2023-2025 GENERAL CATALOG

Education Changes
EVERYTHING!

LOS ANGELES HARBOR COLLEGE
1949 2024
75th ANNIVERSARY

LOS ANGELES HARBOR COLLEGE

COLLEGE CATALOG

2023-2025

THE LOS ANGELES HARBOR COLLEGE CATALOG IS PUBLISHED EVERY TWO YEARS AND IS AVAILABLE ON THE COLLEGE WEBSITE at www.lahc.edu

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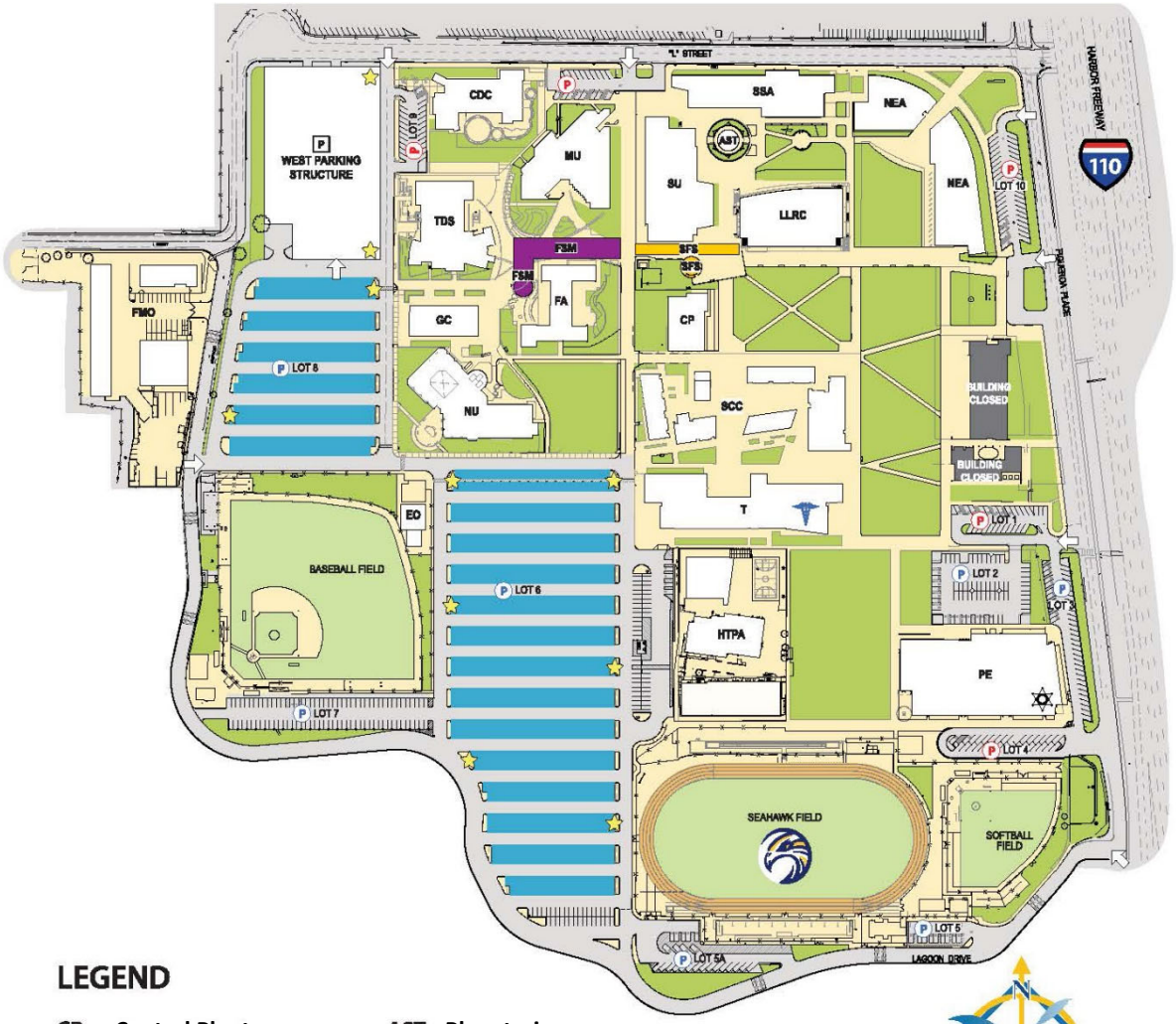
LOS ANGELES HARBOR COLLEGE CAMPUS MAP

Los Angeles Harbor College 1111 Figueroa Place, Wilmington CA 90744



LEGEND

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

Daily Parking Permit Machines

IMPORTANT PHONE NUMBERS AND OFFICE LOCATIONS

General Information (310) 233-4230 For Departments, Dial (310) 233 + extension

Admissions & Records ..... 4090 ..... SSA Lobby
Adult Education ..... 4450 ..... Tech 204
Art Gallery..... 4411 .....FA 100
Associated Students Org..... 4541 .....SU 212
Athletics..... 4140 .....PE/W
CalWorks..... 4409 .....CDC 152-2
Career & Job Placement Center ..... 4163 .....Bungalow
Basic Needs / FKCE ..... 4057 ..... Tech 215
Business Office/Cashier ..... 4096 .....SU 127
Child Development Center ..... 4200 ..... CDC
College Store (Bookstore)..... 4170 ..... SU 1st Floor
Compliance Office..... 213-891-2000, x2315
Counseling ..... 4230 ..... SSA Lobby
Disabled Special Programs and Services
..... 4629 .....Tech 118
Dual Enrollment Office ..... 4288 .....SSA 115
Economic and Workforce Development
..... 4042 .....SSA 239
EOP&S/CARE/CAFYES ..... 4265 .....SSA 207
Financial Aid..... 4320 .....SSA 107
Foster & Kinship Care Education .... 4405 .....Bungalow
Foundation Office..... 4339 .....SSA 115
Harbor Advantage/Promise.....
4484..... SSA 114
Health Services (Nurse) ..... 4520 ..... Tech 115
Honors Program..... 4038 .....SSA 130
Instructional Programs ..... 4020 .....SSA 218
International Students..... 4111 .....SSA 115
Learning Resource Center ..... 4149 ..... LLRC
Library..... 4480 ..... LLRC
Lost & Found..... 4618 . Sheriff in PE/W
Nursing / Health Sciences..... 4368 .....NU 148
Outreach & Recruitment.....4330.....SSA133
Sheriff's Office ..... 4600.....PE/W
Student Activities..... ..... 4594..... SU 203
Student Services ..... 4030.....SSA 203
Transfer Center..... 4282.....SSA 105
Tutoring Office..... 4149..... LLRC
Veteran Affairs Office ..... 4232..... GC 107
Welcome Center..... 4078.....SSA 118

Instructional Labs

Biology ..... 4553.....SCC 213
Health Sciences..... 4360.....NU 148
Math..... 4498..... LLRC 103
Music..... 4429.....MU 150
Nursing..... 4360.....NU 148
Writing ..... 4148..... LLRC 103

LEGEND:

LLRC: Library & Learning Resource Center
NEA: Northeast Academic Hall
NU: Nursing Building
PE/W: Physical Education/Wellness (Kin)
SSA: Student Services and Administration
SU: Student Union
Tech: Technology Building
CDC: Child Development Center
MV: Music Building
FA: Fine Arts Building
SCC: Science Building

DIRECTIONS TO LOS ANGELES HARBOR COLLEGE

- **from the Metropolitan Los Angeles area:** South on the 110 Freeway to Anaheim Street. Exit and turn north to the campus
- **from San Pedro:** North on the 110 Freeway to Pacific Coast Highway. Exit and turn south on Figueroa Street, then west on "L" Street to the campus.
- **from Long Beach:** West on Pacific Coast Highway. Turn south on Figueroa Street, then west on "L" Street to the campus.
- **from LAX:** Go east on surface streets to the 405 Freeway to the 110 Freeway going south. Exit at Anaheim Street and turn north to the campus.
- **public transportation:** MTA Line 205 stops on L Street; Line 232 stops on Figueroa Street

> MTA website > Torrance Transit website

ACADEMIC CALENDAR 2023-2025

2023 – 2024 Term Dates	
Summer Period Begins **Summer Ends**	6/12/23 Monday 8/27/23 Sunday actual summer instruction schedules vary by campus
Fall Instruction Begins Fall Finals End	8/28/23 Monday 12/17/23 Sunday
Winter Instruction Begins **Winter Instruction Ends**	1/2/24 Tuesday 2/4/24 Sunday
Spring Instruction Begins **Spring Finals End**	2/5/24 Monday 6/3/24 Monday
Summer Period Begins **Summer Period Ends**	6/10/24 Monday 8/25/24 Sunday actual summer instruction schedules vary by campus

LACCD Holidays and Non-Instruction Days		
July 4, 2023	Tuesday	Independence Day
August 26, 2023	Saturday	Non-Instruction
August 27, 2023	Sunday	Non-Instruction
September 4, 2023	Monday	Labor Day
November 10, 2023	Friday	Veterans' Day
November 23, 2023	Thursday	Thanksgiving
November 24, 2023	Friday	Thanksgiving
November 25, 2023	Saturday	Non-Instruction
November 26, 2023	Sunday	Non-Instruction
December 18, 2023	Monday	Non-Instruction
December 19, 2023	Tuesday	Non-Instruction
December 20, 2023	Wednesday	Non-Instruction
December 21, 2023	Thursday	Non-Instruction
December 22, 2023	Friday	Holiday
December 23, 2023	Saturday	Non-Instruction
December 24, 2023	Sunday	Non-Instruction
December 25, 2023	Monday	Holiday
December 26, 2023	Tuesday	Non-Instruction
December 27, 2023	Wednesday	Non-Instruction
December 28, 2023	Thursday	Holiday
December 29, 2023	Friday	Holiday
December 30, 2023	Saturday	Non-Instruction
December 31, 2023	Sunday	Non-Instruction
January 1, 2024	Monday	Holiday
January 15, 2024	Monday	Martin Luther King
February 16, 2024	Friday	Presidents'
February 17, 2024	Saturday	Non-Instruction
February 18, 2024	Sunday	Non-Instruction
February 19, 2024	Monday	Presidents'
March 28, 2024	Thursday	Non-Instruction
March 29, 2024	Friday	Cesar Chavez
March 30, 2024	Saturday	Spring Break
March 31, 2024	Sunday	Spring Break
April 1, 2024	Monday	Spring Break
April 2, 2024	Tuesday	Spring Break
April 3, 2024	Wednesday	Spring Break
April 4, 2024	Thursday	Spring Break
April 5, 2024	Friday	Spring Break
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Juneteenth Holiday
July 4, 2024	Thursday	Independence Day

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

BOARD OF TRUSTEES

Nichelle Henderson, President
Kelsey K. Iino, Ed.D., 1st Vice President
Sara Hernandez, J.D., 2nd Vice President
Gabriel Buelna, Ph.D.
Andra Hoffman
David Vela
Steven F. Veres
Alexy Cordova, Student Trustee

DISTRICT ADMINISTRATION

Francisco C. Rodriguez, Ph.D., Chancellor
Kathleen Burke, Ed.D., Interim Deputy Chancellor
Nicole Albo-Lopez, Ed.D., Vice Chancellor, Educational Programs and Institutional Effectiveness
Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer
James Lancaster, Ed.D., Vice Chancellor, Workforce and Economic Development
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer
Anne Diga, J.D., Acting General Counsel
Rueben C. Smith, D.C.Sc., Vice Chancellor/Chief Facilities Executive
Teyanna Williams, J.D., Vice Chancellor, Human Resources

COLLEGE PRESIDENT'S MESSAGE

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

75 Years of Educational Opportunity to Our Community

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for 75 years. Harbor College is known for the superb teaching and personalized attention that we offer students. As you read through this catalog, you will see that Harbor College offers a broad range of programs geared toward helping students prepare themselves for life in the 21st Century. We are proud of our faculty and staff, who care about each and every student, and our rigorous academic programs. Our students transfer to UCLA, USC, Cal State Dominguez Hills and other colleges both within and outside of California.

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

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

Remember, Education Changes Everything.

EQUAL OPPORTUNITY POLICY

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.

For Equal Opportunity Policy Compliance/Para Programa en Relacion Con la Igualdad de Oportunidades:

Deputy Title IX Coordinator for
Los Angeles Harbor College

Natalie Mason-Kinsey
Director of Diversity, Equity, Inclusion and Accessibility
770 Wilshire Boulevard
Attention: LACCD Office for Diversity, Equity and Inclusion
Los Angeles, CA 90017
213-891-2315
titleix@email.laccd.edu

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

COLLEGE HISTORY AND MISSION

Accreditation

Los Angeles Harbor College is a public two-year college providing educational services under the Los Angeles Community College District Board of Trustees. Los Angeles Harbor College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under the regulations of the California Community Colleges. The University of California, California State University systems and other colleges and universities give full credit for appropriate courses completed.

Mission, Vision and Core Values of the LACCD

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

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

Mission Statement

The Mission of the Los Angeles Community College District is to foster student success for all individuals seeking advancement, by providing equitable and supportive learning environments at our nine colleges. The District empowers students to identify and complete their goals through educational and support programs that lead to completion of two or four-year degrees, certificates, transfer, or career preparation. In doing so, the District fulfills its commitment to the community to improve the social welfare of the region, to enhance the local economy, to close persistent equity gaps, and to prepare future community leaders.

Vision Statement

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

History of Los Angeles Harbor College

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

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

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

Los Angeles Harbor College officially opened in September 1949. The College has grown from an enrollment of 400 students to a current enrollment of approximately 10,000 students including residents from Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro and Torrance. While still maintaining a technical program, the academic and general education offerings have increased to meet the changing needs of the community.

Mission Statement

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

Vision Statement

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

Values

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

Institutional Student Learning Outcomes (ISLO)

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

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

ISLO3 - Information and Technological Competency: Utilize research skills necessary to achieve educational, professional, and personal objectives.

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

Strategic Educational Master Plan Goals (SEMP)

Goal 1 - Access and Preparation for Success: Provide equitable access to and provide clear pathways for students to attain important early educational momentum points.

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

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

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

Functions of the Community Colleges

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

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

- Career Education: Career education programs provide educational, work-related, and technical training that will lead to employment, career advancement or transfer to a university. Our programs offer comprehensive classroom and practical instruction delivered by experienced, highly qualified faculty and/or industry professionals.

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

- Adult Education: The adult education program provides students with instruction and preparation in the following areas: basic skills, English as a Second Language, general education diploma (G.E.D.), citizenship preparation and short-term career education. These noncredit courses prepare students to take community college level courses and/or earn skills to enter the workforce. The English as a Second Language noncredit instruction is for immigrants, foreign students, and other students with limited English proficiency. Students may earn Certificates of Competency or Completion in the area of study.

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

- Community Services: The community services program is a fee-for-service program offered that meets the needs of the community by providing short-term training opportunities, recreational and special programs for kids through the College for Kids program. The program is a self-supporting branch of the college financed by participant fees.

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

Los Angeles Harbor College Foundation

Established in 1972, the Los Angeles Harbor College Foundation has been a key partner with Los Angeles Harbor College to promote the programs of the college and to provide scholarships to students. Through its ability to provide support for special projects and funding for critical needs, the Los Angeles Harbor College Foundation has been a major contributor to LAHC's growth. To learn more about the LAHC Foundation, contact us at 310-233-4339 or via email at foundation@lahc.edu. You can also visit our website at: https://www.lahc.edu/about/foundation.

Los Angeles Harbor College Scholarships

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some are based on grade point average, some require financial need, and some are awarded to students who are majoring in certain areas of study. The Financial Aid Office and the Foundation Office maintains a detailed list of current

scholarship offerings. Interested students are urged to go to the Financial Aid window (SSA 107) and/or the Foundation Office at foundation@lahc.edu for information and assistance. Scholarships are subject to availability and awarded late spring. One application is needed to apply for the various scholarships available. The committee reviewing the applications, to make sure applicants meet qualifications, determine which scholarship applies to the individual.

For more information on available scholarships, go to https://www.lahc.edu/financial-aid/scholarships-grants

Los Angeles Harbor College Demographics

Goal 1: Access and Preparation for Success

Student Status	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
First-Time Student	1,836	2,116	1,933	1,589	1,288	1,324	1,007	1,086	1,088
First-Time Transfer Student	867	669	561	257	510	587	398	384	509
Returning Student	624	597	616	516	353	415	621	470	638
Continuing Student	6,302	6,166	5,919	6,522	5,738	5,628	5,304	4,212	4,091
Uncollected/Unreported	100	86	33	59	352	482	245	270	419
Special Admit Student	708	642	587	468	985	853	872	825	1,129
Total Student Count	***10,437***	***10,276***	***9,649***	***9,411***	***9,226***	***9,289***	***8,447***	***7,247***	***7,874***
Credit/Non-Credit Headcount	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
Credit Students Count	10,272	10,116	9,396	9,181	8,852	8,798	8,175	6,915	7,381
Noncredit Students Count	165	160	253	230	374	491	272	332	493
Gender	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
Female	59.2 %	59.6 %	58.8 %	59.2 %	59.9 %	60.6 %	61.7 %	61.1 %	61.2 %
Male	40.8 %	40.4 %	41.2 %	40.8 %	40.0 %	39.1 %	38.2 %	38.2 %	37.5 %
Non-Binary	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.2 %	0.6 %
Unknown	0.0 %	0.0 %	0.0 %	0.0 %	0.1 %	0.2 %	0.1 %	0.6 %	0.7 %
Ethnicity	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
African American	11.4 %	10.9 %	10.4 %	10.1 %	9.2 %	10.4 %	9.3 %	9.4 %	9.9 %
Asian/Pacific Islander	12.4 %	12.8 %	12.6 %	5.0 %	12.3 %	11.9 %	11.6 %	12.3 %	11.2 %
Hispanic/Latino	57.4 %	56.8 %	58.9 %	57.3 %	60.2 %	59.7 %	60.9 %	60.1 %	62.6 %
White	12.9 %	13.2 %	11.9 %	12.7 %	11.1 %	10.9 %	11.3 %	11.4 %	10.3 %
Other/Unknown	5.8 %	6.2 %	6.1 %	14.9 %	7.1 %	7.3 %	6.9 %	6.8 %	6.0 %
Age Group	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
Under 20	28.4 %	27.9 %	26.9 %	31.8 %	33.9 %	31.1 %	31.3 %	31.5 %	35.0 %
20 to 24 years old	37.3 %	37.5 %	37.3 %	35.0 %	32.1 %	32.4 %	32.2 %	31.8 %	28.2 %
25 to 34 years old	20.0 %	21.0 %	21.7 %	20.6 %	20.4 %	21.7 %	23.0 %	22.5 %	20.9 %
35 and over	14.3 %	13.7 %	14.1 %	12.5 %	13.5 %	14.7 %	13.6 %	14.2 %	15.9 %
Educational Goal*	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
Career/Workforce	14.3%	13.9%	12.6%	11.6%	10.8%	10.5%	10.4%	9.8%	9.6%
College Prep	6.6%	6.6%	6.6%	6.1%	7.6%	8.8%	11.6%	12.8%	14.9%
Complete Credits to Meet 4-Year College Requirements	5.9%	6.0%	5.1%	5.7%	6.1%	5.7%	5.1%	4.2%	3.9%
Transfer to 4-Year	52.4%	52.9%	55.6%	57.2%	55.5%	56.0%	54.1%	53.2%	50.6%
Two-Year AA Without Transfer	8.1%	8.8%	8.5%	8.4%	7.9%	6.8%	6.9%	7.3%	7.1%
Undecided/Unknown	12.7%	12.0%	11.7%	11.0%	12.1%	12.3%	11.9%	12.8%	13.9%
* Ed Goal Data Source: PeopleSoft tables SYS_PS_CES_STDNT_ATTR and SYSADM_PS_STDNT_ATTR_VAL, for the most recent goal of the student, extracted on 12-4-2023.									
Study Load:	**Fall 2014**	**Fall 2015**	**Fall 2016**	**Fall 2017**	**Fall 2018**	**Fall 2019**	**Fall 2020**	**Fall 2021**	**Fall 2022**
12.0 units or more	30.9 %	29.3 %	26.8 %	28.3 %	26.8 %	26.4 %	20.2 %	20.3 %	18.7 %
6.0 to 11.9 units	38.1 %	38.6 %	39.2 %	34.2 %	33.1 %	31.0 %	32.7 %	32.5 %	28.8 %
5.9 units or less	29.4 %	30.5 %	31.4 %	35.1 %	36.0 %	37.3 %	43.9 %	42.6 %	46.2 %
Non-credit Only	1.6 %	1.5 %	2.6 %	2.4 %	4.1 %	5.3 %	3.2 %	4.6 %	6.3 %
Financial Aid Student Count	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**
Cal Grant B	523	624	606	511	622	654	649	554	689
Calif. College Promise - Method B	6,269	6,087	5,714	5,408	5,478	4,405	4,570	4,239	3,800
Calif. College Promise - Method C	2,191	2,236	2,250	2,217	2,290	2,181	2,185	2,250	1,993
Full-time Student Success Grant	0	0	407	370	389	0	0	0	0
Pell Grant	4,113	3,939	3,488	2,900	2,445	2,411	2,578	1,892	1,891
SEOG (Supplemental Educational Opportunity Grant)	427	438	700	381	295	456	277	553	961
Data Source (Except for Ed Goal): California Community Colleges Chancellor's Office Data Mart (https://datamart.cccco.edu/DataMart.aspx), extracted on 12-1-2023.									

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

LOS ANGELES HARBOR COLLEGE DEGREES AND CERTIFICATES

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

These degrees are intended for students planning to transfer into a Bachelor of Arts/Science program in the same or related subject at a California State University (CSU), guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

H033087H Administration of Justice AST*
H033285G Anthropology AAT*
H040145H Biology AST
H041041H Business Administration 2.0 AST*
H043108G Communication Studies 2.0 AAT
H032690H Early Childhood Education AST
H040037G Economics AAT*
H042458G Elementary Teacher Education AAT
H032673G English AAT
H039984H Environmental Science AST
H031221G History AAT*
H041370H Hospitality Management AST
H038068G Journalism AAT
H031028G Kinesiology AAT
H032688H Mathematics AST
H032099G Music AAT
H041357H Nutrition and Dietetics AST
H038586G Philosophy AAT
H032810H Physics AST
H040109G Political Science AAT*
H032613G Psychology AAT
H040231G Sociology AAT
H037517G Spanish AAT
H031029G Studio Arts AAT
*Indicates this award can be completed 100% online

UC Transfer Pathways (UCTP)

The University of California Transfer Pathway (UCTP) Degrees are an extension of UC Pathways+. Note: UC does not require an Associate Degree for Transfer.

H041129M Chemistry UCTP
H041102M Physics UCTP

Associate in Arts/Science Degrees (AA/AS)

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

H002771C Accounting AS
H002799C Administration of Justice AS
H002775C Administrative Assistant AS
H002768C Architectural Technology AS
H019850C Art AA
H038592C Biotechnology AS
H017778C Business Administration AA
H002770C Business Administration AS
H002797C Chemistry AS
H008305C Child Development AS
H030321C Communication Studies AA
H010686C Computer Information Systems AS
H030026C Computer Science and Engineering AS
H019344C Culinary Arts AS
H008298C Engineering AS
H002800C Fire Technology AS
H041096C French AA
H038880C Humanities AA
H018706C Liberal Arts and Sciences: Arts and Humanities AA
H018707C Liberal Arts and Sciences: Health and Fitness AA
H018708C Liberal Arts and Sciences: Mathematics and Natural Sciences AA
H018709C Liberal Arts and Sciences: Social and Behavioral Sciences AA
H022950C Liberal Studies AA
H002790C Nursing Professional RN AS
H008304C Nursing Professional RN: LVN to RN AS
H002796C Physics AS
H041104C Pre-Health Professions AS
H030319C Psychology AA
H002774C Real Estate AS

Certificates of Achievement (CA)

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

H010683D Accounting CA
H021646D Administration of Justice CA
H021630D Architectural Technology CA
H038716D Biotechnology Lab Assistant CA
H038715D Biotechnology Research Lab Assistant CA
H021632D Business Administration CA
H043586D Business Data Analytics CA
H035548D Business Information Worker 1 CA
H037245D Business Information Worker II CA
H035550D Certified Nursing Assistant CA
H035551D Certified Nursing Assistant/Home Health Aide CA
H021645D Child Development CA
H039712D Cloud Computing CA
H033797D CSU General Education CA
H019343D Culinary Arts CA
H021648D Fire Technology CA
H036644D Global Trade and Logistics CA
H033509D Intersegmental General Education Transfer Curriculum CA
H037385D ITTP I: Computer Sales and Support CA
H041763D ITTP II: Help Desk User Support CA
H022949D Kinesiology CA
H010694D Music CA
H010693D Music Performance CA
H008303D Music Technology CA
H041103D Pre-Health Professions CA
H021633D Real Estate CA
H043398D Social Sciences Data Analytics CA
H010698D Songwriting CA

Skills Certificates (SC)

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

H050201J Accounting SC
H130630J Advanced Cook Skills SC
H060201J Applied Journalism SC
H060202J Applied Journalism Design SC
H020102J Architecture: Architectural Technology SC
H020100J Architecture: Design SC
H020104J Architecture: Production Drafting SC
H103021J Arts: Media Arts - Digital Design SC
H070700J Computer Science SC
H130631J Cook Skills SC
H083550J Fitness Training SC
H110200J French Language SC
H123000J Health Occupations SC
H060200J Journalism SC
H060203J Journalism and Public Relations Study SC
H051100J Property Management SC
H060600J Public Relations and Marketing SC
H051103J Real Estate SC
H051404J Records Management (Clerical Records & Filing) SC
H050202J Taxation SC

Noncredit Certificates of Completion / Competency

H037140E Bookkeeping CCn
H036908F College Readiness: Math Skills CCy
H041253F College Readiness: Reading Skills CCy
H041254F College Readiness: Writing Skills CCy
H038682E Culinary Basics Training CCn
H037141E Emergency Medical Technician Preparation CCn
H038718F ESL Civics CCy
H036972F ESL I - Beginning CCy
H039199F ESL II - Intermediate CCy
H038696F ESL III - Advanced CCy
HO43702E Fundamentals of Developing a Sustainable Small Business Enterprise CCn
H037792E Fundamentals of Warehousing and Distribution CCn
H036919F General Education Diploma CCy
H038611E International Sales and Marketing Professional CCn
HO43701E Introduction to Sustainable Small Business Development CCn
H039203E QuickBooks CCn
H041111E Quickbooks Online CCn
HO43703E Strategies for Marketing a Sustainable Small Business Enterprise CCn
HO43704E Sustainable Small Business Development

LOS ANGELES HARBOR COLLEGE PATHWAYS/TCAPS

Transfer, Career, & Academic Pathways under Guided Pathways creates a highly structured approach to student success that provides all students with a set of clear course taking patterns that promotes better enrollment decisions and prepares students for future success. The Guided Pathways framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.

Arts, Performance & Design

Architecture

AS	Architectural Technology	H002768C
CA	Architectural Technology	H021630D
SC	Architectural Technology	H020102J
SC	Design	H020100J
SC	Production Drafting	H020104J

Art

AA-T	Studio Arts	H031029G
AA	Art	H019850C
SC	Media Arts - Digital Design	H103021J

General Education

CA	CSU General Education	H033797D
CA	IGETC General Education	H033509D

Humanities

AA	Humanities	H038880C

Liberal Arts & Sciences

AA	Liberal Arts & Sciences: Arts and Humanities	H018706C

Music

AA-T	Music	H032099G
CA	Music	H010694D
CA	Music Performance	H010693D
CA	Music Technology	H008303D
CA	Songwriting	H010698D

Business, Economics & Hospitality

Accounting

AS	Accounting	H002771C
CA	Accounting	H010683D
SC	Accounting	H050201J
SC	Taxation	H050202J

Business

AS-T	Business Administration 2.0	H041041H
AA-T	Economics	H040037G
AS	Business Administration	H002770C
AA	Business Administration	H017778C
AS	Real Estate	H002774C
CA	Business Administration	H021632D
CA	Global Trade and Logistics	H036644D
CA	Real Estate	H021633D
SC	Property Management	H051100J
SC	Real Estate	H051103J
--	Real Estate Salesperson Exam Qualification Pathway	

Computer Applications & Office Technology

AS	Administrative Assistant	H002775C
CA	Business Information Worker I	H035548D
CA	Business Information Worker II	H037245D
SC	Records Management (Clerical Records & Filing)	H051404J

Computer Information Systems

AS	Computer Information Systems	H010686C
CA	Cloud Computing	H039712D
CA	Information Technology Technician (ITTP I)	H037385D
CA	Information Technology Technician (ITTP II)	H041763D

Culinary Arts

AS	Culinary Arts	H019344C
CA	Culinary Arts	H019343D
SC	Advanced Cook Skills	H130630J
SC	Cook Skills	H130631J

General Education

CA	CSU General Education	H033797D
CA	IGETC General Education	H033509D

Hospitality

AS-T	Hospitality Management	H041370H

Effective Spring 2022

Society, Culture & Communication

Administration of Justice

AS-T	Administration of Justice	H033087H
AS	Administration of Justice	H002799C
CA	Administration of Justice	H021646D

Anthropology

AA-T	Anthropology	H033285G

Child Development

AS-T	Early Childhood Education	H032690H
AS	Child Development	H008305C
CA	Child Development	H021645D

Communication Studies

AA-T	Communication Studies	H033052G
AA	Communication Studies	H030321C

English

AA-T	English	H032673G

French

AA	French	H041096C
SC	French Language	H110200J

General Education

CA	CSU General Education	H033797D
CA	IGETC General Education	H033509D

History

AA-T	History	H031221G

Humanities

AA	Humanities	H038880C

Journalism

AA-T	Journalism	H038068G
SC	Applied Journalism	H060201J
SC	Applied Journalism Design	H060202J
SC	Journalism	H060200J
SC	Journalism and Public Relations Study	H060203J
SC	Public Relations and Marketing	H060600J

Liberal Arts & Sciences

AA	Liberal Arts & Sciences: Arts and Humanities	H018706C
AA	Liberal Arts & Sciences: Social & Behavioral Sciences	H018709C

Philosophy

AA-T	Philosophy	H038586G

Political Science

AA-T	Political Science	H040109G

Psychology

AA-T	Psychology	H032613G
AA	Psychology	H030319C

Spanish Communication

AA-T	Spanish	H037517G

Sociology

AA-T	Sociology	H040231G

Education

Art
AA-T Studio Arts H031029G
AA Art H019850C

Biology
AS-T Biology H040145H

Chemistry
UCTP Chemistry H041129M
AS Chemistry H002797C

Child Development
AS-T Early Childhood Education H032690H
AS Child Development H008305C
CA Child Development H021645D

Elementary Teacher Education
AA-T Elementary Teacher Education H021645H

English
AA-T English H032673G

French
AA French H041096C
SC French Language H110200J

General Education
CA CSU General Education H033797D
CA IGETC General Education H033509D

History
AA-T History H031221G

Kinesiology
AA-T Kinesiology H031028G
CA Kinesiology H022949D

Liberal Studies
AA Liberal Studies H022950C

Mathematics
AS-T Mathematics H032688H

Music
AA-T Music H032099G
CA Music H010694D

Physics
UCTP Physics H041102M
AS-T Physics H032810H
AS Physics H002796C

Spanish Communication
AA-T Spanish H037517G

Health, Human Services & Public Safety

Administration of Justice
AS-T Administration of Justice H033087H
AS Administration of Justice H002799C
CA Administration of Justice H021646D

Fire Technology
AS Fire Technology H002800C
CA Fire Technology H021648D

General Education
CA CSU General Education H033797D
CA IGETC General Education H033509D

Health Occupations
CA Certified Nursing Assistant H035550D
CA Certified Nursing Assistant/ Home Health Aide H035551D
SC Health Occupations H123000J

Kinesiology
AA-T Kinesiology H031028G
CA Kinesiology H022949D
SC Fitness Training H083550J

Liberal Arts & Sciences
AA Liberal Arts & Sciences: Health and Fitness H018707C
AA Liberal Arts & Sciences: Mathematics & Natural Sciences H018708C
AA Liberal Arts & Sciences: Social & Behavioral Sciences H018709C

Nursing
AS Nursing Professional RN H002790C
AS Nursing Professional RN: LVN to RN H008304C
-- Non-degree LVN to RN Pathway

Nutrition and Dietetics
AS-T Nutrition and Dietetics H041357H

Pre-Health Professions
AS Pre-Health Professions H041104C
CA Pre-Health Professions H041103D

Psychology
AA-T Psychology H032613G
AA Psychology H030319C

Science, Technology Engineering & Mathematics

Anthropology
AA-T Anthropology H033285G

Architecture
AS Architectural Technology H002768C
CA Architectural Technology H021630D
SC Architectural Technology H020102J
SC Design H020100J
SC Production Drafting H020104J

Biology
AS-T Biology H040145H

Biotechnology
AS Biotechnology H038592C
CA Biotechnology Lab Assistant H038716D
CA Biotechnology Research Lab Assistant H038715D

Chemistry
UCTP Chemistry H041129M
AS Chemistry H002797C

Computer Information Systems
AS Computer Information Systems H010686C
CA Cloud Computing H039712D
CA Information Technology Technician (ITTP I) H037385D
CA Information Technology Technician (ITTP II) H041763D

Computer Science
AS Computer Science & Engineering H030026C
SC Computer Science H070700J

Electronic Engineering Technology
AS Electronic Engineering Technology H002781C
CA Electronic Technology H021638D

Engineering
AS Engineering H008298C

Engineering Technology
AS Engineering Technology: Electronics H008301C

Environmental Science
AS-T Environmental Science H039984H

General Education
CA CSU General Education H033797D
CA IGETC General Education H033509D

Liberal Arts & Sciences
AA Liberal Arts & Sciences: Mathematics & Natural Sciences H018708C

Mathematics
AS-T Mathematics H032688H

Pre-Health Professions
AS Pre-Health Professions H041104C
CA Pre-Health Professions H041103D

Physics
UCTP Physics H041102M
AS-T Physics H032810H
AS Physics H002796C

Psychology
AA-T Psychology H032613G
AA Psychology H030319C

Adult Education & Noncredit

Bookkeeping & Payroll

CCn	Bookkeeping	H037140E
CCn	QuickBooks	H039203E
CCn	QuickBooks Online	H041111E

Business

CCn	Fundamentals of Developing a Sustainable Small Business Enterprise	H043702E
CCn	Fundamentals of Warehousing and Distribution	H037792E
CCn	International Sales and Marketing Professional	H038611E
CCn	Introduction to Sustainable Small Business Development	H043701E
CCn	Strategies for Marketing a Sustainable Small Business Enterprise	H043703E
CCn	Sustainable Small Business Development	H043704E

College Readiness

CCy	College Readiness: Math Skills	H036908F
CCy	College Readiness: Reading Skills	H041253F
CCy	College Readiness: Writing Skills	H041254F

Culinary Arts

CCn	Culinary Basic Training	H038682E

EMT

CCn	Emergency Medical Technician Preparation	H037141E

ESL – English as a Second Language

CCy	ESL I – Beginning	H036972F
CCy	ESL II – Intermediate	H039199F
CCy	ESL III – Advanced	H038696F
CCy	ESL Civics	H038718F

General Education Diploma

CCy	General Education Diploma	H036919F

How to Read the Degree and Certificate Listings

On the following pages, **Title** describes the type of the award (degree or certificate), followed by the subject title. **Academic Plan** identifies the program in the Student Information System. **Description** summarizes the general content and purpose of the program, as well as any entrance requirements or special characteristics. It may also summarize the program requirements. **Program Learning Outcomes** describe the knowledge, skills, and competencies the students will have acquired upon successful completion of the program.

Course lists indicate the specific courses required or allowed for each requirement category. When courses are listed under a heading followed by a unit value only, all courses in that list are required. When one course may be chosen as an alternative for another, the word "or" appears before the alternative course. When courses appear under a heading followed by "choose n units minimum," any one or more courses may be chosen to equal or exceed that figure. Courses that must be taken in combination will have the word "and" appearing before the subsequent course(s) in the combination. Numbers appearing in parentheses beside each course title represent the course units. Note: Pre/Corequisite courses may not appear in the program requirements.

Degree/certificate requirement categories and their total units are summarized in a gray box. The numbers at the right represent the units required for each category.

- **Major/Total:** indicates the units required for the major or the total units for the certificate.
- **Additional GE Requirements:** the additional general education (GE) requirements not already satisfied by double-countable major units, if applicable. Note: AAT/AST degrees require either the CSU GE or IGETC plans, depending on the information listed. AA/AS degrees require, at a minimum, the LACCD GE plan, but may also use the CSU GE or IGETC plans. Units for LACCD GE Plan Area E are waived for degrees in Nursing. Area E is waived or reduced for certain "high-unit" majors. Major units that double-count to satisfy GE requirements also have been omitted as noted.
- **Additional Requirements:** Certificates do not require a GE plan, but may list some general education requirements such as Communication studies, English, and Math. These courses are listed as "Additional requirements."
- **Additional Degree-applicable Requirements:** Units from the GE requirements plus the major requirements minus any that count as GE must equal a minimum of 60. If this total is less than 60, the difference shows as "additional degree-applicable requirements" or "additional CSU-Transferable units" which must be made up by units from any degree-applicable courses not already used for the program.

LAHC TCAPS (Transfer, Career and Academic Pathways)

ARTS, PERFORMANCE & DESIGN

Arts, Performance & Design programs study human creativity and expression. Graduates may be employed by private business, government, or work independently.

- Architecture
- Art
- General Education
- Humanities
- Liberal Arts & Sciences
- Music

Visit the LAHC Program Mapper for more information on creating your path.

Associate in Science Degree in Architectural Technology

Academic Plan: H002768C

Click Here for ARCHITECTURE PROGRAM MAPPER

This program is a great fit for students interested in design, drawing/drafting, 3D modeling/printing or creating solutions for the built environment. Upon completion, students will be qualified to find entry-level employment in architecture and related industries or transfer to a university program in architecture, interior design, urban planning or construction management. Students will develop skills in drawing/drafting and documentation, CAD, BIM, 3D modeling, 3D printing, graphics, design, building and construction technology and sustainability. The program offers a dedicated studio space and access to the latest software, fabrication tools and equipment.

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

- communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards
- engage in logical and critical thinking using the Architectural design process: propose, refine and articulate solutions.
- employ appropriate digital tools and technologies during the design process.
- research and evaluate current information, latest technologies, and historical precedents using a variety of media such as online search, library resources, periodicals, and industry trade magazines
- identify and apply sustainable design principles, demonstrating their value to the environment, building, economy, community, and self
- develop an awareness of self and demonstrate the responsibilities of an ethical, informed and active citizen.

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

Major (40 units):

ARC 115	Architectural Practice (2)
ARC 121	Freehand Drawing (2)
ARC 132	Architectural History I: Prehistory to the Middle Ages (3)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 201	Architectural Design I (3)
ARC 223	Portfolio Development (1)
ARC 261	Computer-Aided Design for Architecture (3)
ARC 271	Architectural Drawing III (3)
ARC 272	Architectural Drawing IV (3)
ENV 101	Foundations of Design I (3)

Major	**40**
Additional LACCD GE Requirements (Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.*)	**18**
Additional degree-applicable units	**2**
Total	**60**

Note: Students using the CSUGE or IGETC plans are advised to take ARC 133 in addition to the above, which will satisfy an additional 3 units of the Humanities GE requirement.

Certificate of Achievement in Architectural Technology

Academic Plan: H021630D

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards.
- create a set of drawings documenting a Type V residential project suitable for submission to a review agency.
- create a three dimensional BIM model and resulting drawings such as floor plans, sections and elevations. Use CAD (Computer Aided Drafting) to draw architectural projects.
- demonstrate fluency with Type V construction techniques and materials.
- determine the role of an architect in a design and construction project.

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

Required Courses:

ARC 115	Architectural Practice (2)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 271	Architectural Drawing III (3)
Total	**22**

Skills Certificate in Architecture: Architectural Technology

Academic Plan: H020102J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- create basic level digital architectural drawings, utilizing symbols and conventions that adhere to architectural industry standards. Students will have developed an awareness of construction materials and sequences.
- determine the role of an architect in a design and construction project.

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

Required Courses:

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

Total	**14**

Skills Certificate in Architecture: Design

Academic Plan: H020100J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- create a design solution for a building, consisting of a functional plan for a given architectural program that responds to site, context, circulation, environmental and other factors. The design solution will exhibit appropriate construction systems, materials and sustainable concepts.
- create digital presentation boards that illustrate architectural designs including concept, diagrams, floor plans, sections, elevations and three-dimensional views. Students will have experience creating three dimensional design models.

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

Required Courses:

ARC 201	Architectural Design I (3)	
ARC 202	Architectural Design II (3)	
ARC 261	Computer-Aided Design for Architecture I (3)	
ARC 262	Computer-Aided Design for Architecture II (3)	
ENV 101	Foundations of Design I (3)	
Total		**15**

Skills Certificate in Architecture: Production Drafting

Academic Plan: H020104J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

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

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

Required Courses:

ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
Total	**14**

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

Academic Plan: H031029G

Click Here for ART PROGRAM MAPPER

The Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Studio Arts or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 24 units in Visual and Studio Arts, 0-2 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and Transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.
- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

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

Core:

ART 102	Survey of Art History II (3)
ART 201	Drawing I (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)

List A: Select one course from the following:

ART 101	Survey of Art History I (3)

List B: Select 9 units from the following:

ART 202	Drawing II (3)
ART 111	History of Contemporary Art (3)
ART 204	Life Drawing I (3)
ART 205	Life Drawing II (3)
ART 300	Introduction to Painting (3)
ART 301	Watercolor Painting I (3)
ART 304	Acrylic Painting I (3)
ART 310	Beginning Oil Painting (3)
ART 633	Introduction to Computer Graphics (3)
ART 639	Introduction to Digital Imaging (3)
ART 706	Clay Sculpture I (2)
and	
ART 707	Clay Sculpture II (2)
ART 713	Beginning Ceramics I (2)
and	
ART 714	Beginning Ceramics II (2)

Major (Core and Electives)	**24-26**
Additional CSU GE or IGETC Requirements (Not including 6 double-countable major units)	**31-33**
Additional CSU-Transferable Units	**1-4**
Total	**60**

Associate in Arts Degree in Art

Academic Plan: H019850C

Click Here for ART PROGRAM MAPPER

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

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

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.
- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

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

Component I (15 units):

ART 101	Survey of Art History I (3)
or	
ART 102	Survey of Art History II (3)
ART 201	Drawing I (3)
ART 300	Introduction to Painting (3)
ART 501	2-Dimensional Design (3)
ART 640	Portfolio Development (3)

Component II (choose 6 units minimum):

ART 204	Life Drawing I (3)
ART 205	Life Drawing II (3)
ART 206	Life Drawing III (3)
ART 207	Life Drawing IV (3)
ART 301	Watercolor Painting I (3)
ART 302	Watercolor Painting II (3)
ART 303	Watercolor Painting III (3)
ART 304	Acrylic Painting I (3)
ART 305	Acrylic Painting II (3)
ART 306	Acrylic Painting III (3)
ART 310	Beginning Oil Painting (2)
ART 311	Intermediate Oil Painting (2)
ART 312	Advanced Oil Painting (2)
ART 521	Art Gallery Techniques (3)
ART 531	Art Gallery Techniques II (3)
ART 637	Presentation Graphics (3)
ART 639	Introduction to Digital Imaging (3)
ART 706	Clay Sculpture I (2)
ART 707	Clay Sculpture II (2)
ART 713	Beginning Ceramics I (2)
ART 714	Beginning Ceramics II (2)

Major (Components I and II)	**21**
Additional LACCD GE Requirements	**18**
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**21**
Total	**60**

Skills Certificate in Arts: Media Arts – Digital Design

Academic Plan: H103021J

Click Here for ART PROGRAM MAPPER

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

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

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.
- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

Required Courses:

ART 501	Beginning Two-Dimensional Design (3)	
ART 502	Beginning Three-Dimensional Design (3)	
ART 633	Introduction to Computer Graphics (3)	
ART 637	Presentation Graphics (3)	
ART 639	Introduction to Digital Imaging (3)	
Total		**15**

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Associate in Arts Degree in Humanities

Academic Plan: H038880C

Click Here for HUMANITIES PROGRAM MAPPER

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

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

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Required Core (9 units):

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

List A: (Choose 1 course):

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

List B: (Choose 1 course):

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

List C: (Choose 1 course):

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

Major	**18**
Additional CSUGE or IGETC Requirements (Not including 3-6 double-countable major units. Students wishing to transfer are advised)	**15-18**
Additional CSU transferable units:	**24-27**
Total	**60**

Associate in Arts in Liberal Arts & Sciences: Arts and Humanities Degree

Academic Plan: H018706C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

The courses in this area emphasize the study of cultural, literary, humanistic, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them with respect to artistic and cultural creation. Students will also learn to value aesthetics and incorporate these concepts when constructing value judgments. The Arts and Humanities concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Music, Philosophy and more. See the program learning outcomes listed under the subject heading.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

(Choose 18 units minimum)

ARC 132	Architectural History 1: Prehistory to the Middle ages (3)
ARC 133	Architectural History II: Late Middle Ages to Modern (3)
ART 100	Introduction to Studio Art for Non-Art Majors (3)
ART 101	Survey of Art History I (3)
ART 102	Survey of Art History II (3)
ART 103	Art Appreciation I (3)
ART 111	History of Contemporary Art (3)
ART 201	Drawing II (3)
ART 300	Introduction to painting (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)
ART 639	Introduction to Digital Imaging (3)
ART 713	Beginning Ceramics I (2)
COMM 101	Public Speaking (3)
COMM 104	Argumentation and Debate (3)
COMM 121	Interpersonal Communication (3)
COMM 122	Intercultural Communication (3)
COMM 151	Small Group Communication (3)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
DANCEST 805	History and Appreciation of Dance (3)
ENGLISH 102	College Reading and Composition II (3)
ENGLISH 127	Creative Writing (3)
ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
ENGLISH 205	English Literature I (3)
ENGLISH 206	English Literature II (3)
ENGLISH 207	American Literature I (3)
ENGLISH 208	American Literature II (3)

(continues on next page)

ENGLISH 209	California Literature (3)
ENGLISH 211	Fiction (3)
ENGLISH 213	Dramatic Literature (3)
ENGLISH 214	Contemporary Literature (3)
ENGLISH 215	Shakespeare I (3)
ENGLISH 218	Children's Literature (3)
ENGLISH 219	The Literature of American Ethnic Groups (3)
ENGLISH 223	Creative Notification (3)
ENGLISH 234	African American Literature I (3)
ENGLISH 239	Women Literature (3)
ENGLISH 240	Literature and Motion Picture I (3)
ENGLISH 251	The Short Story (3)
ENGLISH 260	Detective and Crime Fiction (3)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270	Science Fiction – Fantasy (3)
ENGLISH 271	Graphic Fiction (3)
ENGLISH 272	Video Games as Literature (3)
FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French I (5)
FRENCH 004	Intermediate French II (5)
FRENCH 005	Advanced French I (5)
FRENCH 010	French Civilization (3)
FRENCH 025	French and Francophone Short Story in Translation (3)
FRENCH 026	Understanding French Culture through Film (3)
HISTORY 043	The Mexican American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States I (3)
HISTORY 086	History of World Civilizations I (3)
HISTORY 087	History of World Civilizations II (3)
HUMAN 001	Cultural Patterns of Western Civilization (3)
HUMAN 003	The Arts of Contemporary Society (3)
HUMAN 006	Great People, Great Ages (3)
HUMAN 008	Great Women in the Humanities (3)
HUMAN 017	Film Appreciation (3)
HUMAN 030	The Beginnings of World Civilization (3)
HUMAN 060	People and Their World: Technology and the Humanities (3)
HUMAN 077	Medieval Civilizations (3)
JAPAN 001	Elementary Japanese (5)
LIB SCI 101	College Research Skills (1)
MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation I (3)
MUSIC 116	Survey and History of Rock, Pop and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 501	College Choir (1)
MUSIC 700	Large Ensemble (1)
PHILOS 001	Introduction to Philosophy (3)
PHILOS 006	Logic in Practice (3)
PHILOS 020	Ethics (3)
PHILOS 033	Comparative Survey of World Religions (3)
SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)
SPANISH 012	Survey of Mexican Literature (3)
SPANISH 021	Fundamentals of Spanish I (3)
SPANISH 022	Fundamentals of Spanish II (3)
SPANISH 035	Spanish for Spanish Speakers I (5)
SPANISH 036	Spanish for Spanish Speakers II (5)
THEATER 100	Introduction to Theater (3)
THEATER 110	The History of World Theater (3)
THEATER 200	Introduction to Acting
THEATER 270	Beginning Acting (3)
THEATER 275	Scene Study (2)
THEATER 300	Introduction to Stage Craft (3)

Major	**18**
Additional LACCD GE Requirements	**9-21**
(Not including 18 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional degree-applicable Requirements	**21-33**
Total Units	**60**

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

Academic Plan: H032099G

Click Here for MUSIC PROGRAM MAPPER

The Associate in Arts in Music (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Music or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Music (AA-T) Degree by completing 21-22 CSU-transferable units in Music, either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, sufficient CSU-transferable elective units to reach a total of 60 units for the degree, with a grade of C or P or better in major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- utilize print materials, concert attendance, and electronic media to perform research related to music.
- demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

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

Core:

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)

Required Core Performance Ensembles (choose 4 units). Each may be repeated for a total of 4 units and/or combined with others.

MUSIC 501	Collegiate Choir (1)
MUSIC 700	Large Ensemble (1)
MUSIC 775	Jazz Ensemble (1)

List A: Electives (choose 3-4 units)

MUSIC 111	Music Appreciation (3)
MUSIC 161	Introduction to Music Technology (3)
MUSIC 165	Introduction to Recording Arts (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 321	Elementary Piano I (2)
MUSIC 322	Elementary Piano II (2)
MUSIC 323	Elementary Piano III (2)

Major (Core and Performance Ensembles)	**21-22**
Additional CSU GE or IGETC Requirement (Not including 3-6 double-countable major units)	**31-36**
Additional CSU-Transferable Units	**2-8**
Total	**60**

Certificate of Achievement in Music

Academic Plan: H010694D
Click Here for MUSIC PROGRAM MAPPER

This program provides an opportunity for students to acquire breadth of knowledge and introductory skills in music. It is designed for students considering a career in music but who have not yet decided upon an area of emphasis, or for those who wish to acquire such knowledge and skills prior to completing any of the other music awards offered at Harbor College.

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

- recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.
- describe the different careers available to musicians and what skills are required of those who pursue them.

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

Major Requirements (8 units)

MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)

Electives (choose 1 unit):

MUSIC 501	College Choir (1)*
MUSIC 700	Large Ensemble (1)*
MUSIC 775	Jazz Band (1)*

*Each may be repeated for a total of 4 units and/or combined with others.

Additional Electives (choose 9 units):

Any additional course(s) from the above elective units and/or the following:

MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music I (3)
MUSIC 111	Music Appreciation I (3)
MUSIC 116	Survey of Rock, Pop, and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
MUSIC 161	Introduction to Electronic Music (3)
MUSIC 165	Introduction to Recording Arts (3)
MUSIC 180-1	Applied Music Laboratory I (1.5)**
MUSIC 180-2	Applied Music Laboratory II (1.5)**
MUSIC 180-3	Applied Music Laboratory III (1.5)**
MUSIC 180-4	Applied Music Laboratory IV (1.5)**
MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-3	Music Theory III (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 273	Songwriters' Workshop III (3)
MUSIC 280	Business of Commercial Music (3)
MUSIC 321	Piano I (2)
MUSIC 322	Piano II (2)
MUSIC 323	Piano III (2)
MUSIC 324	Piano IV (2)
MUSIC 411	Elementary Voice I (2)
MUSIC 412	Elementary Voice II (2)
MUSIC 413	Elementary Voice III (2)
MUSIC 414	Elementary Voice IV (2)
MUSIC 650	Beginning Guitar (2)
MUSIC 651	Classical Guitar I (2)
MUSIC 652	Classical Guitar II (2)
MUSIC 653	Classical Guitar III (2)
MUSIC 654	Classical Guitar IV (2)

**Successful completion of audition required for enrollment

Total (Major plus Elective Requirements)	**1**

Certificate of Achievement in Music Performance

Academic Plan: H010693D

Click Here for MUSIC PROGRAM MAPPER

This program provides students with classroom and one-on-one instruction (depending on course options chosen) as well as solo and ensemble performance experience. Students develop musical and technical skills, practice strategies, and performance techniques on a principal instrument or voice. These skills are essential for students wishing to become performing musicians in a highly competitive field.

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

- recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- utilize print materials, concert attendance, and electronic media to perform research related to music.
- demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

Required Units (16.5 units)

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)
MUSIC 280	Business of Commercial Music (3)

Performance Ensemble Electives (choose 3 units)

MUSIC 501*	College Choir (1)
MUSIC 700*	Large Ensemble (1)
MUSIC 775*	Jazz Band (1)

*Each may be repeated for a total of 4 units and/or combined with others.

