals.

105 Industrial Print Reading (3) CSU
Prerequisite: General Engineering 212.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers the principles and practices of visualizing and interpreting engineering print drawings, by going over actual prints from various industries. The study of drawing types, symbology, drawing management and industry standards are taught. The course also covers the ASME Y14.5 standard for geometric dimensioning and tolerancing.

106 Applied Math for Technology (2)
Prerequisite: Mathematics 115.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course covers a practical application of basic math/algebra skills to typical industrial applications and problems. Topics include units of measure and conversions, reading tools of measurement, error analysis and error propagation, statistics and standard deviation, graphing techniques, including pie and bar charts, Pareto diagrams, statistical process control charts, and Venn diagrams, perimeter/area/volume analysis using plane and solid geometry, trigonometry, including right and oblique triangles, algebra, and arithmetic. Technical applications and problem-solving skills including the appropriate use of technology are emphasized.

Manufacturing and Industrial Technology (MIT)

201 Fundamentals of Manufacturing and Processes (3) CSU
Prerequisite: Engineering Graphics and Design 121 or 122.

Advisory: General Engineering 151.

LECTURE, 2.5 HOURS; LABORATORY, 2.5 HOURS.

This is an introductory course in manufacturing and manufacturing processes. This course exposes students with the fundamentals of manufacturing such as materials, mechanical properties, and processes involved in the industrial sector. Emphasis is given to processes which are more common in the industry such as, reverse engineering, rapid prototyping, plastics and composites, metal forming and generating tool paths, and casting. In addition to verbal understanding of the issues, mathematical models describing the processes of manufacturing are covered briefly in order for students to understand the relations between the parameters involved in the processes. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab.

220 Introduction to Robotics (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This introductory course in robotics emphasizes 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 soldering, and testing.

English Department

K7-5 • *(323) 265-8632*

Courses included in the English curriculum are designed to achieve these objectives:

- To help the student to develop the skills required in such careers as social work, teaching, library science, law, journalism, publishing, advertising, writing, public relations, civil service, sales, management, and any other careers which require facility in writing.
- To help the student to broaden his or her understanding of self and others through the study of language and literature.
- To help the student enjoy and appreciate literature.
- To provide courses which satisfy the needs of the foreign-speaking student; of the student desiring developmental work; of the two-year student working for an Associate degree; and of the student planning to transfer to a four-year college or university.

Faculty

Kenny, James A*, Chair, Professor*
Allerson, Sharon L.*, - Vice Chair, Professor*
Beaulieu, David E.*, Professor*
Behseta, Sara*, Associate Professor*
Blandon, Dr. Ruth*, Assistant Professor*
Carlos, Maria Dolores*, Associate Professor*
Centeno, Carlos M.*, Associate Professor*
Chan, Chin Ru*, Associate Professor*
Concoff-Kronbeck, Mandy E.*, Assistant Professor*
Dahi, Khetam*, Associate Professor*
Elias, Dr. Linda A.*, Professor*
Godinez, Patricia*, Assistant Professor*
Gray, Jeffrey*, Assistant Professor*
Gurfield, Joan*, Professor*
Herrera, Gisela M.*, Professor*
Immerblum, Alex W.*, Professor*
Jimenez, Fernando*, Associate Professor*
Kerford, Jane P.*, Professor*
Mannone, Diane R.*, AssistantProfessor*
Munoz, Eduardo*, Professor*
Pacheco, Shana R.*, Assistant Professor*
Ramirez, Nancy N.*, Associate Professor*
Rodriguez, Joshua*, Assistant Professor*
Sanchez, Dennis R.*, Professor*
Sangha, Dr. Davinder K.*, Professor*
Solis, Alexia C.*, Associate Professor*
Spangler, Susanne L.*, Professor*
Suntree, Susan S.*, Professor*
Swerdlow, Dr. Nadia*, Assistant Professor*
Van Houten, Kevin W.*, Assistant Professor*
Warner, Nathan J.*, Associate Professor*
Welsh, Henry H.*, Professor*
Wiley, Rhonda*, Associate Professor*
Youngblood, Cory A.*, Associate Professor*

Adjunct Associate Professors

Acosta, Maria G.
Adamson, Diann J.
Agregan, Louis A.
Amador, Nora M.
Andrade, Kent A.
Andrews, Chris
Armendarez, Douglas M.
Barilari, Gia
Basalla, Melissa A.
Boyd, Andrew B.
Bradshaw, Barbara S.
Briones, Carmencita
Butman, Raymond S.,
Cabral, John C.
Cano, Iona D.
Chakhchir, Zeina
Chen, Lei
Colicchio, Angela
Cummins, Elsa C.
Cushing, William P.
Daniels, Gannon P.
Darr, Norma M.
DeAlaiza, Carol H.
De Casas, Martha M.
Dodd, Neil G.
Duffy, Anne M.
Durso, Josephine
Geoppo, Patrick A.
Gleason, Raeanna L.
Goldman, Arthur L.
Gomez, Rudolph L.
Gong, Lily Y.
Gunderson, Mark
Heng, Nay S.
Hernandez, Margaret R.
Hofferd, Richard J.
Holland, Daniel P.
Joseph, Samuel W.
Khin, Than Nyein
Lamas, Catherine T.
Lambert, Daniel E.
Langdell, Cheri
Lee, Ron C.
Lehren, Dustin H.
Lucero, Diane S.
Masud-Ruiz, Nury M.
Missakian, Ilona V.
Moran, James K.
Morris, Mark H.
Nicolaides, Alex
Oropesa, Stanley
Phillips, Lana
Rock, Christopher

Rodriguez, Marina A.
Romero, Ruth C.
Rosenblatt, William E.
Rude, John
Ryan Romo, Amanda
Shahinian, Araxy O.
Sharifi, Amir
Shirinyan, Ara A.
Stevenson, William R.
Tigue, William B.
Tirman, Daniel J.
Ula, Labina S.
Warner, Angela S.
Williams, J. Gregory
Woodward, Valerie
Yoshida, Gregory

EDUCATIONAL PROGRAM

SUBJECTS

- English
- English as a Second Language (ESL)
- Humanities
- Learning Skills
- Reading

ASSOCIATE DEGREE PROGRAM

- English for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Arts in English for Transfer

The English department offers an Associate in Arts in English for Transfer degree. This degree may enhance enrollment and transfer opportunities at California State Universities. The major provides students with a comprehensive study of composition, literary theory, and rhetorical strategies. Students become familiar with major themes, works, authors, and movements in literature, particularly British and American literature. Students are trained in composition and given a solid background in critical theory to explore literature as an intellectual discipline and art. The required courses help students hone critical thinking, research, rhetoric, and writing skills and prepare them for upper division coursework in English or a related field in which strong writing and critical thinking skills are valued, such as education, law, or business. Students must complete a minimum of 60 required semester units of CSU transferable course work with a minimum GPA of 2.0, including a minimum of 18 semester units in the major with a grade of "C" or better. A grade of "P" (pass) is not acceptable for the major courses. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
English 102	College Reading and Composition II	3
English 103	Composition and Critical Thinking	3
	Subtotal	***6***

ELECTIVE COURSES - LIST A (SELECT TWO):		6 UNITS
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 211	Fiction	3
English 212	Poetry	3

ELECTIVE COURSES - LIST B - *Choose any course from List A not used or one course from this list*:		3 UNITS
English 127	Creative Writing	3

ELECTIVE COURSES - LIST C - *Choose any course from List A and B not used or one course from this list*:		3 UNITS
English 215	Shakespeare I	3
English 216	Shakespeare II	3
English 218	Children's Literature	3
English 220	The Contemporary Latin American Short Story	3
English 239	Women in Literature	3
English 240	Literature and the Motion Picture I	3
English 241	Literature and the Motion Picture II	3
English 250	Mythology and Literature	3
English 252	The English Bible as Literature	3

ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)	12 – 14 UNITS
IGETC or CSU GE Pattern	***28-30***
Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 9 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

English (ENGLISH)

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

21 English Fundamentals (3) NDA

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of Reading 20.

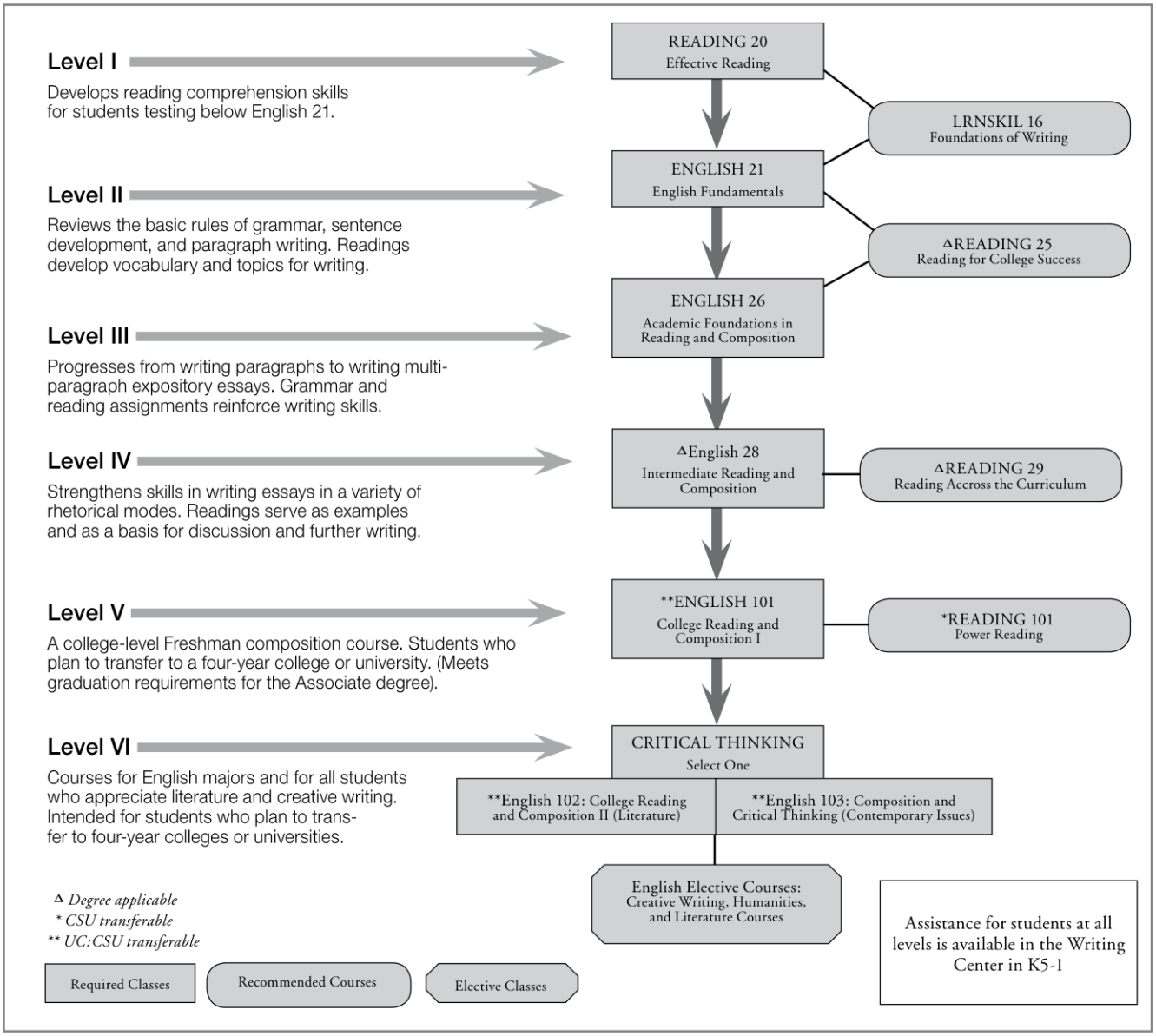
Advisory: Reading 25.

LECTURE, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course focuses on the fundamentals of academic reading, writing, and critical thinking. It reinforces basic skills such as the correct use of punctuation, spelling, and sentence structure. Students incorporate these skills, along with sentence combining techniques, to write single paragraph responses progressing to short essays (250-500 words) that have an introduction, body, and conclusion.

ENGLISH SKILLS COURSE SEQUENCE CHART



26 Academic Foundations in Reading and Composition (3) NDA

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 21 or English as a Second Language 6A.

Advisory: Reading 25.

LECTURE, 3 HOURS.

This course is designed to strengthen students' ability to read and analyze texts written at the 11th grade reading level. In short essays, students demonstrate their increased ability to think and read critically. Vocabulary development and appropriate usage are emphasized. English 26 requires the writing of in-class and typed, MLA-style essays characterized by coherent paragraphs with clear topic sentences that are tied to a cogent thesis, supported by adequate and relevant evidence (both textual and personal sources).

28 Intermediate Reading and Composition (3)

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 26.

Advisory: Reading 29.

LECTURE, 3 HOURS.

This course prepares students for English 101. In this course, students plan, draft, revise, and edit compositions of increasing sophistication and complexity, progressing from multi-paragraph 750-word essays to essays of 1000 words that reference classroom texts as well as personal experience in support of a clearly delineated thesis statement. Writing is based on readings which cover topics that challenge the students' thinking and provide an intellectual background for the assignments. Readings, discussion, and writing assignments may focus on fiction, non-fiction, memoirs, and/or poetry.

32 College Literary Magazine Editing (2) CSU

LECTURE, 2 HOURS.

This course studies the ways to process poetry, prose, and drama (for screen or theater) submitted to the editor of the literary magazine, Milestone. Critical evaluation of short stories, creative non-fiction, poetry, screenplays and/or plays; rewriting, editing, and copy editing are included. In addition, it includes workshop exercises, formatting the next issue, proofreading, studying and evaluating other college literary magazines, and training in magazine promotion and sales.

33 Basic Vocabulary (3) NDA

LECTURE, 3 HOURS.

This course enlarges and enriches a student's vocabulary through reading and the study of word meanings within the context of the overall meaning and purpose of a text. It enables students to analyze the structure of words, and use context clues, as well as dictionaries and other tools for vocabulary building.

101 College Reading and Composition I (3) UC:CSU IGETC Area 1A

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 28.

Advisory: Reading 101.

LECTURE, 3 HOURS.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

102 College Reading and Composition II (3)

UC:CSU IGETC Area 1B, 3B (C-ID ENGL 120)

Prerequisite: Satisfactory completion of English 101.

LECTURE, 3 HOURS.

This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations are made of texts reveal the multicultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

103 Composition and Critical Thinking (3)

UC:CSU IGETC Area 1B (C-ID ENGL 105)

Prerequisite: Satisfactory completion of English 101.

LECTURE, 3 HOURS.

This course develops critical thinking, reading, and argumentative writing skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes reasoning, analysis and strategies of argumentation using interdisciplinary texts that include theoretical and literary works. Evaluations of texts reveal the multicultural/global aspects of our society.

127 Creative Writing (3) UC:CSU (C-ID ENGL 200)

Prerequisite: English 28.

LECTURE, 3 HOURS.

Note: Eligibility for English 101 is acceptable.

This course focuses on writing, reading, discussing, and interpreting student creative writing and 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.

203 World Literature I (3) UC:CSU IGETC Area 3B

Prerequisite: English 101.

LECTURE, 3 HOURS.

Note: Either English 203 or English 204 may be taken first.

Students read key works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

204 World Literature II (3) UC:CSU IGETC Area 3B (C-ID ENGL 145)

Prerequisite: English 101.

LECTURE, 3 HOURS.

Note: Either English 203 or English 204 may be taken first.

This course is a study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

205 English Literature I (3) UC:CSU IGETC Area 3B (C-ID ENGL 160)

Prerequisite: English 101.

Advisory: English 102.

LECTURE, 3 HOURS.

Note: Either English 205 or English 206 may be taken first.

In this course, students read, discuss and analyze major works of English literature from the Anglo-Saxon period to the late eighteenth century, to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

206 English Literature II (3) UC:CSU IGETC Area 3B (C-ID ENGL 165)

Prerequisite: English 101.

Advisory: English 102 or English 205.

LECTURE, 3 HOURS.

This course surveys the British Literature from the late 18th century emergence of the Romantics, such as Blake, Wadsworth, Coleridge, Byron, Shelley, and Keats; through the Victorian Era writers such as Browning, Tennyson, Austen, Stevenson, Wilde, and Shaw; and into the early twentieth century, the rise of Modernism and after writers such as Conrad, Eliot, Yeats, Woolf, Joyce, and Beckett.

207 American Literature I (3) UC:CSU IGETC Area 3B (C-ID ENGL 130)
Prerequisite: English 101.
Advisory: English 102.
LECTURE, 3 HOURS.
Note: Either English 207 or English 208 may be taken first.

This course introduces American writers and writings from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of Subject and opinion in American literature.

208 American Literature II (3) UC:CSU IGETC Area 3B (C-ID ENGL 135)
Prerequisite: English 101.
Advisory: English 102.
LECTURE, 3 HOURS.
Note: Either English 207 or English 208 may be taken first.

This course surveys the literature of the United States from the post-Civil War era to the present. Besides studying the works of well-known writers, students become acquainted with authors who suggest the diversity of Subject and opinion in American literature.

211 Fiction (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

In this course, students read, interpret, and discuss selected short stories and novels from diverse perspectives, using literary concepts and applying contemporary approaches to understanding works of literature that focus on a theme chosen by the instructor for the semester.

212 Poetry (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

This course focuses on the reading, discussion, and interpretation of selected American (North and South), British, Continental, and Asian Poetry. It is designed to increase understanding and appreciation of all forms of poetry (traditional to free verse), with an emphasis on poets who are currently writing and giving readings. By encouraging students to discover their voice within the voices of the poems they study and write about through creative and analytical writing, they explore the fundamental components of poetry: imagery, texture and sound, voice, rhyme and repetition. With the aid of video readings and interviews, students gain insight into why and how poets pursue their craft.

215 Shakespeare I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.
Note: Either English 215 or English 216 may be taken first.

This course provides the historical, social, and literary contexts for the full understanding and appreciation of selected histories, comedies, and romantic tragedies of William Shakespeare. Students also study the different types of plot construction, the use of dialogue, and the dramatic conventions of the Elizabethan theater.

216 Shakespeare II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.
Note: Either English 215 or English 216 may be taken first.

This course provides the historical, political, religious, and artistic backgrounds for the full understanding and enjoyment of selected romances, problem comedies, and mature tragedies of William Shakespeare. Students study different literary genres, Shakespeare's poetic style, and his conception of human character, focusing on a selection of different works of Shakespeare than those used in English 215.

218 Children's Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

This course focuses on an in-depth study of fairy tales and other stories for children. Students learn to apply key concepts of Bruno Bettelheim's psychoanalytic theory and Joseph Campbell's idea of the monomyth, as well as understand how evolving historical, social and theoretical attitudes toward childhood have shaped the field of children's literature.

220 The Contemporary Latin American Short Story (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

This course presents a study of contemporary Latin American short stories from Mexico, Central and South America, and the United States. The course covers the major literary movements of Social Realism, Magical Realism, and Chicano literature. Writers to be read include, among others, Paz, Borges, Garcia-Marquez, Carpentier, and Viramontes.

239 Women in Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

This course acquaints students with the work of women writers, historical and contemporary, who have made inportant contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominate themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts throught the lens of the various schools of literary criticism.

240 Literature and the Motion Picture I (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.
LECTURE, 3 HOURS.

This course encourages students to read literature like filmmakers whose intent is to adapt it for the screen, as well as filmmakers who have an artistic vision or a story to explore as an original screenplay. By so doing, students hone their close reading skills on written and cinematic texts. They compare and contrast the elements of literature in both genres including theme (ideology), story (plot), narration (narratology), point of view, characterization, dialogue, setting, scene descriptions (mise en scene, imagery, symbolism, tone) and editing. The first half of the course focuses on literature 'and' film, the second on film 'as' literature.

241 Literature and the Motion Picture II (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This second section of Literature and the Motion Picture focuses on an in-depth study of three filmmakers (domestic and foreign) who have adapted literary texts to the screen or whose original screenplays are considered 'literary'. The literary conventions of narrative, point of view, character development, symbolism, and theme studied in the previous course are applied to a filmmaker's auteur approach to mise en scene (the framing of a shot), photography, editing, and sound. By studying the auteur theory of filmmaking, students critically compare and contrast the personal visions, styles, thematic obsessions, and ideologies of three noted filmmakers who influence their films so much that they rank as their authors, or auteurs.

245 Queer Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course acquaints students with the work of gay and lesbian writers, historical and contemporary, who have made important contributions to literature. Gay and lesbian issues and relationships (both overt and in subtext) are examined in both historical and contemporary contexts. Students read works by Whitman, Baldwin, Walker, Kushner, and Highsmith among others. In addition, students become familiar with queer theory and use the work of writers such as Foucault, Butler, and Rich to analyze texts and write critical essays that analyze predominate themes in this literature.

250 Mythology and Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course focuses on reading, discussing, and interpreting selected mythologies of cultures from around the world. It is designed to increase understanding and appreciation of their expression in oral epics, poetry, and ritual dramas. Also examined are the social, historical, geographical, and personal functions that myths perform and modern interpretations of myth and mythmaking.

252 The English Bible as Literature (3) UC:CSU IGETC Area 3B
Prerequisite: English 101.

LECTURE, 3 HOURS.

This course surveys the Old and the New Testaments of the Bible. Assignments focus on how to read the Bible as a literary text, also incorporating historical narrative, short stories, poetry, parables, and letters to convey author's intent to the readers of their respective times as well as to contemporary society.

185 Directed Study - English (1) CSU

385 Directed Study - English (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

English as a Second Language (ESL or E.S.L.)

3A College English as a Second Language III: Writing and Grammar (6)
Advisories: English as a Second Language 3B and/or 3C.

LECTURE, 6 HOURS.

This course is designed for students at the low-intermediate level of English language acquisition. This course provides instruction in basic and low-intermediate grammar, writing of sentences and short paragraphs, reading at a low-intermediate level, and verbal communication.

3B College English as a Second Language III: Reading and Vocabulary (3) CSU
Advisories: English as a Second Language 3A and/or 3C.

LECTURE, 3 HOURS.

This course complements ESL 3A and 3C, providing intensive instruction in reading comprehension and vocabulary development at a low-intermediate level. Emphasis is placed on identifying the main idea and details of short reading selections. Students build vocabulary using word analysis skills and learning new sight words and idioms.

3C College English as a Second Language III: Listening and Speaking (3)
Advisories: English as a Second Language 3A and/or 3B.

LECTURE, 3 HOURS.

This course complements ESL 3A and 3B and is designed to provide low-intermediate ESL students with additional practice in conversation skills. It focuses on the development of basic speaking and listening skills necessary for college, vocational study, and everyday life. Students learn to participate effectively in a variety of academic and vocational situations, including dis-cussions, study groups, and meetings.

4A College English as a Second Language IV: Writing and Grammar (6)
Prerequisites: English as a Second Language 3A or Acceptable level of English as demonstrated in the ESL placement process.
Advisories: English as a Second Language 4B and/or 4C.

LECTURE, 6 HOURS.

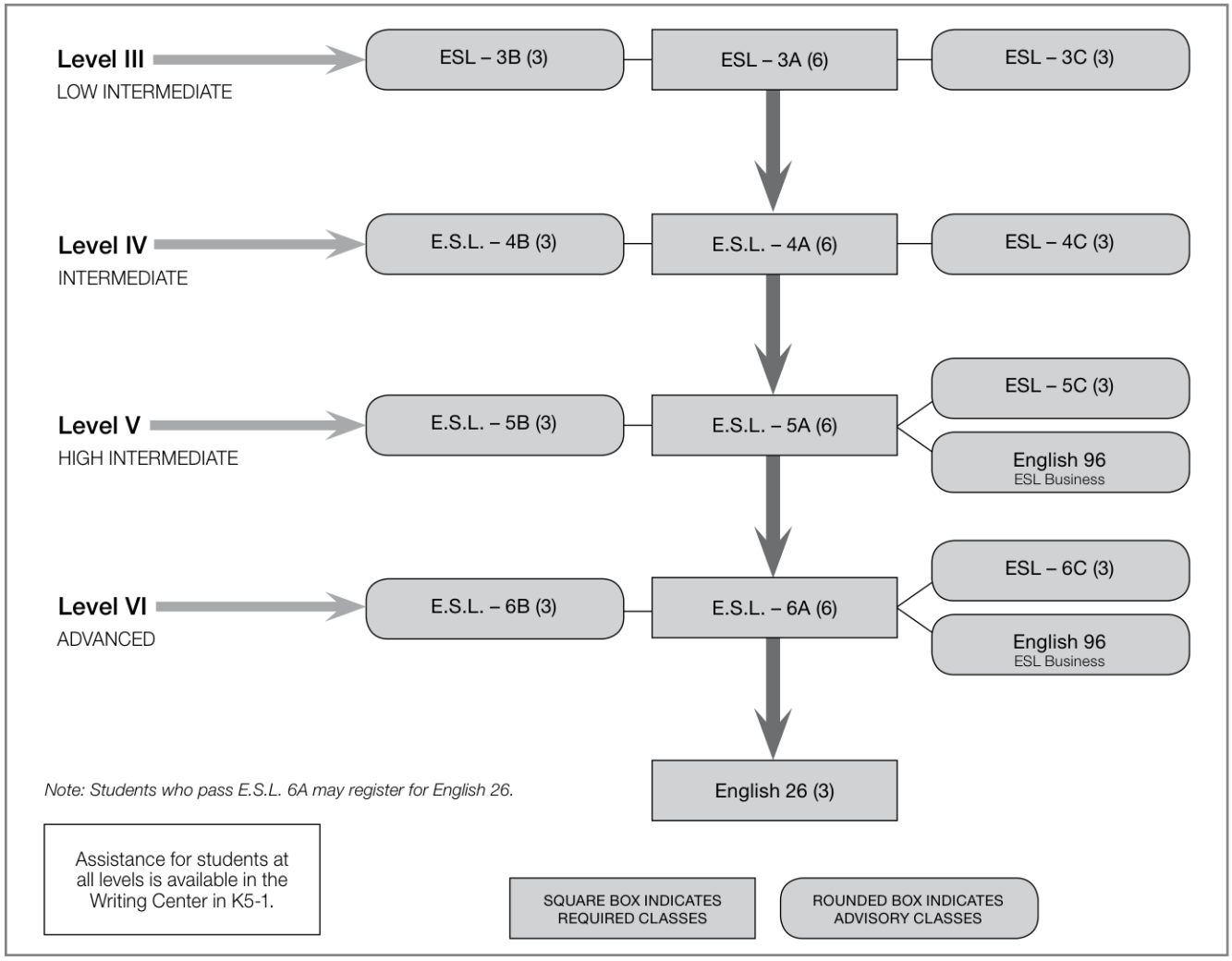
This course is designed for students at the mid-intermediate level of English language acquisition. This course provides instruction in mid- to high-intermediate grammar, writing of paragraphs and short essays, reading at a mid-intermediate level, and verbal communication.

4B College English as a Second Language IV: Reading and Vocabulary (3)
Advisories: English as a Second Language 4A and/or 4C.

LECTURE, 3 HOURS.

This course complements E.S.L. 4A and ESL 4C, providing intensive instruction in reading comprehension and vocabulary development at a mid-intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of readings written at the intermediate level. Students continue to develop their vocabulary.

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE CHART



4C College English as a Second Language IV: Listening and Speaking (3)

Advisories: English as a Second Language 4A and/or 4B.

LECTURE, 3 HOURS.

This course is designed to complement E.S.L. 4A and 4B and focuses on development of intermediate speaking and listening skills necessary for college and everyday life. Students improve their abilities to hold conversations, give reports, and use vocabulary essential for everyday life situations, the college environment, the workplace, and other areas of cultural and social interest.

5A College English as a Second Language V: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 4A or Acceptable level of English as demonstrated in the ESL placement process.

Advisories: English as a Second Language 5B and/or 5C.

LECTURE, 6 HOURS.

This course is designed for students at the high-intermediate level of English language acquisition. This course provides instruction in writing essays, critical thinking, reading at the high-intermediate level, and verbal communication.

5B College English as a Second Language V: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 5A and/or 5C.

LECTURE, 3 HOURS.

This course complements E.S.L. 5A and ESL 5C, providing intensive instruction in reading comprehension and vocabulary development at a high intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of reading selections as well as transitions and patterns of organization. Students continue to develop their vocabulary.

5C College English as a Second Language V: Listening and Speaking (3) CSU

Advisories: English as a Second Language 5A and/or 5B.

LECTURE, 3 HOURS.

This course complements E.S.L. 5A and 5B. ESL 5C focuses on development of high-intermediate speaking and listening skills necessary for college and vocational study. Students improve their abilities to participate in academic and vocational discussions and meetings.

6A College English as a Second Language VI: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 5A or Acceptable level of English as demonstrated in the ESL placement process.

Advisories: English as a Second Language 6B and/or 6C.

LECTURE, 6 HOURS.

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays using a variety of rhetorical modes, critical thinking, reading at the advanced level, and verbal communication.

6B College English as a Second Language VI: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 6A and/or 6C.

LECTURE, 3 HOURS.

This course complements E.S.L. 6A and ESL 6C, providing intensive instruction in reading comprehension and vocabulary development at an advanced level. Emphasis is placed on developing critical reading skills needed to understand academic texts. Students develop skills in annotating, outlining, and summarizing texts. Students acquire knowledge of more sophisticated, academic vocabulary.

6C College English as a Second Language VI: Listening and Speaking (3) CSU

Advisories: English as a Second Language 6A and/or 6B.

LECTURE, 3 HOURS.

This course complements E.S.L. 6A and 6B and focuses on development of advanced speaking and listening skills necessary for college and vocational study. Students refine their abilities to participate in academic and vocational discussions and meetings.

English

96 Content Based ESL: Business Applications (1) NDA

LECTURE, 1 HOUR.

This course is designed to provide English as a Second Language students with the specialized vocabulary and idioms, language structure, and literature related to selected areas of business.

Humanities (HUMAN)

1 Cultural Patterns of Western Civilization (3) UC:CSU IGETC Area 3B

Advisory: English 101.

LECTURE, 3 HOURS.

This course introduces the student to the predominant cultural patterns of Western Civilization as expressed in great works of literature and art from the Ancient Greeks through the medieval periods and up to the Renaissance. Literature, drama, painting, sculpture, and architecture are studied in relation to their historical background. The student is introduced to general concepts of the humanities, including applied aesthetics. Comparisons to relevant Asian and African mythology are also explored.

8 Great Women in the Humanities (3) UC:CSU IGETC Area 3B

Prerequisite: English 101.

LECTURE, 3 HOURS.

This course provides a cultural survey of the lives and contributions of selected individuals, such as Hantshepsut, Elizabeth I. Madame Curie, Virginia Woolf, and others, whose impact helped to shape the eras in which they lived. Students explore both the lives of these individuals and their eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage, illustrating the multiplicity of women's achievements in the arts and humanities.

60 People and Their World: Technology and the Humanities (3) UC:CSU IGETC Area 3B

Advisory: English 101.

LECTURE, 3 HOURS.

This course relates technology to the humanities and provides opportunities to examine the interaction between society and technology. Questions about cultural and social values in light of the effects of technology from the Paleolithic period to the 21st century are developed and discussed. In their research, students explore the societal effects of the latest technological developments of our time.

185 Directed Study - Humanities (1) CSU

385 Directed Study - Humanities (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Learning Skills (LRNSKIL)

16 Foundations of Writing (3) NDA

LECTURE, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course stresses the skill of writing simple, compound, and complex sen-tences. Students are also introduced to elementary paragraph structuring leading to rudimentary essays. This course helps students with little or no ex-perience to write simply, accurately, and confidently. Grammar, usage, and mechanics are emphasized. Course readings focus on college success and development of habits of mind and study strategies that support that success.

Reading (READING)

20 Effective Reading (5) NDA

Advisory: Learning Skills 16.

LECTURE, 5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

Students improve their abilities to read a variety of texts written at a 7th to 9th grade reading level. They practice identifying topics, main ideas, and supporting ideas as well as patterns of organization and transitional devices. They also practice summarizing main points of texts in their own words. Increasing students' vocabulary knowledge is another important goal of this course.

25 Reading for College Success (3) NDA

Advisory: Reading 20.

LECTURE, 3 HOURS.

Students review reading skills and strategies necessary for college success, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Readings and vocabulary study are in the 9th to 11th grade range. Students are introduced to more critical reading skills (determining author's purpose, tone, point of view, and intended audience) and literacy concepts (interpreting figures of speech, characterization, plot, setting, and theme).

29 Reading Across the Curriculum (3)

Advisory: English 26.

LECTURE, 3 HOURS.

This course provides practice in the reading and study skills most essential for understanding and retaining material in college textbooks. Students read, organize, and summarize selections from college textbooks in a variety of Subject areas and have the opportunity to research, synthesize, and reflect on a single topic related to their possible major. Continued vocabulary development is an important aspect of this course. Students improve academic vocabulary knowledge, review vocabulary-in-context, and develop word analysis skills.

101 Power Reading (3) CSU

Advisory: Reading 29.

LECTURE, 3 HOURS.

Students improve their abilities to read a variety of authors and disciplines appropriate to a 12th-grade/college level. They practice critical reading skills, analyzing, summarizing, and evaluating texts. Students will increase their word power, mastering more difficult vocabulary found in university texts. Students also increase their reading rate by at least 100 words per minute through timed readings and exercises that enable them to read and study more effectively and more efficiently.

Foreign Language Department

A9 • (323) 265-8872

Faculty

Maga, Sara, *Chair, Associate Professor, Spanish*
Chang, Dr. Lily, *Professor, Chinese*
Chao Furuyama, Hiroko, *Professor, Japanese*
Eckhert, Dr. Mary Ellen, *Professor, French, Italian*
Garcia, Dr. Tomas, *Associate Professor, American Sign Language*
Hernandez, Elva, *Professor, Spanish*
Liu, Rongwen, *Associate Professor, Chinese*
Olivas, Othon, *Associate Professor, Spanish*
Palencia, Eldy, *Associate Professor, Spanish*
Vansel, Melanie H., *Associate Professor, American Sign Language*
Vega, Dr. Norma, *Associate Professor, Spanish*
Vogel-Zuiderweg, Dr. Lynn, *Assistant Professor, French, Spanish*

Adjunct Associate Professors

Alvarez-Sandoval, Dr. Emanuel, *Spanish*
Boada, Miriam M., *Spanish*
Brown, Yuka, *Japanese*
Caldiero, Alessandro F, *Italian*
Caloia, Cynthia, *French*
Casanave, Ernesto E., *Spanish*
Chai, Hayley, *Chinese*
Ebin, Rebecca S., *French*
Fuentes, Antonio, *Spanish*
Garcia, Victor, *Spanish*
Gough, Ronald M., *American Sign Language*
Higuchi, Natsuyo, *Japanese*
Le Barbu, Anne Y., *French*
Lira, Ana L., *Spanish*
Lira, Maria E., *Spanish*
Okubo, Emi, *Japanese*
Pinna, Barbara R., *Italian*
Reynoso, Artemio, *Spanish*
Roldan, Pablo, *Spanish*
Santillanes, Patrick A., *American Sign Language*
Tadros, Dr. Raymonde G., *French*
Teh, Ken W., *Chinese*
Tsao, Ching-I, *Chinese*
Zumaeta, Haydee A., *Spanish*

EDUCATIONAL PROGRAM

SUBJECTS

- American Sign Language
- Chinese
- French
- Italian
- Japanese
- Spanish

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

American Sign Language (ASL)

1 American Sign Language I (4) UC:CSU

LECTURE, 4 HOURS.

This is an introductory course for developing conversational skills using the manual alphabet and American Sign Language. It is designed to assist in communicating with and in understanding the Deaf Community.

2 American Sign Language II (4) UC:CSU IGETC Area 6A

Prerequisite: American Sign Language 1.

LECTURE, 4 HOURS.

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.

3 American Sign Language III (4) UC:CSU IGETC Area 3B

Prerequisite: American Sign Language 2.

LECTURE, 4 HOURS.

This course provides continued development of American Sign Language grammar, with special emphasis on idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills, and expanded study of Deaf cultural issues.

4 American Sign Language IV (4) UC:CSU IGETC Area 3B, 6A

Prerequisite: American Sign Language 3.

LECTURE, 4 HOURS.

This course serves as an advanced study of American Sign Language vocabulary and grammar including further development and refinement of American Sign Language skills and fluency. It accentuates aspects of Deaf culture and community through spontaneously generated conversations. Topics include: ASL transcription symbol system, development and history of ASL linguistic evolution, and selected sign types.

Chinese (CHINESE)

1 Elementary Chinese I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both Chinese 1 and Chinese 21.

This course develops basic skills in understanding, speaking, reading, and writing Mandarin Chinese. It concentrates on pronunciation, vocabulary, sentence structure and idiomatic expressions. The course also introduces geographical, historical, cultural and social features of Chinese speakers relevant to language learning. Credits cannot be earned for both Chinese 1 and Chinese 21 and/or 22.

2 Elementary Chinese II (5) UC:CSU IGETC Area 6A

Prerequisite: Chinese 1 or Chinese 22.

LECTURE, 5 HOURS.

This course continues to develop listening, speaking, reading, and writing skills of Mandarin Chinese with an emphasis on pronunciation, vocabulary, sentence structures, idiomatic expressions, and written characters while improving accuracy and fluency, and also increasing an understanding of cultural features relevant to language learning.

3 Intermediate Chinese I (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: Chinese 2.

LECTURE, 5 HOURS.

This course increases speed and fluency of Mandarin Chinese with expanding vocabularies and idioms in conversation, reading comprehension and written expression. Topics cover daily activities, relationships, college life, employment, Chinese customs, traveling, geography, social issues, current events and comparisons between Chinese and American cultures.

8 Conversational Chinese (2) UC:CSU

(UC Credit Limit: Maximum credit 2 courses, 4 units).

Prerequisite: Chinese 2.

LECTURE, 2 HOURS.

This course increases listening comprehension and oral fluency in Mandarin Chinese through role-playing in practical situations and discussions with audiovisual aids. It enables students to carry on a simple conversation about daily activities, current affairs, cultural events, travel information, and personal interests.

21 Fundamentals of Chinese I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the first half of Chinese 1. Units cannot be earned for both Chinese 21 and Chinese 1. This is a slow-paced course for beginners.

This course is the first half of Chinese 1. Designed for beginners, its instruction includes Pinyin romanization, vocabulary building, sentence patterns, conversational practice, and writing exercises. It also introduces the basic factor about the geographical, historical, cultural and social features of Chinese speakers.

22 Fundamentals of Chinese II (3) UC:CSU

Prerequisite: Chinese 21.

LECTURE, 3 HOURS.

Note: Credit given for only one of Chinese 22 or Chinese 1.

This course is the second half of Chinese 1. It continues the basic knowledge and skills of Mandarin pronunciation, vocabulary, grammar and idiomatic expressions. Additional basic facts about the geography, customs and culture of China are introduced.

French (FRENCH)

1 Elementary French I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both French 1 and French 21.

This introductory course builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, making plans with others, and describing family and friends. Information about France and other French-speaking cultures of the world is presented through readings supported and enhanced by multimedia.

2 Elementary French II (5) UC:CSU IGETC Area 6A

Prerequisite: French 1 or French 22.

LECTURE, 5 HOURS.

This course completes the introduction of basic structures of the French language. Emphasis is on developing vocabulary and refining communication skills needed to function in everyday situations. Further study of France and French-speaking cultures of the world is made through reading and class discussions enhanced by multimedia activities.

3 Intermediate French I (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: French 2.

Advisory: French 10.

LECTURE, 5 HOURS.

This course reinforces the basic patterns of French and develops oral expression and reading proficiency. Focus is on establishing a firm linguistic base for self-expression by practicing key structures in a variety of communicative formats. Integrated film, video and readings from literature and the media foster increased awareness of French-speaking cultures.

4 Intermediate French II (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: French 3.

LECTURE, 5 HOURS.

This course emphasizes the study of complex grammar and idioms through authentic texts and media derived from a variety of sources, including literature, film, art, history, and contemporary life. Analysis and discussion of works by well-known artists and writers are used to enable students to practice critical thinking skills as they develop proficiency in French through oral and written composition.

5 Advanced French I (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: French 4.

LECTURE, 5 HOURS.

This course explores the works of selected French and Francophone writers from medieval to the present time while reviewing grammar and developing linguistic skills of a more advanced level. Topics include methods of literary analysis, review of literary tenses, advanced linguistic structure, stylistics, and the practice of writing research papers in French.

8 Conversational French (2) UC:CSU
Prerequisite: French 2.
LECTURE, 2 HOURS.
The course is designed to improve the student's comprehension of oral French as well as increase fluency in conversation by emphasizing pronunciation and enunciation, vocabulary, idiomatic expressions and use of the present and past tenses. The themes discussed in class explore issues such as everyday life situations, travel, shopping, holidays and traditions, and family dynamics.

10 French Civilization (3) UC:CSU IGETC Area 3B
Advisory: French 2.
LECTURE, 3 HOURS.
This course is a study of the geography, history, government, and institutions of France. Readings on the French 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.

21 Fundamentals of French I (3) UC:CSU
LECTURE, 3 HOURS.
French 21 is the first half of French 1. It builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, and making plans with others. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia. Credit can not be earned for both French 1 and for French 21.

22 Fundamentals of French II (3) UC:CSU
Prerequisite: French 21.
LECTURE, 3 HOURS.
French 22 is the second half of French 1. It continues building basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include describing family, friends, the home environment, personal finances, shopping for clothing, and the weather. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia. Credit can not be earned for both French 1 and for French 22.

185 Directed Study - French (1) CSU

285 Directed Study - French (2) CSU

385 Directed Study - French (3) CSU
CONFERENCE 1 HOUR.
This is a directed study course conducted in French with a supervising instructor. The instructor and student will design a specific program of activities involving one or more of the following activities: theater workshop; reading and discussion of texts in French; preparation of interim and final reports.
CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Italian (ITALIAN)

1 Elementary Italian I (5) UC:CSU
LECTURE, 5 HOURS.
Note: Units cannot be earned for both Italian 1 and Italian 21.
This course emphasizes listening, speaking, reading, and writing Italian. It provides an introduction to Italian civilization and culture as a manifestation of human values and enables students to perform communicative tasks using learned expressions, responding in culturally-appropriate ways, and interacting creatively.

2 Elementary Italian II (5) UC:CSU IGETC Area 6A
Prerequisite: Italian 1.
LECTURE, 5 HOURS.
This course continues the study of basic Italian using practical vocabulary and focuses on grammatical structure and regular and irregular verbs in the past, present, future, and conditional tenses as well as the imperative forms. Reading and writing for comprehension incorporates information about the culture and customs of Italy. The course content stresses oral and written communication as students understand, speak, read, and write Italian at a high elementary level.

8 Conversational Italian (2) UC:CSU
Prerequisite: Italian 2.
LECTURE, 2 HOURS.
The course is designed to improve the student's comprehension of spoken Italian as well as to increase fluency in conversation by emphasizing pronunciation and enunciation, vocabulary, idiomatic expressions and use of the present and past tenses. The themes discussed in class explore issues such as everyday life situations, travel, shopping, holidays and traditions, and family dynamics.

10 Italian Civilization I (3) UC:CSU IGETC 3B, 4F
LECTURE, 3 HOURS.
This course surveys the cultural development of Italy from the earliest period to the present day. Study of geography and history as well as of aspects of society and political institutions provides a framework for understanding Italian contributions to world civilization in the fields of art, architecture, literature, music and the sciences. This course is conducted in English.

Japanese (JAPAN)

1 Elementary Japanese I (5) UC:CSU
LECTURE, 5 HOURS.
Note: Units cannot be earned for both Japanese 1 and Japanese 21.
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.

2 Elementary Japanese II (5) UC:CSU IGETC Area 6A
Prerequisite: Japanese 1.
LECTURE, 5 HOURS.
This course offers students an opportunity to improve basic skill in understanding, speaking, reading and writing modern Japanese. Various cultural activities are included as a part of this course.

3 Intermediate Japanese I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 2.
LECTURE, 5 HOURS.
This course provides additional training in comprehension, speaking, reading and writing modern Japanese. The reading materials includes descriptions of daily and school life, cultural aspects, seasonal changes and activities, traveling, transportation, geography, food and traditional customs.

4 Intermediate Japanese II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Japanese 3.
LECTURE, 5 HOURS.
This course provides additional training in the comprehension, speaking, grammar, reading and writing of modern Japanese. Topics and cultural information relevant to the daily lives of Japanese (i.e. food, transportation, seasons, geography, traveling and traditional customs) are included.

Spanish (SPANISH)

1 Elementary Spanish I (5) UC:CSU
LECTURE, 5 HOURS.
Note: Credit given for only one of Spanish 1 or Spanish 35.
This introductory course explores basic grammar and communication through listening, reading, speaking, and writing. It emphasizes clear pronunciation, vocabulary building, the study of grammatical patterns and expressions, and idiomatic usages that prepare students to function within the contexts relevant to everyday life. Culture and geography are also integrated through readings, and supported and enhanced by multimedia.

2 Elementary Spanish II (5) UC:CSU IGETC Area 6A
Prerequisite: Spanish 1.
LECTURE, 5 HOURS.
This course continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, environmental issues, health, shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces the subjunctive mood. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

3 Intermediate Spanish I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 2.
LECTURE, 5 HOURS.
This intermediate course reviews the simple tenses, including the present, past, and future, and also introduces in detail the subjunctive mood. Students develop skills in reading and writing in Spanish through work with journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of Latin America and Spain.

4 Intermediate Spanish II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 3.
LECTURE, 5 HOURS.
This course is the second of two intermediate courses that introduces the past subjunctive and all compound tenses in both the indicative and subjunctive moods. Students develop skills in reading and writing in Spanish through work journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of Latin America and Spain.

5 Advanced Spanish I (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 4.
LECTURE, 5 HOURS.
This course is designed to help students develop abilities in Spanish composition by focusing on the interaction between reader, writer, purpose, and message. Emphasis is placed on managing key writing resources such as precise grammar, rhetorical devices, vocabulary and organization as well as writing critically, revising, and rewriting. Writing assignments include narrative, exposition, essay, and literary analysis.

6 Advanced Spanish II (5) UC:CSU IGETC Area 3B, 6A
Prerequisite: Spanish 5.
LECTURE, 5 HOURS.
This course introduces student to the four literary genres--poetry, prose, drama, essay--written in Spain and Latin America during different historical periods. Analysis of these texts will include how to identify literary devices and understand their purpose in conveying meaning. All literary works are analyzed within their historical framework. This course is conducted in Spanish.

8 Conversational Spanish (2) UC:CSU
(UC Credit Limit: Maximum credit 2 courses, 4 units).
Prerequisite: Spanish 2.
LECTURE, 2 HOURS.
The course is designed to improve the student's comprehension of oral Spanish as well as increase fluency in conversation by emphasizing pronunciation and enunciation, vocabulary, idiomatic expressions and use of the present and past tenses. The themes discussed in class explore issues such as everyday life situations, travel, shopping, holidays and traditions, and family dynamics.

9 Hispanic Civilization (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course introduces the student to the origins and evolution of Spanish civilization. It will emphasize Spain's cultural history including the visual arts, literature, architecture, and music.

10 Latin-American Civilization (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.
This course introduces students to the civilizations that have shaped Latin America. It explores how Amerindian, European, and African societies contributed to the political, economic, and social development in the region as well as to the diverse cultural expressions of its people.

12 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Spanish 12 or Chicano Studies 42.

The course introduces students to variety of literary genres written in Mexico from different historical periods. General themes may include, but are not limited to: representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, the drug trade, modernization and globalization.

16 Mexican Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Spanish 16 or Chicano Studies 44.

The course explores the civilizations that have historically contributed to Mexico's economic, political, and social development. It further emphasizes the literature, music, art, and gastronomy that have shaped Mexico's cultural identity.

24 Spanish for Medical Personnel (3) CSU

LECTURE, 3 HOURS.

This course emphasizes oral communication for medical personnel by exploring basic grammar structures and vocabulary related to various medical topics.