Additional Electives (4.5-6 units: choose one set):

Set A (all of the following 4.5 units)

(Enrollment limited by audition)

MUSIC 180-1	Applied Music Laboratory I (1.5)
MUSIC 180-2	Applied Music Laboratory II (1.5)
MUSIC 180-3	Applied Music Laboratory III (1.5)

or Set B (choose 5 units minimum)

Any course from Set A and/or any of the following:

MUSIC 321	Piano I (2)
MUSIC 322	Piano II (2)
MUSIC 323	Piano III (2)
MUSIC 324	Piano IV (2)

or Set C (choose 5 units minimum)

Any course from Set A and/or any of the following:

MUSIC 411	Elementary Voice I (2)
MUSIC 412	Elementary Voice II (2)
MUSIC 413	Elementary Voice III (2)
MUSIC 414	Elementary Voice IV (2)

or Set D (choose 5 units minimum)

Any course from Set A and/or any of the following:

MUSIC 650	Beginning Guitar (2)
MUSIC 651	Classical Guitar I (2)
MUSIC 652	Classical Guitar II (2)
MUSIC 653	Classical Guitar III (2)
MUSIC 654	Classical Guitar IV (2)

Total (Required and Electives)	**24-25.5**

Certificate of Achievement in Music Technology

Academic Plan: H008303D

Click Here for MUSIC PROGRAM MAPPER

This program provides students with classroom and hands-on experience studying the various technologies available to musicians. Depending on the electives chosen, students will engage in topics addressing songwriting, acoustic principles, digital sound-generation, multi-track recording, audio editing and track-comping, signal processing, mastering techniques, and business principles in music. These skills are essential for student wishing to work in a recording studio or live music performance venue as a recording technician, sound technician, sound recording editor, music producer, songwriter, and/or a performing musician.

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

- recognize the techniques and processes associated with composing, digitally generating, and/or digitally recording music.
- employ appropriate theoretical, technological, and stylistic practices in the practice of music composition, digital synthesis, and/or digital recording and mastering music.
- utilize technology to compose, perform, research, and/or record music.
- demonstrate collaborative skills and respect for differing musical styles and traditions.

Required Units (14)

MUSIC 165	Introduction to Recording Arts (3)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 280	Business of Commercial Music (3)

Electives (choose 3 units)

MUSIC 161	Introduction to Electronic Music (3)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 273	Songwriters' Workshop III (3)

Additional Electives (choose 1 unit)

MUSIC 501*	College Choir (1)
MUSIC 700*	Large Ensemble (1)
MUSIC 775*	Jazz Band (1)

*Each may be repeated for a total of 4 units and/or combined with others.

Total (Required and Electives)	**18**

Certificate of Achievement in Songwriting

Academic Plan: H010698D

Click Here for MUSIC PROGRAM MAPPER

This program helps students develop skills in Commercial Songwriting. Basic to advance songwriting skills are introduced, explored and developed. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced. These skills are essential for students wishing to become composers of popular/ commercial music and other styles, singer-songwriters, performing musicians, and/or music producers.

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

- Recognize the compositional processes associated with a popular song and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of commercial music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to commercial music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances in contemporary, popular styles.

Required Units (17)

MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 280	Business of Commercial Music (3)

List A (choose one course):

MUSIC 501	College Choir (1)
MUSIC 700	Large Ensemble (1)
MUSIC 775	Jazz Ensemble (1)

Electives: optional additional enrichment classes

MUSIC 273	Songwriters' Workshop III (3)

Total (Required and Electives)	**18**

LAHC TCAPS (Transfer, Career and Academic Pathways)

BUSINESS, ECONOMICS & HOSPITALITY

Business, Economics & Hospitality programs study finance and management to help businesses and offices function smoothly and plan for the future. Graduates may be employed by private business, government, or work independently.

- Accounting
- Business
- Economics
- Real Estate
- Global Trade and Logistics
- Computer Applications & Office Technology
- Computer Information Systems
- Culinary Arts
- General Education
- Hospitality *(effective Spring 2022)*

Visit the LAHC Program Mapper for more information on creating your path.

ACCOUNTING
(ACCTG) Business, Economics & Hospitality

Associate in Science Degree in Accounting

Academic Plan: H002771C

Click Here for ACCOUNTING PROGRAM MAPPER

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

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

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

Component I (choose 34 units minimum)

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

Component II (choose 9 units minimum)

BUS 038	Business Computation (3)
CIS 190	E-Commerce Essentials (3)
FINANCE 001	Principles of Finance (3)
FINANCE 002	Investments (3)
FINANCE 008	Personal Finance and Investments (3)
MGMT 013	Small Business Entrepreneurship (3)

Major (Components I and II)	**43**
Additional LACCD GE Requirements	**16**
(Not including 3 double-countable major units. Additionally, as a "high-unit" major, 2 units of the requirement for Area E are waived. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**1**
Total	**60**

Certificate of Achievement in Accounting

Academic Plan: H010683D

Click Here for ACCOUNTING PROGRAM MAPPER

This Certificate provides the student with training necessary for entry-level accounting positions in business and other organizations such as government agencies, education and industry.

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

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

Required Courses:

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

Total	**22**

Skills Certificate in Accounting

Academic Plan: H050201J

Click Here for ACCOUNTING PROGRAM MAPPER

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

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

Core:

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

Electives, choose 1 course:

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

Total	**13**

Skills Certificate in Taxation

Academic Plan: H050202J
Click Here for ACCOUNTING PROGRAM MAPPER

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

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

Required Courses:

ACCTG 001	Introductory Accounting I (5)	
ACCTG 015	Tax Accounting I (3)	
ACCTG 016	Tax Accounting II (3)	
Total		**11**

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

Academic Plan: H041041H
Click Here for BUSINESS PROGRAM MAPPER

The Associate in Science in Business Administration 2.0 for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Business Administration or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Additionally, students who complete a baccalaureate degree in this subject will be prepared for positions in management and/or supervision for a wide variety of business organizations requiring a preparation in business skills.

A student may earn an Associate in Science in Business Administration 2.0 for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 30-31 units in the major and the Intersegmental General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Required Core:

ACCTG 001	Introductory Accounting (5)
ACCTG 002	Introductory Accounting II (5)
BUS 001	Introduction to Business (3)
or	
BUS 032	Business Communications (3)
BUS 005	Business Law I (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)
MATH 236	Calculus for Business and Social Science (5)

Total Required Major Units	**30-31**
IGETC	37
Double-Counted Units	9
Additional CSU Electives Required	1-2
Total Units Required for AS-T Degree	**60**

*Additional IGETC Requirements: Per SB 1440 and approved by the Intersegmental Curriculum Workgroup (ICW) on January 20, 2014: The need to specify one transfer GE pattern as the means of completing the degree within 60 semester units does not prevent a college from awarding an ADT when a student chooses to use a different pattern, I.e., CSU GE.

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

Academic Plan: H040037G

Click Here for BUSINESS PROGRAM MAPPER

The Associate in Arts in Economics for Transfer degree is intended for students who plan to complete a bachelor's degree in a "similar" major at a CSU campus. For a current list of what majors (and what options or areas of emphasis with that major) have been designated as "similar" to this degree at each CSU campus, please refer to CSU's Associate Degree for Transfer Major and Campus Search webpage and seek guidance from an LAHC College counselor. Students completing this degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major of their choice.

To earn an AA-T in Economics, students must:

1. Complete a minimum of 60 CSU-transferrable semester units including both of the following:
   - Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE-Breadth) requirements.
   - A minimum of 18 semester units in the Political Science major as listed in the LAHC College catalog.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a letter grade.

The Program is designed to build an academic foundation in Economics and prepare students for upper-division courses after they transfer. The degree emphasizes developing and improving critical thinking, as well as analytical and problem-solving skills necessary for studying Economics at a university. With a degree in Economics, students will be equipped to enter the workforce as economists, economics consultants, and researchers working in various areas, such as business, law, and government.

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

- Apply essential economic theories, laws, models, and methodology to analyze cases related to fundamentals of micro- and macroeconomic studies
- Demonstrate knowledge of principles behind the real-world actions of individuals, firms, and governments in light of learned economic concepts

Required Core: (14 to 15 units)

ECON 001 Principles of Microeconomics (3)
ECON 002 Principles of Macroeconomics (3)

MATH 227 Statistics (4)
or
MATH 227S Statistics with Support (4)
or
STAT 001 Elementary Statistics I for the Social Sciences (3)

MATH 236 Calculus for Business and Social Science (5)
Or
MATH 265 Calculus with Analytic Geometry I (5)

LIST A, Select one course: (3 to 5 units)

ACCTG 001 Introductory Accounting I (5)
ACCTG 002 Introductory Accounting II (5)
BUS 032 Business Communications (3)
CIS 101 Introduction to Computer and Their Uses (3)
CS 113 Programming in Java (3)
MATH 266 Calculus with Analytic Geometry II)

List B, Select one course:

Any course from List A not already used or any of the following:
MATH 267 Calculus with Analytic Geometry III (5)
MATH 270 Linear Algebra (3)

Total Required Major Units	20-25 CSU
GE-Breadth	39
Double-Counted Units	9
Additional CSU Electives Required	5-10
Total Units Required for AA-T Degree	**60**

OR

Total Required Major Units	**20-25**
IGETC	37
Double-Counted Units	9
Additional CSU Electives Required	7-12
Total Units Required for AA-T Degree	**60**

Associate in Arts Degree in Business Administration

Academic Plan: H017778C

Click Here for BUSINESS PROGRAM MAPPER

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

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

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

Core (25 units):

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

Electives (choose 6 units minimum)

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

Major (Core and Electives)	**31**
Additional LACCD GE Requirements	**18**
(Not including 0-3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**11**
Total	**60**

Associate in Science Degree in Real Estate

Academic Plan: H002774C

The A.S. in Real Estate is designed to meet the specific needs of persons currently employed in the Real Estate field and seeking additional information for the purpose of upgrading their positions, and for those individuals who want to enter this field. This program is of interest to those who either are now, or hope to become salespersons, brokers, appraisers, escrow officers, property managers, and community developers.

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

- demonstrate competency in the major areas of real estate including but not limited to principles, practice, legal aspects, economics, property management, and real estate appraisal.
- apply knowledge of real estate law, principles, and practice to properly complete real estate documents.
- perform research and organize information to advance their careers as well as their own self-development.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Component I (20 units)

ACCTG 001	Introductory Accounting I (5)
BUS 005	Business Law I (3)
REAL ES 001	Real Estate Principles (3)
REAL ES 003	Real Estate Practices (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 007	Real Estate Finance (3)

Component II (choose 21 units minimum)

BUS 001	Introduction to Business (3)
BUS 031	Business English (3)
BUS 032	Business Communications (3)
BUS 038	Business Computations (3)
CIS 101	Introduction to Computers and Their Uses (3)
MARKET 001	Principles of Selling (3)
MARKET 021	Principles of Marketing (3)
REAL ES 014	Property Management (3)
REAL ES 018	Real Estate Investments (3)

Major Requirements	**41**
Additional LACCD GE Requirements	**18-19**
(Not including 3 double-countable major units or 0-2 units that shall be waived as a "high-unit" major in Area E. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**0-1**
Total	**60**

Certificate of Achievement in Business Administration

Academic Plan: H021632D

Click Here for BUSINESS PROGRAM MAPPER

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

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

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

Required Core (16 units)

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

Electives (Choose 6 units)

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

Total	**22**

Certificate of Achievement in Business Data Analytics

Academic Plan: H043586D

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

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

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

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

Required Courses:

BUS 001	Introduction to Business (3)	
STAT 101	Statistics for the Social Sciences (4)	
PSYCH 066	Introduction to Critical Thinking (3)	
MARKET 023	Introduction to Social Media Marketing (3)	
BUS 005	Business Law I (3)	
PSYCH 076	Data Visualization in the Social Sciences (4)	
Total		**20**

Certificate of Achievement in Global Trade and Logistics

Academic Plan: H036644D

Click Here for BUSINESS PROGRAM MAPPER

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

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

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

Required Core (18 units):

BUS 001	Introduction to Business (3)
BUS 032	Business Communications (3)
INTBUS 001	International Trade (3)
INTBUS 601	Introduction to Global Trade and Logistics (3)
INTBUS 612	Supply Chain Management: Transport Systems (3)
CIS 190	E-Commerce Essentials (3)
Total	**18**

Certificate of Achievement in Real Estate

Academic Plan: H021633D

Click Here for BUSINESS PROGRAM MAPPER

The Certificate of Achievement in Real Estate granted in conjunction with the California Division of Real Estate and the California Real Estate Association, may be earned by completing the following courses.

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

- demonstrate competency in the major areas of real estate including but not limited to principles, practice, legal aspects, economics, property management, and real estate appraisal.
- apply knowledge of real estate law, principles, and practice to properly complete real estate documents.
- perform research and organize information to advance their careers as well as their own self-development.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Core (20 units):

ACCTG 001	Introductory Accounting I (5)
BUS 005	Business Law I (3)
REAL ES 001	Real Estate Principles (3)
REAL ES 003	Real Estate Practices (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 007	Real Estate Finance (3)

Electives (choose 9 units minimum):

BUS 001	Introduction to Business (3)
BUS 031	Business English (3)
BUS 032	Business Communications (3)
BUS 038	Business Computations (3)
CIS 101	Introduction to Computers and Their Uses (3)
MARKET 001	Principles of Selling (3)
MARKET 021	Principles of Marketing (3)
REAL ES 014	Property Management (3)

Total	**29**

Skills Certificate in Property Management

Academic Plan: H051100J

Click Here for BUSINESS PROGRAM MAPPER

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

- demonstrate competency in the major areas of real estate including but not limited to principles, practice, legal aspects, economics, property management, and real estate appraisal.
- apply knowledge of real estate law, principles, and practice to properly complete real estate documents.
- perform research and organize information to advance their careers as well as their own self-development.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Required Courses:

REAL ES 001	Real Estate Principles (3)	
REAL ES 005	Legal Aspects of Real Estate I (3)	
REAL ES 014	Property Management (3)	
Total		**9**

Skills Certificate in Real Estate

Academic Plan: H051103J

Click Here for BUSINESS PROGRAM MAPPER

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

- demonstrate competency in the major areas of real estate including but not limited to principles, practice, legal aspects, economics, property management, and real estate appraisal.
- apply knowledge of real estate law, principles, and practice to properly complete real estate documents.
- perform research and organize information to advance their careers as well as their own self-development.
- demonstrate an understanding of how local, state, and federal laws and economic conditions affect the real estate environment.

Required Courses:

REAL ES 001	Real Estate Principles (3)	
REAL ES 003	Real Estate Practices (3)	
REAL ES 005	Legal Aspects of Real Estate I (3)	
REAL ES 007	Real Estate Finance I (3)	
Total		**12**

Real Estate Salesperson Exam Qualification Pathway

The courses listed below satisfy the 3-course educational requirements needed to take the California Real Estate Salesperson Exam. Students should check for the complete and latest list of requirements at the California Department of Real Estate www.dre.ca.gov

Students interested in real estate are advised to see a counselor about choosing an educational goal in Real Estate.

The following courses do not comprise a certificate or other award.

Recommended courses:

1) Real Estate Principles

REAL ES 001	Real Estate Principles (3)

2) Real Estate Practice

REAL ES 003	Real Estate Practices (3)

3) One course from the following list:

ACCTG 001	Introductory Accounting I (5)
BUS 005	Business Law I (3)
REAL ES 005	Legal Aspects of Real Estate I (3)
REAL ES 007	Real Estate Finance (3)
REAL ES 014	Property Management (3)

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY

(CAOT) Business, Economics & Hospitality

Associate in Science Degree in Administrative Assistant

Academic Plan: H002775C

Click Here for CAOT PROGRAM MAPPER

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

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

- display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, and desktop publishing.
- analyze, assess, and produce business documents that are a solution to given problems.
- demonstrate a proficient level of keyboarding speed and accuracy.
- demonstrate proficient communication (written and oral) skills as required in the workplace.
- demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally.
- access the Internet for a variety of information and business purposes.

Core (22 units)

BUS 001	Introduction to Business (3)
BUS 031	Business English (3)
CAOT 033	Records Management & Electronic Filing (3)
CAOT 034	Business Terminology (2)
CAOT 047	Applied Office Practice (2)
CAOT 078	Microcomputer Accounting Application for the Electronic Office (3)
CAOT 082	Microsoft Office Suite (3)
CAOT 085	Microsoft Excel: Spreadsheet (3)

Electives (Choose 17 units minimum)

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

Major	**39**
Additional LACCD GE Plan Requirements	**18**
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**3**
Total	**60**

Certificate of Achievement in Business Information Worker I

Academic Plan: H035548D

Click Here for CAOT PROGRAM MAPPER

This certificate of achievement is designed for students who want a fast-track course of study that will provide them with a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills. The Business Information Worker brings efficiency and productivity to the workplace. Completion of the Business Information Worker pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace.

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

- display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, desktop publishing and bookkeeping and accounting applications.
- analyze, assess, and produce business documents that are a solution to given problems.
- demonstrate a proficient level of keyboarding speed and accuracy.
- demonstrate proficient communication (written and oral) skills as required in the workplace.
- demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally, and access the Internet for a variety of information and business purposes.

Required Courses:

BUS 032	Business Communications (3)
CAOT 001	Computer Keyboarding and Document Applications 1 (3)
CAOT 047	Applied Office Practice (2)
CAOT 067	Microsoft Outlook for the Office (2)
CAOT 084	Microsoft Word (3)
CAOT 085	Microsoft Excel: Spreadsheet (3)
CAOT 092	Computer Windows Applications (2)
CIS 101	Introduction to Computers and Their Uses (3)
MGMT 033	Human Capital Management (3)
Total	**24**

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY

(CAOT) Business, Economics & Hospitality

Certificate of Achievement in Business Information Worker II

Academic Plan: H037245D

Click Here for CAOT PROGRAM MAPPER

This certificate of achievement is designed for students who want a fast-track course of study that will provide them with a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills. The Business Information Worker II program brings efficiency and productivity to the workplace. Completion of the Business Information Worker II pathway also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace.

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

- display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, desktop publishing and bookkeeping and accounting applications.
- analyze, assess, and produce business documents that are a solution to given problems.
- demonstrate a proficient level of keyboarding speed and accuracy.
- demonstrate proficient communication (written and oral) skills as required in the workplace.
- demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally, and access the Internet for a variety of information and business purposes.

Required Courses:

CAOT 033	Records Management & Electronic Filing (3)
CAOT 047	Applied Office Practice (2)
CAOT 048	Customer Service (3)
CAOT 078	Microcomputer Accounting Applications for the Electronic Office (3)
CAOT 086	Microsoft Access: Database (3)
CAOT 087	Excel Concepts for Business Applications (2)
CAOT 110	Microsoft PowerPoint: Presentation Design (3)
Total	**19**

Skills Certificate in Records Management (Clerical Records & Filing)

Academic Plan: H051404J

Click Here for CAOT PROGRAM MAPPER

This Skills Certificate is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

Required Courses:

CAOT 001	Computer Keyboarding and Document Applications I (3)
CAOT 033	Records Management and Electronic Filing (3)
CAOT 034	Business Terminology (2)
CAOT 086	Microsoft Access: Database (3)
Total	**11**

COMPUTER INFORMATION SYSTEMS

(CIS) Business, Economics & Hospitality

Associate in Science Degree in Computer Information Systems

Academic Plan: H010686C

Click Here for CIS PROGRAM MAPPER

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

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

- explain why it is essential to learn about computers today and discuss several ways computers are integrated into our business and personal lives.
- understand how data and programs are represented to a computer and be able to identify a few of the coding systems used to accomplish this to be able to successfully complete business applications using Word, PowerPoint, Excel, and Access software.
- explain why all computer users should be concerned about computer security and understand what information systems are and why they are needed.

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

Core (15 units):

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

Electives (choose 18 units minimum):

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

Major (Core and Electives)	**33**
Additional LACCD GE Plan Requirements (Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**21**
Additional Degree-applicable Requirements	**9**
Total	**60**

Certificate of Achievement in Cloud Computing

Academic Plan: H039712D

Click Here for CIS PROGRAM MAPPER

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

Program Learning Outcomes:

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

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

Core (12 units)

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

Electives (choose two of the following course):

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

Total	**18**

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

Academic Plan: H037385D

Click Here for CIS PROGRAM MAPPER

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

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

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

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

Required Courses:

BUS 001	Introduction to Business (3)
BUS 032	Business Communications (3)
CAOT 048	Customer Service (3)
CIS 101	Introduction to Computers and Their Uses (3)
CIS 212	A+ Certification Preparation - Hardware (3)
CIS 213	A+ Certification Preparation - Software (3)
Total	**18**

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

Academic Plan: H041763D

Click Here for CIS PROGRAM MAPPER

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

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

- Utilize knowledge of networking foundation in structuring and building LAN, WAN, WLAN. Use knowledge of OSI model, Network Components, Ethernet technologies, IPv4 and IPv6 protocol suite in building networks. Perform sub-netting, routing, management, security and troubleshooting of networks.
- Perform installation of Windows 2016 Server OS. Utilize knowledge of various roles and futures that come with Windows server. Perform installations and configurations of Active Directory, DNS, DHCP, Virtualization, User, group and security management with various policy development tools and methods.
- Perform system installations and utilize Windows Desktop Operating systems. With deep and solid background in the futures offered by Windows Desktop OS build secure systems, manage file and folder permissions, auditing, encryption and malicious attack prevention.
- Utilize full range of security concepts and technics in relation to network vulnerabilities, cryptographic and public key infrastructure, access control, policy, and network and communication security.

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

Required Courses:

CAOT 048	Customer Service (3)	
CIS 111	Supporting Windows Desktops (3)	
CIS 214	Introduction to Network+ (3)	
CIS 215	Network Security Fundamentals (3)	
CIS 223	Introduction to Server+ (3)	
CIS 228	Introduction to Fiber Optics (1)	
Total		**16**

CULINARY ARTS
(CLN ART) Business, Economics & Hospitality

Associate in Science Degree in Culinary Arts

Academic Plan: H019344C

Click Here for CULINARY ARTS PROGRAM MAPPER

The Associate in Science degree in Culinary Arts is designed to qualify students for employment in occupations in the growing food industry. The program provides students with theory and practical experience. Students completing the program will be able to enter careers as cooks in restaurants, hotels, school food service programs, and catering companies, as well as in other areas of hospitality including food sales and consulting, and in entry level management.

Note: The National Restaurant Association certification requires passing ServSafe and ServSafe Alcohol exams.

Also note: For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the second semester major requirements for this degree.

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

- execute verbal, written, and visual instructions in recipe and menu development utilizing the art and science of cooking.
- communicate effectively with customers, co-workers and management considering the diverse composition of the team and guest.
- use mathematical concepts and methods to analyze recipes, products, pricing, and vendor services to purchase goods.
- demonstrate proficiency in any station of a commercial kitchen including the Garde Mange, butcher, savory, pastry, and short order areas.
- demonstrate the skills necessary for employment as a manager of a small restaurant operation including utilizing the computer to perform research on culinary and management topics.

First Semester (12 units, taken concurrently)

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

Second Semester (12 units, taken concurrently)

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning & Nutrition (3)
CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 126	Baking Skills (3)

Third Semester (12 units, taken concurrently)

CLN ART 133	Advanced Garde Manger (3)
CLN ART 134	Classic & Contemporary Cuisine (3)
CLN ART 135	Dining Room & Beverage Management (3)
CLN ART 136	Restaurant Management (3)

Major (1st-3rd Semester Requirements)	**36**
Additional LACCD GE Requirements	**21**
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**3**
Total	**60**

Certificate of Achievement in Culinary Arts

Academic Plan: H019343D

Click Here for CULINARY ARTS PROGRAM MAPPER

The intense hands-on curriculum is paired with management practice and concepts to complete the Certificate of Achievement in Culinary Arts. The students manage and operate the marquee 1111 Bistro at Harbor with the popular Signature Dinner Series. The third semester classes provide an opportunity for students to highlight their mastery of the Classic & Contemporary Cuisines, showcase their skills in Advance Garde Manger and Charcuterie, and demonstrate a thorough understanding of Restaurant Management and its practical application into Dining Room and Beverage management.

Note: For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the second semester major requirements for this certificate.

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

- execute verbal, written, and visual instructions in recipe and menu development utilizing the art and science of cooking.
- communicate effectively with customers, co-workers and management considering the diverse composition of the team and guest.
- use mathematical concepts and methods to analyze recipes, products, pricing, and vendor services to purchase goods.
- demonstrate proficiency in any station of a commercial kitchen including the Garde Mange, butcher, savory, pastry, and short order areas.
- and demonstrate the skills necessary for employment as a manager of a small restaurant operation including utilizing the computer to perform research on culinary and management topics.

First Semester (12 units, taken concurrently)

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

Second Semester (12 units, taken concurrently)

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning & Nutrition (3)
CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 126	Baking Skills (3)

Third Semester (12 units, taken concurrently)

CLN ART 133	Advanced Garde Manger (3)
CLN ART 134	Classic & Contemporary Cuisine (3)
CLN ART 135	Dining Room & Beverage Management (3)
CLN ART 136	Restaurant Management (3)

Total	**36**

Skills Certificate in Advanced Cook Skills

Academic Plan: H130630J

Click Here for CULINARY ARTS PROGRAM MAPPER

The student builds on the Skills Certificate in Culinary Arts: Cook Skills requirements for an advanced laboratory experience that will prepare them for positions as line-cooks, sauciers, or as workers in the cold kitchen and/or the bakeshop. The curriculum includes intense hands-on experience in the cold kitchen, preparations of soups and sauces, vegetable and starch cookery, short order cooking in both the breakfast and lunch stations, introduction to basic baking skills, an understanding of nutrition and menu planning.

This program is equivalent to the second semester major requirements of the Associate of Science Degree and Certificate of Achievement in Culinary Arts. See the program learning outcomes listed under the associate's degree in this subject.

Note: For those working toward certification from the American Culinary Federation Culinarian Certification Program, a 200-hour kitchen rotation internship is required upon completion of the major requirements for this skills certificate.

Required Courses:

CLN ART 123	Culinary Skills II (3)
CLN ART 124	Menu Planning & Nutrition (3)
CLN ART 125	Breakfast & Lunch Cookery (3)
CLN ART 126	Baking Skills (3)

Total	**12**

Skills Certificate in Cook Skills

Academic Plan: H130631J

Click Here for CULINARY ARTS PROGRAM MAPPER

The culinary arts program at LAHC provides an intensive hands-on curriculum that prepares students who complete the first semester classes for entry level jobs in the food service industry. The curriculum includes a mastery of the fundamentals of cookery, aromatics, food fabrication, product identification and purchasing, and the state required certification in ServSafe.

This program is equivalent to the first semester major requirements of the Associate of Science Degree and Certificate of Achievement in Culinary Arts. See the program learning outcomes listed under the associate's degree in this subject.

Required Courses:

CLN ART 113	Culinary Skills I (3)
CLN ART 114	Aromatics (2)
CLN ART 115	Food Fabrication (2)
CLN ART 116	Product Identification & Purchasing (2)
CLN ART 117	Food Sanitation & Safety (3)
Total	**12**

Certificate of Achievement in Professional Baking and Pastry Arts

Academic Plan: H043420D

The Professional Baking and Pastry Arts program is designed for entry-level positions opportunities in the baking and pastry industry. Students will learn about the functions of ingredients, bakers percentage, methods of preparation in yeast and quick breads, pies, cakes, pastries, artisanal breads, hot and cold plated desserts, and sanitation skills are practiced.

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

a. Students will learn about the functions of ingredients, bakers percentage, methods of preparation in yeast and quick breads, pies, cakes, pastries, artisanal breads, hot and cold multicomponent plated desserts and sanitation skills are practiced and refined through laboratory practice and production settings.

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

First semester (9 units, taken concurrently)

CLN ART 117 Food Sanitation and Safety (3)
PROFBKG 100 Principles of Baking and Pastry Skills I (3)
PROFBKG 110 Principles of Bread and Artisan Bread I (3)

Second Semester (12 units, taken concurrently)

PROFBKG 122 Artisan Bread, Specialty Bread (6)
PROFBKG 132 Multi-Component Desserts and Pastries (6)

Total	**21**

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Associate in Science in Hospitality Management for Transfer (AS-T) Degree

Academic Plan: H041370H

Click Here for HOSPITALITY PROGRAM MAPPER

The courses provide students with knowledge and experience students need to understand current trends and technologies needed in the Hospitality industry. The field of Hospitality Management covers cost control, hotel management, hospitality law, food and beverage management and sanitation and safety. Career opportunities in the Hospitality industry include entry-level supervisory and/or manager trainee positions, restaurant supervisor, front desk supervisor, guest services supervisor, events manager, housekeeping supervisor, inventory supervisor, and lodging supervisor.

The Associate in Science in Hospitality Management for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Hospitality Management or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Hospitality Management.

A student may earn an Associate in Science in Hospitality Management for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18-21 units in the major, 0-12 CSU-transferable units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Required Core:

HOSPT 100	Introduction to the Hospitality Industry (3)

LIST A: Select three

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

LIST B: Select two

Any courses from List A not already used

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

Major (Core and Electives):	**18-21**
Additional CSU GE or IGETC Requirements (Not including 0-9 double-countable major units)	**30-39**
Additional CSU-Transferable Units	**0-12**
Total	**60**

LAHC TCAPS (Transfer, Career and Academic Pathways)

SOCIETY, CULTURE & COMMUNICATION

Society, Culture & Communication programs study people and languages to help solve social issues, improve quality of life, communicate effectively, and plan for our future. Graduates may be self-employed or employed by private businesses or the government

- Administration of Justice
- Anthropology
- Child Development
- Communication Studies
- English
- French
- General Education
- History
- Humanities
- Journalism
- Liberal Arts & Sciences
- Philosophy
- Political Science
- Psychology
- Spanish Communication
- Sociology

Visit the LAHC Program Mapper for more information on creating your path.

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

Academic Plan: H033087H

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

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

A student may earn an Associate in Science in Administration of Justice (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- communicate effectively with other agency colleagues and with the public.
- use critical thinking skills to select an appropriate response to a public safety event.
- identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues about public safety.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core:

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

List A (choose 6 units):

ADM JUS 003	Legal Aspects of Evidence (3)
ADM JUS 005	Criminal Investigation (3)
ADM JUS 008	Juvenile Procedures (3)
ADM JUS 037	California Criminal Procedures I (3)
ADM JUS 067	Community Relations I (3)
ADM JUS 075	Introduction to Corrections (3)

List B (choose 6 units):

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

ADM JUS 750	Ethics in Criminal Justice (3)
PSYCH 001	Introductory Psychology (3)
SOC 001	Introduction to Sociology (3)
STAT 001	Elementary Statistics (3)

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

Associate in Science Degree in Administration of Justice

Academic Plan: H002799C

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares students for entry level positions in a variety fields of criminal justice. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

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

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

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core (21 units):

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

Electives (choose 9 units minimum)

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

Major (Core and Electives)	**30**
Additional LACCD GE Requirements (Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**21**
Additional Degree-applicable Requirements	**9**
Total	**60**

Certificate of Achievement in Administration of Justice

Academic Plan: H021646D

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

A Certificate of Achievement in Administration of Justice is awarded upon completion of 24 units of technical coursework in Administration of Justice and English or Communications.

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

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

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Major (choose 24 units minimum):

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

Additional Requirements (3 units):

ENGLISH 100	Accelerated Prep: College Writing (3)
or	
COMM 101	Public Speaking (3)

Total	**27**

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

Academic Plan: H033285G

Click Here for ANTHROPOLOGY PROGRAM MAPPER

The Associate in Arts in Anthropology (AA-T) for Transfer Degree is intended for students planning to transfer into a Bachelor of Arts program in Anthropology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Anthropology (AA-T) for Transfer Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 20 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

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

Core:

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

List A: Select one (3 units)

ANTHRO 104	Human Language and Communication (3)

List B: Select one to two (3-5 units)

Any List A course not already used or the following:

GEOLOGY 001	Physical Geology (3)
and	
GEOLOGY 006	Physical Geology Laboratory (1)

(To satisfy List B requirement, both GEOLOGY 001 & 006 are required, GEOLOGY 001 will not meet requirement without lab)

PSYCH 010	Behavioral Research Methods (4)
SOC 004	Sociological Analysis (3)

List C: Select one (3 units)

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

ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)

Major	**18-20**
Additional CSU GE or IGETC Requirements (Not including 9-16 double-countable major units)	**21-26**
Additional CSU-Transferable Units	**12-21**
Total	**60**

Associate in Science in Early Childhood Education for Transfer (AS-T) Degree

Academic Plan: H032690H

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

The Associate in Science in Early Childhood Education for Transfer (AS-T) degree is intended for students planning to transfer into a Bachelor of Science program in Child Development, Child and Adolescent Development, Human Development, Education, or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Science in Early Childhood Education for Transfer degree by completing 60 semester units that are eligible for transfer to the CSU, including 25 units in Early Childhood Education, 1 elective unit, and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

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

Major Requirements (25 units):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood Principles and Practices (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 010	Health, Safety and Nutrition (3)
CH DEV 011	Child, Family, and Community (3)
CH DEV 022	Practicum in Child Development (4)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)

Major	**25**
Additional IGETC Requirements	**34**
(Not including 3 double-countable major units)	
Additional CSU or UC-Transferable Units	**1**
Total	**60**

*Additional IGETC Requirements: Per SB 1440 and approved by the Intersegmental Curriculum Workgroup (ICW) on January 30, 2014: The need to specify one transfer GE pattern as the means of completing the degree within 60 semester units does not prevent a college from awarding an ADT when a student chooses to use a different pattern, i.e., CSU GE.

Associate in Science Degree in Child Development

Academic Plan: H008305C

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

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

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

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

Required Core (38 units):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles & Practices (3)
CH DEV 003	Creative Experiences for Children I (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 010	Health, Safety, and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 012	Parent-Teacher-Child Interaction (3)
CH DEV 022	Practicum in Child Development I (4)
CH DEV 023	Practicum in Child Development II (4)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 045	Programs for Children with Special Needs (3)

Electives: Complete at least 4 units from the following courses:

CH DEV 005	Puppetry I (3)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 031	Infant/Toddler Care and Education (3)
CH DEV 036	Literature for Early Childhood (1)
CH DEV 038	Administration & Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 044	Early Intervention for Children with Special Needs (3)
CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)
CH DEV 185	Directed Study – Child Development (1)
EDUC 001	Introduction to Teaching (3)
FAM &CS 021	Nutrition (3)

Major (Core and Electives)	**42**
Additional LACCD GE Requirements	**15**
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**3**
Total	**60**

CHILD DEVELOPMENT

(CH DEV) Society, Culture & Communication

Certificate of Achievement in Child Development

Academic Plan: H021645D

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

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

Component I

CH DEV 022	Practicum in Child Development (4)

Component II (choose 20 units minimum)

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles & Practices (3)
CH DEV 003	Creative Experiences for Children I (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 005	Puppetry I (3)
CH DEV 010	Health, Safety, and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 012	Parent-Teacher-Child Interaction (3)
CH DEV 023	Practicum in Child Development II (4)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 031	Infant/Toddler Care and Education (3)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 036	Literature for Early Childhood (1)
CH DEV 038	Administration and Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 044	Early Intervention for Children with Special Needs (3)
CH DEV 045	Programs for Children with Special Needs (3)
CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)
CH DEV 185	Directed Study - Child Development (1)
EDUC 001	Introduction to Teaching (3)

Additional Requirements (3-4 units)

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

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

Associated in Arts in Communication Studies 2.0 for Transfer (AA-T) Degree

Academic Plan: H043108G

Click Here for COMMUNICATION STUDIES PROGRAM MAPPER

The Associate in Arts in Communication Studies 2.0 (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Communication Studies or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Communication Studies 2.0 (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in Communication Studies, 12-18 CSU-transferable units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- compose writing that expresses the writer's viewpoint and that utilizes the fundamentals of rhetoric and editing to communicate effectively for different audiences and purposes.
- demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

Required Core Courses: (6 units)
Complete the following:
COMM 101 Public Speaking I (3)
COMM 121 Interpersonal Communication (3)

List A:
Select Three Courses: (9 units)
COMM 104 Argumentation and Debate (3)
COMM 122 Intercultural Communication (3)
COMM 151 Small Group Communication (3)
COMM 190 Communication and New Media (3)
JOURNAL 105 Mass Communications (3)

List B:
Select One Course: (3 units)
Any course from List A not already used
ANTHRO 102 Human Ways of Life: Cultural Anthropology (3)
ENGLISH 102 College Reading and Composition II (3)
ENGLISH 103 Composition and Critical Thinking (3)
PSYCH 001 Introductory Psychology (3)
SOC 001 Introduction to Sociology (3)
JOURNAL 101 Collecting and Writing News (3)

Major	**18**
Additional CSU GE or IGETC Requirements (Not including 9-15 double-countable major units)	**25-30**
Additional CSU-Transferable Units	**12-18**
Total	**60**

Associate in Arts in Communication Studies Degree

Academic Plan: H030321C

Click Here for COMMUNICATION STUDIES PROGRAM MAPPER

The Associate in Arts degree in Speech Communication is designed for students who either intend to transfer to the CSU system campuses, or other four-year institutions, as Speech Communication majors, or who want to develop and enhance their skills in oral communication. The classes prepare students who seek careers in which effective communication skills are needed such as education, law, public relations, and service industry. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach a minimum of 60 units overall.

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

- compose writing that expresses the writer's viewpoint and that utilizes the fundamentals of rhetoric and editing to communicate effectively for different audiences and purposes.
- demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

Major (18 units)

COMM 101	Public Speaking (3)
COMM 104	Argumentation and Debate (3)
COMM 121	Interpersonal Communication (3)
COMM 151	Small Group Communication (3)
COMM 190	Communication and New Media (3)
COMM 275	Gender Communications (3)

Major	**18**
Additional LACCD GE Requirements	**18**
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**24**
Total	**60**

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

Academic Plan: H032673G

Click Here for ENGLISH PROGRAM MAPPER

The Associate in Arts in English for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in English or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in English for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in English, Humanities, and/or Journalism, **12**-17 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- compose writing that expresses the writer's viewpoint and which utilizes the fundamentals of rhetoric and editing.
- demonstrate the fundamentals of technological literacy.
- communicate effectively for differing audiences and purposes.
- demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

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

Core (6 units):

ENGLISH 102 College Reading and Composition II (3)
ENGLISH 103 Composition and Critical Thinking (3)

List A (choose 6 units):

ENGLISH 203 World Lit I (3)
ENGLISH 204 World Lit II (3)
ENGLISH 205 English Lit. I (3)
ENGLISH 206 English Lit. II (3)
ENGLISH 207 American Lit. I (3)
ENGLISH 208 American Lit. II (3)

List B (choose 3 units):

Any course from List A not already used or any of the following:
ENGLISH 127 Creative Writing (3)
ENGLISH 209 California Literature (3)
ENGLISH 211 Fiction (3)
ENGLISH 213 Dramatic Literature (3)
ENGLISH 214 Contemporary Literature (3)
ENGLISH 215 Shakespeare I (3)
ENGLISH 218 Children's Literature (3)
ENGLISH 219 American Ethnic Groups (3)
ENGLISH 234 African-American Literature I (3)
ENGLISH 239 Women's Literature (3)
ENGLISH 240 Literature and Motion Picture I (3)
ENGLISH 265 Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270 Science Fiction – Fantasy (3

List C (choose 3 units):

Any course from Lists A or B not already used or any of the following:
ANTHRO 104 Archaeology: Reconstructing the Human Past (3)
BUS 032 Business Communications (3)
ENGLISH 223 Creative Nonfiction (3)
ENGLISH 251 The Short Story (3)
ENGLISH 260 Detective and Crime Fiction (3)
ENGLISH 271 Graphic Fiction (3)
ENGLISH272 Video Games as Literature (3)
JOURNAL 101 Collecting and Writing News (3)
HUMAN 001 Cultural Patterns of Western Civilization (3)
THEATER 100 Introduction to the Theater (3)

Major (Core and Lists A, B, and C)	**18**
Additional CSU GE or IGETC Requirements (Not including 9-12 double-countable major units)	**25-30**
Additional CSU-Transferable Units	**12-17**
Total	**60**

Associate in Arts in French Degree

Academic Plan: H041096C

Click Here for FRENCH PROGRAM MAPPER

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

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

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

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

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

Core (20 units):

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

Electives (choose 1 course)

FRENCH 005	Advanced French I (5)
FRENCH 010	French Civilization (3)
FRENCH 025	French and Francophone Short Story in Translation (3)
FRENCH 026	Understanding French Culture Through Film (3)

Major (Core and Electives)	**23-25**
Additional LACCD GE Requirements	**18**
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**17-19**
Total	**60**

Skills Certificate in French Language

Academic Plan: H110200J

Click Here for FRENCH PROGRAM MAPPER

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

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

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

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

Required Courses:

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

Total	**15**

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

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

Academic Plan: H031221G

Click Here for HISTORY PROGRAM MAPPER

The Associate in Arts in History for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in History or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in History (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in the major, 15-20 elective units, and either the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- summarize and critically analyze graphic and textual information.
- communicate a clear argument both orally and in writing. The argument will include a thesis statement, support data, and citations.
- identify field-specific theories/perspectives and apply the theories to new information or situations.
- locate, identify, and evaluate relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- describe how different cultures have contributed to the workforce, community, and the world.

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

Core (6 units):

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

List A: Select Two Courses (6 units)

HISTORY 001	Introduction to Western Civilization I (3)
or	
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
or	
HISTORY 087	Introduction to World Civilization II (3)

List B: Select One Course from Each Area (6 units)

Area 1 Diversity: (choose 3 units)

Any course from Lists A not already used or:

SPANISH 021	Fundamentals of Spanish I (3)

Area 2: (choose 3 units):

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

HISTORY 021	History of the Russian People (3)
HISTORY 074	History of Asian Civilization (3)
POL SCI 002	Introduction to Comparative Politics (3)

formerly Modern World Governments

Major (Core and Lists Lists A, B1 and B2)	**18**
Additional CSU GE or IGETC Requirements (Not including 12-15 double-countable major units)	**22-27**
Additional CSU-Transferable Units	**15-20**
Total	**60**

Associate in Arts Degree in Humanities

Academic Plan: H038880C

Click Here for HUMANITIES PROGRAM MAPPER

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

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

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

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

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Required Core (9 units):

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

List A: (Choose 1 course):

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

List B: (Choose 1 course):

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

List C: (Choose 1 course):

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

Major	**18**
Additional CSUGE or IGETC Requirements (Not including 3-6 double-countable major units. Students wishing to transfer are advised)	**15-18**
Additional CSU transferable units:	**24-27**
Total	**60**

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

Academic Plan: H038068G

Click Here for JOURNALISM PROGRAM MAPPER

The Associate in Arts in Journalism for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Journalism, Public Relations or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Journalism (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including **18-19** units in the major, **10-12 CSU transferable units,** and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Core:

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

List A: (Choose 3 units):

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

List B: (Choose 6 units):

MATH 227	Statistics (4)
or	
MATH 227S	**Statistics with Support (4)**
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	**Elementary Statistics I for the Social Sciences (3)**
ECON 001	Principles of Microeconomics (3)
or	
ECON 002	Principles of Macroeconomics (3)
POL SCI 001	The Government Of The United States (3)
POL SCI 002	Introduction to Comparative Politics (3) *formerly Modern World Governments*
ENGLISH 103	Composition And Critical Thinking (3)
COMM 104	Argumentation and Debate (3)
COMM 101	Public Speaking (3)
COMM 121	Interpersonal Communication (3)
COMM 190	Communication and New Media (3)

Major	**19**
Additional CSUGE or IGETC Requirements (Not including 3-9 double-countable major units)	**31-36**
Additional CSU transferable units:	**10-12**
Total	**60**

Skills Certificate in Applied Journalism

Academic Plan: H060201J

Click Here for JOURNALISM PROGRAM MAPPER

The Applied Journalism Skills Certificate is designed for students who wish to enter one of the Journalism career programs in the Los Angeles Community College District (such as the Journalism AA and AA-T programs). Journalism students are given practical experience designed to train them in desktop publishing skills and for editorial jobs on daily and weekly newspapers, magazines, trade journals, social media, including websites and consumer publications. They also are prepared for work as freelance writers and producers, possibly in the podcast or broadcast industry. The program will 1) introduce students to journalism careers, 2) provide practical experience necessary for a career in journalism, and 3) better prepare students for entry into a journalism pathway.

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

- research, write, and produce news stories for print or broadcast, website and social media.
- edit news stories for print, demonstrating mastery of Associated Press style.
- demonstrate knowledge of converged media techniques including print, online and broadcast news writing.
- demonstrate newsroom management skills.
- assemble a print portfolio of published news articles and/or photographs. Student may also collect digital samples of converged media work product such as online, podcast or Internet broadcast samples of work.

Required Courses:

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

Total	**9**

Skills Certificate in Applied Journalism Design

Academic Plan: H060202J

Click Here for JOURNALISM PROGRAM MAPPER

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

The program will 1) introduce students to journalism pathways and careers, 2) provide practical experience necessary for a career in journalism, and 3) better prepare students for entry into a journalism pathway.

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

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

Required Courses:

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

Total	**9**

Skills Certificate in Journalism

Academic Plan: H060200J

Click Here for JOURNALISM PROGRAM MAPPER

The Skills Certificate in Journalism is designed for students who wish to enter one of the Journalism career programs in the Los Angeles Community College District. Journalism students are offered courses designed to train them in desktop publishing skills and for editorial and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs.

The program will 1) introduce students to journalism pathways and careers, 2) provide foundational knowledge necessary for a career in journalism, and 3) better prepare students for entry into a journalism pathway.

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

- research, write, and produce news stories for print or broadcast.
- edit news stories for print, demonstrating mastery of Associated Press style.
- demonstrate knowledge of converged media techniques including online and broadcast news writing.
- assemble a print portfolio of published news articles and or photographs. Student may also collect digital samples of converged media work product such as online or Internet broadcast samples of work.

Required Courses:

JOURNAL 101 Collecting and Writing News (3)
JOURNAL 105 Mass Communications (3)
JOURNAL 217-1 Publication Laboratory I (2)
or
JOURNAL 218-1 Practical Editing I (3)

Total	**8-9**

Skills Certificate in Journalism & Public Relations Study

Academic Plan: H060203J

Click Here for JOURNALISM PROGRAM MAPPER

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

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

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

Required Courses:

PUB REL 001	Principles of Public Relations	(3)
JOURNAL 101	Collecting and Writing News	(3)
JOURNAL 105	Mass Communications	(3)
Total		**9**

Skills Certificate in Public Relations & Marketing

Academic Plan: H060600J

Click Here for JOURNALISM PROGRAM MAPPER

The Applied Skills Certificate in Public Relations and Marketing is designed for students who wish to explore career programs in the Los Angeles Community College District (such as Journalism AA and AA-T programs with emphasis in PR and/or marketing). Students are offered courses designed to give them a broad overview of the media, train them in researching, planning, implementation and evaluation of tasks and understand concepts within global markets. The program will 1) introduce students to journalism, public relation and marketing pathways and careers, 2) provide foundational knowledge necessary for a career in journalism, public relations and/or marketing and 3) better prepare students for entry into a journalism, public relations and/or marketing pathway.

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

- research, write, and produce press releases in Associated Press style for print or broadcast.
- utilize RPIE strategy in constructing a public relations campaign.
- identify various publics and their needs.
- comprehend roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process.
- demonstrate knowledge of convergent media, including social media, and its use and affect in the workplace.

Required Courses:

PUB REL 001	Principles of Public Relations (3)	
MARKET 021	Principles of Marketing (3)	
JOURNAL 105	Mass Communications (3)	
Total		**9**

Associate in Arts in Liberal Arts & Sciences: Arts and Humanities Degree

Academic Plan: H018706C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

The courses in this area emphasize the study of cultural, literary, humanistic, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them with respect to artistic and cultural creation. Students will also learn to value aesthetics and incorporate these concepts when constructing value judgments. The Arts and Humanities concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Music, Philosophy and more. See the program learning outcomes listed under the subject heading.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

(Choose 18 units minimum)

ARC 132	Architectural History 1: Prehistory to the Middle ages (3)
ARC 133	Architectural History II: Late Middle Ages to Modern (3)
ART 100	Introduction to Studio Art for Non-Art Majors (3)
ART 101	Survey of Art History I (3)
ART 102	Survey of Art History II (3)
ART 103	Art Appreciation I (3)
ART 111	History of Contemporary Art (3)
ART 201	Drawing II (3)
ART 300	Introduction to painting (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)
ART 639	Introduction to Digital Imaging (3)
ART 713	Beginning Ceramics I (2)
COMM 101	Public Speaking (3)
COMM 104	Argumentation and Debate (3)
COMM 121	Interpersonal Communication (3)
COMM 122	Intercultural Communication (3)
COMM 151	Small Group Communication (3)
COMM 190	Communication and New Media (3)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
DANCEST 805	History and Appreciation of Dance (3)
ENGLISH 102	College Reading and Composition II (3)
ENGLISH 127	Creative Writing (3)
ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
ENGLISH 205	English Literature I (3)
ENGLISH 206	English Literature II (3)
ENGLISH 207	American Literature I (3)
ENGLISH 208	American Literature II (3)

(continues on next page)

ENGLISH 209	California Literature (3)
ENGLISH 211	Fiction (3)
ENGLISH 213	Dramatic Literature (3)
ENGLISH 214	Contemporary Literature (3)
ENGLISH 215	Shakespeare I (3)
ENGLISH 218	Children's Literature (3)
ENGLISH 219	The Literature of American Ethnic Groups (3)
ENGLISH 223	Creative Notification (3)
ENGLISH 234	African American Literature I (3)
ENGLISH 239	Women Literature (3)
ENGLISH 240	Literature and Motion Picture I (3)
ENGLISH 251	The Short Story (3)
ENGLISH 260	Detective and Crime Fiction (3)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270	Science Fiction – Fantasy (3)
ENGLISH 271	Graphic Fiction (3)
ENGLISH 272	Video Games as Literature (3)
FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
FRENCH 003	Intermediate French I (5)
FRENCH 004	Intermediate French II (5)
FRENCH 010	French Civilization (3)
FRENCH 025	French and Francophone Short Story in Translation (3)
FRENCH 026	Understanding French Culture through Film (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
HUMAN 001	Cultural Patterns of Western Civilization (3)
HUMAN 003	The Arts of Contemporary Society (3)
HUMAN 006	Great People, Great Ages (3)
HUMAN 008	Great Women in the Humanities (3)
HUMAN 017	Film Appreciation (3)
HUMAN 030	The Beginnings of World Civilization (3)
HUMAN 060	People and Their World: Technology and the Humanities (3)
HUMAN 077	Medieval Civilizations (3)
LIB SCI 101	College Research Skills (1)
JAPAN 001	Elementary Japanese (5)
MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation I (3)
MUSIC 116	Survey and History of Rock, Pop and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 501	College Choir (1)
MUSIC 700	Large Ensemble (1)
PHILOS 001	Introduction to Philosophy (3)
PHILOS 006	Logic in Practice (3)
PHILOS 020	Ethics (3)
PHILOS 033	Comparative Survey of World Religions (3)
SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)
SPANISH 012	Survey of Mexican Literature (3)
SPANISH 021	Fundamentals of Spanish I (3)
SPANISH 022	Fundamentals of Spanish II (3)
SPANISH 035	Spanish for Spanish Speakers I (5)
SPANISH 036	Spanish for Spanish Speakers II (5)
THEATER 100	Introduction to Theater (3)
THEATER 200	Introduction to Acting (3)
THEATER 270	Beginning Acting (3)
THEATER 275	Scene Study (2)
THEATER 300	Introduction to Stage Craft (3)

Major	**18**
Additional LACCD GE Requirements	**9-21**
(Not including 18 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional degree-applicable Requirements	**21-33**
Total Units	**60**

Associate in Arts in Liberal Arts & Sciences: Social and Behavioral Sciences Degree

Academic Plan: H018709C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

These courses focus on people as members of society. The courses in this area are designed to develop an awareness of the method of inquiry used by the Social and Behavioral sciences. Students will learn the perspectives, concepts, theories and methodologies of the disciplines that comprise the social and behavioral sciences, and will learn to think critically about, and appreciate, the ways people act and have acted in societies and social subgroups. The social and Behavioral Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Anthropology, Economics, History, Political Science, Psychology, Sociology and more. See the program learning outcomes listed under the subject heading.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

(Choose 18 units minimum)

ADM JUS 001	Introduction to Administration of Justice (3)
AFRO AM 004	The African American in the History of the U.S. I (3)
AFRO AM 005	The African American in the History of the U.S. II (3)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ANTHRO 103	Archaeology: Reconstructing the Human Past (3)
ANTHRO 104	Human Language and Communication (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)
BUS 001	Introduction to Business (3)
CH DEV 001	Child Growth and Development (3)
COMM 190	Communication and New Media (3)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
FIRETEK 201	Fire Protection Organization (3)
GEOG 002	Cultural Elements of Geography (3)
GEOG 007	World Regional Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)
HISTORY 019	History of Mexico (3)

HISTORY 020	History of California and the Pacific Coast (3)
HISTORY 021	History of Russian People (3)
HISTORY 041	The African American in the History of the U.S I (3)
HISTORY 042	The African American in the History of the U.S II (3)
HISTORY 043	The Mexican American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)
HISTORY 052	The Role of Woman in the History of the U.S. (3)
HISTORY 058	The Asian American in the History of the United States (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
LIB SCI 101	College Research Skills (1)
MATH 134	Accelerated Elementary and Intermediate Algebra (6)
MATH 137	Pre-Statistics Algebra (5)
MATH 227	Statistics (4)
MATH 227S	Statistics with Support (4)
MUSIC 100	Music in Society (3)
POL SCI 001	The Government of the United States (3)
POL SCI 002	Introduction to Comparative Politics (3) *formerly Modern World Governments*
POL SCI 004	Introduction to State and Local Governments (3)
POL SCI 007	Introduction to International Relations (3) *formerly Contemporary World Affairs*
POL SCI 030	The Political Process (3)
PSYCH 001	Introductory Psychology (3)
PSYCH 002	Biological Psychology (3)
PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
SOC 001	Introductory to Sociology (3)
SOC 002	American Social Problems (3)
SOC 004	Sociological Analysis (3)
SOC 012	Marriage and Family Life (3)
SOC 021	Human Sexuality (3)
STAT 001	Elementary Statistics I for the Social Science (3)

Major	**18**
Additional LACCD GE Requirements	**12-18**
(Not including 3-9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.	
Additional Degree-applicable Requirements	**24-30**
Total Units	**60**

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

Academic Plan: H038586G

Click Here for PHILOSOPHY PROGRAM MAPPER

The Associate in Arts in Philosophy for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Philosophy or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Philosophy (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18-20 units in the major, 17-18 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes: Upon completion of the program, students will be proficient in the ability to:

- Possess a foundational understanding of Metaphysics, Epistemology, Logic, Ethics, and Value Theory.
- Inquire into the basic nature of concepts such as truth, justice, rightness, knowledge, beauty, and reality.
- Critically investigate how these concepts aid in both the formation of beliefs and decision making for an individual and society.

Required Core: Select two (6 units):

PHILOS 009 Symbolic Logic I (3)
or
PHILOS 006 Logic in Practice (3)
PHILOS 001 Introduction to Philosophy (3)
or
PHILOS 020 Ethics (3)

List A: Select one course (3 units)

Any Required Core not already used
PHILOS 033 Comparative Survey of World Religions (3)

List B: Select two courses (6 units)

Any List A course not already used
HISTORY 001 Introduction to Western Civilization I (3)
HISTORY 002 Introduction to Western Civilization II (3)

List C: Select one course (3 units)

Any List A or B course not already used.

ENGLISH 203	World Literature I (3)
ENGLISH 204	World Literature II (3)
ENGLISH 205	English Literature I (3)
ENGLISH 206	English Literature II (3)
ENGLISH 207	American Literature I (3)
ENGLISH 208	American Literature II (3)
ENGLISH 209	California Literature (3)
ENGLISH 211	Fiction (3)
ENGLISH 214	Contemporary Literature (3)
ENGLISH 215	Shakespeare I (3)
ENGLISH 218	Children's Literature (3)
ENGLISH 219	The Literature of American Ethnic Groups (3)
ENGLISH 234	African-American Literature I (3)
ENGLISH 239	Women in Literature (3)
ENGLISH 240	Literature and the Motion Picture I (3)
ENGLISH 251	The Short Story (3)
ENGLISH 260	Detective and Crime Fiction (3)
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270	Science Fiction – Fantasy (3)
ENGLISH 271	Graphic Fiction (3)
FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)

(continues on next page)

FRENCH 003	Intermediate French (5)
FRENCH 010	French Civilization (3)
FRENCH 025	French and Francophone Short Story in Translation (3)
FRENCH 026	Understanding French Culture Through Film (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
HUMAN 001	Cultural Patterns of Western Civilization (3)
HUMAN 006	Great People, Great Ages (3)
HUMAN 017	Film Appreciation (3)
HUMAN 060	People and Their World: Technology and the Humanities (3)
JAPAN 022	Fundamentals of Japanese II (3)
SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
SPANISH 004	Intermediate Spanish II (5)
SPANISH 012	Survey of Mexican Literature (3)
SPANISH 021	Fundamentals of Spanish I (3)
SPANISH 022	Fundamentals of Spanish II (3)
SPANISH 035	Spanish for Spanish Speakers I (5)
SPANISH 036	Spanish for Spanish Speakers II (5)

Major (Core and Electives)	**18-20**
Additional CSU GE or IGETC Requirement (Not including 12-15 double-countable major units)	**24-25**
Additional CSU-Transferable Units	**15-18**
Total	**60**

Associate in Arts in Political Science for Transfer (AA-T) Degree

Academic Plan: H040109G

Click Here for Political Science Program Mapper

The Associate in Arts in Political Science for Transfer degree is intended for students who plan to complete a bachelor's degree in a "similar" major at a CSU campus. For a current list of what majors (and what options or areas of emphasis with that major) have been designated as "similar" to this degree at each CSU campus, please refer to CSU's Associate Degree for Transfer Major and Campus Search webpage and seek guidance from an LAHC College counselor. Students completing this degree are guaranteed admission to the CSU system, but not to a particular CSU campus or major of their choice.

To earn an AA-T in Political Science, students must:

1. Complete a minimum of 60 CSU-transferrable semester units including both of the following:

1. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE-Breadth) requirements.
2. A minimum of 18 semester units in the Political Science major as listed in the LAHC College catalog.

2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

3. Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a letter grade.

With successful completion of this degree, students will be able to identify and explain major economic, political, social, cultural and historical themes underlying contemporary issues in the policymaking process. Students will be able to critically analyze different theories pertaining to the discipline using primary and/or secondary sources in support of their arguments. The program will allow students to identify and distinguish various academic and journalistic sources and explain what these reveal about contemporary political issues and policy making. Through this foundational knowledge, students completing the Associate in Arts in political Science for Transfer Degree will be prepared for successful completion of a Bachelor of Arts in Political Science.

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

a. Identify and explain major economic, political, social, cultural and historical themes underlying contemporary issues in the policymaking process.
b. Critically analyze different theories pertaining to the discipline using primary and/or secondary sources in support of their arguments.
c. Identify and distinguish various academic and journalistic sources and explain what these reveal about contemporary political issues and policymaking.

Required Core: Select 3 courses (9 units) from the following:

POL SCI 001	The Government of the United States (3)
POL SCI 002	Introduction to Comparative Politics (3)
POL SCI 005	The History of Western Political Thought (3)
POL SCI 007	Introduction to International Relations (3)

LIST A: Select two courses (6 Units) from the following

Any Course not selected from the Required Core

POL SCI 003	Introduction to Political Science (3)
POL SCI 004	Introduction to State and Local Governments (3)
POL SCI 030	The Political Process (3)

POL SCI 050	Introduction to Research in Political Science (3)
or	
STAT 001	Elementary Statistics I For the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I For the Social Sciences With Support (3)
or	
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)

LIST B: Select one course (3 units) from the following:
Any course not selected above.

ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
BUS 001	Introduction to Business (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
GEOG 002	Cultural Elements of Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 011	Political and Social History of the United States To 1877 (3)
HISTORY 012	Political and Social History of the United States From 1865 (3)
SOC 001	Introduction to Sociology (3)

Total Required Major Units	18-19
CSU GE-Breadth	39
Double-Counted Units	6-9
Additional CSU Electives Required	9-11
Total Units Required for AA-T Degree	60

OR

Total Required Major Units	18-19
IGETC	37
Double-Counted Units	6-9
Additional CSU Electives Required	11-13
Total Units Required for AA-T Degree	60

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

Academic Plan: H032613G

Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Psychology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Psychology for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 19-20 units in Psychology, Statistics or Mathematics, and/or Biology, 10-16 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in major courses and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

1. compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
2. evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
3. integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
4. recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
5. apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

Note: this award can also be found in the Health, Human Services & Public Safety and the Science, Technology, Engineering & Mathematics TCAP Pathway

Core: (10-11 units)

MATH 227 Statistics (4)
or
MATH 227S Statistics with Support (4)
or
STAT 001 Statistics I for the Social Sciences (3)
or
STAT 001S Statistics I for the Social Sciences with Support (3)

PSYCH 001 Introductory Psychology (3)
PSYCH 010 Behavioral Research Methods (4)

List A: Select one (3 units)

PSYCH 002 Biological Psychology II (3)

List B: Select one (3 units)

Any course from List A not already used or one of the following:
PSYCH 041 Life-Span Psychology (3)
PSYCH 014 Abnormal Psychology (3)

List C: Select one (3 units)

Any course from List A or B not already used or one of the following:
PSYCH 003 Personality and Social Development (3)
PSYCH 015 Adult Development and Aging (3)
PSYCH 042 Industrial Organizational Psychology (3)
PSYCH 052 Psychological Aspects of Human Sexuality (3)
PSYCH 066 Introduction to Critical Thinking (3)

Major (Core and Electives)	**19-20**
Additional CSU GE or IGETC Requirements (Not including 9-12 double-countable major units)	**25-30**
Additional CSU-Transferable Units	**10-16**
Total	**60**

Associate in Arts in Psychology Degree

Academic Plan: H030319C

Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate of Arts degree in Psychology will give students a foundation for more advanced psychology courses and a foundation for optimal human interaction in the workplace and/or in their own personal relationships. Students who complete this degree will be prepared to transfer to four-year institutions with which an articulation agreement has been established.

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

- compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
- integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

Note: this award can also be found in the Health, Human Services & Public Safety and the Science, Technology, Engineering & Mathematics TCAP Pathway

Core (13 -14 units):

PSYCH 001	Introductory Psychology (3)
PSYCH 002	Biological Psychology (3)
PSYCH 010	Behavioral Research Methods (4)
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)

List A (choose 3 units minimum)

PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)

List B (choose 3 units minimum)

ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
SOC 001	Introduction to Sociology (3)
SOC 021	Human Sexuality (3)

Major (Core and Lists A and B)	**19-20**
Additional LACCD GE Plan Requirements	**12-13**
(Not including 7-8 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**27-29**
Total	**60**

SPANISH COMMUNICATION

(SPANISH) Society, Culture & Communication

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

Academic Plan: H037517G

Click Here for SPANISH COMMUNICATION PROGRAM MAPPER

The Associate in Arts in Spanish for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Spanish or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Spanish (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-25 units in the major, 9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes: This degree provides a solid foundation in the study of the Spanish language and literature for those wishing to continue their education in Spanish.

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

- demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension).
- demonstrate knowledge of the global society, and the role of Spanish-speaking nations, and of the Spanish language and Hispanic cultures in the contemporary world.

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

Core (20 Units):

SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
or	
SPANISH 036	Spanish for Spanish Speakers II (5)
SPANISH 004	Intermediate Spanish II (5)

Substitution Courses:

Substitution courses can be used to meet the 18 unit minimum requirements for Major Units if a student places out of any Core courses (above) and is not awarded units for those courses.

SPANISH 012	Survey of Mexican Literature (3)
SPANISH 035	Spanish for Spanish Speakers I (5)

List A (choose 3-5 units):

COMM 121	Interpersonal Communication (3)
ENGLISH 102	College Reading and Composition II (3)
ENGLISH 103	Composition and Critical Thinking (3)
FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 019	History of Mexico (3)
HISTORY 043	The Mexican-American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)

Major Units	**21-25**
Additional CSU GE or IGETC Requirements (Not including 6-9 double-countable major units)	**2-11**
Additional CSU-Transferable Units	**9**
Total	**60**

Certificate of Achievement in Social Sciences Data Analytics

Academic Plan: H043398D

The Social Sciences Data Analytics Certificate of Achievement is designed to provide high school students with an introduction to the data analytics field within the context of the social sciences, providing a foundation in data analysis and interpretation. This certificate will allow students to obtain high demand labor market skills relevant to several industries including business, education, technology, healthcare, marketing, supply chain, and government agencies. It will also act as a degree pathway for those who are considering completing an associate of arts or science degree or transferring to a four-year university in any social science discipline (e.g., business, psychology, sociology, political science, communications, education, research, human resources and other disciplines).

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

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

Note: this award can also be found in the Society, Culture and Communication TCAP Pathway

Required Courses:

PSYCH 010	Behavioral Research Methods (4)	
PSYCH 066	Introduction to Critical Thinking (3)	
PSYCH 076	Data Visualization in the Social Sciences (4)	
PSYCH 098	Social Science Data Analytics Capstone (1)	
STAT 101	Statistics For The Social Sciences (4) (STAT 185: Directed Study – Statistics- Available for students who completed a 3-unit statistics course and need one additional unit focused on statistical software use.)	
TOTAL		**16**

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

Academic Plan: H040231G

Click Here for SOCIOLOGY PROGRAM MAPPER

The Associate in Arts in Sociology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Journalism or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Sociology (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18-19 units in the major, 11-20 CSU-transferable units, and either the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P better for major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

The Associate in Arts in Sociology for Transfer (AA-T) Degree involves the scientific study of society, social institutions and social relationships. This program provides students the opportunity to acquire skills in research, information gathering, analytical and critical thinking, problem solving, and written and verbal communication. Upon completion of this program, students will have a strong academic foundation in the field and be prepared for upper-division baccalaureate study. Completion of the degree indicates that the student will have satisfied the lower division requirements for transfer into a Sociology program for many campuses in the California State University system.

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

- Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion, and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is “academically sound and viable.”
- Develop cross-cultural competency, empathy, and insight nto the human experience that transcends demographic categorization.

Core:

SOC 001	Introduction to Sociology (3)
SOC 002	American Social Problems (3)
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
or	
STAT 001	Elementary Statistics for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics for the Social Sciences with Support (3)

List A: Select two

SOC 003	Crime and Delinquency (3)
SOC 004	Sociological Analysis (3)
SOC 011	Race and Ethnic Relations (3)
SOC 012	Marriage and Family Life (3)
SOC 031	Sociology of Gender (3)

List B: Select one

Any List A course not already used or the following:

ANTHRO 102	Humans Ways of Life: Cultural Anthropology (3)
GEOG 002	Cultural Elements of Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)
HISTORY 041	The African American in the History of the US I (3)
HISTORY 042	The African American in the History of the US II (3)
HISTORY 043	The Mexican-American in the History of the US I (3)
HISTORY 044	The Mexican-American in the History of the US II (3)
HISTORY 052	The Role of Women in the History of the U.S. (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
POL SCI 004	Introduction to State and Local Governments (3)
SOC 021	Human Sexuality (3)

Major Units	**18-19**
Additional CSU GE or IGETC Requirements	**22-30**
(Not including 9-15 double-countable major units)	
Additional CSU-Transferable Units	**11-20**
TOTAL	**60**

EDUCATION

Education programs study children and learning to help teachers be able to work with a diverse student population. Graduates may be employed by private business, government, or work independently.

- Administration of Justice
- Anthropology
- Child Development
- Communication Studies
- Elementary Teacher Education
- English
- French
- General Education
- History
- Humanities
- Journalism
- Liberal Arts & Sciences
- Philosophy
- Political Science
- Psychology
- Spanish Communication
- Sociology

Visit the LAHC Program Mapper for more information on creating your path.

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

Academic Plan: H031029G

Click Here for ART PROGRAM MAPPER

The Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Studio Arts or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 24 units in Visual and Studio Arts, 0-2 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and Transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.
- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Core:

ART 102	Survey of Art History II (3)
ART 201	Drawing I (3)
ART 501	Beginning Two-Dimensional Design (3)
ART 502	Beginning Three-Dimensional Design (3)

List A: Select one course from the following:

ART 101	Survey of Art History I (3)

List B: Select 9 units from the following:

ART 202	Drawing II (3)
ART 111	History of Contemporary Art (3)
ART 204	Life Drawing I (3)
ART 205	Life Drawing II (3)
ART 300	Introduction to Painting (3)
ART 301	Watercolor Painting I (3)
ART 304	Acrylic Painting I (3)
ART 310	Beginning Oil Painting (3)
ART 633	Introduction to Computer Graphics (3)
ART 639	Introduction to Digital Imaging (3)
ART 706	Clay Sculpture I (2)
and	
ART 707	Clay Sculpture II (2)
ART 713	Beginning Ceramics I (2)
and	
ART 714	Beginning Ceramics II (2)

Major (Core and Electives)	**24-26**
Additional CSU GE or IGETC Requirements (Not including 6 double-countable major units)	**31-33**
Additional CSU-Transferable Units	**1-4**
Total	**60**

Associate in Arts Degree in Art

Academic Plan: H019850C

Click Here for ART PROGRAM MAPPER

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

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

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution of art and design to human experience.
- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Component I (15 units):

ART 101	Survey of Art History I (3)
or	
ART 102	Survey of Art History II (3)
ART 201	Drawing I (3)
ART 300	Introduction to Painting (3)
ART 501	2-Dimensional Design (3)
ART 640	Portfolio Development (3)

Component II (choose 6 units minimum):

ART 204	Life Drawing I (3)
ART 205	Life Drawing II (3)
ART 206	Life Drawing III (3)
ART 207	Life Drawing IV (3)
ART 301	Watercolor Painting I (3)
ART 302	Watercolor Painting II (3)
ART 303	Watercolor Painting III (3)
ART 304	Acrylic Painting I (3)
ART 305	Acrylic Painting II (3)
ART 306	Acrylic Painting III (3)
ART 310	Beginning Oil Painting (2)
ART 311	Intermediate Oil Painting (2)
ART 312	Advanced Oil Painting (2)
ART 521	Art Gallery Techniques (3)
ART 531	Art Gallery Techniques II (3)
ART 637	Presentation Graphics (3)
ART 639	Introduction to Digital Imaging (3)
ART 706	Clay Sculpture I (2)
ART 707	Clay Sculpture II (2)
ART 713	Beginning Ceramics I (2)
ART 714	Beginning Ceramics II (2)

Major (Components I and II)	**21**
Additional LACCD GE Requirements	**18**
(Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**21**
Total	**60**

Associate in Science in Biology for Transfer (AS-T) Degree

Academic Plan: H040145H

Click Here for BIOLOGY PROGRAM MAPPER

The science of biology integrates concepts from several disciplines. The coursework for the AS-T in Biology emphasizes this cross-disciplinary approach and provides students with a foundation to pursue careers in today's fast-growing and emerging STEM fields. The curriculum may also facilitate entry into various graduate or professional programs.

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

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

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

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

Required Core (10 units):

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

List A (15 units):

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)

Select one Physics sequence (8-10 units):

Sequence 1:

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

Sequence 2:

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

Major (Core and List A):	**33-35**
Additional CSU GE for STEM or IGETC for STEM Requirements: (Not including 10 double-countable major units)	**21-23**
Additional CSU Transferable Unite	**4**
Total:	**60**

Note: The unit totals above are based on the CSUGE for STEM or the IGETC for STEM plans, which allow for completion of 6 units of non-STEM GE work after transfer.

Associate in Science in Chemistry for UC Transfer (UCTP) Degree

Academic Plan: H041129M

Click Here for CHEMISTRY PROGRAM MAPPER

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

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

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

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

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

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

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

Required Courses:

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

Major	**53**
Additional IGETC Requirements	**16-21**
Total	**69-74**

Associate in Science Degree in Chemistry

Academic Plan: H002797C

Click Here for CHEMISTRY PROGRAM MAPPER

The Associate in Science degree in Chemistry is designed for students who either intend to transfer to the UC or CSU as Chemistry majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant.

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

- problem solving, scientific report writing, and laboratory skills.

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

Major Requirements (40 units)

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

Major	**40**
Additional LACCD GE Requirements (Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**5**
Total	**60**

Associate in Science in Early Childhood Education for Transfer (AS-T) Degree

Academic Plan: H032690H

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

The Associate in Science in Early Childhood Education for Transfer (AS-T) degree is intended for students planning to transfer into a Bachelor of Science program in Child Development, Child and Adolescent Development, Human Development, Education, or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Science in Early Childhood Education for Transfer degree by completing 60 semester units that are eligible for transfer to the CSU, including 25 units in Early Childhood Education, 1 elective unit, and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Major Requirements (25 units):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood Principles and Practices (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 010	Health, Safety and Nutrition (3)
CH DEV 011	Child, Family, and Community (3)
CH DEV 022	Practicum in Child Development (4)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)

Major	**25**
Additional IGETC Requirements	**34**
(Not including 3 double-countable major units)	
Additional CSU or UC-Transferable Units	**1**
Total	**60**

*Additional IGETC Requirements: Per SB 1440 and approved by the Intersegmental Curriculum Workgroup (ICW) on January 30, 2014: The need to specify one transfer GE pattern as the means of completing the degree within 60 semester units does not prevent a college from awarding an ADT when a student chooses to use a different pattern, i.e., CSU GE.

CHILD DEVELOPMENT

(CH DEV) Education

Associate in Science Degree in Child Development

Academic Plan: H008305C

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

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

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Required Core (38 units):

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles & Practices (3)
CH DEV 003	Creative Experiences for Children I (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 010	Health, Safety, and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 012	Parent-Teacher-Child Interaction (3)
CH DEV 022	Practicum in Child Development I (4)
CH DEV 023	Practicum in Child Development II (4)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 045	Programs for Children with Special Needs (3)

Electives: Complete at least 4 units from the following courses:

CH DEV 005	Puppetry I (3)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 031	Infant/Toddler Care and Education (3)
CH DEV 036	Literature for Early Childhood (1)
CH DEV 038	Administration & Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 044	Early Intervention for Children with Special Needs (3)
CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)
CH DEV 185	Directed Study – Child Development (1)
EDUC 001	Introduction to Teaching (3)
FAM &CS 021	Nutrition (3)

Major (Core and Electives)	**42**
Additional LACCD GE Requirements	**15**
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**3**
Total	**60**

CHILD DEVELOPMENT

(CH DEV) Education

Certificate of Achievement in Child Development

Academic Plan: H021645D

Click Here for CHILD DEVELOPMENT PROGRAM MAPPER

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

- demonstrate the use of developmentally appropriate practices for young children.
- evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
- advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Component I

CH DEV 022	Practicum in Child Development (4)

Component II (choose 20 units minimum)

CH DEV 001	Child Growth and Development (3)
CH DEV 002	Early Childhood: Principles & Practices (3)
CH DEV 003	Creative Experiences for Children I (3)
CH DEV 004	Creative Experiences for Children II (3)
CH DEV 005	Puppetry I (3)
CH DEV 010	Health, Safety, and Nutrition (3)
CH DEV 011	Child, Family and Community (3)
CH DEV 012	Parent-Teacher-Child Interaction (3)
CH DEV 023	Practicum in Child Development II (4)
CH DEV 030	Infant/Toddler Development (3)
CH DEV 031	Infant/Toddler Care and Education (3)
CH DEV 034	Observing and Recording Children's Behavior (3)
CH DEV 036	Literature for Early Childhood (1)
CH DEV 038	Administration and Supervision of Early Childhood Programs I (3)
CH DEV 039	Administration II: Personnel and Leadership in Early Childhood Education (3)
CH DEV 042	Teaching in a Diverse Society (3)
CH DEV 044	Early Intervention for Children with Special Needs (3)
CH DEV 045	Programs for Children with Special Needs (3)
CH DEV 065	Adult Supervision/Early Childhood Mentoring (2)
CH DEV 075	Child Safety (1)
CH DEV 172	Introduction to Careers in Child Development (1)
CH DEV 185	Directed Study - Child Development (1)
EDUC 001	Introduction to Teaching (3)

Additional Requirements (3-4 units)

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

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

Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree

Academic Plan: H042458G

The Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree is intended for students planning to transfer into a Liberal Studies program or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Elementary Teacher Education (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 48 units in the major, 1-4 CSU-transferable units, and either the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P better for major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Major Requirements (48 units):

BIOLOGY 003	Introduction to Biology (4)
CH DEV 001	Child Growth and Development (3)
COMM 101	Public Speaking (3)
EDUC 001	Introduction to Teaching (3)
ENGLISH 101	College Reading and Composition I (3)
ENGLISH 102	College Reading and Composition II (3)
GEOG 007	World Regional Geography (3)
GEOLOGY 001	Physical Geology (3)
GEOLOGY 006	Physical Geology Laboratory (1)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 086	Introduction to World Civilization (3)
MATH 215	Principles of Mathematics I (3)
PHYS SC 001	Physical Science I (3)
PHYS SC 014	Physical Science Laboratory (1)
POL SCI 001	The Government of the United States (3)

List A: (3 units):

ENGLISH 103	Composition and Critical Thinking (3)

List B: (Choose 1 course):

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

Major	**48**
Additional CSU GE or IGETC Requirements (Not including 28 double-countable major units)	**9-11**
Additional CSU Transferable Units	**1-3**
Total	**60**

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

Academic Plan: H032673G

Click Here for ENGLISH PROGRAM MAPPER

The Associate in Arts in English for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in English or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in English for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in English, Humanities, and/or Journalism, **12**-17 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- compose writing that expresses the writer's viewpoint and which utilizes the fundamentals of rhetoric and editing.
- demonstrate the fundamentals of technological literacy.
- communicate effectively for differing audiences and purposes.
- demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core (6 units):

ENGLISH 102 College Reading and Composition II (3)
ENGLISH 103 Composition and Critical Thinking (3)

List A (choose 6 units):

ENGLISH 203 World Lit I (3)
ENGLISH 204 World Lit II (3)
ENGLISH 205 English Lit. I (3)
ENGLISH 206 English Lit. II (3)
ENGLISH 207 American Lit. I (3)
ENGLISH 208 American Lit. II (3)

List B (choose 3 units):

Any course from List A not already used or any of the following:
ENGLISH 127 Creative Writing (3)
ENGLISH 209 California Literature (3)
ENGLISH 211 Fiction (3)
ENGLISH 213 Dramatic Literature (3)
ENGLISH 214 Contemporary Literature (3)
ENGLISH 215 Shakespeare I (3)
ENGLISH 218 Children's Literature (3)
ENGLISH 219 American Ethnic Groups (3)
ENGLISH 234 African-American Literature I (3)
ENGLISH 239 Women's Literature (3)
ENGLISH 240 Literature and Motion Picture I (3)
ENGLISH 265 Asian Pacific Islander American Literature and Popular Culture (3)
ENGLISH 270 Science Fiction – Fantasy (3

List C (choose 3 units):

Any course from Lists A or B not already used or any of the following:
ANTHRO 104 Archaeology: Reconstructing the Human Past (3)
BUS 032 Business Communications (3)
ENGLISH 223 Creative Nonfiction (3)
ENGLISH 251 The Short Story (3)
ENGLISH 260 Detective and Crime Fiction (3)
ENGLISH 271 Graphic Fiction (3)
ENGLISH272 Video Games as Literature (3)
JOURNAL 101 Collecting and Writing News (3)
HUMAN 001 Cultural Patterns of Western Civilization (3)
THEATER 100 Introduction to the Theater (3)

Major (Core and Lists A, B, and C)	**18**
Additional CSU GE or IGETC Requirements (Not including 9-12 double-countable major units)	**25-30**
Additional CSU-Transferable Units	**12-17**
Total	**60**

Associate in Arts in French Degree

Academic Plan: H041096C

Click Here for FRENCH PROGRAM MAPPER

The Associate in Arts degree in French provides a solid foundation in French language and literature for those wishing to continue their study of French. The courses included in the degree prepare students who seek careers in in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in art, music, cinema, literature and other Romance languages. The AA degree consists of a core general education component, 18-20 units in the major, and additional elective units as needed to reach a minimum of 60 units overall. Some major courses may double count for general education.

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

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core (15 units):

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

Electives (choose 1 course)

FRENCH 004	Intermediate French II (5)
FRENCH 010	French Civilization (3)
FRENCH 025	French and Francophone Short Story in Translation (3)
FRENCH 026	Understanding French Culture Through Film (3)

Major (Core and Electives)	**18-20**
Additional LACCD GE Requirements (Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**18**
Additional Degree-applicable Requirements	**22-24**
Total	**60**

Skills Certificate in French Language

Academic Plan: H110200J

Click Here for FRENCH PROGRAM MAPPER

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

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Required Courses:

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

Total	**15**

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

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

Academic Plan: H031221G

Click Here for HISTORY PROGRAM MAPPER

The Associate in Arts in History for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in History or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in History (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in the major, 15-20 elective units, and either the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- summarize and critically analyze graphic and textual information.
- communicate a clear argument both orally and in writing. The argument will include a thesis statement, support data, and citations.
- identify field-specific theories/perspectives and apply the theories to new information or situations.
- locate, identify, and evaluate relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- describe how different cultures have contributed to the workforce, community, and the world.

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

Core (6 units):

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

List A: Select Two Courses (6 units)

HISTORY 001 Introduction to Western Civilization I (3)
or
HISTORY 086 Introduction to World Civilization I (3)

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

List B: Select One Course from Each Area (6 units)

Area 1 Diversity: (choose 3 units)

Any course from Lists A not already used or:
SPANISH 021 Fundamentals of Spanish I (3)

Area 2: (choose 3 units):

Any List A course not already used or any of the following:
HISTORY 021 History of the Russian People (3)
HISTORY 074 History of Asian Civilization (3)
POL SCI 002 Introduction to Comparative Politics (3)
formerly Modern World Governments

Major (Core and Lists Lists A, B1 and B2)	**18**
Additional CSU GE or IGETC Requirements (Not including 12-15 double-countable major units)	**22-27**
Additional CSU-Transferable Units	**15-20**
Total	**60**

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

Academic Plan: H031028G

Click Here for Kinesiology Program Mapper

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) degree is designed to provide the student with the necessary lower division coursework preparation to transfer to the CSU system to pursue a major in Kinesiology. The AA-T in Kinesiology is intended for students who plan to complete a bachelor's degree in Kinesiology or a "similar" major at a CSU campus. For a current list of what majors (and what options or areas of emphasis with that major) have been designated as "similar" to this degree at each CSU campus, please refer to the CSU's Associate Degree for Transfer Major and Campus Search and seek guidance from an LA Harbor counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular CSU campus or major. To earn an AA-T in Kinesiology degree, students must:

- Complete a minimum of 60 CSU-transferrable semester units including both of the following:
  - Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE-Breadth) requirements.
  - A minimum of 20 semester units in the Kinesiology major.
- Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Obtain in a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a letter grade.

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

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.
- Assess how National Mandates and Standards are needed to improve the physical education curriculum.
- Compare the fields of recreation, dance and sport. Explain how sub disciplines or fragmentations of physical education relate to health
- Assess risk factors for stress, reproductive health, infectious diseases, major chronic diseases and personal safety.
- Demonstrate that diversity of career and professional opportunities are available in school and non-school settings.

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

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core (14 units minimum):

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

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

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

Area 3: Dance
DANCETQ 141 Modern Dance Techniques I (1)

Area 4: Fitness
KIN 010 Kinesiology-Physical Fitness (1)
KIN229-1 Body Conditioning Skills I (1)
KIN 229-2 Body Conditioning Skills II (1)
KIN 245-1 Body Dynamics Skills I (1)
KIN 245-2 Body Dynamics Skills II (1)
KIN 250-1 Weight Training Skills I (1)
KIN 251-1 Yoga Skills - I (1)
KIN 251-2 Yoga Skills - II (1)
KIN 350-1 Weight Training (1)
KIN 350-2 Weight Training (1)
KIN MAJ 119 Physical Efficiency (2)

Area 5: Individual Sports
KIN 272 Track and Field Skills (1)

Area 6: Team Sports
KIN 287-1 Basketball Skills I (1)
KIN 287-2 Basketball Skills II (1)

KIN 291-1 Volleyball Skills I (1)
KIN 291-2 Volleyball Skills II (1)

LIST A: Select two courses from the following: (6 units minimum)
MATH 227 Statistics (4)

or

MATH 227S Statistics with Support (4)
or
STAT 001 Elementary Statistics I For the Social Sciences (3)

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

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

HEALTH 012 Safety Education and First Aid (3)

PSYCH 001 Introductory Psychology (3)
or
SOC 001 Introduction to Sociology (3)

HEALTH 011 Principles of Health Living (3)

Major (Core and Electives)	**20-24**
Additional CSU GE or IGETC Requirements (Not including 7-12 double-countable major units)	**39**
Additional CSU-Transferable Units	**6-13**
Total	**60**

Certificate of Achievement in Kinesiology

Academic Plan: H022949D

Click Here for KINESIOLOGY PROGRAM MAPPER

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

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.
- Assess how National Mandates and Standards are needed to improve the physical education curriculum.
- Compare the fields of recreation, dance and sport.
- Explain how sub-disciplines or fragmentations of physical education relate to health.
- Assess risk factors for stress, reproductive health, infectious diseases, major chronic diseases and personal safety.
- Demonstrate that diversity of career and professional opportunities are available in school and non-school settings.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Required Core

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

Electives (Choose 6 units)

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

Total	**16**

Associate in Arts Degree in Liberal Studies

Academic Plan: H022950C

Click Here for LIBERAL STUDIES PROGRAM MAPPER

The Associate in Arts in Liberal Studies Degree provides breadth studies similar to that required for the elementary education major at some four-year institutions. Students planning to transfer to a four-year institution as an education major are strongly advised to see a counselor to determine which courses listed below articulate in the major at that institution.

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

- demonstrate proficiency in verbal communication.
- employ numeracy and quantitative reasoning to solve problems.
- differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- demonstrate the ability to form conclusions based on the analysis of evidence.
- describe social constructs that guide ethical decision-making.
- describe the role of human events and forms of expression in shaping society.

Core:

ANTHRO 103	Archaeology: Reconstructing the Human Past (3)
or	
HISTORY 086	Introduction to World Civilization I (3)
BIOLOGY 003	Introduction to Biology (4)
CH DEV 001	Child Growth and Development (3)
ENGLISH 218	Children's Literature (3)
GEOG 007	World Regional Geography (3)
MATH 215	Principles of Mathematics I (3)
MATH 216	Principles of Mathematics II (3)

Electives (choose 3 units minimum)

ART103	Art Appreciation I (3)
DANCEST 805	History and Appreciation of Dance (3)
MUSIC 101	Fundamentals of Music (3)
MUSIC 111	Music Appreciation I (3)
THEATER 100	Introduction to the Theater (3)

Major Requirements	**25**
Additional LACCD GE Unit Requirements	**7**
(Not including 18 double-countable major units and 3 Area E units that may be waived for this degree via graduation petition. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**28**
Total	**60**

Associate in Science in Mathematics for Transfer (AS-T) Degree

Academic Plan: H032688H

Click Here for MATHEMATICS PROGRAM MAPPER

The Associate in Science in Mathematics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Mathematics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Mathematics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-23 units in Mathematics, Physics, and/or Computer Technology, 1-9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- explain and demonstrate mathematical concepts relevant to the course content.
- analyze and construct proofs relevant to the course concepts.
- create, interpret and analyze graphs relevant to the course content.
- solve problems, including application problems, relevant to course concepts and content.

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

Core:

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)

List A: Select one (3 units)

MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)

List B: Select one (3 units)

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

MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
PHYSICS 037	Physics for Engineers and Scientists I (5)

Major	**21-23**
Additional CSU GE or IGETC Requirements (Not including 2-6 double-countable major units)	**31-39**
Additional CSU-Transferable Units	**1-9**
Total	**60**

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

Academic Plan: H032099G

Click Here for MUSIC PROGRAM MAPPER

The Associate in Arts in Music (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Music or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Music (AA-T) Degree by completing 21-22 CSU-transferable units in Music, either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, sufficient CSU-transferable elective units to reach a total of 60 units for the degree, with a grade of C or P or better in major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- utilize print materials, concert attendance, and electronic media to perform research related to music.
- demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Core:

MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 216-3	Music Theory III (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)
MUSIC 217-3	Musicianship III (1)

Required Core Performance Ensembles (choose 4 units). Each may be repeated for a total of 4 units and/or combined with others.

MUSIC 501	Collegiate Choir (1)
MUSIC 700	Large Ensemble (1)
MUSIC 775	Jazz Ensemble (1)

List A: Electives (choose 3-4 units)

MUSIC 111	Music Appreciation (3)
MUSIC 161	Introduction to Music Technology (3)
MUSIC 165	Introduction to Recording Arts (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 321	Elementary Piano I (2)
MUSIC 322	Elementary Piano II (2)
MUSIC 323	Elementary Piano III (2)

Major (Core and Performance Ensembles)	**21-22**
Additional CSU GE or IGETC Requirement (Not including 3-6 double-countable major units)	**31-36**
Additional CSU-Transferable Units	**2-8**
Total	**60**

Certificate of Achievement in Music

Academic Plan: H010694D

Click Here for MUSIC PROGRAM MAPPER

This program provides an opportunity for students to acquire breadth of knowledge and introductory skills in music. It is designed for students considering a career in music but who have not yet decided upon an area of emphasis, or for those who wish to acquire such knowledge and skills prior to completing any of the other music awards offered at Harbor College.

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

- recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions.
- demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.
- describe the different careers available to musicians and what skills are required of those who pursue them.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Major Requirements (8 units)

MUSIC 216-1	Music Theory I (3)
MUSIC 216-2	Music Theory II (3)
MUSIC 217-1	Musicianship I (1)
MUSIC 217-2	Musicianship II (1)

Electives (choose 1 unit):

MUSIC 501	College Choir (1)*
MUSIC 700	Large Ensemble (1)*
MUSIC 775	Jazz Band (1)*

*Each may be repeated for a total of 4 units and/or combined with others.

Additional Electives (choose 9 units):

Any additional course(s) from the above elective units and/or the following:

MUSIC 100	Music in Society (3)
MUSIC 101	Fundamentals of Music I (3)
MUSIC 111	Music Appreciation I (3)
MUSIC 116	Survey of Rock, Pop, and Soul Music (3)
MUSIC 118	Film Music Appreciation (3)
MUSIC 141	Jazz Appreciation (3)
MUSIC 161	Introduction to Electronic Music (3)
MUSIC 165	Introduction to Recording Arts (3)
MUSIC 180-1	Applied Music Laboratory I (1.5)**
MUSIC 180-2	Applied Music Laboratory II (1.5)**
MUSIC 180-3	Applied Music Laboratory III (1.5)**
MUSIC 180-4	Applied Music Laboratory IV (1.5)**
MUSIC 181	Applied Music I (0.5)
MUSIC 182	Applied Music II (0.5)
MUSIC 183	Applied Music III (0.5)
MUSIC 184	Applied Music IV (0.5)
MUSIC 216-3	Music Theory III (3)
MUSIC 216-4	Music Theory IV (3)
MUSIC 217-3	Musicianship III (1)
MUSIC 217-4	Musicianship IV (1)
MUSIC 261-1	Electronic Music Workshop I (3)
MUSIC 261-2	Electronic Music Workshop II (3)
MUSIC 261-3	Electronic Music Workshop III (3)
MUSIC 265-1	Recording Arts Workshop I (3)
MUSIC 265-2	Recording Arts Workshop II (3)
MUSIC 265-3	Recording Arts Workshop III (3)
MUSIC 271	Songwriters' Workshop I (3)
MUSIC 272	Songwriters' Workshop II (3)
MUSIC 273	Songwriters' Workshop III (3)
MUSIC 280	Business of Commercial Music (3)
MUSIC 321	Piano I (2)
MUSIC 322	Piano II (2)
MUSIC 323	Piano III (2)
MUSIC 324	Piano IV (2)
MUSIC 411	Elementary Voice I (2)
MUSIC 412	Elementary Voice II (2)
MUSIC 413	Elementary Voice III (2)
MUSIC 414	Elementary Voice IV (2)
MUSIC 650	Beginning Guitar (2)
MUSIC 651	Classical Guitar I (2)
MUSIC 652	Classical Guitar II (2)
MUSIC 653	Classical Guitar III (2)
MUSIC 654	Classical Guitar IV (2)

**Successful completion of audition required for enrollment

Total (Major plus Elective Requirements)	**18**

Associate in Science in Physics for UC Transfer (UCTP) Degree

Academic Plan: H041102M

Click Here for PHYSICS PROGRAM MAPPER

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

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

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

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

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

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

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

Required Courses:

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

Major	**46**
Additional IGETC Requirements	**16-21**
Total	**62-67**

Associate in Science in Physics for Transfer (AS-T) Degree

Academic Plan: H032810H

Click Here for PHYSICS PROGRAM MAPPER

The Associate in Science in Physics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Physics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Physics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 30 units in Physics and Mathematics and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- accurately and safely use lab equipment.
- use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

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

Major (30 units)

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

Major	**30**
Additional IGETC Requirements (Not including 7 double-countable major units)	**30**
Total	**60**

Associate in Science in Physics Degree

Academic Plan: H002796C

Click Here for PHYSICS PROGRAM MAPPER

The Associate in Science degree in Physics is designed for students who either intend to transfer to the UC or CSU as Physics majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant.

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

- accurately and safely use lab equipment.
- use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

Additional IGETC Requirements: Per SB 1440 and approved by the Intersegmental Curriculum Workgroup (ICW) on January 30, 2014: The need to specify one transfer GE pattern as the means of completing the degree within 60 semester units does not prevent a college from awarding an ADT when a student chooses to use a different pattern, i.e., CSU GE.

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

Major (40 units)

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 037	Physics for Engineers I (5)
PHYSICS 038	Physics for Engineers II (5)
PHYSICS 039	Physics for Engineers III (5)

Major	**40**
Additional LACCD GE Plan Requirements (Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**5**
Total	**60**

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

Academic Plan: H037517G

Click Here for SPANISH COMMUNICATION PROGRAM MAPPER

The Associate in Arts in Spanish for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Spanish or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Spanish (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-25 units in the major, 9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes: This degree provides a solid foundation in the study of the Spanish language and literature for those wishing to continue their education in Spanish.

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

- demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension).
- demonstrate knowledge of the global society, and the role of Spanish-speaking nations, and of the Spanish language and Hispanic cultures in the contemporary world.

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core (20 Units):

SPANISH 001	Elementary Spanish I (5)
SPANISH 002	Elementary Spanish II (5)
SPANISH 003	Intermediate Spanish I (5)
or	
SPANISH 036	Spanish for Spanish Speakers II (5)
SPANISH 004	Intermediate Spanish II (5)

Substitution Courses:

Substitution courses can be used to meet the 18 unit minimum requirements for Major Units if a student places out of any Core courses (above) and is not awarded units for those courses.

SPANISH 012	Survey of Mexican Literature (3)
SPANISH 035	Spanish for Spanish Speakers I (5)

List A (choose 3-5 units):

COMM 121	Interpersonal Communication (3)
ENGLISH 102	College Reading and Composition II (3)
ENGLISH 103	Composition and Critical Thinking (3)
FRENCH 001	Elementary French I (5)
FRENCH 002	Elementary French II (5)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 019	History of Mexico (3)
HISTORY 043	The Mexican-American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)

Major Units	**21-25**
Additional CSU GE or IGETC Requirements (Not including 6-9 double-countable major units)	**2-11**
Additional CSU-Transferable Units	**9**
Total	**60**

HEALTH, HUMAN SERVICES & PUBLIC SAFETY

Health, Human Services & Public Safety programs study human biology, medical care and support, and the legalities that help keep people healthy and safe as well as offer assistance in emergencies. Graduates may be employed by private business, government, or work independently.

- Administration of Justice
- Fire Technology
- General Education
- Health Occupations
- Kinesiology
- Liberal Arts & Sciences
- Nursing
- Nutrition and Dietetics
- Pre-Health Professions
- Psychology

Visit the LAHC Program Mapper for more information on creating your path.

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

Academic Plan: H033087H

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

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

A student may earn an Associate in Science in Administration of Justice (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core:

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

List A (choose 6 units):

ADM JUS 003	Legal Aspects of Evidence (3)
ADM JUS 005	Criminal Investigation (3)
ADM JUS 008	Juvenile Procedures (3)
ADM JUS 037	California Criminal Procedures I (3)
ADM JUS 067	Community Relations I (3)
ADM JUS 075	Introduction to Corrections (3)

List B (choose 6 units):

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

ADM JUS 750	Ethics in Criminal Justice (3)
PSYCH 001	Introductory Psychology (3)
SOC 001	Introduction to Sociology (3)
STAT 001	Elementary Statistics (3)

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

Associate in Science Degree in Administration of Justice

Academic Plan: H002799C

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares students for entry level positions in a variety fields of criminal justice. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core (21 units):

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

Electives (choose 9 units minimum)

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

Major (Core and Electives)	**30**
Additional LACCD GE Requirements (Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**21**
Additional Degree-applicable Requirements	**9**
Total	**60**

Certificate of Achievement in Administration of Justice

Academic Plan: H021646D

Click Here for ADMINISTRATION OF JUSTICE PROGRAM MAPPER

A Certificate of Achievement in Administration of Justice is awarded upon completion of 24 units of technical coursework in Administration of Justice and English or Communications.

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Major (choose 24 units minimum):

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

Additional Requirements (3 units):

ENGLISH 100	Accelerated Prep: College Writing (3)
or	
COMM 101	Public Speaking (3)

Total	**27**

Associate in Science Degree in Fire Technology

Academic Plan: H002800C

Click Here for FIRE TECHNOLOGY PROGRAM MAPPER

The Fire Technology Program is designed to prepare persons for positions in the various branches of the firefighting industry, to upgrade the competency of those already employed in the field to qualify for promotion, and to prepare individuals for employment in certain industrial occupations.

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

communicate effectively with other agency colleagues and with the public.

- use critical thinking skills to select an appropriate response to a public safety event.
- identify relevant solutions to contemporary safety and security concerns.
- participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level.
- demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

Core (29 units):

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

Electives (choose 9 units minimum)

ADM JUS 16	Recruitment Selection Process (3)
ADM JUS 319	Research Methods & Statistics in Criminal Justice (3)
FIRETEK 207	Wildland Fire Control (3)
FIRETEK 209	Fire Tactics and Strategy (3)
FIRETEK 210	Fire Company Organization and Procedure (3)
FIRETEK 213	Fire Investigation (3)
FIRETEK 217	Fire Apparatus (3)

Major (Core and Electives)	**38**
Additional LACCD GE Requirements	**21**
(Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**1**
Total	**60**

FIRE TECHNOLOGY

(FIRETEK) Health, Human Services & Public Safety

Certificate of Achievement in Fire Technology

Academic Plan: H021648D

Click Here for FIRE TECHNOLOGY PROGRAM MAPPER

The Fire Technology Program is designed to prepare persons for positions in the various branches of the firefighting industry, to upgrade the competency of those already employed in the field to qualify for promotion, and to prepare individuals for employment in certain industrial occupations.

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

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

Core (18 units):

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

Electives (choose 9 units minimum)

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

Additional Requirements (6-9 units):

ENGLISH 100	Accelerated Prep: College Writing (3)
or	
ENGLISH 101	College Reading and Composition I (3)
or	
ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab (3)
or	
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab (3.5)
or	
ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab (4)
MATH 115	Elementary Algebra (5)

or a higher level math course (3-5)

Total	**33-36**

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Certified Nursing Assistant (CNA)

Academic Plan: H035550D

Click Here for HEALTH OCCUPATIONS PROGRAM MAPPER

Courses in Health Occupations are designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District and/ or prepare for a job in a related health care position in the Los Angeles area. These courses serve as the foundational knowledge base to enter the Certified Nursing Assistant (CNA) and Certified Home Health Aide (HHA) courses and to achieve Certificates of Achievement in each. The Certified Nursing Assistant (CNA) certificate prepares students for a career in an area with a high demand for employment. The CNA provides basic nursing care for patients in hospitals, assisted living, or long-term care. The CNA course consists of both classroom and clinical experiences. The course covers basic theory and skills such as patient rights, interpersonal skills, infection control, emergencies, body mechanics, patient care skills and procedures, vital signs, nutrition, observation and charting, long-term care, and rehabilitation.

The program is approved by the California Department of Public Health. Upon successful completion of the course, students are eligible to apply to take the state of California certification examination for CNA.

Upon successful completion of the CNA certification, students may opt to enter the HHA course. This course prepares CNAs for certification as a Home Health Aide (HHA) by the state of California Department of Public Health. HHAs function as an entry-level worker on a health care team in a home health agency. This course includes both classroom and clinical experiences.

In addition to the policies and standards of Los Angeles Harbor College, the CNA and HHA courses have policies and requirements based on professional standards, clinical agencies, and the state of California
The student must submit verification of specific health requirements, obtain First Aid and basic life support training, and provide a clear background check prior to clinical placement.

Students are able to apply to the CNA program by visiting the Los Angeles Harbor College Health Sciences website: http://www.lahc.edu/classes/nursing/cna.html

All students are required to attend a mandatory orientation prior to the date that classes begin. Health requirements, uniforms, supplies, background checks and class guidelines will be discussed at the mandatory orientation sessions.

All students must meet the following qualifications- must be a registered student at LAHC and have a social security number and valid state-issued identification.

- Students must undergo a medical history and physical examination and meet requirements for clinical agencies which includes, but is not limited to, titers and/or vaccines for measles/mumps/rubella/chicken pox and hepatitis B, 2-step tuberculin skin test (or chest x-ray if positive), flu vaccine, and Tdap vaccine
- Students may not have any health conditions that would create a hazard to self, employees, or patients
- Students must provide a clear background check prior to clinical rotation.
- Students must submit to live scan fingerprinting prior to the start of clinical experiences. In accordance with California Title 22 section 71828(c), students will not be allowed to participate in clinical experiences if they have been convicted of certain crimes.
- Students must have a current First Aid and American Heart Association Healthcare-Provider Basic Life Support card prior to clinical rotation.

Students are responsible for covering the costs associated with the CNA program. Costs associated with the program include: uniform, shoes, physical and vaccines, wrist watch with second hand, background check, First Aid/CPR certification, supplies, tuition, textbooks, syllabus, malpractice insurance, and certification exam fee for licensure.

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

- recall the role of the Certified Nurse Assistant

- identify the rights of patients as specified in Title 22, California Code of Regulations section 72527 & in sections 1599.1, 1599.2 & 1599.3 of the Health & Safety Code and in Title 42 communication skills.
- demonstrate principles of medical asepsis in caring for residents.
- demonstrate appropriate and safe body mechanics in caring for residents.
- demonstrates profession behaviors:
  - Empathy
  - Self-motivation
  - Appearance/personal hygiene
  - Time management
  - Teamwork
  - Respect
  - Patient advocacy
- demonstrate competent and safe patient procedures identified on the "NATP Skills Checklist."

Required Courses:

HLTHOCC 062	Skill Set for the Health Care Professional (2)
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology (2)
HLTHOCC 064	Cultural and Legal Topics for the Health Care Professional (1)
HLTHOCC 065	Fundamentals for the Health Care Professional (2.5)
NRS-HCA 399A	Certified Nursing Assistant (6) *formerly NURSING 399A*

Total	**13.5**

Certificate of Achievement in Certified Nurse's Assistant (CNA)/Home Health Aide (HHA)

Academic Plan: H035551D

Click Here for HEALTH OCCUPATIONS PROGRAM MAPPER

Courses in Health Occupations are designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District and/ or prepare for a job in a related health care position in the Los Angeles area. These courses serve as the foundational knowledge base to enter the Certified Nursing Assistant (CNA) and Certified Home Health Aide (HHA) courses and to achieve Certificates of Achievement in each. The Certified Nursing Assistant (CNA) certificate prepares students for a career in an area with a high demand for employment. The CNA provides basic nursing care for patients in hospitals, assisted living, or long-term care. The CNA course consists of both classroom and clinical experiences. The course covers basic theory and skills such as patient rights, interpersonal skills, infection control, emergencies, body mechanics, patient care skills and procedures, vital signs, nutrition, observation and charting, long-term care, and rehabilitation.
The program is approved by the California Department of Public Health. Upon successful completion of the course, students are eligible to apply to take the state of California certification examination for CNA.

Upon successful completion of the CNA certification, students may opt to enter the HHA course. This course prepares CNAs for certification as a Home Health Aide (HHA) by the state of California Department of Public Health. HHAs function as an entry-level worker on a health care team in a home health agency. This course includes both classroom and clinical experiences.

In addition to the policies and standards of Los Angeles Harbor College, the CNA and HHA courses have policies and requirements based on professional standards, clinical agencies, and the state of California.
The student must submit verification of specific health requirements, obtain First Aid and basic life support training, and provide a clear background check prior to clinical placement.

Students are able to apply to the CNA program by visiting the Los Angeles Harbor College Health Sciences website: http://www.lahc.edu/classes/nursing/cna.html. All students are required to attend a mandatory orientation prior to the date that classes begin. Health requirements, uniforms, supplies, background checks and class guidelines are discussed at the mandatory orientation sessions.

All students must meet the following qualifications- must be a registered student at LAHC and have a social security number and valid state-issued identification.

- Students must undergo a medical history and physical examination and meet requirements for clinical agencies which includes, but is not limited to, titers and/or vaccines for measles/mumps/rubella/chicken pox and hepatitis B, 2-step tuberculin skin test (or chest x-ray if positive), flu vaccine, and Tdap vaccine
- Students may not have any health conditions that would create a hazard to self, employees, or patients
- Students must provide a clear background check prior to clinical rotation.
- Students must submit to live scan fingerprinting prior to the start of clinical experiences. In accordance with California Title 22 section 71828(c), students will not be allowed to participate in clinical experiences if they have been convicted of certain crimes.
- Students must have a current First Aid and American Heart Association Healthcare-Provider Basic Life Support card prior to clinical rotation

Students are responsible for covering the costs associated with the CNA program. Costs associated with the program include: uniform, shoes, physical and vaccines, wrist watch with second hand, background check, First Aid/CPR certification, supplies, tuition, textbooks, syllabus, malpractice insurance, and certification exam fee for licensure.