28 Fundamentals of Spanish for Native Speakers I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the equivalent of the first half of Spanish 1. Units cannot be earned for both Spanish 28 and Spanish 1. In addition, this course is the equivalent of the first half of Spanish 35. Units cannot be earned for both Spanish 28 and Spanish 35.

This course is designed for students who have grown up speaking Spanish at home but have yet to acquire proficiency in the language. This is the ideal course for those students whose Spanish skills have a high degree of English interference and who are looking for a slower paced course than Spanish 35 and is equivalent to the first half of Spanish 35. It stresses the formal aspects of the language, including acquisition of vocabulary, spelling, accent rules, and grammar, focusing on the present and past tenses.

29 Fundamentals of Spanish for Native Speakers II (3) UC:CSU

Prerequisite: Spanish 28.

LECTURE, 3 HOURS.

Note: Units cannot be earned for both Spanish 29 and Spanish 1 or both Spanish 29 and Spanish 35.

This course is the second of two courses for students who have grown up speaking Spanish but have yet to acquire proficiency in the language. This course covers the second half of Spanish 35 in a slower-paced environment. Students continue studying the past tenses, as well as the future, and conditional tenses while learning to distinguish areas of grammar where English interference is the most common.

35 Spanish for Spanish Speakers I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Credit given for only one of Spanish 1 or Spanish 35.

This accelerated course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It will stress the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present, past, and future tenses, and the present subjunctive. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 1 or Spanish 35, but not both.

36 Spanish for Spanish Speakers II (5) UC:CSU IGETC Area 6A

Prerequisite: Spanish 35.

LECTURE, 5 HOURS.

This course is the second part of a sequence of two designed for students who are Native Speakers of Spanish but have had little or no academic preparation in standard Spanish. The course focuses on complex grammar, emphasizing the subjunctive mood and the compound tenses. A high emphasis is placed on reading and writing, including the use of written accents, spelling, and those areas of grammar with a high degree of English interference. Students also study the diverse cultures of the Spanish-speaking world. Students receive credit for Spanish 36 or Spanish 2 but not both.

Journalism Department

E7-307 • *(323) 265-8875*

Faculty

Stapleton, Jean A, *Chair, Professor*
Rico-Sanchez, Sylvia Y., *Assistant Professor*

EDUCATIONAL PROGRAMS

SUBJECTS

- Journalism
- Public Relations

CERTIFICATES OF ACHIEVEMENT

- Desktop Publishing
- Journalism

ASSOCIATE DEGREE PROGRAMS

- Desktop Publishing
- Journalism

CERTIFICATES OF ACHIEVEMENT

Desktop Publishing

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introudction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218-1*	Practical Editing I
JOURNAL 219-1*	Techniques for Staff Editors I
JOURNAL 228-1*	Beginning Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography

Total ***30***

**This course has a prerequisite.*

Journalism

This program is designed for the student intending to work in reporting, writing, and/or editing on a daily or weekly newspaper, Internet news outlet, magazine, television, radio, news media, public relations or free-lance writing.

Note: Journalism 101 should be taken by Journalism majors during their first semester.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	3
JOURNAL 105	Mass Communications	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 217-1*	Publication Laboratory I	2
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
PUB REL 1	Principles of Public Relations	3
PHOTO 10	Beginning Photography	3
	Total	***21***

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

Desktop Publishing, Associate in Arts Degree

(This program is offered under a consortium of the departments of Art, Journalism, and Photography).

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introduction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218-1*	Practical Editing I
JOURNAL 219-1*	Techniques for Staff Editors I
JOURNAL 228-1*	Beginning Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography

GENERAL EDUCATION REQUIREMENTS PLAN A	30
Total	***60***

**This course has a prerequisite.*

Journalism, Associate in Arts Degree

Students earn their A.A. degree by completing the departmental program requirements shown below, as well as following the Graduation Requirements for Plan B.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	Collecting and Writing News	3
JOURNAL 105	Mass Communications	3
JOURNAL 202*	Advanced Newswriting	3
JOURNAL 217-1*	Publication Laboratory I	2
JOURNAL 218-1*	Practical Editing I	3
JOURNAL 218-2*	Practical Editing II	3
JOURNAL 218-3*	Practical Editing III	3
JOURNAL 219-1*	Techniques for Staff Editors I	1
PHOTO 10	Beginning Photography	3
PUB REL 1	Principles of Public Relations	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
FIFTEEN ADDITIONAL UNITS SELECTED FROM BELOW:		15
ART		635, 639, 641
BRDCSTG		1, 15
CAOT		31
ECON		1, 2
English		102, 103, 137, 129
HISTORY		1, 2, 5, 6, 11, 12
JOURNAL		217-4, 218-4, 219-2, 219-3, 228-1, 228-2
PHOTO		32, 47, 48, 51
POL SCI		1, 2, 7
PSYCH		1, 2, 3, 6, 13
SOC		1, 2, 14
	Total	***60***

**This course has a prerequisite.*

#This course is repeatable.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Journalism (JOURNAL)

101 Collecting and Writing News (3) CSU (C-ID JOUR 110)

LECTURE, 3 HOURS.

This course provides students practice in news gathering with particular emphasis on documentation, research and news writing. Adherence to professional writing style guidelines and legal and ethical aspects of the profession are emphasized.

105 Mass Communications (3) UC:CSU IGETC Area 4E (C-ID JOUR 100)

LECTURE, 3 HOURS.

Note: Offered in Fall semester only.

This course provides an overview of America's mass communications systems and how they affect human behavior in relation to social, political, and economic institutions. It also examines the structure and functioning in print and electronic communications including: Film, print, television, radio, the recording industry, public relations, and the Internet. Factors that influence creation and distribution of media messages, and the impact of those messages on society are also discussed.

202 Advanced Newswriting (3) CSU

Prerequisite: Journalism 101.

LECTURE, 3 HOURS.

Note: Offered in Spring semester only.

This course provides the student with principles and practice in writing specialized types of newspaper and online stories and increases mastery of fundamental research and reporting techniques. Interpretative writing skills, editorial writing, and feature writing are emphasized.

217-1 Publication Laboratory I (2) CSU

Prerequisite: Journalism 101.

Advisory: Journalism 218-1.

LABORATORY, 6 HOURS.

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.

217-2 Publication Laboratory II (2) CSU

Prerequisite: Journalism 217-1.

Advisory: Journalism 218-2.

LABORATORY, 6 HOURS.

In this intermediate level course, students learn intermediate newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials.

217-3 Publication Laboratory III (2) CSU

Prerequisite: Journalism 217-2.

Advisory: Journalism 218-3.

LABORATORY, 6 HOURS.

In this advanced course, students learn advanced newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials

217-4 Publication Laboratory IV (2) CSU

Prerequisite: Journalism 217-3.

Advisory: Journalism 218-4.

LABORATORY, 6 HOURS.

In this course, students learn professional-level newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques and materials.

218-1 Practical Editing I (3) CSU

Prerequisite: Journalism 101.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

In this beginning course, students are introduced to newspaper writing and editing through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News.

218-2 Practical Editing II (3) CSU
Prerequisite: Journalism 218-1.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
In this course, students develop intermediate newspaper writing and editing skills through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News. Editions are evaluated in regularly scheduled class meetings.

218-3 Practical Editing III (3) CSU
Prerequisite: Journalism 218-2.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
In this course, students develop advanced newspaper writing and editing skills through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News. Editions are evaluated in regularly scheduled class meetings.

218-4 Practical Editing IV (3) CSU
Prerequisite: Journalism 218-3.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
In this course, students develop professional-level newspaper writing and editing skills through the publication of the campus newspaper, Campus News. This includes regular evaluation of stories published in Campus News. Editions are evaluated in regularly scheduled class meetings.

219-1 Techniques for Staff Editors I (1) CSU
Prerequisite: Journalism 101.
LABORATORY, 3 HOURS.
This course provides campus newspaper 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.

219-2 Techniques for Staff Editors II (1) CSU
Prerequisite: Journalism 219-1.
Advisory: Journalism 218-1.
LABORATORY, 3 HOURS.
In this course, student editors receive intermediate instruction in editorial writing and analysis of editorial problems. Students survey research methods. Emphasis is placed on developing newsroom leadership skills and formulating editorial policy.

219-3 Techniques for Staff Editors III (1) CSU
Prerequisite: Journalism 219-2.
Advisory: Journalism 218-2.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
In this course, students receive advanced instruction and practice in producing the student newspaper, 'Campus News.' Real newsroom techniques, practices, and techniques are stressed.

228-1 Beginning Computerized Compositopn (3)
Prerequisite: Journalism 217-1.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
This course consists of instruction and practice in computerized page layout. The topics presented include editing, processing, setting of text, display types, and copy processing. Proofreading and preparation of materials for publication are also covered.

228-2 Advanced Computerized Composition (3)
Prerequisite: Journalism 228-1.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
This advanced course consists of instruction and practice in computerized page layout. The topics presented include editing, processing, setting of text, display types, and copy processing. Proofreading and preparation of materials for publication are also covered.

185 Directed Study - Journalism (1) CSU

285 Directed Study - Journalism (2) CSU

385 Directed Study - Journalism (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.
The above courses allow students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.
CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC does not grant credit for variable topics courses in Journalism because of credit restrictions in this area.

Public Relations (PUB REL)

1 Principles of Public Relations (3) CSU
LECTURE, 3 HOURS.
This course introduces Public Relations as the values-driven management of relationships with groups of people that can influence an organization's success and examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups.

Kinesiology Department

C1-135B MEN • *(323) 415-5336*
E9-112 WOMEN • *(323) 265-8916*

Faculty: Kinesiology - Men's

Hines, James, *Chair, Professor*
Browne, Richard, *Associate Professor*
Calienes, Jorge L., *Professor*
Cone, Al - Athletic Director, *Professor*
Gamboa, Ricardo, *Professor*
Kimber, Kiff K., *Professor*
McBride, Dan, *Professor*
Onsgard, Eldin B., *Professor*
Shepherd, Michael A., *Professor*

Adjunct Associate Professors

Adame, Alec
Antonacci, Anthony M.
Brenes, Orlando J.
Carizzi, Michael T.
Dipietra, John J.
Elias, Ed
Flores, Rudolph E.
Hultz, Robert
Kaur, Dr. Manjit
Kritzer, Jeffrey
Meiers, John C.
Millan, Adan
Olescyski, Rosalinda
Plutchok, Keith
Sanchez, Jair A.
Scarborough, Spencer C.
Teper, Lonnie E.
Varela, Stephanie A.
Valle, Ralph
Veglia, Antony

Faculty: Kinesiology - Women's

Blanco, Erika, *Chair, Associate Professor*
Alkire, Sara, *Assistant Professor*
Crawford, Richard C., *Professor*
Daw, Pauletta E., *Professor*
Faulkner, Ellen W., *Professor*
Owens, Andrea S., *Associate Professor*
Rabins, Kimberly D., *Professor*
Ramirez, Louis Jr., *Professor*
Reutimann, Kristin P., *Assistant Professor*
White, Kirsten E., *Assistant Professor*

Adjunct Associate Professors

Aldana, Irene
D'Luhy Deborah A.
Diaz, Juan
Espinoza, Marvin
Evans, Wanda Lee
Figueroa, Marielina
Galvan, Margaret
Ganado, Kai
Geer, Mary
Holguin, Graciela H.
Iriye, Sharon K.
Jensen, Karin
Karmiryan, Kristina
Kaur, Dr. Manjit
Ladd, Marilyn C.
Lewis, Elton
McCoy, Stephanie
Nguy, Qui
Stankevitz, Diane
Turner, Bruce M.
Tyo, Stephanie
Wakamatsu, Jeannie
White, Keith
Wu, Chivey
Yee, Annie
Zepeda, Eva

Note: The organization of the Kinesiology department is undergoing a transition and the final structure is yet to be determined.

EDUCATIONAL PROGRAMS

SUBJECTS

- Dance Specialities
- Dance Studies
- Dance Techniques
- Health
- Kinesiology
- Kinesiology Athletics (Intercollegiate Athletics)
- Kinesiology Majors

ASSOCIATE DEGREE PROGRAM

- Physical Education
- Kinesiology for Transfer

DEGREE PROGRAM

Physical Education, Associate in Arts Degree

This program emphasizes preparation for teaching, or career opportunities in Physical Education, or a number of other fields such as physical therapy, special education, recreation, athletic training, research and for positions in private industry or in public service.

In addition to physical fitness, dance and sports activities, the program includes the study of methods of teaching and coaching; rules, procedures and officiating of sports; history and principles of physical education and its relation to education in general.

SUBJECT & NO.	COURSE	UNITS
EITHER		
ANATOMY 1	Introduction to Human Anatomy	4
AND		
PHYSIOL 1	Introduction to Human Physiology	4
OR		
BIOLOGY 20	Human Anatomy and Physiology	8
HEALTH	2, 7, 8, or 11	3
KIN or	Four different activity courses to include:	
DANCETQ	aquatics, dance, individual and team sports	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
	Subtotal	***21***
ELECTIVE COURSES - AT LEAST 9 UNITS FROM THE FOLLOWING LIST:		
HEALTH 12	Safety Education and First Aid	3
MATH 227	Statistics	4
KIN MAJ 100	Introduction to Physical Education	3
KIN MAJ 103	Introduction to Coaching Athletics	3
KIN MAJ 104	Officiating Competitive Sport I	3
KIN MAJ 105	Officiating Competitive Sport II	3
KIN MAJ 128	Care and Prevention of Athletic Injuries	3
KIN MAJ 134	Advanced Lifesaving	2
KIN MAJ 135	Water Safety Instruction	3
PHYSICS 11	Introductory Physics	4
GENERAL EDUCATION REQUIREMENTS PLAN A		30
	Total	***60***

Associate in Arts in Kinesiology for Transfer

The East Los Angeles College in Arts in Kinesiology Transfer degree provides an opportunity for students to complete the first two years of study leading to a bachelor's degree in a California State University. By selecting the proper courses, students may have a seamless transfer to a Cal State University without loss of time or credit. Students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0, including a minimum of 21-23 semester units in the major with a grade of "C" or better. A grade of "P" (pass) is not acceptable for the major courses. Certified completion of the California State University General Education Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern is also required. Students wishing to complete a Kinesiology transfer program should consult with an academic advisor to plan their program.

REQUIRED CORE COURSES

SUBJECT & NO.	COURSE	UNITS
KIN MAJ 100	Introduction to Physical Education	3
ANATOMY 1	Introduction to Human Anatomy	4
PHYSIOL 1	Introduction to Human Physiology	4

Select 1 Activity course in any three of the following areas for a minimum of three units: Aquatics, Combative, Team Sports, Fitness, and Dance. Course descriptions can be found in the catalog (3-5 units).

AQUATICS

SUBJECT & NO.	COURSE	UNITS
KIN 201	Swimming Skills	1
KIN 301-1	Swimming 1	1
KIN 303	Aqua Aerobics	1

COMBATIVE COURSES

SUBJECT & NO.	COURSE	UNITS
KIN 217	Self-Defense Skills	1

TEAM SPORTS

SUBJECT & NO.	COURSE	UNITS
KIN ATH 502	Intercollegiate Sports – Badminton	3
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 515	Intercollegiate Athletics – Track and Field	3
KIN ATH 516	Intercollegiate Athletics – Volleyball	3

FITNESS COURSES

SUBJECT & NO.	COURSE	UNITS
KIN 246	Body Sculpting	1
KIN 287	Basketball Skills	1
KIN 328-1	Bicycle Spinning - 1	1
KIN 330-1	Cardiokickboxing 1	1
KIN 333	Step Aerobics and Weight Training	1
KIN 366-1	Badminton 1	1
KIN 370	Table Tennis	1
KIN 390-1	Softball 1	1
KIN ATH 556	Intercollegiate Basketball - Fitness & Skills Training	1
KIN ATH 558	Intercollegiate Soccer - Fitness & Skills Training	1

DANCE

SUBJECT & NO.	COURSE	UNITS
DANCETQ 111	Ballet Techniques	1
DNCESPC 491	Special Topics in Dance I	1
ELECTIVE COURSES - SELECT TWO COURSES:		AT LEAST 6 UNITS
MATH 227	Statistics	4
BIOLOGY 3	Introduction to Biology	4
CHEM 65	Introductory Chemistry	4
OR		
CHEM 101	General Chemistry I	5
OR		
CHEM 102	General Chemistry II	5
PHYSICS 6	General Physics I	4
KIN MAJ 134	Advanced Lifesaving	2
HEALTH 12	Safety Education and First Aid	3
	Subtotal	***20-22***
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		3 – 7 UNITS
	IGETC or CSU GE Pattern	***33-35***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 4 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family.. Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Kinesiology department, families have been created as in Dance and Kinesiology.

DANCE FAMILY NAMES AND COURSE NUMBERS:

Ballet Techniques . . . . . DANCETQ 111, 112
Cultural and World Dance . .DANCETQ 411, 412, 421, 422; DNCESPC 491
Dance Productions . . . . . DANCETQ 814, 815, 820, 821, 822
Hip Hop Techniques. . . . . DANCETQ 171, 172
Jazz Techniques. . . . . DANCETQ 121, 122, 468
Modern Techniques . . . . . DANCETQ 141, 142
Special Projects in Dance . . . . . DANCETQ 535, 536, 537, 538
Tap Dance . . . . . DANCETQ 211, 212
Yoga/Stress Management . DANCETQ 181, 221, 222, 570, 571, KIN 247

Dance Specialities (DNCESPC)

491 Special Topics in Dance I (1) CSU

LABORATORY, 3 HOURS.

This course introduces students to the historical and cultural origins and fundamental Dance Techniques of folk, ethnic, recreational, or other specialized dance genres. Foundational steps and combinations of steps from the particular genre are utilized by students to create an understanding of musical phrasing and rhythms utilized in that particular dance form. This level one course provides a foundation for further study in the particular genre of dance.

492 Special Topics in Dance II (1) CSU

Prerequisite: Dance Specialities 491.

LABORATORY, 3 HOURS.

This course continues to expose students to the historical and cultural origins and beginning Dance Techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre are utilized by students to establish a basic knowledge of musical phrasing and rhythms utilized in that particular dance form. This level two course provides a greater foundation for further study in the particular genre of dance.

Dance Studies (DANCEST)

452 Introduction to Choreography (1) UC:CSU

LABORATORY, 2 HOURS.

This course introduces students to choreography with an emphasis on basic steps and combinations, creating dances, terminology, music, and appreciation of dance as a performing art form.

457 Dance Perspectives and Appreciation (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course focuses on historical perspectives, world dance cultures, dance as an art form, and appreciation of dance in its various forms, folk, ethnic, artistic-theatrical and social.

458 Latin American Dance Cultures (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.

This class focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyle as expressed through movement. Students explore and analyze folk dances and how they are reflected by the worldview of people who practice them. They also analyze symbolic movements from selected dances to recognize the quality of movement and the relationship between religious and secular dances.

814 Dance Production I (2) UC:CSU

Note: Audition required.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course provides instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, costuming, audition and performance skills, and dance critique and assessment.

815 Dance Production II (2) CSU

Prerequisite: Dance Studies 814.

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

816 Dance Production III (2) CSU

Prerequisite: Dance Studies 815.

LECTURE, 1 HOURS; LABORATORY, 2 HOURS.

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, costuming, audition and performance skills, and dance critique and assessment.

820 Dance Staging and Production Methods (4) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides instruction and laboratory experience in methods and techniques involved in producing a dance concert or event, including rehearsal management, scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, dance critique and assessment.

821 Dance Staging and Methods II (4) CSU

Prerequisite: Dance Studies 820.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides basic discussion and laboratory experience in methods and techniques involved in producing a dance concert or dance event, including rehearsal management, scheduling, beginning choreographic applications, lighting, costuming, publicity, audition and basic performance skills, and dance critique and assessment.

822 Dance Rehearsal and Performance (1) UC:CSU

LABORATORY, 2 HOURS.

This course provides students structured rehearsal time which culminates in a performance. Students participate as dancers and production personnel and may perform on campus and/or in the community.

826 Dance Performance Company (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops knowledge and techniques for students to perform in college-based, professional dance companies and/or touring dance troupes. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the American College Annual Dance Festival and the Los Angeles Community College Dance Competition/Invitational as part of the East Los Angeles College Dance Company, as well as opportunities for master classes, community outreach, performances and college-sponsored events, and national and international tours.

Dance Techniques (DANCETQ)

111 Ballet Techniques I (1) CSU

LABORATORY, 3 HOURS.

This fundamental course in classical ballet provides a foundation for the appreciation of how to take a ballet class by introducing fundamental step sequences and combinations, terminology, music, and appreciation of ballet dance as a historical performing art form, which prepares students for further study in ballet technique.

112 Ballet Techniques II (1) CSU

Prerequisite: Dance Techniques 111.

LABORATORY, 3 HOURS.

This beginning level ballet course continues to establish a basic knowledge of a complete classical ballet class by utilizing compound step sequences and combinations, higher level codified terminology, and faster tempo music, and affirms each student's appreciation of ballet dance as a historical and performing art form by reviewing cumulative ballet technique and information while preparing students for further study at higher levels.

121 Jazz Dance Techniques I (1) CSU

LABORATORY, 3 HOURS.

This fundamental course in Jazz dance provides a foundation for performance-based Dance Techniques of Jazz by introducing fundamental step sequencing and combinations, music, terminology and appreciation of the evolution of Jazz dance as a performing art form, which prepares students for further study in Jazz dance technique.

122 Jazz Dance Techniques II (1) CSU

Prerequisite: Dance Techniques 121.

LABORATORY, 3 HOURS.

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of the evolution of Jazz dance as a performing art form by reviewing cumulative jazz technique and information while preparing students for further study at higher levels.

141 Modern Dance Techniques I (1) CSU

LABORATORY, 3 HOURS.

This fundamental course in modern dance provides a foundation for the appreciation of how to take a modern dance class through an exploration into foundational body movement skills, introductory performance qualities, fundamental theory of modern dance principles, an introduction to various styles of modern dance for the new dancer, and exposure to the historical development of modern dance forms as we know them today. Emphasis is placed on the development of technique and style.

142 Modern Dance Techniques II (1) CSU

Prerequisite: Dance Techniques 141.

LABORATORY, 3 HOURS.

This second level modern dance course establishes basic knowledge of beginning techniques of modern dance. Instruction includes broadening the exploration body movement skills, basic performance qualities, deeper study of modern dance principles,and a greater ability to distinguish the differences of various modern dance forms as we know them today. Emphasis is placed on the development of individual expression and integration of creativity in order to prepare dancers for further study in modern dance.

171 Hip-Hop Dance Techniques I (1) CSU

LABORATORY, 3 HOURS.

This fundamental course in Hip Hop dance provides a foundation for Hip Hop and Funk Dance Techniques by introducing fundamental step sequencing and combinations, music, terminology and the appreciation of Hip Hop dance as a historical performing art form, which prepares students for further study in Hip Hop dance technique.

172 Hip-Hop Dance Techniques II (1) CSU

Prerequisite: Dance Techniques 171.

LABORATORY, 3 HOURS.

This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop and Funk Dance Techniques by utilizing compound step sequences and combinations, higher level codified terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of Hip Hop dance as a historical and performing art form by reviewing cumulative Hip Hop technique and information while preparing students for further study at higher levels.

181 Pilates I (1) CSU

LABORATORY, 3 HOURS.

This Pilates class utilizes a codified body conditioning system that helps build flexibility, muscular strength, and muscular endurance particularly in the legs, abdominals, arms, hips, and back. The exercises in this course put an emphasis on spinal and pelvic alignment, breathing, and developing a strong core or center while improving coordination and balance. The Pilates system of exercise allows for different exercises to be modified in range of difficulty from beginning to advanced. Intensity can be increased over time as the body conditions and adapts to the exercises. This fundamental level Pilates course focuses on the fundamental exercises which build a foundation of core strength and a nominal level of flexibility, strength and endurance, which become essential in the proper execution of the exercises and in an increased functional capacity of the body, thereby preparing dancers for later levels of this course.

182 Pilates II (1) CSU

Prerequisite: Dance Techniques 181.

LABORATORY, 3 HOURS.

This course focuses on the basic exercises which continue to build a foundation of core strength and a greater level of flexibility, strength, endurance, and an increased functional capacity of the body. This system of exercise allows different exercises to be modified in range of difficulty from beginning to advanced, depending on many variables, and intensity is increased over time as the body conditions and adapts to the exercises. This class prepares participants for more intermediate levels of Pilates exercises.

211 Tap Dance Techniques I (1) CSU

LABORATORY, 3 HOURS.

This course provides students the opportunity to learn and develop fundamental tap dance skills, thereby establishing a foundational knowledge of this dance technique. Besides learning the fundamental elements of this dance style, emphasis is placed on developing skills to a fundamental performance level. In addition, students learn tap dance step terminology and history, which allow students to gain an appreciation for this type of dance as an art form.

212 Tap Dance Techniques II (1) CSU

Prerequisite: Dance Techniques 211.

LABORATORY, 3 HOURS.

This course provides students the opportunity to learn and develop beginning tap dance skills, thereby establishing a basic knowledge of this dance technique. Besides learning the basic elements of this dance style, emphasis is placed on developing skills to a basic performance level. In addition, students learn tap dance step terminology and students also learn history and appreciation for this type of dance as an art form.

221 Yoga Skills I (1) CSU

LABORATORY, 3 HOURS.

This introductory yoga course provides a foundation to conditioning, flexibility, and endurance to supplement Dance Techniques. Yoga focuses on the development of the body/mind through the use of specific yoga postures, breathing techniques, stretches, mental exercises, and relaxation exercises to obtain greater concentration, self-discipline, and improved physical, mental, and emotional health. The yogic system of exercise allows for different exercises to be modified in range of difficulty from beginning to advanced. Intensity can be increased over time as the body conditions and adapts to the exercises. This is a level one course with a foundational approach to practicing a complete Yoga class.

222 Yoga Skills II (1) CSU

Prerequisite: Dance Techniques 221.

LABORATORY, 3 HOURS.

This beginning yoga course provides the basic knowledge of yoga conditioning, flexibility, and endurance to assist the development of a yogic lifestyle. Beginning-level yoga asanas, pranayama techniques, meditation exercises, and relaxation techniques allow students to apply the greater concentration, self-discipline, and improved physical, mental, and emotional health they have previously adopted in the level one course. This level two course is a more intense Yoga class, thereby preparing dancers for more intermediate levels of Yoga.

321 Social Dance I (1) CSU

LABORATORY, 3 HOURS.

This course is a fundamental survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: American Rhumba, Cha-Cha-Cha, Line Dancing/Country-Western Swing, East Coast Swing, or American Tango. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

322 Social Dance II (1) CSU

Prerequisite: Dance Techniques 321.

LABORATORY, 3 HOURS.

This course is a beginning survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: Waltz, Fox Trot, Samba, West Coast Swing, Danzon, or Disco. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

411 Salsa Casino I (1) CSU

LABORATORY, 3 HOURS.

This course is a fundamental survey of an intensified version of Salsa dance technique called Rueda de Casino, a form of Casino danced in a round with two or more couples exchanging partners as one chosen person calls out codified terminology or cues. Rueda is Spanish for Wheel, and Casino is known outside of Cuba as Salsa. This course explores a regional form of this type of Salsa. In this course, students learn Salsa dance terminology and also learn history and appreciation for this type of dance as an art form.

412 Salsa Casino II (1) CSU

Prerequisite: Dance Techniques 411.

LABORATORY, 3 HOURS.

This beginning-level course covers an intensified version of Salsa dance technique called Rueda de Casino, a form of Casino danced in a round with two or more couples exchanging partners as one chosen person calls out codified terminology or cues. Rueda is Spanish for Wheel, and Casino is known outside of Cuba as Salsa. This course further explores a regional form of this type of Salsa. In this course, students learn further Salsa dance terminology and also explore history and appreciation for this type of dance as an art form in greater depth.

421 Mexican Folklorico I (1) CSU

LABORATORY, 2 HOURS.

This fundamental level course teaches skills and dances from at least three or more of Mexico's dance regions. Emphasis is placed on the historical and cultural context of the development of these dances. Students learn to execute foundational dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included. This level one course provides a foundation for further study in the particular genre of dance.

422 Mexican Folklorico II (1) CSU
Prerequisite: Dance Techniques 421.
LABORATORY, 2 HOURS.
This beginning level course teaches skills and dances from at least six or more of Mexico's dance regions. Emphasis is placed on the historical and cultural context of the development of these dances. Students learn to execute basic dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included. This level two course provides a basic knowledge for further study in the particular genre of dance.

468 Jazz Dance Combination (1) UC:CSU
LABORATORY, 2 HOURS.
This course introduces students to an intermediate approach to the performance-based dance technique of Jazz. Standard, compound, and complex basic and intermediate steps are utilized to create an understanding of musical phrasing and rhythms by combining these steps, as well as other creative variations, into small dances. Throughout the course, these small dances are combined periodically and systematically until a complete dance or choreographic work has been produced. In addition, historical influences on movement ethnology are analyzed.

535 Dance Team Techniques (2) UC:CSU
LABORATORY, 6 HOURS.
This course focuses on techniques, performance qualities, and choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or Dance Company conventions and tours as part of this course requirement. This course is required for the East Los Angeles College Dance Company/Team members.

536 Dance Team Techniques II (2) CSU
Prerequisite: Dance Techniques 535.
LABORATORY, 6 HOURS.
This course focuses on beginning dance team techniques, performance qualities and style, and basic repertoire choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or Dance Company conventions and tours as part of this course requirement. This course is required for the East Los Angeles College Dance Company/Team members.

537 Dance Team Techniques III (2) CSU
Prerequisite: Dance Techniques 536.
LABORATORY, 6 HOURS.
This course focuses on intermediate dance team techniques, performance qualities, and performance and touring choreography for the Dance Company/Team. Students are required to perform at selected dance department events and/or Dance Company conventions and tours as part of this course requirement. This course is required for the East Los Angeles College Dance Company/Team members.

538 Dance Team Techniques IV (2) CSU
Prerequisite: Dance Techniques 537.
LABORATORY, 6 HOURS.
This advanced course focuses on pre-performance dance team techniques, applies acquired techniques, and develops stylistic nuances of the particular genre. Students are required to perform at all dance department events and/or Dance Company conventions and tours as part of this course requirement. This course is required for the East Los Angeles College Dance Company/Team members.

570 Conditioning for Dance (1) UC:CSU
LABORATORY, 3 HOURS.
This course develops knowledge and provides skills to condition the body for dance. In addition to exploring various conditioning programs, it offers an opportunity to enhance Dance Techniques.

571 Conditioning for Dance Team Techniques II (1) CSU
Prerequisite: Dance Techniques 570.
LABORATORY, 3 HOURS.
This course establishes basic knowledge for beginning skills to condition the body for dance. In addition to developing conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination, and endurance, students have the opportunity to enhance fundamental Dance Techniques through discussion and application of warm-up skills, movement sequences, and beginning dance combinations.

Health (HEALTH)

Note: One Health course selected from Health 2, 7, 8, or 11 is required of all students seeking an Associate Degree.
(UC Credit Limit: Health 2, 7, 8, 11 combined maximum credit, one course).

2 Health and Fitness (3) UC:CSU
LECTURE, 2 HOURS; LABORATORY: 2 HOURS.
This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility, and strengthening activities

4 Contemporary Major Diseases and Illnesses (3) CSU
LECTURE, 3 HOURS.
This course surveys a variety of contemporary diseases and illnesses that affect the majority of people in America. Health issues associated with obesity are also discussed. Emphasis is placed on the prevention, origin, treatment and a healthy lifestyle as it relates to the various diseases. Physiological, anatomical, psychological, community resources and social implications are considered.

7 Physical Fitness and Nutrition (3) UC:CSU
LECTURE, 3 HOURS.
This course considers the nature and importance of physical fitness and good nutrition in one's personal and social development. Various types of physical activities are analyzed and evaluated. Appropriate selection of nutritive foods for weight control and ergogenics are covered. Fad diets and food supplements are analyzed.

8 Women's Personal Health (3) UC:CSU
LECTURE, 3 HOURS.
This course comprehensively reviews important issues related to women of all diverse backgrounds. This course designs practical approaches to understanding the health of women in relationship to physiological and psychological aspects of nutrition, mental health, exercise, hygiene, cardiovascular disease, cancer, sexuality, reproduction, drugs, and other diseases common to women.

11 Principles of Healthful Living (3) UC:CSU

LECTURE, 3 HOURS.

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

12 Safety Education and First Aid (3) UC:CSU (C-ID KIN 101)

LECTURE, 3 HOURS.

This course covers the theory and detailed demonstration of first aid care of the injured. Students learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) are granted upon successful completion of course requirements.

15 Stress Management Strategy (3) CSU

LECTURE, 3 HOUR.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several systems are explored to achieve an optimal level of health. Students learn to cope with stress as well as change potential stressors that will enrich their lives. This course covers the seven dimensions of health: mental, emotional, social, physical, occupational, spiritual, and environmental as well as examines ways to identify and control stress.

27 Focus on Health: Prenatal Care (2) CSU

LECTURE, 2 HOUR.

This course is designed not only for pregnant women, but also for anyone interested in healthy perspectives to prenatal care, and focuses on proper nutrition, education and prenatal care. Diet, consequences of nutritional deficiencies, substance abuse, lactation, benefits of exercise and building healthy lifestyles for mothers and newborns are also covered.

28 Focus on Health: Arthritis (1) CSU

LECTURE, 1 HOUR.

This course covers osteoarthritis and rheumatoid arthritis with an emphasis on positive self-care choices. Topics include selected aspects of anatomy, physiology, exercise, medication, diet, and pain management. Problem solving of daily living challenges with arthritis is included, as well as analysis of unproven remedies.

29 Focus on Health: Breast Care (1) CSU

LECTURE, 1 HOUR.

This course focuses on breast care with an emphasis on positive self-care choices and cancer prevention strategies. Current cancer treatments are covered, as well as benign conditions. An analysis of unproven remedies and problem solving for cancer survivors are included.

30 Focus on Health: Menopause and Aging: Growing Older (1) CSU

LECTURE, 1 HOUR.

This course considers female menopause and aging with an emphasis on positive self-care choices. Presented topics include anatomy, physiology, exercise, medication, sex, diet, and symptom management. Prevention strategies for common women's health problems are included together with an analysis of unproven remedies.

31 Focus on Health: Diabetes (1) CSU

LECTURE, 1 HOUR.

This course covers diabetes mellitus, with emphasis on positive self-care choices. Aspects of current diabetes management are covered: blood glucose testing, oral hypoglycemics, insulin, exercise, and pregnancy. Also included are the prevention and recognition of diabetes complications affecting eyes, kidneys, nerves, feet, heart/blood vessels. Hypoglycemia and hyperglycemia are also covered.

32 Focus on Health: Heart and Circulation (1) CSU

LECTURE, 1 HOUR.

This course covers heart and circulatory health with emphasis on positive self-care choices. Also covered are management of common heart and blood vessel disorders and determination of personal cardiovascular disease risk. Topics include: exercise, diet, diabetes, and the control of risk factors, such as: stress, high blood pressure, and high cholesterol.

Kinesiology (KIN)

(UC Credit Limit: any or all Kinesiology activity courses combined; maximum credit 4 units).

Activity skills instruction includes progressive skills attainment in each particular sport or activity with emphasis on technique, strategy, etiquette, and rules, as well as physical health emphasis and importance of life-long physical well-being. Kinesiology and dance classes present integrated information about physiological, social and psychological understanding of the self through movement. Some activity courses include beginning, intermediate, and advanced levels.

KINESIOLOGY FAMILY NAMES AND COURSE NUMBERS:

Aerobics, Circuit Training, and Sport-Specific Strength Training KIN 10, 45, 46, 48, 49, 229, 246, 250, 328-1, 330-1, 330-2, 345, 346

Aquatics . . . . . KIN 47, 201, 301-1, 301-2

Court Sports . . . . . KIN 366-1, 366-2

Directed Studies . . . . . KIN 9

Individual Activities . . . . . KIN 268, 365-1

Material Arts/Combatives . . . . . KIN 217

Mind/Body Conditioning . . . . . KIN 247

Team Sports . . . . . KIN 287, 386, 387, 390-1, 390-2

Track and Field Mixed Activities . . . . . KIN 180, 307

9 Combined Activities (1) UC:CSU

(Formerly Physical Education 96)

LABORATORY, 2 HOURS.

This course consists of a combination of two or more physical education activity courses, each taught for one half (or less) of the scheduled time. The combination courses are specified in the schedule of classes.

10 Scientific Physical Fitness Laboratory (1) CSU

(Formerly Physical Education 98)

LABORATORY, 2 HOURS.

This course combines instruction in the conditioning aspects of strength, flexibility, endurance and muscle tone. An understanding of cardiovascular fitness and nutritional information related to exercise is emphasized. A periodic evaluation of fitness levels is included.

45 Adapted Fitness (1) UC:CSU
(Formerly Physical Education 642)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instruction emphasizing the basic elements of physical fitness and training principles.

46 Adapted Strength Training (1) UC:CSU
(Formerly Physical Education 643)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instructional emphasis placed on strength training principles and techniques.

47 Adapted Swimming and Hydroexercise (1) UC:CSU
(Formerly Physical Education 644)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course meets the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs focus on basic swimming and water safety skills. Hydroexercise programs emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

48 Adapted Aerobics (1) UC:CSU
(Formerly Physical Education 645)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course enables students with disabilities requiring restricted or modified activities to participate in individualized aerobic exercise programs. Students develop cardiovascular muscular endurance, strength, and flexibility.

49 Adapted Cardiovascular Fitness (1) UC:CSU
(Formerly Physical Education 646)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course meets the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers is the major focus of the course.

180 Marathon Training Course for Run/Walk (1.5) UC:CSU
(Formerly Physical Education 691)

LECTURE, 0.5 HOUR; LABORATORY, 4 HOURS.

This course develops cardiovascular endurance for a student training for a marathon using a variety of tempo runs. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained.

201 Swimming Skills (1) UC:CSU
(Formerly Physical Education 102)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course enables students to gain awareness of the importance of proper swimming techniques/postural alignment, including progressive learning skills; such as water exploration, primary skills, stroke readiness, stroke development, stroke refinement, skill proficiency, and advanced skills in accordance with the seven levels of the American Red Cross. Nutrition and concepts of fitness are also covered.

217 Self-Defense Skills (1) UC:CSU
(Formerly Physical Education 238)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This is a basic course in self defense and is designed to help students become aware of danger and prepare themselves to live comfortably and securely in our society.

229 Individual and Dual Activities - Body Conditioning (1) UC:CSU
(Formerly Physical Education 228)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course provides students with the opportunity to participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility.

237 Boot Camp I (1) CSU

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course is designed as a lower intensity style boot camp class that is conducted both on and off campus using indoor and outdoor facilities. Training exercises used during this class include basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. The students train individually, with a partner or in a team setting.

246 Body Sculpting Skills (1) UC:CSU
(Formerly Physical Education 325)

LABORATORY, 2 HOURS.

This course utilizes body sculpting techniques to achieve cardiovascular fitness, muscle toning and endurance. Exercise bands, free exercise on mats, weights, stability balls, medicine balls, and other activities are used for a total body workout.

247 Pilates for Fitness (1) UC:CSU
(Formerly Physical Education 333)

LECTURE, 0.5 HOUR; LABORATORY, 2 HOURS.

This course focuses on precision alignment, core strength, and building an awareness of the body. Pilates involves a Kinesthetic awareness through a series of floor exercises, optimizing a postural alignment and muscular balance to enable maximum range of movement for body strength and flexibility. Appropriate modifications for specific fitness levels are considered. This class is easy to follow and includes instruction and understanding of Pilates methods and exercises utilizing safe and popular Pilates exercises.

250 Weight Training Skills (1) UC:CSU
(Formerly Physical Education 230)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

268 Golf Skills (1) UC:CSU
(Formerly Physical Education 259)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course consists of instruction in the primary skills of golf including rules, etiquette, terminology, and mock game experience. This course ranges from basic to advanced skills practice. Pitch/putt course games are played.

287 Basketball Skills (1) UC:CSU
(Formerly Physical Education 304)

LECTURE, 0.5 HOUR; LABORATORY, 1.5 HOURS.

This course introduces students to the rules, skill, and strategies of basketball. It is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding, and introduces individual and team offense and defense, as well as rules, proper etiquette, terminology, and components of fitness.

301-1 Swimming - 1 (1) UC:CSU
(Formerly Physical Education 695)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course introduces students to basic aquatic skills, such as floating, kicking, and gliding, and incorporates the development, practice, and theory of basic swimming strokes. The course emphasizes the development of basic water safety techniques to assure confidence and mobility in aquatic activities and to help create confidence in the water, as well as an evaluation of physical fitness.

301-2 Swimming - 2 (1) UC:CSU
Prerequisite: Kinesiology 301-1.

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course covers intermediate techniques of swimming, terminology, and fluid mechanics in water. Swimming strokes include freestyle, backstroke, breaststroke, and butterfly. Racing starts, flip turns, dives, and touch turns are introduced on a beginning level. Interval training concepts are introduced to build endurance. Indoor and outdoor water safety is reviewed in this course.

303 Aqua Aerobics (1) UC:CSU
(Formerly Physical Education 131)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This fitness conditioning class consists of a series of exercises and aerobic dance steps in conjunction with stretching and body dynamics to help promote cardiovascular and muscular fitness.

307 Swim and Run for Fitness (1) UC:CSU
(Formerly Physical Education 628)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course develops cardiovascular conditioning and fitness through running and swimming laps. It enables students to gain awareness of the importance of proper running techniques/postural alignment, including progressive resistance training and conditioning for the purpose of training for a triathlon. Nutrition and concepts of fitness are also covered.

328-1 Bicycle Spinning - 1 (1) UC:CSU
(Formerly Physical Education 629)

LABORATORY, 3 HOURS.

This course develops and improves both cardiovascular endurance and leg strength through stationary bike workouts. Intensity of workouts vary. Resting and target heart rates are used to monitor improvements in the students' cardiovascular system.

330-1 Cardio Kickboxing - 1 (1) CSU
(Formerly Physical Education 742)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed to introduce the areas of cardiovascular efficiency by using basic kickboxing techniques. Students participate in low intensity kickboxing movements and work towards increasing fitness levels. It emphasizes proper alignment, execution, and timing of slower-paced movements from kickboxing, boxing, and aerobic dance.

330-2 Cardio Kickboxing - 2 (1) CSU
Prerequisite: Kinesiology 330-1.

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This is the second level intermediate non-contact activity course designed to build on basic kicking and punching techniques from Cardio Kickboxing-1. New techniques and combinations are added to improve overall fitness including: Cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, aerobic dance, kickboxing, boxing, and execution.

333 Step Aerobics and Weight Training (1) UC:CSU
(Formerly Physical Education 672)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course consists of a combination of strength training, the use of weight training machines, step aerobics, and low impact aerobics. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance.

337 Boot Camp II (1) CSU
Prerequisite: Kinesiology 237.

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed as a moderate intensity style boot camp class that is conducted both on and off campus using indoor and outdoor facilities. Training exercises used during this class includes basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply fitness principles, anatomy and physiology, the prevention of training injuries, target heart rate, and the intensity of exercise as well as nutrition for fitness. The students train individually, with a partner, or in a team setting.

345 Body Dynamics Activity (1) UC:CSU
(Formerly Physical Education 668)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed to provide challenging fitness activity by combining strength exercises with endurance steps (rhythmical movements). Emphasis is placed on aerobics to significantly increase the efficiency with which oxygen is processed and delivered throughout the body.

346 Body Toning (1) UC:CSU
(Formerly Physical Education 331)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course enables students to gain awareness of the importance of exercise, including progressive resistance training and conditioning for the purpose of body shaping and toning muscles. Nutrition and concepts of fitness are also covered.

365-1 Introduction to Backpacking (1) UC:CSU
(Formerly Physical Education 627)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course introduces the student to the fundamental techniques of backpacking. Conditioning, a survey of equipment, orienteering, hiking safety, first aid and campsite preparation will be covered. Field trips will be planned.

366-1 Badminton - 1 (1) CSU
(Formerly Physical Education 662)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

Students learn the basic fundamental skills and knowledge necessary to play badminton such as the serve, forehand, backhand, clear, drop, and smash shots. Also covered are singles and doubles strategy, along with the history of badminton, basic terminology, rules, and scoring. Safety and selection of equipment are included.

366-2 Badminton - 1 (1) CSU
Prerequisite: Kinesiology 366-1.

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

In this course, students learn intermediate skills and knowledge necessary to play badminton such as cross court, down the line and reverse cross-court clears; at the net, from the back court, and from the mid-court drops; and forehand and backhand service. The course also covers offensive and defensive techniques of the smash as well as training drills, agility, endurance, and court coverage for competitive play.

370 Table Tennis (1) UC:CSU
(Formerly Physical Education 681)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course offers instruction and practice in fundamental table tennis skills, basic techniques, rules, strategies, and competition.

386 Baseball Skills Activity (1) UC:CSU
(Formerly Physical Education 663)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is designed to provide instruction in the history of skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

387 Basketball (1) UC:CSU
(Formerly Physical Education 665)

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course acquaints the student with the rules, skills, and strategy of basketball. Both offensive and defensive basketball are emphasized. Drills and games make up the class activity.

390-1 Softball - 1 (1) UC:CSU
(Formerly Physical Education 678)

LABORATORY, 2.5 HOURS.

This course introduces basic drills to create beginning skills, terminology, and rules of softball. Drills, safety, and repetition will be the primary focus in the areas of throwing, catching, and baserunning. Skills exams and a written final exam serve to evaluate student achievement.

390-2 Softball - 2 (1) UC:CSU

LECTURE, 0.5 HOUR; LABORATORY, 2.5 HOURS.

This course is a second-level softball class that gives instruction on advanced softball skills, techniques, rules, and game strategies. Students are required to compete in scrimmage situations against local junior college teams. This course is designed for prospective intercollegiate softball players.

Kinesiology Athletics (Intercollegiate Athletics) (KIN ATH)

Activity, 10 hours.

Note: Passing grade in 12 units is required for eligibility.

Note: Passing grade in 24 units is required for second-year competition eligibility.

Courses listed below provide the opportunity to participate in intercollegiate athletics, involving varsity competition in a recognized intercollegiate Conference and in state competition when appropriate. Participation in intercollegiate sports requires concurrent enrollment in not less than 12 units of college work and a minimum of a 2.0 GPA.

502 Intercollegiate Sports - Badminton (3) CSU RPT3
(Formerly Physical Education 502)

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of badminton. The opportunity to learn strategies and the finer points of doubles and singles play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

503 Intercollegiate Athletics - Baseball (3) UC:CSU RPT3
(Formerly Physical Education 503)

LABORATORY, 10 HOURS.

This course is for the intercollegiate baseball team. It offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs.

504 Intercollegiate Athletics - Basketball (3) UC:CSU RPT3
(Formerly Physical Education 504)

LABORATORY, 10 HOURS.

This is the intercollegiate basketball team course. This course is designed to develop individual and team skills in basketball so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills and playing experience are emphasized. This course requires intercollegiate basketball competition.

506 Intercollegiate Athletics - Cross Country (3) UC:CSU RPT3
(Formerly Physical Education 506)

LABORATORY, 10 HOURS.

This is the intercollegiate 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.

508 Intercollegiate Athletics - Football (3) UC:CSU RPT3
(Formerly Physical Education 508)

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of football. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

511 Intercollegiate Athletics - Soccer (3) UC:CSU RPT3
(Formerly Physical Education 511)

LABORATORY, 10 HOURS.

This course concentrates on the theory, techniques, and practice of intercollegiate soccer. Conditioning and preparing for intercollegiate competition will assist in the development of advanced play skills and knowledge of soccer.

512 Intercollegiate Athletics - Softball (3) UC:CSU RPT3
(Formerly Physical Education 512)

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of softball. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

513 Intercollegiate Athletics - Swimming and Diving (3) UC:CSU RPT3
(Formerly Physical Education 513)

LABORATORY, 10 HOURS.

Intercollegiate Athletic competitive swimming and diving team course for eligible athletes. Instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, interval training and intercollegiate competition.