Students must complete NRS-HCA 399A with a grade of "C" or better to take Home Health Aide course Nursing 399B. The combined lecture/lab course teaches the student the theory and clinical skills needed to work with clients in the home care setting. Emphasis is given to safety

principles and to methods for providing physical care and emotional and social support. Upon successful completion of Nursing 399B, the student is eligible to take the certification examination as a Home Health Aide in the State of California.

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

- recall the role of the Certified Nurse Assistant
- identify the rights of patients as specified in Title 22, California Code of Regulations section 72527 & in sections 1599.1, 1599.2 & 1599.3 of the Health & Safety Code and in Title 42 communication skills.
- demonstrate principles of medical asepsis in caring for residents.
- demonstrate appropriate and safe body mechanics in caring for residents.
- demonstrates professional behaviors:
    - Empathy
    - Self-motivation
    - Appearance/personal hygiene
    - Time management
    - Teamwork
    - Respect
    - Patient advocacy
- Demonstrate competent and safe patient procedures identified on the "NATP Skills Checklist."
- Identify and describe the role and responsibilities of the home health aide in California.
- Perform, at a safe, competent level, the patient care skills and procedures listed in Title 22, Division V of the State of California
- regulations.
- Describe how the culture, lifestyle and life experiences of the client and family can influence care provided.
- Identify and describe the key principles of diet, nutritional needs, fluid balance, and safe food handling.
- Identify and describe the principles of a clean, safe, healthy home environment.
- Identify, describe and perform the specific skills and tasks that may be performed by the home health aide in the home
- setting.
- Describe and demonstrate BLS for the Healthcare Provider (Cardiopulmonary resuscitation and emergency cardiac care).
- Demonstrate the correct use of body mechanics and client positioning techniques in the home health setting.

Required Courses:

HLTHOCC 062	Skill Set for the Health Care Professional (2)
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology (2)
HLTHOCC 064	Cultural and Legal Topics for the Health Care Professional (1)
HLTHOCC 065	Fundamentals for the Health Care Professional (2.5)
NRS-HCA 399A	Certified Nursing Assistant (6) *formerly NURSING 399A*
NRS-HCA 399B	Certified Home Health Aide (2) *formerly NURSING 399B*
Total	**15.5**

Skills Certificate in Health Occupations

Academic Plan: H123000J

Click Here for HEALTH OCCUPATIONS PROGRAM MAPPER

The Skills Certificate in Health Occupations is designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District (such as Certified Nurse Assistant/Home Health Aide, Emergency Department Assistant, Dental Hygiene, Senior Care Specialist, Health Information Technology, Medical Assistant, and Registered Nurse), and/ or prepare for a job in a related health care position in the Los Angeles area. The program will 1) introduce students to health care pathways and careers, 2) provide foundational knowledge necessary for a career in health care, and 3) better prepare students for entry into a health care pathway.

Program Learning Outcomes: Upon successful completion of this program the student will be able to:

- describe available careers in health care.
- apply knowledge gained in the program to planning for entry into such careers.

Required Courses:

HLTHOCC 062	Skill Set for the Health Care Professional (2)
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology (2)
HLTHOCC 064	Cultural and Legal Topics for Health Care Professionals (1)
HLTHOCC 065	Fundamentals for the Health Care Professional (2.5)
Total	**7.5**

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

Academic Plan: H031028G

Click Here for Kinesiology Program Mapper

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) degree is designed to provide the student with the necessary lower division coursework preparation to transfer to the CSU system to pursue a major in Kinesiology. The AA-T in Kinesiology is intended for students who plan to complete a bachelor's degree in Kinesiology or a "similar" major at a CSU campus. For a current list of what majors (and what options or areas of emphasis with that major) have been designated as "similar" to this degree at each CSU campus, please refer to the CSU's Associate Degree for Transfer Major and Campus Search and seek guidance from an LA Harbor counselor. Students completing this degree are guaranteed admission to the CSU system, although not necessarily to a particular CSU campus or major. To earn an AA-T in Kinesiology degree, students must:

- Complete a minimum of 60 CSU-transferrable semester units including both of the following:
  - Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE-Breadth) requirements.
  - A minimum of 20 semester units in the Kinesiology major.
- Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Obtain in a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a letter grade.

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

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.
- Assess how National Mandates and Standards are needed to improve the physical education curriculum.
- Compare the fields of recreation, dance and sport. Explain how sub disciplines or fragmentations of physical education relate to health
- Demonstrate that diversity of career and professional opportunities are available in school and non-school settings.

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

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core (14 units minimum):

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

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

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

Area 3: Dance
DANCETQ 141 Modern Dance Techniques I (1)

Area 4: Fitness
KIN 010 Kinesiology-Physical Fitness (1)
KIN229-1 Body Conditioning Skills I (1)
KIN 229-2 Body Conditioning Skills II (1)
KIN 245-1 Body Dynamics Skills I (1)
KIN 245-2 Body Dynamics Skills II (1)
KIN 250-1 Weight Training Skills I (1)
KIN 251-1 Yoga Skills - I (1)
KIN 251-2 Yoga Skills - II (1)
KIN 350-1 Weight Training (1)
KIN 350-2 Weight Training (1)
KIN MAJ 119 Physical Efficiency (2)

Area 5: Individual Sports
KIN 272 Track and Field Skills (1)

Area 6: Team Sports
KIN 287-1 Basketball Skills I (1)
KIN 287-2 Basketball Skills II (1)
KIN 291-1 Volleyball Skills I (1)
KIN 291-2 Volleyball Skills II (1)

LIST A: Select two courses from the following: (6 units minimum)

MATH 227 Statistics (4)
or

MATH 227S Statistics with Support (4)
or
STAT 001 Elementary Statistics I For the Social Sciences (3)

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

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

HEALTH 012 Safety Education and First Aid (3)

PSYCH 001 Introductory Psychology (3)
or
SOC 001 Introduction to Sociology (3)

HEALTH 011 Principles of Health Living (3)

Major (Core and Electives)	**20-24**
Additional CSU GE or IGETC Requirements (Not including 7-12 double-countable major units)	**39**
Additional CSU-Transferable Units	**6-13**
Total	**60**

Certificate of Achievement in Kinesiology

Academic Plan: H022949D

Click Here for KINESIOLOGY PROGRAM MAPPER

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

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.
- Assess how National Mandates and Standards are needed to improve the physical education curriculum.
- Compare the fields of recreation, dance and sport.
- Explain how sub-disciplines or fragmentations of physical education relate to health.
- Assess risk factors for stress, reproductive health, infectious diseases, major chronic diseases and personal safety.
- Demonstrate that diversity of career and professional opportunities are available in school and non-school settings.

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

Required Core

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

Electives (Choose 6 units)

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

Total	**16**

Skills Certificate in Fitness Training

Academic Plan: H083550J

Click Here for KINESIOLOGY PROGRAM MAPPER

Content and curriculum within each course in the program is designed to present the student with the knowledge, skills and abilities to become a successful Personal Fitness Trainer. Students will learn how to apply their client's health history, goals, and abilities integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases. The Certificate Program is designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging fitness/health industry, and for allied health and medical professionals from all fields seeking to broaden their careers to become full or part-time personal Fitness Trainer. See the program learning outcomes listed under the associate's degree in this subject.

Required Courses:

COMM 101	Public Speaking (3)
or COMM 121	Interpersonal Communication (3)
FAM &CS 021	Nutrition (3)
or	
HEALTH 006	Nutrition for Healthful Living and Fitness Activities (3)
HEALTH 012	Safety Education and First Aid (3)
KIN MAJ 119	Kinesiology - Physical Fitness (2)
KIN 010	Kinesiology-Physical Fitness (1)
KIN 250-1	Weight Training Skills I (1)
or	
KIN 250-2	Weight Training Skills II (1)
Total	**13**

Associate in Arts in Liberal Arts & Sciences: Health and Fitness Degree

Academic Plan: H018707C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

An emphasis in this area is designed to familiarize students with the various aspects that contribute to healthful living. Students will learn how to incorporate these principles into their own lives. They will also learn to critically evaluate their personal choices regarding disease prevention and fitness. The Health and Fitness concentration allows students to take courses that will prepare them for possible majors within the fields of Kinesiology, Dance, Kinesiology and others. See the program learning outcomes listed under the subject heading.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

(Choose 18 units minimum)

ANATOMY 001	Introduction to Human Anatomy (4)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
BIOLOGY 003	Introduction to Biology (4)
BIOLOGY 005	Introduction to Human Biology (4)
COMM 190	Communication and New Media (3)
CHEM 065	Introductory General Chemistry (4)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
DANCEST 805	History and Appreciation of Dance (3)
DANCETQ 141	Modern Dance Techniques I (1)
FAM &CS 021	Nutrition (3)
HEALTH 002	Health and Fitness (3)
HEALTH 006	Nutrition for Healthful Living and Fitness Activities (3)
HEALTH 011	Principles of Healthful Living (3)
HEALTH 012	Safety Education and First Aid (3)
KIN	*Up to four courses in this subject*
KIN ATH 503	Intercollegiate Athletics-Baseball (3)
KIN ATH 504	Intercollegiate Athletics-Basketball (3)
KIN ATH 506	Intercollegiate Athletics-Cross Country (3)
KIN ATH 508	Intercollegiate Athletics-Football (3)
KIN ATH 511	Intercollegiate Athletics-Soccer (3)
KIN ATH 512	Intercollegiate Athletics-Softball (3)
KIN ATH 516	Intercollegiate Athletics-Volleyball (3)
KIN ATH 552	Intercollegiate Sports-Conditioning & Skills Training (1)
KIN ATH 553	Intercollegiate Football-Fitness & Skills Training (1)
KIN ATH 556	Intercollegiate Basketball-Fitness & Skills Training (1)
KIN ATH 557	Intercollegiate Baseball-Fitness & Skills Training (1)
KIN ATH 558	Intercollegiate Soccer-Fitness & Skills Training (1)

KIN MAJ 100	Introduction to Kinesiology (3)

(continues on next page)

KIN MAJ 103	Introduction to Coaching Athletics (3)
KIN MAJ 119	Kinesiology - Physical Fitness* (2)
LIB SCI 101	College Research Skills (1)
MICRO 020	General Microbiology (4)
MUSIC 100	Music in Society (3)
NURSING 302	Mathematics of Drugs and Solutions (3)
NURSING 364	Pharmacology (3)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 001	Introductory Psychology (3)
PSYCH 002	Biological Psychology (3)
PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
SOC 001	Introductory to Sociology (3)
SOC 002	American Social Problems (3)
SOC 012	Marriage and Family Life (3)
SOC 021	Human Sexuality (3)

Major	**18**
Additional LACCD GE Requirements	**12**
(Not including 9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.	
Additional Degree-applicable Requirements	**30**
Total Units	**60**

Associate in Arts in Liberal Arts & Sciences: Mathematics and Natural Sciences Degree

Academic Plan: H018708C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

This emphasis provides a broad based degree in mathematics and the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of math and science as investigative tools. The Mathematics and Natural Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Physics, and more. See the program learning outcomes listed under the subject heading.

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

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

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

Required courses (Choose 18 units minimum)

ANATOMY 001	Introduction to Human Anatomy (4)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ASTRON 001	Elementary Astronomy (3)
ASTRON 005	Fundamentals of Astronomy Laboratory (1)
BIOLOGY 003	Introduction to Biology (4)
BIOLOGY 005	Introduction to Human Biology (4)
BIOLOGY 006	General Biology I (5)
BIOLOGY 007	General Biology II (5)
CHEM 065	Introductory to General Chemistry (4)
CHEM 066	Organic and Biochemistry for Allied Health (5)
CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
CHEM 211	Organic Chemistry for Science Majors I (5)
CHEM 212	Organic Chemistry for Science Majors II (5)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ENV SCI 001	Introduction to Environmental Sciences (3)
ENV SCI 002	The Human Environment: Biological Processes (3)
GEOG 001	Physical Geography (3)
GEOG 015	Physical Geography Laboratory (2)
GEOLOGY 001	Physical Geology (3)
GEOLOGY 006	Physical Geology Laboratory (1)
LIB SCI 101	College Research Skills (1)
MATH 125	Intermediate Algebra (5)
MATH 125S	Intermediate Algebra with Support (5)
MATH 134	Accelerated Elementary and Intermediate Algebra (6)
MATH 137	Pre-Statistics Algebra (5)
MATH 215	Principles of Mathematics I (3)
MATH 216	Principles if Mathematics II (3)
MATH 227	Statistics (4)

MATH 227S	Statistics with Support (4)
MATH 234	College Level Algebra (4)
MATH 236	Calculus for Business and Social Science (5)
MATH 240	Trigonometry (3)
MATH 260	Pre-calculus (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)
MICRO 020	General Microbiology (4)
OCEANO 001	Introductory to Oceanography (3)
OCEANO 010	Physical Oceanography Laboratory (1)
OCEANO 012	Lectures in Marine Biology (3)
PHYS SC 001	Physical Science I (3)
PHYS SC 014	Physical Science Laboratory (1)
PHYSICS 006	General Physics (4)
PHYSICS 007	General Physics II (4)
PHYSICS 011	Introductory Physics (4)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 002	Biological Psychology I (3)

Major	**18**
Additional LACCD GE Requirements	**15-18**
(Not including 3-6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.	
Additional Degree-applicable Requirement	**24-27**
Total Units	**60**

Associate in Arts in Liberal Arts & Sciences: Social and Behavioral Sciences Degree

Academic Plan: H018709C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

These courses focus on people as members of society. The courses in this area are designed to develop an awareness of the method of inquiry used by the Social and Behavioral sciences. Students will learn the perspectives, concepts, theories and methodologies of the disciplines that comprise the social and behavioral sciences, and will learn to think critically about, and appreciate, the ways people act and have acted in societies and social subgroups. The social and Behavioral Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Anthropology, Economics, History, Political Science, Psychology, Sociology and more. See the program learning outcomes listed under the subject heading.

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

(Choose 18 units minimum)

ADM JUS 001	Introduction to Administration of Justice (3)
AFRO AM 004	The African American in the History of the U.S. I (3)
AFRO AM 005	The African American in the History of the U.S. II (3)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
ANTHRO 103	Archaeology: Reconstructing the Human Past (3)
ANTHRO 104	Human Language and Communication (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)
BUS 001	Introduction to Business (3)
CH DEV 001	Child Growth and Development (3)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ECON 001	Principles of Microeconomics (3)
ECON 002	Principles of Macroeconomics (3)
FIRETEK 201	Fire Protection Organization (3)
GEOG 002	Cultural Elements of Geography (3)
GEOG 007	World Regional Geography (3)
HISTORY 001	Introduction to Western Civilization I (3)
HISTORY 002	Introduction to Western Civilization II (3)
HISTORY 005	History of the Americas I (3)
HISTORY 006	History of the Americas II (3)
HISTORY 011	Political and Social History of the United States to 1877 (3)
HISTORY 012	Political and Social History of the United States from 1865 (3)
HISTORY 019	History of Mexico (3)
HISTORY 020	History of California and the Pacific Coast (3)
HISTORY 021	History of Russian People (3)

(continues on next page)

HISTORY 041	The African American in the History of the U.S I (3)
HISTORY 042	The African American in the History of the U.S II (3)
HISTORY 043	The Mexican American in the History of the United States I (3)
HISTORY 044	The Mexican American in the History of the United States II (3)
HISTORY 052	The Role of Woman in the History of the U.S. (3)
HISTORY 058	The Asian American in the History of the United States (3)
HISTORY 074	Asian Civilization (3)
HISTORY 081	A History of Working People in the United States I (3)
HISTORY 082	A History of Working People in the United States II (3)
HISTORY 086	Introduction to World Civilization I (3)
HISTORY 087	Introduction to World Civilization II (3)
LIB SCI 101	College Research Skills (1)
MATH 134	Accelerated Elementary and Intermediate Algebra (6)
MATH 137	Pre-Statistics Algebra (5)
MATH 227	Statistics (4)
MATH 227S	Statistics with Support (4)
POL SCI 001	The Government of the United States (3)
POL SCI 002	Introduction to Comparative Politics (3) *formerly Modern World Governments*
POL SCI 004	Introduction to State and Local Governments (3)
POL SCI 007	Introduction to International Relations (3) *formerly Contemporary World Affairs*
POL SCI 030	The Political Process (3)
PSYCH 001	Introductory Psychology (3)
PSYCH 002	Biological Psychology (3)
PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)
SOC 001	Introductory to Sociology (3)
SOC 002	American Social Problems (3)
SOC 004	Sociological Analysis (3)
SOC 012	Marriage and Family Life (3)
SOC 021	Human Sexuality (3)
STAT 001	Elementary Statistics I for the Social Science (3)

Major	**18**
Additional LACCD GE Requirements	**12-18**
(Not including 3-9 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.	
Additional Degree-applicable Requirements	**24-30**
Total Units	**60**

General Information about Nursing Programs

Admission by Special Application
Note: The nursing program is operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical-condition, sexual orientation, age, disability, or veteran status.

The Associate Degree Nursing Program is a four-semester program of concentrated study (after the completion of program prerequisites) which prepares a diverse body of students to obtain the necessary knowledge, skills, and attitudes to continuously improve the safety and quality of their individual performance and the health care system. The nursing program's core values include accountability, commitment, student diversity, personal and program integrity, life-long learning, professionalism, high academic standards, preparation for seamless transfer to higher education, and a supportive learning environment for student success.

Coursework in the biological, social, and behavioral sciences and humanities serves as the basic foundation in the nursing program. The program integrates theoretical instruction in the classroom with small group discussions and clinical experiences in hospitals, home health care agencies, and other settings in the community. Students also have the opportunity to participate in simulated clinical experiences and practice clinical skills in the state-of-the art Simulation Laboratory and Nursing Learning Laboratory.

The program is approved by the:
Board of Registered Nursing
P.O. Box 944210
Sacramento, California 94244
(916) 322-3350
www.rn.ca.gov

The program is accredited by the:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.org/

General information, schedules of monthly nursing group counseling sessions, and application instructions for the nursing program may be found at
http://www.lahc.edu/classes/nursing/index.html

Students are admitted into the program in the fall and spring semesters. Please see the nursing website for filing dates and instructions. Late applications will not be considered.

Transfer Students
Transfer applicants who are requesting admission from another nursing program are considered on a space-available basis. Transfer applicants must meet all program requirements. Information may be obtained from the Health Sciences Division office.

Application Process:
The procedure and process for application to the nursing program are available on the Health Sciences Division website:
http://www.lahc.edu/classes/nursing/index.html
Prospective students are required to attend nursing program information sessions; dates can be found on the division website.

Admitted Students:
Students who accept an invitation for admission to the nursing program must complete the following requirements of the LACCD and clinical agencies prior to clinical placement. It is the student's responsibility to bear the expenses of these requirements.

- A criminal background check and drug screen from the nursing program-designated agency must be completed. (Note: *Students who are unable to present a clear background check will not be admitted to the program. Students who cannot clear Live-Scan fingerprinting will not be permitted to continue in the nursing program, unless an appropriate clinical placement can be found at an alternative agency.)
- **Conviction of a felony or misdemeanor may affect a student's eligibility for licensure in the state of California. It is the student's responsibility to contact the California Board of Registered Nursing as soon as possible for more information or to seek clarification: http://www.rn.ca.gov/enforcement/index.shtml

- Physical Examination, specific laboratory blood studies, 2-step TB skin test or chest x-ray (if skin test
- is positive), and immunizations* as required by the LACCD and clinical agencies. The physical examination must be repeated every 3 years.
- Titers to demonstrate immunity from rubella, rubeola, varicella, polio, hepatitis B, and mumps.
- Copies of all laboratory results and physical examination must be submitted to the instructor.
- Standard American Red-Cross First Aid and Personal Safety certificate (note- not required for LVNs or EMTs)
- Current American Heart Association Health-Care Provider level Basic Life Support certification (BCLS)
- Current Student Nurse professional liability insurance. Information and applications for insurance are available in the Health Sciences Division office.
- Other requirements as outlined by clinical agencies.

*Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers and the community. Students must obtain the immunizations listed in Section 4b prior to clinical placement. Copies of all immunization results must be submitted to the Nursing Department as specified. If additional tests or immunizations are required by a hospital or other affiliating facility, students will be notified.

Students must be free from communicable diseases, infection, psychological disorder, and other conditions which would present a threat to, or negatively impact the well-being of faculty, students, or consumers, or would prevent the successful performance of responsibilities and tasks required in the nursing program. If any such condition is developed by the student after admission to the program, it may be considered sufficient cause for suspension from the program.

Students are responsible for all costs incurred in meeting program requirements and there is a financial commitment to being a student in the nursing program. Expenses incurred include, but are not limited to, books and classroom supplies; uniforms; medical supplies; standardized nursing tests; and mandatory health requirements. For Financial Aid assistance, see http://www.lahc.edu/studentservices/fees.html

Following admission into the program, students must maintain a "C" or better in all General Education requirements of the approved required nursing

curriculum, including humanities, communications, and social, behavioral, and biological sciences. Students must also achieve a grade of "C" or better in the theory AND clinical component of each nursing course in order to progress through the program. The nursing program has a separate and distinct policy regarding academic and progress suspension, readmission, and disqualification, which differs from the LAHC policy. Disqualification from the nursing program will occur if a student withdraws or receives a substandard grade in any required nursing course in the first semester of coursework. After the first semester, a student may be suspended from the program for academic or progress reasons and is required to complete a plan for remediation before an application is considered for readmission into the program. For a detailed explanation of suspension and disqualification from the nursing program, see Administrative Regulation E-10, http://laccd.edu/About/Pages/Admin-Regs.aspx

Associate in Science in Nursing, Professional (R.N.) Degree

Academic Plan: H002790C
Click Here for NURSING PROGRAM MAPPER

Please also refer to General Information about Nursing Programs on preceding pages.

Admission Route 1
The student enters as a generic nursing student and completes all courses in the approved nursing curriculum. Completion of the program leads to the Associate of Science Degree in Nursing, Professional. Applicants must successfully complete established admission requirements:

Prerequisites:

- Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.
- Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition of any substandard grade in any one of these courses.
- A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.
- A grade of "C" or better for Psychology 1 (Introductory Psychology) and Psychology 41 (Life-Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 125 or higher.
- A cumulative GPA of 2.5 for all college coursework taken.
- Completion of standardized admission test at or above required cut score.

Official high school and college transcripts, official foreign transcript evaluations, and/or approved petitions must be submitted to the Health Sciences Division with the nursing program application. Applications without official transcripts will
not be considered. Application deadlines, continuation requirements, and program prerequisites apply to all nursing program applicants.

Admission Route 2
Students with verified previous health experience may be eligible for this route. The Policy for Transfer and Challenge may be obtained from the Health Sciences Division. All transfer courses must be verified with official transcripts prior to enrollment. The student must be in progress with classes in the first semester to establish eligibility to take challenge examinations. The maximum number of units for which a student may petition for credit by examination at the college is 15 units.

The nursing program has a policy for challenge/advanced placement for military personnel as required by the Board of Registered Nursing. Please see nursing website for details.

Without regard to semester admitted, students are required to complete all LACCD general education (except Area E) and graduation requirements in order to be awarded the Associate of Science Degree, Professional Nursing.

Upon the successful completion of this program, graduates receive an Associate in Science in Nursing, Professional (R.N.) Degree and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order for a student to be approved as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing

program, a student must complete all requirements for graduation under the LACCD Plan, including the college competency requirements in mathematics and in reading and written expression. All students must file a Petition to Graduate and be approved for graduation by the Director of the Nursing Program and the Dean of Admissions. The school nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.
In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

This sequence of courses in the curriculum is approved the Board of Registered Nursing. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

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

- integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community.
- internalize professional behaviors of the nursing practice.
- formulate clinical judgements in practice that promote the health of patients.
- provide safe, patient-centered care.
- assimilate effectively within nursing and inter-professional teams, fostering effective communication to achieve quality patient care.
- integrate best current evidence with clinical expertise for optimal health care.
- describe strategies for improving outcomes of care in clinical practice.
- incorporate information and technology to communicate, manage knowledge, mitigate error, and support decision making

Prerequisite Requirements (21 units)

ANATOMY 001	Introduction to Human Anatomy (4)
ENGLISH 101	College Reading and Composition I (3)
MICRO 020	General Microbiology (4)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 001	Introductory Psychology (3)
PSYCH 041	Life-Span Psychology (3)

First Semester Requirements (13 units)

NURSING 311	Communication in Nursing (1)
NURSING 313	Introduction to Nursing Process Practice (4)
NURSING 315	Fundamentals of Nursing (4)
NURSING 321	Nursing Process (1)
SOC 001	Introduction to Sociology (3)*
or	
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)*

Second Semester Requirements (13 units)

Humanities GE requirement (3)*	
NURSING 323	Care of the Adult Client I (5)
NURSING 325	Care of the Adult Client II (5)

Third Semester Requirements (11 units)

COMM 101	Public Speaking (3)*
or COMM 121	Interpersonal Communication (3)*
NURSING 333	Health Care of Women (3)
NURSING 335	Care of Children (3)
NURSING 339	Care of Geriatric Client (2)

Fourth Semester Requirements (12 units)

NURSING 343	Psychosocial Adaptation of Client (3)
NURSING 345	Care of the Adult Client II (3)
NURSING 347	Leadership and Management in Nursing (3)

US History or Political Science GE requirement (3)*

*It is highly recommended that general education courses be taken prior to entering the nursing program.

It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

Major (Prerequisites and 1st-4th Semesters)	**64**
(This figure includes GE options that are specifically designated as required for the major, except units listed for Humanities GE and US History or Political Science. They are reflected in the additional requirements below.)	
Additional LACCD GE Requirements	**6**
(Not including 18 double-countable major units and 3 Area E units, which may be met by completing the requirements for a Nursing degree. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Total	**70**

Associate in Science Degree in Nursing, Professional (L.V.N. to R.N.) Degree

Academic Plan: H008304C

Click Here for NURSING PROGRAM MAPPER

Please also refer to General Information about Nursing Programs on preceding pages.

This route leads to graduation from the generic program with an Associate of Science Degree, Professional Nursing. An L.V.N. with a current California license may enter the generic program at an advanced level after completing the required program prerequisites and the transition semester courses. The general education co-requisites must be completed before graduation. Applicants must achieve the required cut score on the standardized admission test. Entry by this route is on a space-available basis.

Without regard to semester admitted, students are required to complete all LACCD general education (except Area E) and graduation requirements in order to be awarded the Associate of Science Degree, Professional Nursing.

Prerequisites:

- Current California L.V.N. license
- Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.
- Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.
- Accepted as a fully matriculated student at LAHC.
- High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.
- An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition in any one of these courses.
- A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.
- A grade of "C" or better for Psychology 1 (Introductory Psychology) and Psychology 41 (Life-Span Psychology).
- Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher.
- A cumulative GPA of 2.5 for all college coursework taken.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of "C" or better.
- Completion of standardized admission test at or above required cut score

Upon the successful completion of this program, graduates receive an Associate in Science in Nursing, Professional (R.N.) Degree and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order for a student to be approved as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing program, a student must complete all requirements for graduation under the LACCD Plan, including the college competency requirements in mathematics and in reading and written expression. All students must file a Petition to Graduate and be approved for graduation by the Director of the Nursing Program and the Dean of Admissions. The school nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

This sequence of courses in the curriculum is approved the Board of Registered Nursing. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

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

- integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community.
- internalize professional behaviors of the nursing practice.
- formulate clinical judgements in practice that promote the health of patients.
- provide safe, patient-centered care.
- assimilate effectively within nursing and inter-professional teams, fostering effective communication to achieve quality patient care.
- integrate best current evidence with clinical expertise for optimal health care.
- describe strategies for improving outcomes of care in clinical practice.
- incorporate information and technology to communicate, manage knowledge, mitigate error, and support decision making

Prerequisite Requirements (21 units)

ANATOMY 001	Introduction to Human Anatomy (4)
ENGLISH 101	College Reading and Composition I (3)
MICRO 020	General Microbiology (4)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 001	Introductory Psychology (3)
PSYCH 041	Life-Span Psychology (3)

Transition Semester Requirements (7)

NURSING 311	Communication in Nursing (1)
NURSING 321	Nursing Process (1)
NURSING 329A	Role Transition LVN to RN (1)
NURSING 329B	Role Transition LVN to RN (1)
SOC 001	Introduction to Sociology (3)
or	
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)

Second Semester Requirements (13 units)

Humanities GE requirement (3)*

NURSING 323	Care of the Adult Client I (5)
NURSING 325	Care of the Adult Client II (5)

Third Semester Requirements (11 units)

COMM 101	Public Speaking (3)*
or COMM 121	Interpersonal Communication (3)*
NURSING 333	Health Care of Women (3)
NURSING 335	Care of Children (3)
NURSING 339	Care of Geriatric Client (2)

Fourth Semester Requirements (12 units)

NURSING 343	Psychosocial Adaptation of Client (3)
NURSING 345	Care of the Adult Client II (3)
NURSING 347	Leadership and Management in Nursing (3)

US History or Political Science GE requirement (3)*

*It is highly recommended that general education courses be taken prior to entering the nursing program.

It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

Major Requirements	**58**
(This figure includes GE options that are specifically designated as required for the major, except units listed for Humanities GE and US History or Political Science. They are reflected in the additional requirements below.)	
Additional LACCD GE Plan Requirements	**6**
(Not including 3 Area E units, which may be met by completing the requirements for a Nursing degree, and 15 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Total	**64**

Non-degree LVN to RN Pathway

Please also refer to General Information about Nursing Programs on preceding pages.

Applicants are required to meet with the Chairperson of the Health Sciences Division if considering this route for individual counseling and consideration. This option is open to applicants who possess a current California Vocational Nursing (L.V.N.) license. Completion of this option allows students to become eligible for the examination for licensure as a Registered Nurse, however completion of this option does NOT meet the requirements for the Associate of Science Degree in Nursing, Professional. Students completing this option will not be a graduate of LAHC and cannot receive the program's nursing pin. Additionally, several states do not recognize persons completing this option as being a Registered Nurse even though they may have successfully completed the NCLEX-RN examination.

Applicants are expected to demonstrate mathematical and clinical nursing competence equivalent to a second year generic nursing student. Route 3 includes general education courses and advanced theory and clinical experiences. The student must perform satisfactorily in both theory and clinical portions of the courses to receive credit in any nursing courses and must receive a grade of "C" or better for all courses. Entry by this route is on a space-available basis.

Prerequisites:

- Current California L.V.N. license
- An overall GPA of 2.5 for Physiology 1 and Microbiology 20 with no less than a "C" for each course and no more than one repetition in any one of these courses.
- Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of "C" or better
- Completion of standardized admission test at or above required cut score

Upon the successful completion of this pathway, students are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing this pathway and all required coursework.

The following courses do not comprise a certificate or other award.

Recommended Prerequisite (3 units)

PSYCH 041	Life-Span Psychology (3)

Required Prerequisites (12 units)

MICRO 020	General Microbiology (4)
NURSING 329A	Role Transition RN to LVN (1)
NURSING 311	Communication in Nursing (1)
NURSING 321	Nursing Process (1)
NURSING 329B	Role Transition RN to LVN (1)
PHYSIOL 001	Introduction to Human Physiology (4)

First Semester (8 units)

NURSING 333	Health Care of Women (3)
NURSING 335	Care of Children (3)
NURSING 339	Care of Geriatric Client (2)

Second Semester (9 units)

NURSING 343	Psychological Adaptation of the Client (3)
NURSING 345	Care of Adult Client III (3)
NURSING 347	Leadership and Management in Nursing (3)

Total
(not including the recommended prerequisite courses) **29**

Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree

Academic Plan: H041357H

Click Here for NUTRITION AND DIETETICS PROGRAM MAPPER

The field of Nutrition and Dietetics offers various career opportunities, including medical nutrition therapy, human nutrition counseling, advocating for policy changes in prevention of disease and the promotion of optimal health and working in the food industry to develop healthy food products and meal programs to various ages. Students are encouraged to learn more about careers through the Academy of Nutrition and Dietetics.

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Nutrition and Dietetics/Food Science or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Nutrition and Dietetics.

A student may earn an Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 25-29 units in the major, 1-11 CSU-transferable units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- Identify sources and functions of carbohydrates, fats, proteins, vitamins, minerals, and water.
- Examine the processes of absorption, digestion, and metabolism of nutrients throughout the body. Match the components essential to nutritional labeling.
- Identify components of a healthy diet and lifestyle that lead to optimal health and prevention of diet-related diseases including heart disease, diabetes, cancer, and osteoporosis.
- Determine food safety and sanitation practices that prevent food-borne illnesses.

Core (15 units):

FAM &CS 021	Nutrition (3)
PSYCH 001	Introductory Psychology (3)
CHEM 101	General Chemistry I (5)
MICRO 020	General Microbiology (4)

List A (choose two, 7-9 units)

CHEM 102	General Chemistry II (5)
ANATOMY 001	Introduction to Human Anatomy (4)
or	
PHYSIOL 001	Introduction to Human Physiology (4)
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
or	
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
STAT 001S	Elementary Statistics I for the Social Sciences with Support (3)

List B (choose one, 3-5 units):

CLN ART 113	Culinary Skills I (3)
CHEM 065	Introductory General Chemistry (4)
CHEM 066	Organic and Biochemistry for Allied Health (5)
CLN ART 117	Food Sanitation and Safety (3)
CLN ART 123	Culinary Skills II (3)

Major (Core, List A and List B)	**25-29**
Additional CSU GE or IGETC Requirements (Not including 9-15 double-countable major units)	**24-30**
Additional CSU-Transferable Units	**1-11**
Total Units	**60**

Associate in Science Degree in Pre-Health Professions

Academic Plan: H041104C

Click Here for PRE-HEALTH PROFESSIONS PROGRAM MAPPER

The Pre-Health Professions AS will prepare students for entry into health professional programs such as Nursing. Courses in this degree are prerequisites for many health professional programs and are transferable to various majors, such as Nursing, at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

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

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

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

Core: (18 units)

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020*	General Microbiology (4)
PHYSIOL 001*	Introduction to Human Physiology (4)
PSYCH 001	Introductory Psychology (3)
SOC 001	Introduction to Sociology (3)

LIST A (Choose 2 courses)

BIOLOGY 033	Medical Terminology (3)
NURSING 364	Pharmacology (3)
PSYCH 041*	Life-Span Psychology: From Infancy to Old Age (3)

LIST B (Choose 1 course)

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

CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)
NURSING 302	Mathematics of Drugs and Solutions (3)

Major Requirements	**27-29**
Additional LACCD GE Requirements (Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**16-18**
Total	**60**

Certificate of Achievement in Pre-Health Professions

Academic Plan: H041103D

Click Here for PRE-HEALTH PROFESSIONS PROGRAM MAPPER

The Pre-Health Professions Certificate of Achievement will prepare students for entry into health professional programs such as Nursing. Courses in this certificate are prerequisites for many health professional programs and are transferable to various majors at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

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

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

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

Core (12 units):

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020*	General Microbiology (4)
PHYSIOL 001*	Introduction to Human Physiology (4)

Electives (choose two courses, 6-8 units):

BIOLOGY 033	Medical Terminology (3)
CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)
PSYCH 001	Introductory Psychology (3)
PSYCH 041*	Life-Span Psychology: From Infancy to Old Age (3)

Total (Core and Electives)	**18-20**

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

Academic Plan: H032613G

Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Psychology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Psychology for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including **19-20** units in Psychology, Statistics or Mathematics, and/or Biology, **10-16** elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in major courses and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
- integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

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

Core: (10 – 11 units)

MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
or	
STAT 001	Statistics I for the Social Sciences (3)
or	
STAT 001S	Statistics I for the Social Sciences with Support (3)
PSYCH 001	Introductory Psychology (3)
PSYCH 010	Behavioral Research Methods (4)

List A: Select one (3-4 units)

PSYCH 002	Biological Psychology II (3)

List B: Select one (3 units)

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

PSYCH 041	Life-Span Psychology (3)

List C: Select one (3 units)

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

PSYCH 003 Personality and Social Development (3)
PSYCH 014 Abnormal Psychology (3)
PSYCH 015 Adult Development and Aging (3)
PSYCH 042 Industrial Organizational Psychology (3)
PSYCH 066 Introduction to Critical Thinking (3)

Major (Core and Electives)	**19-20**
Additional CSU GE or IGETC Requirements (Not including 9-12 double-countable major units)	25-30
Additional CSU-Transferable Units	10-16
Total	**60**

Associate in Arts in Psychology for Transfer Degree
Academic Plan: H030319C
Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate of Arts degree in Psychology will give students a foundation for more advanced psychology courses and a foundation for optimal human interaction in the workplace and/or in their own personal relationships. Students who complete this degree will be prepared to transfer to four-year institutions with which an articulation agreement has been established.

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

- compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
- integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

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

Core (13 -14 units):

PSYCH 001	*Introductory Psychology (3)*
PSYCH 002	*Biological Psychology (3)*
PSYCH 010	*Behavioral Research Methods (4)*
STAT 001	*Elementary Statistics I for the Social Sciences (3)*
or	
MATH 227	*Statistics (4)*
or	
MATH 227S	*Statistics with Support (4)*

List A (choose 3 units minimum)

PSYCH 003	*Personality and Social Development (3)*
PSYCH 014	*Abnormal Psychology (3)*
PSYCH 015	*Adult Development and Aging (3)*
PSYCH 041	*Life-Span Psychology: From Infancy to Old Age (3)*

List B (choose 3 units minimum)

ANTHRO 101	*Human Biological Evolution (3)*
ANTHRO 102	*Human Ways of Life: Cultural Anthropology (3)*
SOC 001	*Introduction to Sociology (3)*
SOC 021	*Human Sexuality (3)*

Major (Core and Lists A and B)	***19-20***
Additional LACCD GE Plan Requirements	***12-13***
(Not including 7-8 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	***27-29***
Total	***60***

LAHC TCAPS (Transfer, Career and Academic Pathways)

STEM: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

STEM programs scientifically study ourselves and the physical world to help us produce medicines, buildings, and other technologies that improve our lives. Graduates may be employed by private business, government, or work independently.

- Anthropology
- Architecture
- Biology
- Biotechnology
- Chemistry
- Computer Information Systems
- Computer Science
- Electronic Engineering Technology
- Engineering
- Engineering Technology
- Environmental Science
- General Education
- Liberal Arts & Sciences
- Mathematics
- Pre-Health Professions
- Physics
- Psychology

Visit the LAHC Program Mapper for more information on creating your path.

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

Academic Plan: H033285G

Click Here for ANTHROPOLOGY PROGRAM MAPPER

The Associate in Arts in Anthropology (AA-T) for Transfer Degree is intended for students planning to transfer into a Bachelor of Arts program in Anthropology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Anthropology (AA-T) for Transfer Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 20 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Note: this award can also be found in the Society, Culture & Communication TCAP Pathway

Core:

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

List A: Select one (3 units)

ANTHRO 104	Human Language and Communication (3)

List B: Select one to two (3-5 units)

Any List A course not already used or the following:

GEOLOGY 001	Physical Geology (3)
and	
GEOLOGY 006	Physical Geology Laboratory (1)

(To satisfy List B requirement, both GEOLOGY 001 & 006 are required, GEOLOGY 001 will not meet requirement without lab)

PSYCH 010	Behavioral Research Methods (4)
SOC 004	Sociological Analysis (3)

List C: Select one (3 units)

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

ANTHRO 121	Anthropology of Religion, Magic and Witchcraft (3)

Major	**18-20**
Additional CSU GE or IGETC Requirements (Not including 9-16 double-countable major units)	**21-26**
Additional CSU-Transferable Units	**12-21**
Total	**60**

Associate in Science Degree in Architectural Technology

Academic Plan: H002768C

Click Here for ARCHITECTURE PROGRAM MAPPER

This program is a great fit for students interested in design, drawing/drafting, 3D modeling/printing or creating solutions for the built environment. Upon completion, students will be qualified to find entry-level employment in architecture and related industries or transfer to a university program in architecture, interior design, urban planning or construction management. Students will develop skills in drawing/drafting and documentation, CAD, BIM, 3D modeling, 3D printing, graphics, design, building and construction technology and sustainability. The program offers a dedicated studio space and access to the latest software, fabrication tools and equipment.

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

- communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards
- engage in logical and critical thinking using the Architectural design process: propose, refine and articulate solutions.
- employ appropriate digital tools and technologies during the design process.
- research and evaluate current information, latest technologies, and historical precedents using a variety of media such as online search, library resources, periodicals, and industry trade magazines
- identify and apply sustainable design principles, demonstrating their value to the environment, building, economy, community, and self
- develop an awareness of self and demonstrate the responsibilities of an ethical, informed and active citizen.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Major (40 units):

ARC 115	Architectural Practice (2)
ARC 121	Freehand Drawing (2)
ARC 132	Architectural History I: Prehistory to the Middle Ages (3)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 201	Architectural Design I (3)
ARC 223	Portfolio Development (1)
ARC 261	Computer-Aided Design for Architecture (3)
ARC 271	Architectural Drawing III (3)
ARC 272	Architectural Drawing IV (3)
ENV 101	Foundations of Design I (3)

Major	**40**
Additional LACCD GE Requirements (Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.*)	**18**
Additional degree-applicable units	**2**
Total	**60**

Note: Students using the CSUGE or IGETC plans are advised to take ARC 133 in addition to the above, which will satisfy an additional 3 units of the Humanities GE requirement.

Certificate of Achievement in Architectural Technology

Academic Plan: H021630D

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- communicate Architectural ideas through verbal, written, and graphic media, including documents, drawings, symbols, conventions and models, adhering to Architectural industry standards.
- create a set of drawings documenting a Type V residential project suitable for submission to a review agency.
- create a three dimensional BIM model and resulting drawings such as floor plans, sections and elevations. Use CAD (Computer Aided Drafting) to draw architectural projects.
- demonstrate fluency with Type V construction techniques and materials.
- determine the role of an architect in a design and construction project.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Required Courses:

ARC 115	Architectural Practice (2)
ARC 151	Materials of Construction (3)
ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)
ARC 271	Architectural Drawing III (3)
Total	**22**

Skills Certificate in Architecture: Architectural Technology

Academic Plan: H020102J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- create basic level digital architectural drawings, utilizing symbols and conventions that adhere to architectural industry standards. Students will have developed an awareness of construction materials and sequences.
- determine the role of an architect in a design and construction project.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Required Courses:

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

Total	**14**

Skills Certificate in Architecture: Design

Academic Plan: H020100J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

- create a design solution for a building, consisting of a functional plan for a given architectural program that responds to site, context, circulation, environmental and other factors. The design solution will exhibit appropriate construction systems, materials and sustainable concepts.
- create digital presentation boards that illustrate architectural designs including concept, diagrams, floor plans, sections, elevations and three-dimensional views. Students will have experience creating three-dimensional design models.

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Required Courses:

ARC 201	Architectural Design I (3)
ARC 202	Architectural Design II (3)
ARC 261	Computer-Aided Design for Architecture I (3)
ARC 262	Computer-Aided Design for Architecture II (3)
ENV 101	Foundations of Design I (3)
Total	**15**

Skills Certificate in Architecture: Production Drafting

Academic Plan: H020104J

Click Here for ARCHITECTURE PROGRAM MAPPER

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

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

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

Note: this award can also be found in the Arts, Performance & Design TCAP Pathway

Required Courses:

ARC 160	Computers for Designers (3)
ARC 162	Computer Aided Design and Drafting (3)
ARC 164	Design Software for Architecture (2)
ARC 172	Architectural Drawing I (3)
ARC 173	Architectural Drawing II (3)

Total	**14**

Associate in Science in Biology for Transfer (AS-T) Degree

Academic Plan: H040145H

Click Here for BIOLOGY PROGRAM MAPPER

The science of biology integrates concepts from several disciplines. The coursework for the AS-T in Biology emphasizes this cross-disciplinary approach and provides students with a foundation to pursue careers in today's fast-growing and emerging STEM fields. The curriculum may also facilitate entry into various graduate or professional programs.

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

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

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

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

Required Core (10 units):

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

List A (15 units):

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)

Select one Physics sequence (8-10 units):

Sequence 1:

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

Sequence 2:

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

Major (Core and List A):	**33-35**
Additional CSU GE for STEM or IGETC for STEM Requirements: (Not including 10 double-countable major units)	**21-23**
Additional CSU Transferable Unite	**4**
Total:	**60**

Note: The unit totals above are based on the CSUGE for STEM or the IGETC for STEM plans, which allow for completion of 6 units of non-STEM GE work after transfer.

Associate in Science Degree in Biotechnology

Academic Plan: H038592C

Click Here for BIOTECHNOLOGY PROGRAM MAPPER

This program is designed to prepare students for employment in biotechnology research. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques and practices in addition to proficiency in basic statistics, microbiology, and oral/written data presentation. Students will also be proficient in concepts of quality control and their application in biotechnology research.

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

- Using a laboratory notebook, students will learn to employ the principles of proper documentation and recordkeeping and create standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.

Core (24 units):

BIOTECH 001	Fundamentals of Biotechnology (3)
BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)
BIOTECH 006	Biotechnology: Quality Control (2)
BIOTECH 008	Biological Research Internship (2)
MICRO 020	General Microbiology (4)
STAT 001	Elementary Statistics I for Social Sciences (3)

Major Core:	**22**
Additional LACCD GE Requirements	**15**
(Not including 8 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**23**
Total	**60**

Biotechnology Research Lab Assistant Certificate of Achievement

Academic Plan: H038715D

Click Here for BIOTECHNOLOGY PROGRAM MAPPER

Students will be given a Certificate of Achievement following completion of the program requirements if the student has maintained a minimum of a C grade in all required courses. These certificates are designed for students who have limited time to pursue their career goals and wish to specialize in a particular aspect of the field, seek upward mobility in their present job, or may desire to prepare themselves for a new career. Some courses taken in the program apply towards curriculum leading to an Associate Degree. Always consult a counselor for program requirements, graduation and transfer information.

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

- Using a laboratory notebook, students will learn to employ the principles of proper documentation and recordkeeping and create standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.

Required Courses:

BIOTECH 001	Fundamentals of Biotechnology (3)
BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)
BIOTECH 008	Biological Research Internship (2)
MICRO 020	General Microbiology (4)
STAT 001	Elementary Statistics I for Social Sciences (3)

Total	**20**

Biotechnology Lab Assistant Certificate of Achievement

Academic Plan: H038716D

Click Here for BIOTECHNOLOGY PROGRAM MAPPER

Students will be given a Certificate of Achievement following completion of the program requirements if the student has maintained a minimum of a C grade in all required courses. These certificates are designed for students who have limited time to pursue their career goals and wish to specialize in a particular aspect of the field, seek upward mobility in their present job, or may desire to prepare themselves for a new career. Some courses taken in the program apply towards curriculum leading to an Associate Degree. Always consult a counselor for program requirements, graduation and transfer information.

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

- Using a laboratory notebook, students will learn to employ the principles of proper documentation and recordkeeping and create standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.

Required Courses:

BIOTECH 001	Fundamentals of Biotechnology (3)
BIOTECH 002	Biotechnology I (4)
BIOTECH 003	Biotechnology II (4)
STAT 001	Elementary Statistics I for Social Sciences (3)
Total	**14**

Associate in Science in Chemistry for UC Transfer (UCTP) Degree

Academic Plan: H041129M

Click Here for CHEMISTRY PROGRAM MAPPER

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

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

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

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

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

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

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

Required Courses:

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

Major	**53**
Additional IGETC Requirements	**16-21**
Total	**69-74**

CHEMISTRY
(CHEM) Science, Technology, Engineering & Mathematics

Associate in Science Degree in Chemistry

Academic Plan: H002797C

Click Here for CHEMISTRY PROGRAM MAPPER

The Associate in Science degree in Chemistry is designed for students who either intend to transfer to the UC or CSU as Chemistry majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant.

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

- problem solving, scientific report writing, and laboratory skills.

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

Major Requirements (40 units)

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

Major	**40**
Additional LACCD GE Requirements (Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**5**
Total	**60**

Associate in Science Degree in Computer Information Systems

Academic Plan: H010686C

Click Here for CIS PROGRAM MAPPER

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

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

- explain why it is essential to learn about computers today and discuss several ways computers are integrated into our business and personal lives.
- understand how data and programs are represented to a computer and be able to identify a few of the coding systems used to accomplish this to be able to successfully complete business applications using Word, PowerPoint, Excel, and Access software.
- explain why all computer users should be concerned about computer security and understand what information systems are and why they are needed.

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

Core (15 units):

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

Electives (choose 18 units minimum):

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

Major (Core and Electives)	**33**
Additional LACCD GE Plan Requirements (Not including 3 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**21**
Additional Degree-applicable Requirements	**9**
Total	**60**

Certificate of Achievement in Cloud Computing

Academic Plan: H039712D

Click Here for CIS PROGRAM MAPPER

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

Program Learning Outcomes:

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

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

Core (12 units)

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

Electives (choose two of the following course):

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

Total	**18**

Certificate of Achievement: Information Technology Technician ITTP I: Computer Sales and Support
Academic Plan: H037385D
Click Here for COMPUTER SCIENCE PROGRAM MAPPER

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

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

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

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

Required Courses:

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

Total	**18**

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

Academic Plan: H041763D

Click Here for CIS PROGRAM MAPPER

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

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

- Utilize knowledge of networking foundation in structuring and building LAN, WAN, WLAN. Use knowledge of OSI model, Network Components, Ethernet technologies, IPv4 and IPv6 protocol suite in building networks. Perform sub-netting, routing, management, security and troubleshooting of networks.
- Perform installation of Windows 2016 Server OS. Utilize knowledge of various roles and futures that come with Windows server. Perform installations and configurations of Active Directory, DNS, DHCP, Virtualization, User, group and security management with various policy development tools and methods.
- Perform system installations and utilize Windows Desktop Operating systems. With deep and solid background in the futures offered by Windows Desktop OS build secure systems, manage file and folder permissions, auditing, encryption and malicious attack prevention.
- Utilize full range of security concepts and technics in relation to network vulnerabilities, cryptographic and public key infrastructure, access control, policy, and network and communication security.

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

Required Courses:

CAOT 048	Customer Service (3)
CIS 111	Supporting Windows Desktops (3)
CIS 214	Introduction to Network+ (3)
CIS 215	Network Security Fundamentals (3)
CIS 223	Introduction to Server+ (3)
CIS 228	Introduction to Fiber Optics (1)
Total	**16**

Associate in Science Degree in Computer Science and Engineering

Academic Plan: H030026C

Click Here for COMPUTER SCIENCE PROGRAM MAPPER

The Associate in Science in Computer Science and Engineering (A.S.) Degree is intended for students who are seeking employment as Computer Systems Analysts, Software Developers, Web Developers, and Computer Support Specialists and related fields, or transfer to a computer science, computer technology, or related program at a four-year institution. Note: additional units and/or alternative courses may be required for transfer. Transfer-bound students should consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the transfer institution of choice in order to facilitate a seamless transition.

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

- articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems.
- demonstrate industry-standards when interpreting and creating engineering drawings.
- describe professional and ethical responsibilities in engineering.

Core (30 units):

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

Electives (choose 12 units minimum):

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

Major (Core and Electives)	**42**
Additional LACCD GE Plan Requirements (Not *including* 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**3**
Total	**60**

Skills Certificate in Computer Science

Academic Plan: H070700J

Click Here for COMPUTER SCIENCE PROGRAM MAPPER

The Skills Certificate in Computer Science is intended for students who are seeking employment as Software Developers or transfer to a computer science, computer technology, or related program at a four-year institution. Note: Additional units and/or alternative courses may be required for transfer. Transfer-bound students should consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the transfer institution of choice in order to facilitate a seamless transition.

Core (12 units)

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

Electives (choose 3 units minimum):

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

Major (Core and Electives) 15

Associate in Science Degree in Engineering

Academic Plan: H008298C

Click Here for ENGINEERING PROGRAM MAPPER

This program provides the student with the opportunity to experience a broad introduction into the field of engineering and aid in his or her selection of a specific area of specialization within the broad spectrum of engineering. This degree requires greater than 60 units and therefore may take more time to complete than other degrees.

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

- articulate and justify technical problems through oral, written, and graphical communication.
- troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls.
- employ mathematics, science, and computing techniques in a systematic, comprehensive manner to support the study and solution of engineering problems.
- demonstrate industry-standards when interpreting and creating engineering drawings.
- describe professional and ethical responsibilities in engineering.

Students intending to transfer: some CSU campuses require MATH 270 in addition to the above; and most UC campuses require CHEM 102 and PHYSICS 039 in addition to the above. (See a counselor to determine if these requirements apply.)

Major (48 units):

CHEM 101	General Chemistry (5)
CS 113	Programming in Java (3)
or	
CS 116	Programming in C++ (3)
DRAFT 016	Blueprint Reading I (2)
ENG GEN 112	Elementary Engineering Drafting (3)
ENG GEN 111	Engineering Drafting (3)
ENG GEN 243	Statics and Strength of Materials (4)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 275	Ordinary Differential Equations (3)
PHYSICS 037	Physics for Engineers & Scientists I (5)
PHYSICS 038	Physics for Engineers & Scientists II (5)

Major Requirements	**48**
(Not including 6 double-countable major units. Additionally, as a "high-unit" major, the 3 unit requirement for Area E is waived. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional LACCD GE Plan Requirements	**12**
Total	**60**

Associate in Science in Environmental Science for Transfer (AS-T) Degree

Academic Plan: H039984H

Click Here for ENVIRONMENTAL SCIENCE PROGRAM MAPPER

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment. The Associate in Science in Environmental Science for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Environmental Science or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Environmental Science.

A student may earn an Associate in Science in Environmental Science for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 42 units in the major and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

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

Core (15 units):

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

List A1 (12 units):

ENV SCI 002	The Human Environment: Biological Processes (3)
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
MATH 236	Calculus for Business and Social Science (5)

List A2 (4 units):

GEOLOGY 001	Physical Geology (3)
and	
GEOLOGY 006	Physical Geology Laboratory (1)

List B (11 units):

ECON 001	Principles of Microeconomics (3)
PHYSICS 006	General Physics I (4)
PHYSICS 007	General Physics II (4)

Major (Core and Electives)	**42**
Additional IGETC for STEM Requirements (Not including 13 double-countable major units	**31**
Additional CSU-Transferable Units	**0**
Total	**60**

Note: In order to complete this degree in 60 units, the IGETC for STEM plan must be used.

Certificate of Achievement in California State University General Education (CSU GE)

Academic Plan: H033797D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the CSU General Education (CSU-GE-Breadth) is designed for students who intend to transfer to the California State University (CSU) into any baccalaureate program that requires the CSU-GE-Breadth*. In order to earn this certificate, a student must complete all CSU-GE-Breadth requirements listed in the current catalog. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one CSU-GE-Breadth requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the CSU-GE-Breadth requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC)

Academic Plan: H033509D

Click Here for GENERAL EDUCATION PROGRAM MAPPER

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC) or California State University (CSU) into any baccalaureate program that requires the IGETC*. To earn this certificate, a student must complete all IGETC requirements listed in the current catalog for either Full IGETC Certification, IGETC Certification: UC, IGETC Certification: CSU, or IGETC for STEM Certification. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of "C" or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's intended major program.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award appears in each TCAP Pathway

Required Courses:

Refer to the IGETC requirements listed in the current catalog.

Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at http://www.assist.org

Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Associate in Arts in Liberal Arts & Sciences: Mathematics and Natural Sciences Degree

Academic Plan: H018708C

Click Here for LIBERAL ARTS & SCIENCES PROGRAM MAPPER

The Associate in Arts in Liberal Arts & Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences.

This emphasis provides a broad based degree in mathematics and the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of math and science as investigative tools. The Mathematics and Natural Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Physics, and more. See the program learning outcomes listed under the subject heading.

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

- Demonstrate proficiency in verbal communication.
- Employ numeracy and quantitative reasoning to solve problems.
- Differentiate between facts and opinions and identify biases and logical fallacies in sources of information.
- Demonstrate the ability to form conclusions based on the analysis of evidence.
- Describe social constructs that guide ethical decision-making.
- Describe the role of human events and forms of expression in shaping society.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Required courses (Choose 18 units minimum)

ANATOMY 001	Introduction to Human Anatomy (4)
ANTHRO 101	Human Biological Evolution (3)
ANTHRO 111	Laboratory in Human Biological Evolution (1)
ASTRON 001	Elementary Astronomy (3)
ASTRON 005	Fundamentals of Astronomy Laboratory (1)
BIOLOGY 003	Introduction to Biology (4)
BIOLOGY 005	Introduction to Human Biology (4)
BIOLOGY 006	General Biology I (5)
BIOLOGY 007	General Biology II (5)
CHEM 065	Introductory to General Chemistry (4)
CHEM 066	Organic and Biochemistry for Allied Health (5)
CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
CHEM 211	Organic Chemistry for Science Majors I (5)
CHEM 212	Organic Chemistry for Science Majors II (5)
COUNSEL 001	Introduction to College (1)
COUNSEL 002	Interpersonal Relationships (1)
COUNSEL 004	Career Planning (1)
COUNSEL 005	College Survival (2)
COUNSEL 006	Career Planning for Students with Disabilities (1)
COUNSEL 017	College Survival Skills Development (1)
COUNSEL 020	Post-Secondary Education: The Scope of Career Planning (3)
COUNSEL 022	The Transfer Process (1)
COUNSEL 040	College Success Seminar (3)
ENV SCI 001	Introduction to Environmental Sciences (3)
ENV SCI 002	The Human Environment: Biological Processes (3)
GEOG 001	Physical Geography (3)
GEOG 015	Physical Geography Laboratory (2)
GEOLOGY 001	Physical Geology (3)
GEOLOGY 006	Physical Geology Laboratory (1)
LIB SCI 101	College Research Skills (1)
MATH 125	Intermediate Algebra (5)
MATH 125S	Intermediate Algebra with Support (5)
MATH 134	Accelerated Elementary and Intermediate Algebra (6)
MATH 137	Pre-Statistics Algebra (5)
MATH 215	Principles of Mathematics I (3)

MATH 216	Principles if Mathematics II (3)
MATH 227	Statistics (4)
MATH 227S	Statistics with Support (4)
MATH 234	College Level Algebra (4)
MATH 236	Calculus for Business and Social Science (5)
MATH 240	Trigonometry (3)
MATH 260	Pre-calculus (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)
MICRO 020	General Microbiology (4)
OCEANO 001	Introductory to Oceanography (3)
OCEANO 010	Physical Oceanography Laboratory (1)
OCEANO 012	Lectures in Marine Biology (3)
PHYS SC 001	Physical Science I (3)
PHYS SC 014	Physical Science Laboratory (1)
PHYSICS 006	General Physics (4)
PHYSICS 007	General Physics II (4)
PHYSICS 011	Introductory Physics (4)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)
PHYSIOL 001	Introduction to Human Physiology (4)
PSYCH 002	Biological Psychology I (3)

Major	**18**
Additional LACCD GE Requirements	**15-18**
(Not including 3-6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.	
Additional Degree-applicable Requirement	**24-27**
Total Units	**60**

Associate in Science in Mathematics for Transfer (AS-T) Degree

Academic Plan: H032688H

Click Here for MATHEMATICS PROGRAM MAPPER

The Associate in Science in Mathematics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Mathematics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Mathematics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-23 units in Mathematics, Physics, and/or Computer Technology, 1-9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in all major courses and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

- explain and demonstrate mathematical concepts relevant to the course content.
- analyze and construct proofs relevant to the course concepts.
- create, interpret and analyze graphs relevant to the course content.
- solve problems, including application problems, relevant to course concepts and content.

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

Core:

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)

List A: Select one (3 units)

MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)

List B: Select one (3 units)

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

MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)
PHYSICS 037	Physics for Engineers and Scientists I (5)

Major	**21-23**
Additional CSU GE or IGETC Requirements (Not including 2-6 double-countable major units)	**31-39**
Additional CSU-Transferable Units	**1-9**
Total	**60**

Associate in Science Degree in Pre-Health Professions

Academic Plan: H041104C

Click Here for PRE-HEALTH PROGRAM MAPPER

The Pre-Health Professions AS will prepare students for entry into health professional programs such as Nursing. Courses in this degree are prerequisites for many health professional programs and are transferable to various majors, such as Nursing, at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

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

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core: (18 units)

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020*	General Microbiology (4)
PHYSIOL 001*	Introduction to Human Physiology (4)
PSYCH 001	Introductory Psychology (3)
SOC 001	Introduction to Sociology (3)

LIST A (Choose 2 courses)

BIOLOGY 033	Medical Terminology (3)
NURSING 364	Pharmacology (3)
PSYCH 041*	Life-Span Psychology: From Infancy to Old Age (3)

LIST B (Choose 1 course)

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

CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)
NURSING 302	Mathematics of Drugs and Solutions (3)

Major Requirements	**27-29**
Additional LACCD GE Requirements	**15**
(Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**16-18**
Total	**60**

Certificate of Achievement in Pre-Health Professions

Academic Plan: H041103D

Click Here for PRE-HEALTH PROGRAM MAPPER

The Pre-Health Professions Certificate of Achievement will prepare students for entry into health professional programs such as Nursing. Courses in this certificate are prerequisites for many health professional programs and are transferable to various majors at four-year institutions. Some variations of entry requirements may exist among health professional programs and will require students to seek advice from a counselor and refer to the school of interest.

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

- Perform basic laboratory tests using laboratory equipment and methods.
- Work safely in a laboratory or clinical setting and follow safety protocols.
- Describe human anatomy and physiology in health and disease.

Note: this award can also be found in the Health, Human Services & Public Safety TCAP Pathway

Core (12 units):

ANATOMY 001	Introduction to Human Anatomy (4)
MICRO 020*	General Microbiology (4)
PHYSIOL 001*	Introduction to Human Physiology (4)

Electives (choose two courses, 6-8 units):

BIOLOGY 033	Medical Terminology (3)
CHEM 065	Introduction to General Chemistry (4)
or	
CHEM 101	General Chemistry I (5)
PSYCH 001	Introductory Psychology (3)
PSYCH 001	Introductory Psychology (3)
PSYCH 041*	Life-Span Psychology: From Infancy to Old Age (3)

Total (Core and Electives)	**18-20**

Associate in Science in Physics for UC Transfer (UCTP) Degree

Academic Plan: H041102M

Click Here for PHYSICS PROGRAM MAPPER

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

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

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

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

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

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

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

Required Courses:

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
MATH 270	Linear Algebra (3)
MATH 275	Ordinary Differential Equations (3)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

Major	**46**
Additional IGETC Requirements	**16-21**
Total	**62-67**

Associate in Science in Physics for Transfer (AS-T) Degree

Academic Plan: H032810H

Click Here for PHYSICS PROGRAM MAPPER

The Associate in Science in Physics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Physics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Physics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 30 units in Physics and Mathematics and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or P or better and a minimum cumulative grade point average (GPA) of 2. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

accurately and safely use lab equipment.

- use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

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

Major (30 units)

MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 037	Physics for Engineers and Scientists I (5)
PHYSICS 038	Physics for Engineers and Scientists II (5)
PHYSICS 039	Physics for Engineers and Scientists III (5)

Major	**30**
Additional IGETC Requirements (Not including 7 double-countable major units)	**30**
Total	**60**

Associate in Science in Physics Degree

Academic Plan: H002796C

Click Here for PHYSICS PROGRAM MAPPER

The Associate in Science degree in Physics is designed for students who either intend to transfer to the UC or CSU as Physics majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant.

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

accurately and safely use lab equipment.

- use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

Additional IGETC Requirements: Per SB 1440 and approved by the Intersegmental Curriculum Workgroup (ICW) on January 30, 2014: The need to specify one transfer GE pattern as the means of completing the degree within 60 semester units does not prevent a college from awarding an ADT when a student chooses to use a different pattern, i.e., CSU GE.

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

Major (40 units)

CHEM 101	General Chemistry I (5)
CHEM 102	General Chemistry II (5)
MATH 265	Calculus with Analytic Geometry I (5)
MATH 266	Calculus with Analytic Geometry II (5)
MATH 267	Calculus with Analytic Geometry III (5)
PHYSICS 037	Physics for Engineers I (5)
PHYSICS 038	Physics for Engineers II (5)
PHYSICS 039	Physics for Engineers III (5)

Major	**40**
Additional LACCD GE Plan Requirements (Not including 6 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	**15**
Additional Degree-applicable Requirements	**5**
Total	**60**

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

Academic Plan: H032613G

Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Psychology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program.

A student may earn an Associate in Arts in Psychology for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 19-20 units in Psychology, Statistics or Mathematics, and/or Biology, 10-16 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, with a grade of C or P or better in major courses and a minimum cumulative grade point average (GPA) of 2.0.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

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

11. compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
12. evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
13. integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
14. recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
15. apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

Note: this award can also be found in the Health, Human Services & Public Safety and the Science, Technology, Engineering & Mathematics TCAP Pathway

Core: (10-11 units)

MATH 227 Statistics (4)
or
MATH 227S Statistics with Support (4)
or
STAT 001 Statistics I for the Social Sciences (3)
or
STAT 001S Statistics I for the Social Sciences with Support (3)

PSYCH 001 Introductory Psychology (3)
PSYCH 010 Behavioral Research Methods (4)

List A: Select one (3 units)

PSYCH 002 Biological Psychology II (3)

List B: Select one (3 units)

Any course from List A not already used or one of the following:
PSYCH 041 Life-Span Psychology (3)
PSYCH 014 Abnormal Psychology (3)

List C: Select one (3 units)

Any course from List A or B not already used or one of the following:
PSYCH 003 Personality and Social Development (3)
PSYCH 015 Adult Development and Aging (3)
PSYCH 042 Industrial Organizational Psychology (3)
PSYCH 052 Psychological Aspects of Human Sexuality (3)
PSYCH 066 Introduction to Critical Thinking (3)

Major (Core and Electives)	**19-20**
Additional CSU GE or IGETC Requirements (Not including 9-12 double-countable major units)	**25-30**
Additional CSU-Transferable Units	**10-16**
Total	**60**

PSYCHOLOGY
(PSYCH) Science, Technology, Engineering & Mathematics

Associate in Arts in Psychology Degree

Academic Plan: H030319C

Click Here for PSYCHOLOGY PROGRAM MAPPER

The Associate of Arts degree in Psychology will give students a foundation for more advanced psychology courses and a foundation for optimal human interaction in the workplace and/or in their own personal relationships. Students who complete this degree will be prepared to transfer to four-year institutions with which an articulation agreement has been established.

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

- compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
- integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- apply psychological principles to the development of interpersonal, occupational, and social skills and lifelong personal growth.

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

Core (13 -14 units):

PSYCH 001	Introductory Psychology (3)
PSYCH 002	Biological Psychology (3)
PSYCH 010	Behavioral Research Methods (4)
STAT 001	Elementary Statistics I for the Social Sciences (3)
or	
MATH 227	Statistics (4)
or	
MATH 227S	Statistics with Support (4)

List A (choose 3 units minimum)

PSYCH 003	Personality and Social Development (3)
PSYCH 014	Abnormal Psychology (3)
PSYCH 015	Adult Development and Aging (3)
PSYCH 041	Life-Span Psychology: From Infancy to Old Age (3)

List B (choose 3 units minimum)

ANTHRO 101	Human Biological Evolution (3)
ANTHRO 102	Human Ways of Life: Cultural Anthropology (3)
SOC 001	Introduction to Sociology (3)
SOC 021	Human Sexuality (3)

Major (Core and Lists A and B)	**19-20**
Additional LACCD GE Plan Requirements	**12-13**
(Not including 7-8 double-countable major units. Students wishing to transfer are advised to use either the CSU GE or IGETC plan instead.)	
Additional Degree-applicable Requirements	**27-29**
Total	**60**

ADULT EDUCATION & NONCREDIT

Noncredit courses and certificates to assist adults in developing new job skills, career exploration, learning to speak English, preparing for college and preparing to earn a high school diploma.

- Bookkeeping & Payroll
- Business
- College Readiness
- Culinary Arts
- EMT
- ESL – English as a Second Language
- General Education Diploma

Visit the LAHC Office of Adult & Community Education or call 310-233-4450 for more information.

Certificate of Completion in Bookkeeping

Academic Plan: H037140E

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

Students who complete the course will be ready to take the National Bookkeepers Associations' (NBA) Uniform Bookkeeper Certified Examination and the National Certification of Public Bookkeepers Exam (CPB). The NBA and NACPB verify the licensee's knowledge, skills, experience, and ethics in the accounting field.

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

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

Required Core (0 units):

VOC ED 544CE Introduction to Quickbook Accounting (0)
VOC ED 545CE Intermediate Quickbooks Accounting (0)
VOC ED 549CE Bookkeeping (0)

Total hours	**135**

Certificate of Completion in QuickBooks

Academic Plan: H039203E

The QuickBooks Certificate of Completion will provide students with the hands-on skills and knowledge needed for professional bookkeeping, entrepreneurs, accounting clerks, payroll clerks, auditing clerks, administrative assistance, and office managers. The course of study focuses on navigating QuickBooks features, creating company files, setting up customers, setting up vendors, preparing estimates, setting up security and access within QuickBooks, and creating estimates and statements. Also included are inventory management, banking, the accounting cycle, closing the books, and using Payroll in QuickBooks. Students who want additional preparation before taking the QuickBooks Certificate exam may include the Advance QuickBooks class in their course of study. It is recommended that non-native English speakers also take English Second Language (ESL) English for Special Uses (ESU)– 360CE in conjunction with this class. ESU is for advanced level ESL students.

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

- Create a new QuickBooks file, based on narrative information that will include information on accounts, customers, vendors, employees, items, company information, and company preferences.
- Use QuickBooks to properly record purchase orders, sales, receipts, invoices on account, cash receipts, cash payments, inventory receipts, payroll, purchases on account, and accrual adjustments.
- Use QuickBooks to deal with physical inventory and its components: create purchase orders, understand the difference between inventory and non-inventory, create credit memos, and produce various reports.
- Use QuickBooks to work with balance sheet accounts and budgets: identify and record current assets, current liabilities, fixed assets, long term liabilities, depreciation and accumulated depreciation, and produce various reports.
- Use QuickBooks to process payroll and time tracking for employees: pay employees, managing the employee list, tracking employee time, and create reports.

Required Core (0 units):

VOC ED 544CE	Introduction to QuickBooks Accounting (0)
VOC ED 545CE	Intermediate QuickBooks Accounting (0)
VOC ED 546CE	Advance QuickBooks (Optional) (0)
ESL NC 360CE	VESL: English for Special Uses (Optional) (0)

Total hours	**126-180**

Certificate of Completion in QuickBooks Online

Academic Plan: H041111E

This certificate provides comprehensive coverage of the new QuickBooks Online program. Topics include tips on choosing the appropriate subscription level for the business, customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds, and reconciliation processes for bank and credit card accounts. More advanced topics include; purchase orders, sales tax, journal entries, transferring funds between accounts, setting user permissions, reports with class and location tracking, inventory adjustments, filing payroll tax forms, and more. Students who complete the course will be ready to take the QuickBooks Online Certification Exam.

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

- Manage the bookkeeping activities of a small to medium size business in a cloud environment. The students will be prepared to take on the activities or job assignments for bookkeepers, payroll clerks, accounting clerks, accounts payable clerks, and accounts receivable.
- Display proficiency with QuickBooks online microcomputer accounting applications; this includes the ability to manage vendors and customers, to track expenses, manage payroll, create invoices, and pay bills.
- Demonstrate appropriate academic, ethical, diversity, and professional use of computer technology to communicate regionally, nationally, and globally, and access the Internet for a variety of information and business purposes.

Required Core (0 units):

VOC ED 549CE Bookkeeping (0)
VOC ED 629CE QuickBooks Online (0)

Total hours	**99**

Certificate of Completion in Fundamentals of Warehousing and Distribution

Academic Plan: H037792E

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

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

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

Required Core (0 units):

ESL NC 361CE	VESL: English for Special Uses: Warehousing and Distribution (0) (optional – based on competency)
VOC ED 530 CE	Fundamentals of Warehousing and Distribution 1 – Material Handling (0)
VOC ED 531 CE	Fundamentals of Warehousing and Distribution 2- Warehouse Operations (0)
VOC ED 532 CE	Fundamentals of Warehousing and Distribution 3 – Warehouse and Personal Performance (0)
VOC ED 533 CE	Fundamentals of Warehousing and Distribution 4 – Developing Your Soft Skills (0)

Total hours	**72-126**

Certificate of Completion in International Sales and Marketing Professional

Academic Plan: H038611E

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

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

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

Required Core (0 units):

VOC ED 536 CE	International Marketing I: The Global Business Environment (0)
VOC ED 537 CE	International Marketing II: Global Marketing MANAGEMENT (0)
VOC ED 538 CE	International Marketing III: Global Marketing: Strategy, Planning, Coordination and Control of Global Marketing (0)

Total hours	**54**

Certificate of Completion: Introduction to Sustainable Small Business Development

Academic Plan: H043701E

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

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

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

Required Core (0 Units)

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

Total hours	**75 Min** **72 Max**

Certificate of Completion: Fundamentals of Developing a Sustainable Small Business Enterprise

Academic Plan: H043702E

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

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

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

Required Core (0 Units)

VOC ED 191CE Starting Your Own Small Business (36 hours)
VOC ED 192CE Managing Small Business Operations (36 hours)

Total hours	**75 Min** **72 Max**

Certificate of Completion: Strategies for Marketing a Sustainable Small Business Enterprise

Academic Plan: H043703E

This certificate introduces students to strategies that will enable them to skillfully market their product and maintain a sustainable small business venture using various social media tools.

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

Program Learning Outcome: Upon completion of the certificate program, students will be able to market their small business enterprise using a variety of social media tools.

Required Core (0 Units)

VOC ED 193CE Marketing and Sales for Small Business (36 hours)
VOC ED 194CE Technology for Small Business (36 hours)

Total hours	**75 Min** **72 Max**

Certificate of Completion: Sustainable Small Business Development

Academic Plan: H043704E

Sustainable businesses are enterprises that strive to meet the triple bottom line, which is a social, environmental and financial framework to evaluate business performance and success over time. Upon completion of the required 6 courses, students will receive a Certificate of Completion in Sustainable Small Business Development. This certificate provides a pathway to career and college degree coursework in Business and/or Entrepreneurship.

Program Learning Outcome: Upon completion of the certificate program, students are able to assess the viability of a socially responsible, entrepreneurial idea, product or service.

Required Core (0 Units)

VOC ED 190CE Pathway to Socially Responsible Entrepreneurship (36 hours)

VOC ED 191CE Starting Your Own Small Business (36 hours)

VOC ED 192CE Managing Small Business Operations (36 hours)

VOC ED 193CE Marketing and Sales for Small Business (36 hours)

VOC ED 194CE Technology for Small Business (36 hours)

VOC ED 195CE Entrepreneurial Finance (36 hours)

Total hours	**216 Min** **216 Max**

Certificate of Competency in College Readiness: Math Skills

Academic Plan: H036908F

The College Readiness: Math Skills Certificate of Competency is designed to build math competency skills required to meet the California Secondary Education Common Core Standards in Mathematics and prepare students for High School Equivalency examinations, career, and college readiness. Students will be introduced to computational and problem solving skills and encouraged to use their math skills in real-world settings.

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

- achieve math competency skills required to meet the California Secondary Education Common Core Standards in Mathematics and be prepared for High School Equivalency examinations such as the General Education Diploma (GED) Certificate.
- achieve a competent knowledge of math that will enable them to achieve their academic and vocational goals, gain access to greater educational opportunities.
- improve their foundational computational and mathematical problem solving skills and be better prepared for rigorous college level courses.
- ensure their own success in a vocational pathway through reviewing and strengthening their math skills.
- enhance students' opportunities to gain, maintain, and succeed in their jobs.

Required Core (0 units):

BSICSKL 200CE College Readiness: Math Skills I (0)
BSICSKL 201CE College Readiness: Math Skills II (0)
BSICSKL 202CE College Readiness: Math Skills III (0)

Total hours	**162**

Certificate of Competency in College Readiness: Reading Skills

Academic Plan: H041253F

The College Readiness: Reading Skills Certificate of Competency is designed to build reading competency skills required to meet the California Secondary Education Common Core Standards in Reading and prepare students for High School Equivalency examinations, career, and college readiness.

Required Core (0 units):

BSICSKL 208CE College Readiness: Reading Skills I (0)
BSICSKL 209CE College Readiness: Reading Skills II (0)
BSICSKL 210CE College Readiness: Reading Skills III (0)

Total hours	**162**

Certificate of Competency in College Readiness: Writing Skills

Academic Plan: H041254F

The College Readiness: Writing Skills Certificate of Competency is designed to build writing competency skills required to meet the California Secondary Education Common Core Standards in Writing and prepare students for High School Equivalency examinations, career and college readiness.

Required Core (0 units):

BSICSKL 204CE College Readiness: Writing Skills I (0)
BSICSKL 205CE College Readiness: Writing Skills II (0)
BSICSKL 206CE College Readiness: Writing Skills III (0)

Total hours	**162**

Certificate of Completion in Culinary Basics Training

Academic Plan: H038682E

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

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

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

- take the California Food Handlers Card Examination.

Required Core (0 units)

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

Total hours:	**108 min** **144 max**

Certificate of Completion in Emergency Medical Technician Preparation

Academic Plan: H037141E

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

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

- successfully complete tasks required to prepare for the Emergency Medical Technician program
- describe the attributes that EMS providers are expected to maintain
- show competency in topics related to assisting in medical emergency situations in accidents and emergencies
- describe the guidelines for effective communication with patients
- show competency in assisting with first aid for flesh wounds and/or bone and soft tissue injuries
- demonstrate ability to assist with providing patients with protection when preparing them for transport to the hospital including stabilizing the spine and neck, controlling bleeding and protecting them from infection or exposure to hazardous substances.

Required Core (0 units):

VOC ED 547CE	Emergency Medical Technician Prep Course I (0)
VOC ED 548CE	Emergency Medical Technician Prep Course II (0)
Total hours:	**90**

Certificate of Competency ESL I - Beginning

Academic Plan: H036972F

The ESL I - Beginning Certificate of Competency provides non-native adult learners with communicative-based language proficiency skills in listening/speaking and reading/writing. Students develop language skills that will enable them to address basic survival needs and engage in routine social interaction. Students will acquire reading and writing skills that assist them in comprehending and interpreting basic materials including directions, schedules, signs, maps, and menus and completion of forms with basic personal information. These skills will improve their ability to enter the workforce and gain entry-level positions.

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

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

Required Core (0 units):

ESL NC 061CE	English as a Second Language I (0)
ESL NC 062CE	English as a Second Language II (0)
ESL NC 063CE	English as a Second Language III (0)

Total hours:	**162**

Certificate of Competency ESL II - Intermediate

Academic Plan: H039199F

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

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

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

Required Core (0 units):

ESL NC 064CE	English as a Second Language IV – Low Intermediate (0)
ESL NC 065CE	English as a Second Language V – Intermediate (0)
ESL NC 066CE	English as a Second Language VI – High Intermediate (0)

Total hours:	**162**

Certificate of Competency ESL III - Advanced

Academic Plan: H038696F

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

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

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

Required Core (0 units):

ESL NC 094CE	College ESL IV – Writing and Grammar (0)
ESL NC 095CE	College ESL V – Writing and Grammar (0)
ESL NC 096CE	College ESL VI – Writing and Grammar (0)

Total hours:	**324**

Certificate of Competency ESL Civics

Academic Plan: H038718F

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

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

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

Required Core (0 units):

ESLCVCS 013CE ESL and Civics IV (0)
ESLCVCS 014CE ESL and Civics V (0)

Total hours	**108**

Certificate of Competency in General Education Diploma

Academic Plan: H036919F

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

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

gain access to greater educational opportunities.

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

Required Core (0 units):

BSICSKL 083CE	GED/HISET Preparation: Literature and the Arts (0)
BSICSKL 084CE	GED/HISET Preparation: Mathematics (0)
BSICSKL 085CE	GED/HISET Preparation: Science (0)
BSICSKL 086CE	GED/HISET Preparation: Social Studies (0)
BSICSKL 087CE	GED/HISET Preparation: Writing Skills (0)

Total hours	**270**

GRADUATION AND GENERAL EDUCATION REQUIREMENTS

Los Angeles Harbor College offers courses leading toward the following objectives: transfer to a four-year university, Associate in Arts for Transfer (AA-T), Associate in Science for Transfer (AS-T), Associate in Arts (AA), Associate in Science (AS) degrees, and Certificates of Achievement and Skills Certificates.

Types of Programs Offered*

	Certificate of Completion ----- Certificate of Competency	Certificate of Achievement -------- Skills Certificate	Associate of Arts (AA) ------- Associate of Science (AS)	Associate in Arts For Transfer (AA-T) ---------- Associate in Science For Transfer (AS-T)	Preparation For Transfer (With or Without a Degree)
Educational and Career Goal	Foundational skills	Career and technical education	Earn an associate degree	Transfer to CSU and earn and associate degree	Transfer to CSU, UC, or private 4-year School
Minimum Units	Noncredit (no units)	Varies	60 units, including at least 18 units in the major	60 CSU transferable units, including at least 18 units in the major	60 CSU or UC transferable units Varies for private 4-year schools
Typical Length of Time	1-2 semesters	1-2 semesters	4 semesters	4 semesters	4 semesters
Recommended General Educational Pattern			LACCD General Education Or California State University General Education-Breadth (CSU GE-Breadth) Or Intersegmental General Education Transfer Curriculum (IGETC)	California State University General Education- Breadth (CSU GE-Breadth) Or Intersegmental General Education Transfer Curriculum (IGETC) for CSU	Intersegmental General Education Transfer Curriculum (IGETC) inclusive of 7-course pattern for UC or California State University General Education – Breadth (CSU GE-Breadth) or CSU or UC campus specific
Other Considerations					UC Transfer Pathways Pathways+ Transfer Admissions (TAG) Articulation agreements exist with private 4-year schools

*Consult with a counselor or the Transfer Center for more information

Certificate of Completion

A Certificate of Completion is a noncredit certificate awarded to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities. No credit is awarded for completing any of the courses required to earn a Certificate of Completion. These courses are offered for no cost, with the exception of textbooks and other materials, if required.

Certificate of Completion Offered:

For a complete list of Certificate of Completion awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Certificate of Competency

A Certificate of Competency is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take nondegree-applicable or degree-applicable credit courses. No credit is awarded for completing any of the course required to earn a Certificate of Competency. These courses are offered for no cost, with the exception of textbooks and other materials, if required.

Certificate of Completion Offered:

For a complete list of Certificate of Competency awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Certificate of Achievement

Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. These certificates are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major.

Residency Requirement: There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

Units Requirement: A Certificate of Achievement that requires a minimum of 16 semester units must be submitted to the California Community College Chancellor's Office (CCCCO) for approval. The 16-unit minimum applies even when the units generated by the required courses exceeds required courses(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit baring fewer units, etc), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog.

A Certificate of Achievement that requires fewer than 16 units may be submitted to the CCCCO for approval if it requires at least 8 units of degree-applicable coursework. The 8-unit minimum applies even when the units generated by the required courses exceeds 8 unts. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external courses credit baring fewer units, etc), the student does not have to make up the difference between the 8-unit minimum and the listed unit totals listed in the college catalog.

Scholarship Requirement: Each course counted towards the certificate requirement must be compleed with a grade of "C" or better, or a "P" if the course is taken on a "pass-no pass" basis. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

Conferring the Certificate when offered at multiple LACCD Colleges: A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD.

Certificate of Achievement Offered:

For a complete list of Certificate of Achievement awards, please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Associate Degrees

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are degrees that are designed specifically for transfer to the California State University (CSU). The degrees are the results of Senate Bill 1440, a transfer bill that required the California Community Colleges (CCC) to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to CCC students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferrable semester units and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester units, unless the major is designated as a high-unit major. AA-T and AS-T degrees are recognized by both the CCC and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

Students intending to transfer to a particular CSU campus or a university that is not part of the CSU system should consult with a counselor for more information on university admission and transfer requirements.

Requirements: (LACCD Administrative Procedure 4100)

The following is required for all AA-T and AS-T degrees:

- Minimum of 60 CSU transferrable semester units
- Minimum grade-point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors such as impacted majors may require a higher GPA. Consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an ADT major. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “Pass/No Pass” basis.
- Completion of the California State University General Education Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Residency Requirement (LACCD Administrative Procedures 4100): Students must complete (i.e. earn) no fewer than 12 units at the college conferring the degree. Exception to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

Degrees Offered:

For a complete list of transfer degrees please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Associate of Arts (AA) and Associate of Science (AS)

Associate of arts (AA) and Associate of Science (AS) degrees are for students who wish to complete an associate degree and begin a career. The awarding of an associate degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Requirements: (LACCD Administrative Procedure 4100)
The following is required for all AA and AS degrees:

- Minimum of 60 semester units in a selected curriculum
- Minimum grade-point average (GPA) of at least 2.0 or better in all work attempted in the curriculum upon which the degree is based.
- Completion of at least 18 semester units of study in a major or area of emphasis. Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass/no pass" basis.
- Completion of 18-21 semester units of study in the LACCD General Education Plan. Students may also use CSUGE or IGETC to meet the general education requirement
- Students must complete no fewer than 12 units at the college conferring the degree. Exceptions to residence requirements for the associate degree may be made by the college president when it determined that an injustice or undue hardship would be placed on the student.

Degrees Offered:
For a complete list of AA/AS degrees please see the Los Angeles Harbor College Degrees and Certificates section of this catalog.

Associate in Science Degree for UC Transfer (AS-UCTP)

The Associate in Science for UC Transfer degree is intended to facilitate transfer and increase academic preparation for students as they prepare to transfer into either a Physics or Chemistry program at a UC campus. Along with the Transfer Agreement Guarantee (TAG), students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer admissions requirements, as these degrees may not be the best option for students intending to transfer to a particular UC campus or to a college or university that is not part of the UC system.

For more information, please visit the AS in Chemistry and/or Physics for UC Transfer (UCTP) degree listed in the catalog.

General Education for Associate Degrees

The Purpose and Philosophy of General Education
Central to all associate degree programs at LAHC, general education prepares students to be successful in a dynamic, complex, and multicultural world.

Students who complete general education at LAHC will:

- Gain a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, natural sciences, mathematics, ethnic studies and social and behavioral sciences
- Possess the essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning, and information competency.
- Be ethical, self-aware, and productive citizens with an appreciation of aesthetics, cultural diversity, and global issues.
- Develop Skills and abilities that can be applied to subsequent coursework, employment, and all other aspects of their lives.

Type of General Education

LACCD Administrative Procedure 4100)

You may complete one of the following general education plans that best fits your program of study:

LACCD General Education

Required to complete the Associate of Arts (AA) and Associate of Science (AS) degrees. This plan is for students who wish to complete an associate degree and begin a career.

California State University General Education Breadth (CSU GE-Breadth and CSU GE-Breadth for STEM)

This plan is for students who intend to transfer to CSU, but can be used to meet the general education requirements for any associate degree offered by LAHC. The CSUGE meets the general education requirements for Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees. Currently the CSU GE for STEM may only be used for the Biology and Environmental Science AS-T degree.

Intersegmental General Education Transfer Curriculum (IGETC and IGETC for STEM)

This general education plan may be used to meet the general education requirements for any associate degree offered by LAHC, and provides the greatest flexibility for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. IGETC is a general education plan that 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. Currently, IGETC for STEM may be used for the Biology and Environmental Science AS-T degree. If you attend to transfer to a CSU campus, you must complete IGETC area 1C.

Other Consideration for the LACCD General Education Pattern

(LACCD Administrative Procedure 4100)

Written Expression, Mathematics, and Ethnic Studies Competency Requirements

- Reading and Written Expression Competency for the Associate Degree may be met by completion of any of the following:
- Satisfactory completion of a course in English at the level of the course typically known as Freshman Composition. This requirement may also be met by satisfactory completion of an English course taught in another department or discipline that requires entrance skills at a level equivalent to those for Freshman Composition, or by demonstrating competency that is comparable to satisfactory completion of a specified English course. The equivalence of English coursework, and the methods of demonstrating comparable competency in written expression and reading is determined by the college/district.

- Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key.
- Verification of passing with a grade of C or P or higher a California Community College (CCC) course that meets the California State University General Education Breadth (CSU GE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition at the CCC where the course was taken including courses taken within the LACCD colleges.
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

- Mathematics Competency for the Associate Degree may be met by completion of any of the following:
- Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may also be met by satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra. The equivalence of mathematics coursework, and the method of demonstrating comparable competency in mathematics is determined by the college/district.
- Verification of satisfactory completion of any credit course (C- or higher, or the equivalent) or noncredit course (Satisfactory Progress (SP) or the equivalent) at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary ("high school") or post-secondary institution. (Note: Non accredited secondary institutions shall be considered on a case-by-case basis.)
- Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning at the CCC where the course was taken including courses taken within the LACCD colleges.
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

- Ethnic Studies Course requirement for the Associate Degree may be met as follows:
    - Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if the equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or behalf of other departments and disciplines.
    - California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern.
    - Ethnic Studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.

- Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.

Students with catalog rights established prior to fall 2023 are exempt from this Ethnic Studies course requirement. If you are not sure if you are required to meet Ethnic Studies graduation requirement, it is strongly recommended that you meet with a counselor to determine how to meet the ethnic studies requirement in a way that best fits with your educational goals.

(Note on CSUGE Breadth Area F: Students with catalog rights established in fall 2021 or later, and who are seeking full CSUGE Breadth certification, must complete the Area F requirement regardless of the fall 2023 implementation of the LACCD Ethnic Studies graduation requirement. Be sure to speak with a counselor if you are not sure if this applies to you.)

Courses Meeting the Written Expression, Mathematics, and Ethnic Studies Competencies

Written Expression
ENGLISH 101, 101X, 101Y, 101Z

Mathematics
MATH 125, 125S, 134, 137, 215, 216, 227, 227S, 230, 234, 236, 240, 241, 241S, 260, 265, 266, 267, 270, 275
STAT 001, 001S

Ethnic Studies
AFRO AM 004, AFRO AM 005, HISTORY 041, HISTORY 042

Credit for External Examinations (LACCD Administrative Procedure 4236, 4237, 4238)

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations (CLEP) can be used to satisfy the general education and graduation competency requirements for the associates degree. Please refer to the AP, IB and/or the CLEP section located in the Credit for Prior Learning section of this catalog.

Double-Counting of Coursework (LACCD Administrative Procedure 4100)

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

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

General Education Requirements for Students with Prior Degrees (LACCD Administrative Procedure 4100)

Associate Degree

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in Mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

Bachelor's Degrees

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree from a United States Regionally Accredited Postsecondary Institution.

California Community College Graduation Requirement in Ethnic Studies

All students must meet the Ethnic Studies course graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

Catalog Rights and Continuous Attendance

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring, and summer terms. Having "Catalog Rights" means students may choose to be held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a "W" (withdrawal) counts towards determining continuous attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Exceptions to the Catalog Rights requirements stated in this procedure may be made at the discretion of the Articulation Officer on a case-by-case basis, in conjunction with discipline faculty as appropriate, provided that exceptions are not more restrictive than what is stated in this procedure.

2023-2024 Associate Degree General Education Requirements

Reading and Writing Competency: Completion of the following course with a grade of "C" or better: ENGLISH 101, ENGLISH 101X, ENGLISH 101Y, ENGLISH 101Z; A grade of "C" or better in a college course that meets CSU GE Area A2 or IGETC Area 1A requirements: A score of 3 or higher on the following AP exams: English Language and Composition or English Composition and Literature, or similar.

MATHEMATICAL Competency: A C- grade or higher in the course typically known as Intermediate Algebra or equivalent or higher at a US regionally accredited high school or college, or through other means as defined in the following: A score of 3 or higher on the following AP exams: Calculus AB, Calculus BC, or Statistics, or similar. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSU GE-Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.

Ethnic Studies Course requirement for the Associate Degree may be met as follows:

- Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if the equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or behalf of other departments and disciplines.

- California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern.
- Ethnic Studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.
    - Any one of the following courses fulfill the Ethnic Studies Course requirement: AFRO AM 004, AFRO AM 005, HISTORY 041, HISTORY 042

Students with catalog rights established prior to fall 2023 are exempt from this Ethnic Studies course requirement. If you are not sure if you are required to meet Ethnic Studies graduation requirement, it is strongly recommended that you meet with a counselor to determine how to meet the ethnic studies requirement in a way that best fits with your educational goals.

Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.

Requires a minimum of 21 semester units, including:

A. Natural Sciences (Minimum 3 semester units)

Complete one course from the list below.

PHYSICAL SCIENCE
ASTRONomy 001; **CHEM**istry 065, 066, 101, 102, 211, 212; **ENV**ironmental **SCI**ence 001; **GEOG**graphy 001; **GEOLOGY** 001; **OCEANO**graphy 001; **PHYS**ical **SCI**ence 001; **PHYSICS** 006, 007, 011, 037, 038, 039
LIFE SCIENCE
ANATOMY 001; **ANTHRO**pology 101; **BIOLOGY** 003, 005, 006, 007; **ENV**ironmental **SCI**ence 002**, MICRO**biology 020; **OCEANO**graphy 012; **PHYSIOL**ogy 001; **PSYCH**ology 002

B. Social and Behavioral Sciences (Minimum 6 semester units from B1 and B2)

Complete one course listed from each Area B1 and B2. Courses underlined (_) also meet the LACCD Ethnic Studies graduation requirement.

B1. American Institutions (complete 1 course): **AFRO**African **AM**erican Studies 004, 005; **HISTORY** 006, 011, 012, 041, 042, 043, 044, 052, 058, 081, 082; **POL**itical **SCI**ence 001, 030

B2. Social and Behavioral Sciences (complete 1 course): **AFRO**African **AM**erican Studies 004, 005; **ANTHRO**pology 102, 103, 104, 121, 132; **BUS**iness 001; **CH**ild **DEV**elopment 001; **COMM**unication Studies 122, 190, 275; Engineering General Technology 028; **ECON**omics 001, 002; **GEOG**raphy 002, 007; **HISTORY** 001, 002, 005, 006, 011, 012, 019, 020, 021, 041, 042, 043, 044, 052, 058, 074, 081, 082, 086, 087; **MUSIC** 100; **POL**itical **SCI**ence 001, 002, 003, 004, 005, 007, 030, 050; **PSYCH**ology 001, 010, 014, 015, 041, 042; **SOCi**ology 001, 002, 003, 004, 011, 012, 031

C. Humanities (Minimum 3 semester units)

Complete one course from the list below.

ARTS (Arts, Cinema, Dance, Music, Theater)
ARChitecture 132, 133; **ART** 100, 101, 102, 103, 111, 201; **DANCEST**udies 805; **MUSIC** 100, 101, 111, 116, 118, 141, 216-1; **THEATER** 100

HUMANITIES (Literature, Philosophy, Languages Other Than English)
ENGLISH 203, 204, 205, 206, 207, 208, 209, 211, 213, 214, 215, 218, 219, 223, 234, 239, 240, 251, 260, 265, 270, 271, 272; **FRENCH** 001, 002, 003, 004, 005, 010, 025, 026; **HISTORY** 043, 044, 074, 081, 082, 086, 087; **HUMANities** 001, 003, 006, 008, 017, 030, 060, 077; **JAPANese** 022; MUSIC 100**; PHILOSophy** 001, 020, 033; **SPANISH** 001, 002, 003, 004, 012, 021, 022, 035, 036; **THEATER** 110

D. Language and Rationality (Minimum 6 semester units)

Complete one course listed each from Area D1 and D2. Courses marked with an asterisk (*) also meet the LACCD Mathematics graduation requirement.

D1. English Composition (complete 1 course): English 101, English 101X, English 101Y, English101Z
Note: English 101, English 101 X, English 101 Y, and English 101Z meet the Written Expression Competency

D2. Communication and Analytical Thinking (complete 1 course):
Communication
COMMunication 101, 104, 121, 122, 151;
Analytical Thinking (Mathematics)
MATH *215, *216, *227, *227S, *230, *234, *236, *240, *241, *241S, *260, *265, *266, *267, *270, *275; **STAT**istics *001, *001S;
Analytical Thinking (Critical Thinking)
COMMunication Studies **104; CS** 100 (formerly Computer SCIence 058); **ENGLISH** 102, 103; **JOURNAL**ism 105; **PHILOS**ophy 006; **PSYCH**ology 066

E. Health and Physical Education (Minimum 3 semester units from E1 and E2)

Complete one course listed each from Area E1 and E2. (Note: Completion of a course marked with a * meet both the Area E1 and E2 requirements)

E1. Health Education: **CH**ild **DEV**elopment 001, 011; **COUNSEL**ing 020, 040; **FAM**ily**&C**onsumer**S**tudies 021; **HEALTH** *002, *006, 011, 012; **PSYCH**ology 003; **SOC**iology 021

E2. Physical Education Activity: **DANCE T**echni**Q**ue 141; **KIN**esiology 010, 045, 046, 049, 050, 217-1, 229-1, 229-2, 245-1, 245-2, 250-1, 250-2, 251-1, 251-2, 272, 287-1, 287-2, 291-1, 291-2, 350-1, 350-2; **KIN**esiology **ATH**letics 504, 506, 511, 516, 552, 553, 556, 557, 558; **KIN**esiology **MAJ**or 119;

Area E waivers for Prior Learning and High-unit Majors

1) Area E shall be waived for students who complete a degree in Nursing
2) Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.
3) Area E shall be waived for Emergency Medical Technicians (EMT), Licensed Vocational Nurses (LVN) and Certified Nursing Assistants (CAN) as determined by local college protocol.

4) Area E shall be satisfied with credit for military service:
   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.
5) High Unit Majors: After all double-counting of major units with general education units is completed; the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units:	Units in LACCD GE Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

2023-2024 California State University General Education Breadth (CSU GE Breadth)

This plan will satisfy lower-division G.E. for the CSU system. Consult with a Los Angeles Harbor College counselor before taking courses outside Los Angeles Harbor College to be used on this CSU general education plan. Every community college may apply its courses differently on general education, even if the course has the same course number and title. Every effort has been made to ensure that this information is accurate; however students should consult an LAHC counselor periodically to determine whether there have been any changes or corrections.

Area A. English Language Communication and Critical Thinking (9 semester units)

Select at least 1 course from each group below. Must be completed with a grade of C- or better.

A1. Oral Communication: **COMM**unication Studies 101, 121, 122, 151
A2. Written Communication: **ENGLISH** 101, 101X, 101Y, 101Z
A3. Critical Thinking: **COMM**unication Studies 104; **CS** 100; **ENGLISH** 102, 103; **JOURNAL**ism 105; **PHILOS**ophy 006; **PSYCH**ology 066

Area B. Scientific Inquiry and Quantitative Reasoning (9 semester units)

Select at least 1 course from each group listed below. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. B4 must be completed with a grade of C- or better. Lab courses are indicated by an asterisk (*).

B1. Physical Science: **ASTRON**omy 001; **CHEMi**stry 065*, 066*, 101*, 102*, 211*, 212*; **ENV**ironmental **SCI**ence 001; **GEOG**raphy 001; **GEOLOGY** 001; **OCEANO**graphy 001; **PHYS**ical **SC**ience 001; **PHYSICS** 006*, 007*, 011*, 037*, 038*, 039*

B2. Life Science: **ANATOMY** 001*; **ANTHRO**pology 101; **BIOLOGY** 003*, 005*, 006*, 007*; **ENV**ironmental **SCI**ence 002; **MICRO**biology 020*; **OCEANO**graphy 012; **PHYSIOL**ogy 001*; **PSYCH**ology 002

B3: Laboratory Activity: **ANATOMY** 001; **ANTHRO**pology 111; **ASTRON**omy 005; **BIOLOGY** 003, 005, 006, 007; **CHEM**istry 065, 066, 101, 102, 211, 212; **GEOG**raphy 015; **GEOLOGY** 006; **MICRO**biology 020; **OCEANO**graphy 010; **PHYS**ical **SC**ience 014; **PHYSICS** 006, 007, 011, 037, 038, 039; **PHYSIOL**ogy 001

B4: Mathematics/Quantitative Reasoning: **MATH** 215, 216, 227, 227S, 230, 234, 236, 240, 241, 241S, 260, 265, 266, 267, 270, 275; **STAT**istics 001, 001S

Area C. Arts and Humanities (9 semester units)

Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area

C1. ARChitecture 132, 133; **ART** 100, 101, 102, 103, 111, 201; **DANCEST**udies 805; **MUSIC** 100, 101, 111, 116, 118, 141, 216-1; **THEATER** 100

C2: Humanities: **ENGLISH** 203, 204, 205, 206, 207, 208, 209, 211, 213, 214, 215, 218, 219, 223, 234, 239, 240, 251, 260, 265, 270, 271, 272; **FRENCH** 001, 002, 003, 005, 010, 025, 026; **HISTORY** 043, 044, 074, 081, 082, 086, 087; **HUMAN**ities 001, 003, 006, 008, 017, 030, 060, 077; **MUSIC** 100; **PHILOS**ophy 001, 020, 033; **SPANISH** 001, 002, 003, 004, 012, 021, 022, 035, 036; **THEATER** 110

Area D. Social Sciences (6 semester units)

Select 2 courses from below.

AFROAfrican **AM**erican Studies 004, 005; **ANTHRO**pology 102, 103, 104, 121, 132; **BUS**iness 001; **CH**ild **DEV**elopment 001; **COMM**unication Studies 122, 190, 275; **E**ngineering **G**eneral **T**echnology 028; **ECON**omics 001, 002; **GEOG**raphy 002, 007; **HISTORY** 001, 002, 005, 006, 011, 012, 019, 020, 021, 041, 042, 043, 044, 052, 058, 074, 081, 082, 086, 087; **MUSIC** 100; **POL**itical **SCI**ence 001, 002, 003, 004, 005, 007, 030, 050; **PSYCH**ology 001, 010, 014, 015, 041, 042; **SOCi**ology 001, 002, 003, 004, 011, 012, 031

Area E. Life Long Understanding And Self Developments (3 semester units)

There is a 1-unit limitation for all PE/Activity courses. This Area may Not be fully satisfied by completing solely Dance or KIN activity courses.

Veterans with a DD214 honorable discharge will receive a waiver for Area E and 3 units toward CSU transfer.

CHild **DEV**elopment 001, 011; **COUNSEL**ing 020, 040; **FAM**ily **&C**onsumer**S**tudies 021; **HEALTH** 002, 006, 011, 012; **PSYCH**ology 003; **SOC**iology 021

PE/Activity: DANCE TechniQue 141; KINesiology 010, 045, 046, 049, 050, 217-1, 229, 229-1, 245-1, 245-2, 250-1, 250-2, 251-1, 251-2, 272, 287-1, 287-2, 291-1, 291-2, 350-1, 350-2; KINesiology ATHletics 504, 506, 511, 516, 552, 553, 556, 557, 558; KINesiology MAJor 119

Area F: Ethnic Studies (3 semester units)

Requirement for new or returning students who begin at the CCC in Fall 2021; Students will need to complete 3 units or 4 quarter units from Area F for full CSU GE certification. Students with catalog rights prior to Fall 2021 are NOT required to complete Area F. However, continuing students may opt to follow the revised 2023-2024 CSU GE Breadth pattern and complete 6 units in Area D and 3 units in Area F. The following courses below apply only if completed Fall 2021 or later.

AFROAfrican **AM**erican Studies 004, 005 **HISTORY** 041, 042

CSU Graduation Requirement in U.S. History, Constitution & American Ideals

Not part of CSU GE, but may be completed prior to transfer.

Complete 1 course from each area below.

US-1 (Historical Development of American Institutions and Ideals): AFROAfrican AMerican Studies 004, 005; HISTORY 006, 011, 012, 041, 042, 043, 044, 052, 058, 081, 082

US-2 (United States Constitution and government)/US-3 (California State and Local Government): POLitical SCIence 001, 030

CSU GE-Breadth for STEM

CSU GE for STEM is (partial certification) only allowed for an approved STEM Associate Degree for Transfer (ADT) Degree. Students must confirm the CSU major, program, or college that they are applying for accept partial CSUGE certification. Although CSUGE for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs they are considering.

CSUGE Breadth for STEM (33 units): Only permitted for an approved Associate Degree for Transfer (ADT Degree). The CSUGE
Breadth for STEM can only be applied to the Biology, Chemistry, and Environmental Science ADT Degrees. The CSUGE for STEM requires:

Area A: 9 semester units/12 quarter units; one course from A1, one course from A2, and one course from A3.
Area B: 9 semester units/12 quarter units; one course from B1, one course from B2, and one course from B3 (if not met in B1/B2), and one course from B4
Area C: 6 semester units/9 quarter units; one course from C1 and one course from C2
Area D: 3 semester units/4 quarter units by selecting one course
Area E: 3 semester units/4 quarter units by selecting one course
Area F: 3 semester units/4 quarter units by selecting one course.

2023-2024 Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a pattern of courses that students can use to satisfy Lower-division General Education (GE) requirements at California State University (CSU) or University of California (UC) campus. However, completion of the IGETC is not an admissions requirement for the CSU or UC, nor is the only way to fulfill lower-division General Education requirements before transfer. Students should contact a counselor for detailed information. Every effort has been made to ensure that this information is accurate; however, students should consult an LAHC counselor periodically to determine whether there have been any changes or corrections.