515 Intercollegiate Athletics - Track and Field (3) UC:CSU RPT3
(Formerly Physical Education 515)

LABORATORY, 10 HOURS.

This course includes the theory, technique, and practice of intercollegiate track and field competition. Conditioning, event techniques, and preparing for competition in regularly scheduled track meets are emphasized.

516 Intercollegiate Athletics - Volleyball (3) UC:CSU RPT3
(Formerly Physical Education 516)

LABORATORY, 10 HOURS.

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition.

517 Intercollegiate Athletics - Water Polo (3) CSU RPT3

LABORATORY, 10 HOURS.

This course is designated for the Intercollegiate Water Polo team and requires participation in intercollegiate water polo games as a member of the college team. The course covers fundamental and advanced principles/theories of water polo techniques, including instruction, demonstration, and practice of swimming, eggbeater kick, offense, defense, counter attack, and man up and man down situations as well as strategies and game play.

518 Intercollegiate Athletics - Wrestling (3) UC:CSU RPT3
(Formerly Physical Education 518)

LABORATORY, 10 HOURS.

This course is the intercollegiate wrestling course. The course offers instruction in intermediate and advanced techniques of wrestling and the opportunity to learn strategies and the finer points of wrestling. Rigorous physical conditioning skills, practice, and participation in intercollegiate competition are part of the course activities.

534 Intercollegiate - Cheerleading Techniques (2) UC:CSU RPT3
(Formerly Physical Education 534)

LABORATORY, 6 HOURS.

This course develops techniques and practice in cheerleading motion techniques, cheers, chants, jumps, stunt techniques, and performance routines. Students are required to attend and perform at athletic events as part of the course requirement. This is the official class of the East Los Angeles College Cheerleading Squad.

551 Intercollegiate Drill Team (2) UC:CSU RPT3
(Formerly Physical Education 551)

LABORATORY, 6 HOURS.

This course is designed for the ELAC drill team and develops techniques and provides practice in drill patterns, drill team dance patterns, and drill team routines. Students are required to perform at selected athletic events and/or drill team competitions as part of the course requirement.

552 Intercollegiate Sports - Conditioning & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 552)

LABORATORY, 3 HOURS.

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.

553 Intercollegiate Football - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 553)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to football with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns new rules and strategic plays necessary for competition at advanced levels.

554 Intercollegiate Track and Field - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 554)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to both track events as well as field events with emphasis on skills, fundamentals, injury prevention, and safety. The student also strategies necessary for competition at advanced levels.

555 Intercollegiate Cross Country - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 555)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to cross country with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategies necessary for competition at advanced levels.

556 Intercollegiate Basketball - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 556)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to basketball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

557 Intercollegiate Baseball - Fitness & Skills Training (1) US:CSU RPT3
(Formerly Physical Education 557)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to baseball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

558 Intercollegiate Soccer - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 558)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

560 Intercollegiate Swimming/Diving - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 560)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to swimming and to diving with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategies necessary for competition at advanced levels.

561 Intercollegiate Water Polo - Fitness & Skills Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to water polo with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic plays necessary for competition at advanced levels.

562 Intercollegiate Wrestling - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 562)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to wrestling with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategies necessary for competition at advanced levels.

563 Intercollegiate Volleyball - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 563)

LABORATORY, 3 HOURS.

This course is designed to provide focused strength and conditioning exercises necessary to compete at an advanced level of volleyball competition and to emphasize safety and injury prevention. New rules and movement for volleyball are presented. Cardiovascular endurance, muscular strength, and flexibility are achieved through plyometric, isometric, and power exercises.

564 Intercollegiate Softball - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 564)

LABORATORY, 3 HOURS.

This course is 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.

565 Intercollegiate Badminton - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 565)

LABORATORY, 3 HOURS.

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to badminton with emphasis on skills, fundamentals, injury prevention and safety. The student also learns intense strategic plays necessary for competition at advanced levels.

571 Intercollegiate Cheerleading - Fitness & Skills Training (1) UC:CSU RPT3
(Formerly Physical Education 571)

LABORATORY, 3 HOURS.

This course is designed for members of the ELAC cheerleading team and develops knowledge and provides skills to condition the body for cheer. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques.

Kinesiology Majors (KIN MAJ)

CLASSES OPEN TO ALL STUDENTS AS WELL AS PHYSICAL EDUCATION MAJORS.

100 Introduction to Physical Education (3) UC:CSU
(UC Credit Limit: Maximum credit 8 units).
(Formerly Physical Education 712)
LECTURE, 3 HOURS.
This course surveys the significance of Physical Education in school programs, analyzes established standards of professional ethics, and reviews personal interests and qualifications necessary for successful leadership in this field. Emphasis is placed on career opportunities, history, philosophy, current trends, and curriculum development.

102 Foundations of Kinesiology (3) CSU
LECTURE, 3 HOURS.
This course introduces students to the multi-faceted field of Kinesiology. The breadth of human movement is revealed through field- and reflection-based experiences. Students are exposed to and develop liberal learning skills, professional development, a working definition of Kinesiology, and an appreciation for the field.

103 Introduction to Coaching Athletics (3) UC:CSU
(UC Credit Limit: Maximum credit 8 units).
(Formerly Physical Education 713)
LECTURE, 3 HOURS.
This course presents a comprehensive study of the organization and techniques of coaching athletic activities. Topics include facilities, management, budget, coaching techniques, philosophies, and administration.

104 Officiating Competitive Sports I (2) UC:CSU
(UC Credit Limit: 8 units from KIN MAJ 103, 104, 105, 128, 129).
(Formerly Physical Education 710)
LECTURE, 1 HOURS; LABORATORY, 2 HOURS.
This course includes the theory, practice, and techniques of officiating various activities in the sports of football, basketball, soccer, cross country, water polo, and other fall sports.

105 Officiating Competitive Sports II (2) UC:CSU
(UC Credit Limit: 8 units from KIN MAJ 103, 104, 105, 128, 129).
(Formerly Physical Education 711)
LECTURE, 1 HOUR; LABORATORY 2 HOURS.
This course includes the theory, practice, and techniques of officiating various activities in the sports of baseball, softball, track and field, swimming and diving, volleyball, tennis, and other spring sports.

109 Women in Sport (3) UC:CSU
(Formerly Physical Education 723)
LECTURE, 3 HOUR.
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.

128 Care and Prevention of Athletic Injuries (3) UC:CSU
(UC Credit Limit: 8 units from KIN MAJ 103, 104, 105, 128, 129).
(Formerly Physical Education 708)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
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.

129 Advanced Care and Prevention of Athletic Injuries (3) UC:CSU
(UC Credit Limit: 8 units from KIN MAJ 103, 104, 105, 128, 129).
(Formerly Physical Education 709)
Prerequisite: Physical Education 708.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course teaches advanced understanding and illustration of the care and prevention of athletic injuries. It encompasses advanced aspects of identifying common athletic injuries, emergency treatment, preventive measures, and associated follow-up care using advanced rehabilitation techniques.

130 Sports Medicine Clinic Practicum (2) CSU
(Formerly Physical Education 707)
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This course provides experience in the administration of management, prevention, and treatment of athletic injuries. The content of this course includes dramatizing the procedures for the evaluation of sports-related injuries. This hands-on course enables students to practice and be evaluated on their ability, skill, and knowledge of sports-related injuries.

134 Advanced Lifesaving (2) UC:CSU
(Formerly Physical Education 701)
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course encompasses the knowledge and skills essential for personal safety in and on the water and includes training to assist or rescue a person in danger of drowning. Students satisfactorily completing this course receive lifeguard training cards from the American National Red Cross. Written and practical exams are given.

135 Water Safety Instruction (3) UC:CSU
(UC Credit Limit: Maximum credit 8 units).
(Formerly Physical Education 702)
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This American Red Cross water safety instructor certification course teaches individuals how to instruct students in all levels of swimming and water safety skills. A qualifying swim test is required, and an ARC-WSI certificate is granted upon successful course completion.

Library Science Department

LIBRARY • *(323) 265-8758*

Faculty

Rhim, Choonhee - Head Librarian, *Chair, Professor, Library Science*
Escatiola, Evelyn, *Professor, Librarian*
Gust, Randall L., *Associate Professor, Librarian*
Guy, Amy, *Associate Professor, Librarian*
Lee, Unjoo, *Associate Professor, Librarian*
Lopez, Gabriella, *Associate Professor, Librarian*
Montenegro, Erika, *Assistant Professor, Librarian*
Ng, Antonio, *Professor, Librarian*

Adjunct Associate Professors

Bourgaize, Karen
Cheng, Bi-Yun June
Hoang, Susan

SUBJECTS & COURSE DESCRIPTIONS

Library Science (LIB SCI)

101 Library Research Methods (1) UC:CSU

LECTURE, 1 HOUR.

Students learn to conduct research using the library's print and electronic resources, to distinguish between academic and popular sources, to develop research and organizational strategies for research assignments, to apply citation rules to their assignments, and to understand the basic requirements of copyright law and academic integrity.

102 Internet Research Methods (1) CSU

LECTURE, 0.5 HOUR; LABORATORY 1 HOUR.

Students learn Internet research skills and strategies applicable to both academic research and lifelong learning. Topics include locating, critically evaluating, and ethically using information located on the Internet.

Life Sciences Department

C2 103 *(323) 265-8877*

The strongest forces for change in the biological and related sciences are the discoveries that are transforming ideas about human biology and the place of the human in nature. New insights in the natural sciences, particularly molecular and cell biology, are moving society toward a new philosophy of health and disease, and most other aspects of human existence. The profound changes in these areas require adjustments in the form, content, and delivery approaches of general biological science education. The future of California and the nation depends in part on how well students learn to use the scientific information and concepts thoughtfully and skillfully. As part of its mission, the Life Sciences Department offers a unique combination of both academic (transfer) and occupational (vocational) courses to enable students to attain a high level of competence in the biological sciences and related allied healthcare fields. Many of these offerings are organized into functional Skills Certificate, Certificate of Achievement and Associate Degree Programs.

With the increased nationwide attention given to the need for well-trained and effective healthcare personnel, and for quality healthcare in general, the Life Sciences Department offers state and nationally approved programs in several areas including Health Information Technology and Respiratory Therapy. In addition, the college offers one of three Electron Microscopy Technician programs in the United States. In total, the department offers 70 courses, and many certificate and Associate Degree Programs. Several additional programs and courses are under development.

The Life Sciences Department strives to provide up-to-date, accurate, and functional educational experiences of high quality to every student so that those who do not major in other fields are prepared at a world-class level.

Faculty

Davis, Alison A, *Chair, Professor, Microbiology*
Avila, Raul, *Associate Professor, Program Director, Respiratory Therapy*
Booth, Kevin, *Associate Professor, Respiratory Therapy*
Canales, Nohelia, *Associate Professor, Anatomy and Physiology*
Chhun, Bunnarith, *Assistant Professor, Respiratory Therapy*
Douglas, Susanne, *Assistant Professor, Biology and Electon Microscopy*
Garcia, Maria, *Assistant Professor, Biology*
Hill, Brian, *Professor, Anatomy, Biology, Physiology*
Kelley, Stacie, *N.D., Assistant Professor, Anatomy, Physiology*
Olsen, Kirk, *Ph.D., Professor, Anatomy, Biology*
Reddy, Bhaskara L., *Ph.D., Professor, Anatomy, Physiology*
Roane, Dorothy, *Associate Professor, Program Director, Health Information Technology*
Sarantopoulus, Helen, *Ph.D., Associate Professor, Biology, Microbiology*

Adjunct Associate Professors

Autry, Julius C., *Respiratory Therapy*
Bava, Jose, *Ph.D., Biology*
Belt, Carol J., *Microbiology*
Calhoun, Gussie, *Health Information Technology*
Chao, Richard L., *Biology*
Cunningham, Bridgette E., *Health Information Technology*
Dizon, Bernadette, *Respiratory Therapy*
Garcia, Elizabeth, *Health Information Technology*
Hendrix, Dorothy, *Ph.D., Health Information Technology*
Huerta, Carlos A., *Biology*
Jacoby, Fred J., *Ph.D., Biology*
Jarosz, Christopher, *Physiology*
Le, Octavian, *Anatomy, Physiology*
Lodevico, Leonardo, *Respiratory Therapy*
Miranda, Gustavo A., *Ph.D., Biology*
Pal, Jacqueline, *M.D., Anatomy*
Pittman, Cheryl, *Emergency Department Assistant*
Poehner, William, *Anatomy*
Rees, Denise, *Respiratory Therapy*
Rinden, Nels S., *Anatomy, Physiology*
Semerjian, Anahid, *Respiratory Therapy*
Shelton, Claybourn D., *Biology*
Syph, Treva J., *Respiratory Therapy*
Tenorio, Gloria, *Health Information Technology*
Tobin, Patrick, *Respiratory Therapy*
Tsang, Charlie, *Respiratory Therapy*

EDUCATIONAL PROGRAMS

SUBJECTS

- Anatomy
- Biology
- Electron Microscopy
- Emergency Department Assistant
- Health Information Technology
- Microbiology
- Physiology
- Respiratory Therapy

SKILLS CERTIFICATES

- Emergency Department Assistant
- Medical Assisting - Community Health Worker
  1. *Community Agency Liaison*
  2. *Family Counseling*
  3. *Gerontology Aide*
  4. *Personnel Supervision*

CERTIFICATES OF ACHIEVEMENT

- Biological Applications of Electron Microscopy
- Electron Microscopy Technician
- Health Information Coding Specialist
- Health Information Coding and Statistics Clerk
- Health Information Technology
  - *1. Health Information Clerk Typist*
  - *2. Medical Billing Assistant*
- Histotechnologist
- Medical Assisting
  - *Option 1 - Medical Assistant*
  - *Option 2 - Community Health Worker*
  - *Option 3 - Medical Secretary*
- Respiratory Therapy

ASSOCIATE DEGREE PROGRAMS

- Electron Microscopy Technician
- Health Information Technology
- Medical Assisting
  - *Option 1 - Medical Assistant*
  - *Option 2 - Community Health Worker*
  - *Option 3 - Medical Secretary*
- Respiratory Therapy
- Non-Traditional Respiratory Therapy

SKILLS CERTIFICATES

The following Skills Certificates are for students pursuing a program of instruction related to Community Health Worker. Skills Certificates are presented upon the completion of each program. Satisfactory completion of all courses with a "C" or better is required.

Emergency Department Assistant

The Emergency Department Assistant training course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured within an emergency medical services system. A certificate is awarded to those satisfactorily completing this course.

SUBJECT & NO.	COURSE	UNITS
EDA 9	Emergency Department Assistant/First Responder	4
	Total	***4***

Medical Assisting Community Health Worker

1. Community Agency Liaison

Individuals completing this program of instruction will have the basic skills needed to serve as a community agency liaison involving insurance billing, first aid, hospital ethics and law and general supervision of field personnel.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 111	Patient Care Insurance Billing	3
EDA 9	Emergency Department Assistant/First Responder	4
PSYCH 14	Abnormal Psychology	3
SOC 19	Introduction to Social Services	3
	Total	***15***

**This course has a prerequisite.*

2. Family Counseling

This program is one of several options for the Community Health Worker major. It specifically prepares an individual to work with families and to advise in areas such as child health, family relationships, and nutrition.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	Child Health	3
FAM &CS 21	Nutrition	3
FAM &CS 31	Marriage and Family Life	
OR		
SOC 12	Marriage and Family Life	3
FAM &CS 34	Child Nutrition	3
FOUR UNITS FROM THE FOLLOWING:		**4**
ANATOMY 1**	Introduction to Human Anatomy	4
CH DEV 60	Introduction to Family Child Care I	1
PSYCH 11	Child Psychology	3
PSYCH 14	Abnormal Psychology	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 19	Introduction to Social Services	3
	Total	***16***

***This course has an advisory.*

3. Gerontology Aide

This program is designed to provide individuals with the basic knowledge and skills needed to work with the elderly. Specific areas emphasized include family relationships, nutrition for older adults, and life management practices.

SUBJECT & NO.	COURSE	UNITS
SOC 19	Introduction to Social Services	3
FAM &CS 21	Nutrition	3
OR		
HTHTEK 106*	Hospital Ethics and Law	2
FAM &CS 91	Life Management	3
FIVE UNITS FROM THE FOLLOWING:		**5**
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 35	Word Processing: Concepts in Information Systems	3
HTHTEK 111	Patient Care Insurance Billing	3
MATH 115*	Elementary Algebra	5
OR HIGHER	Mathematics course	
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
	Total	***13-14***

**This course has a prerequisite.*

***This course has an advisory.*

4. Personnel Supervision

This program provides the basic education and training needed by individuals working in a supervisory capacity, and required to have computer, supervisory, bookkeeping and accounting skills.

SUBJECT & NO.	COURSE	UNITS
ACCTG 21	Bookkeeping and Accounting I	3
CO SCI 201	Introduction to Computers and Their Uses	3
SUPV 1	Elements of Supervision	3
ONE COURSE FROM THE FOLLOWING:		**2**
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 35	Word Processing: Concepts in Information Systems	3

HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 111	Patient Care Insurance Billing	3
MATH 115	Elementary Algebra	5
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 7	Juvenile Delinquency	3
	Total	***11-14***

**This course has a prerequisite.*

***This course has an advisory.*

CERTIFICATES OF ACHIEVEMENT

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

Biological Applications of Electron Microscopy

This certificate prepares a student to process and stain tissue samples in preparation for viewing them in the Electron Microscope. The student will also be trained in the use of both the SEM and TEM Electron Microscope.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 101	Introduction to Light Microscopy	2
ETN MCR 102	Introduction to Electron	4
ETN MCR 103	Analytical Light and Electron	4
ETN MCR 285	Directed Study - Electron Microscopy	2
	Total	***12***

Electron Microscopy Technician

A certificate in Electron Microscopy is offered to students who (1) have obtained an Associate in Science degree in another Subject area, and (2) completed a total of 21 units in Electron Microscopy in addition to the required prerequisites.

Health Information Coding Specialist

This program is designed to prepare participants to code and abstract health records in hospitals and other healthcare facilities using the International Classification of Diseases, Clinical Modification (CM), and Procedure Coding System (PCS) Current Procedural Terminology (CPT) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

SUBJECT & NO.	COURSE	UNITS
CAOT 82	Microcomputer Software Survey in the Office	3
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108	Introduction to Pharmacology	1
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3
PHYSIOL 6	Anatomy and Physiology	6
	Total	***31***

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

Health Information Coding and Statistics Clerk

This program is designed to prepare participants to perform virtually all nonsupervisory tasks in a health information department including using the International Classification of Diseases, Clinical Modification (CM), and Procedure Coding System (PCS), Current Procedural Terminology (CPT) and other current classification systems.

SUBJECT & NO	COURSE	UNITS
PHYSIOL 6	Anatomy and Physiology	6
OR		
BIOLOGY 20*	Human Anatomy and Physiology	8
CAOT 2**	Computer Keyboarding II	3
CAOT 32**	Business English	2
OR		
English *	28 or higher	3
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108	Introduction to Pharmacology	1
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3
	Total	***37-39***

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

Health Information Technology

The following Certificates of Achievement are for students pursuing a program of instruction related to Health Information Technology. A certificate is presented upon completion of the coursework in the program. Satisfactory completion of all courses with a "C" or better is required.

1. Health Information Clerk Typist

This Certificate of Achievement is designed to prepare participants to perform most clerical tasks (excluding those involving statistics and coding) conducted in health information or medical record departments in hospitals and ambulatory care facilities.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
CAOT 1	Computer Keyboarding I	3
CAOT 2**	Computer Keyboarding II	3
CAOT 32**	Business Communications	
OR		
English*	28 or higher	3
	Total	***17***

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

2. Medical Billing Assistant

Students may enter the program with no prior billing experience and build their skills with training offered in this program. The program introduces medical billing techniques, and how to follow-up and collect billed claims. The internship practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. In addition, individuals perform hands-on computer applications and work with Healthcare Finance Administration forms.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 111	Patient Care Insurance Billing	3
HTHTEK 133	Medical Terminology	3
PHYSIOL 6	Anatomy and Physiology	6
SPANISH 24	Spanish for Medical Personnel	3
	Total	***21***

**This course has a prerequisite.*

Histotechnologist

This Certificate of Achievement provides a comprehensive analysis of human cells, tissues and organ systems as well as basic histochemistry and specific stains for each cell, tissue or organ being studied.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 101	Introduction to Light Microscopy	2
ETN MCR 102	Introduction to Electron	4
ETN MCR 103	Analytical Light and Electron	4
ETN MCR 201	Histological Microscopy	4
AND		
ETN MCR 202	Ultrastructure of Plants, Fungi, and Bacteria	3
OR		
ETN MCR 203	Fluorescence Microscopy and Live	3
	Total	***17***

Medical Assisting

This program prepares men and women for positions in healthcare areas associated with working in hospitals, doctor's offices, and community medical facilities. This core applies to Options 1 and 2 below.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	4
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
COMM 101	Oral Communication I	3
	Total	***12***

**This course has a prerequisite.*

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
ACCTG 21	Bookkeeping and Accounting I	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CHEM 51*	Fundamentals of Chemistry I	5
EDA 9	Emergency Department Assistant/First Responder	4
HTHTEK 106*	Hospital Ethics and Law	2
MICRO 20**	General Microbiology	4
SUPV 1	Elements of Supervision	
OR		
CO SCI 233*	Microcomputer Database Programming	3
SOC 19	Introduction to the Social Services	3
	Total	***42***

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

Option 2 - Community Health Worker

Individuals completing the Community Health Worker program are prepared to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
SOC 19	Introduction to the Social Services	3
HEALTH 11	Principles of Healthful Living	3
PSYCH 1	Introduction to Psychology	3
PSYCH 13	Social Psychology	
OR		
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	
OR		
SOC 3	Crime and Delinquency	3
	Subtotal	***24***
ONE SKILLS CERTIFICATE FROM THE FOLLOWING:		13-16

MEDICAL ASSISTING - COMMUNITY HEALTH WORKER

1. Community Agency Liaison
2. Family Counseling
3. Gerontology Aide
4. Personnel Supervision

Total ***37-40***

Option 3 - Medical Secretary

This is a program designed to prepare students for secretarial positions in healthcare institutions and medical offices. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
CO SCI 233*	Microcomputer Database Programming	3
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CAOT 941	Cooperative Education	4
PHYSIOL 6	Anatomy and Physiology	6
SIX UNITS FROM THE FOLLOWING:		6

BIOLOGY 20*	Human Anatomy and Physiology	8
HTHTEK 134*	Introduction to Pathology	3
MICRO 20**	General Microbiology	4
CAOT 23**	Legal Secretarial Procedures I	5
CAOT 33	Records Management and Filing	2
CAOT 34	Business Vocabulary	2
CAOT 39**	Word Processing: Keyboarding and Operations	3
English*	English 28 or higher	3
SPANISH 24	Spanish for Medical Personnel	3
	Total	***36-38***

**This course has a prerequisite.*

*** This course has an advisory.*

Respiratory Therapy

A Certificate of Achievement for Respiratory Therapy may be applied for upon attaining the Respiratory Therapy Associate in Science degree. Refer to the Associate in Science degree requirements.

ASSOCIATE DEGREE PROGRAMS

SATISFACTORY COMPLETION OF ALL COURSES WITH A "C" OR BETTER IS REQUIRED FOR ALL ASSOCIATE DEGREE PROGRAMS.

Electron Microscopy Technician

ASSOCIATE IN SCIENCE DEGREE

The Electron Microscopy program offers exceptional employment opportunities for both men and women desiring positions as technicians in industry, dental and medical schools, hospitals, and a variety of research institutions. Instruction is given in the preparation and the examination of specimens. The basic principles of electron microscopy are also presented.

The essential equipment necessary to educate and train technicians is provided by the college. Such equipment includes two transmission electron microscopes, one scanning electron microscope, a vacuum evaporator, ultra-microtome, a complete photographic laboratory and numerous accessories.

East Los Angeles College is currently one of the few community colleges in California providing this type of program. An Associate in Science degree and a certificate program are offered by the College to prepare and qualify students in this area of specialization. Individuals successfully completing this course of instruction are eligible to apply for the Electron Microscopy Society of America's technician examination.

Note: Mathematics 120, 125 and 241, and Physics 11 are prerequisites to Physics 6. See your counselor for assessment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CHEM 65*	Introductory General Chemistry	4
HEALTH 11	Principles of Healthful Living	3
MICRO 20*	General Microbiology	4
GENERAL EDUCATION REQUIREMENTS AREA C		3

Second Semester

SUBJECT & NO.	COURSE	UNITS
CHEM 101*	General Chemistry I	5
BIOLOGY 6*	General Biology I	5
English*	English 28 or higher	3

Third Semester

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 7*	General Biology II	5
ETN MCR 101	Introduction to Light Microscopy	2
ETN MCR 102	Introduction to Electron	4
ETN MCR 103	Analytical Light and Electron	4
PHYSICS 6*	General Physics I	4
POL SCI 1	The Government of the United States	3
KIN	Any Physical Education activity course	1

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
THIRTEEN UNITS FROM THE FOLLOWING:		13
ETN MCR 201	Histological Microscopy	4
ETN MCR 202	Ultrastructure of Plants, Fungi, and Bacteria	3
ETN MCR 203	Fluorescence Microscopy and Live Cell Imaging	3
ETN MCR 204	Ultrastructure of Microbial Communities	4
ETN MCR 205	Electron Microscopy for Earth	3
ETN MCR 206	Electron Microscopy for Engineering	2
ETN MCR 207	Forensic Microscopy	4
PHYSICS 7*	General Physics II	4
	Total	***64***

**This course has a prerequisite.*

Health Information Technology

ASSOCIATE IN SCIENCE DEGREE

The American Health Information Management Association (AHIMA) and the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) education accredit the Health Information Technology Program at East Los Angeles College. The program provides instruction and Professional Practice Education (PPE) to assist students in developing the technical skills necessary to maintain components of Health Information Systems consistent with the medical, ethical, legal, and administrative requirements of all accreditation and regulatory agencies.

Upon completion of the Health Information Technology Program, one receives an Associate in Science degree and eligibility to write the Certification Examination given by the American Health Information Management Certification. Those who pass the Certification Examination are known as Registered Health Information Technicians (RHIT). This program may be completed entirely as an evening student, on a part-time basis, or full-time.

Traditionally, Registered Health Information Technicians have primarily been employed in the health information management departments (formerly medical record departments) of hospitals. With the rapid expansion of healthcare needs, opportunities for employment are increasing in managed care, ambulatory healthcare facilities and a number of other areas. Registered Health Information Technicians work with all types of health information systems, computerized data and information, including electronic medical records. RHITs are found in any organization that uses patient data.

Note: Students are required to complete CAOT 82, MATH 125 (for General Education Area D2) and PHYSIOL 6 before enrolling in HTHTEK courses.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103*	Introduction to Basic Coding	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 108	Introduction to Pharmacology	1

HTHTEK 110*	Ambulatory Care Coding	3
HTHTEK 133	Medical Terminology	3
HTHTEK 134*	Introduction to Pathology	3
HTHTEK 202*	Directed Practice for Coding Specialists	1
HTHTEK 207*	Introduction to Health Statistics	3
HTHTEK 215*	Inpatient Coding and Abstracting	3
HTHTEK 221*	Quality Management and Leadership	3
HTHTEK 222*	Health Information Services Organization and Management	3
HTHTEK 230	Electronic Health Records in the Healthcare System	3
HTHTEK 241*	Directed Practice in Health Information Procedures II	4
PHYSIOL 6	Anatomy and Physiology	6
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***62***

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

Medical Assisting

ASSOCIATE IN SCIENCE DEGREE

This program prepares men and women for positions in healthcare associated with working in hospitals, doctor's offices, and community medical facilities.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	Introduction to Biology	4
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
COMM 101	Oral Communication I	3
	Total	***12***

**This course has a prerequisite.*

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
ACCTG 21	Bookkeeping and Accounting I	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
EDA 9	Emergency Department Assistant/First Responder	4
MICRO 20**	General Microbiology	4
PHYSIOL 6	Anatomy and Physiology	6
SPANISH 24	Spanish for Medical Personnel	3
SUPV 1	Elements of Supervision	
OR		
CO SCI 233*	Microcomputer Database Programming	3
SOC 19	Introduction to Social Services	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***62***

**This course has a prerequisite.*

***This course has an advisory.*

Option 2 - Community Health Worker

This option prepares students to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery; and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
HEALTH 11	Principles of Healthful Living	3
PSYCH 1	Introduction to Psychology	3
PSYCH 13	Social Psychology	
OR		
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	
OR		
SOC 3	Crime and Delinquency	3
SOC 19	Introduction to the Social Services	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
EIGHTEEN UNITS FROM THE FOLLOWING:		18
CH DEV	1	
EDA	9	
FAM &CS	31	
HTHTEK	100	
MATH	105, 110*, 115*, 120*	
MICRO	20**	
PSYCH	11	
SPANISH	8*	
	Total	***60***

Option 3 - Medical Secretary

This program prepares the student for secretarial positions in hospitals, doctors' offices, clinics and the medical organizations of large corporations or public health services. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III	3
CAOT 31	Business English	3
CAOT 32**	Business Communications	3
CO SCI 233*	Microcomputer Database Programming	4
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 106*	Hospital Ethics and Law	2
HTHTEK 133	Medical Terminology	3
PHYSIOL 6	Anatomy and Physiology	6
PSYCH 1	General Psychology I	3
TWELVE UNITS FROM THE FOLLOWING:		12
BIOLOGY	20*	
CAOT	23**, 33, 34, 39**	
English	28* or 101*	
HTHTEK	134*	
MICRO	20**	
SPANISH	24	
GENERAL EDUCATION REQUIREMENTS PLAN B		18
	Total	***60***

**This course has a prerequisite.*

***This course has an advisory.*

Respiratory Therapy

ASSOCIATE IN SCIENCE DEGREE

This program provides students with a strong academic foundation and the clinical proficiency to utilize modern respiratory devices (under the direction of a physician) in the treatment of respiratory and cardiac ailments. In the fall 1996 semester, East Los Angeles College and Santa Monica College merged their respective Respiratory Therapy programs. This partnership provides increased access to medical and related clinical resources for students. Under the merged program, all prerequisite science courses and the "First Year" Respiratory Therapy theory courses (with the exception of Respiratory Therapy 2, which must be taken at ELAC) can be taken at either campus. All "second year" Respiratory Therapy courses are taken on the ELAC campus. Upon completion of the second year, students must then petition their originating campus for their Associate Degree. For entry into the Program, students must submit an Application for Admission and meet the prerequisite requirements for admission described below.

The Committee on Accreditation for Respiratory Care (CoARC) nationally accredits the Respiratory Therapist. The Respiratory Care Board of California, under the California Department of Consumer Affairs, licenses respiratory care practitioners.

Program Prerequisites: Satisfactory completion of each of the following college courses before entering the program (all required course must be completed with a grade of "C" (2.0) or better); with a GPA of 2.5 overall in the Anatomy, Physiology and Chemistry classes. The following courses are required to apply for admission to the Program:

1. Human Anatomy (Anatomy 1) - 4 semester units [or Biology 20 (a combined course of Anatomy/Physiology, worth 8 semester units)]
2. Human Physiology (Physiology 1) - 4 semester units [or Biology 20 (a combined course of Anatomy/Physiology, worth 8 semester units]
3. Introductory General Chemistry (Chemistry 51 or 65) - 4-5 semester units
4. Communication Studies 101 - 3 semester units
5. Intermediate Algebra (Math 125) - 5 semester units
6. Respiratory Therapy 2* (Fundamentals of Respiratory Therapy) - 4 semester units
7. Respiratory Therapy 21 (Physics for Respiratory Care) - 3 semester units
8. English 101 (Freshman Composition) - 3 semester units
9. Microbiology 20 (General Microbiology) - 4 semester units

GENERAL EDUCATION ACADEMIC ADVISEMENT: Students must meet with a regular ELAC academic advisor to review their preparation for meeting ELAC's Associate Degree "General Education" requirements. Students may NOT enter the Program without having completed the degree requirements; however, respiratory therapy students are exempt from taking the Health requirement.

TRANSFER STUDENTS; If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC office of Admissions and the Respiratory Therapy Program office located within the Life Sciences department. Students should initiate a "General Petition" in the Admissions Office requesting that credit be granted for those courses which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student's request.

APPLICATION SUBMISSION: Students must submit a complete application, including official transcripts, verifying completion of the required prerequisite coursework. The application submission period will be posted on the Program web-site of both campuses.

Each fall semester, first-year students will be admitted to begin the two-year sequence of coursework. In order for an application to be considered, a completed packet must be received in the Respiratory Therapy office. Note. Do not submit applications or transcripts to the admissions office. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

Beginning in the fall 2014 semester, all eligible applicants will be selected by lottery and their names will be placed in the semester according to their lottery number. The Respiratory Therapy Department will inform applicants of the results by e-mail approximately eight (8) weeks after the application deadline.

PROGRAM-APPLICABLE COURSES TO BE COMPLETED BEFORE ADMISSION TO THE PROGRAM

SUBJECT & NO.	COURSE	UNITS
MICRO 20	General Microbiology	4
RESP TH 2*	Fundamentals of Respiratory Therapy	4
RESP TH 21**	Physics for Respiratory Care	3

FIRST YEAR (THEORY)

FALL SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 1	Introduction to Respiratory Therapy	1
RESP TH 6*	Respiratory Physiology	4

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 7 *	Applied Medicine and Pathology	3
RESP TH 23*	Advanced Respiratory Pathophysiology	1
RESP TH 30*	Adult Critical Care Monitoring and Diagnostics	3

SECOND YEAR (CLINICAL) COURSES

Respiratory clinical classes are scheduled in selected healthcare facilities during the day and/or evening shifts, Monday-Friday.

SUMMER SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 15*	Introduction to Clinical Experience	4

Second Year FALL SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 3*	Applications of Respiratory Therapy and Clinical Experience I	5
RESP TH 4*	Applications of Respiratory Therapy and Clinical Experience II	5
RESP TH 27*	Physician Respiratory Care Clinical Rounds I	1

WINTER SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 29*	Neonatal and Pediatric Respiratory Therapy	4
RESP TH 31*	Neonatal Resuscitation	1

SPRING SESSION

SUBJECT & NO.	COURSE	UNITS
RESP TH 5*	Application of Respiratory Therapy and Clinical Experience III	5
RESP TH 11*	Applications of Respiratory Therapy and Clinical Experience IV	5
RESP TH 28	Physician Respiratory Care Clinical Rounds II	1
GENERAL EDUCATION REQUIREMENTS PLAN B		10
	Total	***64***

**This course has a prerequisite.*

***A general (non-lab) Physics course may be substituted for this course.*

RESPIRATORY THERAPY ADVISEMENT: Once a student is formally admitted to the program, they will be assigned a Respiratory Therapy advisor. This advisor will work with the student to establish their written "Respiratory Therapy Education Plan". This plan, once established, must be followed by the student; any changes made without the prior written approval of the student's Respiratory Therapy Faculty advisor, will result in the student being placed on Program probation and at risk for program dismissal. Additionally, any student who modifies their education plan by withdrawing from a Respiratory Therapy class while earning a grade less than a "C" and without formal Respiratory Therapy advisor approval, will not be permitted to progress any further in the program until said class has been successfully remediated.

The following are additional criteria for entry into the "Clinical Year" of the program:

BACKGROUND CHECK. Background checks must be done and successfully completed by all students accepted into the clinical phase of the Program. If the background check is unsuccessful, the student will not be admitted to the clinical component. A 10-panel Drug screen will also be required for entry into clinical training.

HEALTH. The student must be free from any condition that would present a health threat to the well-being of the consumer (Title 22, College Regulations, Division 5, Section (a). A complete physical examination, including laboratory test with select immunizations, will be required upon entry into clinical classes.

MALPRACTICE INSURANCE: Malpractice insurance is required for the clinical year of the Respiratory Therapy program and must be purchased PRIOR to the start of the fall semester of the clinical year.

Special Notes: Applied to all Curricula

1. Respiratory Therapy courses are scheduled sequentially in each semester and must be completed before progressing to the next semester.
2. Students transferring from another respiratory therapy program will be evaluated by the Department for respiratory course transfer credit. A general petition form must be completed and submitted to the Admissions office with syllabi and college catalog course descriptions of the courses. In addition, all transfers must submit a letter from their former respiratory therapy program director stating they are clinically safe.
3. Course Recency Requirement: Students must have received a grade of "C" or better in Physiology 1 and Microbiology 20 or their equivalents within seven (7) years prior to their admission to the Respiratory Therapy program.
4. Supplies, Health and Miscellaneous Requirements: All accepted students must expect to complete a criminal background check before entry will be permitted into a clinical rotation. This should be processed during the month of July or August of the upcoming clinical year. Students are also required to purchase an equipment lab kit, lab coats (optional), scrubs and other materials for their classroom and clinical training.
5. SCHOLASTIC REQUIREMENT: Satisfactory completion is required in all General Education and Respiratory Therapy courses.
6. Students who have a break in enrollment from a core respiratory course will be Subject to the new prerequisites, corequisites, and policies in effect when they return.
7. Beginning January 1, 2015, in order to satisfy the initial California Respiratory Care Board (RCB) licensure requirements, all graduates must successfully complete both parts of the National Board for Respiratory Care (NBRC) Registered Respiratory Therapist (RRT) Examination.

Non-Traditional Respiratory Therapy

ASSOCIATE IN SCIENCE DEGREE

This program is designed for the experienced licensed therapist, who may not be registry eligible or have transfer credit in Respiratory Therapy. Graduates of this program are eligible to sit for the advanced Practitioner Examination (RRT), Neonatal-Pediatric Respiratory Care Specialty Examination (NPS), the Adult Critical Care Examination (ACCS) and the Certified and Registered Pulmonary Function Technologist (CPFT and RPFT) examinations administered by the National Board for Respiratory Care (NBRC).

PROGRAM PREREQUISITES

The student must satisfy the following requirements:

1. Be a certified Respiratory Therapist having earned a minimum of an associate degree from an entry-level respiratory therapist educational program supported by the Committee on Accreditation for Respiratory Care (CoARC), or its predecessor the Joint Review Committee for Respiratory Therapy Education (JRCRTE), or accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
2. Satisfy all of the same college-level prerequisites described for an applicant to the regular respiratory therapist program. In addition, they must also complete the same Microbiology 20 and Physiology 1 courses.
3. Satisfy the current General Education course requirements for an Associate Degree from East Los Angeles College; including General Education areas B1, C, D1 and E2. Students are exempt from taking the Health requirement.
4. Completion of an application for the Respiratory Therapy program, including official transcripts and course descriptions for those courses the student wishes to transfer to ELAC. Applications can be obtained from the Respiratory Therapy program office (323) 265-8813.

REQUIRED RESPIRATORY THERAPY COURSEWORK: This is evaluated on a course by course basis, depending upon the students previous documented Respiratory Therapy courses. Described below is the typical course work required for this special program:

SUBJECT & NO.	COURSE	UNITS
MATH 125*	Intermediate Algebra or higher-level course	3-5
RESP TH 6*	Respiratory Physiology	4
RESP TH 7*	Applied Medicine and Pathology	3
RESP TH 21	Physics for Respiratory Care	3
RESP TH 23	Advanced Respiratory Pathophysiology	1
RESP TH 27*	Physician Respiratory Care Clinical Rounds I	1
RESP TH 28*	Physician Respiratory Care Clinical Rounds II	1
RESP TH 29	Neonatal and Pediatric Respiratory Therapy	4
RESP TH 30	Adult Critical Care Monitoring and Diagnostics	3
GENERAL EDUCATION REQUIREMENTS PLAN B		13
PREVIOUSLY EARNED COLLEGE UNITS**		22-24
Total		***60***

**This course has a prerequisite.*

***Coursework must have been completed at an United States regionally accredited institution.*

**Coursework must have been completed at an United States a regionally accredited institution in the United States. In addition to above classroom work, the advanced standing student is required to enroll in "Independent Study" courses to permit the assignment of clinical practice. The clinical practice requirement will vary, according to the student's documented past clinical experience. The minimum requirements will be for the student to perform critical care practice at one of our clinical affiliates and then pass the same "clinical evaluation" process in critical care required of the students pursuing the regular program track. The advanced standing student will also be required to do a "Neonatal ICU" clinical rotation. Additionally, students must supply written proof from the Medical Director of their current employer that they are safe for clinical practice. Program admission is Subject to space availability in the program's clinical affiliates.

TRANSFER STUDENTS: If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC Admissions Office and the Respiratory Therapy Program office located within the Life Sciences Department. Students should initiate a "General Petition" in the Admissions Office requesting that credit be granted for those courses. Supporting documentation should be attached to the General Petition to support the student's request.

Course Recency Requirement. Students must have received a grade of "C" or better in Microbiology 20 and Physiology 1 (or their equivalents) within seven (7) years prior to admission to the Non-Traditional Respiratory Therapy program.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Anatomy (ANATOMY)

1 Introduction to Human Anatomy (4) UC:CSU IGETC Area 5B

(UC Credit Limit: Anatomy 1 + Physiology 1 combined is equivalent to Biology 20, maximum credit 8 units).

Advisory: Health Information Technology 133 and Biology 3.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course examines cells, tissues, and organs of these human systems: Integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection of the cat and other mammalian organs are used in conjunction with human models in the study of human anatomy.

Biology (BIOLOGY)

3 Introduction to Biology (4) UC:CSU IGETC Area 5B, 5C

(UC Credit Limit: No credit for Biology 3 or 25 if taken after Biology 6).

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

Introductory organismal plant and animal biology for non-majors with an emphasis on scientific methodology and basic biological principles. Topics include basic inorganic, organic and biochemical principles, structure and function of bacteria, plant and animal cells and tissues, energy systems of photosynthesis and respiration, cellular division, genetics and inheritance including Mendelian Punnett square problem solving, its application to normal and abnormal human genetic conditions, evolution and classification of bacteria, viruses, protist, fungi, plants and animals, diversity, behavior, and ecology of communities. The anatomy and physiology of plant and animal systems, development, growth and reproduction, transport systems, nutrition, and immunity are emphasized.

6 General Biology I (5) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: No credit for Biology 3 if taken after Biology 6).
Prerequisite: Chemistry 65 and Mathematics 125.
LECTURE, 3 HOURS; LABORATORY, 7 HOURS.
This course is the first semester of general introduction to biological principles designed for biology majors. Lecture focuses on concepts which are common to all biological organisms. Biological molecules, cell structure and function, bio-energetics, molecular and organismal genetics, evolution, and biosystematics are discussed. Laboratory includes exercises illustrating lecture principles and procedures used in modern biotechnology. An additional hour is required which covers some of the tools necessary to becoming a professional biologist. Included is the writing of a curriculum vitae, writing of scientific papers, and readings on the history of biology.

7 General Biology II (5) UC:CSU IGETC Area 5B, 5C
Prerequisite: Biology 6.
LECTURE, 3 HOURS; LABORATORY, 7 HOURS.
This course is a general introduction to the principles of organismal biology. The diversity of bacteria, protists, fungi, plants and animals, plant and animal anatomy and physiology, and ecology are covered. This major course is a continuation of Biology 6.

9 Man and His Environment: Biological Processes (3) CSU
LECTURE, 3 HOURS.
This course utilizes basic biological concepts in an interdisciplinary approach to address environmental challenges. Topics addressed may include ecosystem characteristics and functions, population dynamics, energy and material resource use, and pollution and alternative energy sources.

20 Human Anatomy and Physiology (8) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: Biology 20 is equivalent to Anatomy 1 and Physiology 1 combined, maximum credit 8 units).
Prerequisite: Chemistry 51 or 65.
Advisory: A college life science course such as Biology 3 is recommended.
LECTURE, 6 HOURS; LABORATORY, 6 HOURS.
This course integrates the fundamentals of human anatomy with the fundamentals of cellular and organ system physiology. Instruction and laboratory procedures (observation, experimentation, and dissection) are designed to provide a solid foundation in the anatomy, histology, and physiology of the organ systems of the human body.

22 Marine Biology (4) CSU
LECTURE, 3 HOURS; LABORATORY, 3 HOURS.
In this course, the major principles of biology are studied in relation to marine organisms. Intertidal, subtidal, and offshore marine habitats are investigated from an ecological perspective and the human impact on the marine environment is also assessed.

40 The Science of Biotechnology (3) CSU
Prerequisites: Biology 6 and Chemistry 101.
LECTURE, 1 HOUR; LABORATORY, 4 HOURS.
This course provides a comprehensive introduction to the science of biotechnology by providing both theory and hands-on experience with laboratory protocols that include the isolation, purification, and cloning of a gene. Students analyze the principles of gene cloning and other applications of DNA technology, including the use of restriction enzymes, electrophoresis, blotting, hybridization, and sequencing. Polymerase chain reaction is explained in detail and how it has revolutionized research in molecular biology, medicine, forensics, and systematics.

46 Genetic Analysis (3) UC:CSU IGETC Area 5B
Prerequisite: Biology 6.
LECTURE, 3 HOURS.
This course is designed for Life Science majors as a continuance of their general biology studies. It provides a comprehensive introduction to genetic analysis examining topics such as chromosome analysis, population genetics, and genomics.

185 Directed Study - Biology (1) CSU

285 Directed Study - Biology (2) CSU

385 Directed Study - Biology (3) CSU
Note: Concurrent enrollment in a biological science course or demonstration of comparable skills.
CONFERENCE 1 HOUR PER WEEK PER UNIT.
The above courses provide an opportunity for students to gain additional experience in laboratory skills and applications of biological science concepts and principles on a contract basis under the direction of a supervising instructor.
CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Electron Microscopy (ETN MCR)

101 Introduction to Light Microscopy (2) CSU
Prerequisite: Biology 3 or Biology 6.
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This course provides students with the opportunity to learn light microscopy sample preparation, staining, and imaging using state-of-the art instruments. The available instruments include an Aperio Scan Scope for survey imaging of tissue specimens, transmitted light microscopes, fluorescence microscopes, and scanning confocal laser microscopes. Students work with medically-relevant biological specimens and learn histochemical staining techniques. For fluorescence and confocal laser microscopy, students learn immunolabelling and cytochemical preparation and staining methods.

102 Introduction to Electron Microscopy (4)
Prerequisite: Biology 3 or Biology 6.
LECTURE, 2 HOURS; LABORATORY, 6 HOURS.
This course provides students with the basic skills needed to prepare samples for and operate the scanning electron microscope (SEM) and the transmission electron microscope (TEM). Sample preparation techniques include sample collection, chemical processing and embedding, thin sectioning and preparation of glass knives. The lecture portion of the course covers the principles of electron microscopy and the chemical and biological concepts involved in sample preservation, staining, and imaging. Introductory level information on cellular ultrastructure, biochemistry and geochemistry is covered to allow students to interpret their data.

103 Electron Microscopy (4)
Prerequisites: Electron Microscopy 101 and Electron Microscopy 102.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
This course covers special techniques for scanning electron microscopy and transmission electron microscopy (TEM) currently employed in medical and non-medical fields. Special staining techniques for TEM and analytical methods including backscattered electron imaging, selected area electron diffraction, and energy dispersive X-ray spectrometry are covered. Students also become familiar with fluorescent staining and imaging as well as immunolabelling of samples as they examine sample context in a variety of state-of the art light microscopes. In addition, routine service and maintenance of the scanning and transmission electron microscopes is covered.

201 Histological Microscopy (4)
Prerequisite: Electron Microscopy 103.
LECTURE, 2 HOURS; LABORATORY, 6 HOURS.
The primary objective of histochemistry is to microscopically study the structural relationships of tissues in animals to gain an insight into how these organisms function. The techniques that are taught include basic cell and tissue chemistry, selecting and obtaining tissue samples, chemical and physical fixation, dehydration, infiltration, embedding, sectioning or microtomy, and observation of prepared microscopic slides. This training involves manual and automated processing techniques. Differential staining of cellular components, such as the cell nucleus, cytoplasm, and cellular matrices are performed in order to demonstrate the chemical and structural principles involved.