Area 1: English Communication

CSU: Select 3 courses, one from 1A and one from 1B, and one from 1C for a total of 9 semester units
UC: Select 2 courses, one from 1A and one from 1B, for a total of 6 semester units

1A: English Composition (one course: 3 semester units): **ENGLISH** 101, 101X, 101Y, 101Z
1B: Critical Thinking – English Composition (one course: 3 semester units): **ENGLISH** 102, 103; **PHILOS**ophy 006; **PSYCH**ology 066

1C: Oral Communication (one course: 3 semester units): **COMM**unication Studies 101, 104, 121, 122, 151
Exception: Area 1C, Oral Communication, is required only for students transferring to the CSU

Area 2A: Mathematical Concepts and Quantitative Reasoning

Select 1 course for a minimum of 3 semester units.

2A: Mathematical Concepts & Quantitative Reasoning: **MATH** 227, 227S, 230, 234, 236, 260, 265, 266, 267, 270, 275; **STAT**istics 001, 001S

Area 3: Arts and Humanities

Select 3 courses, at least 1 course from 3A, 1 course from 3B, and 1 course from either area for a total of 9 semester units.

3A: Arts: **ARC**hitecture 132, 133; **ART** 100, 101, 102, 103, 111, 201; **DANCEST**udies 805; **MUSIC** 100, 101, 111, 116, 118, 141, 216-1; **THEATER** 100

3B: Humanities: **ENGLISH** 203, 204, 205, 206, 207, 208, 209, 211, 213, 214, 215, 219, 223, 234, 239, 240, 251, 260, 265, 270, 271, 272; **FRENCH** 002, 003, 004, 005, 010, 025, 026; **HISTORY** 074, 081, 082, 086, 087; **HUMAN**ities 001, 003, 006, 008, 017, 030, 060, 077; **MUSIC** 100; **PHILOS**ophy 001, 020, 033; **SPANISH** 002, 003, 004, 012, 036; **THEATER** 110

Area 4: Social and Behavioral Sciences

Select 2 courses from two different disciplines for a total of 6 semester units.

AFROAfrican **AM**erican Studies 004, 005; **ANTHRO**pology 102, 103, 104, 121, 132; **CH**ild **DEV**elopment 001; **COMM**unication Studies 122, 190, 275; **ECON**omics 001, 002; **GEOG**raphy 002, 007; **HISTORY** 001, 002, 005, 006, 011, 012, 019, 020, 021, 041, 042, 043, 044, 052, 058, 074, 081, 082, 086, 087; **MUSIC** 100; **POL**itical **SCI**ence 001, 002, 003, 004, 005, 007, 030, 050; **PSYCH**ology 001, 014, 015, 041, 042; **SOC**iology 001, 002, 003, 004, 011, 012, 021, 031

Area 5: Physical & Biological Sciences

Select 1 course from 5A and 1 course from 5B for a total of 7 semester units. 5C is covered by taking one course from either 5A or 5B that includes a corresponding lab. Lab courses are indicated by an asterisk (*)

5A: Physical Science: **ASTRON**omy 001; **CHEM**istry 065*, 101*, 102*, 211*, 212*; **ENV**ironmental **SCI**ence 001; **GEOG**raphy 001; **GEOLOGY** 001; **OCEANO**graphy 001; **PHYS**ical **SC**ience 001; **PHYSICS** 006*, 007*, 011*, 037*, 038*, 039*

5B: Biological Science: **ANATOMY** 001*; **ANTHRO**pology 101; **BIOLOGY** 003*, 005*, 006*, 007*; **ENV**ironmental **SCI**ence 002; **MICRO**biology 020*; **OCEANO**graphy 012; **PHYSIOL**ogy 001*; **PSYCH**ology 002

5C: Laboratory Science: **ANATOMY** 001; **ANTHRO**pology 111; **ASTRON**omy 005; **BIOLOGY** 003, 005, 006, 007; **CHEM**istry 065, 101, 102, 211, 212; **GEOG**raphy 015; **GEOLOGY** 006; **MICRO**biology 020; **OCEANO**graphy 010; **PHYS**ical **SCI**ence 014; **PHYSICS** 006, 007, 011, 037, 038, 039; **PHYSIOL**ogy 001

Area 6: Language Other Than English (UC Requirement only)

Proficiency in a language other than English may be met by:

- Satisfactorily completion of any of the following LAHC courses: **FRENCH** 001, 002, 003, 004, 005; **JAPAN**ese 001; **SPANISH** 001, 002, 003, 004, 022, 035

- Satisfactorily completing 2 years or through the 2nd level of U.S. high school LOTE coursework with a grade of "C-" or better; or
- Demonstrating language proficiency other than English according to IGETC Standards Section 10.6. Consult with a counselor.

Area 7: Ethnic Studies

(One course, 3 semester/4 quarter units) Students with catalog rights prior to Fall 2023 are not required to complete Area 7 and are required to complete 9 units in Area 4)

AFROAfrican **AM**erican 004, 005; **HISTORY** 041, 042

CSU Graduation Requirement in U.S. History, Constitution & American Ideals

Not part of IGETC, but may be completed prior to transfer.

Complete 1 course from each area below.

US-1 (Historical Development of American Institutions and Ideals): AFROAfrican AMerican Studies 004, 005; HISTORY 006, 011, 012, 041, 042, 043, 044, 052, 058, 081, 082

US-2 (United States Constitution and government)/US-3 (California State and Local Government): POLitical SCIence 001, 030

IGETC for STEM

IGETC for STEM is (partial certification) only allowed for an approved STEM Associate Degree for Transfer (ADT) Degree. Students must confirm the CSU or UC major, program, or college that they are applying to accept partial IGETC certification. Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs they are considering.

IGETC for STEM (31 units): Only permitted for an approved Associate Degree for Transfer (ADT Degree). The IGETC for STEM can only be applied to the Biology, Chemistry and Environmental Science ADT Degrees. The IGETC for STEM requires:

- Area 1: 9 semester units/12 quarter units; one course from 1A, one course from 1B, and one course from 1C (for students transferring to a CSU and/or students working towards an ADT)
- Area 2: 3 semester units/4 quarter units by selecting one course
- Area 3: 6 semester units/9 quarter units; one course from 3A and one course from 3B
- Area 4: 3 semester units/4 quarter units by selecting one course.
- Area 5: 7 semester units/9 quarter units; one course from 5A, one course from 5B, and one course from 5C if not met in
- 5A/5B
- Area 6: meeting Language other than English (LOTE) competency (for UC Schools)
- Area 7: 3 semester units/ 4 quarter units by selecting one course.

How to Certify General Education Requirements for Transfer

CSU GE-Breadth Certification
CSU GE-Breadth Certification is the process by which the community college verifies that a student has completed all the required coursework for the CSUGE pattern (partial completion is possible for each Area), which is sent directly to the

transfer institution. If CSU GE-Breadth is not certified, students will be subject to the lower division general education requirements at the campus to which they transfer. Please visit a counselor to learn more about the CSU GE-Breadth certification process.

IGETC Certification
IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern, which is sent directly to the transfer institution. (Partial completion is possible if the student is missing up to two courses or subject areas.) If IGETC is not certified, students will be subject to the lower-division general education requirements at the campus to which they transfer. Please visit a counselor to learn more about the IGETC certification process.

How to Receive an Associate Degree

If you are applying for an Associate Degree (AA/AS) or Associate Degree for Transfer (AA-T/AS-T), we recommend you see a counselor to review your progress towards your completion.

Additional and Concurrent Associate Degrees (LACCD Administrative Procedures 4100)

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

Pursuant to catalog rights, described herein, completion of all current degree requirements (i.e., scholarship, residency, competency, general education, and major requirements).

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework

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.

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

Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.

There is no maximum number of concurrent degrees that a student may be awarded.

If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education patterns of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

Reciprocity for Associate Degrees for Transfer (ADT)

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

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

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

The District Curriculum Committee shall establish whether a course meets the competency requirement as established in this administrative regulation.

Federal Student Right To-Know Rates (SRTK)

All community colleges are required to provide their SRTK rates. In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2017, 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Spring 2020 to Spring 2022. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared '. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2018 to Spring 2020, are transfer students. http://srtk.cccco.edu/742/srtk23.htm

Completion rate: 30.22%

Transfer rate: 9.48%

Petition for Graduation

Students expecting to earn a program award must file a Petition for Graduation early in the semester they expect to complete their requirements. The deadlines for filing each semester are listed in the Academic Calendar section of the Schedule of Classes. Late Petitions for Graduation will not be accepted. Students seeking graduation should make an appointment with a counselor to review that the degree requirements will be met by the end of the current semester and then return the completed Petition for Graduation to the Admissions and Records Office. Students filing the petition will be notified of the results by mail.

General Education Requirements for Transfer

Transferring from Harbor College to a University

Four-year universities require students to complete specific requirements for the bachelor's degree. Among these are general education and major requirements. Los Angeles Harbor College offers transferable courses which are equivalent to the lower division (i.e. freshman and sophomore) requirements at most colleges and universities in the U.S.

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

Transfer/Articulation Agreements

Articulation is the process of linking two educational institutions together to help students make a smooth transition — without experiencing a delay or duplication of coursework — from the community college to a four-year college or university. Harbor College has developed transfer articulation agreements with a wide variety of colleges and universities. These agreements can contain general education requirements, lower-division major requirements, or both. Students planning to transfer to a UC or CSU campus can find articulation information online at assist.org. ASSIST (assist.org) is a database that contains information on lower-division major requirements and general education requirements for UC and CSU campuses and their equivalent at the community college. Students are strongly encouraged, and will probably find it much easier, to use the assistance of a counselor at the Transfer Center. Harbor College has articulation agreements with the following institutions of higher education:

California State University

- CSU Bakersfield
- CSU Channel Islands
- CSU Chico
- CSU Dominguez Hills
- CSU East Bay
- CSU Fresno
- CSU Fullerton
- CSU Humboldt
- CSU Long Beach
- CSU Los Angeles
- CSU Maritime
- CSU Monterey Bay
- CSU Northridge
- CPU Pomona (Cal Poly Pomona)
- CSU Sacramento
- CSU San Bernardino
- CSU San Diego
- CSU San Francisco
- CSU San José
- CSU Sonoma
- CPU San Luis Obispo (Cal Poly SLO)
- CSU San Marcos
- CSU Stanislaus

University of California

- UC Berkeley
- UC Davis
- UC Irvine
- UC Los Angeles
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco
- UC Santa Barbara
- UC Santa Cruz

Private Colleges/Universities

- Academy of Art University, San Francisco
- Alliant International University
- Antioch University Los Angeles
- Argosy University – Orange Campus
- Ashford University
- Azusa Pacific University
- Biola University
- Brandman University
- California Institute of the Arts
- California Lutheran University
- Charles R. Drew University
- Concordia University Irvine
- Fashion Institute of Design and Merchandising (FIDM)
- Loyola Marymount University
- Marymount California University
- Mount Saint Mary's University
- National University
- New School of Architecture and Design
- Otis College of Art & Design
- Pacific Oaks College
- Pepperdine University
- Point Loma Nazarene University
- Santa Clara University
- University of La Verne
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California (USC)
- Whittier College
- Woodbury University

Out-of-State Colleges/Universities

- Arizona State University and Arizona State University Online (AZ)
- Southern New Hampshire University
- Historically Black Colleges and Universities

Students are encouraged to visit the Transfer Center website for a complete listing of all private and out-of-state university articulation agreements at the following link http://bit.ly/LAHCTransfAgrmts.

A student who transfers from Harbor College to another institution of higher education should request their Harbor College transcript be sent to the new institution.

Each college or university has specific major requirements for junior standing admission. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. We encourage you to make an appointment with a Transfer Counselor.

The following pages list requirements for transfer to the California State University (CSU) system, the University of California (UC) system, and private and independent colleges and universities that are in existence at the time of publishing this catalog.

At the end of this section, transfer sheets have been included which outline the CSU general education certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC), which is applicable to both the UC and CSU systems.

Associate Degrees for Transfer to the CSU System

The Student Transfer Achievement Reform Act (California Education Code §§ 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an Associate Degree for Transfer, which is a newly established variation of the Associate degrees traditionally offered at a California Community College. The Associate Degree for Transfer (ADT) — awarded as either 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 the ADT degree program are guaranteed admission to the CSU system, but NOT to a particular campus or major.

The Associate Degree for Transfer (AA-T/AS-T) is designed to facilitate transfer admission to a CSU campus in a major deemed similar to that offered at Harbor College. Students considering transfer to a UC, private, or out-of-state school should consult a counselor regarding that institution's transfer requirements.

Associate Degree for Transfer Requirements

- Completion of at least 60 CSU-transferable semester units including:
- Completion of Major Requirements with a grade of C or higher in each course, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063);
- Completion of either CSU GE or IGETC; students transferring to CSU using IGETC must complete Area 1C
- A minimum of 12 degree-applicable semester units completed at Harbor College
- A minimum overall GPA of 2.0 in all CSU-transferable units (Note: While a minimum GPA of 2.0 is required for admission to the CSU, some majors/campuses may require a higher GPA. Nonresident and international students may be required to have a higher minimum GPA. For more information consult a counselor.)

Admission with Junior Standing

In addition to meeting the general admission requirements of the state college or university, the student who wishes to be accepted with junior standing at a CSU or UC should complete 60 transferable units, the general education requirements and the specific lower division course requirements included in the major the student plans to follow.

CSU & UC Transfer Course and Grade Requirements:

The student must complete at least 60 units of transfer courses with a grade point average of at least 2.0. A maximum of 70 units may be transferred.

The California Administrative Code, Title 5, Section 40405, authorizes community colleges to certify that the student has completed the required minimum of 39 semester units of general education when transferring to the California State University.

The student who completes the pattern of Los Angeles Harbor College courses as outlined under "Minimum Requirements for Certification at the California State University" will have to meet a minimum of 39 units of general education requirements. The CSU may require the fully certified transfer student to be responsible for 9 semester units, or 12 quarter units, of upper division courses.

Students should make an appointment with a counselor early in their academic planning as well as prior to registering for their final semester at Los Angeles Harbor College for preliminary checks for Graduation, Transfer, and General Education requirements.

Transfer to the UC System

Students who plan to transfer to a University of California campus may satisfy general education requirements by following either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific breadth requirements of the UC campus of choice. See a counselor to determine which plan would best fit the student's needs, especially STEM (Science, Technology, Engineering, and Math) majors.

To transfer to a UC campus, you must complete at a minimum: 60 transferable units, 2.4 GPA, required/recommended major preparation courses & the "7-course pattern"

- 2 transferable courses in English composition (English 101 & English 102 or 103)
- 1 transferable course in Mathematical Concepts and Quantitative Reasoning (Area 2)
- 4 transferable courses chosen from at least two of the following subject areas:
  - Arts and Humanities (Area 3)
  - Social and Behavioral Sciences (Area 4)
  - Physical and Biological Sciences (Area 5)

For major preparation courses, please refer to ASSIST. For general education courses, please refer to IGETC. Visit UC Admissions Basic Requirements for more information.

You may also benefit from completing the Transfer Admission Guarantee (TAG) program. Keep in mind TAG applications are due September 30 for fall admission and you can only apply for a TAG at ONE campus.

Credit Limits: University of California System

UC Transferable courses may be subject to credit limitations.

- ACCTG 021 and 022 are equivalent to ACCTG 001, maximum credit 5 units
- ARC 121 maximum credit, 2 units
- BIOLOGY 003 or BIOLOGY 005: No credit if taken after BIOLOGY 101 or 102
- BUS 005 AND BUS 006: maximum credit, 1 course
- CHEM 065: No credit if taken after CHEM 101
- CHEM 066, CHEM 211 and CHEM 212 combined: maximum credit, 2 courses
- COUNSEL 001, COUNSEL 005, COUNSEL 017, COUNSEL 020 and COUNSEL 040 combined: maximum credit, 3 units
- ENGLISH 101, ENGLISH 101X, ENGLISH 101Y and ENGLISH 101Z combined: maximum credit, 1 course
- ENGLISH 101Y or ENGLISH 101Z: maximum credit, 3 units
- E.S.L. 008 and E.S.L. 086 combined: maximum credit, 8 units
- HEALTH 002, 006, 011, 012: maximum credit, 1 course
- Credit for either JAPAN 001 or JAPAN 021 or JAPAN 022
- KIN, KIN ATH, KIN MAJ 119: Any or all of these PE Activity courses combined: maximum credit, 4 units
- KIN MAJ: Any or all of these PE Theory courses combined: maximum credit, 8 units
- MATH 215 and MATH 216 combined: maximum credit, 1 course
- MATH 227, MATH 227S and STAT 1 combined: maximum credit, 1 course
- MATH 236 and MATH 265 combined: maximum credit, 1 course
- MATH 234 and MATH 260 combined: maximum credit, 5 semester/7.5 quarter units
- PHYS SC 001: No credit if taken after a college level course in Astronomy, Chemistry, Geology, or Physics
- PHYSICS 006, PHYSICS 007 and PHYSICS 037, PHYSICS 038, PHYSICS 039 combined: maximum credit, 1 sequence
- PHYSICS 011: No credit if taken after PHYSICS 006 or PHYSICS 037
- SPANISH 021 and SPANISH 022 combined are equivalent to SPANISH 001
- STAT 001, MATH 227 and MATH 227S combined: maximum credit, 1 course

PE Activity courses combined are granted up to 4 semester units of credit; PE Theory courses are granted up to 8 semester units. Students are allowed up to a maximum of 8 semester units of ESL/ELD courses. Students may take one series in Physics.

Duplication of topic will result in deduction of credit.
Other limitations include:
Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of C or better.
One course is allowed for credit in the areas of Health, First Aid, Business Law, College Success and Library Studies.
Source: https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/credit-limitations.html

Transfer to Independent (Private) California Colleges and Universities

California's accredited independent colleges and universities provide numerous options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the college catalog, available upon request from the college's Office of Admissions.

Independent institutions frequently are generous in awarding credit. They invite contact with their Office of Admissions in order to discuss transfer opportunities on a personal basis. Financial aid may be a primary factor in making it possible to attend an independent college. Independent colleges and universities encourage students to inquire about financial assistance from their Office of Financial Aid.

The universities listed below accept IGETC to fulfill their general education requirements:

- Arizona State University
- Biola University
- California College for the Arts
- California Lutheran University
- Chapman University
- Concordia University
- Hawaii Pacific University
- Holy Names College
- National University
- Northern Arizona University
- Notre Dame de Namur University (formerly College of Notre Dame)
- Oregon State University
- Saint Mary's College of California
- Scripps College
- University of La Verne
- University of Northern Colorado
- University of San Francisco
- University of the Pacific
- University of the West
- Woodbury University

Please see the following pages for the CSU General Education Certification and the Intersegmental General Education Curriculum (IGETC) transfer sheets.

Q & A's About College Programs

Frequently Asked Questions by All Students:

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

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

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

2. What if I am undecided about my goals?

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

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

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

4. How long may I take to complete a college program?

If you are not receiving financial aid or veterans benefits, there is no time limit for degree or certificate requirements. If you are receiving financial aid, contact the Financial Aid office to find out if there are restrictions. If you are a veteran, contact the Veteran Resource Center to find out if there are ny restrictions. If you are continuously enrolled, the requirements stated in the catalog during the year you begin will remain applicable throughout your stay at Harbor College.

Frequently Asked Questions by Transfer Students:

1. If I obtain a degree from Harbor, am I automatically ready to transfer to a university?

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

2. What is meant by General Education coursework?

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

3. What is meant by General Education certification?

There are two types of General Education certification:

- All CSU's require a common pattern of 39 units. Harbor College will certify your completion. CSU will honor this certification; that is, they will not require additional courses in lower division General Education after transferring. Completion of general education requirements is not necessarily a requirement for university admission; students can often finish general education requirements at the university level after transfer. If possible, however, completing all general education courses at Harbor is strongly advised.

- All CSU's and UC's participate in the IGETC (Intersegmental General Education Transfer Curriculum). This plan allows a student to take a core group of general education transfer courses which, in combination with completion of courses required in preparation for a major, will allow transfer to any CSU or UC campus. If you choose this option, you must complete the general education coursework, and be fully certified by Harbor College, before transferring. Partial certification is allowed only with prior approval and for a specific hardship that occurred in the final term before transfer.

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

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

Frequently Asked Questions about Certificates in Career Education Programs:

1. What type of certificates are offered in career education programs?
The college offers two types of certificates: the Certificate of Achievement and the Skills Certificate. Certificates of Achievement are designed to provide students with a set of skills necessary to work in the field. Most require a minimum of 16 units, although some may require as few as 8 units, and are transcripted awards. Skills Certificates do not appear on student transcripts. They are designed to provide students who complete them with a more focused set of skills, and typically require than 16 units.

2. What is the purpose of career education?
Career education benefits both students and fulfills the workforce needs of local employers. Students benefit by gaining knowledge and skills which meet the needs of area employers. Local business and industry benefit from the pool of skilled workers. Each program is based upon current needs of the area's industry.

3. How can I be sure that the skills I gain will be useful in the job market?
Each career education program follows the recommendations of an advisory committee made up of area local business and industry leaders and educators who are experts in the field and in the job market. Occupations that are chosen are based on labor market data that indicates a need for skilled workers in a particular occupation.

4. Will I be current in what I learn?
Harbor makes every effort to use the latest equipment and information found in business and industry.

5. Do I need prior experience to enter career education program?
Harbor has designed our career education programs for ease of access so that you can start without specialized experience in the field.

Division and Areas of Study Information

Academic Affairs

Contact Information: academicaffairs@lahc.edu 310-233-4020
Areas of Study: Contract Education, Outreach Classes

Adult Education

Contact Information: Sergio Soto sotos2@lahc.edu,
310-233-4450 *Areas of Study: Adult Education & Noncredit, Community Services Classes*

Communications

Division Chair: Carmen Carrillo
Contact Information: carrilc@lahc.edu, 310-233-4259
Disciplines: Basic Skills, English, ESL, French, Japanese, Journalism, Non-Credit ESL, Spanish

Counseling

Division Chair: Sara Rubio
Contact Information: rubiosv@lahc.edu, 310-233-4033
Disciplines: Counseling (formerly Personal Development)

Health Sciences

Division Chair: Lynn Yamakawa
Contact Information: yamakalm@lahc.edu, 310-233-4361
Disciplines: CNA/Home Health Aide, Professional Nursing, Emergency Department Assistant

Humanities & Fine Arts

Division Chair: Dr. Lori Kato
Contact Information: katoln@lahc.edu, 310-233-4427
Disciplines: Architectural Technology, Architecture, Art, Business, Communication Studies, Culinary Arts, Environmental Design, Finance, Humanities, International Business, Management, Marketing, Music, Philosophy, Psychology, Real Estate, Statistics, Supervision, Theater

Kinesiology, Health & Wellness

Division Chair: Leslie Trujillo
Contact Information trujillc@lahc.edu, 310-233-4126
Disciplines: Dance, Health, Kinesiology

Library

Division Chair: Jonathon Lee
Contact Information: leeja@lahc.edu, 310-233-4475
Disciplines: Library Science

Mathematics & Technology

Division Chair: Farzaneh Saddigh
Contact Information: saddigf@lahc.edu, 310-233-4515
Disciplines: Administration of Justice, Drafting, Electronics, Mathematics

Science

Division Chair: Dr. Joaquin Arias
Contact Information: ariasjj@lahc.edu, 310-233-4257
Disciplines: Accounting, Anatomy, Astronomy, Biology, Biotechnology, Chemistry, Engineering Tech., General Engineering, Environmental Science, Family and Consumer Studies, Geography, Geology, Microbiology, Oceanography, Physiology, Physical Science, Physics

Social Sciences

Division Chair: Son Nguyen
Contact Information: nguyens@lahc.edu, 310-233-4066
Disciplines: Anthropology, Child Development, Computer Applications and Office Technology, Computer Information Systems, Computer Science, Economics, Education, Fire Technology, History, Learning Foundations, Learning Skills, Political Science, Service Learning, Social Science, Sociology

COURSE DESCRIPTIONS

Course Abbreviations by Subject

Abbreviation (Subject)
ACAD PR (Academic Preparation)
ACCTG (Accounting)
ADM JUS (Administration of Justice)
AFRO AM (African American Studies)
ANATOMY (Anatomy)
ANTHRO (Anthropology)
ARC (Architecture)
ART (Art)
ASTRON (Astronomy)
BIOLOGY (Biology)
BIOTECH (Biotechnology)
BSICSKL (Basic Skills)
BUS (Business)
CAOT (Computer Applications of Office Technologies)
CH DEV (Child Development)
CHEM (Chemistry)
CIS (Computer Information Systems)*
CLN ART (Culinary Arts)
COLLEGE (College to Career)
COMM (Communication Studies)
COUNSEL (Counseling)
CS (Computer Science)*
DANCEST (Dance Studies)
DANCETQ (Dance Techniques)
DEV COM (Developmental Communication)
DRAFT (Drafting)
E D A (Emergency Department Assistant)
E.S.L. (English as a Second Language—credit)
ECON (Economics)
EDUC (Education)
EGT (Engineering, General Technology)
ENG GEN (Engineering, General)
ENG TEK (Engineering, Technician)
ENGLISH (English)
ENV SCI (Environmental Science)
ENV (Environmental Design)
ESL NC (English as a Second Language—Noncredit)
ESL (English as a Second Language)
ESLCVCS (English as a Second Language Civics)
FAM &CS (Family and Consumer Studies)
FINANCE (Finance)
FIRETEK (Fire Technology)
FRENCH (French)
GEOG (Geography)
GEOLOGY (Geology)
HEALTH (Health)
HISTORY (History)
HLTHOCC (Health Occupations)
HOSPT (Hospitality)
HUMAN (Humanities)
INTBUS (International Business)
JAPAN (Japanese)
JOURNAL (Journalism)
KIN ATH (Kinesiology – Athletics)
KIN MAJ (Kinesiology – Majors)
KIN (Kinesiology)
LIB SCI (Library Science)
LRNFDTN (Learning Foundations)
LRNSKIL (Learning Skills)
MARKET (Marketing)
MATH (Mathematics)
MGMT (Management)
MICRO (Microbiology)
MIT (Manufacturing and Industrial Technology)
MUSIC (Music)
NRS-HCA (Nursing Health Care Ancillary)
NURSING (Nursing)
OCEANO (Oceanography)
OLD ADL (Older Adults)
PARENT (Parenting)
PHILOS (Philosophy)
PHYS SC (Physical Science)
PHYSICS (Physics)
PHYSIOL (Physiology)
POL SCI (Political Science)
PROFBKG Professional Baking)
PSYCH (Psychology)
PUB REL (Public Relations)
RBT (Registered Behavior Technician)
REAL ES (Real Estate)
SERVLRN (Service Learning)
SOC (Sociology)
SPANISH (Spanish)
STAT (Statistics)
SUPV (Supervision)
THEATER (Theater)
TUTOR (Tutoring)
VOC ED (Vocational Education)

Contact an Academic Counselor for more information.

Courses Approved for C-ID (Course Identification Number)

The Course Identification Numbering System (C–ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C–ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Students may consult the C-ID website at https://c-id.net/courses for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

LAHC COURSE	C-ID NUMBER
ACCTG 001	ACCT 110
ACCTG 002	ACCT 120
ADM JUS 001	AJ 110
ADM JUS 002	AJ 120
ADM JUS 003	AJ 124
ADM JUS 005	AJ 140
ADM JUS 008	AJ 220
ADM JUS 037	AJ 122
ADM JUS 067	AJ 160
ADM JUS 075	AJ 200
ANATOMY 001	BIOL 110 B
ANTHRO 101	ANTH 110
ANTHRO 102	ANTH 120
ANTHRO 103	ANTH 150
ANTHRO 104	ANTH 130
ART 101	ARTH 110
ART 102	ARTH 120
ART 103	ARTH 100
ART 201	ARTS 110
ART 202	ARTS 205
ART 300	ARTS 210
ART 501	ARTS 100
ART 502	ARTS 101
ART 639	ARTS 250
BIOLOGY 006	BIOL 190
BIOLOGY 006 + BIOLOGY 007	BIOL 135 S
BIOLOGY 007	BIOL 140
BIOLOGY 101 + BIOLOGY 102	BIOL 135 S
BUS 001	BUS 110
BUS 005	BUS 125
BUS 032	BUS 115
CH DEV 001	CDEV 100
CH DEV 002	ECE 120
CH DEV 004	ECE 130

LAHC COURSE	C-ID NUMBER
CH DEV 010	ECE 220
CH DEV 011	CDEV 110
CH DEV 022	ECE 210
CH DEV 034	ECE 200
CH DEV 042	ECE 230
CHEM 101	CHEM 110
CHEM 101 + CHEM 102	CHEM 120 S
CHEM 211 + CHEM 212	CHEM 160 S
CIS 101	BUS 140
CIS 101	ITIS 120
CLN ART 113	HOSPT 160
CLN ART 117	HOSPT 110
COMM 101	COMM 110
COMM 104	COMM 120
COMM 121	COMM 130
COMM 122	COMM 150
COMM 151	COMM 140
CS 113	COMP 112
CS 116	COMP 112
CS 116	COMP 122
CS 130	COMP 142
CS 131	COMP 152
CS 136	COMP 132
ECON 001	ECON 201
ECON 002	ECON 202
EDUC 001	EDUC 200
ENGLISH 101	ENGL 100
ENGLISH 102	ENGL 120
ENGLISH 103	ENGL 105
ENGLISH 127	ENGL 200
ENGLISH 203	ENGL 140
ENGLISH 204	ENGL 145
ENGLISH 205	ENGL 160
ENGLISH 206	ENGL 165

LAHC COURSE	C-ID NUM
ENGLISH 207	ENGL 130
ENGLISH 208	ENGL 135
FAM & CS 021	NUTR 110
GEOG 001	GEOG 110
GEOG 015	GEOG 111
GEOLOGY 001	GEOL 100
GEOLOGY 006	GEOL 100 L
HEALTH 011	PHYS 100
HEALTH 012	KIN 101
HISTORY 001	HIST 170
HISTORY 002	HIST 180
HISTORY 011	HIST 130
HISTORY 012	HIST 140
HISTORY 086	HIST 150
HISTORY 087	HIST 160
HOSPT 100	HOSP 100
HOSPT 120	HOSP 120
HOSPT 140	HOSP 140
HOSPT 320	HOSP 150
JOURNAL 101	JOUR 110
KIN MAJ 100	KIN 100
MATH 227	MATH 110
MATH 236	MATH 140
MATH 266	MATH 220
MATH 267	MATH 230
MATH 270	MATH 250
MATH 275	MATH 240
MUSIC 101	MUS 110
MUSIC 111	MUS 100
MUSIC 161	CMUS 100 X
MUSIC 165	CMUS 100 X
MUSIC 181	MUS 160
MUSIC 182	MUS 160
MUSIC 183	MUS 160
MUSIC 184	MUS 160

MUSIC 216-1	MUS 120
MUSIC 216-2	MUS 130
MUSIC 216-3	MUS 140
MUSIC 216-4	MUS 150
MUSIC 217-1	MUS 125
MUSIC 217-2	MUS 135
MUSIC 216-1	MUS 120
MUSIC 216-2	MUS 130
MUSIC 217-2	MUS 135
MUSIC 217-3	MUS 145
MUSIC 217-4	MUS 155
MUSIC 261-1	CMUS 100 X
MUSIC 261-2	CMUS 100 X
MUSIC 261-3	CMUS 100 X
MUSIC 265-1	CMUS 100 X
MUSIC 265-2	CMUS 100 X
MUSIC 265-3	CMUS 100 X
MUSIC 321	MUS 170
MUSIC 322	MUS 171
MUSIC 323	MUS 172 000
MUSIC 501	MUS 180
MUSIC 700	MUS 180
MUSIC 775	MUS 180

PHILOS 001	PHIL 100
PHILOS 006	PHIL 110
PHILOS 009	PHIL 210
PHILOS 020	PHIL 120
PHYSICS 006	PHYS 105
PHYSICS 006 + PHYSICS 007	PHYS 100 S
PHYSICS 037	PHYS 200 S
PHYSICS 038	PHYS 200 S
PHYSICS 039	PHYS 200 S
PHYSIOL 001	BIOL 120 B
POL SCI 001	POLS 110
POL SCI 002	POLS 130
POL SCI 003	POLS 150
POL SCI 005	POLS 120
POL SCI 007	POLS 140
POL SCI 050	POLS 160
PSYCH 001	PSY 110
PSYCH 002	PSY 150
PSYCH 010	PSY 200
PSYCH 014	PSY 120
PSYCH 041	PSY 180
SOC 001	SOCI 110

SOC 002	SOCI 115
SOC 003	SOCI 160
SOC 004	SOCI 120
SOC 011	SOCI 150
SOC 012	SOCI 130
SOC 031	SOCI 140
SPANISH 001	SPAN 100
SPANISH 002	SPAN 110
SPANISH 003	SPAN 200
SPANISH 004	SPAN 210
SPANISH 036	SPAN 220
STAT 001	MATH 110
STAT 001	SOCI 125
STAT 001S	SOCI 125
THEATER 100	THTR 111
THEATER 110	THTR 113
THEATER 114	THTR 114
THEATER 270	THTR 151
THEATER 271	THTR 152
THEATER 291	THTR 191
THEATER 300	THTR 171
THEATER 301	THTR 171
THEATER 310	THTR 173

Course Descriptions

ACAD PR (Academic Preparation)

ACAD PR 015CE: Data Analysis

- 0 units, Non-credit, Pass/No Pass, Repeatable, 4 lab
- NC, NDA
- This course provides extra support for students concurrently enrolled in Math 227 and 227S. It includes basic information about how data is organized, visually presented, and numerically summarized and how to solve problems using this information. It also reviews such topics as linear functions and matrices in the context of Statistics, as needed. Additionally, this course utilizes Excel to analyze and visualize data, perform calculations, and create charts for understanding statistical concepts.

ACCTG (Accounting)

ACCTG 001: Introductory Accounting I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, C-ID ACCT 110
- This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

ACCTG 002: Introductory Accounting II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, C-ID ACCT 120
- Prerequisite: ACCTG 001 or 021 and 022
- This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

ACCTG 003: Intermediate Accounting I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: ACCTG 002 or 021 and 022
- This Course emphasizes the application of generally accepted accounting principles in the preparation and use of financial statements for decision making purposes. Special emphasis is placed on the recognition and measurement of revenues, cash, receivables, inventories, property, plant and equipment, depreciation and depletion, and intangibles.

ACCTG 011: Cost Accounting

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: ACCTG 002
- This course examines managerial cost accumulation concepts and techniques for product and service costing, planning and control. Emphasis is on the use of cost accounting information for decision making and the preparation, analysis and use of cost accounting information.

ACCTG 015: Tax Accounting I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This is a practical course covering the federal income tax process, federal income tax laws that apply to individuals, and the application of tax principles to specific problems. Topics include gross income and exclusions, business deductions and itemized deductions, losses, certain tax credits and property transactions.

ACCTG 016: Tax Accounting II

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: ACCTG 001 or 015
- A continued study of income tax regulations and procedures is made. Accounting methods, installment sales, partnerships and corporate income tax procedures are studied.

ADM JUS (Administration of Justice)

ADM JUS 001: Introduction to Administration of Justice

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID AJ 110
- This course examines the characteristics of the philosophy, history, theories of the criminal justice system. This course focuses on examining crime measurement, theoretical explanation of crime, responses to crime components of the criminal justice system and the current challenges. It examines cross-cultural roles, functions, and interrelationships among criminal justice agencies context and emphasis is placed on the structure, function of the United States police, courts, corrections and the social impact on crime. A research paper in APA or ASA format is required.

ADM JUS 002: Concepts of Criminal Law

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID AJ 120

This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

ADM JUS 003: Legal Aspects of Evidence

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID AJ 124
- This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court

ADM JUS 005: Criminal Investigation

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, C-ID AJ 140
- This course includes fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, and surveillance of criminal activity, follow-up and case preparation.

ADM JUS 006: Patrol Procedures

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course includes the responsibilities, techniques, and methods of police patrol procedures.

ADM JUS 008: Juvenile Procedures

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, C-ID AJ 220
- This course includes the organization, functions, and jurisdiction of the juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

ADM JUS 014: Report Writing for Peace Officers

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Involved in this course are the study of and practice in various types of technical writing commonly used in police agencies, the appropriateness of different styles in different contexts and the conceptualization of the material, and the utilization of machine tabulation in reports and methods of reporting criminal statistics.

ADM JUS 016: Recruitment Selection Process

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides an in-depth coverage of the legal selection process designed to assist student with employment in a law enforcement agency. Written and oral exam techniques and the agility exam are covered. The background investigation process is examined in detail.

ADM JUS 037: California Criminal Procedures I

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID AJ 122
- This course includes a study of the history and organization of the court system, jurisdiction, arrest, search and seizure, bail, complaints and extradition.

ADM JUS 042: Advanced Criminal Law

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC
- An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

ADM JUS 067: Community Relations I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID AJ 160

This course explores the relationship between all aspects of the justice system and the community it serves. Principal emphasis is placed upon the professional image of members of the justice system and the development of positive relationships with the community including the challenges and prospects of administering justice within a diverse multicultural population. topics may include the consensus and conflicting values in culture, religion, ethnicity, working with the homeless, illegal aliens, diverse populations and law.

ADM JUS 075: Introduction to Corrections

- 3 units, Letter, 3 lec, **DE**
- DA, CSU, UC, C-ID AJ 200
- This course surveys the total correctional cycle and the relationships of its components, including historical, theoretical and philosophical explanations of criminal behavior; statistics and research findings; employment opportunities; and employment requirements. This course will also examine the basic nature of correctional work; aims and objectives of correctional administration; probation and parole; skills; knowledge and attitudes required for employment in this field.

ADM JUS 319: Research Methods & Statistics in Criminal Justice

- 3 units, Letter, 3 lec, 54:00 TBA
- DA, CSU, UC, DE
- Introduction to research methodologies used most often in the study of crime and criminal behavior, police/court systems, and correctional institutions, policies, and programs. Students will acquire the knowledge to conceptualize a research problem and develop a number of complementary design, measurement, and data collection approaches to bring evidence to bear on a criminal justice policy issue. This course may be

scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

ADM JUS 750: Ethics and the Criminal Justice System

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course explores ethical dilemmas, value definitions, and their application to decision making, by police, court, probation, parole, corrections, and private security personnel. Remediation strategies relating to unethical behavior by individuals and groups will also be addressed in this course.

AFRO AM (African American Studies)

AFRO AM 004: The African American in the History of the U.S. I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 OR B2, CSUGE D OR F, US1, IGETC 4F or 7
- This course is cross-listed with HISTORY 041.
- This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, race, gender, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The "Peculiar Institution", Abolition, the Civil War, Westward Expansion, Emancipation, and Reconstruction.

AFRO AM 005: The African American in the History of the U.S. II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 OR B2, CSUGE D OR F, US1, IGETC 4F or 7
- This course is cross-listed with HISTORY 042.
- The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th Century, the entire 20th Century, and the early decades of the 21st Century. This course examines the cultural shifts of the 19th Century Reconstruction and Redemption Periods and analyzes both the 20th Century and early 21st Century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present.

ANATOMY

ANATOMY 001: Introduction to Human Anatomy

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B2 & B3, IGETC 5B & 5C, C-ID BIOL 110 B
- This course in human anatomy is planned for the student of art, pre-physical education, and pre-nursing. Subjects emphasized are the surface structures, bones, joints, muscles, organs of the human body, and the dissection of higher vertebra. Demonstrations are made through the use of models, the human skeleton, and human cadavers. Completion of Anatomy 1 with physiology constitutes one option for fulfilling requirements in the R. N. program. Not open to credit to students who have completed Physiology 8 and 9 with a grade of "C" or better.

ANIMATN (ANIMATION)

ANIMATN 212: Character Animation and Design

- 3.0, Letter, 2 lec, 4 lab,
- DA, CSU
- Prerequisite: ART 201
- This course provides foundational character animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue, and facial expressions.

ANIMATN 218: Fundamentals of Animation

- Letter, 2 lec, 4 lab
- DA, CSU
- This course provides foundational animation concepts and experimental techniques. The concepts include squash and stretch, anticipation, overlapping action, analyzing, and depicting natural forces. The techniques introduced include drawing, puppet making, sand, paint, and cutouts, providing the basic principles of animation focusing on timing and weight through a series of projects

ANIMATN 221: Advanced Three-Dimensional Animation

- 3.0 Letter, 2 lec, 4 lab
- DA, CSU
- 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.

ANTHRO (Anthropology)

ANTHRO 101: Human Biological Evolution

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B2, IGETC 5B, C-ID ANTH 110
- Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

ANTHRO 102: Human Ways of Life: Cultural Anthropology

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4A, C-ID ANTH 120
- This course attempts to define culture and to survey the variety of man's cultures at all levels of socio-cultural development from the small-scale, technologically simple cultures to the large-scale technologically complex ones. Topics described and analyzed include the social institutions, such as kinship, marriage, family, religion, politics, language, and economics in a cross-cultural perspective.

ANTHRO 103: Archaeology: Reconstructing the Human Past

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4A, C-ID ANTH 150
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course covers the objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving of human culture.

ANTHRO 104: Human Language and Communication

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D1, IGETC 4A, C-ID ANTH 130
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- As an introduction to linguistic anthropology, this course will cover the study of language, culture, and society from an anthropological perspective. Language will be presented as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, and linguistic Anthropology in the contemporary world. Special topics may include pidgins and creoles, language death and revival, and the relationship between language, identity, and power.

ANTHRO 111: Laboratory in Human Biological Evolution

- 1 unit, Letter, 0 lec/3 lab, DE
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: ANTHRO 101
- This course will enable students to apply key concepts and techniques in physical anthropology. Through the understanding and use of scientific methodology, students will experience how to solve problems related to genetics, human variation, the living primates, and human paleontology.

ANTHRO 121: Anthropology of Religion, Magic and Witchcraft

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4A
- This course considers the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

ANTHRO 132: Native People of North America

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- This course is a survey of traditional and contemporary native cultures of North America. Emphasis will be placed on the anthropological concepts and theories which facilitate an understanding of the rich diversity of American Indian life, including economics, social organization, politics, supernaturalistic beliefs, a variety of current issues, and other topics.

ARC (Architecture)

ARC 115: Architectural Practice

- 2 units, Letter, 2 lec, DE
- DA, CSU
- This course covers the role of an Architect in professional practice, including employment, legal and administrative procedures, and relationship to other design and construction professions. Licensing requirements and the operation of a professional office are also studied.

ARC 121: Freehand Drawing I

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU/UC
- Students will study drawing and sketching using pencil, ink, and charcoal, mostly of perspective drawings of architectural forms. This course includes studies of composition, form, value, and scale.
- UC limits how much credit you can receive for taking this course. See “UC Credit Limitations” section of this catalog for information.

ARC 132: Architectural History I: Prehistory to the Middle Ages

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This course covers the development of architecture from prehistoric times to the beginning of the Renaissance, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

ARC 133: Architectural History II: Late Middle Ages to Modern

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This course covers the development of architecture from Renaissance to modern architecture of today and tomorrow, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

ARC 151: Materials of Construction

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC
- This course investigates principal building materials: wood, steel, concrete, and masonry, and their uses in the architecture and construction field. Non-structural materials such as glass, roofing, plastics, and paint are covered as well as sustainable strategies and materials.

ARC 160: Computers for Designers

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU
- This course is an introduction to Photoshop and Illustrator, geared toward architects, environmental and industrial designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry.

ARC 162: Computer-Aided Design and Drafting

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU
- Introduction and intermediate level course using AutoCAD drafting software. The course covers all basic commands, drawing organization, including more advanced concepts such as dynamic blocks, annotative text and annotative dimensioning.

ARC 164: Design Software for Architecture

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU
- This course introduces Revit and BIM concepts. Creation of a 3-dimensional model and resulting 2-dimensional drawings such as plan, section, elevation.

ARC 172: Architectural Drawing I

- 3 units, Letter, 2 lec/4 lab, DE
- DA, CSU
- In this course techniques of architectural drafting, symbols, dimensioning, and methods of representation, including the fundamentals needed to prepare a complete set of working drawings for a simple wood frame structure.

ARC 173: Architectural Drawing II

- 3 units, Letter, 2 lec/4 lab, DE
- DA, CSU
- Prerequisite: ARC 172 and 162 or 164
- In this course students will study further development of drafting skills centered around the documentation of a two-story wood frame structure including floor plans, elevations, sections, details, plot plan, and topography. Covers the fundamental use of materials in construction with emphasis on building codes.

ARC 201: Architectural Design I

- 3 units, Letter, 2 lec/4 lab, DE
- DA, CSU/UC
- Prerequisite: ARC 172 and ENV 101
- In this course students will work in a design lab studio exploring an architectural design problem, focused on analysis, layout, aesthetics, interpretation, sustainability and the nature of materials. Methods of presentations are studied as well as design approaches.

ARC 202: Architectural Design II

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU/UC
- Prerequisite: ARC 201
- Students in this course will work in a design lab studio exploring an architectural design problem, focused on analysis, function, site, urban environment, aesthetics, culture and sustainability. Methods of presentations are studied as well as design approaches.

ARC 223: Portfolio Development

- 1 unit, Letter, 2 lab, DE
- DA, CSU
- Prerequisite: ARC 160 and 201 or Corequisite ARC 201
- Students in the course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Synthesize previous projects and skills into a cohesive graphic package.

ARC 261: Computer-Aided Design for Architecture I

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU
- This course is an introduction to Rhino modeling software, including 3-dimensional modeling of objects and environments, rendering and materials.

ARC 262: Computer-Aided Design for Architecture II

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU
- Prerequisite: ARC 261
- In this course students will further develop Rhino modeling software skills and techniques, focused on advanced modeling and rendering techniques.

ARC 271: Architectural Drawing III

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU
- Prerequisite: ARC 173
- In this course students study the design and construction of masonry buildings are studied together with a further development of wood framing. Analysis is made of long span techniques and construction. Air conditioning equipment, specification writing, and cost estimating are introduced.

ARC 272: Architectural Drawing IV

- 3 units, Letter, 2 lec/4 lab, DE
- DA, CSU
- Prerequisite: ARC 173
- In this course students study the design and construction of steel buildings are studied with wood as a secondary system. Special code requirements and drawing conventions as they relate to steel construction are emphasized.

ART

ART 100: Introduction to Studio Art for Non-Art Majors

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This course is designed to improve the creative process for non-art majors. Through a series of academic investigations, appraisals, creative experiments and skill development, students will attain the ability to assess their world through critically examining their perceptions of how the brain works and how to express ideas through artistic means.

ART 101: Survey of Art History I

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3ª, C-ID ARTH 110
- Survey of Art History from the Prehistoric through Gothic periods with attention given to the historical background and the analysis of art works of each period.

ART 102: Survey of Art History II

- 3 units, Letter, 3 lec, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID ARTH 120
- A study is made of the historical development of art from the Renaissance period to the 21st Century and the Contemporary scene with emphasis on the cultural changes which influence the evolution of styles.

ART 103: Art Appreciation I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID ARTH 100
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This is a cultural course designed to acquaint the student with the art products of our civilization and to provide a basis and an understanding of the fundamental art principles expressed in both the useful and the fine arts. It is recommended for non-art majors.

ART 111: History of Contemporary Art

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This survey course examines the various art movements beginning with the cubist and advancing through today's modern art scene.

ART 201: Drawing I

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID ARTS 110
- Family: A04 Art - Drawing
- This course explores various drawing approaches in black and white media with emphasis upon the development of observation and skill in graphic representation.

ART 202: Drawing II

- 3 units, Letter, 2 lec/2 lab**,** DE
- DA, CSU/UC, C-ID ARTS 205
- Family: A04 Art - Drawing
- This course is a continuation of Drawing I with continued emphasis on technical, observational and analytical aspects of drawing with the addition of color media as well as mixed drawing media. Projects are designed to test conceptual skills.

ART 204: Life Drawing I

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A05 Art – Life Drawing
- This is a beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

ART 205: Life Drawing II

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A05 Art – Life Drawing

- This is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

ART 206: Life Drawing III

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A05 Art – Life Drawing
- This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

ART 207: Life Drawing IV

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A05 Art – Life Drawing
- This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

ART 300: Introduction to Painting

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID ARTS 210
- Family: A08 Art – Water Color
- This course is an introduction to various painting materials, media and techniques. The course is also a survey of painting methods both contemporary and traditional.

ART 301: Watercolor Painting I

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A08 Art – Water Color
- In this course students will be exposed to various tools and media associated with watercolor representation. Project will stress the development of personal style and developing eye recognition of various watercolor techniques.

ART 302: Watercolor Painting II

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: ART 301
- Family: A08 Art – Water Color
- This course provides continued experience with selected aqueous media; watercolor and gouache, technical control, organizational and compositional skills are emphasized.

ART 303: Watercolor Painting III

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A08 Art – Water Color
- A continuation of various transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

ART 304: Acrylic Painting I

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A10 Art – Acrylic
- This course will provide students an overview of acrylic painting techniques with an emphasis on materials used in acquiring these skills.

ART 305: Acrylic Painting II

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A10 Art – Acrylic
- A continuation of Acrylic Painting I with emphasis on composition.

ART 306: Acrylic Painting III

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Family: A10 Art – Acrylic
- A continuation of Acrylic Painting II with emphasis on various concepts, styles and techniques.

ART 310: Beginning Oil Painting

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Family: A06 Art – Oil Painting
- This course presents an overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

ART 311: Intermediate Oil Painting

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- Family: A06 Art – Oil Painting
- A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

ART 312: Advanced Oil Painting

- 2 units, Letter, 1 lec/3 lab
- DA, CSU/UC
- A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

ART 501: Beginning Two-Dimensional Design

- 3 units, Letter, 2 lec/2 lab**,** DE*
- DA, CSU/UC, C-ID ARTS 100
- Advisory: ART 201
- Family: A02 Art – Design
- This course presents an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

ART 502: Beginning Three-Dimensional Design

- 3 units, Letter, 2 lec/2 lab**,** DE*
- DA, CSU/UC, C-ID ARTS 101
- Family: A02 Art – Design
- This course covers the principles of three-dimensional design. Explorations are made in materials and media involving considerations to space. Applied design problems in three dimensions as well as creative sculptured forms and assemblages are included.

ART 503: Intermediate Design

- 3 units, Letter, 2 lec/2 lab, DE*
- DA, CSU/UC
- Family: A02 Art – Design
- A studio art course focused on further studies of the elements of art and the principles of design. These include line, shape, value, texture, color, space, and composition.

ART 521: Art Gallery Techniques

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA
- DA, CSU
- Family: A12 Art – Gallery Techniques
- Art 521 covers the basics of art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation. This course may be scheduled at times to be arranged (TBA) for a minimum of 72:00 hours.

ART 531: Art Gallery Techniques II

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA
- DA, CSU
- Prerequisite: ART 521; Advisory: ART 501 or 502. Student may be required to operate stationary and hand-held power tools.
- Family: A12 Art – Gallery Techniques
- This is an intermediate course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

ART 633: Introduction to Computer Graphics

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This is an introductory course in computer graphics designed to introduce students to basic graphic design processes employed by commercial artists to create visually powerful designs using both Adobe Illustrator and PhotoShop applications.

ART 637: Presentation Graphics

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This course introduces presentation graphics and web page design and site management. The characteristics of web page design and navigation structures are analyzed. Emphasis is on innovative ways by which to conceptualize, design and create interactive websites, as well as, creating engaging graphical presentations that match the presentation to its intended audience.

ART 638: Computer-Aided Art Laboratory

- 1 unit, Letter, 2 lab, 36:00 TBA, DE
- DA, CSU
- This course is designed to reinforce lectures presented in each art class. Emphasis is placed on applying design principles to projects using selected computer applications. This course may be scheduled at times to be arranged (TBA) for a minimum of 36:00 hours.

ART 639: Introduction to Digital Imaging

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID ARTS 250
- This is an introductory course in computer still image manipulation. The topics presented will include image editing application of filter, integration of text, and the combination of scanned images.

ART 640: Portfolio Development

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course will help students assess the needs of their chosen professions, assess their strengths and develop an e-portfolio which will best represent them to perspective employers or transfer institutions.

ART 644: Advanced Digital Imaging

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- In this course students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

ART 706: Clay Sculpture I

- 2 units, Letter, 1 lec/3 lab, 72:00 TBA, DE
- DA, CSU/UC
- Family: A07 Art – Sculpture
- This course provides the student an exploration of ceramic sculpture in three dimension and relief. Creative experimentation is pursued with form, line and space. Reference is made to the history of and contemporary issues involving clay sculpture. Individual creativity stressed. This course may be scheduled at times to be arranged (TBA) for a minimum of 72:00 hours.

ART 707: Clay Sculpture II

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU/UC
- Family: A18 Art – Clay Sculpture
- This course is a continuation of Art 706 using clay as a medium in three dimensions and relief. Group criticism is included regarding the aesthetics of clay sculpture.

ART 712: Ceramics Workshop

- 2 units, Letter, 4 lab, DE
- DA, CSU/UC
- This course is designed for students who wish to continue study in ceramics through an approved program with a ceramics instructor.

ART 713: Beginning Ceramics I

- 2 units, Letter, 4 lab, DE
- DA, CSU/UC
- Family: A01 Art – Ceramics
- This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Focus is placed upon developing skills in forming and decorating.

ART 714: Beginning Ceramics II

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU/UC
- Family: A01 Art – Ceramics
- This course provides a further study of ceramics its materials, design, and production. More emphasis is put on glazes and kiln firing.

ASTRON (Astronomy)

ASTRON 001: Elementary Astronomy

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A
- Advisory: ASTRON 005
- This course introduces astronomical methods used to determine the nature of our universe. Course work includes use of astronomical instruments in a laboratory setting. A planetarium is used to study the solar system, star patterns and constellations.

ASTRON 005: Fundamentals of Astronomy Laboratory

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: ASTRON 001
- This course introduces laboratory experiments used in the study of astronomy. A planetarium is used to study the solar system, star patterns and constellations.

BIOLOGY

BIOLOGY 003: Introduction to Biology

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B2 & B3, IGETC 5B/5C
- This general biology course is for students who are not biology majors. Topics include, the chemistry of life, basic molecular and cellular biology, genetics, evolutionary theory, the diversity of organisms, and ecology. The laboratory exercises augment concepts learned in lecture using the scientific method.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

BIOLOGY 005: Introduction to Human Biology

- 4 units, Letter, 3 lec/3 lab, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B2 & B3, IGETC 5B & 5C
- A lecture/laboratory course that introduces the student to basic biological principles and their relationship to humans. Also, a foundation course for students who will enter the Health Sciences. May fulfill requirements in programs such as Physicians' Assistant, Human Services, Social Services, Home Health Care, and other Health related fields.
- UC limits how much credit you can receive for taking this course. See “UC Credit Limitations” section of this catalog for information.

BIOLOGY 006: General Biology I

- 5 units, Letter, 3 lec/6 lab, DE, Honors
- DA, CSU**/UC**, C-ID BIOL 190, BIOLOGY 006 + 007 = C-ID BIOL 135 S CSU GE B2 & B3**,** IGETC GE 5B & 5C

- Limitation on Enrollment: MATH 125, the equivalent or higher; or by meeting CA Title 5 CCR 55063 math competency requirement of intermediate algebra, per LACCD e-reg 79; or by placing into any college level math course.
- In this class designed for general biology majors and pre-professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution, and organization at the tissue level in plants and animals.

BIOLOGY 007: General Biology II

- 5 units, Letter, 3 lec/6 lab, DE, Honors
- DA, CSU/UC, C-ID BIOL 140, BIOLOGY 006 + 007 = C-ID BIOL 135 S, CSU GE B2 & B3, IGETC GE 5B & 5C
- Prerequisite: BIOLOGY 006
  - In this class designed for general biology majors and pre-professional students, students examine and learn the diversity, structure, and the life processes of plants and animals, as well as the principles of organization at the organ and organ system levels, embryology, ecology, and behavior.

BIOLOGY 033: Medical Terminology

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course develops a comprehensive medical vocabulary applicable to all specialties of medicine, through learning Greek and Latin prefixes, suffixes and word roots. Training in the spelling, pronunciation, and definition of medical terms and abbreviations is provided, as well as the use of a medical dictionary.

BIOTECH (Biotechnology)

BIOTECH 001: Fundamentals of Biotechnology

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This class offers an introduction to the fundamentals of biotechnology. Students will be given theoretical instruction in many concepts important to working in a biotechnology lab. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 002: Biotechnology I

- 4 units, Letter, 2 lec/4 lab, DE
- DA, CSU, UC
- Prerequisite: CHEM 065
- A lecture/laboratory course that introduces students to the field of biotechnology. Lecture topics include the chemical aspects of life, cell structure and function, fundamentals of cell and molecular biology, and bioethics. In the laboratory students are introduced to basic laboratory skills, quality control, data analysis, instrumentation, and techniques relevant to biotechnology research and its practical applications..

BIOTECH 003: Biotechnology II

- 4 units, Letter, 2 lec/6 lab
- DA, CSU, UC
- Prerequisite: BIOTECH 002
- This course expands concepts and techniques introduced in Biotechnology I. Students are introduced to modern molecular biology techniques, including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Students explore the production and purification of proteins using biochemical techniques such as immunochemistry and chromatography.

BIOTECH 006: Biotechnology: Quality Control

- 2 units, Letter, 2 lec
- DA, CSU
- Prerequisite: BIOTECH 002 and BIOTECH 003
- Introduces quality control and validation in the field of biotechnology. An overview of good manufacturing practices is given incorporating the importance of quality control and assurance in the manufacturing of biotechnology products focusing on validation assays, system evaluations and process testing and reporting.

BIOTECH 008: Biological Research Internship

- 2 units, Letter, 1 lec/4 lab
- DA, CSU
- Prerequisite: BIOTECH 003; Advisory: MATH 227 or 227S
- Provides students the opportunity to work as an intern in an academic or industrial biotechnology environment. Students will apply skills and techniques learned in prerequisite courses toward an individual project determined by the director of the facility in which the internship will be done. Students will also attend lectures addressing the use of Microsoft Word and PowerPoint in preparing written and oral scientific presentations. At the end of the internship students will present their internship accomplishments in the forms of a scientific paper, poster, and oral presentation.

BSICSKL (Basic Skills)

BSICSKL 006CE: Review of Basic English

- 0 units, Non-credit, No Grade Given, Repeatable, 1.5 lec, DE
- NC, NDA, Below Transfer Level
- This course will reinforce grammar rules and usage. The course reviews parts of speech, sentence structure, and effective paragraph models and strategies.

BSICSKL 023CE: College and Scholastic Assessment Preparation

- 0 units, Non-credit, No Grade Given, Repeatable, 12 lab

- NC, NDA
- This course is designed to prepare students to be assessed and/or to take standardized or proficiency exams in the content areas of Mathematics and English. This course provides an overview and review of these areas and is not intended to provide in-depth instruction.

BSICSKL 027CE: Foundations: Study Skills

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec
- NC, NDA
- This is a course in study skills strategies which will help students develop the skills needed to be successful in the college environment by focusing on listening and note taking, textbook reading, time management, and test taking strategies and techniques.

BSICSKL 060CE: Basic Computer Literacy

- 0 units, Non-credit, Pass/No Pass, Repeatable, 1 lec / 2 lab, DE
- NC, NDA
- This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students understand the basic computer hardware and the computer operating system. The class will also focus on developing basic computer skills using Microsoft Word and becoming familiar with online search engines including sending and receiving e-mails

BSICSKL 065CE: Financial Literacy – Credit Basics

- 0 units, Non-credit, No Grade Given, Repeatable, 0.5 lec/9 lab, DE
- NC, NDA
- This course develops a foundation of credit management concepts to enable students to understand credit management, credit risk management, lending objectives, and how to measure credit risk. The course also describes the credit rating systems and discusses the impact of deferred and defaulted education loans on credit scores.

BSICSKL 066CE: Financial Literacy – Personal Money Management

- 0 units, Non-credit, No Grade Given, Repeatable, 0.5 lec, DE
- NC, NDA
- This course develops a foundation of money management concepts to assist students in developing a financial plan to meet their educational goals using various strategies: FAFSA, BOGG, scholarships, social fund raising and banking products including checking and savings accounts.

BSICSKL 075CE: Introduction to Post-Secondary Education

- 0 units, Non-credit, No Grade Given, Repeatable, 0.5 lec, DE
- NC, NDA
- This course introduces students to the opportunities and benefits of a post-secondary education. Students are also introduced to the importance of developing cognitive strategies, content knowledge, and self-management skills that will assist them successfully achieve their academic and career goals.

BSICSKL 077CE: Fundamentals for Workplace Success - Teamwork

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec, DE
- NC, NDA
- This course will prepare students to successfully collaborate and work effectively with their colleagues and co-workers in diverse settings by strengthening their employability, interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at work.

BSICSKL 078CE: Fundamentals for Workplace Success II – Effective Communication and Leadership Skills

- 0 units, Non-credit, No Grade Given, Repeatable, 0.5 lec, DE
- NC, NDA
- This course focuses on developing workplace skills. Students will work on interview techniques that will assist them successfully gain employment. They will also be introduced to active listening, effective communicating, and purposeful and productive leadership skills that will assist them attain their career goals.

BSICSKL 083CE: GED/HISET Preparation: Literature and the Arts

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA, Below Transfer Level
- This course is designed to prepare students for the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills - reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries.

BSICSKL 084CE: GED/HISET Preparation: Mathematics

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lab, DE
- NC, NDA, Below Transfer Level
- This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It will include arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study.

BSICSKL 085CE: GED/HISET Preparation: Science

- 0 units, Non-credit, Pass/No Pass, Repeatable, 10 lab, DE
- NC, NDA, Below Transfer Level
- This course is designed to prepare students to pass the General Educational Development (GED): Science Test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

BSICSKL 086CE: GED/HISET Preparation: Social Studies

- 0 units, Non-credit, Pass/No Pass, Repeatable, 10 lab, DE
- NC, NDA, Below Transfer Level
- This course is designed to assist students prepare for the Social Studies component of the General Education Development (GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography.

BSICSKL 087CE: GED/HISET Preparation: Writing Skills

- 0 units, Non-credit, No Grade Given, Repeatable, 10 lab, DE
- NC, NDA, Below Transfer Level
- This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination. It will include sentence structure, English usage, mechanics, and writing 5-paragraph essays.

BSICSKL 200CE: College Readiness: Math Skills I

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA, Below Transfer Level
- This is a foundational level course designed to build math competency skills required to meet the California Secondary Education Common Core Standards in Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness. Skill competencies include basic arithmetic skills that include addition, subtraction, multiplication, division of whole numbers, negative numbers, and basic fractions and decimal problems. Students will be introduced to computational and problem solving skills in each area.

BSICSKL 201CE: College Readiness: Math Skills II

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA, Below Transfer Level
- This is a basic level math skills course designed to build math competency skills required to meet the California Secondary Education Common Core Standards in Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness. Skill competencies include math computation and applied math skills to solve problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, and ratios and proportions.

BSICSKL 202CE: College Readiness: Math Skills III

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA, Below Transfer Level
- Prerequisite: Test of Basic Education (TABE) Math Level D CASAS ABE Level D - 235 – 245
- This is an intermediate level math skills course designed to build math competency skills required to meet the California Secondary Education Common Core Standards in Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness. Skill competencies in this course focus on prealgebra and beginning algebra, and symbolic reasoning and calculations with symbols that are central to algebraic and geometric concepts.

BSICSKL 204CE: College Readiness: Writing Skills I

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This is a foundational level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation.

BSICSKL 205CE: College Readiness: Writing Skills II

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This is a basic level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation and paragraph development.

BSICSKL 206CE: College Readiness: Writing Skills III

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This is an intermediate level course designed to build writing skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation, paragraph development, and composition writing.

BSICSKL 208CE: College Readiness: Reading Skills I

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA

- This is a foundational level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include construction meaning, recalling information, interpreting graphic information, evaluating and extending meaning, and words in context.

BSICSKL 209CE: College Readiness: Reading Skills II

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This is a basic level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include developing reading comprehension, analysis, and interpretation skills including inferencing, predicting outcome, drawing conclusions, comparing and contrasting, recognizing cause and effect, and paraphrasing.

BSICSKL 210CE: College Readiness: Reading Skills III

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This is an intermediate level course designed to build reading skills required to meet the California Secondary Education Common Core Standards in Language Arts and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include develop strategies that assist them in understanding and responding to intermediate-level reading material. Skills include evaluating different forms of readings, summarizing, questioning validity and relevance of information, analyzing, and synthesizing of information.

BUS (Business)

BUS 001: Introduction to Business

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D2, C-ID BUS 110
- This survey course introduces the various technical specialties used in a business including: organization, entrepreneurship, international business, marketing, finance, human resource management, production, business law, and risk management and insurance. The student is exposed to many different aspects of the world of e-business throughout the course and can evaluate potential careers.

BUS 005: Business Law I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID BUS 125
- This course covers the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

BUS 031: Business English

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers word choice, sentence and paragraph construction, punctuation, spelling and vocabulary are studied within the context of modern business communications.

BUS 032: Business Communications

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU, C-ID BUS 115
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- Advisory: BUS 031
- Students will develop the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. This course stresses the problem-solving approach to create messages that inform, persuade, and convey negative news. The program emphasizes the concepts of effective writing style such as organization, coherence, and unity as well as the principles of grammar and punctuation in written business documents.

BUS 038: Business Computations

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course introduces students to the mathematical concepts and applications necessary for successful business careers. Topics will include checking accounts, trade and cash discounts, markups, payroll, simple interest and promissory notes, compound interest, inventory valuation formulas, depreciation formulas, present value applications, and financial statement analysis.

BUS 185: Directed Study - Business

- 1 unit, P/NP, 1 lec
- DA, CSU
- This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

CAOT (Computer Applications of Office Technologies)

also see VOC ED (Vocational Education)

CAOT 001: Computer Keyboarding and Document Applications I

- 3 units, Letter, 2 lec/3 lab, DE

- DA, CSU
- In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports.

CAOT 033: Records Management and Electronic Filing

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- In this course students learn standard indexing and filing rules for manual and electronic filing systems as well as records management procedures

CAOT 034: Business Terminology

- 2 units, Letter, 2 lec, DE
- DA, CSU
- This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication.

CAOT 047: Applied Office Practice

- 2 units, Letter, 5 lab, DE
- DA
- This course provides practice of office skills in an office. Placements are made according to the skills possessed by the student and requirements of the office.

CAOT 048: Customer Service

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

CAOT 064: Computer Applications and Office Technologies Laboratory

- 1 unit, P/NP, 2 lab, DE
- DA, CSU
- Corequisite: any CAOT course
- This laboratory course will provide students enrolled in all Office Administration skills courses additional work time to reinforce skills being developed.

CAOT 067: Microsoft Outlook for the Office

- 2 units, Letter, 1 lec/2 lab, DE
- DA
- Students learn to use the features of Microsoft Outlook in the business setting. This course includes sending and receiving e-mail messages as well as managing contacts and mail. It allows students to learn and use (1) Outlook's Calendar for scheduling appointments, planning meetings, and scheduling events; (2) Outlook's Tasks feature; and (3) Outlook's Notes feature.

CAOT 078: Microcomputer Acctg Applications For the Electronic Office

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Acquaints students with the use of the microcomputer for bookkeeping and accounting applications in the electronic office. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using a microcomputer software package.

CAOT 082: Microsoft Office Suite

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory: CAOT 001
- This course provides hands-on experience and training in the basic concepts and functions of the Microsoft Office Suite. Students gain core level skills necessary to design, create, and edit word processing documents using Word, spreadsheets using Excel, databases using Access, and presentation graphics using PowerPoint. Other topics may include e-mail and communication software using Outlook, information systems, e-commerce, networking, ethics and security, and computer hardware components, and the Windows operating system.

CAOT 084: Microsoft Word

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory: CAOT 001
- This course provides information and hands-on training on the use of microcomputer word processing applications. Students will learn how to create, edit, and manipulate various types of documents. Students will create, format, edit, save, and print documents including letters, memos, tables, and reports. Shared documents and mail-merge are also presented.

CAOT 085: Microsoft Excel: Spreadsheet

- 3 units, Letter, 1 lec/4 lab, DE
- DA, CSU
- This course provides a detailed study of business applications using Microsoft Excel or a similar software. Topics include the commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Students will learn to create macros, customize toolbars and menus, and

integrate Excel with other applications. Covers the creation, editing, formatting and printing of worksheets. Emphasizes preparing computerized worksheets, using formulas and functions to analyze data, prepare graphs, and simplify office accounting procedures. Fulfills CAOT AA degree and Certificate requirements.

CAOT 086: Microsoft Access: Database

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory: CAOT 001
- This course provides students with in-depth, hands-on training with office database applications. Design, implement and manage relational databases. Extract information from a database and output it in customized forms, reports, mailings and web pages. Prepares students for certification exam in Access.

CAOT 087: Excel Concepts for Business Applications

- 2 units, Letter, 1 lec/2 lab, DE
- DA
- Advisory: CAOT 085
- Develops competencies in the fundamentals of Microsoft Excel. Students will use MS Excel to create and format workbooks, construct basic formulas, use functions, and create charts. Students will also prepare financial spreadsheets and pivot tables. The course is designed to familiarize students with Microsoft Excel and its applications in the business world.

CAOT 088: Microcomputer Office Applications: Desktop Publishing

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU, DE
- This course provides hands-on experience with desktop software. Creation of advertisements, flyers, brochures, business forms, reports, newsletters, and presentations using accepted principles of design. Selection and use of desktop publishing software.

CAOT: 092: Computer Windows Application

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU
- This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Window's multimedia features.

CAOT 110: Microsoft PowerPoint: Presentation Design

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory: CAOT 001
- Provides an overview of presentation design principles. Uses presentation software to create presentations incorporating presentation software templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

CHICANO (CHICANO STUDIES)

CHICANO 002: The Mexican-American in Contemporary Society

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- This course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special Attention is given to the social, cultural, economic, and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

CHICANO 007: The Mexican-American in the History of the United States I

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- A survey of United States history as it relates to the development of the Chicano in the United States with a special emphasis on Mexican-American contributions to the development of American civilization. This course covers Pre-Columbian and Mexican colonial periods, the northward advance and settlement of the present-day U.S. Southwest/Southeast. Topics also include a background in the political and social development of both the United States and Mexico, the role and impact of the American Revolution, U.S. Constitution, and the Bill of Rights.

CHICANO 008: The Mexican-American in the History of the United States II

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- Students study the historical evolution of the Chicano in the nineteenth century to contemporary America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid-19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican

Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era.

CHICANO 019: History of Mexico

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- This survey course covers the entire span of Mexican history. It includes a consideration of the pre-conquest period, Spanish invasion and colonization, the War of Independence, the turmoil of the nineteenth century, the period of Diaz, the 191 Revolution, the post-Revolution period, and a view of trends in contemporary Mexico.

CHICANO 031: The Central American Experience

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- Through an interdisciplinary ethnic studies lens, this course introduces the Central American experience in the United States with emphasis on the transnational connections between the countries of origin and the communities of residence in the United States. Students learn about the experience of Central Americans by critically analyzing race, racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism. Students learn about the conditions in Central America that lead to emigration to the United States. Additionally, the course investigates specific challenges faced by Central American migrants on their journeys to the United States and critically examine the struggle for racial and social justice in the United States. Students critically examine the connection between transnational politics as it relates to migration and immigration to the United States for the Central Americans. The course also examines support networks established in the United States to help these communities adapt to their new homeland.

CHICANO 032: Central American Literature

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- This course critically examines Central American literary traditions from pre-Hispanic times to the present. The course focuses on 20th and 21st century literary movements as they explore the historical and political context in which Central American art is produced and the ways in which literary production contributes to the construction of a contemporary version of Central American identity.

CHICANO 034: Central American Arts

- 3.0 Letter, 3 lec, DE
- DA, CSU, UC
- Students in this course examine Central American artistic traditions from pre-Hispanic times to the present. The course focuses on the cultural and sociopolitical construction of Central American identities through historical and contemporary artistic creation and representation as well as an analysis of the relationship between the region and the rest of Latin America. The main emphasis is placed on historical and political elements, Central American ethnic and cultural diversity, the multiple struggles for visibility, and the ideological proposals that these works pose. It includes a discussion of the cultural and sociopolitical dimensions of art and the relationship between artistic production and the construction of a contemporary version of Central American identity.

CHICANO 036: Central American Film

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- Students in this course examine the history of the development of Central American cinema and analysis of film, digital media, and video production by Central Americans. The course focuses on 20th and 21st century film and video production, with the main emphasis placed on the historical and political context in which Central American cinema is produced, the ideological proposals that these works make, and the ways in which this production contributes to the construction of a contemporary version of Central American identity.

CHICANO 047: The Mexican-American Woman in Society

- 3.0, Letter, 3 lec, DE
- DA, CSU, UC
- 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.

CH DEV (Child Development)

CH DEV 001: Child Growth and Development

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2 & E1, CSUGE D or E, IGETC 4, C-ID CDEV 100

- Students are introduced to the theory of human development focusing on growth from conception through adolescence. The course content focuses on the physical, cognitive, and social-emotional domains, and ways in which biological and diverse environments influence growth. Students identify typical and atypical development and apply strategies to promote healthy child development in their personal and/or professional lives.

CH DEV 002: Early Childhood: Principles and Practices

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID ECE 120
- Introduction to early childhood education theoretical, historical and contemporary models of principles and developmentally appropriate practices will be explored. This course includes teaching strategies, professional practices, advocacy/ethics, adult-child interactions, programs, diversity and environments supporting physical, social/emotional, cognitive and language development of young children.

CH DEV 003: Creative Experiences for Children I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course explores creative experiences for young children. Class instruction prepares students in designing and implementing developmentally- appropriate and culturally relevant teaching strategies, use of materials and media in the Curriculum areas of visual arts, music, dramatic play, rhythm and movement, and literacy experiences.

CH DEV 004: Creative Experiences for Children II

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID ECE 130
- Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting development and engagement for all young children. Planning, implementation and evaluation of curriculum that is developmentally appropriate and culturally relevant, includes but is not limited to: music and movement, creative representation, science, motor skills, math readiness, social science and emergent literacy.

CH DEV 005: Puppetry I

- 3 units, Letter, 3 lec
- DA, CSU
- This course is ideal for those seeking a medium especially suited for teaching children. Puppets are used to voice quality scripts to instruct children in the areas of physical and social development, emotional expression, and creative drama. Practical techniques are learned to plan and perform creative puppet shows. Emphasis is on construction and manipulation of various genres of puppets using developmentally appropriate literature for children.

CH DEV 007: Introduction to Curriculum in Early Childhood Education

- 3.0, Letter, 3 lec, DE
- DA, CSU, C-ID ECE 130

"Exploration of developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings.

*Effective Spring 2024

CH DEV 010: Health, Safety and Nutrition

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID ECE 220
- This course provides students and teachers with a fundamental understanding of children's health, safety, and nutrition needs and guides the implementation of effective classroom practices. Emphasis is placed on the pivotal role that teachers play in identifying children's health needs, creating and maintaining high-quality, safe learning environments, meeting children's essential nutritional needs, collaborating with families, and providing comprehensive health education in culturally and developmentally appropriate ways. Course is designed to actively engage learners, connecting theoretical and real life experience.

CH DEV 011: Child, Family and Community

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, LACCDGE E1, CSUGE E, C-ID CDEV 110
- This course asks students to define their personal ethics within the context of a contemporary society. Students analyze the relationships that exist among the home, school, and community. Racial, ethnic, and language differences affecting the structure and status of the family are investigated. Principles of an anti-bias curriculum will be discussed. Resources and referral agencies available within the local community will be identified.

CH DEV 012: Parent-Teacher-Child Interaction

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course familiarizes students with positive discipline techniques and other guidance models to be used with children from early childhood through adolescence. Communication techniques used in parent-teacher

conferences are explored to give the student confidence in working with parents/guardians.

CH DEV 022: Practicum in Child Development I

- 4 units, Letter, 2 lec/6 lab, 144:00 TBA, DE
- DA, CSU, C-ID ECE 210
- Prerequisite: CH DEV 001, 002, 004, and 011.
- This course provides advanced supervised practicum in a variety of Early Childhood Education programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family child care homes, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom.
- Students must show proof of a current negative TB skin test or chest x-ray within the last twelve months, in addition to proof of immunizations against tetanus, diphtheria, pertussis (TDAP), measles, mumps, rubella (MMR), and influenza (FLU) before beginning placement. Students are expected to engage in 6 TBA hours per week (108 total) outside of the scheduled contact hours.

CH DEV 023: Practicum in Child Development II

- 4 units, Letter, 2 lec/6 lab, 144:00 TBA, DE
- DA, CSU
- This course provides advanced supervised practicum in a variety of Early Childhood Education programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare homes, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom.

CH DEV 030: Infant/Toddler Development

- 3 units, Letter, 3 lec
- DA, CSU
- This course explores social, emotional, cognitive, and physical development from birth through 3 years. It provides information on principles of caregiving, teaching techniques, setting up the environment, and observing and recording infant/toddler behavior with an emphasis on cultural competency and development.

CH DEV 031: Infant/Toddler Care and Education

- 3 units, Letter, 3 lec
- DA, CSU
- This course is a study of infant and toddler development, brain research and a relationship based approach to responsive program planning. Skill building in assessment, intervention, and inclusion will be developed. Direct observation in infant and toddler programs are required. Creating developmentally appropriate curriculum is emphasized.

CH DEV 034: Observing and Recording Children's Behavior

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID ECE 200
- Prerequisite: The Department of Social Services Child Care Licensing Division and the Department of Health require all individuals working with children in a paid or voluntary position to have a negative Mantoux or chest x-ray every two years.
- This course explores appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

CH DEV 036: Literature for Early Childhood

- 1 unit, Letter, 1 lec
- DA, CSU
- This course is an overview of literature suitable for children from birth through eight years. Students analyze a wide variety of books to address contemporary issues. Techniques of selection and presentation methods are explored.

CH DEV 038: Administration & Supervision of Early Childhood Programs I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State California licensing regulations, fiscal planning and management, personnel management, child abuse recognition and reporting requirements, and brochure development are some of the important topics covered. Professionalism and quality standards are emphasized.

CH DEV 039: Administration II: Personnel and Leadership in Early Childhood Education

- 3 units, Letter, 3 lec
- DA, CSU
- This course provides an in depth study of finances, including grant and proposal writing. Licensing requirements for a wide variety of children's programs will be explored. Risk management and disaster preparedness for children's programs will be covered. Other topics covered include advocacy, staff development, professionalism as well as current trends in child development.

CH DEV 042: Teaching in A Diverse Society

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, C-ID ECE 230
- This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias methods

and techniques will be explored to support all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles and practices in integrating another approach to philosophy, objectives and goals to better perform teaching practices/styles and the development of inclusive program environments.

CH DEV 044: Early Intervention for Children with Special Needs

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of exceptional children from birth to age eight. An introduction to legal mandates, laws and legislation, assessment, and the IEP/IFSP process and the resulting impact on children and families will be examined.

CH DEV 045: Programs for Children with Special Needs

- 3 units, Letter, 3 lec**,** DE
- DA, CSU, UC
- This course examines specific classifications and special characteristics of exceptional children. Information on legislation for exceptional children is explored. IDEA, the IEP process, inclusion, early identification, and curricular approaches are examined. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

CH DEV 065: Adult Supervision/Early Childhood Mentoring

- 2 units, Letter, 2 lec, DE
- DA, CSU
- This course is an overview of the methods and principles of mentoring and supervising adults in early childhood education settings. Topics explored include environmental quality assessment, performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, and staff roles and responsibilities. This course is required for upper levels of the California Child Development Permit and to qualify as a California Early Childhood Mentor.

CH DEV 075: Child Safety

- 1 unit, Letter, 1 lec
- DA
- This course offers a first aid and cardiopulmonary resuscitation (CPR) training program giving individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. American Red Cross CPR and First Aid certificates are awarded.

CH DEV 172: Introduction to Careers in Child Development

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

CH DEV 185: Directed Study - Child Development

- 1 unit, Letter, 1 lec
- DA, CSU
- This course allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

CHEM (Chemistry)

CHEM 065: Introductory General Chemistry

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C
- Prerequisite: MATH 115 or Math Placement.
- This course introduces basic principles of inorganic chemistry plus basic concepts of solutions, gases and dimensional analysis. It is a Prerequisite: for chemistry 066 intended for allied health majors. It is also recommended as a Prerequisite: for Chemistry 101.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

CHEM 066: Organic and Biochemistry for Allied Health

- 5 units, Letter, 3 lec/6 lab
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3
- Prerequisite: CHEM 065
- This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

CHEM 101: General Chemistry I

- 5 units, Letter, 3 lec/6 lab, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, C-ID CHEM 110, CHEM 101 + 102 = C-ID CHEM 120 S
- Prerequisite: MATH 125
- Advisory: CHEM 065
- First of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

CHEM 102: General Chemistry II

- 5 units, Letter, 3 lec/6 lab, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, CHEM 101 + 102 = C-ID CHEM 120 S
- Prerequisite: CHEM 101
- Second of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

CHEM 211: Organic Chemistry for Science Majors I

- 5 units, Letter, 3 lec/6 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, CHEM 211 + 212 = C-ID CHEM 160 S
- Prerequisite: CHEM 102
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

CHEM 212: Organic Chemistry for Science Majors II

- 5 units, Letter, 3 lec/6 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, CHEM 211 + 212 = C-ID CHEM 160 S
- Prerequisite: CHEM 211
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

CIS (Computer Information Systems)

CIS 101: Introduction to Computers and Their Uses

- 3 units, Letter, 3 lec/1 lab, DE
- DA, CSU, UC, C-ID BUS 140, C-ID ITIS 120
- This course teaches concepts of information systems and their role in business. This course focuses on information systems, database management systems, networking, Internet, e-commerce, ethics and security, computer systems hardware and software components, and webpage development. This course includes a hands-on component for developing computer-based solutions to common business problems, and practical workplace skills.

CIS 111: Supporting Windows Desktops

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Advisory: CIS 101
- This course provides an introduction to operating systems concepts including installation, configuration, file systems, directory structures, memory and storage management, utilities, and maintenance using a variety of operating systems. It covers PC architecture, preventive maintenance and troubleshooting. It covers operating system installation, configuration, administration and performance optimization. This course also gives students a solid grounding in the fundamentals of computer security like access control, file and folder permission, auditing and encryption. Students will learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming.

CIS 112: Operating Systems – Beginning Linux

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course is the first in a series of three courses designed to prepare the student to take LPI level certification exams. Each of these courses corresponds to one of the levels of LPI exam levels as LPI I, II and III. The purpose of this course is to develop sufficient expertise, knowledge, skills and confidence to enable the student to pursue self-development in order to be able to take Linux certification exams. Subjects covered: Linux Command-Line Tools Managing Software Configuring Hardware Managing File and Filesystems The X Windows System The Boot Process and Scripts Documentation and Security Administering the System Basic Networking Managing Servers In addition the following areas are covered as well: Multi boot installation, Linux commands (almost all are the same or very similar to UNIX commands), system management and maintenance, scripting, diagnosis and troubleshooting, setting up a simple network and use of network commands. Updating and upgrading software, installation of new software and applications. Operating systems theory, design or construction are not covered. However, key characteristics of a superior operating system are explored. An integral part of this course is extensive lab work in the class

CIS 113: Intermediate LINUX

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Students learn a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in government and corporate computing. In fact, Linux is the central operating system for much of the world's IT infrastructure powering more internet servers than any other major operating system. Students learn to configure common tasks in major distributions of Linux

including the Linux command line, basic maintenance, installing and configuring workstation, and networking. Content from this course helps with the CompTIA Linux+.

CIS 147: CIWA Web Page Authoring Fundamentals

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- Advisory: CIS 101
- Students learn basic internet concepts and technologies. Students learn to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and dynamic content using basic JavaScript and JQuery. Website folder structures are covered to ensure students learn how to organize and maintain their website appropriately. Students also learn how to use SFTP to upload and maintain their websites.

CIS 148: Introduction to Web Development HTML5 & CSS

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: CIS 112
- This course teaches students to build web pages using HTML5. It will give students hands-on experience working with the Linux operating system through open source softwares building web pages from scratch. The topics covered include designing basic layout of the page, Creating pages with images, links, Forms, Tables, and Media elements, Javascripts, PHP, XML, Apache and MYSQL

CIS 162: Cyber Security I

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course introduces the fundamental concepts and skills required to pursue a career in Cyber Security, Information Security and Risk Management, at an organizational level. Topics covered include hardware, software, processes, communications, applications, policies, and procedures with respect to organizational Cyber Security and Risk Management best practices. This course also assists in the preparation for the CompTIA Security+ certification exams.

CIS 166: Computer Forensics

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course is an introduction to the methods used to properly conduct a computer forensics investigation and handling of evidence from both corporate and criminal perspectives. It begins with a discussion of ethics while mapping to the objectives of the International Association of computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

CIS 170: Introduction to Ethical Hacking

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Prerequisite: CIS 113 and CIS 210 and CIS 215
- This course introduces the concept of ethical hacking and systems defense. Topics covered include security concepts, tools, and procedures in evaluating environments to identify, exploit, report and recommend corrective actions to be taken in respect to threats and vulnerabilities. This course is designed for students who wish to pursue certifications in the certified systems defense fields, including Certified Ethical Hacker (CEH).

CIS 190: E-Commerce Essentials

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Advisory: CIS 101
- This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

CIS 192: Introduction to Cloud Computing

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course introduces cloud computing which shifts information systems from on-premises computing infrastructure to highly scalable Internet architectures. The course provides a solid foundation of cloud computing technologies and provides students with the understanding required to effectively evaluate and assess the business and technical benefits of cloud computing and cloud applications. Students analyze a variety of cloud services (storage, servers and software applications) and cloud providers. Case studies are used to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

CIS 193: Database Essentials in Amazon Web Services

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Prerequisite: CIS 192
- This course addresses cloud database management which supports a number of different approaches for storing data. In the course, students define, operate and

scale both SQL and noSQL data storage solutions. This course considers factors that should be balanced during the design of a storage solution. Principles are applied by performing exercises using Amazon RDS and SQL to create and fill tables, retrieve and manipulate data. Object based APIs are used to serialize objects to Amazon DynamoDB for noSQL solutions. Topics include automated backups, transaction logs, restoration, and retention.

CIS 194: Compute Engines in Amazon Web Services

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. In this hands-on introductory course, students use the Amazon Web Services (AWS) Management Console to provision, load-balance and scale their applications using the Elastic Compute Cloud (EC2) and the AWS Elastic Beanstalk. This course discusses, from a developer perspective, the most important reasons for using AWS and examines the underlying design principles of scalable cloud applications.

CIS 195: Security in the Cloud

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Prerequisite: CIS 192
- Protecting the confidentiality, integrity and availability of computing systems and data is of utmost importance to all organizations. In this hands-on introductory class, students learn how Amazon Web Service (AWS) uses redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students examine the AWS Shared Responsibility Model and access the AWS Management Console to learn more about security tools and features provided by the AWS platform.

CIS 210: Introduction to Computer Networking

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Prerequisite or Corequisite: CIS 101
- This course covers the fundamental principles and concepts of networks and data communications. It explores the fundamentals of telecommunications, data and voice transmission, transmission media, network equipment and devices, networking software, topologies, architecture, protocols and standards, the Open Systems Interconnection (OSI) model, Transmission Control Protocol/Internet Protocol (TCP/IP), local area networks (LAN), wide area networks (WAN), and network security. The first in a four course sequence that qualifies the student to take the CISCO CCNA Certification Test.

CIS 212: A+ Certification Preparation-Hardware

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course prepares for CompTIA A+ examination. It covers PC hardware and peripherals, mobile device hardware, networking, and troubleshooting hardware & network connectivity issues. Students will learn hardware technologies associated with computers such as BIOS/UEFI, Motherboards and Components, RAM, Video, Audio, Network, USB, Firewire, Thunderbolt, Modem, Wireless, Storage devices, HDD, SSD, CD, DVD, Blue-ray, CPU, Hyper-threading, and more. This course also introduces the Internet of things, or IoT, which is a system of interrelated computing devices, mechanical and digital machines and their ability to transfer data over a network. Students will develop skills such as the installation of hard drives, memory, interface cards, network cards, switches, and IoT hardware integration.

CIS 213: A+ Certification Preparation-Software

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course is designed to help students prepare for CompTIA A+ certification exam. A+ is industry recognized and is the preferred performance-based qualifying credential for technical support and IT operational roles. A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace. This course covers A+ certification requirements for operating systems. It also addresses the fundamentals of system security and operational procedures. Topics include installing, configuring and administering Windows & Linux operating systems using management tools, such as users & groups management, file management & permissions, disk & file systems, storage management, network & related protocols, back-up & recovery, security policies, scripting & automation, and using best practices.

CIS 214: Introduction to Network+

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- Advisory: CIS 213
- This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network typologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

CIS 215: Network Security Fundamentals

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU

- Prerequisite: CIS 214
- Examines the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and Trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking.

CIS 223: Introduction to Server+

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU
- This course introduces Network Server fundamentals as outlined by COMPTIA, in order to prepare students to become Server+ certified. Topics include advanced server hardware SCSI, RAID, multiple CPUs, and I/O subsystems. Activities and complex problems involved in server configurations, maintenance and repair procedures are emphasized.

CIS 224: Routing and Switching Essentials

- 3 unitd, Letter, 2 lec / 2 lab, DE
- DA, CSU
- Prerequisite: CIS 210
- In this course, students learn how to perform basic router and switch configuration using a variety of network strategies. Technologies covered include VLANs, Inter-VLAN routing, Spanning Tree Protocol, Etherchannel, DHCP (v4 &v6), Router redundancy, basic LAN switch security, Wireless LANs (WLAN), and the troubleshooting of covered technologies. This is the second course in the Cisco CCNA V7 preparation (New 3 course) program.

CIS 225: LAN and VLAN Switching

- 1 unit, Letter, 2 lec / 2 lab, DE
- DA, CSU
- Prerequisite: CIS 224
- With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, troubleshoot, and scale switched and routed internetworks. Students use technologies that include multi-area OSPF, EIGRP, link aggregation, and LAN redundancy to create larger-scale internetworks based on skills learned in the prior two Cisco Academy courses. This is the third course in the CCNA Routing and Switching program.

CIS 228: Introduction to Fiber Optics

- 1 unit, Letter, 3 lab
- DA, CSU
- This course provides students a laboratory experience in fiber optic technology. Topics include: fiber optic connectors and patch panels, splicing techniques, OTDR testing and measurements, techniques and products for fiber optic cabling termination, troubleshooting and documentation for fiber optic systems. “Hands on” laboratory emphasizing correct fiber optic fabrication techniques and the use of test equipment common in the computer and telecommunications industry.

CIS 233: VSPhere Install, Configure, and Management

- 3 units, Letter, 2 lec/2 lab
- DA, CSU
- This course is the first of two courses that explores installation, configuration, and management of VMware vSphere. The course is based on the latest versions of ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, vCenter Server resource monitoring and scalability, and storage technologies as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce virtualization concepts and theories. Completion of this course authorizes and helps students prepare for current VMware Certified Associate (VCA-DBT), vSphere Foundation, and VMware Certified Professional – Data Center Virtualization (VCPx-DCV) certification exams.

CIS 237: Installing, Configuring, and Administering Microsoft SQL

- 3 units, Letter, 2 lec / 2 lab, DE
- DA, CSU
- Prerequisite: CIS 101
- This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel.

CIS 285: Directed Study: Computer Science-Information Technology

- 2 units, Letter, 2 lec, DE
- DA, CSU
- This course help students pursue their own, an in-depth study of a subject of special interest, in the field of Computer Science Information Technology, Computer Information Systems and Computer Application topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CLN ART (Culinary Arts)

(see also Professional Baking)

CLN ART 113: Culinary Skills I

- 3 units, Letter, 2 lec/4 lab, DE
- DA, CSU, C-ID HOSP 160, C-ID NUTR 120

- This course covers career opportunities in the culinary fields, world cultures and food trends, kitchen organization, professional standards of commercial kitchen operations, nutrition, basic knife techniques, basic fundamental culinary principles, techniques and operations. Students are introduced to terminology and apply skills in ingredient function and handling, product identification, recipe costing, meat cookery, commercial recipe development, and the theory of food preparation and production. Application of food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food.

CLN ART 114: Aromatics

- 2 units, Letter, 6 lab, DE
- DA, CSU
- Corequisite: CLN ART 116
- This course presents an in depth study of history and purposes of herbs and spices in the context of world flavor profile. Emphasis is on developing a sense of taste for herbs, spices, blends and condiments, and, determining when and how much to use.

CLN ART 115: Food Fabrication

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU
- Corequisite: CLN ART 116
- In this course students will learn to fabricate meats, game, fish, shellfish, and poultry into portion size cuts. Emphasis on hotel and restaurant cuts, quality and yield grading, and costing the fabricated cuts.

CLN ART 116: Product Identification and Purchasing

- 2 units, Letter, 1 lec/3 lab, DE
- DA, CSU
- Corequisite: CLN ART 113, 115, and 117
- In this course participants focus primarily on meats, fish, poultry, vegetables, fruits, herbs, spices, groceries, dairy, paper, and other products. Students will learn how to recognize foods by their appearance, smell, texture, and taste. Course will cover purchasing cycle and quantity/quality controls.

CLN ART 117: Food Sanitation and Safety

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU, C-ID HOSPT 110
- This course introduces food, environmental sanitation and safety in the food production area. Focus on food-borne illnesses, origins, food handling, receiving and storage practices, pest management, and other safety procedures in the food service industry. This course helps prepare students to take ServSafe Certification.

CLN ART 123: Culinary Skills II

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Prerequisite: CLN ART 113, 116, and 117; Corequisite: CLN ART 124
- This course reinforces knowledge, skills and techniques of basic cooking. Vegetable, starch, stock, soup and sauce cookery are investigated and produced. This course will also develop skills and techniques used in preparing, plating, and serving main course dishes.

CLN ART 124: Menu Planning and Nutrition

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Corequisite: CLN ART 125
- This course emphasizes menu planning for a variety of commercial and institutional foodservice operations. Layout and design of the printed menus are studied. Basic nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers.

CLN ART 125: Breakfast and Lunch Cookery

- 3 units, Letter, 1 lec/6 lab, 126:00 TBA, DE
- DA, CSU
- Corequisite: CLN ART 126
- In this course students acquire basic skills needed to prepare breakfast and lunch in a foodservice operation. The basic methods of preparation for eggs, quick breads, grains, breakfast beverages, potatoes, meats, and fish are emphasized. The organization and maintenance of a smooth workflow on the line are studied. A variety of contemporary lunch items are prepared and served in a casual operation. Emphasis is on quality food presentation, quantity food production, and timing. This course may be scheduled at times to be arranged (TBA) for a minimum of 126:00 hours.

CLN ART 126: Baking Skills

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Corequisite: CLN ART 125
- This course emphasizes the basic principles of baking. Students create yeast dough, quick breads, doughnuts, fritters, pancakes and waffles, pies, cakes, cookies, custards, puddings, mousses, and soufflés. Functions of primary ingredients used in baking are also studied.

CLN ART 133: Advance Garde Manger

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Prerequisite: CLN ART 123; Corequisite: CLN ART 134 and 136
- Introduction to the preparation of canapes, hot and cold hor's d'voeuvre, appetizers, pates, galantines, terrines,

ballotines, and mousse. Curing and smoking techniques for meats, seafood, and poultry items are practiced. Modern ways of decorating and arranging food platters for practical and show purposes are shown. Fruit, vegetables, tallow, salt and ice Carving techniques, and center pieces will be prepared.

CLN ART 134: Classic and Contemporary Cuisine

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Corequisite: CLN ART 133
- In this course students will learn to prepare classic and contemporary cuisine in a fine dining restaurant setting. Correct application of culinary skills, plate presentation, organization, and timing in the production of prix-fixed and a la carte menu will be practiced. Escoffier's guidelines and contemporary chef's philosophy of food are explored and examined in light of today's understanding of food, nutrition, and presentation.

CLN ART 135: Dining Room and Beverage Management

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Corequisite: CLN ART 136
- This course covers extensive and practical dining room and beverage service. Hands on skills with service mise en place, proper service techniques, suggestive selling, and different service styles. The course also includes Customer Service Certification from NRAEF ManageFirst.

CLN ART 136: Restaurant Management

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Corequisite: CLN ART 135
- This course provides extensive coverage of restaurant management and systems. Students will develop knowledge in the management of customers, operations, and employees. Student will identify the crucial elements in the successful operation of a restaurant and show their interrelationships.

COLLEGE (College to Career)

COLLEGE 101: Navigating Your Path Through College to Career

- 1 unit, Letter, 1 lec, DE
- DA, CSU, UC
- College success is strongly predicted by a student's sense of belonging, confidence as a learner, and work towards personally meaningful goals. This course aims to promote growth in all three of these areas. Students will explore career pathways and develop community with faculty and peers who share their academic interests. Students will identify their college readiness strengths and needs, explore relevant campus services, and practice essential academic skills to expand their personal tool-kit for academic success. Assignments and activities will develop critical thinking, communication, research, information literacy, and study skills in ways that integrate the student's career, major and academic interests.

COMM (Communication Studies)

formerly SPEECH (Speech Communications)

COMM 101: Public Speaking

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A1, IGETC 1C, C-ID COMM 110
- Theory and techniques of public speaking in democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches.

COMM 104: Argumentation and Debate

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3, IGETC 1C, C-ID COMM 120
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments.

COMM 121: Interpersonal Communication

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A1, IGETC 1C, C-ID COMM 130
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- Principles of verbal and nonverbal transactions that occur in relationships. Study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts

COMM 122: Intercultural Communication

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2 & D2, CSUGE A1/D, IGETC 1C/4, C-ID COMM 150
- Advisory: COMM 121
- Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures. Appreciation and comparison of communication of diverse groups within the larger context of American culture.

COMM 151: Small Group Communication

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A1, IGETC 1C, C-ID COMM 140
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

COMM 190: Communication and New Media

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B2, CSUGE D, IGETC 4
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course introduces computer mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, YouTube, and social networks, have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

COMM 275: Gender Communications

- 3 units, Letter, 3 lec, DE
- DA, UC, LACCD GE B2 & D2, CSUGE D, IGETC 4
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course is an examination of communication patterns existing between males and females. The course is designed to integrate theory and practice, and to heighten students' awareness of the importance of gender as a communication variable. Emphasis is placed on perception, verbal and nonverbal communication in interpersonal, small group and public settings. Communication problems relating to gender are addressed along with listening, assertiveness, negotiation and other conflict management strategies.

COUNSEL (Counseling)

formerly PERSDEV (Personal Development)

COUNSEL 001: Introduction to College

- 1 unit, Letter, 1 lec, DE
- DA, CSU/UC
- This course is designed to provide students with skills needed to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and time management. Additional topics include: Certificate and associate degree requirements and transfer admission requirements.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

COUNSEL 002: Interpersonal Relationships

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This course enhances interpersonal skills for building effective communication for personal and professional growth. It utilizes group dynamics by enhancing self-esteem through self-awareness, acceptance, ability to listen and workplace habits. An honest appraisal of individual strengths and weaknesses is made in an effort to help remove barriers to social and academic growth.

COUNSEL 004: Career Planning

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessments, various self-appraisal techniques, and information regarding career characteristics and trends. The class includes exploration of career options utilizing career information technology. By providing the students with insight into their interests, abilities, work values, and personality, they will be able to make realistic and informed career choices.

COUNSEL 005: College Survival

- 2 units, Letter, 2 lec, DE
- DA, CSU/UC
- This course provides the students with information enabling them to succeed or survive in college program. Emphasis will be placed on development of making informed decisions, study skills, productive time management, financial planning, an understanding of college terminology and utilization of college support services and review the student's Student Educational Plan (SEP).
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

COUNSEL 006: Career Planning for Students with Disabilities

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This course is designed to assist students with disabilities in the exploration and development of career goals with an emphasis on individual interests and lifestyle, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, resume writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

COUNSEL 017: College Survival Skills Development

- 1 unit, Letter, 1 lec, DE
- DA, CSU/UC

- This course provides the student with a variety of survival skills necessary to be a successful college student. Course includes instruction in using the library, study skills, time management, effective communication, self-esteem, stress management, and developing a healthy lifestyle. Campus services are explored.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

COUNSEL 020: Post-Secondary Education: The Scope of Career Planning

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E
- This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include local and transferable educational programs and their requirements, career resources and the career decision-making process, study skills and the elements of a healthy lifestyle. Students will design their own individualized educational plans.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

COUNSEL 022: The Transfer Process

- 1 unit, Letter, 1 lec, DE
- DA, CSU, UC
- This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and will provide students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals will enable the student to develop and transfer educational plan. The course will consist of lecture, use of internet resources, guest speakers and student assignments.

COUNSEL 040: College Success Seminar

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E
- This course introduces students to the study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being, and success. Students engage topics such as motivation, critical thinking, learning strategies, time management, communication strategies, career exploration and educational planning by means of active learning strategies such as classroom activities and discussions, peer presentations, real world scenarios and collaborative problem solving assignments.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

CS (Computer Science)

CS 100: Computer Literacy for the Liberal Arts Student

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3
- This course develops critical thinking skills as applied to technological advances. Students will gain computer literacy by using the computer to evaluate issues. Hands-on projects using a current operating system, Internet search and e-mail, word processing, spreadsheet and presentation software are also included.

CS 111: Programming in Visual Basic

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU, UC
- Prerequisite: CS 100
- This course teaches the fundamental principles of object-oriented programming (OOP) design and concepts, using the Visual Basic programming language. It teaches the basics of the Visual Basic programming language using the latest version of Visual Studio Integrated Development Environment (IDE). Students learn to design and develop programs using the following programming constructs and techniques: data representation using variable and constant objects; sequential, selection, and repetition control structures; designing classes, subroutines, and functions; use of arrays to sort and search data lists; and designing applications with a Graphical User Interface (GUI) using objects such as labels, buttons, text boxes, menus, dialog boxes, and multiple forms.

CS 113: Programming in Java

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 112
- This course teaches the fundamental principles of object-oriented programming design and concepts to design applications, using the Java programming language. It uses the latest version of the Java Standard Edition Development Kit. Students learn to design and develop programs using the following programming techniques and constructs: Algorithm development, data representation using variable and constant objects; control structures; designing classes, methods, and functions; use of arrays; and Graphical User Interface design.

CS 116: Programming in C++

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 112, C-ID COMP 122
- Prerequisite: CS 100
- In this course, students are introduced to basic concepts of Computer Science, problem-solving methods, algorithms, software design principles, testing, debugging, and basics of C++. Topics include variables,

expressions, data types, input/output (I/O), branches, loops, functions, parameter passing, file I/O, and arrays.

CS 119: Programming in Python

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC
- This course covers topics of the Python language, which include: Data types, variables, control structures, objects and object-oriented programming, standard mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single arrays, multidimensional arrays, Python lists, tuples, collections, and dictionaries.

CS 130: Introduction to Computer Architecture and Organization

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 142
- Prerequisite: CS 116
- This course covers the basics of computer architecture concepts and Assembly language. Topics include data representation, number systems, records and arrays, instruction sets and addressing modes, subroutines and macros, I/O and interrupts, machine language, and Assembly programming.

CS 131: Discrete Structures for Computer Science

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 152
- Prerequisite: CS 113 or CS 116
- This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets, Basic Logic, Proof Techniques, Basics of Counting, Graphs and Trees, and Discrete Probability.

CS 136: Introduction to Data Structures

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID COMP 132
- Prerequisite: CS 116
- This course is an introduction to the study of Data Structures. It introduces the student to data structures as formed from primitive data types. The role of abstract data types (including stacks, queues, lists, trees, and graphs), their definitions, implementation and application in program design and algorithm development are discussed. The course covers the broader topic of Abstract Data Types (ADTs) - the study of classes of objects whose logical behavior is defined by a set of values and a set of operations. This course is equivalent to CS2 as defined by the Association for Computing Machinery (ACM) organization.

DANCEST (Dance Studies)

DANCEST 805: History and Appreciation of Dance

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how Dance reflects the times, historical, social and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

DANCETQ (Dance Techniques)

DANCETQ 141: Modern Dance Techniques I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: D06 Dance – Modern Techniques
- Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

DEV COM (Developmental Communications)

DEV COM 037A: Communications Laboratory A

- 0.5 unit, P/NP, 0 lec/1 lab, DE
- NDA, Below Transfer Level
- Advisory: E.S.L. 008, ENGLISH 100
- This 1-hour weekly workshop/lab course is designed to support students with individualized instruction in reading, vocabulary, and study skills at all levels. This is particularly recommended for students in Dev Com, E.S.L. or English 100 who need additional work on reading strategies.

DEV COM 037B: Communications Laboratory B

- 1 unit, P/NP , 0 lec/2 lab, DE
- NDA, Below Transfer Level
- Advisory: DEV COM 020, E.S.L. 008, ENGLISH 100
- This 2-hour weekly workshop/lab course is designed to support students with individualized instruction in reading, vocabulary, and study skills at all levels. This is particularly recommended for students in Dev Com, E.S.L. or English 100 who need additional work on reading strategies.

DEV COM 090: Intermediate Reading and Composition

- 4 units, Letter, 3 lec/3 lab, DE
- NDA, Below Transfer Level
- This course prepares students for ENGLISH 101 (transfer-level English) and for the demands of college reading and writing.

DRAFT (Drafting)

DRAFT 016: Blueprint Reading I

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU
- This course provides instruction in reading and interpretation of materials detailed on blueprints. Symbols, conventions, dimensions, and language used in production and construction are included.

E D A (Emergency Department Assistant)

E D A 010A: Emergency Medical Technician IA Ambulance

- 6 units, Letter, 6 lec, DE
- DA
- Corequisite: EDA 010B
- Limitation on Enrollment: Students must present to the instructor a BLS for the Health Care Provider card from the American Heart Association at the beginning of class. Additionally, students must complete Incident Command System 100 and 700 on-line training prior to class.
- This course is a lecture presentation of emergency pre-hospital care of the sick and injured including anatomy and physiology, observation and assessment techniques, intervention and transportation. EDA 010A must be taken concurrently with EDA 010B. After successful completion of both classes, the student will be able to apply for the certification and to take the EMT certification examination

E D A 010B: Emergency Medical Technician IB Ambulance

- 2 units, P/NP, 4 lab
- DA
- Corequisite: EDA 010A
- This laboratory course is designed to develop EMT clinical skill. Must have concurrent enrollment with EDA 010A. Through adherence to the D.O.T. (Department of Transportation) Basic Life Support Curriculum, the student will be given the opportunity to develop the necessary skills and abilities required to successfully pass the National Registry EMT (NREMT) certifying skills examination administered at the end of the course. Upon successful completion of EDA 010A and B, the student may apply to take the NREMT cognitive examination. Once passed, the EMT may apply to become a State of California EMT and then gain employment with an ambulance company, hospital technician and/or progress to paramedic training. With few exceptions, EMT is conducted at the basic life support level.