202 Ultrastructure of Plants, Fungi, and Bacteria (3)
Prerequisite: Electron Microscopy 103.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
This course emphasizes the use of light and electron microscopy to visualize a variety of organisms—plants, bacteria, and fungi in order to learn their ultrastructural characteristics. Differential staining techniques are incorporated and their principles discussed. Students collect their own sample material during field excursions to the Gold Creek Ecological Preserve. The field characteristics and ecology of the organisms are discussed during these outings and used to provide a context for the microscopy work.

203 Fluorescence Microscopy and Live cell Imaging (3)
Prerequisite: Electron Microscopy 103.
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course introduces students to imaging techniques used in research and biotechnology. The course is designed to train students in the theory and operation of the laser scanning confocal microscope, the spinning disk confocal microscope, the digital light and fluorescence microscope, and the semi-automated digital scan scope. The course emphasizes immunostaining techniques and sample preparation, microscope alignment, software operation and image acquisition, and image processing and analysis. The course also includes topics such as: Live cell imaging, cellular compartmental staining, 3-D image reconstruction, 4-D imaging and video production, Adobe Photoshop techniques for scientific image processing, and image analysis of both light and fluorescent images.

204 Ultrastructure of Microbial Communities (4)
Prerequisite: Electron Microscopy 103.
LECTURE, 2 HOURS; LABORATORY, 6 HOURS.
This course teaches students about the components of natural microbial communities; such as lichens and microbial mats and how they are intermeshed with their non-living environment; such as soil and rocks. Students participate in ecologically-oriented field excursions during which they collect their own samples. The samples are then brought back to the laboratory and prepared for electron and light microscopy. The full range of preparative techniques are used and students participate in in-depth data interpretation and analysis.

205 Electron Microscopy for Earth Sciences (3)
Prerequisite: Electron Microscopy 103.
LECTURE, 1 HOUR; LABORATORY, 4 HOURS.
In this course, students are guided through an earth science project from start to finish in order to learn how to organize and carry out a laboratory-based research project and to gain experience with the way in which microscopy can be used in earth science. Earth science involves the examination of natural materials on a variety of spatial scales. Students conduct field work in order to collect samples for investigation. They document the field site using digital photography. Samples are examined and imaged by light microscopy and prepared for electron microscopy. Emphasis for these samples is on scanning electron microscopy with energy dispersive X-ray analysis. Select samples are prepared for transmission electron microscopy. Basic principles and information on geology and geochemistry are provided. The instructor is an experienced field scientist and holds permits for collection of samples.

206 Electron Microscopy for Engineering (2)
Prerequisite: Electron Microscopy 103.
LECTURE, 1 HOUR; LABORATORY, 3 HOURS.
This course introduces students to the analysis of materials in engineering. A variety of materials are examined, providing students with an introduction to the techniques of selected area electron diffraction (SAED) for crystal structure, energy dispersive X-ray spectroscopy (EDS) for elemental composition, and high resolution imaging (allowing visualization of atoms) in the transmission electron microscope. Students also use the scanning electron microscope to examine microdevices and other engineering samples in order to familiarize themselves with the principles of failure analysis and appearance of components commonly encountered in the engineering industry. Lecture material describes nanotechnology and material science. Applications to systems and devices found on robotic spacecraft and in medical devices are emphasized.

207 Forensic Microscopy (4)
Prerequisite: Electron Microscopy 103.
LECTURE, 1 HOUR; LABORATORY, 6 HOURS.
This course provides students with training on a variety of state-of-the-art light and electron microscopes as well as basic training in forensic microscopy science. Examination of crime scene evidence by light and electron microscopes is essential for providing accurate data for law enforcement officials. Today, forensic scientists can choose from a variety of techniques to study this evidence, but perhaps the most important technique has been forensic microscopy. Forensic microscopy encompasses the identification and classification of a wide range of materials and substances: Impressions such

as fingerprints and footprints, fractured fragments such as broken tools and torn paper, trace evidence such as hairs and fibers, genetic markers, bullets, and handwriting. This is achieved through hands-on laboratory work using simulated crime scenarios. A field trip to a law enforcement crime lab is scheduled.

185 Directed Study - Electron Microscopy (1) CSU

285 Directed Study - Electron Microscopy (2) CSU

385 Directed Study - Electron Microscopy (3) CSU

Prerequisites: Electron Microscopy 103.

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Electron Microscopy on a contract basis under the direction of a supervising instructor.

This above courses are designed to provide a review of electron microscopy technical concepts and procedures. Preparation of required examination quality materials for the Electron Microscopy Society of America (EMSA) certification also is considered.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

Emergency Department Assistant (EDA)

9 Emergency Department Assistant/First Responder (4)

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This training program provides a basic foundation in emergency medical lifesaving procedures. The major portion of this program is directed towards the standardization of the training for emergency service personnel/first responders/emergency medical responders and those individuals requiring knowledge of effective lifesaving principles and procedures.

Health Information Technology (HTHTEK)

100 Introduction to Health Information Technology (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative healthcare delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

103 Introduction to Basic Coding (3)

Prerequisites: Health Information Technology 100, 133, 134 and Physiology 6.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

106 Hospital Ethics and Law (2)

Prerequisite: Health Information Technology 100.

LECTURE, 2 HOURS.

This course introduces students to the concepts of confidentiality, ethics, healthcare legislation at various levels, and regulations relating to maintenance, release and use of health information. Topics covering medico-legal issues and court systems, liability, Health Information Portability and Accountability Act (HIPAA), and guidelines relevant to electronic health records are discussed.

108 Introduction to Pharmacology (1)

LECTURE, 1 HOUR.

This course is an introduction to basic pharmacology for healthcare professionals and how drugs relate to body systems, disease, and conditions. Topics covered include the history of drug laws, routes of drug administration, drug usage, drug interactions, and drug categories. Other topics include contraindications, precautions, side effects, use of drug references and other terminology related to the study of drugs.

110 Ambulatory Care Coding (3)

Prerequisites: Health Information Technology 134 and Physiology 6.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the practice and principles of classification systems utilized in alternate healthcare facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), and Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

111 Patient Care Insurance Billing (3)

Prerequisites: Health Information Technology 100, 103, 106, 110, 133 and Physiology 6.

LECTURE 2 HOURS; LABORATORY 2 HOURS.

This course is designed to introduce medical billing techniques, and how to follow-up and collect billed claims. The internship/practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. Review of insurance cards, hands-on computer applications, and HCFA 1500 and UB92 forms with exposure to software and superbills also are considered.

133 Medical Terminology (3)

LECTURE, 3 HOURS.

This course emphasizes etymology of disease terms, nomenclature of word roots, prefixes, and suffixes related to body systems. Surgical procedures, laboratory tests, abbreviations and other terms related to the human body are discussed.

134 Introduction to Pathology (3)

Prerequisites: Computer Applications and Office Technologies 82, Health Information Technology 133, and Physiology 6.

LECTURE, 3 HOURS.

This course focuses on disease processes affecting human body systems including major signs and symptoms. Emphasis is placed on pathogenic causes and effects on normal physiologic functions in relation to degenerative, genetic, and pathogenic causes. Other topics covered include treatment modalities, pharmacology, and various clinical, Laboratory, and diagnostic assessments.

202 Directed Practice for Coding Specialists (1)
Prerequisites: Health Information Technology 103, 106, 110, and 215.
LABORATORY, 4 HOURS.
This is a supervised professional practical experience (PPE) in coding and abstracting of current inpatient and outpatient medical records in a healthcare facility. The PPE is designed to enable students to obtain actual non-paid work experience for 72 hours, which can be scheduled on full-time or part-time basis during the semester.

207 Introduction to Health Statistics (3)
Prerequisites: Health Information Technology 100 and Mathematics 125.
LECTURE, 3 HOURS.
This course is an introduction to basic concepts of health statistics using both manual and computer compilations. A review of vital statistics include preparation of data from births, deaths, autopsies, postoperative surgeries, daily census, discharges and bed occupancy. An overview of research methodology and terminology will be included.

215 Advanced Inpatient Coding and Abstracting (3) CSU
Prerequisites: Health Information Technology 103 and 110, and Physiology 6.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This lecture and lab-based course includes intermediate and advanced study of the more complex areas of coding using International Classification of Diseases and Procedure codes, Current Procedural Terminology codes, and Diagnostic Related Group coding introduced in previous coding courses. Using case studies, students will apply abstracting skills and coding principles and guidelines related to complex diagnoses and procedures. The use of coding references and coding software are utilized in this course.

221 Quality Management and Leadership (3)
Prerequisite: Health Information Technology 106.
Corequisite: Health Information Technology 222.
LECTURE, 3 HOURS.
This course covers concepts on effective communication, supervision and employment relations, development of policies and procedures, job descriptions, organizational and leadership skills, quality control and planning in a Health Information Management department.

222 Health Information Services Organization and Management (3)
Prerequisite: Health Information Technology 106.
Corequisite: Health Information Technology 221.
LECTURE, 3 HOURS.
This course covers organizational management concepts as applied to supervision of health information services. Topics include roles functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources.

230 Electronic Health Records in the Health (3)
Prerequisites: Health Information Technology 106 and CAOT 82.
Corequisite: Health Information Technology 222.
LECTURE, 3 HOURS.
This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

241 Directed Practice in Health Information Procedures II (4)
Prerequisite: Health Information Technology 215.
LABORATORY, 8 HOURS.
This is a supervised professional practical experience (PPE) in the health information management department of a hospital designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. Students complete non-paid work experience for 144 hours, which can be scheduled on a full-time or part-time basis.

Microbiology (MICRO)

1 Introductory Microbiology (5) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: Maximum credit 1 course from Microbiology 1 and 20).
Prerequisites: Biology 3 or Biology 6 and Chemistry 65 or Chemistry 101.
LECTURE, 3 HOURS; LABORATORY, 6 HOURS.
This is an introductory microbiology course developed to prepare students for careers in biological sciences, medicine, dentistry, and allied health professions. This course explores the early history of microbiology, microbial classification, morphology, physiology and genetics. Emphasis is given to host-and pathogenic microbe interactions, immunology, virology, and on the effects of physical and chemical agents on microorganisms. Attention is also given to the microbiology of the air, water, soil, and milk and dairy products. The laboratory emphasizes fundamental microbiological techniques, concepts, and applications as well as current molecular diagnostic methods in microbial genetics and immunology.

10 Environmental Microbiology (4) UC:CSU IGETC Area 5B, 5C
Advisory: Biology 3
LECTURE, 3 HOURS; LABORATORY, 3 HOURS.
The purpose of this course is to introduce the student to environmental microbiology. The course emphasizes microbial interactions, the role of microorganisms in biogeochemical cycling, the distributions, functions, and effects of microorganisms in marine, freshwater, and terrestrial environments. The course presents physical and chemical methods used to control bacterial growth for medical, sanitary, industrial, and environmental (bioremediation) purposes. The laboratory component introduces the student to routine techniques used in the isolation, analysis, and study of soil, freshwater, and marine microorganisms. Molecular techniques are employed for analyzing freshwater contamina-tion. In addition, the laboratory explores applications of microbiology in the food, water, and dairy industries. This course is designed to meet the content standards in environmental microbiology for public and healthcare professionals, microbiologists, environmental engineers, environmental technicians, environmental scientists and biodefense specialists.

20 General Microbiology (4) UC:CSU IGETC Area 5B, 5C
(UC Credit Limit: Maximum credit 1 course from Microbiology 1 and 20).
Advisory: Biology 3.
LECTURE, 3 HOURS; LABORATORY, 3 HOURS.
Micro 20 is the study of microorganisms, including their discovery, morphology, metabolism, genetics, growth requirements, and most importantly, their roles in infectious diseases. This course is recommended for nursing and allied health students. Other major topics covered are virology, immunology, and methods of control of

microorganisms. The labs include microscopy, aseptic technique in the handling of bacteria, and isolation, cultivation, staining, identification, and control of bacterial populations.

Physiology (PHYSIOL)

1 Introduction to Human Physiology (4) UC:CSU IGETC Area 5B, 5C

(UC Credit Limit: Physiology 1 and Anatomy 1 combined is equivalent to Biology 20, maximum credit 8 units).

Prerequisites: Anatomy 1 and one of the following - Chemistry 51, 56, 65, 101, 102, 201, 211, 212 and 231.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

Human physiology is the study of the functions of the body. It covers all major systems of the body including the nervous, musculoskeletal, circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Emphasis is given to the interactions and integration of multi-systems which are required to maintain homeostasis which is essential for life. Microscopic examination of selected organs and tissues, as well as laboratory measurements of physiological functions are covered during the laboratory sessions.

6 Anatomy and Physiology (6) CSU

LECTURE 4 HOURS; LABORATORY 6 HOURS.

This course is designed for majors in health information technology, medical records, and physical therapy, as well as other health-related programs. The course introduces organ systems, from simple to complex, while correlating how the proper integration of these systems maintains the normal operation of the body. Laboratory sessions include group discussions and written assignments that highlight the significance of course material through the introduction of clinical applications. Cat dissection is not a part of this course. This course fulfills the Anatomy/Physiology requirement for certificates and degrees in Health information Technology.

385 Directed Study - Physiology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

This course allows students to pursue Directed Study in Physiology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

Respiratory Therapy (RESP TH)

1 Introduction to Respiratory Therapy (1)

LECTURE, 1 HOUR.

This course provides an introduction to profession of Respiratory Therapy with emphasis on the duties, responsibilities, and qualifications of a Respiratory Therapist. Elementary introduction into the lung disease processes and basic data interpretation are also described.

2 Fundamentals of Respiratory Therapy (4)

Prerequisites: Respiratory Therapy 21 or Physics 11.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course covers the structure and functions of respiratory therapy equipment. It also acquaints the student with the maintenance and minor repair of most of the equipment used in the profession of respiratory care. Students are expected to be able to select, assemble, and correct malfunctions on most equipment used to provide respiratory care.

3 Applications of Respiratory Therapy & Clinical Experience I (5)

Prerequisites: Respiratory Therapy 15.

Corequisite: Respiratory Therapy 4 and 27.

LABORATORY, 15 HOURS. .

This course provides students clinical application of diagnostic techniques, equipment, medications, and therapeutic procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Students are assigned to a selection of clinical facilities where they complete clinical competencies under continuous direct supervision of experienced Respiratory Therapists and college faculty to validate competence in the skills required to care for patients in a variety of related cardiopulmonary conditions and/or diseases.

4 Applications of Respiratory Therapy & Clinical Experience II (5)

Prerequisites: Respiratory Therapy 15.

Corequisite: Respiratory Therapy 3.

LABORATORY, 15 HOURS.

This course provides students with clinical application of diagnostic techniques, equipment, medications, and therapeutic procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Students are assigned to a selection of clinical facilities where they complete clinical competencies under continuous direct supervision of experienced Respiratory Therapists and college faculty to validate competence in the skills required to care for patients in a variety of related cardiopulmonary conditions and/or diseases.

5 Applications of Respiratory Therapy & Clinical Experience III (5)

Corequisite: Respiratory Therapy 11.

LABORATORY, 15 HOURS.

In this course, the student is placed in a clinical setting to show competency in the following areas: Maintaining records and communication information and maintaining a patient's airway including care of artificial airways, achieving adequate respiratory support, evaluating and monitoring patient's objective, and Subject's responses to respiratory care.

6 Respiratory Physiology (4)

Prerequisite: Respiratory Therapy 21.

Advisory: Health Information Technology 133.

LECTURE, 4 HOURS.

This course presents the physiology of the cardiopulmonary system from a clinical perspective including a review of cardiopulmonary and renal anatomy and physiology. Also included is an extensive presentation of pulmonary ventilation, gas transport and diffusion, cardiopulmonary circulation, ventilation/perfusion balance, acid-base balance, and mechanics and neurologic control of breathing. Emphasis is placed on the bedside interpretation of the acid-base status of patients that is used in the management of clinical respiratory patients.

7 Applied Medicine and Pathology (3)

Prerequisite: Respiratory Therapy 6.

Advisory: Health Information Technology 133.

LECTURE, 3 HOURS.

In this course, the physiology, pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular, respiratory, and neuromuscular systems are covered in detail. Techniques of laboratory evaluation and specific monitoring methods are discussed. A review of cardiopulmonary pharmacology, including anti-asthmatic and anti-infective drugs, is included.

11 Applications of Respiratory Therapy & Clinical Experience IV (5)
Prerequisite: Respiratory Therapy 4.

LABORATORY, 15 HOURS.

In this clinical experience course, the student is assessed on competencies to perform independently and modify therapeutic procedures based on patient's response; recommending modifications in the respiratory care plan based on the patient's response; the appropriateness of the prescribed respiratory care plan and recommending modifications when indicated by data; initiating, conducting, or modifying respiratory care techniques in an emergency setting; acting as an assistant to the physician performing special procedures; and initiating and conducting pulmonary rehabilitation and home care.

15 Clinical Experience (4)
Prerequisites: Respiratory Therapy 2.

LABORATORY, 11 HOURS.

This course provides clinical insight into the indications, contraindication, administration, and assessment of essential therapeutic procedures. Students are introduced to problem-based learning and critical thinking skills crucial in evaluating, creating, and modifying a respiratory care plan. Information gathering and decision-making comprehension is developed with the use of case study-based computerized clinical simulations. Introduction into the clinical setting is initiated with students being placed into the college's various contracted clinical affiliates.

21 Physics for Respiratory Care (3)

LECTURE, 3 HOURS.

This course presents an overview of the principles of physics that apply to respiratory care equipment, technology, and patient care including the behavior of gases, electricity and electrical safety. Internal heat, temperature scales, and measurement are covered in detail. Molecular phenomena such as osmosis and dialysis, and the mechanics of the cardiovascular and respiratory systems are applied to bedside patient care. Principles of electricity and hospital electrical safety from both a patient and practitioner perspective are emphasized.

23 Advanced Respiratory Pathophysiology (1) CSU
Prerequisite: Respiratory Therapy 6.

Corequisite: Respiratory Therapy 7.

Advisory: Health Information Technology 133.

LECTURE, 1 HOUR.

This course covers the pathology, assessment, diagnosis, and treatment of the common diseases and disorders of the respiratory, cardiovascular, and neuromuscular systems in detail. Emphasis is placed on the practice of patient assessment techniques, including common bedside and laboratory evaluation methods, specific patient monitoring methods, medical record review, and communication and documentation skills practice.

27 Physician Respiratory Care Clinical Rounds I (1) CSU

LABORATORY, 4 HOURS.

This course provides a hospital setting in which the Respiratory Care student accompanies a Physician on patient clinical rounds to assess and determine the appropriateness of the prescribed respiratory care plan. The student also participates in the development of the respiratory care plan. Students are given computer clinical simulations based on respiratory care scenario's to solve, using clinical information gathering and decision making skills. In addition, CAI (computer assisted instruction) software is used to enhance the student's knowledge in specialty areas. The student critiques respiratory therapy case studies making recommendations, modification and discuses appropriate care. The use of critical thinking and problem solving skills are developed and implemented during classroom case study presentations. The student also participates in the development of the respiratory care plan, confers/interacts with the RT program's Medical Director, and discusses patient assessment and respiratory therapist expectations from the physician's perceptive.

28 Physician Respiratory Care Clinical Rounds II (1)
Corequisites: Respiratory Therapy 5 and 11.

LABORATORY, 4 HOURS.

This course provides a hospital setting in which the Respiratory Care student accompanies a physician on patient clinical rounds to assess and determine the appropriateness of the prescribed respiratory care plan. The student also participates in the development of the respiratory care plan. Students are given computer clinical simulations based on respiratory care scenarios to solve, using clinical information-gathering and decision-making skills. In addition, CAI (computer assisted instruction) software is used to enhance the student's knowledge in specialty areas.

29 Neonatal and Pediatric Respiratory Therapy (4) CSU

LECTURE, 4 HOURS.

This course presents prenatal development, high risk pregnancy, and normal labor and delivery as they relate to respiratory care. Assessment of the newborn and pediatric patient is covered as are neonatal and pediatric diseases and disorders with an emphasis on the respiratory care interventions, techniques, and equipment used in neonatal and pediatric patient care.

30 Adult Critical Care Monitoring and Diagnostics (3)
Prerequisite: Respiratory Therapy 6.

LECTURE, 3 HOURS.

This course presents current techniques of monitoring the critically ill adult patient. This includes electrocardiography, cardiovascular/hemodynamic monitoring, capnography, and pulmonary function testing. Cardiovascular pharmacology and common approaches to supporting the unstable intensive care patient are presented. Advanced Cardiac Life Support (ACLS) algorithms for treatment of the patient with acute coronary syndrome and other related disorders are reviewed.

31 Neonatal Resuscitation (1) CSU

LECTURE, 1 HOUR.

This course is based on the American Academy of Pediatrics (AAP) and American Heart Associations international guidelines for emergency cardiovascular care of the newborn.

Mathematics Department

C2-8 • *(323) 265-8886*

The Mathematics curriculum provides the lower division classes necessary for a major in mathematics. It also provides the mathematical support for majors in the physical and social sciences, engineering, computer technology, business, economics, electronics, architecture, etc. This includes the calculus sequence, differential equations, statistics, finite math and linear algebra.

In a broader sense, the curriculum introduces problem solving using analytic methods, both inductive and deductive. A sense of the abstract beauty and power of mathematics could place it within the realm of the arts where some mathematicians feel it belongs.

Faculty

Kazimir, Dr. Joseph, *Chair, Professor*
Alemu, Dawit, *Professor*
Arenas, Ruben, *Associate Professor*
Castellon, Dr. Viviana C., *Professor*
Castro, Gabriel, *Associate Professor*
Deutsch, Lisa K., *Professor*
Faradineh, Rahim, *Professor*
Fernandez, Fernando, *Professor*
Gordon, Mitchell, *Professor*
Jones, Oliver, *Assistant Professor*
Judge, Daniel D., *Professor*
Ko, Wing L., *Professor*
Kotlyar, Victoria, *Assistant Professor*
Lam, Albert, *Professor*
Lee, Michael, *- Vice Chair, Professor*
Liao, Jao G., *Professor*
Nielsen, Nilupa, *Associate Professor*
Nolan, Dr. Jeanine, *Professor*
Panchal, Mona, *Associate Professor*
Ruyle, Jonathan C., *Associate Professor*
Senensieb, David H., *Professor*
Siswanto, Anne S., *Professor*
Smith, Regis A., *Associate Professor*
Tall, Issa A., *Assistant Professor*
Xie, Melanie, *Associate Professor*
Yun, Dr. Myung, *Associate Professor*

Adjunct Associate Professors

Alacron, Alex B.
Allen, Randall
Alvarado, Noel
Arakyan, Vage
Avanesian, Michael
Brudos, Richard E.
Bureloff, Morris S.
Chammas, Marvyan A.
Chang, Hsiao Ying
Chang, Yun Jen
Chen, Ching Chin
Chen, Jen
Chien, Gwendoline
Cho, Michael
Cordova, Ernesto
Dakdouk, Roula
Daraei, Khosrow
El-Abyad, Abdelwahab
Ellias, Deyanira
Flores, Wilfredo
Foley, Terry
Foster, Mark C.
Gasparian, Rouben
Gonzalez, Juan J.
Halverstadt, Richard E.
Harjuno, Thomas
Harirchi, Madjid
Hashemi, Zia A.
Hidalgo, Eduardo
Hsu, Theodore H.
Huang, Stephen
Jahani, Fereidoun
Jiang, Jian
Jimenez, Benjamin S.
Kalinik, Bella
Lam, Kee
Lee, Elisa
Lee, Stephen C.
Lung, Jia Ling F.
Ly, Hoa
Malakar, Subhash R.
Martirossian, Martin
McQuilken, Anthony
Mirfattah, Mehdi
Moradi-Bidhen, Reza
Morse, Michael
Ng, Sun S.
Ngo, Huygen
Oh, Sora
Ong, Hai
Ornelas, Miguel
Phan, Henry
Powell, Dr. Lawrence C.
Ramos, Guadalupe A.
Romero, Sandra
Shubin, David
Tangalos, George D.
Tseng, Kelly
Villavicencio, Angelo A.
Wang, Karen
Wong, Rich
Wong, Su Lan
Yabuki, Shinichi
Yang, Christie
Zheng, Adam
Zhou, Zhiming
Zhuang, Eagle Y.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAMS

- Mathematics - A.A., A.S.

ASSOCIATE DEGREE PROGRAMS

Mathematics, Associate in Arts Degree

The program is designed to award the Associate in Arts degree to those students who have completed a specialization in mathematics. This degree program is intended to meet the needs of mathematics students who do not require a science component for their degree. The requirements were chosen to optimize student preparation for upper division coursework at a four-year institution leading to a minor in mathematics or a Bachelor's degree in a field related to mathematics. The degree program offers training in both pure and applied mathematics leading to careers in research, business, industry, and government. In addition, many areas, such as accounting, actuarial science, management, and operations research depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
ONE COURSE FROM THE FOLLOWING:		3
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
MATH 280	Introduction to Numerical Analysis	3
MATH 282	Introduction to Abstract Algebra	3
MATH 284	Introduction to Number Theory	3

General Education Courses (Plan A):

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	9
Area C	Humanities	3
Area D	Language and Rationality	12
Area E	Health and Physical Education	3
NINE UNITS FROM THE FOLLOWING:		9
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
MATH 241	Trigonometry with Vectors	4
MATH 260	Pre-Calculus	5
MATH 270	Linear Algebra	3
MATH 273	Introduction to Object-Oriented Programming	3
MATH 275	Ordinary Differential Equations	3
MATH 280	Introduction to Numerical Analysis	3
MATH 282	Introduction to Abstract Algebra	3
MATH 284	Introduction to Number Theory	3
MATH 286	Partial Differential Equations in the Natural Sciences	5
	Total	***60***

Mathematics, Associate in Science Degree

The program is designed to award the Associate in Science degree to those students who have completed a specialization in mathematics. The requirements were chosen to optimize student preparation for upper division coursework for a Bachelor's degree in mathematics at a four-year institution. The degree program offers training in both pure and applied mathematics leading to career in research, education, business, industry, and government. In addition, many areas, such as the physical and biological sciences, engineering, business, and economics depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	Introduction to Mathematical Programming	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 1	Mechanics of Solids	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	
OR		
MATH 280	Introduction to Numerical Analysis	
OR		
MATH 282	Introduction to Abstract Algebra	
OR		
MATH 284	Introduction to Number Theory	3

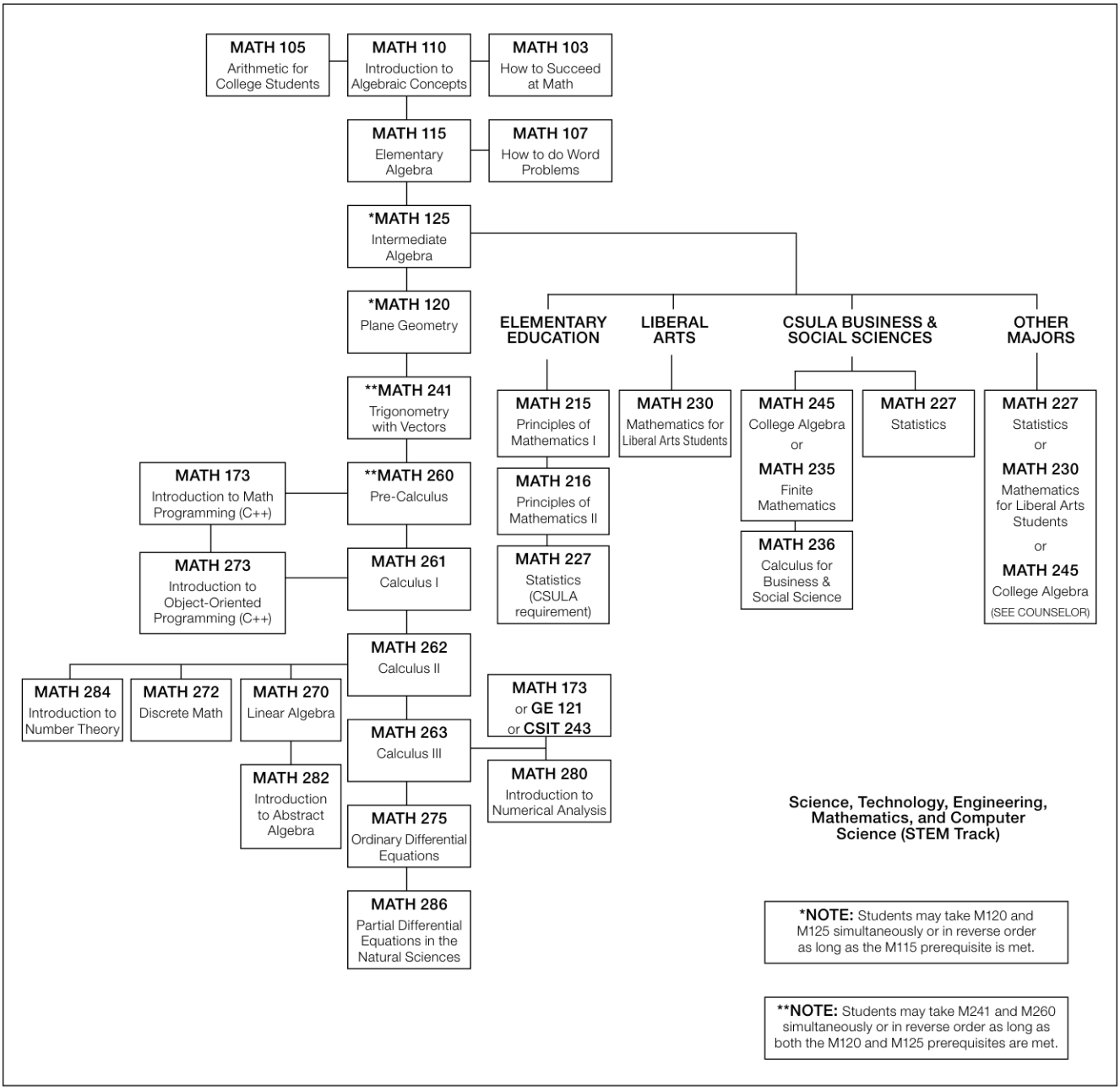
General Education Courses (Plan B):

SUBJECT & NO.	COURSE	UNITS
Area A	Natural Sciences	3
Area B	Social and Behavioral Sciences	3
Area C	Humanities	3
Area D	Language and Rationality	6
Area E	Health and Physical Education	3
FOURTEEN UNITS FROM THE FOLLOWING:		14
BIOLOGY 6	General Biology I	5
BIOLOGY 7	General Biology II	5
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 192	TI Graphing Calculator	1
MATH 227	Statistics	4
MATH 273	Introduction to Object-Oriented Programming	3
MATH 286	Partial Differential Equations in the Natural Sciences	5
PHYSICS 2	Mechanics of Fluids, Heat, and Sound	4
PHYSICS 3	Electricity and Magnetism	4
PHYSICS 4	Optics and Modern Physics	4
	Total	***60***

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

MATHEMATICS SKILLS RECOMMENDED COURSE SEQUENCE



SUBJECTS & COURSE DESCRIPTIONS

Mathematics

Note: There is no credit by examination for any math class.

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

102 Developmental Mathematics 1 (6) NDA

LABORATORY, 12 HOURS.

This self-paced, individualized course is designed to give the student an understanding of, and competency in, basic mathematics, including operations on whole numbers, fractions, mixed numbers, decimals; geometry; measurement; ratio, proportion, percent; statistics, probability; pre-algebra; problem solving; estimation; and functions. It replaces Mathematics 105 and Mathematics 112.

103 How to Succeed at Math (1) NDA

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course covers basic study skills necessary to successfully complete mathematics courses. Topics include preparing for class, solving math problems, where to go for help, minimizing test anxiety, and memory techniques for recalling information, with a special emphasis on having a positive experience in math.

105 Arithmetic (3) NDA

LECTURE, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to give students understanding and competency concerning the arithmetic of positive numbers. Topics include the standard operations of addition, subtraction, multiplication and division on whole numbers, fractions, and decimals with applications. Ratios, proportions, and percents are also covered. Additional topics may be chosen from geometric figures and introductory algebra.

107 How to Do Word Problems (1)

LECTURE, 1 HOUR.

This course is designed to assist students in elementary algebra to master the basic concepts of solving word problems which includes recognizing relevant data in the problem, choosing an appropriate method of solution, and checking the answer.

110 Introduction to Algebraic Concepts (5) NDA

Prerequisite: Mathematics 105 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

This course reviews topics in arithmetic relevant to algebra and introduces ideas necessary for understanding algebra. Students discuss fundamental notions of algebra including the arithmetic of signed numbers, solving first degree equations, mathematical modeling, and basic graphing techniques.

112 Pre-Algebra (3) NDA

Prerequisite: Satisfactory completion of Mathematics 105 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 3 HOURS.

This course bridges the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

115 Elementary Algebra (5)

Prerequisite: Satisfactory completion of Mathematics 102, 110, or 112 or acceptable level of skill as demonstrated in the Mathematics placement process.

Advisory: Mathematics 107.

LECTURE, 5 HOURS.

This course covers the fundamentals of beginning algebra. Topics include signed numbers, evaluation of algebraic expressions, exponents, solving equations, polynomials, factoring, rational expressions, radicals, quadratics, graphs, systems of equations, inequalities, and applications.

120 Plane Geometry (5)

Prerequisite: Satisfactory completion of Mathematics 115 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

This is a basic course in the fundamentals of Euclidean plane geometry which includes consideration of geometric properties and relationships. Practice in accurate thinking and developing logical proofs are emphasized.

125 Intermediate Algebra (5)

Prerequisite: Satisfactory completion of Mathematics 115 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

Note: A scientific or business calculator is required for this class.

This course strengthens and further develops manipulative skills in elementary algebra. Topics include the fundamental operations on algebraic expressions, solutions of equations and inequalities, exponentiation, graphs of algebraic, exponential and logarithmic functions, systems of equations and inequalities, and an introduction to the conic sections. Applications are included in a wide variety of word problems.

173 Introduction to Mathematical Programming (4) UC:CSU

Prerequisite: Satisfactory completion of Mathematics 260.

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course is an introduction to programming using C++, including theory, applications, and programming. Variables and basic data types, operators, control structures, input and output, arrays, strings, functions, recursion, structures, pointers, namespaces, and overloading are discussed in detail. Classes and object-oriented programming are introduced. Commenting of code and debugging are emphasized. Course includes examples from mathematics.

192 Graphing Calculator (1) CSU

LECTURE, 1 HOUR.

This course introduces the use of the graphing calculator. It includes topics such as graphing functions in two and three dimensions, writing programs, engineering and calculus applications, solving systems of equations using matrices, and analyzing data using statistics.

215 Principles of Mathematics I (3) UC:CSU

Prerequisite: Satisfactory completion of Mathematics 125.

LECTURE, 3 HOURS.

This course is intended for those who plan to teach mathematics in elementary schools. The course covers the language of sets, elementary logic, systems of numeration, numbers, fundamental operations, functions, integers, rational numbers, real numbers, and algorithms used in calculations.

216 Principles of Mathematics II (3) UC:CSU

Prerequisite: Satisfactory completion of Mathematics 215.

LECTURE, 3 HOURS.

This course is the second in the sequence intended for those who plan to teach elementary school mathematics. Topics presented include basic probability, introductory statistics, and introductory geometry including constructions, congruence and similarity, measurement, motion geometry, and tessellations.

227 Statistics (4) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 227 combined with ENG GEN 221, maximum credit, one course).

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 4 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, hypothesis testing. Analysis of variance, chi-square and student t-distributions; linear correlation, and regression analysis are also presented as topics.

230 Mathematics for Liberal Arts Students (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 3 HOURS.

An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics are chosen from a variety of mathematical fields including logic, set theory, systems of numeration, number theory, algebra, the metric system, geometry, mathematical systems, consumer mathematics, probability, statistics, graph theory, voting and apportionment which are intended to illustrate the nature of mathematical discovery, the utility of mathematical applications, and the beauty of geometric design.

235 Finite Mathematics (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This course covers topics in finite mathematics with applications to business and social sciences. Systems of linear equations, inequalities, linear programming, mathematics of finance, matrix algebra, probability, statistics, and game theory are among the topics presented.

236 Calculus for Business and Social Science (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of Mathematics 235 or Mathematics 245.

LECTURE, 5 HOURS.

Note: Student should consult a counselor to determine which prerequisite is required by the university targeted for transfer.

Note: A calculator is required. See instructor about the specific kind needed.

This course consists of elementary differential and integral calculus of algebraic, exponential, and logarithmic functions, as well as partial derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

241 Trigonometry with Vectors (4) CSU

Prerequisites: Satisfactory completion of Mathematics 120 and Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 4 HOURS.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

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.

245 College Algebra (3) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 245 and 260 combined - maximum credit four units).

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 3 HOURS.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

This course covers topics including polynomial and rational functions, inverse, exponential and logarithmic functions, systems and matrices, analytical geometry, sequences and series, the binomial theorem, mathematical induction, counting theory, and probability.

260 Pre-Calculus (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 245 and 260 combined - maximum credit four units).

Prerequisite: Satisfactory completion of Mathematics 125 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed. This course covers topics in college algebra including polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, conic sections, sequences and series, and limits as a preview to calculus.

261 Calculus I (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of Mathematics 241 and Mathematics 260 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This is the first of a three-course sequence in calculus. Topics included are: limits and continuity, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

262 Calculus II (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of Mathematics 261.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This is the second in a three-course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, parametric equations and polar coordinates, arc length, area of a surface of revolution, infinite sequences and series, and representation of functions as a power series.

263 Calculus III (5) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 5 HOURS.

Note: A calculator is required, see instructor about the specific kind needed.

This is the third of a three-course sequence in calculus. Topics include vectors and the geometry of space, vector functions, partial derivatives, multiple integrals and vector calculus.

270 Linear Algebra (3) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 3 HOURS.

This course includes the study of systems of linear equations and their solutions, matrices, determinants, vector spaces, linear transformations, orthogonality and characteristic value problems.

272 Methods of Discrete Mathematics (5) UC:CSU IGETC Area 2A
Prerequisites: Mathematics 262.

LECTURE, 5 HOURS.

This course introduces sets, relations, functions and logic along with formal methods of proof such as contradiction, contrapositive, induction, diagonali-zation, recursion, and the Pigeonhole principle. These ideas and methods are developed by looking at problems from combinations and counting, elementary number theory, and graph theory. Topics from map coloring, complexity, and cryptography are also discussed.

273 Introduction to Object-Oriented Programming (4) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 173.

LECTURE, 3 HOURSL LABORATORY, 2 HOURS.

This course focuses on object-oriented programming, data structures, and algorithm design using C++. Topics include a review of classes and objects, operators and operator overloading, dynamic memory allocation, class inheritance, re-usability of code, friends, exceptions, the Standard Template Library, Big-O notation, linked lists, stacks, queues, and trees, as well as algorithms for searching and sorting. Commenting and debugging of code are emphasized.

275 Ordinary Differential Equations (3) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 263.

LECTURE, 3 HOURS.

Note: A scientific calculator is required for this class.

This course provides the student with a basic understanding of the theory and content of ordinary differential equations. Various methods of solving these equations, especially first and second order, are emphasized as are solutions to physical applications problems. Other topics covered include existence and uniqueness theorems, systems of linear differential equations, numerical and graphical methods using computers, and the Laplace transform.

280 Introduction to Numerical Analysis (3) UC:CSU IGETC Area 2A
Prerequisites: Satisfactory completion of Mathematics 263 and EITHER Mathematics 173 or General Engineering 121 OR Computer Science Information Technology 243.

LECTURE, 3 HOURS.

This course is designed to provide an introduction to numerical methods. Topics presented include error analysis, finding roots of non-linear equations, numerical methods for matrix operations, interpolation and curve fitting. Numerical methods in differentiation and integration also are considered.

282 Introduction to Abstract Algebra (3) UC:CSU
Prerequisites: Satisfactory completion of Mathematics 270.

LECTURE, 3 HOURS.

This course is an introduction to numbers, number systems, and the basic algebraic structures of groups, rings, and fields.

284 Introduction to Number Theory (3) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 3 HOURS.

This course introduces topics in elementary number theory, including the study of primes, composites, the Euclidean algorithm, Diophantine equations, congruences, divisibility, multiplicative functions, quadratic residues, and continued fractions.

286 Partial Differential Equations in the Natural Sciences (5) UC:CSU IGETC Area 2A
Prerequisite: Satisfactory completion of Mathematics 275.

LECTURE, 5 HOURS.

This course introduces linear partial differential equations and boundary and initial value problems with particular emphasis on the wave equation, the heat equation, and the Laplace equation. The techniques of separation of variables, eigenfunction expansions, and the method of characteristics for nonlinear equations are also studied.

185 Directed Study - Mathematics (1) CSU

285 Directed Study - Mathematics (2) CSU

385 Directed Study - Mathematics (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Mathematics on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Music Department

S2-107M • *(323) 265-8894*

Faculty

Dawson II, Robert B, *Chair, Professor*
Lupica, Dr. Anthony J., *Associate Professor*
Martinez, Jesus E., *Professor*
Nagatani, Dr. Chie, *Professor*

Adjunct Associate Professors

Balian, Muriel
Chavez, Robert
Chilingarian, Samuel
Coulter, Chrisian
Curinga, Nicolas P.
Foley, Megan J.
Hasty, Barbara P.
Hasty, Robert G.
Julian, Michael J.
Julian, Suzanne
Nargizyan, Lucy
Nunez, John
Smith, Glenda

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM

- Music

ASSOCIATE DEGREE PROGRAM

Music, Associate in Arts Degree

This program provides the student a comprehensive study in music. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Music. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Music or a field related to the discipline of Music. The degree program can lead to careers in reseach, performance, or education.

SUBJECT & NO.	COURSE	UNITS
MUSIC 121	Music History and Literature I	3
MUSIC 122	Music History abnd Literature II	3
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 201	Harmony I	3
MUSIC 202	Harmony II	3
MUSIC 211	Musicianship I	2
MUSIC 212	Musicianship II	2
MUSIC 250	Music Performance Workshop	1
MUSIC 323	Elementary Piano III	2
GENERAL EDUCATION REQUIREMENTS PLAN A		**30**
FOUR UNITS FROM THE FOLLOWING:		**4**
MUSIC 501	College Choir	1
MUSIC 561	Chamber Chorale	1
MUSIC 712	Marching Band	1
MUSIC 713	Marching Band Summer Camp	1
MUSIC 733	Latin Jazz Ensemble	1
MUSIC 745	Symphonic Band	1
MUSIC 775	Jazz Ensemble	1
SEVEN UNITS FROM THE FOLLOWING:		**7**
MUSIC 111	Music Appreciation I	3
MUSIC 200	Introduction to Music Theory	4
MUSIC 321	Elementary Piano I	2
MUSIC 322	Elementary Piano II	2
MUSIC 324	Elementary Piano IV	2
MUSIC 341-1	Intermediate Piano I	2
MUSIC 341-2	Intermediate Piano II	2
MUSIC 341-3	Intermediate Piano III	2
MUSIC 341-4	Intermediate Piano IV	2
MUSIC 411	Elementary Voice I	2
	Total	***62***

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family". Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Music department, families have been created as follows:

MUSIC FAMILY NAMES AND COURSE NUMBERS:

Classical Guitar	MUSIC 651, 652, 653, 654
Piano	MUSIC 321, 322, 323, 324, 341-1, 341-2, 341-3, 341-4
String Instruments	MUSIC 611
Voice	MUSIC 411, 412, 413, 414

Music (MUSIC)

101 Fundamentals of Music (3) UC:CSU
Note: For the general student.
LECTURE, 3 HOURS.
This course is designed for the general student and is a study of the fundamentals of music, including notation, time signatures and rhythms, major and minor scales and key signatures, intervals, triads, and musical symbols and terminology. Students are introduced to the piano keyboard layout.

111 Music Appreciation I (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
This course provides basic materials, aesthetics, and structure of music through a broad historical survey of musical styles and masterpieces from the Middle Ages up to and including the 21st century, with emphasis on perceptive listening.

121 Music History and Literature I (3) UC:CSU IGETC Area 3A
Advisory: Music 111.
LECTURE, 3 HOURS.
This course traces the evolution of music as a reflection of changing culture in the Western wold from ancient Greece to 1750. Topics covered include Gregorian chant and the development of polyphony in the Middle Ages, sacred and secular music of the Renaissance, and the vocal and instrumental music of the Baroque era. Although this course is designed for music majors who are fluent in score reading, it is open to the general student population.

122 Music History and Literature II (3) UC:CSU IGETC Area 3A
Advisory: Music 111.
LECTURE, 3 HOURS.
This course traces the evolution of music as a reflection of changing culture in the Western world from the middle of the 18th century to the present. Topics covered include the style and techniques of music composition from the vocal and instrumental music of the Pre-Classic era, to the development of the sonata idea in the Classic era, the concept of interrelatioship of the arts of the Romantic era, to the multi-faceted musical culture of the 20th and 21st centuries. This course is designed for music majors who are fluent in score reading, but is open to the general student population.

123 Opera Appreciation for Teachers (2) CSU
LECTURE, 1 HOUR; LABORATORY, 2 HOURS.
This course is an introductory opera appreciation class and is an analysis of the history of opera from its beginnings in the late 16th century to the current day. This course analyses how opera reflects the cultural and political attitudes of its time and is designed for teachers. The classes are held at the Los Angeles Opera facilities. Materials and strategies for integrating opera in the classroom are discussed, including tools for critical listening, examining the libretto, adapting source material, and more.

132 Music of Mexico (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
This course introduces students to the predominant regional musical styles of Mexico, from Pre-Cuauhtemoc to contemporary times. Students examine a cross section of styles including folk, classical, sacred, secular, border, dance and pop. The students are exposed to the effect that Latin American, African and European cultures have had on Mexico and understand what effect the indigenous music of Mexico has had on the rest of the world.

141 Jazz Appreciation (3) UC:CSU IGETC Area 3A
LECTURE, 3 HOURS.
This course is the study of the elements of jazz literature and traces the development and evolution of styles and structure. Listening skills are developed to enable the student to recognize the many differences in individual solo as well as jazz ensemble interpretations.

161 Introduction to Electronic Music (3) CSU
Advisory: Music 101.
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course introduces students to the latest procedures used to produce music recordings in today's music industry. In a state-of-the-art facility with the latest equipment, students receive practical real-world experience. They are exposed to the most advanced techniques as they produce their own projects.

165 Introduction to Recording Arts (3) CSU
LECTURE, 3 HOURS.
This course is an introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound, basic acoustics, audio systems and terminology, microphone principles and usage, recording styles, recording studio equipment, and multitrack recording procedures.

181 Applied Music I (0.5) UC:CSU
Corequisite: Music 250.
LABORATORY, 1 HOUR.
This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the lower-intermediate level. Performance for a faculty jury is required at the end of the semester. All students must successfully audition to enroll.

182 Applied Music II (0.5) UC:CSU
Prerequisite: Music 181.
Corequisite: Music 250.
LABORATORY, 1 HOUR.
This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is place on technical development, interpretation, and musicianship at the intermediate level. Performance for a faculty jury is required at the end of the semester.

183 Applied Music III (0.5) UC:CSU
Prerequisite: Music 182
Corequisite: Music 250.
LABORATORY, 1 HOUR.
This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate level. Performance for a faculty jury is required at the end of the semester.

184 Applied Music IV (0.5) UC:CSU
Prerequisite: Music 183.
Corequisite: Music 250.
LABORATORY, 1 HOUR.
This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate/advanced level. Performance for a faculty jury is required at the end of the semester.

200 Introduction to Music Theory (4) UC:CSU
Advisory: Music 101.
LECTURE, 4 HOURS.
Designed for the Music major, this is an intensive review of all music fundamentals in preparation for Music 201 and 211. This course also includes an early introduction to the basic principles of harmonic analysis as well as a strong focus on ear training, singing solfege, and keyboard skills. It is strongly recommended that students entering Music 200 have prior basic knowledge of the fundamentals of music.

201 Harmony I (3) UC:CSU IGETC area 3A
Prerequisite: Music 200.
Corequisite: Music 217-2.
LECTURE, 3 HOURS.
Note: Required of Music majors.
This course provides a study of diatonic harmony, including primary and secondary triads and the dominant seventh chord. Topics considered include the fundamental principles of part-writing in root position and inversions, the harmonization of simple melodies and figured bass lines, as well as harmonic analysis.

202 Harmony II (3) UC:CSU
Prerequisite: Music 201.
Corequisite: Music 218-2.
LECTURE, 3 HOURS.
This course is the study of chromatic harmony including secondary functions, common chord modulations, mode mixture, the Neapolitan chord, and augmented sixth chords. Musical form is also covered.

203 Harmony III (3) CSU
Prerequisite: Music 202.
Corequisite: Music 219-2.
LECTURE, 3 HOURS.
This course continues the study of advanced chromatic harmony, including chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. Also included are twentieth century techniques such as modal harmony, Impressionism, tone rows, set theory, polytonality, pandiatonicism, and advanced meter/rhythm.

205 Commercial Harmony I (3) CSU
Prerequisite: Music 101.
LECTURE, 3 HOURS.
This course explores harmonic chord progressions used in popular music including rock, jazz, Latin, funk and fusion, among others. Students are introduced to song writing by adding a melody over given harmonic structures.

206 Commercial Harmony II (3) CSU
Prerequisite: Music 205.
LECTURE, 3 HOURS.
This course is a continuation of Commercial Harmony I. Students incorporate extended and altered chords to enhance the basic chord progressions previously learned to compose original compositions using different instrumentation and styles. A variety of compositional techniques and considerations as they apply to client needs, time, and budget constraints are also discussed.

211 Musicianship I (1) UC:CSU
Prerequisite: Music 200.
Corequisite: Music 201.
LABORATORY, 3 HOURS.
This course is correlated to Music 201 or Harmony I. It includes singing diatonic intervals and melodies, two part play-and-sing drills, playing diatonic chord progressions, and simple rhythmic, melodic, and harmonic dictation.

212 Musicianship II (1) UC:CSU
Prerequisite: Music 211.
Corequisite: Music 202.
LABORATORY, 3 HOURS.
This course is correlated to Music 202 or Harmony II. Students apply and develop the rhythmic, melodic, and harmonic materials of more advanced diatonic and beginning chromatic harmony through sight singing, keyboard playing, and ear training.

213 Musicianship III (1) CSU
Prerequisite: Music 212.
Corequisite: Music 203.
LABORATORY, 3 HOURS.
This course is correlated to Music 203 or Harmony III. Students apply and develop the rhythmic, melodic, and harmonic materials of advanced chromatic and twentieth century techniques through sight singing, keyboard playing, and ear training.

241 Music Notation and Copying I (1) CSU
Prerequisite: Music 101.
LECTURE, 1 HOUR.
This course provides instruction and experience in the 'much in demand' field of music notation. Students receive 'hands-on' training in how to create computer generated sheet music as is needed in the music industry.

242 Music Notation and Copying II (1) CSU
Prerequisite: Music 241.
LECTURE, 1 HOURS.
This course provides advanced instruction and 'hands-on' training in computer music notation. Students receive experience on professional projects in preparation for entering the music industry at an entry-level position.

250 Music Performance Workshop (1) CSU
Corequisite: Music 181, 182, 183 or 184.
LABORATORY, 1.5 HOURS.
This course provides students the opportunity to perform in a master class environment. This includes concert preparation, memorization, stage deportment, and critical analysis of performances.

251 Jazz Improvisation Workshop (1) UC:CSU

LABORATORY, 3 HOURS.

This course trains students in the art of instrumental improvisation in a traditional jazz setting. Topics include scales and chord structures involved in traditional jazz and pop. Each student is given the opportunity to experience spontaneous composition while other students accompany them. Sufficient instrumental skills are necessary before taking this course; therefore, this course is not for beginners.

280 The Business of Commercial Music (3) CSU

LECTURE, 3 HOURS.

This course explores the many careers available in the Music Industry. Students will learn how to establish a relationship with record labels as well as promote and market their music on the Internet. Some of the topics covered in the class include: Copyrights, publishing, record contracts, and group dynamics.

281 Commercial Music Techniques I (3) CSU

Prerequisite: Music 101.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course specializes in the skills and knowledge necessary to produce live recording sessions. Simple music writing, orchestration, recording procedures, and mixing are covered. Students receive the experience of conducting recording sessions with professional musicians playing the student's compositions.

295 Computer Music Sequencing (1) CSU

Prerequisite: Music 101.

LECTURE, 1 HOUR.

This course introduces students to the process of recording music on computers using M.I.D.I. software. They receive practical training with M.I.D.I. controllers, software sound sources, and computer mixing. Knowledge of the piano keyboard is recommended.

321 Elementary Piano I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course provides instruction in basic piano skills, with emphasis on proper technique, note-reading, playing five-finger patterns, scales, chord progressions, transposition, and beginning pieces. Music theory and terminology are also covered.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course provides continuing instruction in basic piano skills, emphasizing all major and selected minor scales, primary chord progressions, triads, transposition, harmonization, repertoire and memorization.

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is continued instruction in developing and refining piano skills with emphasis on major and minor scale techniques, chord progressions, triads, arpeggios, harmonization, transposition, repertoire from the major historical periods and memorization.

324 Elementary Piano IV (2) UC:CSU

Prerequisite: Music 323.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course continues instruction in developing and refining piano skills with emphasis on piano technique, harmonization, transposition, stylistic consideration, and more advanced repertoire from the major historical periods. Open score reading and ensemble skills may also be introduced.

341-1 Intermediate Piano I (2) CSU

Prerequisite: Music 324.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is for those having studied two or more years of private or class piano. Piano technique, stylistic consideration, and interpretation are further explored through the study and performance of level one intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th century. Exercises for further technical development are also studied.

341-2 Intermediate Piano II (2) CSU

Prerequisite: Music 341-1.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level two intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th century, building on skills acquired in Music 341-1. Exercises for further technical development are also studied.

341-3 Intermediate Piano III (2) CSU

Prerequisite: Music 341-2.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level three intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th century, building on skills acquired in Music 241-2. Exercises for further technical development are also studied.

341-4 Intermediate Piano IV (2) CSU

Prerequisite: Music 341-3.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course further explores piano technique, stylistic consideration, and interpretation through the study and performance of level four intermediate piano literature from the four stylistic periods: Baroque, classical, Romantic, and 20th century, building on skills acquired in Music 341-3. Exercises for further technical development are also studied.

411 Elementary Voice I (2) UC:CSU

Advisories: Music 101, 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

The course is the first level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop its range and power, interpret songs suited to their ability and develop their appreciation of music.

412 Elementary Voice II (2) UC:CSU

Prerequisite: Music 411.

Advisories: Music 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the second level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability and develop their appreciation of vocal repertoire.

413 Elementary Voice III (2) UC:CSU

Prerequisite: Music 412.

Advisories: Music 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This is the third level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability, and develop their appreciation of vocal repertoire.

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 413.

Advisories: Music 501 and Music 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the fourth level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability and develop their appreciation of vocal repertoire.

501 College Choir (1) UC:CSU RPT3

Advisories: Music 101 and 411.

LABORATORY, 3 HOURS.

Note: Students audition at the beginning of the semester.

This course is an introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements such as blend, 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 a public performance at the end of the semester.

561 Chamber Chorale (1) UC:CSU RPT3

Advisory: Music 412, 413 or 414.

LABORATORY, 3 HOURS.

Note: Confirmation of enrollment is Subject to audition.

This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances.

611 String Instrument Instruction I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Music 611 offers instruction in violin, viola, cello and bass. Recommended for students interested in learning to play, write and arrange for string instruments.

651 Classical Guitar I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course consists of basic instruction in classical guitar playing at beginning level. It includes fundamental music reading, right and left hand playing techniques, and exercises to develop technical facility, basic chords sight-reading, and performance of elementary solo guitar repertoire.

652 Classical Guitar II (2) UC:CSU

Prerequisite: Music 651.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course consists of the second level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, basic chords, sight-reading and performance of second level elementary solo guitar repertoire. This course is a continuation of music 651.

653 Classical Guitar III (2) UC:CSU

Prerequisite: Music 652.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course consists of the third level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course is the continuation of Music 652.

654 Classical Guitar IV (2) UC:CSU

Prerequisite: Music 653.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This couse consists of the fourth level of continued study of basic instruction in classical guitar playing. It includes music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course is the continuation of Music 653.

712 Marching Band (1) UC:CSU RPT3

LABORATORY-PERFORMANCE, 3 HOURS.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Technique and practice in marching, drill patterns, and rhythmic movements are covered. Marching skills are emphasized. Students are required to perform at community and athletic events both on and off campus. Open to all students by audition.

713 Marching Band Summer Camp (1) UC:CSU RPT3

LABORATORY-PERFORMANCE, 2 HOURS.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Techniques and practice in marching, drill patterns, and rhythmic movements. Marching skills are emphasized. Open to all students by audition.

721 Orchestra (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides an opportunity for musicians who play string, woodwind, brass and percussion instruments to be a part of a performing ensemble that will rehearse orchestral literature until it reaches performance level. The orchestra performs during the semester. Students must already play an instrument and are auditioned at the beginning of the semester.

733 Latin Jazz Ensemble (1) UC:CSU RPT3
LABORATORY-PERFORMANCE, 3 HOURS.
Note: Proficiency on a band instrument.

This course consists of the study of standard Latin Jazz ensemble literature with the intent to develop an individual's technical and artistic abilities through experience with a wide range of Latin Jazz ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in the Latin Jazz idiom is included. A conjunto (smaller ensemble) typically consists of 3-5 hours, a rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. Instructional trips are required. The course is an overview of various techniques and interpretation as applied to Latin Jazz ensemble and performance. (Enrollment Subject to audition)

745 Symphonic Band (1) UC:CSU RPT3
LABORATORY, 3 HOURS.
Note: Confirmation of enrollment is Subject to audition.

This course provides training and experience in rehearsal and performance of music suitable for symphonic band, discussion of various aspects of ensemble musical performances and technique and practice in symphonic band literature. Students are required to perform at community and college events both on and off campus.

775 Jazz Ensemble (1) UC:CSU RPT3
LABORATORY, 3 HOURS.
Note: Proficiency on a band instrument.

This course consists of the study of standard Jazz Ensemble literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range of Jazz Ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in Jazz idiom are covered. Students participate in a large ensemble typically consisting of 15 hours, rhythm section, bass, drum set, piano, guitar and optional vocalist. Instructional trips are required. This course is an overview of various techniques and interpretation as applied to Jazz Ensemble and performance. (Enrollment Subject to audition).

185 Directed Study - Music (1) CSU

285 Directed Study - Music (2) CSU

385 Directed Study - Music (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Music on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Nursing Department

F9-104 • (323) 265-8896

Faculty

Gaines, Lurelean B, *Chair, Professor*
Chan, Brenda M., *Professor*
Du, Carolyn, *Assistant Professor*
Garcia, Martha, *Associate Professor*
Munguia, Jennifer, *Assistant Professor*
Plotkin, Rachel, *Associate Professor*
Sunda, Pauline, *Professor*

Adjunct Associate Professors

Aguirre, Sergio
Bravo, Sulma
Ching, Simon
Chuksorji, Jean
Duncan, Jack
Knight, Kimberly
Ku, Evelyn
Lutz, Kathleen
Martinez, Geraldine
Millan, Angelica M.
Moore, Dorothy L.
Okundolor, Sunday
Pitt, Thelma
Ramos, Leticia N.
Thornton, Renee
Ting, James
Valmonte, Jade
Velasco, Adriana
Vu, Linh
Vu, Quang

EDUCATIONAL PROGRAMS

The Nursing Department offers three state-approved programs for both generic students and licensed vocational nurses to become registered nurses. At the conclusion of our programs, the student is eligible to take the registered nurse licensure examination, NCLEX-RN.

CERTIFICATE PROGRAM

- Licensed Vocational Nurse to Registered Nurse, (30 unit option)

ASSOCIATE DEGREE PROGRAMS

- Nursing, Registered (R.N).
- Licensed Vocational Nurse to Registered Nurse

CERTIFICATE OF ACHIEVEMENT

Licensed Vocational Nurse to Registered Nurse (30 unit option/non-graduate)

Prerequisites include a current California VN license. (High school graduate or equivalent required prior to BRN licensure examination NCLEX - RN.

Students must complete Physiology 1 and Microbiology 1 or 20 before enrolling in core requirements 8 -9

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II	4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	4
NURSING 276**	Introduction to the Nursing Process	1.5
NURSING 277**	Health Assessment	1.5

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 269	Nursing Process and Practice in the Care of the Adult Client III	5.5
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	6
NURSING 274*	Role Transition II	0.5
	Total	***31-32***

**This course has a prerequisite.*

***This course has a corequisite.*

ASSOCIATE DEGREE PROGRAMS

Nursing, Registered (R.N).

ASSOCIATE IN SCIENCE DEGREE

PREREQUISITES FOR FALL 2013

a. High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).

b. GPA demonstrating satisfactory academic progress. GPA of 2.5 overall in Anatomy/Physiology and Microbiology.

c. Satisfactory completion of each of the following college courses before entering the program (all required course must be completed with a grade of "C" or better):

1. Anatomy 1/Physiology 1: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).

**Has Chemistry prerequisite (1 year high school chemistry with a Laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).*

2. Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).

3. Psychology 1: General Psychology (minimum 3 semester units).

4. Psychology 41: Life-Span Psychology (minimum 3 semester units).
5. Math 125: Intermediate Algebra.
6. English 101: College Reading and Composition I (minimum 3 semester units).

d. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

In addition to the prerequisites listed above, the following General Education courses should be completed before submitting an application to the LVN to RN degree program.

1. Communication Studies 101 (3 units)
2. Sociology 1 or 11 or Anthropology 102 (3 units)
3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)
4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units)
5. Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

Note: DO NOT SUBMIT APPLICATIONS OR TRANSCRIPTS TO THE ADMISSIONS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

All eligible applicants will be selected by lottery and names will be placed in the semester according to their lottery number, beginning with the Fall 2011 semester. The Nursing Department will inform applicants of the results by e-mail approximately six (6) weeks after the application deadline.

To expedite receipt of your transcripts, request that all transcripts be mailed to your home, then bring them to nursing unopened.

Note: Anticipate completion of a background check before entering the Nursing Program; if unsucessful, you will not be admitted.

The following courses are required in order to receive an Associate in Acience (A.S.) degree in Nursing:

Nursing Core Courses: Nursing 276 and 277	1.5/0.5 units
Nursing 265, 266, 267, 268, 270, 271	4 units each
Nursing 269	5.5
Nursing 272	6
Nursing 273/274	0.5/0.5
Nursing 275A/B	1 UNIT EACH

*NURSING CORE COURSES ARE SHORT-TERM, 5, 6, AND 8 WEEKS EACH.

All courses have clinical EXCEPT Nursing 276, Nursing 275A/B, Nursing 233 and Nursing 274.

The 4 unit and 2.5 unit courses have a clinical component.

Nursing clinical or laboratory classes are scheduled in select healthcare facilities during the day and/or evening shifts, Monday - Sunday.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are eight weeks in length. See Prerequisites for acceptance into program.

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 265**	Fundamentals of Nursing	4
NURSING 276**	Introduction to the Nursing Process	1.5
NURSING 275A	Pharmacology Part I	1
NURSING 266**	Nursing Process and Practice in the Care of the Adult Client I	4
NURSING 277**	Health Assessment	1.5
PHYS ED	Any Physical Education course	1

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II	4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	4
NURSING 273*	Role Transition	0.5
NURSING 275B*	Pharmacology Part II	1
GENERAL EDUCATION REQUIREMENTS AREA C		3

Third Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 269*	Nursing Process and Practice in the Care of the Adult Client III	5.5
NURSING 271*	Nursing Process and Practice in the Care of Women and the Newborn	4
COMM 101	Oral Communication I	3
SOC 1	Introduction to Sociology	
OR		
SOC 11	Race and Ethnic Relations	
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.	3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 270*	Nursing Process and Practice in the Care of Children	4
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	6
NURSING 274*	Role Transition II	0.5
GENERAL EDUCATION REQUIREMENTS AREA B1		3
	Total	***80.6***

**This course has a prerequisite.*

***This course has a corequisite.*

Licensed Vocational Nurse to Registered Nurse

ASSOCIATE IN SCIENCE DEGREE

Includes current California VN LICENSE. NURSING 276 and 277 must be taken the semester prior to the start of the regular semester. The curriculum for the L.V.N. who chooses Option 1 is the same as that of a generic R.N. student. Credit will be given for Nursing 265, 266, and Nursing 275 A/B.

PREREQUISITES FOR FALL 2011

a. High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).

b. GPA demonstrating satisfactory academic progress, however, a 2.5 GPA must be attained in Anatomy/Physiology and Microbiology.

c. Satisfactory completion of each of the following college courses before entering the program: (all required recourses must be completed with a grade of "C" or better).

1. Anatomy 1/Physiology 1: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).

**Has Chemistry prerequisite (1 year high school chemistry with a Laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).*

2. Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).
3. Psychology 1: General Psychology (minimum 3 semester units).
4. Psychology 41: Life-Span Psychology (minimum 3 semester units).
5. Math 125: Intermediate Algebra.
6. English 101: College Reading and Composition I (minimum 3 semester units).

d. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

The following General Education courses should be completed before applying to the LVN degree program.

1. Communication Studies 101 (3 units)
2. Sociology 1 or 11 or Anthropology 102 (3 units)
3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)
4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units)
5. Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

Note: The student is not considered a graduate of this nursing program and does not qualify for the A.S. degree. Students selecting this option must be counseled by the Nursing Chairperson.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are eight weeks in length. See Prerequisites for acceptance into program.

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	Nursing Process and Practice in the Care of the Adult Client II	4
NURSING 268*	Nursing Process and Practice in the Care of Clients with Alterations in Mental Health	4
NURSING 269*	Nursing Process and Practice in the Care of the Adult Client III	5.5
NURSING 273*	Role Transition I	0.5

Summer or Winter Session

SUBJECT & NO.	COURSE	UNITS
NURSING 276**	Introduction to the Nursing Process	1.5
NURSING 277**	Health Assessment	1.5

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 271*	Nursing Process and Practice in the Care of Women and the Newborn	4
NURSING 270*	Nursing Process and Practice in the Care of Children	4
NURSING 272*	Nursing Process and Practice in the Care of the Adult Client IV	6
NURSING 274*	Role Transition II	0.5
PHYS ED	Any Physical Education course	1
COMM 101	Oral Communication I	3
SOC 1	Introduction to Sociology	
OR		
SOC 11	Race and Ethnic Relations	
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology.	3
GENERAL EDUCATION REQUIREMENTS AREA B1		3
	Total	***65.5***

**This course has a prerequisite.*

***This course has a corequisite.*

SPECIAL NOTES: Applied to All Curricula

1. Nursing courses are scheduled sequentially in each quarter/semester and must be completed before progressing to the next semester.
2. No substitutions are allowed for the general education courses as all SubjectS must meet with the board of registered nursing approval.
3. Please check the catalog for the transfer status of the General Education courses under Graduation Plan "B". Completion of ELAC's Nursing Degree Program is transferable to CSU and UC systems.
4. SCHOLASTIC REQUIREMENT: Satisfactory completion required in all General Education and Nursing courses.
5. See Nursing Student Handbook for Challenge/Transfer information.
6. Students who have a break in enrollment from a core nursing course will be Subject to the new prerequisites, corequisites, and policies in effect when they return.
7. Malpractice Insurance is required for the nursing program.
8. Background checks must be done and successfully completed by all students accepted into the program. Students failing the background check will not be allowed to start the program.
9. Students transferring from another school of nursing will be evaluated by a Nursing Department Committee for nursing course transfer credit. Syllabi and college catalog must accompany application. In addition, all transfers must submit a letter from their former nursing chairperson stating they are clinically safe.
10. LVNs doing 30-unit option may not transfer from the certificate program to the degree program once the program starts.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Nursing (NURSING)

252 Mathematics of Drugs and Solutions (2) CSU

LECTURE, 2 HOURS

This elective course involves the computation of drug dosages and the conversion of the three major systems (metric, apothecary, and household) of measurement necessary for the administration of medications.

265 Fundamentals of Nursing (4) CSU

Prerequisites: Nursing 276 and 277.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course introduces fundamental concepts of the nursing profession, including its history, theory, ethical, and legal considerations as well as program's conceptual framework utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

266 Nursing Process and Practice in the Care of the Adult Client I (4) CSU

Prerequisites: Nursing 265 and 275A.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This beginning medical-surgical nursing course integrates critical thinking skills as it introduces the student to concepts and principles of basic nursing care for clients with alterations in hematological, immunological, oncological and integumentary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

267 Nursing Process and Practice in the Care of the Adult Client II (4) CSU

Prerequisite: Nursing 266.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in oxygenation, ventilation, tissue perfusion, metabolic, hormonal regulation utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

268 Nursing Process and Practice in the Care of Clients with Alterations in Mental Health (4) CSU

Prerequisite: Nursing 266.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course provides theoretical and clinical experience in the care of clients with alterations in mental health utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

269 Nursing Process and Practice in the Care of the Adult Client III (5.5) CSU

Prerequisites: Nursing 267, 268, 273 and 275B.

LECTURE, 3 HOURS; LABORATORY, 7.5 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in genitourinary, fluid/electrolyte, musculoskeletal, gastrointestinal and hepatobiliary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

270 Nursing Process and Practice in the Care of Children (4) CSU

Prerequisites: Satisfactory completion of Nursing 269 and 271.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course is designed to prepare the student to provide safe and effective nursing care to the pediatric client utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Theoretical/clinical concepts include health maintenance and complications emphasizing emotional, psychosocial, cultural and legal aspects.

271 Nursing Process and Practice in the Care of Women and the Newborn (4) CSU

Prerequisites: Satisfactory completion of Nursing 267, 268, 273 and 275B.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

The course is designed to prepare the student to undertake his/her role in providing safe and effective care to women and the newborn. Emphasis is made on the physiological care and complications, including the emotional, psychological, cultural and legal aspects, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Clinical experience is provided in a variety of community settings.

272 Nursing Process and Practice in the Care of the Adult Client IV (6) CSU

Prerequisites: Satisfactory completion of Nursing 269 and 271.

LECTURE, 3 HOURS; LABORATORY, 9 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of adult clients with complex medical and/or surgical alterations and emergency situations utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

273 Role Transition (.5) CSU

Prerequisites: Satisfactory completion of Nursing 266 and 275A.

LECTURE, 0.5 HOUR.

This course introduces the role of professional nursing from past to present, addressing legal/ethical issues and delivery of care in a multicultural society. Emphasis is placed on professional accountability and the ability to demonstrate critical thinking when solving complex client care issues.

274 Role Transition II (0.5) CSU

Prerequisites: Nursing 270 and 272.

LECTURE, 0.5 HOUR.

This theory course is the second Role Transition class which offers students the opportunity to explore major factors involved in the transition from the student role to that of the professional registered nurse, focusing on effective leadership and management, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory in managing client care.

275A Pharmacology Part I (1) CSU
Prerequisites: Nursing 276 and 277.

LECTURE, 1 HOUR.

This course introduces basic pharmacological therapy and mathematical computations of drugs to first year nursing students utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

275B Pharmacology Part II (1) CSU
Prerequisites: Nursing 267, 268, 273 and 275A.

LECTURE, 1 HOUR.

This course focuses on the nurse's role and responsibilities in the medication administration process. Emphasis is placed on assessment of a client's health status, knowledge of various pharmacological agents, expected outcomes and health teaching utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

276 Introduction to the Nursing Process (1.5) CSU
Corequisite: Nursing 277.

LECTURE, 1.5 HOURS.

This course introduces Nursing Process, critical thinking, Maslow's Hierarchy of Needs, and Erikson's Developmental Needs and how to develop a nursing care plan.

277 Health Assessment (1.5) CSU
Corequisite: Nursing 276.

LECTURE, 1 HOUR; LABORATORY, 1.5 HOURS.

This course introduces beginning nursing students to basic physical assessment tools and skills in developing a client's health history and conducting head-to-toe physical examinations. The Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory are discussed and utilized to integrate assessment findings.

185 Directed Study-Nursing (1) CSU

285 Directed Study-Nursing (2) CSU

385 Directed Study-Nursing (3) CSU

CONFERENCE 1 HOUR PER UNIT.

The above courses allow students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Philosophy Department

F7-318 • *(323) 265-8774*

Courses and seminars in philosophy offer serious reflection and analysis of the approaches and perspectives of the philosophers who shaped Western culture. Philosophy provides students with the concepts and skills necessary to understand the theories that have been developed and, more importantly, to evaluate rationally alternative approaches, including their own. Philosophical study provides an overview of influential attempts to synthesize diverse philosophical insights into fully developed world views, world views with far-reaching implications for how we live and interact.

Philosophy contributes depth and perspective to the study of law, government, psychology, history, and literature. From philosophy, students of natural science derive a heightened awareness of what is positive and what is problematical in their field of inquiry. Mastery of the techniques of philosophical analysis is relevant to the preservation of clarity of thought in every field of inquiry.

Seen as a discipline with a rich history and heritage, philosophy presents an imaginative array of perspectives on the basic questions of life. In your study of philosophy, you will join with thinkers throughout the ages, share their wonder, and reflect philosophically in thinking about yourself, your life, and the world in which you live.

Faculty

Sigman, Michael, *Chair, Professor*
Posada, Ramon J., *Professor*
Snead, Timothy A., *Professor*

Adjunct Associate Professors

Allen, Brian
Bennet, Sage
Errett, Russell
Gill, Kevin
Mather, Nicholas
McMahan, Kerrin M., *Professor*
Sedgwick, Emily A.
Senestraro, Darin L.
Singer, James
Villasenor, Gerardo
Villavicencio, Angelo
Waters, Frank

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Philosophy (PHILOS)

1 Introduction to Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course provides students with an understanding of the major topics in philosophy—including metaphysics, epistemology and axiology. Students experience philosophy as an activity characterized by asking questions and answering them through persistent, critical analysis. The study of philosophy helps satisfy higher-level human needs, increases personal awareness, deep-ens tolerance, refines analytical powers, and equips us to deal with life's uncertainties.

6 Logic in Practice (3) UC:CSU
LECTURE, 3 HOURS.

This course is designed to foster critical thinking skills, without exclusively appearing to the traditional techniques of formal logic. A number of general issues connected with the rational criticism of arguments are explored. These include a discussion of the special features associated with critical thinking in different fields of argumentation and a discussion of fallacies as non-formal failures in the process of reasoning.

8 Deductive Logic (3) UC:CSU
LECTURE, 3 HOURS.

This course concerns two basic analytical skills: logical and critical analysis. Logical analysis teaches the nature of logical structure. Critical analysis teaches why arguments sometimes fail. Students acquire the skills necessary for success in upper-division college course work.

12 History of Greek Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in ancient Greek philosophy from the Classical to the Hellenistic periods (roughly 5th century B.C.E. to the 2nd century C.E). Students critically examine some of the major philosophers of this period, such as Parmenides, Socrates, Plato, Aristotle, Epicurus, Epictetus, and Aurelius, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

13 History of Medieval Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in western medieval philosophy from the 1st to the 15th centuries. Students critically examine some of the major philosophers of this period, such as Philo, Plotinus, Augustine, Boethius, Erigena, Ibn Sina, Al-Ghazali, Ibn-Rushd, Maimonides, Anselm, Aquinas, Duns Scotus, and William of Ockham with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

14 History of Modern European Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in modern European philosophy from the 16th to the 19th centuries. Students critically examine some of the major philosophers of this period, such as Descartes, Spinoza, Bacon, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, Marx and Nietzsche, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

19 Contemporary Problems in Bioethics (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course examines moral problems in biomedical ethics, examining the work of philosophers, jurists, biologists, legal theorists, healthcare professionals and researchers. Major ethical theories are examined and applied to contemporary issues such as human cloning, genetic engineering, and assisted suicide.

20 Ethics (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course introduces ethics in a balanced mix of theory and practice that is unified and coherent, engaging and compelling. As a result of this course, stu-dents should be able to: see the moral overtones in their own lives, feel the urgency of ethics, the pressing personal and social need to perceive and confront the moral dimensions of everyday experiences, and understand, analyze, and resolve moral dilemmas.

28 Environmental Ethics (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This is an introductory course on the ethics surrounding ecology. Students examine theories and perspectives, both traditional and contemporary, which have shaped and defined environmental issues, nature, and the role and nature of human beings.

31 Philosophy of Religion (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This is an introductory survey course covering philosophical considerations on the origin and nature of religious thought; the use of language in formulating religious statements; epistemological exploration of claims based on faith and on reason, noting their similarities and differences; and an introduction to the concept of God including arguments for and against God's existence.

33 Comparative Survey of World Religions (3) CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course provides a survey of the historical development of the world's great religions including their origins, teachings, growth, contributions to culture, and intellectual history.

44 Feminist Philosophy (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course surveys the various philosophical accomplishments in feminist philosophy. Students explore feminist philosophical methods and perspectives in such areas as human nature, epistemology, and aesthetics, while focusing specifically on gender related sociopolitical and ethical issues.

185 Directed Study - Philosophy (1) CSU

285 Directed Study - Philosophy (2) CSU

385 Directed Study - Philosophy (3) CSU
CONFERENCE 1 HOUR PER UNIT.

The above courses allow students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Photography Department

E7 - B41 • *(323) 265-8810*

Consider the vast number of photographs you see in just one day in newspapers, billboards, magazines, catalogs, mailers and even on your cereal box. Creating these photographs is an exciting and rewarding career that will provide you with many years of pleasure and fulfillment.

Photographers are problem solvers who combine artistry, technique, color sense, and imagination to create compelling images that tell a story. Due to the digital revolution and increasingly sophisticated imaging software, photography is now limited only by imagination.

At ELAC we provide training in both digital and traditional photography and the laboratory processes. These classes provide our students with the skills and knowledge necessary to enter and succeed in this challenging and exciting field.

Our Photography Department offers a total of eight skills certificate and Certificates of Achievement that lead to the major Photography Certificate, and two Associate in Arts Degrees. Completing our program can pave the way to success, prepare you for career advancement or assist in making a career transition. Earning a certificate or a degree is gratifying, and you will have the distinction of having achieved a high level of competency.

Faculty

Lyle, Robert A*, Chair, Associate Professor*
Tsai, Michael C.*, Associate Professor*

Adjunct Associate Professors

Blum, Thomas K.
Kopinski, Douglas J.
Russell, Kathryn K.
Tsai, Michael C.
Valenzuela, David L.
Valenzuela, Mei B.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES

- Black and White Darkroom Laboratory Processing
- Portrait Photography

CERTIFICATES OF ACHIEVEMENT

- Color Printing and Processing
- Desktop Publishing
- Digital Imaging
- Large Format Photography
- Photography and Digital Imaging
- Studio Lighting and Techniques

ASSOCIATE DEGREE PROGRAMS

- Desktop Publishing
- Photography

SKILLS CERTIFICATES

Black and White Darkroom Laboratory Processing

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
PHOTO 16*	Fundamental Commercial Photography	3
PHOTO 32*	Intermediate Black and White Photography	3
	Total	***9***

**This course has a prerequisite.*

Portrait Photography

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
PHOTO 15*	Fundamentals of Portraiture	3
PHOTO 31*	Advanced Portrait Techniques	3
	Total	***9***

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

Color Printing and Processing Printing and Processing

This Certificate of Achievement exposes students to problem solving the unique technical and aesthetic issues occurring in color image making. Students will become versed in subtractive color theory, color correction, printing, processing and makeing artistic compositional decision with color as a variable.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
PHOTO 17*	Introduction to Color Photography	3
PHOTO 18*	Advanced Color Photography	3
PHOTO 30*	Creative Color Techniques	3
	Total	***12***

**This course has a prerequisite.*

Desktop Publishing

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introudction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218-1	Practical Editing I

JOURNAL 219-1	Techniques for Staff Editors I
JOURNAL 228-1	Beginning Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography
Total	***30***

**This course has a prerequisite.*

Digital Imaging

This Certificate of Achievement is a fast track to employment in a variety of digital imaging jobs. Students will reach a professional level of skill with digital photography, image manipulation and retouching in Photoshop, as well as printing and new media applications.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48*	Intermediate Computerized Digital Photography	3
PHOTO 51*	Advanced Digital Techniques	3
Total		***12***

**This course has a prerequisite.*

Large Format Photography

This Certificate of Achievement trains students to work with 4x5 and 8x10 sheet film and view cameras. Students will become versed in the high-end commerical applications commonly shot in large format, i.e. architecture, product, food and fine art.

SUBJECT & NO.	COURSE	UNITS
PHOTO 5*	Photographic Sensitometry	3
PHOTO 10	Beginning Photography	3
PHOTO 12*	Advanced Photographic Techniques	4
PHOTO 16*	Fundamental Commercial Photography	3
Total		***13***

**This course has a prerequisite.*

Photography and Digital Imaging

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	6
PHOTO 5*	Photographic Sensitometry	3
PHOTO 10	Beginning Photography	3
PHOTO 12*	Advanced Photographic Techniques	4
PHOTO 16*	Fundamental Commercial Photography	3
PHOTO 17*	Introduction to Color Photography	3
PHOTO 18*	Advanced Color Photography	3
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48*	Intermediate Computerized Digital Photography	3
PHOTO 185*	Directed Study - Photography	1
ONE COURSE FROM THE FOLLOWING:		**3-4**
PHOTO 13	Photographing Art Work	
PHOTO 15*	Fundamentals of Portraiture	
PHOTO 22*	Creative Photo-Vision	
PHOTO 30*	Creative Color Techniques	
PHOTO 31*	Advanced Portrait Techniques	
PHOTO 32*	Intermediate Black and White Photography	
PHOTO 51*	Advanced Digital Techniques	
Total		***35-36***

**This course has a prerequisite.*

Studio Lighting and Techniques

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	6
PHOTO 10	Beginning Photography	3
PHOTO 12*	Advanced Photographic Techniques	4
PHOTO 16*	Fundamental Commercial Photography	3
Total		***16***

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

Desktop Publishing, Associate in Arts Degree

(This program is offered under a consortium of the departments of Art, Journalism, and Photography).

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
JOURNAL 101	Collecting and Writing News	3
JOURNAL 217-1*	Publication Laboratory I	2
PHOTO 28	Laboratory Processes	1
PHOTO 47	Introduction to Computerized Digital Photography	3
PHOTO 48	Intermediate Computerized Digital Photography	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		**12**

(The student may select all twelve units from one area or from a combination of areas).

ART 201	Drawing I
ART 501	Beginning Two-Dimensional Design
ART 604*	Graphic Design I
ART 633	Introduction to Computer Graphics
JOURNAL 202*	Advanced Newswriting
JOURNAL 218-1*	Practical Editing I
JOURNAL 219-1*	Techniques for Staff Editors I
JOURNAL 228-1*	Beginning Computerized Composition
PHOTO 10	Beginning Photography
PHOTO 17*	Introduction to Color Photography
PHOTO 22*	Creative Photo-Vision
PHOTO 32*	Intermediate Black and White Photography
GENERAL EDUCATION REQUIREMENTS PLAN A	**30**
Total	***60***

**This course has a prerequisite.*

Photography, Associate in Arts Degree

The program below is designed for the student who wishes to make professional photography his/her occupational field. Previous training in photography is not required. Comprehensive studies include commercial and industrial projects, laboratory processes, portraiture and color techniques classes.

Creative and advanced photographic skill classes are offered.

CAMERA REQUIREMENTS

A 35mm camera with adjustable light control features and a quality light meter are needed.

Not all classes are offered every semester. Check current class schedules for offerings.

FIRST YEAR

First Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	Beginning Photography	3
ART 501	Beginning Two-Dimensional Design	3
GENERAL EDUCATION REQUIREMENTS PLAN B		9

Second Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 16*	Fundamental Commercial Photography	3
PHOTO 17*	Introduction to Color Photography	3
PHOTO 47	Introduction to Computerized Digital Photography	3
MARKET 11	Fundamentals of Advertising	3
GENERAL EDUCATION REQUIREMENTS PLAN B		3

SECOND YEAR

Third Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 12*	Advanced Photographic Techniques	4
PHOTO 48*	Intermediate Computerized Digital Photography	3
PHOTO 121	History and Appreciation of Photography	3
GENERAL EDUCATION REQUIREMENTS PLAN B		6

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	Basic Commercial Fields	6
PHOTO 185*	Directed Study - Photography	1
MGMT 13	Small Business Entrepreneurship	3
FIVE UNITS FROM THE FOLLOWING:		5
PHOTO	4*, 13, 15*, 22*, 28, 30*, 31*, 32*, 47, 51*, 185	
ART	101#, 102#, 103#, 604	
JOURNAL	101#	
LAW	1	
CAOT	1, 31, or 62	
PHILOS	1# or 20#	
	Total	***61***

**This course has a prerequisite.*

#This course also fulfills one of the graduation requirements.

SUBJECTS & COURSE DESCRIPTIONS

Photography (PHOTO)

3 Basic Commercial Fields (6)

Prerequisite: Photography 12.

LECTURE, 3 HOURS; LABORATORY, 9 HOURS.

This advanced course covers commercial photography. Emphasis is placed on commercial lighting and studio techniques. This course also explores fields within illustration, fashion, architectural, and product photography. Pricing, self-promotion, portfolio development, and the business of photography are stressed.

5 Photographic Sensitometry (3)

Prerequisite: Photography 16.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course covers the systematic evaluation of materials and equipment used in photography. Students gain a deeper understanding of how different types of film, digital sensors, chemistry, paper, and digital printers can reproduce photographic imagery. Topics such as the Zone System, tone, contrast tonal separation, dynamic range, density, latitude, sensitometry, and densitometry are covered along with the chemical mixing of photographic chemistry from raw chemicals using established formula.

10 Beginning Photography (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an introductory course for students without prior photographic training. Basic camera and laboratory techniques are studied, including camera operation and exposure, film developing, enlarging, and composition. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm camera with adjustable f-stops and shutter speeds is required.

12 Advanced Photographic Techniques (4) CSU

Prerequisite: Photography 16.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

The course is for photography majors and students interested in a professional photography career. Students work with many advanced techniques used currently in commercial photography fields such as advertising, editorial, promotional, and catalog. In-depth projects involve lighting in studio and on location and using professional format cameras and strobes in the context of a variety of commonly required professional assignments. Approaches to studio and location shoots, contemporary commercial styles, and maintaining a professional practice are covered.

13 Photographing Artwork (1.5) CSU

LECTURE, 1.5 HOURS.

This course is for the architects, artist, craftspeople and others, who wish to photograph flat and three-dimensional art for use in portfolios, publication, documentation or presentations. Portfolio creation as well as techniques for getting images on location and in less than ideal situations are covered.

15 Fundamentals of Portraiture (3) CSU

Prerequisites: Photography 10 and 47.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This introductory course covers all aspects of portrait photography from traditional to modern techniques. Topics covered include environmental portraiture and studio portraits. The curriculum covers lighting ratios, lighting styles, Subject, pose, exposure, and print presentation.

16 Fundamental Commercial Photography (3)

Prerequisite: Photography 10.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course covers professional medium and large format camera operation, hand-held light meters, portable and studio flash photography, studio setup and lighting for small product photography in the commercial and industrial fields. Professional laboratory techniques filters for black and white and digital photography are also discussed.

17 Introduction to Color Photography (3) CSU
Prerequisite: Photography 10.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course is designed to cover the elements of color in photography. Topics include light and color theory, color balance, color corrections, color processes (C-41 and RA-4), and exposing and printing color negatives. Aesthetic application and decisions such as color palettes, composition, and the language of color as well as color in the context of digital media and photography are also covered.

18 Advanced Color Photography (3) CSU
Prerequisites: Photography 16 and 17.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This advanced color course provides practical experience in color photography- in both traditional and digital imaging. Color processes will be explored in greater detail – including light and color theory, color correction, color processing, composition, and proper exposure – in traditional and digital imaging. Students will study contemporary professional studio and location equipment and lighting. Alternative color processes are covered to enhance visual communication.

22 Creative Photo-Vision (3)
Prerequisite: Photography 10.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course explores the creative and artistic applications of the materials and processes of silver and non-silver photography. Emphasis is placed on the combining of technical skill with the aesthetic and expressive use of the media. This course covers topics such as toning and hand coloring, Sabattier, infrared film, collage, cyanotype, and other alternative processes.

28 Laboratory Processes (1)
LABORATORY, 3 HOURS.
This course is designed for the photography student who wishes to increase laboratory skills, relative to concurrent photography classes, through extended contact with equipment and faculty. Students are not permitted to use any of the photo lab facilities if they drop or are excluded from the main photo lecture section.

30 Creative Color Techniques (3) CSU
Prerequisite: Photography 17.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course explores creative ways of using color to manipulate visual imagery. Students experiment with color materials and color processes. Combining photography and other media are also explored.

31 Advanced Portrait Techniques (3) CSU
Prerequisite: Photography 15.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This is an advanced course for those who have extensive experience with portrait photography. Topics such as editorial and environmental portraits and various lighting techniques and their applications are covered in addition to ethics, communication, and the business of portraiture.

32 Intermediate Black and White Photography (3) CSU
Prerequisite: Satisfactory completion of Photography 10.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course is the continuation of beginning photography. The course explores precise printing techniques, archival preparation, electronic flash, matting, and print presentation. Topics such as gaining a higher level of control in exposure and film processing and printing are a major focus of the class.

47 Introduction to Computerized Digital Photography (3) CSU
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course introduces digital photographic imaging with computers and digital cameras. Mouse applications, keyboard shortcuts, and methods of creating folders are utilized. Various course projects present the techniques of opening programs, scanning, importing images, and manipulating images and saving and printing the photographic image.

48 Intermediate Computerized Digital Photography (3) CSU
Prerequisites: Photography 10 and 47.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course provides continuing instruction in computerized digital photography utilizing the software and hardware of digital imaging. Emphasis is on creating digital photographic images.

51 Advanced Digital Techniques (3) CSU
Prerequisite: Photography 48
LECTURE, 2 HOURS; LABORATORY 3 HOURS.
This course presents advanced instruction in digital photographic imaging – utilizing the software and hardware of digital imaging photography. Emphasis is given to creating and manipulating digital images, enhancement, and outputting to various media.

52 Advanced Laboratory Procedures (1)
Prerequisite: Successful completion of Photography 28.
LABORATORY, 3 HOURS.
This course concentrates on more individualized study of lab and studio process designed to familiarize students with the technology of digital photography, digital printing, and film and paper processes as well as areas such as safety and efficiency. Students are only given access to equipment and facilities for which they have qualified in other classes.

121 History and Appreciation of Photography (3) UC:CSU IGETC 3A
LECTURE, 3 HOURS.
This course is a survey of photography which introduces students to the history of the medium from its discovery/invention to the present including major historic processes, key photographers, and significant events that shaped its development. Students also examine how photography has changed and been influenced by society, culture, the marketplace, other art forms, aesthetics, communication, the sciences, and medicine.

185 Directed Study - Photography (1) CSU

285 Directed Study - Photography (2) CSU

385 Directed Study - Photography (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Photography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Photography because of credit restrictions in this area.

931 Cooperative Education - Photography (3) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Photography (4) CSU

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Physics Department

A-11 • *(323) 265-8924*

Physics is regarded as one of the most fundamental of the sciences. Using the scientific method, a student of physics tries to understand the properties of physical reality, such as space, time, motion, matter, energy, force, etc. The objective is to gain a working knowledge and be able to make practical applications of the laws that govern the universe.

Physics is a required Subject for most majors in scientific and technical fields such as Physics, Chemistry, Engineering, Biology, Medicine, Astronomy, Geology, Earth Sciences, etc.

Faculty

Kiledjian, Viken P, *Chair, Professor, Astronomy, Physics*
Papenkova, Marina, *Assistant Professor, Astronomy, Physics*
Ramirez, Jose, *V., Professor, Astronomy, Physics*

Adjunct Associate Professors

Bosco, Piermario, *Physics*
Ishimura, Michiaki, *Astronomy, Physics*
Lewis, Roy R., *Astronomy*
Shirvanian, Razmic, *Physics*
Vasquez, Carlos, *Astronomy, Physics*
Wang, Hsi-Ching, *Astronomy, Physics*
Xie, Yi, *Astronomy, Physics*

EDUCATIONAL PROGRAMS

SUBJECTS

- Astronomy
- Physics

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Astronomy (ASTRON)

1 Elementary Astronomy (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course is a general introduction and overview of Astronomy and covers many topics including constellations, seasons, history of Astronomy, the electromagnetic spectrum, telescopes, the Earth and other planets of our solar system, the Sun, binary stars, the Milky Way Galaxy, properties of galaxies and the Big Bang Theory. Students are kept abreast of current developments in the field.

5 Fundamentals of Astronomy Laboratory (1) UC:CSU IGETC Area 5C

Corequisite: Astronomy 1.

LABORATORY, 3 HOURS.

Various astronomical phenomena are investigated using a variety of modes such as in-class laboratory expercises and experiments, Internet-based investigations, and out-of-class sky observations. Through these different means, students gain a thorough knowledge and experience of discovering the properties of moons, planets, stars, constellations and galaxies.

15 Astrobiology (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course explores the origins of life in the universe and the conditions for a planet to be habitable. It also examines the evidence of life on Mars and other bodies in the solar system such as Europa and Titan. It further investigates the methods of detecting exoplanets and ascertaining their properties and whether life could exist on them. Finally, it examines the methods of searching and communicating with extraterrestrial intelligence.

16 Cosmology (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This is a survey course in the history and development of modern Cosmology. Students examine the Theory of Relativity, Quantum Physics and String Theory at a conceptual level and their impact on the development of Cosmology. Then they study about the Big Bang Theory, Inflationary Theory, Black Holes, Wormholes, Time Travel and Parallel Universes. Students are kept abreast of new developments in the field.

Physics (PHYSICS)

1 Mechanics of Solids (4) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 205)

(UC Credit Limit: 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 261.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They also study the physics of linear and rotational dynamics and statics using Newton's laws, work and energy, momentum, torque, and moment of inertia. The course ends with a study of oscillatory motion. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

2 Mechanics of Fluids, Heat and Sound (4) UC:CSU IGETC Area 5A, 5C

Prerequisite: Physics 1.

Corequisite: Mathematics 262.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn Newton's Law of Gravity and Kepler's Three laws of planetary motion. They study the field of fluid statics and dynamics which include Archimedes' Principle and Bernoulli's Equation. They delve into the field of Wave Dynamics and study such things as wave propagation, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. The laboratory program includes qualitative and quantitative analysis applied to environmentally related topics.

3 Electricity and Magnetism (4) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 210)

Prerequisites: Physics 1 and Mathematics 262.

Advisory: Mathematics 263.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn about electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque, solenoids, Faraday's Law, AC circuits involving resistors, capacitors and inductors. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 1 to solve a wide variety of problems. This course provides students with the tools to quantatively understand energy efficiency and conservation.

4 Optics and Modern Physics (4) UC:CSU IGETC Area 5A, 5C

Prerequisites: Physics 1 and Mathematics 262.

Advisory: Mathematics 263.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of Wave Optics such as the diffraction, interference and polarization of light as well as the nature of light such as its wavelength, frequency, momentum and pressure. Then they delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra, trigonometry and calculus to solve a wide variety of problems.

6 General Physics I (4) UC:CSU IGETC Area 5A, 5C (C-ID PHYS 105)

(UC Credit Limit:1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 241.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra and trigonometry to solve a wide variety of problems.

7 General Physics II (4) UC:CSU IGETC Area 5A, 5C

Prerequisite: Physics 6.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra and trigonometry and the knowledge acquired in Physics 6 to solve a wide variety of problems.

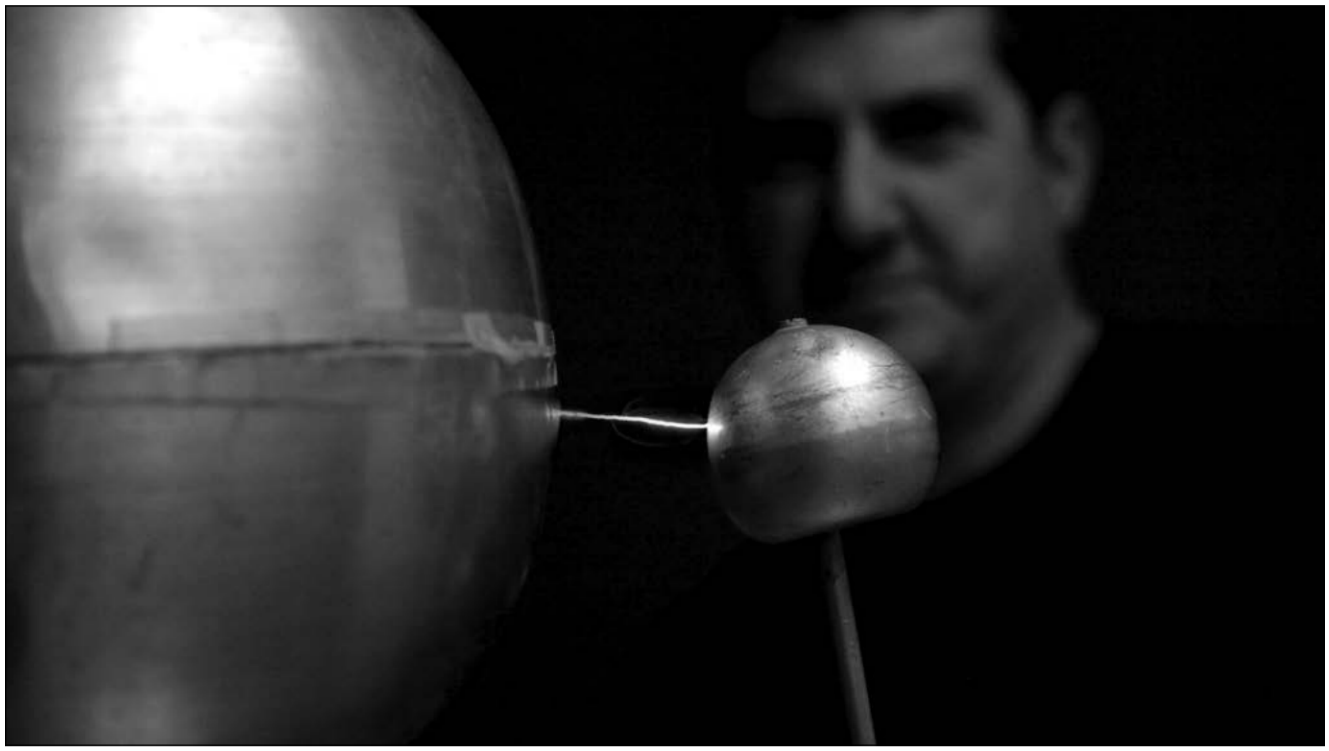
11 Introductory Physics (4) UC:CSU IGETC Area 5A, 5C

(UC Credit Limit: No credit is given if taken after 1, 6, or 21).

Prerequisite: Mathematics 115.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this an introductory course that covers the wide range of topics included in a basic Physics course such as kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic Physics. Students analyze conceptual questions as well as solve quantitative problems using Algebra.



17 Energy and the Environment (4) UC:CSU IGETC Area 5A, 5C
Advisory: Mathematics 125.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course teaches about the many different sources of energy such as fossil fuels, wind, water, solar, biomass, nuclear and geothermal. It examines the advantages and disadvantages of each source and investigates the past and present examples of their use and future plans for new technology to utilize these sources.

20 Physics Bootcamp (2)
Prerequisite: Mathematics 241.

LECTURE, 1.5 HOURS; LABORATORY, 2.5 HOURS.

The purpose of this course is to prepare students to take the Physics 11 prerequisite challenge test to get into either Physics 1, 6 or 21. The course also prepares students for the higher level physics sequence and provides students with some basic laboratory experience; as such, it is intended to bridge the gap between Physics 11 and the higher level courses and is therefore more rigorous than Physics 11. Students are introduced to Kinematics, Dynamics, Fluid Statics and Dynamics, wave resonance and the Doppler Effect as well as the fields of Thermodynamics, Electricity and Optics. Students use the tools of algebra and trigonometry to analyze a wide variety of content and gain a firm foundation in physics concepts as well as problem solving. Some time is afforded to work out problems in class and ask questions from the homework. On the last day of class, students are given the opportunity of taking the Physics 11 prerequisite challenge test.

21 General Physics I with Calculus (4) UC:CSU IGETC Area 5A, 5C
(UC Credit Limit: 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 261.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

22 General Physics II with Calculus (4) UC:CSU IGETC Area 5A, 5C
Prerequisite: Physics 21.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 21 to solve a wide variety of problems.

Psychology Department

F7-316 • *(323) 265-8955*

Psychology is the scientific study of humans and animals. Psychology is a natural and social science that includes research, practical and creative applications. Psychology covers a wide range of topics ranging from the way the social environment influences the individual to the inner workings of the body with particular attention to brain function. Psychologists teach, conduct research, and provide clinical treatment for people of all ages and various cultural groups who are experiencing psychological difficulties. In addition, psychologists might work with business and governmental agencies to improve productivity in the workplace environment, or study how attitudes and prejudices develop, and influence human behavior.

Faculty

Davey, Dr. Sherrie, *Chair, Associate Professor*
Cleveland, Dr. Cathy S., *Associate Professor*
Festekjian, Dr. Arpi, *Assistant Professor*
Ludwig, Randy, *Associate Professor*
Mayoryk, Maria, *Professor*
Rice, Dr. Tiffany, *Associate Professor*
Vartanian, Dr. Lisa M., *Assistant Professor*

Adjunct Associate Professors

Aguirre, Alba J.
Appel, Lynne R.
Buggs, Levenae
Dennis, Mark
Godfrey, Ryan
Heredia, Ronald
Johnson, Amy
Lewis, Larry M.
Logan, Robert J.
Martin, Yvonne
Milam, Geoffrey
Parra, Georgia
Sapir, Jason
Sneed, Robert
Stepanyan, Karen K.
Taback, Dr. Karen
Valeriano, Oscar
Vallas, Valerie

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE

- Recovery Specialist

CERTIFICATES OF ACHIEVEMENT

- Chemical Dependency Counselor
- Chemical Dependency Specialist in Criminal Justice

ASSOCIATE DEGREE PROGRAM

- Psychology for Transfer

SKILLS CERTIFICATE

Recovery Specialist

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology	3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	3
PSYCH 64	Introduction to Drug and Alcohol Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
	Total	***15***

CERTIFICATE OF ACHIEVEMENT

Chemical Dependency Counselor

The Psychology Department offers a Certificate of Achievement in Chemical Dependency Counselor. This certificate provides academic preparation and fieldwork experience for individuals employed, or preparing for employment, in public and private agencies that serve clients with alcohol and drug problems.

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology I	3
PSYCH 14	Abnormal Psychology	3
PSYCH 34	Co-Occurring Disorders	3
PSYCH 37	Psychology of Codependency and Family Systems	3
PSYCH 43	Principles of Group Dynamics I	3
PSYCH 63	Alcohol/Drug Studies: Prevention and Education	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 81	Field Work I	3
PSYCH 82	Field Work II	3
	Total	***36***

Chemical Dependency Specialist in Criminal justice *(with Administration of Justice Department)*

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 75	Introduction to Corrections	3
PSYCH 63	Alcohol/Drug Studies, Prevention and Education	3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency Intervention, Treatment and Recovery	3
	Total	***15***

DEGREE PROGRAM

Associate in Arts in Psychology for Transfer

This Associate in Arts in Psychology for Transfer degree is designed for students wishing to pursue a Bachelors Degree in Psychology or a Psychology related field at a California State University. The degree provides students with a comprehensive understanding of the major theoretical perspectives in the field of psychology as well as a solid foundation in conducting and analyzing psychological research. Students completing this degree will be well prepared to pursue upper division coursework in Psychology at a CSU. In addition to the core coursework, students must complete additional units from either the CSU GE or IGETC approved course list. It is advised that students wishing to pursue this transfer degree consult with an academic advisor to plan their program. Students are required to complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0, including a minimum of 21 semester units in the major with a grade of "C" or better. A grade of "P" (pass) is not acceptable for the major courses.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	General Psychology	3
PSYCH 91	Statistics for Psychology	4
PSYCH 92	Psychological Research Methods	5
	Subtotal	***12***
ELECTIVE COURSES - LIST A		**3 UNITS**
PSYCH 2	Biological Psychology	3
ELECTIVE COURSES - LIST B		**3 UNITS**
PSYCH 11	Child Psychology	
OR		
PSYCH 13	Social Psychology	
OR		
PSYCH 41	Life-Span Psychology	
OR		
PSYCH 43	Principles of Group Dynamics	3
ELECTIVE COURSES - LIST C		**3 UNITS**
PSYCH 14	Abnormal Psychology	
OR		
PSYCH 52	Psychological Aspects of Human Sexuality	
OR		
PSYCH 77	Sport Psychology	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		**9 – 11 UNITS**
	IGETC or CSU GE Pattern	***28-30***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 9 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Psychology (PSYCH)

1 General Psychology I (3) UC:CSU IGETC Area 4I
(UC Credit Limit: Psychology 1 and 6 combined, maximum credit one course).
LECTURE, 3 HOURS.
This course introduces the scientific study of behavior and mental processes, including research methods in psychology, the physiological basis of behavior, learning and memory, theories of personality, and psychological disorders and their treatments.

2 Biological Psychology (3) UC:CSU IGETC Area 5B (C-ID PSY 150)
Prerequisite: Psychology 1.
LECTURE, 3 HOURS.
An analysis of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Human and other animal models are examined with an emphasis on structure-function relationships of neurons and glial cells, and the nervous system as a whole. Topics include the neurochemistry underlying behavior, sensation and perception, movement, regulatory processes, reproductive behaviors, emotion, the biology of learning and memory, language and cognition, as well as disorders resulting from nervous system injury or malfunction. Methodology and ethical considerations of human and animal research are discussed and evaluated througout the course.

11 Child Psychology (3) UC:CSU IGETC Area 4I
Prerequisites: Psychology 1.
LECTURE, 3 HOURS.
This course explores biological, cognitive, emotional, psychological and social development from conception through adolescence with an emphasis on differing theories specific to the field. The course is geared toward practical application of child psychology.

13 Social Psychology (3) UC:CSU IGETC Area 4I
Prerequisite: Psychology 1.
LECTURE, 3 HOURS.
This course examines how individuals are influenced by their social environment. A diversity of topics are discussed, including social cognition, social perception, attitude formation, social influence, interpersonal attraction, group processes, prosocial behavior, aggression, and prejudice. Throughout this course, students sharpen their critical thinking skills and gain a better appreciation for the complex interaction that occurs between the person and the environment.

14 Abnormal Psychology (3) UC:CSU IGETC Area 4I
Advisory: Psychology 1.
LECTURE, 3 HOURS.
This course examines the definition, possible causes, signs and symptoms and treatment of psychological disorders. Topics such as anxiety, mood disorders, schizophrenia, substance related disorders, and personality disorders are emphasized.

32 Psychology of Women (3) UC:CSU IGETC Area 4D, 4I
Advisory: Psychology 1.
LECTURE, 3 HOURS.
This course focuses on psychological issues related to women. Topics include social construction of gender and gender identity development. The effect of gender stereotypes and gender role expectations on school, work, family, and relationships are discussed. Gender differences in cognitive abilities, social and personality characteristics, and communication styles are also covered. Cultural influences on gender are integrated throughout the course.

34 Co-Occurring Disorders (3) CSU
Prerequisites: Psychology 14, 63, 64, 65 and 68.
Corequisities: Psychology 37, 43 and 67
LECTURE, 3 HOURS.
This course addresses the coexistence of chemical dependency and mental health disorders. The course focuses on identification and assesment, current treatment approaches, understanding medications, making appropriate referrals, and how chemical dependency counselors may interface with the mental health community. Attention will be given to special populations, including the culturally diverse, HIV/AIDS population, and the physically disabled.

37 Psychology of Codependency and Family Systems (3) CSU
LECTURE, 3 HOURS.
This course explores the etiology of codependence from a developmental, trauma and family systems perspective. The course provides students with an introduction to the assessment process and treatment strategies which are most effective for clients with codependence.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU IGETC Area 4I
LECTURE, 3 HOURS.
This course explores human development from conception to death. It includes the study of relevant theories of development, with an emphasis on research concerning physical, intellectual, emotional, and social development across the human lifespan. Additional areas of investigation for each phase of the life cycle cover biological influences, brain growth, learning, intelligence, personality, self-concept, social roles, interpersonal relationships, death, and grieving.

43 Principles of Group Dynamics I (3) CSU
LECTURE, 3 HOURS.
This course is an introduction to the dynamics of group interaction with an emphasis on the individual's first-hand experience as the group studies itself. Under supervision, the factors involved in problems of communication, effective theory/practice skills, and individual growth are highlighted.

52 Psychological Aspects of Human Sexuality (3) UC:CSU IGETC Area 4I
LECTURE, 3 HOURS.
This course explores the psychological aspects of human sexuality from the perspective of the individual as well as romantic couples. Topics include male and female sexual anatomy, sexual arousal and response, gender identity, sexual orientation, love and attraction, effective relationship communication, pregnancy, methods of contraception, sexually transmitted infections, normal versus abnormal sexual behavior and sexual coercion.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU
Corequisite: Psychology 64.
LECTURE, 3 HOURS.
This course addresses strategies used to prevent alcohol and drug problems in different settings including: industry, school, family, and community and rehabilitation centers. Its main focus is to prevent adolescents from using and abusing drugs.

64 Introduction to Alcohol and Drug Abuse (3) CSU
Corequisite: Psychology 1.
LECTURE, 3 HOURS.
This is a survey course on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and addiction are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

65 Chemical Dependency: Intervention, Treatment and Recovery (3) CSU
Corequisite: Psychology 64.
LECTURE, 3 HOURS.
This course addresses intervention, treatment and recovery issues in chemical dependency. Topics include approaches to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, and various approaches to treatment are also discussed.

67 Counseling Techniques for the Chemically Addicted (3) CSU
Corequisites: Psychology 43 and 65.
LECTURE, 3 HOURS.
This course examines the impact of substance use, abuse and dependence upon individuals and their families. The course focuses on effective counseling skills and techniques for the chemically dependent population.

68 Biopsychology of Chemical Dependency: Drugs, Behavior and Health (3) CSU
Prerequisite: Psychology 1.
LECTURE, 3 HOURS.
This course focuses on the science of drug action and its effects on the nervous system, behavior, mood, and health. Both legal and illegal chemical substances are considered, including various "street" drugs, common prescription drugs, over-the-counter medications, tobacco, and alcohol. Special importance is placed on the synaptic effects of these substances and their impact on specific neurotransmitter systems. Historical trends, routes of administration, absorption, metabolism and elimination, addiction, and tolerance and withdrawal are also considered.

77 Sport Psychology (3) CSU
LECTURE, 3 HOURS.
This course explores the psychological factors that influence peak performance, human behavior, and human development both in and out of sport settings. In particular, scientific psychological principles are applied to topics including peak performance, goal setting, motivation, confidence, visualization, relaxation, leadership, burnout, character building, drug abuse, and race and gender issues as they relate to stereotyping, participation and opportunity.

81 Field Work I (3) CSU
Prerequisite: Psychology 34.
LECTURE, 1 HOUR; LABORATORY, 7 HOURS.
Note: This course is offered on a pass/no pass basis only.

This course provides students with the opportunity to gain clinical and practical counseling skills as interns in an outpatient alcohol and drug treatment agency. Students are expected to complete a minimum of 126 hours of supervised clinical work experience at an agency using the 12 Core Clinical Functions.

82 Field Work II (3) CSU
Corequisite: Psychology 81.
LECTURE, 1 HOUR; LABORATORY, 7 HOURS.
Note: This course is offered on a pass/no pass basis only.

This course provides students with the opportunity to gain clinical and practical counseling skills as interns at a residential alcohol and drug treatment center. Students are expected to complete a minimum of 126 hours of supervised clinical work experience at an agency using the 12 Core Clinical Functions.

91 Statistics for Psychology (4) CSU
Prerequisites: Psychology 1 and Mathematic 125.
LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

This course introduces psychology and behavioral science majors to descriptive and inferential statistical techniques. These methods are essential to the understanding, interpretation, and performance of scientific research. Topics include central tendency, variability, the normal curve, correlation and regression, sampling distributions, probability, and hypothesis testing.

92 Psychological Research Methods (5) UC:CSU IGETC Area 4I
Prerequisites: Psychology 91 and English 101.
Advisory: Psychology 2.
LECTURE, 5 HOURS.

An introduction to the scientific method as it applies to questions about human behavior, for students who wish to pursue psychological science in greater depth. The course examines experimental and non-experimental research methods, with an emphasis on data collection, statistical analysis, and presentation of research results through APA-style scientific writing and presentation. Topics include critical evaluation of research designs and concepts, theory and hypothesis testing, research ethics, scientific variables, measurement techniques, and critical evaluation and generalization of results, all with a multi-cultural perspective.

185 Directed Study - Psychology (1) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Social Sciences Department

F7-307 • *(323) 265-8829*

Social Sciences are concerned with almost every aspect of human interrelationships, including relationships to the environment. In this connection, students in Social Sciences must be aware of the contributions which the various SubjectS such as Anthropology, Economics, Geography, History, Political Science, Sociology, and Social Psychology make in giving us a better understanding of the world we live in. It is used for students with a broad interest in the humanities.

Students taking this curriculum should seek to acquire a broader education and be better equipped to consider the problems of the world in which they live. Opportunities for employment are in areas which do not require a highly specialized background such as one gets in a particular discipline.

Faculty

Colling, Michael L., *M.A., M.L.S. - Chair, Professor, History*
Arias, Robert John, *Professor, History*
Caballes, Aida Z. Ph.D., *Professor, Economics*
Calanch, Maria L. M.P.A., *Assistant Professor, Political Science*
Castro, Consuelo, Ed.D., M.P.A, *Professor, Political Science*
Dieter, Ralph O., *Associate Professor, Economics*
Dunsheath, Barbara, Ed.D., *Professor, History*
Hernandez, Jeffrey, M.P.A., *Professor, Political Science*
Ie, Eileen F., *Associate Professor, Sociology*
Kahla, Rin, Ph.D., MSW, *Professor, Sociology*
Monteiro, Natalina T., Ph.D., *Associate Professor, Political Science*
Morales, Marcellino, Ed.D., *Associate Professor, Sociology*
Ong, Wooi-Chin, *Assistant Professor, Asian-American Studies*
Ornelas, Armida O., Ph.D., *Professor, Political Science*
Ramirez, Carlos A., *Assistant Professor, History*
Rodriguez, Christine, J.D., *Professor, Sociology*
Samad, Anthony Asadullah, Ph.D., M.A.P.E., M.P.A., *Professor, African-American Studies, Political Science*
Song, David K., *Assistant Professor, Asian-American Studies*
Urrutia, Lilliana, *Associate Professor, History*
Wardinski, Steve, *Associate Professor, History*

Adjunct Associate Professors

Brawer, Harry L., *Economics*
Castro, Daniel, *Ph.D., Sociology*
Chang, Jeffrey T., *History*
Cheung, Chevvy C., *Sociology*
Chima, William N., *Political Science*
Chin, Darian W., *Economics*
De Lumen, Liberato O., *Economics*
Flores, Juan, *Economics*
Fraga, Mike A., *History*
Griffen, Frank, *Sociology*
Harris, John P., *Sociology*
Holland, Carmen, *Political Science*
Hussain, Syed K., *Political Science*
Kettenring, Ernest, *History*
Latson, Jack W., *History*
Lancaster, Donald A., *Political Science*
Maehara, Gary A., *History*
Mbaye, Mohamed, *History*
Melchor, Leonard, *History*
Mora, Juana M., *Political Science*
Mueller, Tanya, *Poliitical Science*
Parra, Fernando, *Sociology*
Person-Lynn, Kwaku, *African-American Studies*
Quintero, Maria, *Political Science*
Ramos, Gloria L., *Sociology*
Rios, Al, *Political Science*
Roleder, Gary R., *History*
Romero, David, *Political Science*
Ruebensaal, Jack D., *Asian-American Studies*
Sanchez, Salvador, *Political Science*
Shelor, Carroll F., *Economics*
Torres, Ybonne, *Political Science*
Wagner, Darwin K., *Sociology*
Wallace, Christopher E., *History*
Zhang, Ray R., *Economics*

EDUCATIONAL PROGRAMS

SUBJECTS

- African-American Studies
- Asian-American Studies
- Economics
- History
- Political Science
- Sociology

ASSOCIATE DEGREE PROGRAM

- Sociology for Transfer

ASSOCIATE DEGREE PROGRAM

Associate in Arts in Sociology for Transfer

The Associate in Arts in Sociology for Transfer provides students with a strong, basic foundation in core areas of the sociology discipline through curriculum that is required for lower-division Sociology majors. Students who successfully earn the Associate in Arts in Sociology for Transfer by completing a maximum of 60 transferable units are guaranteed transfer admission into a California State University campus to further the study of sociology.

Requirements:

a. Completion of 60 CSU transferable semester units:

- 18-19 semester units in the approved Sociology courses;
- 8-11 CSU transferable elective units;
- Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

b. Achieve a grade point average of 2.0

c. Earn a C or better in major area courses. A grade of "P" (pass) is not acceptable for the major courses.

Required Core Courses

SUBJECT & NO.	COURSE	UNITS
SOC 1	Introduction to Sociology	3
And two courses from the following:		
SOC 2	American Social Problems	3
SOC 4	Sociological Analysis	3
MATH 227	Statistics	4
	Subtotal	***9 -10***
ELECTIVE COURSES - LIST A (SELECT TWO):		**6 UNITS**
Any course from REQUIRED CORE not already used		
OR		
SOC 3	Crime and Delinquency	3
SOC 11	Race and Ethnic Relations	3
SOC 12	Marriage and Family Life	3
SOC 13	Society and Personality	3
OR		
PSYCH 13	Social Psychology	3
ELECTIVE COURSES - LIST B (SELECT ONE):		**3 UNITS**
Any CSU Transferable Sociology course:		
SOC 7	Juvenile Delinquency	3
SOC 19	Introduction to Social Services	3
SOC 21	Human Sexuality	3
SOC 22	Sociology of Women	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		**8 – 11 UNITS**
	IGETC or CSU GE Pattern	***31-33***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 6 units of major courses towards general education.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

African-American Studies (AFRO AM)

4 The African-American in the History of the United States I (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

A survey of the social, economic and political construction of the United States from its colonial origins through the formation of the United States constitutional government and its Civil War period. This course provides a background in the political and social development of the United States for Students majoring in the Social Sciences, with a supplement of focused study on the evolution of the institution of slavery, to gain a better understanding of 17th, 18th and 19th Century race construction in America.

5 The African-American in the History of the United States II (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

The course covers post-Civil War United States history, identifies 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, analyzes the 20th Century social change movements in the context of race, equality 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 will help students understand the theories and motivations behind racial behaviors, race based social patterns and attitudes that forged U.S. political, social and economic inter-race relations from 1865 to the Present.

Asian-American Studies (ASIAN)

1 Asian in America (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course examines the historical backgrounds and political, economic, and social issues affecting Asians in America. The representative groups and communities include Chinese, Japanese, East Indians, Filipino, Korean, Laotian, Cambodians, and Vietnamese.

3 The Peoples and Cultures of Asia (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces geographical and historical backgrounds, traditional customs, family and social structures, religions and philosophies, and educational systems of Asia.

11 Chinese Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course provides an introduction to the geography, history, government and institutions, customs, literature, and arts of China and China's contributions to Asian and global civilization.

Economics (ECON)

1 Principles of Economics I (3) UC:CSU IGETC Area 4B
Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

Microeconomics studies how markets allocate resources, goods and services, and incomes throughout the economy. It analyzes the implications of government's involvement in particular markets and in the economy as a whole via policies to improve economic performance or distributional equity. The course is designed to develop a core set of skills useful in analysis of economic issues while maintaining a commitment to a liberal arts education. Topics include fundamentals of economic thinking, economic systems, particularly the market system, how markets operate and how the concept of elasticity relates to them, production costs, various market structures, including pure competition, pure monopoly, monopolistic competition, oligopoly, and resource markets.

2 Principles of Economics II (3) UC:CSU IGETC Area 4B
Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

This course is a survey and integrative introduction to the discipline of economics stressing the following topics: fundamentals of economic thinking, how markets operate, economic systems, national income accounting, basic Keynesian concepts, macroeconomic equilibrium analysis, fiscal policy, money, banking, and monetary policy, and international trade and finance from a macroeconomic perspective.

60 Economics and the Environment (3) UC:CSU
Advisory: Economics 1.

LECTURE, 3 HOURS.

This course provides an overview of natural and environmental resources and their relationship with economics. Course themes include: The optimist and pessimist models, property rights, externalities, public goods, population growth, and valuation issues, as well as a study of natural resources, including renewable, nonrenewable, and nonexhaustible resources, a study of local and global pollution and potential solutions to pollution issues, a comparative analysis of Less Developed Countries and the United States, an examination of the role of agriculture and population, a reconsideration of global and local sustainability issues, and analysis of the impacts of economics on environmental policies.

185 Directed Study - Economics (1) CSU

285 Directed Study - Economics (2) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

History (HISTORY)

1 Introduction to Western Civilization I (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is a historical survey of western civilization from its origins (ca . 8000 B.C.E). that progresses both chronologically and geographically, starting in Mesopotamia, Egypt, and adjacent areas to the Mediterranean Sea. The course then examines the developments of Medieval Civilizations in the Middle East and Western Europe. Finally, the course examines Early Modern European societies and their interactions with the Americas, concluding in 1660 C.E. Moreover, throughout the course, connections are made between Western and Non-Western civilizations (i.e. Chinese, Indian, and Mongolian) to show cultural continuity in the history of the World.

2 Introduction to Western Civilization II (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is a historical survey of Western Civilization from 1660 C.E. to the Present. The course progresses both chronologically and geographically, focusing primarily on Western Europe, while including Eastern Europe, the Americas, and the colonies and territories established by Western nations in Africa and Asia. The goal of this course is to demonstrate the political, social, and cultural influences that the West imparted on world civilization since 1660.

5 History of the Americas I (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

This course covers the History of the Americas--North, Central and South America -- from the arrival of the first humans to the liberation of the Americas from the European powers - England, France, Spain and Portugal, 1783-1824. As the course covers a long time span and a huge geographic area, the emphasis is on Native American civilizations, European colonization and American Democracy. The course analyzes the American Declaration of Independence and the United States Constitution, as well as the new Latin American nations and the United States to 1830.

6 History of the Americas II (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.
Note: History 6 may be taken before History 5.

This course is a comparative survey of the political, social, economic, and cultural development of the Americans from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It will cover issues including class, race, gender, social change and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

7 The World's Great Religions (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces students to the great religions of the world, exploring their evolution and impact on society throughout history. The course begins with animisms and ancient religions, before examining the more familiar religions that emerged during and soon after the Axial Age such as Hinduism, Buddhism, Jainism, Confucianism, Taoism, and the Abrahamic Religions - Judaism, Christianity, Islam.

11 Political and Social History of the United States I (3) UC:CSU
IGETC Area 3B, 4F
LECTURE, 3 HOURS.

This course is the first half of the standard survey of United States history from its beginnings through the Civil War and Reconstruction. It focuses on political and social developments in the formation of the United States, but it also includes economic and cultural trends.

12 Political and Social History of the United States II (3) UC:CSU
IGETC Area 3B, 4F
LECTURE, 3 HOURS.

This course covers the second half of the standard survey of United States history, providing an analytical study of the history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, how various Amendments to the Constitution have influenced American society, and analyzes the United States' ongoing and changing role in international affairs.

23 Latin American Civilization (3) CSU
LECTURE, 3 HOURS.

This is a course designed to introduce students to the history of Latin America and to the political, social, economic, artistic, and cultural developments, in historical context, that have shaped the lives of people in Latin America.

52 The Role of Women in the History of the United States (3) UC:CSU
IGETC Area 4D and 4F
LECTURE, 3 HOURS.

This course covers the political, economic, social, and intellectual history of women in the United States and explores contributions of women as well as challenges facing women in American history from colonial days to the present with a special emphasis on contemporary concerns.

81 A History of Working People in the United States I (3) UC:CSU IGETC Area 4F
LECTURE, 3 HOURS.

This course is a history of the early United States from the perspective of its multicultural working people. Colonial life, revolution, the early republic, the ante-bellum period, the Civil War and its aftermath are viewed through the eyes of farmers, skilled and unskilled laborers, indentured servants and slaves.

82 A History of Working People in the United States II (3) UC:CSU
IGETC Area 3B, 4F
LECTURE, 3 HOURS.

This course is a history of the United States since Reconstruction from the perspective of its multicultural working people. Beginning with the Gilded Age and proceeding through the contemporary era of "globalism", the course examines a wide variety of issues including class, gender, and race, work conditions, living standards, and the impact of collective action. Special attention will be paid to Constitutional amendments, legislation, and court interpretations affecting the lives of working people.

86 Introduction to World Civilization I (3) UC:CSU IGETC Area 3B, 4F
LECTURE, 3 HOURS.

This course surveys the historical origins, development, and interactions among world civilizations from circa 8000 B.C.E. to the early modern era (1500 C.E). The course shall provide comparative analyses of cultural, economic, geographic, political, religious, and social forces that affected world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

87 Introduction to World Civilization II (3) UC:CSU IGETC Area 4F
LECTURE, 3 HOURS.

Interactions of world civilizations from the early modern era (ca. 1500 C.E.) to the present. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

185 Directed Study - History (1) CSU
CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Political Science (POL SCI)

1 The Government of the United States (3) UC:CSU IGETC Area 4H
LECTURE, 3 HOURS.

This course is an introduction to government and politics in the United States. Students study the theoretical foundations of American political institutions, the U.S. Constitution, the Constitution of California and Federal System including relations between state and federal governments. The structure, function, powers and politics of the legislative, executive and judicial branches of the Federal government and California state government are also examined. Special topics include: civil liberties, civil rights, political parties, interest groups, media, public opinion, campaigns, the electoral process and the domestic and foreign policymaking processes. This course fulfills graduation requirements for the U.S. Constitution and California state and local government.

2 Modern World Governments (3) UC:CSU IGETC Area 4H
LECTURE, 3 HOURS.

This course introduces students to the major governments of the modern world in terms of their ideologies, political institutions and processes, political cultures, and foreign policies, and informs debates about creating or designing new political orders. The course addresses the varying degrees of democracy and authoritarianism, varying levels of political and social conflicts, varying levels of wealth, and the influence of each of these factors on various modern world governments. Emphasis is placed on the governments of ten countries: Brazil, China, France, Germany, India, Iran, Japan, Nigeria, the Russian Federation, the United Kingdom, and the United States.

7 Contemporary World Affairs (3) UC:CSU IGETC Area 4H

LECTURE, 3 HOURS.

This course presents the major issues and problems in contemporary world affairs, primarily, but not exclusively, from the United States perspective involving American policies and the government agencies which carry them out. Goals of other nations and the role of the United Nations are also discussed.

19 Women in Politics (3) UC:CSU IGETC Area 4D, 4H

LECTURE, 3 HOURS.

This course combines historical and topical approaches of where women and politics stand today in U.S. and around the world; the battles they have fought to get where they are and the various possibilities and strategies for women's political participation on local, state, and national levels. The course also focuses on topics such as women's political rights, education and employment, familial and reproductive rights, political activism, leadership, and global awareness of cross-national statistics on current issues such as declining birthrates, the global economy, and state-funded family leave around the world (in the European context, both Western and Eastern Europe, Latin & Central America, Africa, and Southeast Asia--women and Islam).

185 Directed Study - Political Science (1) CSU

285 Directed Study - Political Science (2) CSU

385 Directed Study - Political Science (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Sociology (SOC)

1 Introduction to Sociology (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course is a general introduction to the Subject matter, basic concepts and techniques of sociology as a social science. Patterns and origins of social behavior in a diverse society are analyzed.

2 American Social Problems (3) UC:CSU IGETC Area 4J (C-ID SOCI 115)

LECTURE, 3 HOURS.

This course examines some of the major contemporary problems of American society, such as human relations, poverty, crime, drugs, and global issues that affect American society. Social problems are analyzed in terms of their relation to the values and institutions of American society. The role of power in the definition of social problems is considered as are the causes and consequences of social problems. Students evaluate proposed solutions and interventions used to address American social problems.

3 Crime and Delinquency (3) CSU (C-ID SOCI 160)

LECTURE, 3 HOURS.

This course examines the nature, extent and patterns of crime, delinquency and criminality, theories of causation, and efforts by society to cope with law violations. Emphasis is placed upon programs regarding prevention, correction, and rehabilitation within justice systems with attention to methodology as well as methodological issues encountered in research in criminology.

4 Sociological Analysis (3) UC:CSU IGETC Area 4J (C-ID SOCI 120)

Prerequisite: Sociology 1.

LECTURE, 3 HOURS.

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.

7 Juvenile Delinquency (3) CSU

LECTURE, 3 HOURS.

This non-technical course is especially for students preparing to be social workers or police officers; it deals with problems of maladjusted juveniles, from the potential delinquent to the institutionalized offender. The relationship between delinquency and other areas of social disorganization, such as family problems, gangs, alcoholism and drug addiction is explored.

11 Race and Ethnic Relations (3) UC:CSU IGETC Area 4C, 4J

LECTURE, 3 HOURS.

This course emphasizes cultures of the major ethnic and racial groups in the United States, the social processes affecting and influencing their adjustment and acculturation into the dominant society, and the influence of legal decisions and social policy on these groups.

12 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J (C-ID SOCI 130)

LECTURE, 3 HOURS.

This course considers social and cultural patterns of domestic life in human society, past and present. It also analyzes the common and unique features of marriage and family systems especially in American society, including subcultural variations within that society.

13 Society and Personality (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course is designed as an introduction to the sociological perspective of society and personality. Central to social psychology from the sociological perspective is the recognition that behavior is not simply the product of our individual personalities, but is influenced strongly by social situations. Students investigate the relationship between the social environment and the individual. Topics include main theoretical components, research approaches and concepts ranging from socialization, self, identity, social perception, symbolic communication, self, identity, social perception, symbolic communication, social influence, altruism, aggression, and deviant behavior to group structure and processes.

19 Introduction to the Social Services (3) UC:CSU

LECTURE, 3 HOURS.

This course covers the history and development of social services. A particular emphasis is placed on social work, case work, and urban generalists. Institutions such as the welfare system, community organizations, healthcare and Medicare are explored. Social service work as a career, including social work, urban generalists, counseling, addiction specialists, and their qualifications are also covered.

21 Human Sexuality (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course provides a comprehensive introduction to the cultural, behavioral, biological, and psychosocial aspects of human sexuality. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

22 Sociology of Women (3) UC:CSU IGETC Area 4D, 4J

LECTURE, 3 HOURS.

This course is a sociological analysis of women, gender and sexuality in American society. A particular emphasis is placed on the political, social and economic status of women as well as the relationships between women and men. Topics include social forces that shape the experience of women such as race, ethnicity, social class and the social construction of gender.

84 SIMSOC: Simulated Society (1)

LECTURE, 1 HOUR.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, inequality and stratification. The activity takes approximately 14 hours to play and students learn about the workings of society and how societal structure emerges from group dynamics and the exchange of resources.

185 Directed Study - Sociology (1) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above course allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Theater, Broadcasting, and Communication Studies Department

P2-101B • *(323) 415-5034*

The East Los Angeles College Theater, Broadcasting, and Communication Studies Department offers a comprehensive program of communications and entertainment industry courses. These courses prepare students for work in business, theater, television, motion pictures and for transfer into a four-year degree program. The department emphasizes critical thinking and decision making in the academic setting and in practical performance situations. Theater Arts also offers a unique technical program in stage management which includes internship opportunities with professional theater companies. Join our award-winning program as a Communications or Theater Arts specialist.

Faculty

Kasnetsis, Michael E*., Chair, Professor, Communication Studies, Theater Arts*
Anderson, My Hanh V*., Associate Professor, Communication Studies*
Atha, Tom*, Professor, Communication Studies, Theater Arts*
Haddad, Nader*, Assistant Professor, Communication Studies*
Hogan, Kelley M*., Associate Professor, Theater Arts*
Smith, Ryan L*., Assistant Professor, Communication Studies*
Stevenson, J. Edward*, Assistant Professor, Communication Studies*
Stone, Lisa H*., Associate Professor, Theater Arts*

Adjunct Associate Professors

Anderson, Joseph*, Communication Studies*
Beaton, Jason*, Broadcasting*
Buglewicz, James V*., Theater Arts*
Couture, Francois-Pierre*, Theater Arts*
Cowan, Casey*, Theater Arts*
Demas, Harry*, Theater Arts*
Ferniany, J. Michael*, Communication Studies*
Ficociello, Melissa*, Theater Arts*
GrayBallard, Robin*, Communication Studies*
Guin, David*, Communication Studies*
Hansen, Jessica*, Theater Arts*
Johnson, James*, Theater Arts*
Johnson, Robert S*., Communication Studies*
Marotta, Albert J*., Communication Studies*
Martinez, Carlos*, Communication Studies*
McKay, W. Colin*, Communication, Theater Arts*
Michel, Linda B*., Communication Studies*
Miller, Thomas*, Communication Studies*
Mizzone, Vanessa*, Theater Arts*
Marotta, Albert J*., Communication Studies*
Nakagawa, Tesshi*, Theater Arts*
Pellegrini, William*, Theater Arts*
Quiroz, Laura*, Theater Arts*
Radford, Leslie J*., Communication Studies*
Scott, David L*., Theater Arts*
Scott, Rodney Lloyd*, Theater Arts*
Wallace, Juliet E*., Communication Studies*
Wong, Natalie*, Theater Arts*

EDUCATIONAL PROGRAMS

SUBJECTS

- Broadcasting
- Communication Studies
- Technical Stage Production
- Theater Arts

CERTIFICATE OF ACHIEVEMENT

- Stage Management and Production

ASSOCIATE DEGREE PROGRAM

- Communication Studies for Transfer
- Theater

CERTIFICATE OF ACHIEVEMENT

Stage Management and Production

Our Certificate of Achievement in Stage Management and Production is designed to teach students how to work as stage managers or production managers in theater, television or motion pictures. These courses provide an aspiring stage manager, producer or director with real production experience in addition to Lecture classes. We also provide our top management students with intern opportunities with professional companies including the Philadelphia Theater Company. Candidates for the Certificate must be successful in productions and successfully complete the following courses:

SUBJECT & NO.	COURSE	UNITS
CAOT 82	Microcomputer Software Survey in the Office	3
THEATER 100	Introduction to the Theater	3
THEATER 200	Introduction to Acting	3
THEATER 232	Play Production II	2
TECTHTR 323	Stage Management	3
TECTHTR 342	Technical Stage Production	2
	Total	***16***

Note: TECTHTR 323 should be taken in the first semester

ASSOCIATE DEGREE PROGRAM

Associate in Arts in Communication Studies for Transfer

Communication is an essential part of the human experience. This Associate in Arts in Communication Studies for Transfer explores and analyzes the ways in which communication takes place in the public sphere, between individuals, in new media, and in other contexts. Students who successfully earn the AA-T in Communication Studis by completing a maximum of 60 transferrable units are guaranteed transfer admission into a California State University campus to further their study of Communication.

Students who earn the Associate in Arts in Communication Studies for Transfer will be able to:

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Communication or a related field.
- Define and apply the communication theory in daily life.
- Recognize and use different types of communication techniques and media.
- Practice effective communication strategies in personal, public, and professional settings.

REQUIREMENTS

d. Completion of 60 CSU transferrable semester units:

- 18 semester units in the approved Communication Studies courses;
- 9-11 CSU transferable elective courses;
- 31-33 of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE);

e. Achieve a grade point average of 2.0.

f. Earn a C or better in major area courses.

Notes: No remedial or non-collegiate level course work will be counted in the total units for this degree. A grade of "P" (pass) is not acceptable for the major courses., Associate in Arts Degree

SUBJECT & NO.	COURSE	UNITS
Required Core Courses:		
COMM 101	Oral Communication I	3
	Subtotal	***3***
ELECTIVE COURSES - LIST A (SELECT TWO):		**6 UNITS**
COMM 104	Argumentation	3
COMM 121	The Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3
ELECTIVE COURSES - LIST B (SELECT TWO):		**6 UNITS**
Any course from LIST A not already used above or		
COMM 106	Forensics	3
COMM 130	Oral Interpretation of Literature	3
JOURNAL 105	Mass Communications	3
Any course articulated as lower division preparation for the Communication Studies major at a CSU:		
JOURNAL 202	Advanced Newswriting	3
ELECTIVE COURSES - LIST C (SELECT ONE):		**3 UNITS**
Any course from LIST A or B not already used above		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
English 102	College Reading and Composition II	3
English 103	Composition and Critical Thinking	3
JOURNAL 101	Collecting and Writing News	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
Any CSU transferable Communication Studies course:		
COMM 102	Oral Communication II	3
ELECTIVES: ANY CSU TRANSFERABLE COURSE(S)		**12 – 14 UNITS**
	IGETC or CSU GE Pattern	***28-30***
	Total	***60***

Note: 37 - 39 GE unit total is reduced due to double counting of 9 units of major courses towards general education.

Theater, Associate in Arts Degree

This two-year program is designed for the student who recognizes the social and occupational values of training in the theater arts.

FIRST YEAR

First Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 100	Introduction to the Theater	3
THEATER 260	Acting 1	3
THEATER 272	Intermediate Applied Acting	3
TECTHTR 300	Introduction to Stage Craft	3
THEATER 232	Play Production	
OR		
THEATER 293	Rehearsals and Performances	
OR		
TECTHTR 342	Technical Stage Production	2-3

Second Semester

SUBJECT & NO.	COURSE	UNITS
TECTHTR 323	Stage Management	3
TECTHTR 350	Stage Make-up for Theatre	2
THEATER 200	Introduction to Acting	3
THEATER 240	Voice Articulation for the Theater	3
THEATER 232	Play Production	
OR		
THEATER 293	Rehearsals and Performances	
OR		
TECTHTR 342	Technical Stage Production	2-3

SECOND YEAR

Third Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 130	Playwriting	3
THEATER 278	Film and Television Acting	3
THEATER 185	Directed Study	1
TECTHTR 360	Costumes Design for Theater	3
THEATER 232	Play Production	
OR		
THEATER 293	Rehearsals and Performances	
OR		
TECTHTR 342	Technical Stage Production	2-3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 225	Beginning Direction	3
THEATER 273	Advanced Acting	2
English 215*	Shakespeare	3
THEATER 232	Play Production	
OR		
THEATER 293	Rehearsals and Performances	
OR		
TECTHTR 342	Technical Stage Production	2-3
GENERAL EDUCATION REQUIREMENTS PLAN B		15
SUGGESTED ELECTIVES		

Students majoring in Theater Arts with an acting emphasis should consider taking the following courses in addition to the above requirements:

ANTHRO	102
English	205*, 206*
MUSIC	111, 411
PSYCH	1
THEATER	114, 205, 265, 275* 505

Students majoring in Theater Arts with a technical theater emphasis should consider taking the following courses in addition to the above requirements:

ART	501, 503* 633* 635, 638* 639
ARTHIST	110, 120
TECTHTR	313, 315, 333, 340, 343, 344, 345, 346, 347, 348, 349, 363, 364, 367, 701, 702, 703

(To graduate in two years and meet general education requirements for the A.A. degree, students are required to attend summer sessions).

Total 64-70

**This course has a prerequisite or corequisite.*

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

SUBJECTS & COURSE DESCRIPTIONS

Title V changes effective Fall 2013 substantially restrict how many times students can take specific types of classes. Students enrolled in "active participation courses" in Kinesiology, visual arts, or performing arts are limited to four (4) enrollments per "family.. Failures and W grades count as enrollments. A family can contain multiple courses, but a student can only take four of them. LACCD courses in, Art, Dance Techniques, Kinesiology, Music, and Theater are all affected. For courses in the Theater department, families have been created as follows:

THEATER FAMILY NAMES AND COURSE NUMBERS:

Acting for the Camera: ..... THEATER 278
Acting Study and Professional Applied Acting ..... THEATER 270, 272, 273
Directing: ..... THEATER 225
Movement: ..... THEATER 265
Professional Ensemble Performance: ..... THEATER 232, 235, 293
Professional Performance Preparation: ..... THEATER 205
Voice Theory: ..... THEATER 240

Broadcasting (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU

LECTURE, 3 HOURS.

This course provides a study of the fundamentals of radio, television and other mass media broadcasting including history, theory, and legal aspects. Different forms of broadcasting are highlighted from network, Internet, cable and first run syndication, concluding with an overview of developing technologies. The course includes debate on the innovators and issues such as the demise of financial interest in syndication rules, vertical integration, the rise of broadband and its resultant changes in what constitutes a 'broadcast.'

15 Radio and Television Production (3) CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course teaches students to produce shows for radio and television broadcast. Emphasis will be on network or cable style programming. Students learn to operate essential production technology and to record broadcast presentations. Students learn how to create the content for broadcast presentations including structure, scripts and performance skills. Completed projects will broadcast via over-the-air or over-the-Internet.

300 Introduction to Writing for Broadcast (3) CSU

LECTURE, 3 HOURS.

In this course, students gather information and write stories about current events and format them for broadcast on radio, television, the Internet, or other audio/visual delivery systems.

185 Directed Study - Broadcasting (1) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

This course allows students to pursue directed study in Broadcasting on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Communication Studies (COMM)

76 English Speech as a Second Language (3) CSU

(Formerly Speech 113)

LECTURE, 3 HOURS.

This English speech improvement class stresses accent reduction, pronunciation, intonation, and phrasing. The course includes speaking assignments prepared by students. It is designed mainly for those who need to learn to speak Standard American English pronunciation more effectively in a variety of different environments.

101 Oral Communication I (3) UC:CSU IGETC Area 1C

(Formerly Speech 101)

LECTURE, 3 HOURS.

In this course, training is offered in effective speech composition and delivery. The course assists in building confidence in the delivery of original presentations, acquaints students with the sources of speech materials, and develops discriminating listening through speech analysis.

102 Oral Communication II (3) UC:CSU IGETC Area 1C
(Formerly Speech 102)
Prerequisite: Communication Studies 101.
LECTURE, 3 HOURS.
This course provides an introduction to advanced phases of critical thinking, research, and public speaking. The course includes comprehension of speech structure, evaluation of arguments, researching and presenting evidence, language usage, and evaluation of fallacious reasoning. Adherence to ethics stressed in all communication settings.

104 Argumentation (3) UC:CSU IGETC Area 1C
(Formerly Speech 104)
LECTURE, 3 HOURS.
This course explores the critical thinking process, emphasizing the use of logic, reasoning, and evidence in the presentation and analysis of sound arguments.

106 Forensics (2) CSU RPT3
(Formerly Speech 106)
LABORATORY, 6 HOURS.
This laboratory course is for students preparing speeches, oral interpretation/acting performances, and debate/arguments to participate in competitive intercollegiate forensics (speech and debate) tournaments. Special emphasis is given to creating persuasive arguments through acting performances, competitive debates, or speeches. Participation may include any of the following: Observing, competing in, or judging competitive forensics tournaments.

121 The Process of Interpersonal Communication (3) CSU
LECTURE, 3 HOURS.
This course offers a study of the dynamics of everyday one-to-one communication focusing on the role that behavior, psychology, and environment play in friendship, family, workplace, and intimate relationships. Factors that influence communication such as non-verbal cues, language, perception, culture, power dynamics, listening, self-concept, and health and personal well-being are explored. Problems in relational communication and conflict management as well as adaption and success in interpersonal effectiveness are examined.

130 Introduction to Oral Interpretation of Literature (3) CSU
LECTURE, 3 HOURS.
This course provides an overview of theory, principles, and techniques used in the performance and interpretation of literature in solo, duo, and group formats. Texts include prose, poetry, drama, and other literary genres. Appreciation of various literary voices and performance styles is taught through textual analysis, oral reading, and evaluation. Practical training is given in critical reading, editing, and performance of poetry, prose, drama, essay, and experimental forms of performance text drawn from a diverse range of cultural viewpoints and voices.

151 Small Group Communication (3) CSU
Prerequisite: English 28.
LECTURE, 3 HOURS.
This course provides an analysis of the purposes, principles, and types of group processes, including development of individual skills in leadership, problem solving, and collaborative learning that can be achieved by responsible group participation.

190 Communication and New Media (3) CSU
LECTURE, 3 HOURS.
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.

185 Directed Study - Communication Studies (1) CSU

285 Directed Study - Communication Studies (2) CSU

385 Directed Study - Communication Studies (3) CSU
CONFERENCE 1 HOUR PER WEEK PER UNIT.
During the first two weeks of the semester, the student will select an option as his/her semester project. Through regular meetings with the instructor, the student will develop the project to its final form. Research techniques and sources as well as the full requirements of each project will be discussed at these meetings. Students are expected to meet with the instructor at least weekly to discuss progress and to determine if resources available to the student are being fully utilized.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.
Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Technical Stage Production (TECTHTR)

300 Stagecraft (3) CSU
LECTURE, 3 HOURS.
This course provides a survey of the technical phases of play production: scenery, properties, lighting, sound, costuming, stage management, and organization of stage activity.

313 Scenic Art for Theater (3) CSU
LECTURE, 2 HOURS; LABORATORY, 4 HOURS.
This course provides the student scenic artist with an aesthetic understanding of the art and culture of representational painting for performance. Scenic artists paint large-scale landscapes, cityscapes, murals and other backgrounds, and also faux surfaces such as marble or wood grain for theatre, film, television, theme parks, industrial shows and interior decor. This course consists of an overview of scenic Art History and the practical application of basic methods and techniques. It includes training on equipment, materials, painting steps and processes as well as standard safety practices in the entertainment industry.

315 Introduction to Design for Theatre (3) CSU
LECTURE, 2 HOURS; LABORATORY, 2 HOURS.
This course offers students a survey of scenery, lighting, sound, props, costumes and make-up, theatrical equipment, and construction techniques through demonstration and laboratory experience.

323 Stage Management (3) CSU

LECTURE, 3 HOURS.

In this course students learn to be multi-tasking managers of the play production process, from auditions through rehearsals to the final performance.

333 Applied Lighting for Theatre, Dance, Music, and Events (2)

LECTURE, 0.5 HOUR; LABORATORY, 5.5 HOURS.

This applied lighting course for theatre, dance, music and events, trains students to work as lighting technicians for actual performance events. Students learn the safety procedures for stage, rigging, lights and electrics. They learn the technical methods of lighting events and they participate as team members on lighting crews and apply the methods and technology of lighting to the events.

340 Technical Theatre Practicum (3) CSU

LABORATORY, 12 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Study culminates in a college public performance entered in the American College Theatre Festival. Production work may consist of the following: Carpentry, costumes, painting, lighting, sound, props, and stage management.

342 Technical Stage Production (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Study culminates in a college public performance entered in the American College Theatre Festival. Production work may consist of the following: Carpentry, costumes, painting, lighting, sound, props, and stage management.

343 Scenery Practicum (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on scene shop operations including building and painting scenery for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

344 Props Practicum (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on prop operations including researching and creating props for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

345 Costume and Make-Up Practicum (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on costume and make-up operations including researching and creating costumes, make-up, and running wardrobe for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

346 Lighting Practicum (2) CSU

LAORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on lighting operations including hang, focus, and operation of lights for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

347 Sound Practicum (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. Emphasis is placed on sound operations including researching and creating sound for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

348 Stage Management Practicum (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. This course provides practical experience working in stage management tasks for entertainment projects. Study culminates in a college public performance entered in the American College Theatre Festival.

349-1 House Management Practicum I (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as part of a house management team with an overview of house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects with a particular emphasis on patron safety and services.

349-2 House Management Practicum II (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as part of a house management team with an overview of house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects with a particular emphasis on ticket sales and bookkeeping for entertainment projects.

349-3 House Management Practicum III (2) CSU

LABORATORY, 6 HOURS.

In this course, theatre students study the practices of managerial and technical theatre plus technical shops and theatre spaces. The emphasis in this course is practical experience working as a house management supervisor over all house management operations including ticket sales, ushering, bookkeeping, and publicity for entertainment projects.

350 Make-Up for Theatre (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is a study of the basic tools, materials, techniques, and methods of makeup which might be used for the various roles in modern and classical stage plays. This is a skills course in which the student executes practical assignments from straights through

character, old age, racial types, stylized fantasy, and facial distortion. Theatrical makeup design and application is performed by students on their own faces, including glamor, aging, beards, stylizing, impersonations, and the use of makeup for theater, film, and television.

360 Costume Design for Theater (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course explores the process of costume design from script to stage. Students learn to see as a designer, think like an artist, and communicate ideas visually and verbally. A study of the history of the costume and clothing as an expression and indicator of status, class, culture, and historical era is also covered. The class also uses projects to enhance practical design and sewing skills.

363 Costume Textile Design With Dye, Print, and Paint (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides practical application of textile modification techniques for costumes: Various dyes, painting, batik, stencil, aging, distressing, and digital fabric sublimation.

364 Costume Draping and Pattern Making (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers the theory and practice of creating stage and film costumes and costume accessories through draping and pattern making.

367 Costume and Fashion History (3) CSU

LECTURE, 3 HOURS.

This course provides an exploration of costume and fashion from ancient to modern times with a focus on the artistry and history of the time period, geography, culture, and politics and their influences on costume design for stage, film, and television.

701 Shakespeare Festival Workshop 1 (2) CSU

LABORATORY, 6 HOURS.

In this course, students are introduced to the basics of poetry speaking, period movement, and voice and diction through practical application to a Shakespearean set speech or soliloquy of appropriate age and range. Work prepares students for audition and employment at Shakespeare festivals or other venues.

702 Shakespeare Festival Workshop 2 (2) CSU

LABORATORY, 6 HOURS.

In this course, students continue practice of poetry speaking, period movement, and voice and diction through work on a Shakespearean set speech or soliloquy and are introduced to scene work of appropriate age and range. Work prepares students for audition and employment at Shakespeare festivals or other venues.

703 Shakespeare Festival Workshop 3 (2) CSU

LABORATORY, 6 HOURS.

In this course, students are introduced to the rhythms of prose and its hidden poetry, intermediate period movement and dance, broadsword combat, and continued voice and diction through work on a prose set speech/soliloquy and a prose scene, as well as continued poetry work on a sonnet from the works of Shakespeare. Work prepares students for audition and employment at Shakespeare festivals or other venues.

Theater Arts (THEATER)

100 Introduction to the Theater (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

Note: Open to all students. Required of all Theater Arts majors and other students desiring to participate in the production of plays.

A survey study and analysis of the various elements that make up the institution called the Theatre. SubjectS range from origins of primitive drama to contemporary structure and direction of our modern Theatre.

114 Script Study for Theater Performance, Production, and Appreciation (3) CSU

LECTURE, 3 HOURS.

This course provides principles, theories, and techniques of play script analysis for theatrical production.

130 Playwriting (3) UC:CSU

LECTURE, 3 HOURS.

This course leads students from the basics through all the elements necessary to create compelling dramatic material: interpretation of published works, character, theme, plot, action, dialogue, and style. It provides firm guidance for beginning playwrights in all aspects of play creation from conception to realization, culminating with the student's original one-act play being presented by student actors to a live audience.

200 Introduction to Acting (3) UC:CSU

(UC Credit Limit: Theater 200 and 270 combined, maximum credit, one course).

LECTURE, 3 HOURS.

Through lecture, discussion, demonstration, and various assigned exercises, the student is introduced to the development of acting from classical style to modern systems.

205 Actor's Orientation to Professional Theater (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

The student learns about a career as a professional actor int the American entertainment industry including methodology and techniques for seeking and gaining employment in theatre, film, television, commercials, and new media, which includes all forms of electronic performance.

225 Beginning Direction (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course leads students from the basics through all the elements necessary to get a play on stage; interpretation, casting, scheduling, movement, blocking, business, pace, and timing. It also provides firm guidance for beginning directors in the technical handling of a script from preparation of a Prompt Book to working out technical plots.

232 Play Production II (2) UC:CSU

LABORATORY, 6 HOURS.

Theatre students study performance and managerial practices while participating in public performances. Performance and production work may consist of acting and stage management.

235 Play Production and Company Performance (5) UC:CSU RPT3

LABORATORY, 15 HOURS.

Theatre students study the real practices of performance, managerial and technical theatre while participating in college public performances, technical shops and theatre spaces. Production work may consist of the following: Acting, carpentry, costumes, painting, lighting, sound, props and stage management.

240 Voice and Articulation for the Theater (3) UC:CSU

LECTURE, 3 HOURS.

This course is designed to emphasize speech practice and technique for the stage, motion pictures, television and the Lecture platform. Students are introduced to the fundamentals of good speech, including breathing, posture, resonance, projection and articulation. A study is made of the psychological and acoustical factors determining vocal quality, force, time and pitch. Students are introduced to the International Phonetic Alphabet and how to drop into their natural voice.

260 Acting I (3) CSU

LECTURE, 3 HOURS.

Students are introduced to the basics of the craft of acting through a structured sequence of lectures, discourse, and assignments regarding theories, steps, and techniques.

265 Movement for the Actor (2) UC:CSU RPT3

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is designed to develop the actor's physical expressiveness on stage. Exercises, improvisations, and other explorations lead to enhanced strength, balance, energy, flexibility, and physical freedom for character development and performance.

270 Beginning Acting (3) UC:CSU

(UC Credit Limit: Theater 200 and 270 combined, maximum credit, one course).

LECTURE, 3 HOURS.

Students are introduced to the basics of the craft of acting.

272 Intermediate Applied Acting (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

Intermediate acting principles and stage techniques are expanded and applied to staged public performances. The emphasis is on comprehension of material and technique, and translating them into dramatic action and performance.

273 Advanced Acting (2) UC:CSU RPT1

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

The course provides advanced study of acting methods and techniques which are then applied and performed in scenes from playwrights including Shakespeare, Chekhov, Pinter, and others.

278 Film and Television Acting (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

The basic fundamentals of acting for the camera are explored. Demonstration, exercises, and improvisations are used to practice the techniques. Scenes are practiced, taped, and critiqued.

293 Rehearsals and Performances III (3) UC:CSU RPT3

LABORATORY, 9 HOURS.

Theatre students study the rehearsal and performance practices of performing in theatre productions assigned as lead actors, character actors, or bit parts. Study culminates in a college public performance entered in the American College Theatre Festival.

505 History of Motion Pictures (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This survey course traces the development of motion pictures, through the use of lectures and the presentation of representative films, from its beginnings to the present day. Included are the scientific, economic, and artistic forces that forged motion pictures into one of America's most important industries.

185 Directed Study - Theater (1) CSU

285 Directed Study - Theater (2) CSU

385 Directed Study - Theater (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Noncredit Department

F5-201 • *(323) 260-8174*

Courses shown in this "Noncredit" section provide adults with skills that are critical to their ability to succeed in college or on the job. These courses help students learn English, learn to read and write, prepare for the GED (General Educational Development) test, gain American citizenship, and learn a job skill. All of the courses and services are free. Because these courses are noncredit, none of these courses provides units and cannot be counted towards a degree.

Faculty

Manalo, Marian A., *Associate Professor, Noncredit ESL, Basic Skills*
Villacorte, Dennis A., *Associate Professor, Noncredit Basic Skills*

Adjunct Associate Professors

Bernhard, Gregory S.
Chen, Lei
Cho, Hannah
Chuah, Cheng
Dentino, John
DiGiovanni, Fanshen
Endore, Gita
Joven, Michael L.
Koupai, Kathy
Mayo, Howard A.
Pillay, Periasamy S.
Salma, Ummey
Sebag, Michael M.
Wong, Gregory
Wong, John F.

SUBJECTS

- Academic Preparation/GED
- Basic Skills
- Citizenship
- ESL
- Supervised Learning Assistance
- Vocational Education

CERTIFICATES OF COMPLETION

- Basic Math Success
- Basic Reading Success
- Basic Skills Mathematics Preparation
- Basic Writing Success
- English as a Second Language, Level 1
- English as a Second Language, Level 2
- English as a Second Language, Level 3
- English as a Second Language, Level 4
- Foundations for Academic Success
- Job Readiness
- Job Readiness and Career Exploration

ACADEMIC PREPARATION/GED

Academic Preparation courses are designed for students who wish to improve reading, writing, math, and study skills before enrolling in college-level courses for credit. These courses also prepare students to take the GED test.

ESL CLASSES

The ESL program consists of four core ESL levels and elective offerings which include conversation classes and a variety of workshops. Certificates of Completion are offered if the student successfully completes core sections by meeting certain criteria. The ESL program can assist students to improve their English skills in order to live in the U.S.A. and also to prepare to transfer to a credit English class.

CITIZENSHIP CLASSES

Citizenship courses are designed to prepare students to take the U.S. citizenship exam. Instruction is provided in the areas of government, current events, test-taking strategies, and appropriate English Skills.

NONCREDIT LABORATORY

The Noncredit Laboratory includes a computer laboratory, a basic skills faculty member, and tutors to assist you. Internet access for research and study as well as programs for reading skills are available on the computers.

CERTIFICATES OF COMPLETION

Basic Math Success

SUBJECT & NO.	COURSE	UNITS
ACAD PR 11CE	Mathematics: Whole Numbers and Decimals	0
ACAD PR 12CE	Mathematics: Fractions	0
ACAD PR 14CE	Mathematics: Ratio, Proportion, and Percent	0

Basic Skills Mathematics Preparation

SUBJECT & NO.	COURSE	UNITS
BSICSKL 28CE	Basic Skills Pre-Algebra	0
BSICSKL 29CE	Basic Skills Algebra 1	0
BSICSKL 30CE	Basic Skills Geometry	0
BSICSKL 031CE	Basic Skills Algebra 2	0
BSICSKL 032CE	Basic Skills Trigonometry/Precalculus Preparation	0

Basic Reading Success

SUBJECT & NO.	COURSE	UNITS
ACAD PR 4CE	Language Arts: Reading Fiction	0
ACAD PR 5CE	Language Arts: Reading Non-Fiction.	0

Basic Writing Success

SUBJECT & NO.	COURSE	UNITS
ACAD PR 1CE	Language Arts: Writing Mechanics	0
ACAD PR 2CE	Language Arts: Writing Sentences	0
ACAD PR 3CE	Language Arts: Writing Essays	0

English as a Second Language, Level 1

SUBJECT & NO.	COURSE	UNITS
ESL 40CE	Writing/Grammar/Reading/Vocabulary/Listening/ Speaking I	0
ESL 44CE	Conversation	0

English as a Second Language, Level 2

SUBJECT & NO.	COURSE	UNITS
ESL 41CE	Writing/Grammar/Reading/Vocabulary/ Listening/ Speaking II	0
ESL 44CE	Conversation	0

English as a Second Language, Level 3

SUBJECT & NO.	COURSE	UNITS
ESL 42CE	Writing/Grammar/Reading/Vocabulary/Listening/ Speaking III	0
ESL 44CE	Conversation	0

English as a Second Language, Level 4

SUBJECT & NO.	COURSE	UNITS
ESL 43CE	Writing/Grammar/Reading/Vocabulary/Listening/ Speaking IV	0
ESL 44CE	Conversation	0

Foundations for Academic Success

SUBJECT & NO.	COURSE	UNITS
ACAD PR 40CE	Foundations: Critical Thinking	0
ACAD PR 41CE	Foundations: Study Skills	0

Job Readiness

SUBJECT & NO.	COURSE	UNITS
VOC ED 96CE	Blueprint for Worksplace Success	0
VOC ED 97CE	Blueprint for Customer Service.	0
VOC ED 98CE	39 Ways to Shine as a New Employee.	0

Job Readiness and Career Exploration

SUBJECT & NO.	COURSE	UNITS
VOC ED 90CE	Career Exploration/Classroom to Real World	0
VOC ED 96CE	Blueprint for Worksplace Success	0
VOC ED 97CE	Blueprint for Customer Service.	0
VOC ED 98CE	39 Ways to Shine as a New Employee.	0

SUBJECTS & COURSE DESCRIPTIONS

Academic Preparation (ACAD PR)

1CE Language Arts: Writing Mechanics (0)

LECTURE, 1.5 HOURS.

This course is an introduction to the essential elements of the structure of the English language. Word forms and their functions, punctuation rules and guidelines are presented and discussed as they are combined in order to express meaning.

2CE Language Arts: Writing Sentences (0)

LECTURE, 1.5 HOURS.

This Language Arts, Writing Sentences course develops your ability to identify errors in sentence structure and to correct them in your own writing. Students learn about compound sentences and complex sentences, as well as how to correct sentence fragments and run-on sentences.

3CE Language Arts: Writing Essays (0)

LECTURE, 1.5 HOURS.

This Language Arts, Writing Essays course develops your ability to write short essays by following a step-by-step approach. Students learn about the process of writing, from coming up with ideas, organizing these ideas into a well-structured essay, to editing and revising your ideas into final form.

4CE Language Arts: Reading Fiction (0)

LECTURE, 1.5 HOURS.

This Language Arts, Reading Literature course develops your abbility to read and understand literature in its various genres: fiction, poetry, and drama. Whether you are preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, you will build your reading skills by reading different forms of literature.

5CE Language Arts: Reading Non-Fiction (0)

LECTURE, 1.5 HOURS.

This Language Arts, Reading Nonfiction course develops the ability to read and understand various form of nonfiction, including newspapers, magazines, and longer genres such as biography. Students preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, build their reading skills by reading different forms of nonfiction.

11CE Mathematics: Whole Numbers and Decimals (0)

LECTURE, 1.5 HOURS.

This course is a review of the basic number functions of whole numbers and decimals. Students practice and improve their skills in addition, subtraction, division and multiplication. Basic number concepts are reviewed and applied.

12CE Mathematics: Fractions (0)

LECTURE, 1.5 HOURS.

This course teaches the student how to add, subtract, divide and multiply fractions. It includes a review of the foundations as well as the practical applications of fractions to academic and to daily experience.

14CE Mathematics: Ratio, Proportion and Percent (0)

LECTURE, 1.5 HOURS.

This class uses a task-based approach to teach the concepts and applications of ratios, proportions and percents. The students apply problem-solving techniques to solve assignments.

40CE Foundations: Critical Thinking (0)

LECTURE, 1.5 HOURS.

This course in critical thinking and problem-solving guides the student through the well-established Bloom's taxonomy of knowing, understanding, applying, analyzing, synthesizing, and evaluating. The students learn by doing activities which follow, support, and reinforce each successive step.

41CE Foundations: Study Skills (0)

LECTURE, 1.5 HOURS.

This course in learning techniques and strategies covers preferred learning styles, note taking, test preparation strategies, test-taking techniques, and time management. The approach is task-based, practical, and easily applied to content coursework.

Basic Skills (BSICSKL)

2CE Basic English Skills (0)

LECTURE, 3 HOURS.

This course prepares students for the GED Language Arts: Reading test. Students develop the ability to revise and edit workplace and informational documents through the study of grammar and punctuation. Writing the essay is also taught.

28CE Basic Skills Pre-Algebra (0) RPT4

LECTURE, 8 HOURS.

This is a preparatory course for students who want to attain a readiness for Basic Skills Algebra 1. It is designed to help students develop mathematical, organizational and study skills necessary to succeed in Basic Skills Algebra 1.

29CE Basic Skills Algebra 1 (0) RPT4

LECTURE, 8 HOURS.

This course is designed to help students understand variable and symbol manipulation and the relationships between them. Topics include: algebraic concepts and methods involving quantities with expressions, equations, inequalities, and matrices; tables and graphs as tools to interpret expressions, equations, and inequalities; operating on expressions and matrices and solving equations and inequalities; and the power of mathematical abstraction and symbolism.

30CE Basic Skills Geometry (0) RPT4

LECTURE, 8 HOURS.

This course includes the study of two and three dimensions from an algebraic point of view. Topics include: translation between synthetic and coordinate representation; deduction of properties of figures using transformations and coordinates; identification and classification of figures in terms of congruence and similarity; interpretation and use of three-dimensional objects and geometric models; and application of properties of figures. Students utilize the extension of trigonometry to angles greater than 90 degrees as a precursor to the development of circular function trigonometry in later courses. Students also analyze properties of Euclidean transformations, relate translations to vectors, and develop an understanding of an axiomatic system through investigations and proofs.

31CE Basic Skills Algebra 2 (0) RPT4

LECTURE, 8 HOURS.

This course complements and expands on the mathematical concepts of Algebra 1 and some concepts of Geometry. Emphasis is placed on abstract thinking skills, the function concept, and the algebraic solution of problems in various content areas, including the solution of systems of equations, logarithmic and exponential functions, the binomial theorem, and the complex number system.

32CE Basic Skills Trigonometry/Precalculus Preparation (0) RPT4

LECTURE, 8 HOURS.

This course utilizes the techniques of both algebra and geometry. Trigonometric functions are defined geometrically, rather than in terms of algebraic equations.

33CE Developing Mathematical Thinking (0) RPT4

LECTURE, 2 HOURS.

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.

67CE Supervised English Tutoring (0) RPT4

LECTURE, 20 HOURS.

This course assists students in achieving objectives for any class that requires writing. Through individual as well as group tutoring outside of class time, students learn to develop critical thinking and writing skills at all levels from invention to organization, analysis, and clarity. Additionally, computer grammar programs and workshops assist students in strengthening their mechanical skills, and a conversation lab allows ESL students to practice their speaking skills.

Citizenship (CITIZN)

50CE Citizenship For Immigrants (0)

LECTURE, 5 HOURS.

This course prepares students to take the United States of America citizenship examination. Instruction is provided in government organization, current events, test-taking strategies, and appropriate English writing and speaking skills. Citizenship forms, documents, and regulations are explained.

English as a Second Language (ESL NC)

40CE Writing/Grammar/Reading/Vocabulary/ Listening/Speaking I (0)

LECTURE, 10 HOURS.

This course is designed for students at the low-beginning level of English. It provides instruction in introductory grammar, simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on simple English, clear pronunciation, correct grammar, punctuation, and spelling.

41CE Writing/Grammar/Reading/Vocabulary/ Listening/Speaking II (0)

LECTURE, 10 HOURS.

This course is designed for students at the high-beginning level of English acquisition. It provides instruction in reading and writing, sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on general understanding of simple spoken and written English, clear pronunciation, correct grammar, punctuation, and communicative effectiveness.

42CE Writing/Grammar/Reading/Vocabulary/ Listening/Speaking III (0)

LECTURE, 5 HOURS.

This course is designed for students at the low-intermediate level of English language acquisition. It provides instruction in grammar, verbal communication skills, and comprehension of spoken English. Emphasis is placed upon a general understanding of spoken English and overall communicative effectiveness.

43CE Writing/Grammar/Reading/Vocabulary/ Listening/Speaking IV (0)

LECTURE, 5 HOURS.

This course is designed for students at the high-intermediate level of English acquisition. It provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the direct study of grammatical structures appropriate for the level, reading and discussion of short stories or short articles, writing sentences, fully developed paragraphs, listening for comprehension, and the practice of pronunciation and intonation patterns necessary for successful communication.

44CE Conversation (0)

LECTURE, 5 HOURS.

This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.

45CE Workplace English (0)

LECTURE, 5 HOURS.

This class is designed for students at the high-intermediate level of English acquisition. A workplace context is used in order to provide instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the study of vocabulary, functions, content, and grammatical structures appropriate for the workplace.

46CE Writing (0)

LECTURE, 5 HOURS.

This class is designed for students at the high-intermediate level of English acquisition. It provides instruction in sentence and discourse grammar, critical thinking, organization, topic and supporting sentences, and paragraph structure. Activities include the writing and rewriting of selected assignments, as well as the direct use of grammatical elements appropriate for the level.

Supervised Learning Assistance (TUTOR)

1T Supervised Learning Assistance (0) RPT4

LABORATORY, 20 HOURS.

Upon faculty/counselor referral, students receive tutoring and computer-assisted instruction in designated Subject areas in various tutoring and computer labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open-entry course.

Vocational Education (VOC ED)

90CE Career Exploration/Classroom to Real World (0) RPT4

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This noncredit course covers vocational topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation, college programs and prerequisites needed to pursue jobs within a particular career field. Following classroom preparation and research, students will rotate through a series of job assignments working along with professionals employed in the area of specialization chosen for the course. Throughout all rotations, students work closely with their teacher for supervision and monitoring of work related objectives/course assignments. Upon completion of career rotations, the students will have acquired real world experience needed to facilitate educational, career, and personal planning and goal setting.

96CE Blueprint for Workplace Success (0) RPT4

LECTURE, 2 HOURS.

This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.

97CE Blueprint for Customer Service (0) RPT4

LECTURE, 1 HOUR.

This short-term Vocational Education course is designed to provide new and incumbent workers customer service skills required in getting to know their customer or client and increase their employability. The topics include knowing what customers want, listening to customers, and telephone customer service.

98CE 30 Ways to Shine as a New Employee (0) RPT4

LECTURE, .33 HOUR.

This short-term course is designed to provide new and incumbent workers "30 ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The topics covered include understanding the workplace culture and dealing with change.

Glossary of Terms

Academic Probation - After attemping 12 units, a stuent whose cumulative grade-point average falls below 2.00 is placed on academic probation.

Academic Renewal - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade-point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

Add Permit - A form issued by an instructor which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the add permit is processed by the office of Admissions and Records.

Advisory - An Advisory is a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

Application for Admission - A form provided by the office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

Articulation Agreement - The community colleges work together with the University of California, the California State University and private post-secondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

Assessment - Assessment is the process the college uses to evaluate student skills in areas such as reading, English, English as a Second Language (ESL), Mathematics and Chemistry.

ASU (Associated Student Union) - An organization which all enrolled students are eligible to join.

Associate Degree - A degree (Associate in Arts, A.A., or Associate in Science, A.S). granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable semester units.

Audit - A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

CalWORKS Program - CalWORKS (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

Catalog Rights - Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for ELAC graduation.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Certificate of Achievement - Programs designed for students who are looking for instruction with a high degree of specialization. Certificates of Achievement vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion, students may request the issuance of a Certificate of Achievement.

Certificate of Completion - A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certification of CSU General Education Requirements - Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

Concurrent Enrollment - A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both ELAC and a high school or another college.

Continuing Student - A student who maintains continuous attendance, which is defined as no more than one semester absence within a school year, excluding Summer Session and Winter Intersession.

Cooperative Education - An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite - A condition of enrollment consisting of a specific course a student is required to take simultaneously in order to enroll in another course.

Counseling - Guidance provided by professional counselors in academic, vocational, and personal matters.

Course - A Subject of study identified by Title and Number; for example: Accounting 1.

Credit by Examination - Credit granted for proficiency previously accomplished through testing.

Cross - Referenced - Course content is the same as another course, e.g. GEOG 31 and GIS 31.

CSU - California State University.

Dismissal - A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Drop - A student's official withdrawal from a class.

Elective - Courses which a student may choose without restriction of a particular major program-curriculum.

Full-Time Student - A student enrolled and active in 12 or more unit, during the Fall or Spring Semester.

General Education Requirements - A group of courses from several Subject areas which are required for graduation by state law.

Grade Point - The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An "A" in a 5 unit course equals 20 points.

Grade-Point Average (GPA) - The GPA is determined by dividing the total grade point earned by the number of attempted units.

Honors - The East Los Angeles College Honors Program is designed for students with a 3.0 GPA or higher who plan on transferring to a four year College or University.

IGETC - Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system.

INC - Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP - In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division - College courses at the fresman and sophomore levels.

Major - A concentration of study in a specified discipline.

Matriculation - A combination of assessment of reading, English, mathematics, and Chemistry skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

MESA - Serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges.

MW (Military Withdrawal) - This occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

NDA (Non-Degree Applicable) - Credit courses that do not apply toward a degree and are not transferable.

Non-Penalty Drop Period - The first two weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Pass/No-Pass - A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent to a "C" or above. "NP" denotes work below a grade of "C."

Permit to Register - A form listing an appointment day and time at which the student may register.

Prerequisite - A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Progress Probation - After enrolling in 12 units, a student whose total units for which a W, NP or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

RD (Report Delayed) - A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student - A previously enrolled student who did not attend the College during the previous two semesters. Attendance during the summer session and winter intersession are not included.

Satisfactory Completion - Completion of a course with a grade of "C" or better.

Schedule of Classes - A schedule giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered for each semester, summer session, and winter intersession.

Section Number - a four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

Semester - One-half of the academic year, usually 16 weeks.

SEP - Student Educational Plan.

Skills Certificate - A document confirming that a student has completed a sequence of credit courses, generally 11 units or less, that prepared him or her to progress in a career path. Skills Certificates are not listed on the student's transcript.

Subject Deficiency - Lack of credit for a course or courses required for some particular objective such as graduation or acceptance by another institution.

Substandard Grade - An earned grade of "D" or "F."

Transcripts - A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer - A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses - Courses designed to match lower-division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units - College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

UC - University of California.

Units - The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of Lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted - Total number of units in courses for which a student was ever actively enrolled.

Units Completed - Total number of units in courses for which a student received a grade of A, B, C, D, or P.

Units Enrolled - Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date, but by the last day to drop.

Withdrawal - The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.

Faculty

A

Alanen, Marie (1997)
Professor, Art
B.A., Social Science,
University of Chicago
M.A., Art History,
California State University, Northridge
Ph.D., Art History,
University of California, Los Angeles

Alderete, Frank J. (1993)
Professor, Business
B.S., *California Western University*
M.A., *University of Southern California*
Ph.D., *Union Graduate School*

Alemu, Dawit (1998)
Professor, Mathematics
B.S., *Addis Ababa University, Ethiopia*
M.S., *California State University, Los Angeles*

Allerson, Sharon (1989)
Professor, English
English as a Second Language, Reading
B.S., *University of Minnesota*
M.A., *Ohio University*

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Dean, Admissions
A.A., *East Los Angeles College*
B.A., M.A., *California State University, Los Angeles*

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A.A., General Education,
Cypress College
B.A., Communication,
California State University, Long Beach
M.A., Communication,
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M.A., Mathematics,
University of California, San Diego

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M.A., *Claremont Graduate School*

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M.A., Drama,
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A.A., Liberal Arts, *East Los Angeles College*
B.A., Chicana/o Studies,
California State University, Northridge
M.S., School Counseling,
California State University, Sacramento

Avila, Raul (2006)
Associate Professor, Respiratory Therapy
A.A., Respiratory Therapy,
Mount San Antonio College
B.A., Business/Management,
University of Phoenix
Certificates,
Registered Respiratory Therapist, Neonatal/ Pediatric Specialist Certified Asthma Educator

Ayyuce, Orhan (2013)
Assistant Professor, Architecture
B.Arch.,
Southern California Institute of Architecture

B

Baity, Brenda (1994)
Professor, Computer Applications and Office Technologies
A.B., Economics and History,
Pfeiffer College
M.A., Business Education,
California State University, Los Angeles

Banuelos, Adrian (2000)
Chair, Automobile Technology
Professor, Automobile Technology
A.S., Electronics, *Pierce College*
B.A., M.A., *University of Phoenix*

Beaulieu, David (1995)
Professor, English
B.A., Philosophy,
University of California, Santa Barbara
M.A., *California State University, Los Angeles*

Behseta, Sara (2008)
Associate Professor, English as a Second Language
B.A., *University of Wisconsin, Milwaukee*
M.A., *Alliant University, San Diego*

Benavides, Julie (1997)
Professor, Child Development/Education
B.S., *California State University, Long Beach*
M.A., *Whittier College*
Multiple Subjects Teaching Credential

Benjamin, Michele (2011)
Chair, Child Development
Assistant Professor, Child Development
B.A., Child Development,
California State University, Los Angeles
M.A., Education - ECE,
California State University, Los Angeles
Ph.D., Education - ECE,
Walden University

Bermudez, Nadine (2009)
Associate Professor, Chicana/o Studies
B.A., Liberal Studies/Sociology,
California State University, Long Beach
M.A., Chicana/o Studies,
California State University, Northridge
Multiple Subjects Teaching Credential,
California State University, Long Beach

Bernard, Julienne (2008)
Associate Professor, Anthropology
B.A., *University of California, Berkeley*
M.A., Ph.D., *University of California, Los Angeles*

Blanco, Erika (2006)
Chair, Women's Physical Education
Associate Professor, Physical Education
B.A., Liberal Studies,
California State University, Fresno
M.A., Physical Education,
Azusa Pacific University

Blandon, Ruth (2010)
Assistant Professor, English
B.S., Kinesiology,
California State University, Los Angeles
M.A., English,
California State University, Los Angeles
Ph.D., English,
University of Southern California

Booth, Kevin (2007)
Associate Professor, Respiratory Therapy
A.A., Liberal Studies,
Mt. San Antonio College
B.A., History and Sociology,
Occidental College
California Commission on Teacher Credentialing Ryan Designated Subjects Credential, Therapeutic Services

Brown, Kimberly D. (2001)
Professor, Dance and Physical Education
B.A., Liberal Arts & Science Emphasis Dance,
San Diego State University
M.A., Dance and Dance Education
California State University, Long Beach

Browne, Richard (2003)
Associate Professor, Physical Education
A.A., Graphic Arts,
Los Angeles Trade-Tech College
B.A., Industrial Education,
California State University, Long Beach
M.A., Vocational Education Supervision,
California State University, San Bernardino

Bunnarith, Chhun (2013)
Assistant Professor, Respiratory Therapy
A.S., Respiratory Therapy,
East Los Angeles College
B.S., Health Science,
California State University, Los Angeles

C

Caballes, Aida Z. (1997)
Professor, Economics
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Cagigas, Marcia P.
Interm Director, Child Development Center

Calanche, Maria Lou (2010)
Assistant Professor, Political Science
B.A., Political Science,
Loyola Marymount University
M.P.A., Public Administration,
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Calienes, Jorge L. (1989)
Professor, Physical Education
A.A., *East Los Angeles College*
B.S., *University of California, Los Angeles*
M.A., *Ashbourne University*

Canales, Nohelia (2006)
Associate Professor, Biology, Physiology
B.S., Biology and Philosophy,
Mount St. Mary's College
M.S., Tumor Biology,
Mayo Clinic Graduate School of Medicine

Carlos, Maria Dolores (2008)
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M.A., English Literature,
California State University, Dominguez Hills

Carr, Michael R. (1978)
Professor, Respiratory Therapy Education
Program Director, Respiratory Therapy
B.A., *University of Redlands*
Registered Respiratory Therapist

Castellon, Viviana (2000)
Professor, Mathematics
B.A., *University of La Verne*
M.S., *University of Wisconsin*
Ph.D., *University of California, Los Angeles*

Castro, Consuelo (1980)
Professor, Political Science
A.A., *Santa Barbara City College*
B.A., Political Science,
Loyola University
M.A., Political Science,
University of California, Los Angeles
M.P.A., Public Policy/Administration,
Loyola Marymount University
Ed.D., Higher Education,
University of Southern California

Castro, Gabriel (2007)
Associate Professor, Mathematics
A.A., Liberal Studies,
East Los Angeles College
B.S., Mathematics/Economics,
University of California, Los Angeles
M. S., Applied Mathematics,
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Cavanaugh, Janis (2008)
Associate Professor, Administration of Justice
A.S., Police Science,
Rio Hondo College
B.S., Criminal Justice,
California State University, Los Angeles
M.S., Public Administration,
University of La Verne
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Centeno, Carlos M. (2008)
Associate Professor, English
Puente Director
B.A., English,
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M.A., English,
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Chan, Brenda M. (1999)
Professor, Nursing
A.S., *East Los Angeles College*
B.S., *Pacific Union College*
M.S., *University of California, Los Angeles*
Certificates in: RN, Public Health Nurse,
Family Nurse Practitioner, Clinical Specialist

Chan, Chin Ru (2007)
Associate Professor, English
B.A., English,
Tunghai University, Taiwan
M.A., Applied Linguistics,
Columbia University
M.A., Spanish,
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Chang, Lily (1997)
Professor, Chinese
B.A., English/Foreign Languages & Literature,
National Taiwan University
M.A., Speech/Theater,
University of Oregon
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B.A., English Literature,
Doshisha University, Kyoto Japan
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Chavez, Theresa (1989)
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A.A., *East Los Angeles College*
B.A., Social Work,
California State University, Los Angeles
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Chew, Kristin P. (2010)
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B.A., Dance,
California State University, Long Beach
M.F.A., Dance,
University of Arizona

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B.S., Health Sciences,
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M.P.H.,
California State University, Fullerton
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Chi, Selina (1989)
Dean, Resource Development and Community Relations
Assistant Professor, Physical Education, Dance
Executive Director, East Los Angeles College Foundation
A.A., *Sacramento City College*
B.A., Dance,
University of California, Los Angeles
M.A., School of Art and Architecture,
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Cleveland, Cathy S. (2009)
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B.A., Radio/TV/Film,
California State University, Northridge
M.A., Ph.D., Psychology,
University of California, Riverside

Colling, Michael (2007)
Chair, Social Sciences
Professor, History
B.A., Anthropology,
Sonoma State University
M.A., History,
California State University, Northridge
M.L. S., Library and Information Science,
University of California, Los Angeles

Combes-Brighton, Patricia (2000)
Professor, Architecture
B. ARCH, *Ecole Nationale Superieure D'Architecture Marseilles, France*
M.A., Architecture and Urban Planning,
University of California, Los Angeles
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Concoff Kronbeck, Mandy E. (2010)
Assistant Professor, English
B.A., English,
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M.A., Literature,
California State University, Dominguez Hills

Cone, Allen J. (1994)
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Professor, Health/Physical Education
B.A., Physical Education,
California State University, Northridge
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California State University, Los Angeles

Cornner, Ryan M.
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B.S., Psychology,
University of California, San Diego
M.S.W., Social Work,
University of Southern California
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University of Southern California

Crawford Jr., Richard C. (1996)
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B.A., English Literature,
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Cross, Karen (2006)
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A.A., A.S., *Cypress College*
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Reading Certificate,
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B.A., Psychology,
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Davis, Alison A. (2001)
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Daw, Pauletta E. (1999)
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B.A., Physical Education/Coaching,
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Dawson II, Robert B. (2001)
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M.S., Mathematics,
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Dieter, Ralph (2003)
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A.A., Economics,
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San Jose University
M.A., Economics,
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Dominguez, Kirby (2010)
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A.A., Psychology,
El Camino College
B.A., Psychology,
California State University, Dominguez Hills
M.S., Counseling,
California State University, Long Beach

Douglas, Susanne (2011)
Assistant Professor, Biology, Electron Microscopy
B.Sc., Microbiology,
University Guelph
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Du, Carolyn (2010)
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B.S.N., Nursing,
University of Southern California
M.S.N., Nursing,
California State University, Long Beach

Dunsheath, Barbara (1999)
Professor, History
B.S., *Bradley University, Illinois*
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Eckhert, Mary Ellen (1990)
Professor, French
B.A., *Allegheny College*
M.A., *State University of New York*
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Elias, Linda A. (1995)
Professor, English
B.Ed., English,
Plymouth State College
M.A., English/Linguistics,
Salem State College
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Enomoto, John Y. (1985)
Professor, Computer Science Information Technology
B.A., M.A., *University of Southern California*
M.A., *University of Hawaii*

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B.S., Physics,
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M.A., Intercultural Studies,
Biola University

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B.A., *California State University, Northridge*
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F

Fallert, Danelle (2006)
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California School of Professional Psychology

Faradineh, Rahim (1995)
Professor, Mathematics
B.S., Mathematics and Computer Science,
Southeastern Oklahoma State University
M.S., Applied Mathematics,
California State University, Los Angeles

Faulkner, Ellen W. (1999)
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California State University, Fullerton
M.S., Kinesiology,
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Fernandez, Fernando (1999)
Director, Escalante Math Science Program
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B.A., Psychology and Child Development,
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California State University, Northridge
Ph.D., Social/Personality Psychology,
University of California, Riverside

Flores, Laureano (2013)
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Flores, Rudolph E. (1974)
Chair, Chicana/o Studies
Professor, Chicana/o Studies
B.A., M.Ed., *Loyola University*

Frise, Daniel (1997)
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Frontanez-Loza, Marilyn (2011)
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B.A., Sociology,
University of California, Santa Barbara
M.S., Counseling with an Option in Career Counseling,
California State University, Northridge
Post Master's Certificate in College Counseling Student Services,
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G

Gaines, Lurelean B. (1976)
Chair, Nursing
Professor, Nursing
A.A., *Los Angeles City College*
B.S.N., *California State University, Los Angeles*
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Gallegos, Humberto A. (2011)
Assistant Professor, Engineering
B.S., Civil Engineering,
California State University, Los Angeles
M.S., Civil Engineering,
Colorado State University

Gamboa, Ricardo (1997)
Professor, Physical Education
Head Coach, Football
B.A., *California State University, Fullerton*
Clear Single Subject Teaching Credential,
California State University, Los Angeles

Garcia, Christopher (2011)
Assistant Professor, Counseling
B.A., American Literature and Culture,
University of California, Los Angeles
B.A., Sociology,
University of California, Los Angeles
M.S., Counseling,
California State University, Long Beach

Garcia, Dennis D. (2008)
Associate Professor, Computer Applications and Office Technologies/Logistics
A.A., *Pasadena City College*
B.A., M.B.A., Information Systems,
California State University, Los Angeles

Garcia, Elizabeth (2000)
Professor, Health Information Technology
B.A., Health & Safety (Health Science)
Registered Health Information Technology (RHIT)
Certified Coding Specialist (CCS)

Garcia, Maria G. (2008)
Associate Professor, Biology
B.A., Biology,
University of California, Santa Cruz
M.A., Biology,
University of California, Santa Cruz
Ph.D., Zoology,
University of Washington

Garcia, Martha C. (2008)
Associate Professor, Nursing
M.S., Nursing,
University of Phoenix

Garcia, Tomas (2009)
Associate Professor, American Sign Language
B.A., Spanish Language and Literature,
California State University, Dominguez Hills
B.A., Chicana/o Studies,
California State University, Dominguez Hills
M.A., Special Education/Deaf Education,
California State University, Northridge
Ed.D., Educational Technology,
Pepperdine University

Gayton, Joseph R., Jr. (1976)
Professor, Child Development Center
A.A., *East Los Angeles College*
B.A., *California State University, Los Angeles*

Gayton, Martha M. (1977)
Professor, Child Development Center
B.A., M.A., *California State University, Los Angeles*

Ghazarian, Vahan (2010)
Assistant Professor, Chemistry
B.S., Chemistry,
University of California, Irvine
B.S., Chemical and Material Physics,
University of California, Irvine
M.S., Chemical and Material Physics,
University of California, Irvine
Ph.D., Chemical and Material Physics,
University of California, Irvine

Godinez, Patricia (2010)
Assistant Professor, English
A.A., Liberal Arts
Santa Ana College
B.A., Spanish, *Chapman University*
M.A., English,
California State University, Fullerton

Godjoian, Gayane (2005)
Associate Professor, Chemistry
B.S., Chemistry,
California State University, Los Angeles
Ph.D., Organic Chemistry,
University of California, Santa Cruz

Gonzalez, Elvia B. (1999)
Professor, Child Development
A.A., *East Los Angeles College*
B.A., M.A., *California State University, Los Angeles*

Gordon, Mitchell (2007)
Professor, Mathematics
B.Sc., Mathematics,
University of British Columbia
M.A., Mathematics,
University of California, Los Angeles

Gray, Jeffrey (2007)
Associate Professor, English
B.A., English,
California State University, San Diego
M.A., English,
California State University, Long Beach

Grimmer, John (1996)
Professor, Geology, Earth Science
B.S., *University of Wisconsin*
M.A., *Southern Illinois University*

Gurfield, Joan G. (1999)
Professor, English
B.A., Honors in English Literature,
Brooklyn College of the City University of New York
M.A., English Literature, *Rutgers University*

Gust, Randall G. (2005)
Librarian
Associate Professor, Library Science
B.G.S., *Ohio University*
M.A., Philosophy, *Northwestern University*
M.L.I.S., *University of California, Los Angeles*

Gutierrez, Gerardo (2003)
Associate Professor, Chicana/o Studies
B.A., History,
University of California, Los Angeles
M.A., Chicana/o Studies,
California State University, Los Angeles

Guy, Amy (2008)
Instruction Librarian
Associate Professor, Library Science
B.S., Social Work, *Edinboro University*
B.A., English, *Westminster College*
M.L.I.S., Library and Information Studies,
University of California, Los Angeles

H

Haddad, Nader (2007)
Associate Professor, Communication Studies
B.A., Political Science,
California State University, Long Beach
M.A., Communication/Rhetorical Studies,
University of North Texas

Hamner, D. Michael (2007)
Chair, Architecture
Associate Professor, Architecture
B.Arch, Architecture,
University of Southern California
Registered Archiect,
California, Hawaii and Louisiana

Hauser, Patrick (1999)
Chair, Administration of Justice
Professor, Administration of Justice
B.A., Physical Education,
California State University, Northridge
M.S., Emergency Services Administration,
California State University, Long Beach

Hayashi, Keith (1989)
Professor, Counseling
B.A., *University of California, Davis*
M.S.W., *University of California, Los Angeles*

Hernandez, Elva L. (1995)
Professor, Spanish
B.A., M.A., *California State University, Los Angeles*

Hernandez, Jeffrey (2000)
Professor, Political Science
A.A., *East Los Angeles College*
B.A., *University of California, Los Angeles*
M.P. A., *University of Southern California*

Hernandez-Payan, Michelle (1999)
Professor, Counseling
A.A., *Pasadena City College*
B.A., Child Development,
California State University, Los Angeles
M.S.W., Social Work,
University of Southern California

Herrera, Gisela M. (1999)
Professor, English
B.A., M.A., English,
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Herrera, Guadalupe (2009)
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B.A., Economics,
University of California, Los Angeles
M.A., Education, Counseling in Student Affairs,
University of California, Los Angeles

Hihara, Harvey K. (2011)
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B.S., Business Administration,
University of Southern California

Hill, Brian (1996)
Professor, Anatomy, Biology, Physiology
B.A., M.S., Biology,
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Hines, James (2001)
Chair, Men's Physical Education
Professor, Physical Education
A.A., Liberal Arts, *East Los Angeles College*
B.A., Sociology, *California State University, Los Angeles*
M.A., Education: Emphasis in Physical Education,
California State University, Los Angeles

Hogan, Kelley M. (2005)
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B.A., *California State University,Long Beach*
M.Ed., *Antioch Graduate School*
Ph.D., *Union Graduate School*

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A.S., Fire Technology,
Mt. San Antonio College
B.S., Vocational Education,
California State University, Long Beach
M.S., Emergency Services Administration,
California State University, Long Beach

Hosea, Siage B. (2011)
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A.A., Administration of Justice,
Los Angeles City College
B.S., Occupational Studies, Vocal Arts,
California State University, Long Beach
M.S., Emergency Management Administration,
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Hsiao, Rebecca (2001)
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B.A., *University of Western Ontario, Canada*
M.Ed., *Azusa Pacific University, Azusa*

Huang, Janet (2001)
Professor, Counseling, Career
B.A., Communications,
University of California, San Diego
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I

Ie, Eileen F. (2009)
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B.A., Sociology,
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California State University, Northridge

Immerblum, Alex W. (1989)
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B.A., English,
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J

Jackson, Timothy P. (2011)
Assistant Professor, Respiratory Therapy
A.S., Respiratory Care
East Los Angeles College
B.S., Bio Option in Physiolo
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Jaramillo, Veronica (2005)
Associate Professor, Chemistry
B.S., Chemistry and Mathematics,
Moravian College
Ph.D., Chemistry,
University of Arizona

Jimenez, Linda I. (1975)
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A.A., *East Los Angeles College*
B.A., *California State University, Los Angeles*

Jimenez, Fernando (2007)
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B.A., English,
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M.A., Literature and Creative Writing,
Loyola Marymount University

Johnson, Sharon (2000)
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B.S., M.S., Criminal Justice,
California State University, Long Beach
J.D., Law,
Whittier College of Law

Jones, Oliver (2011)
Assistant Professor, Mathematics
B.Sc., Mathematics/Physics,
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Ph.D., Mathematics,
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Judge, Daniel D. (1999)
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K

Kahla, Rin (2000)
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California State University, Northridge
M.S.W., Social Work,
California State University, Fresno
Ph.D., Psychology,
Professional School for Psychological Studies

Kallan, Linda (2001)
Chair, Art
Professor, Art
B.A., *University of California, Berkeley*
M.A., M.F.A., *University of California, Berkeley*

Kangas, Walter M. (2001)
Professor, Automobile Technology
A.S., *Rio Hondo College*

Kasnetsis, Michael E. (1999)
Chair, Communication Studies and Theater Arts
Professor, Communication Studies and Theater Arts
B.F.A., Theater Arts,
University of South Dakota
M. A., Theater Arts,
California State University, Los Angeles

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B.S., Architecture
California Polytechinic University

Kazimir, Joseph (1997)
Chair, Mathematics
Professor, Mathematics
B.A., Mathematics,
University of Delaware
B.S., Electrical Engineering Technology,
DeVry Institute of Technology
M.S., Mathematics,
Northeastern University
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Kelley, Stacie (2009)
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A.A., Liberal Arts,
West Los Angeles College
B.S., Biology,
California State University, Dominguez Hills
N.D., Naturopathic Medicine,
Southwest College of Naturopathic Medicine

Kenny, James A. (1999)
Chair, English
Professor, English
A.A., *East Los Angeles College*
B.A., M.A.,
California State University, Dominguez Hills
Certificate in TESOL,
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Kerford, Jane P. (1986)
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B.A., English, *Immaculate Heart College*
M.A., English,
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Khashayar, Kamyar. (2008)
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B.S., Engineering,
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M.S., Mechanical Engineering,
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Khollesi, Babak (2012)
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Khuu, Alan (2008)
Chair, Chemistry
Associate Professor, Chemistry
B.S., Biochemistry,
University of California, Los Angeles
M.S., Biochemistry and Molecular Biology,
University of California, Los Angeles

Kiledjian, Viken P. (2004)
Chair, Physics
Professor, Astronomy/Physics
B.S., M.S., Physics,
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Kimber, Kiff A. (1996)
Professor, Men's Physical Education
B.A., M.A., Physical Education,
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Ko, Wing L. (1986)
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B.S., Mathematics,
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M.S., Statistics,
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A.A., *East Los Angeles College*
B.S., *California State University, Los Angeles*
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Koletty, Stephen (2011)
Assistant Professor, Geography
A.S., Geology
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B.A.., Geography/Earth Science,
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Ph.D., Geography,
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L

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Professor, Accounting
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B.A., *California State University, Los Angeles*
M.L.I.S., School of Library and Information Science,
San Jose State University

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Professor, Mathematics
B.A., *South China Normal University*
M.A., *California State University, Northridge*

Libonati, Mike (2013)
Assistant Professor, Animation
B.A., History/Anthropology
Bowdoin College
M.F.A., Experimental Animation,
California Institute of the Arts

Lipscomb, Roderick C. (1968)
Professor, Law, Real Estate
B.A., Political Science,
University of California, Los Angeles
J.D., *University of California, Los Angeles*

Liu, Rongwen (2009)
Associate Professor, Chinese
B.A., M.A., English,
Northeast Normal University, Changchun, China

Long, John M. (1999)
Professor, Anthropology
A.A., *East Los Angeles College*
B.A., M.A., *University of California, Los Angeles*

Lopez, Felipe (1997)
Professor, Chicana/o Studies
B.A., Political Science,
University of California, San Diego
M.A., Mexican-American Studies,
California State University, Los Angeles

Lopez, Gabriella (2005)
Librarian
Associate Professor, Library Science
B.S., Education/TEFL,
University of Szeged, Teacher Training College Division, Szeged, Hungary
M.L.I.S., *San Jose State University*

Lopez, Sonia (2006)
Dean, Student Activities
B.A., Social Work,
California Polytechnical Institute, Pomona
B.A., Social Work,
University of Southern California

Ludwig, Randy (2006)
Associate Professor, Psychology
B.S., Psychology,
United States Air Force Academy
M.S.W., Social Work,
Arizona State University

Lupica, Anthony J. (2005)
Associate Professor, Music
B.M., Classical Guitar/Voice,
University of North Carolina School of the Arts
M.M., Classical Guitar,
University of Southen California
D.M.A., Choral Music/Instrumental Conducting/ Vocal Performance/Musicology,
University of Southern California

Ly, Vi (2007)
Dean, Academic Affairs
B.F.A., Drawing and Printmaking,
University of Cincinnati
M.F.A., Drawing and Painting,
San Francisco Institute of Art

Lyle, Robert A. (2008)
Chair, Photography
Associate Professor, Photography
B.S., Film and Photography,
Ithaca College

M

Maga, Sara (2002)
Chair, Foreign Language
Associate Professor, Spanish
A.A., *Pasadena City College*
B.A., M.A., Spanish Literature and Linguistics,
California State University, Los Angeles

Manalo, Marian A. (2007)
Associate Professor, Noncredit ESL and Basic Skills
B.S., Chemistry, *Far Eastern University*
M.S, Education, *Fordham University*

Mannone, Diane R. (2012)
Assistant Professor, English

Martinez, Jesus E. (1999)
Professor, Music
A.A., *Cerritos College*
B.M., M.M.,*University of Southern California*

Mayoryk, Maria (1995)
Professor, Psychology
B.A., Psychology,
Shippensburg University Shippensburg, PA
M.S., Psychology,
California State University, Los Angeles

McBride, Dan (1986)
Professor, Health
B.S., M.S., *Murray State University, Kentucky*

McDonald, Michael F. (2010)
Assistant Professor, Architecture
B.A., Environmental Design,
San Diego State University
M.A., Architecture,
Southern California Institute of Architecture

McMahan, Kerrin (1998)
Dean, Academic Affairs
Professor, Philosophy
B.S, Journalism,
University of Idaho
M.A., Journalism,
The Ohio State University
M.A., Interdisciplinary Studies,
University of Idaho
C. Phil., Philosophy,
University of California, Riverside

Mendiola, Alicia R. (2000)
Professor, Child Development
A.A., Child Development,
East Los Angeles College
B.A., Child Development,
California State University, Los Angeles
M.A., Special Education,
California State University, Los Angeles

Mihara, Kirk-Ken (2001)
Professor, Counseling
B.A., Psychology,
University of Riverside
M.S, Counseling,
California State University, Los Angeles

Miretti, Domenick L. (1970)
Chair, Anthropology, Geography, Geology
Professor, Geography, Earth Science
Director, International Trade Program
A.A., *Los Angeles Harbor College*
B.A., M.A., Geography,
California State University, Long Beach
Ph.D., Economic Geography,
University of California, Los Angeles

Moctezuma, Rosalinda (2013)
Assistante Professor, Chicana/o Studies
B.A., Chicano Studies and Spanish,
University of California, Santa Barbara
M.A., Mexican American Studies,
California State University, Los Angeles

Monaci, Steven (2007)
Associate Professor, Art
A.A., *East Los Angeles College*
B.A., Philosophy,
Californa State University, Los Angeles
M.A., Art/Computer Graphics,
California State University, Los Angeles

Monteiro, Natalina T. (2008)
Associate Professor, Political Science
B.A., Spanish/Anthropology,
University of Rhode Island
M.A., Applied Anthropology,
Northern Arizona University
Ph.D., Political Science,
Northern Arizona University

Montenegro, Erika (2010)
Librarian
A.A., English,
College of the Desert
B.A., English,
University of California, Riverside
M.A., English,
University of California, Riverside
M.L.I.S., Library and Information Studies,
University of California, Los Angeles

Morales, Marcellino (2006)
Associate Professor, Sociology
A.A., Liberal Arts,
Long Beach City College
B.A., Sociology,
California State University, Los Angeles
M.A., Sociology,
California State University, Los Angeles
Ed.D., Education,
University of La Verne

Morales-Guerra, Suzette (1998)
Professor, Counseling
Matriculation Coordinator
A.A., *East Los Angeles College*
B.A., M.S.W., Social Work,
University of Southern California

Moyer, Richard A. (1998)
Vice President, Academic Affairs
B.A., *University of California, Los Angeles*
M.A., *University of California, Los Angeles*
J.D., *University of California, Los Angeles*
Ph.D., *University of London, U.K.*

Mullen, Adrienne Ann (2002)
Dean, Continuing Education
B.S., Education,
Concord University
M.Ed., *University of South Carolina*
Ed.D., Educational Leadership,
University of California, Los Angeles

Munguia, Jennifer M (2013)
Assistant Professor, Nursing
A.S.N.,
East Los Angeles College
B.S.N.,
California State University, Los Angeles
M.S.N.,
California State University, Los Angeles

Munoz, Eduardo (1997)
Professor, English
A.A., Liberal Studies,
East Los Angeles College
B.A., English,
University of California, Berkeley
M.A., English,
California State University, Los Angeles

N

Nagatani, Chie (2002)
Professor, Music
B. Mus., *University of British Columbia, Canada*
M.M., *The Curtis Institute of Music*
D.M.A., *University of Southern California*

Navarro, Alexis J.M. (1987)
Professor, Architecture
A.A., *East Los Angeles College*
B.A., *California Polytechnic University, Pomona*
M.A., *University of California, Los Angeles*

Negrete, Lourdes T. (2008)
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A.A., Liberal Arts
East Los Angeles College
B.A., Social Work,
California State University, Los Angeles
M.A., Education: Counseling,
California State University, Dominguez Hills

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Professor, Library Science
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B.S., Business Administration/Finance,
California State University, Los Angeles
M.L.S., Library Science,
San Jose State University

Nielsen, Nilupa (2009)
Associate Professor, Mathematics
B.S., Electrical Engineering,
The University of New South Wales
M.A., Applied Mathematics,
University of Southern California
Ph.D., Applied Mathematics,
University of Southern California

Noice, Frank (2001)
Professor, Biology, Physiology
B.A., Biology Education,
North Dakota State University
M.S. Biology,
North Dakota State University
Ph.D., Physiology,
University College, London

Nolan, Jeanine (1997)
Professor, Mathematics
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University of California, Santa Barbara
M.A., Mathematics,
University of California, Los Angeles
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Olivas, Othon (2007)
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Olsen, Kirk N. (2000)
Professor, Anatomy, Biology
B.S., Biological Science,
University of California, Irvine
M.A., Biology,
California State University, Fullerton
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Ong, Wooi-Chin (2010)
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California State University, Northridge
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Onsgard, Eldin B. (2000)
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University of California, Los Angeles
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Chair, Counseling
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B.A., Sociology,
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M.S., Counseling Education,
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B.A., Spanish,
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M. S., Kinesiology,
California Polytechnic State University
ACE Certified Group Exercise Instructor and Personal Trainer

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B.F.A., Art History
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Southern California College
M.S., Counseling
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Credentials in: Elementary Education
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Pupil Personnel Services
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University of California, Irvine
M.S., Mathematics,
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M.S., Physics,
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Microsoft Certification, Office Specialist
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California State University, Long Beach
University of California, Irvine

Peak, Jessica (2013)
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B.A., English,
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M.S., Counseling (Option in Rehabilitation Sounseling),
California State University, Los Angeles
M.S., Elementary Education,
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A.A., Automotive Mechanics,
Los Angeles Trade Technical College

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Associate Professor, Fire Technology
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East Los Angeles College
Fire Service Instructor 1A & 1B,
Chaffey College
Emergency Medical Technician Basic Training,
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Associate Professor, Nursing
A.S., Nursing
East Los Angeles College
A.S., *Compton Community College*
B.S., Nursing,
Excelsior College
M.N., Health Care Administration,
California State University, Long Beach
Ph.D., Health Science,
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B.A., *GTU: Dominican School of Philosophy and Theology*
M.A., *California State University, Los Angeles*

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Professor, Administration of Justice
A.A., Administration of Justice,
West Los Angeles College
B.S., *California State University, Long Beach*
M.S., Emergency Services Administration,
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M.A., *California State University, Long Beach*
M.S., *California State University, Los Angeles*
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Chair, Engineering and Technologies
Associate Professor, Engineering
B.S., Chemistry,
California State University, Long Beach
B.S., Electrical Engineering,
California State University, Long Beach
M.S., Electrical Engineering,
University of Southern California

Ramirez, Jose V. (1996)
Professor, Astronomy/Physics
B.S., *California Polytechnic State University, Pomona*
M.S., Physics,
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Ramirez, Laura M. (2003)
Vice President, Academic Affairs/Workforce Education and Economic Development
B.S., *University of California, Los Angeles*
M.S., *California State University, Fullerton*

Ramirez, Louis Jr. (1982)
Professor, Physical Education
A.A., *East Los Angeles College*
B.A., *California State University, Los Angeles*
M.A., *Azusa Pacific University*

Ramirez, Nancy N. (2007)
Associate Professor, English
A.A., *Pasadena Community College*
B.A., *University of California, Los Angeles*
M.A., Composition and Rhetoric,
California State University, Los Angeles

Ramirez, Ramon (2008)
Associate Professor, Architecture
B.A., Architecture,
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M.Arch, Architecture,
University of California, Berkeley
M.A., Design (V.S).,
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Ramos, Leticia N. (1986)
Professor, Nursing
B.S.N., *Far Eastern University*
M.N., *University of California, Los Angeles*

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Director, Vincent Price Art Museum
B.A., Art History,
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M.A., History,
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Reddy, Bhaskara L. (2000)
Professor, Anatomy, Physiology
B.Sc., Biology and Chemistry,
S.V. University, India
M.Sc., Biological Anthropology,
S.V. University, India
M.Sc., Biochemistry,
Australian National University, Australia
Ph.D., Human Biology,
University of Madras, India
M.I.S., *University of Phoenix*

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Professor, Electronics
A.S., *Los Angeles Valley College*
M.I.S., *University of Phoenix*

Rhim, Choonhee (1995)
Chair, Library Science
Professor, Library Science
B.A., *Hankuk University of Foreign Studies*
M.L.S., Library Science,
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Rice, Tiffany (2007)
Associate Professor, Psychology
A.A., Liberal Arts, *Fresno City College*
B.A., Psychology,
California State University, Fresno
M.Ed., Counselor Education,
Arizona State University,
Ph.D., Counseling Psychology,
Arizona State University

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Assistant Professor, Journalism
A.A., Liberal Arts,
East Los Angeles College
B.A., Communications - News Editorial,
California State University, Fullerton
M.A., Communications - Journalism,
California State University, Fullerton

Rios, Al (1998)
Dean, Academic Affairs
A.A., *East Los Angeles College*
B.A., Public Administration,
University of Southern California
M.A., Public Administration,
Baruch College City University of New York

Rivas, Maria R. (2005)
Associate Professor, Child Development
B.A., Human Development,
Pacific Oaks College, Pasadena
M.S., Child Development,
University of La Verne
Commission on Teacher Credentialing,
Program Director Permit

Rivera-Figueroa, Armando (2005)
Associate Professor, Chemistry
MESA Program Director
B.S., Chemistry,
University of Puerto Rico, Rio Piechas
M.S., Ph.D., *University of California, Irvine*

Roane, Dorothy A. (2007)
Associate Professor, Health Information Technology
HIT Program Director
A.A., Health Information Technology,
East Los Angeles College
B.A., M.A., *University of Phoenix*

Rodriguez, Christine (1999)
Professor, Sociology
B.A., M.A., *Stanford University*
J.D., *University of California, Los Angeles*

Rodriguez, Dario E. (1989)
Professor, Business
B.A., *University of California, Berkeley*
J.D., *Hastings College of the Law*
Attorney, *California State and Federal Bar*

Rodriguez, Joshua R. (2011)
Assistant Professor, English
B.A., Chicana/o Studies and Women's Studies,
University of California, Los Angeles
M.A., English,
University of California, Riverside

Romo, Mary (2010)
Assistant Professor, Chicana/o Studies
B.A., Anthropology
Pitzer College
M.A., Latin American Studies,
California State University, Los Angeles

Ross, James (2013)
Assistant Professor, Chemistry
B.S., Chemistry,
University of Liverpool
Ph.D., Chemistry,
University of Liverpool

Rozadilla, Cathleen O. (1996)
Professor, Counseling
B.A., English,
University of California, Los Angeles
M.A., Counseling,
Loyola Marymount University

Rudametkin, Lydia (1979)
Professor, Counseling
A.A., Liberal Arts,
East Los Angeles College
B.A., Social Welfare,
University of California, Los Angeles
B.A., M.A., Psychology,
California State University, Los Angeles
M.F.T., Licensed Marriage and Family Therapist

Rude, John C. (2003)
Associate Dean, Resource Development
Assistant Professor, English
B.A., *Whitworth College*
M.A.T., *Oberlin College*
Ph.D., *University of Oregon*

Ruyle, Jonathan C. (2009)
Associate Professor, Mathematics
B.A., Mathematics,
University of California, Berkeley
Ph.D., Mathematics,
University of California, Riverside

Ryan Romo, Amanda (2013)
Instructor Special Assignment, Learning Assessment
B.A., *California State University, Los Angeles*
M.A., *California State University, Los Angeles*

S

Samad, Anthony A. (2000)
Professor, Political Science
B.A., Communication, TV Broadcasting,
California State University, Los Angeles
M.P.A., Public Administration,
University of Southern California
Ph.D., Political Science,
Claremont Graduate University
M.A.P.E., Political Economy,
Claremont Graduate University

Sanchez, Dennis R. (1991)
Professor, English
A.A., *East Los Angeles College*
B.A., *University of Southern California*
M.A., *San Francisco State University*

Sandoval, Joseph A. (1997)
Professor, Counseling, EOPS
B.A., Behavioral Science,
California State Polytechnic University, Pomona
M.S., Counseling,
San Diego State University
Certificates, College Counseling,
University of California, Los Angeles
Intercultural Proficiency,
California State University, Los Angeles

Sangha, Davinder K. (2001)
Professor, English
B.A., English Literature (Honors),
Panjab University, Chandgarh, India
M.A., Ph.D., American Literature,
Panjab University, Chandigarh, India

Santoyo, Manuel (2002)
Associate Professor, Administration of Justice
B.S., *California State University, Long Beach*
M.S., Emergency Services Administration,
California State University, Long Beach

Sarantopoulus, Helen (2005)
Associate Professor, Biology, Microbiology
B.S., *Portland State University*
M.S., *Loma Linda University*
Ph.D., *University of La Verne*

Scherzer, Shana (2010)
Assistant Professor, Reading
B.A., English, *San Diego State University*
M.A., English: Rhetoric and Composition,
California State University, Los Angeles
Certificate, Post-Secondary Reading,
California State University, Fullerton

Senensieb, David H. (1998)
Professor, Mathematics
B.A., Mathematics and Economics,
University of California, Los Angeles
M.A., Mathematics,
University of California, Los Angeles
Engineers Degree, Electrical Engineering,
University of California, Los Angeles

Shepherd, Michael A. (2000)
Professor, Physical Education
B.S., Health and Physical Education
Bowling Green State University
M.A., Education,
California Lutheran College

Sheran, Helen (1996)
Associate Professor, Computer Science Information Technology
B.S., M.S., Computer Science,
California State University, Long Beach

Sherman, Bonnie (2006)
Associate Professor, Counseling
B.A., Psychology,
California State University, San Bernardino
M.S., Counseling,
California State University, Los Angeles
Human Social Service Certificate,
University of California, Riverside

Shibata, Elaine Y. (1989)
Chair, Computer Applications and Office Technologies
Professor, Computer Applications and Office Technologies
B.A., M.A., Business Education,
California State University, Los Angeles

Sigman, Michael (2000)
Chair, Philosophy
Professor, Philosophy
B.A., Philosophy,
University of California, Santa Barbara
M.A., Philosophy,
California State University, Long Beach

Singh Bischofberger, Surana (2008)
Associate Professor, Art
B.A., History of Art,
University California, Santa Cruz
M.S., Theory, Criticism, and History of Art,
Design and Architecture, Pratt Institute

Siswanto, Anne S. (2000)
Professor, Mathematics
B.S., *University of California, Los Angeles*
M.A., *University of California, Los Angeles*

Smith, Regis A. (2008)
Associate Professor, Mathematics
B.S., Mathematics,
Vanderbilt University
M.A., Mathematics,
University of California, Los Angeles

Smith, Ryan L. (2009)
Associate Professor, Communication Studies
B.A., Communication Studies,
Texas Tech University
M.A., Communication Studies,
California State University, Long Beach

Snead, Timothy A. (2006)
Professor, Philosophy
A.A., *Cypress College*
B.A., Philosophy,
University of California, Irvine
M.A., Philosophy,
California State University, Long Beach

Solis, Alexia C. (2009)
Associate Professor, English
B.A., English,
California State University, Los Angeles
M.A., Composition, Rhetoric and Language,
California State University, Los Angeles
Reading Certificate,
California State University, Fullerton

Song, David K. (2013)
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B.A., History,
University of California, Berkeley
M.A., Asian American Studies,
University of California, Los Angeles

Soriano, Maribel (2006)
Associate Professor, Child Development
A.A., Child Development
Cerritos College
B.S., Child and Adolescent Studies,
California State University, Fullerton
M.S., Child Development,
La Verne University
Program Director Permit,
Commission on Teacher Credentialing

Spangler, Susanne L. (1980)
Professor, English
B.A., German,
University of California, Los Angeles
M.A., Teaching English as a Second Language,
University of California, Los Angeles
Certificate in TESL,
University of California, Los Angeles

Stapleton, Jean A. (1973)
Chair, Journalism
Professor, Journalism
B.A., English,
University of New Mexico
M.S., Journalism,
Northwestern University

Stevenson, J. Edward (2012)
Assistant Professor,
Communication Studies
B.A., Communication Studies,
Azusa Pacific University
M.A., Communication Studies,
California State University, Northridge

Stevenson, Mel (2007)
Associate Professor,
Administration of Justice
A.A., Administration of Justice,
Los Angeles City College
B.S., Occupational Studies, Vocal Arts,
California State University, Long Beach
M.S., Emergency Management Administration,
California State University, Long Beach

Stone, Lisa Hashimoto (2009)
Associate Professor, Theater Arts
B.ARCH., *Pennsylvania State University*
M.F.A., Technical Theatre,
California State University, Long Beach

Su, Melari Y. (1997)
Professor, Counseling
B.A., Linguistics,
University of California, Los Angeles
M.S., Counseling,
California State University, Los Angeles

Su, Song (1999)
Professor, Computer Science
Information Technology
B.S. Business,
California State University, Los Angeles
M.B.A., Business,
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Sunda, Pauline (1995)
Professor, Nursing
R.N., B.S.N., P.H.N., M.S.N.,
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Suntree, Susan S. (1989)
Professor, English
B.A., English,
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M.A., English and American Literature,
University of Kent, Canterbury, U.K.

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T

Tall, Issa A. (2013)
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Cheik Anta Diop University
M.A., Mathematics,
Cheik Anta DiopUniversity
Ph.D., Mathematics,
Institut National des Sciences Appliquees de Ruen

Tapia, Beatriz (2008)
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B.A., Sociology,
University of California, Berkeley
M.A., Ethnic Studies,
University of California, Berkeley

Teola, Dorothy V. (2008)
Associate Professor, Counseling
A.A., Liberal Arts,
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B.A., Physical Education,
California State University, Northridge
M. A., Education,
Azusa Pacific
M.S., Counseling,
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Thompson, Brigette (2000)
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B.A., Child Development,
California State University, Northridge
M.A., Marriage, Family & Child Counseling,
Azusa Pacific University
Program Director Permit,
Commission on Teacher Credentialing

Toledo, Angelica (2006)
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A.A., Bilingual/Bicultural Education,
Los Angeles Mission College
B.A., Liberal Studies,
California State University, Northridge
M.A., Early Childhood Education/Emphasis Special Education,
California State University, Northridge

Toutonghi, John (2005)
Associate Professor, Mathematics

Tsai, Mike (2008)
Associate Professor, Photography
B.F.A., Photography,
Art Center College of Design

Turk, Christopher (2001)
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B.A., Art,
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M.F.A., Ceramics,
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U

Ukita, Courtney (1999)
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M.S., *California State University, Long Beach*

Urrutia, Liliana (2008)
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A.B., Latin American History,
Harvard-Radcliffe College
M.A., U.S. History,
University of California, Los Angeles

Uyekawa, Jim (1994)
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A.A., Art,
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B.F.A., Drawing and Painting,
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V

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B.Sc., Chemistry,
California State University, Fullerton
M.S., Physical Chemistry,
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Van Houten, Kevin W. (2012)
Assistant Professor, English

Vansell, Melanie H. (2007)
Associate Professor, American Sign Language
A.A., *Riverside Community College*
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Vartanian, Lisa M. (2009)
Assistant Professor, Psychology
B.A., Psychology,
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M.A., Clincal Psychology,
Pepperdine University
Ph.D., Psychology,
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Associate Professor, Spanish
Ph.D., Hispanic Languages and Literatures,
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Assistant Professor, Family and Consumer Studies
M.S., Health and Human Development,
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B.A., Special Education,
University of Puerto Rico

Villacorte, Dennis A. (2007)
Associate Professor, Noncredit Basic Skills
B.A., English,
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M.A, English,
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Vogel-Zuiderweg, Lynn C. (2010)
Assistant Professor, French, Spanish
B.A., Spanish,
University of Miami
M.A., Romance Linguistics,
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Professor, Child Development Center
A.A., *East Los Angeles College*
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W

Wardinski, Steve (2005)
Associate Professor, History
A.A., Theater Arts,
Southwestern College
B.A., History,
San Diego State University
M.A., History,
University of California, Los Angeles

Warner, Nathan J. (2008)
Associate Professor, English
B.A., Intercultural Studies,
Biola University
M.A, Applied Linguistics,
Biola University
Certificate in TESOL,
Biola University
Reading Certificate,
California State University, Fullerton

Welsh, Henry H. (1999)
Professor, English
B.A., Economics
M.F.A., Professional Writing

West, Robert (2002)
Associate Professor, Geology, Earth Science
B.S., Geological Sciences,
San Diego State University
M.A., Ph.D., Geological Sciences,
University of California, Santa Barbara

White, Kirsten (2009)
Associate Professor, Physical Education
A.A., Liberal Studies,
Allan Hancock College
B.S., Behavioral Studies,
California State Polytechnic University, Pomona
M.S., Kinesiology,
California State University, Fullerton

Wider, Elizabeth (2006)
Associate Professor, Nursing
A.A., Nursing,
East Los Angeles College
B.A., Cultural Anthropology,
University of California, Los Angeles
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Wilbur, Linda S. (2001)
Professor, Child Development
A.A., *Citrus College*
B.A., English,
California State University, Los Angeles
M.A., Child Development,
California State University, Los Angeles

Wiley, Rhonda (2006)
Associate Professor, English
B.A., French/English Teacher Education,
University of Houston
M.A., Applied Linguistics,
University of Southern California
California Reading Specialist Credential,
California State University, Long Beach

X

Xie, Melanie (2006)
Associate Professor, Mathematics
B.A., M.A., Mathematics,
California State University, Los Angeles

Y

Yepes, Maria Elena (1980)
Director, Learning Center
Professor, English
B.A., M.A., English,
University of California, Los Angeles

Yeung, Isabel (2001)
Professor, Accounting
A.A., *East Los Angeles College*
B.S., B.A., *University of California, Los Angeles*
MAcc., *University of Southern California*
Licenses: EA, CPA

Youngblood, Cory A. (2008)
Associate Professor, English
B.A., English,
University of California, Los Angeles
M.A, Theology,
Fuller Theological Seminary
M.A., English,
California State University, Long Beach

Yun, Myung (2008)
Associate Professor, Mathematics
B.S., Applied Mathematics,
University of California, Los Angeles
Ph.D., Mathematics,
University of California, Irvine

Emeriti Faculty

Ackerman, Wendayne W. (1968-1978)
German

Ackerman, Hannah P. (1958-1994)
English

Adamson, Dova Wallace (1947-1957)
Special Assistant

Almanza, Roberto R. (1979-1991)
Dean, Academic Affairs

Amezcua, Charles A. (1973-1995)
Counselor

Anderson, Deborah G. (1996-2005)
Life Sciences

Anderson, Richard S. (1973 - 2009)
Speech

Athans, Dean P. (1979-2008)
Engineering
Dean, Academic Affairs

Avila, Armida (1976-2008)
Director, MESA
Counselor

Avila, Arthur D. (1978-1988)
President

Bailey, Helen Miller (1949-1975)
Librarian

Bartlett, Ruth (1949-1952)
English

Bates, Ruth G. (1970-1985)
Counseling

Beltran, Richard J. (1978-2010)
English, Humanities

Bennett, Daphne N. (1969-1989)
Speech

Bergel, Alice Rose (1948-1976)
Foreign Languages

Berger, August G. (1972-2003)
Professor, Physics

Berkov, Marcus (1974-1982)
Counseling

Blissert, Frederic M. (1948-1982)
Library

Bogue, Esther B. (1974-2000)
Office Administration

Bohlander, Benny L. (1967-1995)
Psychology

Bohlander, Grace K. (1975-1995)
Computer Applications and Office Tech.

Bowlus, R. David (1994- 2001)
Life Science

Brawer, Harry L. (1967-1995)
Economics

Breiter, Ronald. S. (1974-1984)
Administration of Justice

Bremer, Alvin B. (1979-1995)
Business Administration

Brogmus, Libby Pacheco (1974-1991)
Nursing

Brosseau, Gayle (2004-2012)
Dean, Academic Affairs

Brudos, Richard E. (1977-2005)
Mathematics

Brunet, Donald (1978-1980)
Dean, Administrative Services

Brunetti, Melvin E. (1968- 2003)
Professor, History

Brunson, Howard E. (1948-1970)
Geography

Brussa, T. Flora (1970-1989)
Physical Education

Burchfield, William R. (1984-1987)
Architecture

Burton, Martha Walker (1950-1979)
Nursing

Busch, Joel H. (1969-1999)
Political Science

Butcher, Bernard L. (1964-1977)
Dean, Educational Services

Butler, Racine (1978-1998)
Sociology

Butman, Raymond S. (1969-2007)
English

Cagle, Catherine McGuinness (1954-1981)
Nursing

Cahill, Richard (1972-1993)
English

Calderon, Jack (1970-1989)
English

Caldiero, Susan (1992-1998)
Mathematics

Campbell, Eugenies (1950-1986)
Nursing

Cardinal, Judith L. (1965-1995)
Nursing Department

Carreon, Guillermo L. (1972-2007)
Chicano Studies

Ceniceroz, Raymond G. (1969-1995)
Chicano Studies

Cervantes, Edgar J. (1972-2000)
Biology

Chamberlain, Safford C. (1963-1989)
English

Chan, Carcy K. (1976-2001)
Chemistry

Chipperfield, Donald (1967-1992)
Art

Christ, John H. (1986-2011)
Mathematics

Chuksorji, Jean (1979-2012)
Nursing

Church, Bertha (1948-1969)
Life Sciences

Cipriano, William (1952-1973)
Engineering

Clarke, Arthur B. (1966-1995)
Economics

Cornsweet, Harry (1946-1972)
Life Sciences

Counts, Arnett W. (1968-2005)
Chemistry

Cramer, Frances Leon (1947-1990)
Life Sciences

Crandall, Bryan Howard (1970-2001)
Physics

Crum, Eva Rogers (1946-1973)
Physical Education

Cunningham, Phyllis Mary (1986-1991)
Learning Assistance Center

Daar, Karen (1999-2012)
Dean, Academic Affairs
Professor, Anthropology

Davidson, Lea T. (1968-1999)
Health Information Technology

Dean, Lawrence (1979-2006)
Photography

Debelak, Roger J. (1966-1995)
Mathematics

Demir, Therese Jacqueline (1983-2002)
Director, Disabled Student Program and Services

Deny, Sharron K. (1975-2002)
Women's Physical Education

Dinneen, Jane (1958-1979)
Family and Consumer Studies

DiRosario, Anthony L. (1970-1985)
Mathematics

Dixon, Elliott J. (1971-2004)
Law, Real Estate

Dixon, Dorothy (1971-2004)
Family and Consumer Studies

Dominguez, Marco A. (1976-2008)
Spanish

Dominguez-Gary, Olga (1979-2010)
Counselor

Donnelly, Patricia J. (1964-1991)
Life Sciences

Douglass, Ruth Peyton (1954-1976)
Nursing

Duckworth, Harry (1971-1983)
English

Duggan, Joan E. (1969-2001)
Chemistry

Duling, John M. (1946-1989)
Mathematics
Foreign Student Admissions
Physical Education
President

Dunagan, Ruby K. (1969-1989)
Psychology

Duncan, Dewey C. (1945-1963)
Mathematics

Durham, Barbara J. (1964-1999)
Mathematics
Title III Coordinator
Director of Planning
Executive Director, ELAC Foundation

Durso, Josephine (1989-2012)
Professor, English

Duvall, Velma Abney (1945-1970)
Psychology

Edman, Theresa A. (1968-1987)
Nursing

Eisen, Nadine A. (1958-1989)
Life Sciences

Eitnier, Carl Wentz (1947-1969)
Engineering

Eley, Robert T. (1966-1979)
Theater Arts

Elizalde, Jose V. (1983-2001)
Foreign Language-Spanish

Engert, K. Gunther (1984-1995)
Electronics

Estrada, Edward M. (1978-2010)
Counselor

Everhart, Genice (1994-2011)
English

Faux, David (1997-2009)
Psychology

Fernandez, Enrique (1966-1985)
Spanish

Field, M. Evelyn W. (1945-1966)
Dean of Students

Fisher, B. David (1976-2001)
Dean of Academic Affairs

Fisher, Robert D. (1948-1977)
Music

Fitzgerald, Louise G. (1972-1986)
English

Florez, Alicia (1980-2003)
Nursing

Foley, Terrence L. (1975-2002)
Engineering

Forcier, Arthur A., Jr. (1978-2008)
Political Science

Fox, Harold Dee (1961-1988)
English

Galvin, Kevin (1973-2005)
Philosophy

Galvan, Margaret (1989-2011)
Physical Education

Gilbert, Walter P. (1948-1966)
Chemistry

Goldstein, Sheila F. (1977-2006)
English

Gong, Lily Y. (1978-2004)
Psychology

Gould, Pearl Saito (1970-2003)
Sociology

Grant, John Loughlin (1958-1998)
Anthropology

Grody, Emanuel (1946-1968)
Accounting

Groves, Sally de (1978-1992)
Family and Consumer Studies

Gruhn, Merida S. (1972-1995)
Office Administration
Associate Dean of Academic Affairs

Guse, Clarence E. (1945-1961)
Engineering

Gutierrez, Frank T. (1969-2004)
Counselor

Han, Yuri W. (1969-2001)
Chemistry

Harris, Molly Zabner (1951-1979)
Nursing

Harriton, Monique B. (1965-1983)
Library

Hasty, Barbara (1979-2004)
Music

Hawkins, Conrad Harold (1949-1986)
History

Heaps, Gerald E. (1968-2000)
Physical Education

Hernandez, Benjamin C. (2000-2011)
Dance

Hernandez, Patricia B. (1973-1998)
Physical Education

Hernandez, Ross L. (1977-2001)
Photography

Herrera, Margarita (1975-1993)
Counselor

Hertel, Robert L. (1964-1989)
Physical Education

Hertzog, Walter S., Jr. (1946-1972)
Dean of Student Personnel

Heuser, Frank (1980-1994)
Music

Hoffman, John E., (1965-1986)
Psychology

Holcomb, Robert E. (1972-1976)
Dean of Instruction

Holcomb, Robert L. (1975-2003)
Political Science

Homsy, Gwendolyn (1956-1971)
English

Houghton, Patricia J. (1956-1986)
Psychology

Howard, Katherine E. (1959-1973)
Business

Howard, Solvejg N. (1962-1978)
History

Ingalls, Rosco C. (1945-1955)
Political Science

Ishino, Jerry G. (1983-2009)
Architecture

Jennings, Charles (1946-1977)
English

Jenzen, Nora R. (1974-1984)
Political Science

Johnson, Clyde E. (1949-1985)
Physical Education

Johnston, Carol L. (1946-1974)
Mathematics

Johnson, Conrad M. (1980-2007)
Electronics

Jones, Thomas P. (1969-1995)
Physical Education

Joyce, Adrienne (1991-2006)
Psychology

Kaplan, Elisa Berg (1965-1983)
Spanish

Kehoe, John Thomas (1983-2001)
Administration of Justice

Kenealy, Richard S. (1962-1986)
Physics

Kester, Robert V. (1959-1995)
Mathematics

Kief, Evadna M. (1950-1973)
Psychology

King, Nancy (1947-1978)
English

Kirby, Mary H. (1950-1977)
Psychology

Kingett, Kathie L. (1976-2006)
Physical Education

Kirby, Mina Virginia (1968-2000)
Mathematics

Kline, William Arnold (1947-1976)
Music

Klute, Anthony F. (1960-1975)
Engineering

Kolibar, Emery W. (1987-2008)
English

Konrich, Eva (1963-1984)
Psychology

Kopinski, Douglas (1980-2008)
Photography

Korn, Noel (1980-1984)
Vice President, Academic Affairs

Kragh, Allan O. (1979-2009)
Speech and Broadcasting

Kurisu, June (1978-1989)
Business (Office Administration)

Ladd, Marilyn C. (1978-2013)
Physical Education and Health

LaGue, Paul A. (1946-1956)
Photography

Landesman, Robert (1966-1989)
English

Langford, Robert B. (1964-1986)
Chemistry

Lazare, Gene L. (1948-1978)
Political Science

Lazaris, Emma Jeanne (1965-1993)
Mathematics

Lehman, Milford R. (1946-1968)
Chemistry

Lem, Carol A. (1977-2009)
English

Letizia, Thomas Emil (1956-1984)
Coordinator of Instruction

Lewis, Sarabelle L. (1973-1986)
Psychology

Li, Stanilaus (1970-1988)
Business

Licari, Gerald R. (1961-2001)
Geology

Licata, Joseph M. (1975-1987)
Administration of Justice

Liebowitz, Irving (1967-1991)
Mathematics

Linden, Phyllis M. (1949-1974)
Nursing

Lindsay, Harry A. (1986-1991)
Political Science

Ling, Ruth (1965-1983)
Accounting

Lopez, Gerard (1963-1981)
Foreign Languages

Lucero, Diane (1988-2008)
English

Luna, Ralph J. (1979-1995)
Counselor

Lutz, Kathleen J. (1980-2001)
Nursing

Lyman, Sylvia L. (1966-1995)
Library

Magy, Natalie H. (1974-1986)
Nursing

Marx, M. Richard (1965-1979)
Photography

Matsuda, Sumio (1965-1989)
English

Mairesse, Jean V. (1946-1974)
Philosophy

Martinez, Reneé D. (1974-2012)
Vice President, Workforce Education and Economic Development
Professor, Child Development

McCarthy, Donald E. (1968-1995)
Physics

McConnell, Louise E. (1971-1975)
Sociology

McElroy, Robert L. (1965-1977)
Psychology

McFarland, Jim (1975-1995)
Physical Education

McGuire, Marion (1948-1969)
Speech

McKay, W. Colin (1969-2006)
Theater

McLeland, Marian S. (1952-1975)
Business

Memmler, Ruth L. (1945-1965)
Life Sciences

Mendoza, Dr. Alfredo (1985-1991)
Foreign Language

Mentel, Margie (1996-2000)
English

Milanesa, Richard (1999)
Administration of Justice

Miller, Louis Irving (1966-1996)
Psychology

Mireles, S. Raymond (1962-1995)
Biology

Mitchell, Brinton B. (1954-1980)
Electronic Engineering

Mitchell, Ed T. (1986-1995)
Associate Dean of Academic Affairs

Mitchell, Margaret M (1964-1989)
Business (Office Administration)

Molayeme, Orna (2000-2003)
Respiratory Therapy

Moreno, Ernest H. (1991-2011)
President

Moore, Alma Young (1946-1972)

Moore, Barbara B. (1975-2009)
Psychology

Moore, Dorothy L. (1979-2004)
Nursing

Moore, Merle M. (1978-1998)
Music

Morales, Goldie L. (1964-1975)
Philosophy

Moreno, Christine (1999-2012)
Art

Moretti, Vincent, C. (1999-2008)
Engineering

Morin, David R. (1975-2003)
Mathematics

Morse, Michael J. (1982-2009)
Mathematics

Mosley, Josephine B. (1965-2001)
Life Sciences

Najar, Joseph S. (1976-1995)
Associate Dean, Disabled Students

Najar, Rose M. (1974-1995)
English

Nash, Cecilia Loera (1973-2004)
Nursing

Naslund, Gordon A. (1965-1985)
Physical Education

Nelson, Dorothy C. (1972-2000)
Life Sciences

Neukirch, Lois (1971-1992)
Life Sciences

Newman, William V. (1949-1985)
Art

Norman, Mary V. (1980-2003)
Family and Consumer Studies

O'Connell, William R. (1985-1995)
Library Science

Oropesa, Stanley A. (1978-2012)
English

Orloff, Ethelrose (1962-1976)
Dean of Evening Division

Ozuna, Margaret C. (1973-2006)
Family and Consumer Studies
Child Development

Padilla, Albert (1970-1995)
Physical Education

Paez, Oscar A. (1970-2005)
Chemistry

Paine, H. Russell (1947-1973)
Journalism

Palmer, Carolyn S. (1950-1970)
Library Science

Palmer, A. William (1975-2000)
Automotive Technology

Parker, Claude R., Jr. (1967-1995)
English, Psychology

Pearl, Henry F. (1969-2001)
Physics

Pena, Manuel S. (1970-1986)
Administration of Justice

Peralta, Christine E. (1979- 2005)
Child Development

Perry, Ann (1956-1971)
Business

Pervy, Adolphe V. (1966-1972)
French

Pfeiffer, Katherine Shelly (1972-2010)
Art

Pilling, Robert R. (1958-1987)
Dean, Academic Affairs

Poolsawat, Samuel S. (1977-2007)
Electron Microscopy

Powers, Paul M. (1971-2003)
Director, PACE, Jaime Escalante
Math Science Program

Quintana, Gloria (1965-1989)
Physical Education

Ramos, Claudio R. (1974-2012)
History

Ramsey, Nancy L. (1999)
Nursing

Reeves, Virginia M. (1978-1986)
Nursing

Richards, Dr. John A. (1947- 1953)
Architecture-Engineering

Robinette, R. Carson (1964-1978)
English

Rockley, Lester S. (1946-1979)
Business (Office Administration)

Rodriguez, Armando M. (1976-1979)
President

Rodriguez, Victorino C. (1974-2000)
Spanish

Rogan, Robert J. (1967-2003)
Social Science

Romero, Laura G. (1979-2009)
Nursing

Rosas, Gilbert M. (1976-1998)
Business Administration

Rosenberg, Edward (1957-1982)
Mathematics

Rosenthal, Frank (1966-1980)
History

Ross, Alyson (1967-1992)
English

Rothermel, Winifred L. (1971-1989)
English

Rozadilla, Gilbert (1971-1995)
Men's Physical Education
and Athletic Director

Rozadilla, Hilario (1976-1991)
Dean

Ryan, Harry O. (1967-1977)
College Physician

Saguchi, Donald Y. (1968-1995)
Engineering
Vice-President, Academic Affairs

Sakoda, Colleen S. (1985-2005)
Computer Applications and
Office Technologies

Sampson, Paddie B. (1959-1979)
Mathematics

Sandler, Eli M. (1969-1992)
Engineering

Sandlin, Donald L. (1966-2002)
Business

Sarracino, Louie R. (1950-1986)
Speech

Sayette, Robert (1968-1976)
Psychology

Schwartz, Frederick (1970-1993)
Psychology

Schwimmer, Ruth (1960-1985)
Art

Scott, Carson (1971-2001)
Art

Seneker, Mary (1989-2010)
Learning Disability Specialist

Seno, Sam (1979-1983)
Coordinator, Financial Aid

Serrano, Edward R. (1979-2010)
Psychology

Share, Eugene (1957-1986)
Speech and Theater Arts

Shelton, Claybourn D. (1967-1993)
Life Sciences

Shekerjian, Hrair P. (1978-2002)
Counselor

Shirley, C. T. (1946-1970)
Dean of Educational Services

Silliman, Thomas L. (1957-2005)
Gallery Director, Vincent Price Gallery

Silva, Conchita (1972-1979)
Nursing

Silverthorn, William A. (1970-1989)
Counseling

Simoneau, Karin (1996-2003)
Library Science

Sims, W. Carter (1975-2000)
Philosophy

Simone, Michael (1976-2013)
Child Development Center

Skjellum, Oistein (1968-1993)
Chemistry

Smith, June L. (1958-1995)
Art

Smith, Raymond R. (1947-1973)
Physical Education

Spotkov, Elias M. (1947-1974)
Life Sciences

Starbird, William B. (1947-1972)
Physics

Stevenson, Marjorie M. (1949-1980)
English

Stevenson, Robert A. (1975-2002)
Engineering

Stewart, Mary L. (1975-1998)
Nursing

Sugine, Pauline (1963-1988)
Physical Education

Sullivan, Daniel (2002-2006)
Fire Technology

Sullivan, James (1967-1993)
Earth Science

Swartz, Benjamin K. (1955-1967)
President

Taback, Karen (1987-2013)
Psychology

Tan, Nicholas (1986-1998)
Administrative Services

Tanegashima, Kaori (1978-2009)
Asian American Studies

Taschner-Roche, Mary E. (1971-1992)
Physical Education

Tate, Sharon L. (2001-2003)
Dean, Academic Affairs

Taylor, David (1948-1975)
Physical Education

Thompson, John M. (1973-2005)
Respiratory Therapy

Thompson, William J. (1957-1975)
Physical Education

Tolegian, Aram (1953-1972)
English

Tomimatsu, Mateo (1966-1986)
Life Sciences

Topik, Ellida F. (1961-1978)
Psychology

Torres-Rioseco, Suzanne (1947-1966)
French

Traber, Karl (1999-2008)
Administration of Justice

Trimble, Clinton E. (1946-1965)
Counselor

Turton, Anne Forsberg (1968-1976)
Nursing

Tyo, Stephanie M. (1986-2009)
Health

Valdez, Conrad M. (1969-2003)
Chemistry

Valles, Rodolfo (1972-1995)
Associate Dean, Admissions

Van Couvering, Ray (1968-1999)
Engineering

Venegas, Sybil (1979-2013)
Chicana/o Studies

Verdun, Albert B. (1979-2005)
Physical Education

Vilaubi, Consuelo P. (1946-1963)
Spanish

Waite, Merwin L. (1967-1992)
Mathematics

Walsh, George S. (1975-1983)
Administration of Justice

Walter, R. H. Keamer (1947-1956)
English

Weintraub, Hyman (1956-1978)
History

Weisel, Stanley (1957-1982)
Mathematics

Weiss, Robert T. (1961-1992)
Architecture

Wells, David (1987 -1995)
African-American Studies
English

Wells, John K. (1967-1972)
President

Westin, Douglas (1947-1968)
Business Law

Williams, David (1970-1994)
Men's Physical Education

Williams III, R.C. (1986-2007)
Vice President, Student Services

Willis, Alden J. (1963-1981)
Mathematics

Wilson, Frances (1949-1983)
Biology

Willis, Gene (1999-2004)
Financial Aid, Biological Sciences

Wistreich, George A. (1961-2001)
Life Sciences

Wohlberg, Leo (1949-1976)
Accounting

Wolf, Shirley G. (1968-1985)
Nursing

Woodruff, Lloyd B. (1949-1978)
English

Woodworth, Phyllis B. (1965-1995)
Social Sciences

Woodworth, Howard (1958-1983)
Library

Woolsey, George (1945-1963)
Physics

Zeidman, Natalie F. (1966-1986)
English

Zuniga, Eusebio R. (1972-1999)
Financial Aid

Zunino, Gerald J. (1971-1991)
History

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