ECON (Economics)

ECON 001: Principles of Microeconomics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID ECON 201
- Prerequisite: MATH 115; Advisory: ECON 002 and MATH 125 or MATH 125S
- This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the micro, or price and market approach, with special emphasis on the allocation of resources and the distribution of income through the price system. Note: ECON 001 is not a prerequisite for ECON 002. Students who plan on taking both are advised to take ECON 002 first.

ECON 002: Principles of Macroeconomics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID ECON 202
- Prerequisite: MATH 115; Advisory: MATH 125 or 125S
- This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the macro or national approach, with special attention given to aggregate economics, money, banking and national income. The course explores the problems of unemployment, inflation, and governmental policies related to these problems. Note: ECON 001 is not a prerequisite for this course. Students who plan on taking both are advised to take ECON 002 first.

EDUC (Education)

EDUC 001: Introduction to Teaching

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID EDUC 200
- This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.
- Students must show proof of a current negative TB skin test or chest x-ray within the last twelve months, in addition to proof of immunizations against tetanus, diphtheria, pertussis (TDAP), measles, mumps, rubella (MMR), and influenza (FLU). Students are expected to engage in 108 hours of learning activities outside of the scheduled contact hours.

EGT (Engineering - General Technology)

EGT 028: Technology and Society

- 3 units, Letter, 3 lec
- DA, CSU, LACCDGE B2, CSUGE D

- This course will explore the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

EMERGENCY MEDICAL TECHNICIAN "EMT"

See E D A "Emergency Department Assistant"

ENG GEN (Engineering – General)

ENG GEN 111: Introduction to Engineering Drafting

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU/UC
- This course emphasizes the drafting of industrial production parts. The course incorporates a review of orthographic projection, sectioning, and primary and secondary auxiliary views. Drawings are made of castings, forgings, gears, cams, machine parts, and assemblies. Special attention is devoted to manufacturing procedures, surface finishes and dimensioning, and tolerance practices used in commercial as well as government and military specifications.

ENG GEN 112: Engineering Descriptive Geometry

- 3 units, Letter, 1 lec/5 lab
- DA, CSU/UC
- This course contains a thorough applied descriptive geometry unit which includes advanced auxiliary projection, definitions, and solutions of lines and planes, revolution, intersections, and developments of planes and solids. Contour lines, topography, and vector analysis are introduced. Cam mechanisms are also reviewed.

ENG GEN 122: Programming and Problem-Solving in MATLAB

- 3 units, Letter, 2 lec/3 lab
- DA, CSU/UC
- Prerequisite: MATH 265
- This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENG GEN 231: Dynamics

- 3 units, Letter, 2 lec/3 lab
- DA, CSU
- This course covers fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's second law, work-energy and momentum methods, kinematics of planar and three-dimensional motions of rigid bodies, work-energy and momentum principles for rigid body motion, and an introduction to mechanical vibrations.

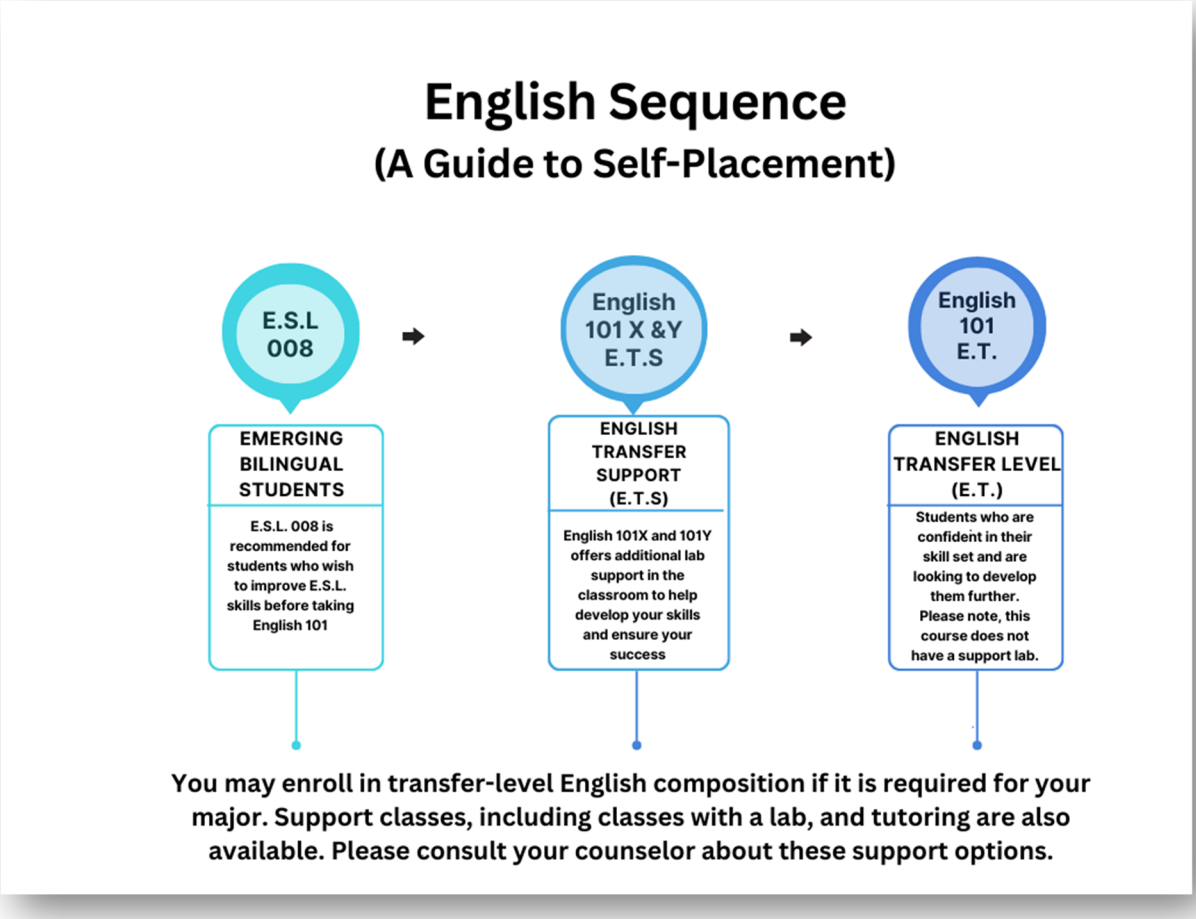
ENG GEN 243: Statics and Strength of Materials (Calculus Based)

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC
- This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analysis by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

ENG TEK (Engineering Technology)

ENG TEK 101: Industrial Safety

- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- This project based learning course utilizes various hands-on modules in engineering technology fields, to familiarize and prepare the students for entry level engineering technician positions in industry.



DEV COM 090 is recommended for students who need or wish additional reading/writing skills before taking English 101.
E.S.L. 008 is recommended for students who need or wish to improve ESL skills before taking English 101.
English 100 is available for CTE English requirements and for students who wish to improve general writing before taking English 101. **Students self-place in this class.**
English 101X, 101Y, and 101Z will be offered beginning Spring 2020.
ENGLISH 101 satisfies the English competency requirement for graduation and the English composition requirement for both the CSU GE and IGETC plans. Students placed prior to ENGLISH 101 may advance through the sequence by achieving a minimum grade of "C" in each required prerequisite course. (The English Department does not offer credit by examination.)

Each of the following transferable courses requires ENGLISH 101, 101X, 101Y or 101Z as a prerequisite, but otherwise may be taken in any order:

ENGLISH 102	College Reading & Composition II
ENGLISH 103	Composition and Critical Thinking
ENGLISH 203	World Literature I
ENGLISH 204	World Literature II
ENGLISH 205	English Literature I
ENGLISH 206	English Literature II
ENGLISH 207	American Literature I
ENGLISH 208	American Literature II
ENGLISH 209	California Literature
ENGLISH 213	Dramatic Literature *Effective*
ENGLISH 214	Contemporary Literature
ENGLISH 215	Shakespeare I
ENGLISH 218	Children's Literature
ENGLISH 219	Literature of American Ethnic Groups
ENGLISH 223	Creative Nonfiction
ENGLISH 234	Afro-American Literature
ENGLISH 239	Women in Literature
ENGLISH 251	The Short Story
ENGLISH 260	Detective and Crime Fiction
ENGLISH 265	Asian Pacific Islander American Literature and Popular Culture
ENGLISH 270	Science Fiction – Fantasy
ENGLISH 271	Graphic Fiction

ENGLISH 067: Writing Laboratory

- 0.5, Letter, 1 lab, DE
- NDA
- In this course students are given individual help in improving their composition skills for all courses, requiring the completion of written assignments and essays, laboratory reports, library and research papers, and term papers. Assistance is provided on organization, spelling, punctuation, grammar, mechanics, critical thinking, and understanding literary terms. This course may be scheduled at times to be arranged (TBA) for a minimum of 18: hours.

ENGLISH 100: Accelerated Prep: College Writing

- 3 units, Letter, 3 lec/1 lab, DE
- NDA, Below Transfer Level
- This class prepares students for academic reading, critical thinking, and writing expected in transfer and associate-degree classes. Students plan, draft, revise, and edit compositions based on college-level readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. This course prepares students for ENGLISH 101.

ENGLISH 101: College Reading and Composition I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D1, CSUGE A2, IGETC 1A, C-ID ENGL 100
- Advisory: ENGLISH 100 or DEV COM 090 **or E.S.L. 008** or guided self-placement.* Advisory: Eligibility for college-level composition as determined by college assessment or other appropriate method.
- English 101 is a course in critical reading and prose writing designed to refine the student's skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

ENGLISH 101X: College Reading and Composition I Plus 1-Hour Lab

- 3 units, Letter, 3 lec/1 lab, DE
- DA, CSU/UC, LACCDGE D1, CSUGE A2, IGETC 1A, C-ID ENGL 100
- Prerequisite: Completion of ENGLISH 100 or DEV COM 090 or E.S.L. 008 or guided self-placement.* Advisory: Eligibility for college-level composition as determined by college assessment or other appropriate method.
- English 101X is a course in critical reading and prose writing designed to refine the student's skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper. Course content is identical to English 101 with one additional lab support hour for students whose MMAP placement suggests such support is needed.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

ENGLISH 101Y: College Reading and Composition I Plus 2-Hour Lab

- 3.5 units, Letter, 3 lec/2 lab, DE
- DA, CSU/UC, LACCDGE D1, CSUGE A2, IGETC 1A, C-ID ENGL 100
- Prerequisite: Completion of ENGLISH 100 or DEV COM 090 or E.S.L. 008 OR guided self-placement.* Advisory: Eligibility for college-level composition as determined by college assessment or other appropriate method.
- English 101Y is a course in critical reading and prose writing designed to refine the student's skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper. Course content is identical to English 101 with two additional lab support hours for students whose MMAP placement suggests such support is needed.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

ENGLISH 101Z: College Reading and Composition I Plus 3-Hour Lab

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU, LACCDGE D1, CSUGE A2, IGETC 1A, C-ID ENGL 100
- Prerequisite: ENGLISH 100 or DEV COM 090 or E.S.L. 008 or guided self-placement.* Advisory: Eligibility for college-level composition as determined by college assessment or other appropriate method.
- English 101Z is a course in critical reading and prose writing designed to refine the student's skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper. Course content is identical to English 101 with three additional lab support hours for students whose MMAP placement suggests such support is needed.
- UC limits how much credit you can receive for taking this course. See "
- UC Credit Limitations" section of this catalog for information.

ENGLISH 102: College Reading and Composition II

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE D2, CSUGE A3, IGETC 1B, C-ID ENGL 120
- Prerequisite: ENGLISH 101, 101X, 101Y or 101Z

- This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations of texts reveal the multicultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

ENGLISH 103: Composition and Critical Thinking

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3, IGETC 1B, C-ID ENGL 105
- Prerequisite: ENGLISH 101, 101X, 101Y or 101Z
- This course, which meets the transfer critical thinking requirement, is designed to develop transfer-ready critical thinking, reading, and writing skills beyond the level achieved in English 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills, and research strategies with a minimum of 10,000 words of student writing submitted over the semester. Students will apply established modes of reasoning, analyze rhetorical strategies, evaluate logical fallacies, and detect propaganda techniques.

ENGLISH 127: Creative Writing

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID ENGL 200
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course is designed for those who want to learn to write professionally. Students write poems, plays, stories, or essays and present them for informal discussion and criticism by the class and instructor. The course offers an opportunity to discover and develop talent and to practice basic professional writing techniques.

ENGLISH 185: Directed Study - English

- 1 unit, Letter, 1 lec, 18:00 TBA, DE
- DA, CSU
- Students will work on self-paced, self-directed learning activities that will assist with grammar and writing skills. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

ENGLISH 203: World Literature I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 140
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- Great works of literature are studied in the context of the cultures that produced them. Mythic, Classical, Hebrew, Greek, Roman, Middle Ages, and the Renaissance writers are read and discussed.

ENGLISH 204: World Literature II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 145
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course looks at masterpieces of world literature following the Renaissance. Selections to be read and studied are from the Neo-Classic, the Romantic, the Realist, and the Modern periods.

ENGLISH 205: English Literature I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 160
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course surveys the literature of England from the Old English period to the late Neo-Classical period.

ENGLISH 206: English Literature II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 165
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course is a continuation of English 205. British Literature of the Romantic, Victorian, and Modern Periods is read and discussed.

ENGLISH 207: American Literature I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 130
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course introduces American writers and writings from colonial times to 1865. Besides working with major writers, students will become acquainted with writers who suggest the diversity of subject and opinion in American literature.

ENGLISH 208: American Literature II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID ENGL 135
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course is a study of selected writers in the United States from the Civil War to the present.

ENGLISH 209: California Literature

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- California Literature presents selected works by writers observing California life: Dana, Twin, Jackson, Norris, London, Steinbeck. These readings from sources as varied as Indian legend and Hollywood memoir demonstrate such aspects of the study of literature as conflict, characterization, and theme.

ENGLISH 211: Fiction

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course is a literary survey of the novel and novella from the early 17th century to the present.

ENGLISH 213: Dramatic Literature

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This is a survey course of dramatic literature selected from significant periods of achievement from the classical period to the present day. Students interpret, evaluate and analyze, in depth, a range of plays that have shaped dramatic literature from the time of the early Greek dramatists to our present day dramatists.

ENGLISH 214: Contemporary Literature

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- Representative examples of post-World War II literature are studied in this course, including Salinger, Cheever, O'Connor, Updike, Oates, Atwood, and others. Works will be examined in light of their literary attributes and their reflection of the complexities of contemporary life, values, and thought.

ENGLISH 215: Shakespeare I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This is an introductory look at the Shakespeare canon, including a brief look at the theatrical background. The course will concentrate on eight major plays and poetry.

ENGLISH 218: Children's Literature

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, LACCDGE C, CSUGE C2, C-ID ENGL 180
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This survey course analyzes picture books, folk tales, fantasy and modern realism written for children from preschoolers to teens.

ENGLISH 219: The Literature of American Ethnic Groups

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- Through various readings students will visit diverse cultures in order to grasp content and meaning of the work, to look beyond plot to infer what a given author's views are regarding people's actions, what motivates them, and how they deal with other human beings and with conflicts that confront them as it relates to ethnicity.

ENGLISH 223: Creative Nonfiction

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- Students will read and write about different forms of Creative Nonfiction (biography, profiles, cultural criticism, personal narrative, diary, historical fiction, etc.). Authors from the early Greek historians and the journal writers and diarists of the plague years will show the roots of the genre, but modern examples of diverse writings from biographies to historical fiction will be studied as well. During the semester, students will learn to recognize and explore the features of creative nonfiction in all formats including contemporary trends in blogging, e-published works, podcast scripts. How, for example, did the history of Alexander Hamilton become the box-office sensation Hamilton?

ENGLISH 234: African-American Literature I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This survey course examines the literary history of African-Americans through studying oral traditions, novels, short stories, poems, dramas, and essays written by African-Americans, revealing the dynamics of American culture as interpreted by African-Americans seeking to define themselves and other Americans.

ENGLISH 239: Women in Literature

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- English 239 examines the roles of women in various cultures and literary periods in novels, short stories, poetry, drama, and essays.

ENGLISH 240: Literature and the Motion Picture I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This is a course in comparative media which emphasizes the differences between films and the writings on which they are based.

ENGLISH 251: The Short Story

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- English 251 provides a study of the short story as a literary genre, with emphasis on close, informed reading and literary analysis, both written and in class discussion. The course looks at the rich short story tradition. It explores ideas and techniques of this genre through the works of a

broad range of writers from diverse backgrounds and representing a variety of literary movements.

ENGLISH 260: Detective and Crime Fiction

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This class examines works of detective and crime fiction as literature. The course will explore critical questions of relevance to the genre, such as how specific works reflect societal anxieties and whether detective fiction is an essentially American genre.

ENGLISH 265: Asian Pacific Islander American Literature and Popular Culture

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course surveys a variety of works by Asian Pacific Islander (API) American writers that reflect the diversity of history, culture, and immigration experiences of API communities in America. The course will examine novels, short stories, memoirs, poems, plays, essays, films, and other media created by API Americans, as well as the critical debates that surround them.

ENGLISH 270: Science Fiction - Fantasy

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This class looks at science fiction and fantasy as literature. Starting with their roots in myth and folk literature and some of the early works of science fiction, the course will explore these literary genres with emphasis on philosophical, political, social, and scientific issues.

ENGLISH 271: Graphic Fiction

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This class looks critically at comics and graphic novels as literature. The class will begin chronologically with the origin of comics and move to current graphic novels. In addition, the class will explore character, plot, dialogue, setting and other storytelling elements using various literary lenses such as New Criticism, Feminism, and other focuses to analyze the futures and fantasies created by graphic fiction writers and illustrators.

ENGLISH 272: Video Games as Literature

- 3 units, Letter, 3 lec/0 lab, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Prerequisite: ENGLISH 101 or 101X or 101Y or 101Z
- This course examines literary texts and narrative-focused video games to analyze digital literature using theoretical readings and hands-on play. Students will research the cultural impact and sociopolitical dynamic of digital games as a new context for literary criticism. The class will analyze traditional elements of narrative such as character, plot, dialogue, and setting in digital literature. In addition, students will explore Joseph Campbell's The Hero's Journey as well as traditional literary criticisms and digital literary criticisms such as Feminist theory, New Historicism, Postcolonialism, and Player-Response. (*Effective Spring 2019)*

ENGLISH 385: Directed Study - English

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

E.S.L. and ESL (English as a Second Language – Credit)

also see ESL (English as a Second Language) and ESL NC (English as a Second Language – Non-credit)

New ESL Assessment

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process.

ESL Guided Self-Placement

The ESL Guided Self-Placement process does not require taking a test. The new process involves completing a survey where students are asked to describe their abilities to read, write and speak in English. The ESL survey consists of 9 multiple-choice questions. ESL course placements are based on student responses.

How the Process Works

Students must schedule a meeting with ESL faculty Andrea Cano at canoac@lahc.edu or contact her at 310-233-4221. Her office is in NEA 269. The survey questions will be presented during the meeting. When scheduling a meeting, please have the following:

- LAHC Student ID # (e.g. 881234567 or 900123456)
- Contact Number (Home or Cell Number)
- LACCD student email

E.S.L. 004A: College ESL IV: Writing and Grammar

- 6 units, Letter, 6 lec, DE
- DA, Below Transfer Level
- Students in this intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and

mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 200-300 words. Prerequisite: Completion of ESL 003A with credit, or appropriate ESL placement level demonstrated through the assessment process.

E.S.L. 004C: College ESL IV: Listening and Speaking

- 3 units, P/NP, 3 lec, DE
- NDA, Below Transfer Level
- This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students.

E.S.L. 005A: College ESL V: Writing and Grammar

- 6 units, Letter, 6 lec, DE
- DA, CSU, UC, Below Transfer Level
- Prerequisite: E.S.L. 004A or placement exam
- Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words. Prerequisite: Completion of E.S.L. 004A with credit, or appropriate ESL placement level demonstrated through the assessment process.

E.S.L. 006A: College ESL VI: Writing and Grammar

- 6 units, Letter, 6 lec, DE
- DA, CSU, UC Below Transfer Level
- Prerequisite: E.S.L. 005A or placement exam
- Students in this advanced ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 400-600 words. Prerequisite: Completion of E.S.L. 005A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

E.S.L. 006C: College ESL VI: Listening and Speaking

- 3.0, Letter, DE
- DA, CSU
- Students in this low-advanced ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and debates using academic vocabulary. Students who want additional support with reading and vocabulary skills at high intermediate level should also enroll in E.S.L. 006A.

Effective Spring 2024

E.S.L. 007B: Advanced ESL: Reading and Vocabulary

- 3.0, Letter, DE
- DA, CSU
- Co-Requisite: E.S.L. 008 – Advanced ESL Composition
- Students in this low-advanced ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and debates using academic vocabulary. Students who want additional support with reading and vocabulary skills at high intermediate level should also enroll in E.S.L. 006A.

Effective Fall 2024

E.S.L. 008: Advanced ESL Composition

- 6 units, Letter, 6 lec, DE
- DA, CSU/UC, LACCDGE D1, Below Transfer Level
- Prerequisite: E.S.L. 006A or instructor approval.
- This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

E.S.L. 110: College Composition for Non-Native Speakers

- 4 units, Letter, 4 Lec, DE
- DA, CSU, UC, C-ID ENGL 100
- Prerequisite: Eligibility for college-level composition as determined by college assessment through District Placement Model.
- Advisory: E.S.L. 008
- This English composition transfer-level course is designed for non-native English speakers and emphasizes preparing students for the writing and critical reading demands across the disciplines by covering academic genres representative of the college at large. Students receive instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, and research strategies. An additional focus is integrated grammar and academic vocabulary instruction based on needs typical of second-language learners.

ESL NC (English as a Second Language - Non-Credit)

also see E.S.L. (English as a Second Language – Credit)
and ESL (English as a Second Language)

ESL NC 061CE: English as a Second Language I

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of low- beginning level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 062CE: English as a Second Language II

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of high- beginning level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 063CE: English as a Second Language III

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of low-intermediate level non-native adult learners. Students will be introduced to sequential listening and speaking patterns, and appropriate reading and grammatical structures based on the context of routine social and vocational situations.

ESL NC 064CE: English as a Second Language - IV - Low Intermediate

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of intermediate level non-native adult learners. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar topics. Students read authentic material and identify the main idea and make simple inferences. Students will be introduced to sentence structures and sentence writing skills.

ESL NC 065CE: English as a Second Language – V - Intermediate

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of high intermediate level non-native adult learners. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students read authentic material and identify the main ideas, supporting details, vocabulary development, and inferences. Students will focus on developing more complex sentence structures and be introduced to basic paragraph writing skills.

ESL NC 066CE: English as a Second Language – VI - High Intermediate

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to develop the listening/speaking and reading/writing skills of advanced level non-native adult learners. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students read authentic material and identify the main ideas, supporting details, vocabulary development, and inferences. Students will focus on developing structurally accurate complex sentence structures and focus on developing paragraph writing skills..

ESL NC 094CE: COLLEGE ESL IV: Writing and Grammar

- 0 units, Non-credit, Pass/No Pass, Repeatable, 6 lec, DE
- NC, NDA, Below Transfer Level
- Prerequisite: Completion of ESL 066CE with a grade of PASS or Appropriate Score on ESL/CASAS Placement Test.
- Students in this intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 200-300 words.

ESL NC 095CE: COLLEGE ESL V: Writing and Grammar

- 0 units, Non-credit, Pass/No Pass, Repeatable, 6 lec, DE
- NC, NDA, Below Transfer Level
- Prerequisite: Completion of ESL NC 094CE with a grade of "Pass" or Appropriate Score on ESL/CASAS Placement Test.
- Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 300-500 words.

ESL NC 096CE: COLLEGE ESL VI: Writing and Grammar

- 0 units, Non-credit, Pass/No Pass, Repeatable, 6 lec, DE
- NC, NDA, Below Transfer Level

- Prerequisite: Completion of ESL NC 095CE with a grade of "Pass" or Appropriate Score on ESL/CASAS Placement Test
- Students in this low-advanced ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 400-600 words.

ESL NC 360CE: VESL: English for Special Uses

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an high intermediate ESL course which focuses on developing vocational and academic speaking, writing, vocabulary and study skills for students in the workplace or seeking to enter the work place. Students will improve their skills in critical thinking, cultural awareness, team work, and autonomous learning strategies.

ESL NC 361CE: VESL: English for Special Uses: Warehousing and Distribution

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- Other Limitation on Enrollment: CASAS ELL LEVEL D 236 - 247 - Adult Secondary (Listening/Speaking: Can function independently in survival and social and work situations; can clarify general meaning and communicate on the telephone on familiar topics. Reading/Writing: Can read and interpret non-simplified materials on everyday subjects; can interpret routine charts, graphs, and labels; fill out medical information forms and job applications; and write an accident or incident report. Employability: Understands routine work-related conversations. Can handle work that involves following oral and simple written instructions and interact with the public. Can perform reading and writing tasks, such as most logs, reports, and forms, with reasonable accuracy to meet work needs.)
- This is a high intermediate ESL course which focuses on vocational skills related to the fundamentals of warehousing and distribution. Students will be introduced to basic warehousing and distribution terminology and basic safety measures regarding warehousing ergonomics and hazards. Students will also work on vocational skills that will assist them transition into a workplace environment.

ESLCVCS (ESL Civics - Non-Credit)

ESLCVCS 013CE: ESL and Civics IV

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to introduce high-beginning level nonnative adult learners to U.S. history and government and promote civic participation. This course will cover U.S. geography, American symbols and celebrations, the three branches of government, and types of government including state and local government. Students will also be introduced to the importance of civic participation and tools to assist them become a part of their community.

ESLCVCS 014CE: ESL and Civics V

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lec, DE
- NC, NDA, Below Transfer Level
- This is an open-entry, open-exit communicative-based course designed to introduce intermediate level non-native adult learners to U.S. history and government and promote civic participation. This course will focus on introducing students to the important benchmarks in U.S. history beginning with the first North Americans until the present time.

ENV (Environmental Design)

ENV 101: Foundations of Design I

- 3 units, Letter, 1 lec/5 lab, DE
- DA, CSU/UC
- This course introduces design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of elements, form, and space. Sustainable design topics, drawing and model-making techniques are covered.

ENV SCI (Environmental Science)

ENV SCI 001: Introduction to Environmental Sciences

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A
- This course introduces students to fundamentals of the physical environment of the Earth. Students will be familiar with the basics of the geologic, oceanic, and atmospheric environmental processes. Topics emphasized will include geologic hazards, natural resources, and environmental pollution.

ENV SCI 002: The Human Environment: Biological Processes

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B2, IGETC 5B
- Provides students with an understanding of the natural processes that operate in the world, including the mechanisms in biology, chemistry, physics, and the earth sciences that control these processes. Emphasizes the interrelationship between humans and the natural world, including the impact of human activity on the health of the global environment. Surveys subjects such as energy, air and water quality, soil pollution, and conservation. Presents sustainable development and practices.

FAM &CS (Family and Consumer Studies)

FAM &CS 021: Nutrition

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E, C-ID NUTR 110

- The relationship between diet and health is emphasized. Scientific concepts of nutrition related to the function of nutrients in basic life processes. Current health issues including heart disease, diabetes, cancer, osteoporosis, weight management, and sports nutrition are investigated. Individual nutritional status and body fat composition are assessed by computer analysis.

FINANCE

FINANCE 001: Principles of Finance

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC
- Students examine the principles of money, credit, banking, and the role of the Federal Reserve System and government policy on the financial environment. Financial instruments, interest rates, capital management, money and capital markets and currency fluctuations and hedging for global business are analyzed, including detailed evaluations of the time value of money, and its application to calculations in personal and business finance.

FINANCE 002: Investments

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This is a first course in investments. It focuses on both individual securities and portfolios. The course will give students the information they need to plan, implement and manage a successful investment program. It provides students with a solid foundation of basic concepts, tools and techniques of popular investments vehicles-common stocks, bonds, preferred stocks, convertible securities and mutual funds.

FINANCE 008: Personal Finance and Investments

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC
- This course provides the student with financial fundamentals to manage personal income and expenditures. It outlines the indicators in everyday communications that helps the individual make sound financial decisions to structure reasonable financial goals and plans. Emphasis on budgeting, credit, home ownership, risk management and the individual's personal balance sheet and net worth.

FIRETEK (Fire Technology)

FIRETEK 201: Fire Protection Organization

- 3 units, Letter, 3 lec, 54:00 TBA, DE
- DA, CSU
- This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

FIRETEK 202: Fire Prevention

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FIRETEK 203: Fire Protection Equipment and Systems

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers

FIRETEK 204: Building Construction for Fire Protection

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FIRETEK 205: Fire Behavior and Combustion

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers the theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, of the fire characteristics of materials; of extinguishing agents; and of fire control techniques.

FIRETEK 207: Wildland Fire Control

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course provides information relating to the incident command system and how it is used to control order and assign resources on wildland fires. The course will survey the methods used to suppress wildland fires, including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing.

FIRETEK 209: Fire Tactics and Strategy

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is an introduction to structural firefighting methods. The course will provide students with the knowledge and information regarding the basic for procedures and policies for attacking a variety of structural fires. Included is information on the incident command system which is used to direct large scale fire operations.

FIRETEK 210: Fire Company Organization and Procedure

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is the study of the practical application of records, reports, and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline and morale.

FIRETEK 213: Fire Investigation

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

FIRETEK 216: Fundamentals of Personal Fire Safety & Emergency Action

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

FIRETEK 217: Fire Apparatus

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: FIRETEK 201
- This course covers the principles of care, maintenance and operation of fire department vehicles. Subjects include internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburation, engine tune-up and troubleshooting, characteristics of fuels and lubricants, and safe emergency and non-emergency driving procedures.

FRENCH

FRENCH 001: Elementary French I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 6A
- This course stresses the fundamentals of French pronunciation and grammar; the building of a practical basic vocabulary; and the development of the ability to speak, understand, read, and write simple contemporary French.

FRENCH 002: Elementary French II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B & 6A
- Prerequisite: FRENCH 001
- This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. The readings consist of selections dealing with France and diverse Francophone cultures. Students will continue the study of French civilization and modern developments in the French-speaking world. Basic computer skills are necessary to access and complete online homework.

FRENCH 003: Intermediate French I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, 6A
- Prerequisite: FRENCH 002
- This intermediate course reviews the simple tenses, and explores in detail the present subjunctive, and the compound tenses. Students develop skills in reading and writing in French through work with journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of France and other French-speaking countries.

FRENCH 004: Intermediate French II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, IGETC 3B, 6A
- Prerequisite: FRENCH 003
- This intermediate course reviews the simple tenses, and explores in detail the present subjunctive, and the compound tenses. Students develop skills in reading and writing in French through work with journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of France and other French-speaking countries

FRENCH 005 – Advanced French I

- 5 units, Student Choice: Letter or Pass/No Pass, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSU GE C2 IGETC 3B, 6A
- Prerequisite: FRENCH 004
- This course reinforces the language skills and functions presented in intermediate French courses through a review of grammatical structures and usages, a variety of written and oral activities, and exercises and tasks that promote

vocabulary development and retention. Students will be introduced to different types of texts (correspondence, film reviews, creative descriptions, expository writing, and portraits) with emphasis on improving oral expression, reading comprehension, written expression and textual analysis.

FRENCH 010: French Civilization

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, IGETC 3B, CSUGE C2
  A study of the geography, history, government, and institutions of France. Readings on the French and French-speaking people, their customs and way of life, their values and important contributions to world culture in scientific, intellectual, and artistic domains are also included. The course is conducted in English.

FRENCH 025: French and Francophone Short Story in Translation

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Students explore the art of the short story by engaging in a critical survey of short stories by writers from France and from different French-speaking regions of the world. The works studied will be grounded in the region's historical, political, and cultural production from the nineteenth century to the present time. Students learn about key literary movements and authors, demonstrate understanding of the aesthetic and cultural specificity of the works studied, and develop critical reading and writing skills. The course is taught in English.

FRENCH 026: Understanding French Culture through Film

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- In this course, students explore the prolific output of feature and documentary films that emphasize social and cultural themes in France. Discussions center on how French film reflects the French social, cultural, and historical climate. Students become acquainted with the evolution of French cinema from the post WWII era to the present. The course is conducted in English. Films are subtitled in English.

FRENCH 385: Directed Study – French

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course allows students to pursue directed study in French on a contract basis under direction of a supervising instructor.

GEOG (Geography)

GEOG 001: Physical Geography

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A, C-ID GEOG 110
- Physical Geography is an exploration of the atmosphere, hydrosphere, biosphere, and lithosphere. Major topics are Earth-Sun relations, mapping and satellite imagery, weather and climate patterns, ecology, plate tectonics, landform development, and human impacts on the environment. This is a foundation course for students interested in the Earth sciences and environmental studies, as well as a major in Geog . Field trips and nature walks are a regular part of the class.

GEOG 002: Cultural Elements of Geography

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- Cultural Geography analyzes human settlement and activity from a spatial and ecological perspective, map and environmental patterns of population, agriculture, industry, cities, language, religion, political organization, and land use.

GEOG 007: World Regional Geography

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- This course examines the physical and cultural environments of North and South America, Europe, Russia, Asia, Africa, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

GEOG 015: Physical Geography Laboratory

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, CSUGE B3, IGETC 5C, C-ID GEOG 111
- Prerequisite or Corequisite: GEOG 001; Advisory: MATH 115.
- This course students use maps, lab manual diagrams and exercises, aerial photos, plants, soils, and rocks, to examine Earth-sun relationships, the science of maps, weather and climate, biogeography and habitat analysis, and landform processes.

GEOLOGY

GEOLOGY 001: Physical Geology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A, C-ID GEOL 100
- This introductory course surveys the materials and structure of the Earth, and the processes which modify it. Major topics to be studied include rocks and their mineral composition, plate tectonics, volcanoes and earthquakes. Also studied will be the agents of erosion; the work of rivers, glaciers, wind, landslides, and the oceans. Field trips to geological sites of southern California are made.

GEOLOGY 006: Physical Geology Laboratory

- 1 unit, Letter, 0 lec/3 lab, DE
- DA, CSU/UC, CSUGE B3, IGETC 5C, C-ID GEOL 100 L

- Prerequisite or Corequisite: GEOLOGY 001
- This course supplements Geology 1 by providing practical experience in the identification of rocks, reading topographic and geologic maps, analysis of seismic data, rock structures, coastal features, and landslides, and study of fossils. Field trips to geological sites of southern California are made.

HEALTH

HEALTH 002: Health and Fitness

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E
- This course explores physical fitness as related to cardio-pulmonary capacity, nutrition, stress and addictive substances. The course involves laboratory assessment of each student's fitness status, lecture and experiences in a variety of selected fitness activities. Based on these experiences students are expected to develop an individualized physical fitness program.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

HEALTH 006: Nutrition for Healthful Living and Fitness Activities

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E
- Basic nutrition theories, information for healthful food purchasing, the relationship of nutrition to disease, general health concerns of women and the exchange weight-loss plan are discussed. Benefits of exercise and techniques for body conditioning are learned. Class time includes participation in fitness activities including aerobic, developmental, and flexibility exercises.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

HEALTH 011: Principles of Healthful Living

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E, C-ID PHS 100
- In this course, students will examine health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the student's mental, emotional, spiritual, and physical well-being. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

HEALTH 012: Safety Education and First Aid

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE E1, CSUGE E, C-ID KIN 101
- This course covers the standard Personal Safety and Advanced Emergency Care of the American National Red Cross. The prevention of common accidents and the care of emergencies in the home, school, and the community are also studied.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

HISTORY

HISTORY 001: Introduction to Western Civilization I

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID HIST 170
- This course surveys the political, economic, social, religious, and intellectual activities of Western Civilization from the pre-history period through the fifteenth century. The study includes the ancient Middle East, Egypt, Greece, Rome, the Middle Ages, and the Renaissance and Reformation.

HISTORY 002: Introduction to Western Civilization II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID HIST 180
- This course surveys Western Civilization from the Protestant Reformation to the present. Major topics include the political, economic, and social organization of Europe with emphasis upon the rise of the nation state and industrialization. European imperialism in the nineteenth and twentieth centuries is also examined.

HISTORY 005: History of the Americas I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, IGETC 4, CSUGE D
- This course examines the social, political, and economic developments of the Americas from the pre-Columbian era through the period of U.S. and Latin American independence. Emphasis is placed on the Native American cultures, European-Indian encounters, colonial settlements, imperial rivalries, and the independence movements in the western hemisphere.

HISTORY 006: History of the Americas II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 & B2, CSUGE D, IGETC 4, US1
- This course studies the economic, political, and social development of the Western Hemisphere in the nineteenth century to the present. This course meets the California State University requirements for United States history.

HISTORY 011: Political and Social History of the United States to 1877

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B1/B2, CSUGE D, IGETC 4, US1
  C-ID HIST 130

- This course surveys the political, social, and economic history of the United States from the Colonial era to 1876 with emphasis on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.

HISTORY 012: Political and Social History of the United States from 1865

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCD B1/B2, CSUGE D, IGETC 4, US1, C-ID HIST 140
- This is the second semester course in United States History. It includes the political, cultural, and social development of the United States from 1876 to the present. This course meets California State University requirements for United States History.

HISTORY 019: History of Mexico

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- This course examines the cultural, social, political, and economic history of Mexico from the pre-Colombian era to the present.

HISTORY 020: History of California and the Pacific Coast

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4F
- This course surveys the history of the Pacific Coast from pre-History to the present.

HISTORY 021: History of the Russian People

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- The course examines the development of Russia with emphasis on the nineteenth century to the present.

HISTORY 041: The African American in the History of the U.S. I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 OR B2, CSUGE D OR F, US1, IGETC 4F
- This course is cross-listed with AFRO AM 004.
- This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, race, gender, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The "Peculiar Institution", Abolition, the Civil War, Westward Expansion, Emancipation, and Reconstruction.

HISTORY 042: The African American in the History of the U.S. II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 OR B2, CSUGE D OR F, US1, IGETC 4F
- HISTORY 041 is not a Prerequisite for this course.
- This course is cross-listed with AFRO AM 005.
- The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th Century, the entire 20th Century, and the early decades of the 21st Century. This course examines the cultural shifts of the 19th Century Reconstruction and Redemption Periods and analyzes both the 20th Century and early 21st Century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present.

HISTORY 043: The Mexican-American in the History of the United States I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1, B2 & C, CSUGE C2 & D, US1, IGETC 4
- This course surveys U.S. History from the pre-Hispanic era through the Civil War focusing on the contributions of Mexican-Americans. This course meets California State University requirements for United States History and the Constitution.

HISTORY 044: The Mexican American in the History of the United States II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1, B2 & C, CSUGE C2 & D, US1, IGETC 4
- HISTORY 043 is not a Prerequisite: for this course. Credit is allowed in only one of History 44, 42, or 12. This course surveys United States history from 1876 to the present with emphasis on the contributions of Mexican-Americans. The course meets the California State University requirement for United States history.

HISTORY 052: The Role of Women in the History of the U.S.

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCD B1 & B2, CSUGE D, US1, IGETC 4
- This course is a survey of women's roles throughout U.S. History focusing on the influence of race, ethnicity, and status on women's experience. This course meets the California State University requirement for United States History.

HISTORY 058: The Asian American in the History of the United States

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 & B2, CSUGE D, US1, IGETC 4
- This is an introductory history of Asians in the United States from the mid nineteenth century to the present. The course emphasizes the experiences of Asian immigrants and Asian Americans within the broader context of immigration and race relations throughout American history. An interdisciplinary approach will be taken to address the issues facing Asian Americans including gender, race, identity, politics, socialization, assimilation, and popular culture.

HISTORY 074: Asian Civilization

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2 & C, CSUGE C2 & D, IGETC 3B & 4
- This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

HISTORY 081: A History of Working People in the United States I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1, B2 & C, CSUGE C2 & D, US1, IGETC 3B & 4
- This course studies the history of American labor from the colonial era through Reconstruction from the perspective of America's multicultural working people. Emphasis is also placed upon the defining role of the the American Constitution and its impact upon labor.

HISTORY 082: A History of Working People in the United States II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1, B2 & C, CSUGE C2 & D, US1, IGETC 3B & 4
- This course focuses on working people in the history of the United States from Reconstruction to the present. Issues of class, gender, and race within the context of work and the influence of organizations and collective action will be emphasized. The defining role of the American Constitution and its impact upon labor will also be examined.

HISTORY 086: Introduction to World Civilization I

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2 & C, CSUGE C2 & D, IGETC 3B & 4, C-ID HIST 150
- This course surveys world civilization from the pre-history period up to 1500 and includes a comparative study of the social, economic, and political formation and cultural interactions. Major topics include the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.

HISTORY 087: Introduction to World Civilization II

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2 & C, CSUGE C2 & D, IGETC 3B & 4, C-ID HIST 160
- This course surveys world civilization from 1500 to the present time. Major topics include the development of the nation-state, economic systems, global conquests, nationalism, and revolutionary movements in the twentieth and twenty-first centuries.

HLTHOCC (Health Occupations)

also see NURSING

HLTHOCC 062: Skill Set for the Health Care Professional

- 2 units, Letter, 1 lec/3 lab
- DA, CSU
- Prerequisite: Student must complete H-Pact orientation
- This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

HLTHOCC 063: Basic Medical Terminology, Pathophysiology and Pharmacology

- 2 units, Letter, 2 lec
- DA, CSU
- Prerequisite: Student must complete H-Pact orientation
- This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

HLTHOCC 064: Cultural and Legal Topics for Health Care Professionals

- 1 unit, Letter, 1 lec
- DA, CSU
- Prerequisite: Student must complete H-Pact orientation
- This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional

HLTHOCC 065: Fundamentals for the Health Care Professional

- 2.5 units, Letter, 2.5 lec
- DA, CSU
- Prerequisite: Student must complete H-Pact orientation and receive an educational plan from a counselor
- This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an externship during which area employers will

introduce students to direct and indirect patient care opportunities.

HOSPT (Hospitality)

HOSPT 100: Introduction to the Hospitality Industry

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID HOSP 100
- Students will learn about the organization, employment opportunities, and financial performances of the many segments involved in the hospitality industry--food and lodging, resorts, tourism enterprises, attractions, and related operations such as event planning and entertainment. The focus is on orientation to customer service, cultural and economic trends, and career opportunities in the various segments.

HOSPT 120: Hospitality Cost Control

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID HOSP 120
- Students will learn how to analyze and manage food, beverage, labor, and other costs within a hospitality operation. Emphasis is on problem-solving and applying cost-control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control.

HOSPT 140: Introduction to Hotel Management

- 3 units, Letter, 3 lec, DE
- DA, CSU, HOSP 140
- In this course students will become familiar with the nature of hotel front office operations, including the scope of the industry. They will study the relationship of hotels to other kinds of lodging facilities based on size, target markets, and levels of service. Students will identify and describe the various operational departments and staff within a full-service hotel. They will determine room rates based on different strategies such as the Hubbart Formula. Students will conduct a comparative market analysis and develop a plan to improve service and revenue at a selected property.

HOSPT 320: Hospitality Law

- 3 units, Letter, 3 lec, DE
- DA, CSU, HOSP 150
- Prerequisite: HOSPT 100
- For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper-restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

HUMAN (Humanities)

HUMAN 001: Cultural Patterns of Western Civilization

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course introduces the general concepts of Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of cultural heritage, values and perspectives as revealed in the arts.

HUMAN 002: Studies in Selected Cultures

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- A study in some depth of particular periods, civilizations or traditions, such as Imperial China, pre-Westernized Japan, Golden Age Islam, pre-Socialist Russia, the Middle Ages, Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contribution and significance within the various arts and sciences are emphasized.

HUMAN 003: The Arts of Contemporary Society

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course presents a cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th, and early 20th centuries in western Europe and North America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society.

HUMAN 006: Great People, Great Ages

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course presents a cultural survey of the lives and contributions of selected individuals such as Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMAN 008: Great Women in the Humanities

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This class is a cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This course

will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMAN 017: Film Appreciation

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course is a survey of motion pictures and changing social attitudes in film from the silent era to the present. Film appreciation, dealing with the ability of popular movies to crystallize society's myths, fantasies, and realities, is presented within a historical, social context. Movie heroes and heroines and their relationship to culture will be studied by viewing representative feature films.

HUMAN 030: The Beginnings of Western Civilization

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course is a survey of man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis is placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to humankind's historical and cultural heritage.

HUMAN 060: People and Their World: Technology and the Humanities

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- The purpose of this course is to involve the student in a study of the urban environment and society. The approach of the course is interdisciplinary, involving such disciplines as: art, music, literature, drama, philosophy, technology, and history. The emphasis is on exploring the interaction of the individual and society. The interrelationship of humanities and technology within modern society is discussed for the student to gain a better understanding of the modern world and its culture.

HUMAN 077: Medieval Cultures

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- Comparative study of the cultures of the middle ages in Europe and the middle east, including the literary, musical and artistic traditions of Christianity, Islam and Judaism.

INTBUS (International Business)

INTBUS 001: International Trade

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers the accelerating global economy and internationalization of business. It reviews international economics, finance, and trade effecting international business decisions and operations. Includes multinational enterprises, legal, political, and socio-cultural issues, survey of global strategic management. Covers the basics of starting and operating an import or export business.

INTBUS 601: Introduction to Global Trade and Logistics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course provides an overview of the global marketplace with emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, political, and legal factors in the foreign trade environment. Topics include patterns of world trade, supply chain and logistics, internationalization of the firm, and operating procedures of the multinational enterprise. Students will be prepared for one of the four tested domains (Global Marketing, Global Business Management, Supply Chain Management and Trade Finance) in the Certified Global Business Professional (CGBP) exam. CGBP is an industry recognized international trade credential from NASBITE.

INTBUS 612: Supply Chain Management: Transport Systems

- 3 units, Letter, 3 lec, DE
- DA, CSU
- 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.

JAPAN (Japanese)

JAPAN 001: Elementary Japanese I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, IGETC 6A
- This course develops basic Japanese language proficiency in the four language skills--listening, speaking, reading, and writing--and introductory cultural knowledge. The course provides an active learning environment to obtain skills and includes some cultural activities to enhance learning.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

JAPAN 002: Elementary Japanese II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC
- Students continue to learn the fundamentals of grammar, vocabulary, and useful expressions, and increase their listening, speaking, reading and writing proficiency. Additional Kanji will be introduced. Students expand their knowledge of Japanese customs and culture.

JOURNAL (Journalism)

JOURNAL 101: Collecting and Writing News

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID JOUR 110
- This introductory course stresses instruction in the gathering of information and in its presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information and in the recognition of propaganda appeals and libel. Newspaper, radio and television news are surveyed. Adherence to writing style and standards of the profession are emphasized.

JOURNAL 105: Mass Communications

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3
- This course provides an examination of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. There is further discussion on the structure and function in print and electronic communications including film, print, television, radio, the recording industry, public relations and the Internet.

JOURNAL 108: Article Writing

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This is a course for journalism majors, freelance writers and anyone who wants to learn to write articles for media. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

JOURNAL 185: Directed Study - Journalism

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- Student pursues directed study on a contract basis under the direction of a supervising instructor.

JOURNAL 202: Advanced Newswriting

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Prerequisite: JOURNAL 101
- Students practice the principles of journalism through writing specialized types of newspaper and online stories. Mastery of fundamental reporting techniques, interpretative writing skills, editorial writing, and feature writing are emphasized. This course is required for all journalism majors.

JOURNAL 217-1: Publication Laboratory I

- 2 units, Letter, 6 lab, DE
- DA, CSU
- Advisory: JOURNAL 101
- In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real-world working conditions are stressed.

JOURNAL 218-1: Practical Editing I

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. This includes basic copy editing, writing headlines, cropping photographs, posting material to the website and posting and uploading photos and copy to social media sites. Editors evaluate and discuss news issues in regularly scheduled critique sessions after publication.

JOURNAL 218-2: Practical Editing II

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Prerequisite: JOURNAL 218-1
- Students learn intermediate news editing skills through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. Editors check facts, spelling, grammar and Associated Press style for all copy. They improve stories and oversee major revisions and collaborate with news design and web staff, photographers and reporters. Create style sheets and dummy pages for upcoming issues of the hard copy and oversee production design of the website and its family of social media.

JOURNAL 218-3: Practical Editing III

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Prerequisite: JOURNAL 218-2
- In this course, students practice advanced news editing skills through the publication of the campus newspaper, the Harbor Tides, its website and family of social media. Students edit reporter work for grammar, punctuation, clarity and Associated Press Style. Student editors craft headlines and cut lines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

JOURNAL 218-4: Practical Editing IV

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- Prerequisite: JOURNAL 218-3
- Students learn professional-level newspaper writing and copy editing through the publication of the campus

newspaper, the Harbor Tides, its website and family of social media. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve broadcast, online, multimedia and social media content. Editors will review and critique all content in regularly scheduled class meetings.

JOURNAL 219-1: Techniques for Staff Editors I

- 1 units, Letter, 3 lab, DE
- DA, CSU
- Prerequisite: JOURNAL 101
- This course provides campus newspaper and online editors an introduction to practices and feedback in editorial writing and the analysis of editorial problems. Emphasis is placed on developing newsroom leadership skills and formulating editorial policy.

JOURNAL 220: Magazine Production

- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Prerequisite: JOURNAL 101
- Students will learn the theory and practice of planning and producing a print magazine. This includes pre-press production, budgeting, writing, editing and publishing a magazine that includes social media, photography and broadcast components. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

JOURNAL 258: Blogging and Social Media

- 3 units, Letter, 1 lec/6 lab, DE
- DA, CSU
- This course provides practical instruction and practice in developing, producing, writing and marketing blogs as part of the student online campus publications. Online editions are evaluated and critiqued in regularly scheduled student staff meetings.

JOURNAL 285: Directed Study - Journalism

- 2 units, Letter, 2 lec, DE
- DA, CSU
- Maximum number of units for any combination of Directed Study 185, 285 and 385 is three (3).
- Student pursues directed study on a contract basis under the direction of a supervising instructor.

JOURNAL 385: Directed Study - Journalism

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Maximum number of units for any combination of Directed Study 185, 285 and 385 is three (3).
- This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

PUB REL 001: Principles of Public Relations

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Students evaluate public relations as a growing profession. Students look at the job opportunities for the practitioner, internal and external PR and investigate relationships with the media, organizing and executing campaigns and tie-ins with marketing. The use of social media, photography, graphics and video/audio components for campaigns is studied.

KIN (Kinesiology)

formerly PHYS ED (Physical Education); also see KIN ATH (Kinesiology – Athletics) and KIN MAJ (Kinesiology – Majors)

KIN 010: Kinesiology - Physical Fitness

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course is designed for the conscientious student who is unable to attend conventional class hours but wants to improve physical efficiency by using a scientific approach to physical fitness. Students will be tested on ergo metric cycles, heart rate monitoring equipment, and blood pressure recorder, etc. Grading can be based on re-testing results. Work is done on a contract basis.

KIN 045: Adapted Fitness

- 1 unit, Letter, 3 lab, 45:00 TBA, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course is designed to meet the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles. Students with disabilities must provide a physician's prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

KIN 046: Adapted Strength Training

- 1 unit, Letter, 3 lab, 45:00 TBA, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician's prescription for

exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

KIN 049: Adapted Cardiovascular Fitness

- 1 unit, Letter, 3 lab, 45:00 TBA, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers, treadmills, hand cranks, etc. will be the major class focus. Students with disabilities must provide physician prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

KIN 050: Adapted Exercise for Back Disorders

- 1 unit, Letter, 3 lab, 45:00 TBA, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise and cardiovascular fitness. Students with disabilities must provide a physician's prescription for exercises. This course may be scheduled at times to be arranged (TBA) for a minimum of 45:00 hours.

KIN 217-1: Self Defense Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K07 Kin – Martial Arts/Combatives
- This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at an introductory level. The course includes discussion of safety precautions and the promotion of mental and physical well-being.

KIN 217-2: Self-Defense Skills II

- 1 unit, Letter, 0.5 lec/1.5 lab, DE
- DA, CSU/UC
- Prerequisite: KIN 217-1
- Family: K07 Kin – Martial Arts/Combatives
- This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at a beginning karate and martial arts skills level. The course includes discussion of safe defense and protection strategies and the promotion of mental and physical well-being.

KIN 229-1: Body Conditioning Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This course will introduce students to cardiovascular and strength training activities using different modes of training. Students will assess their fitness levels to help improve their physical fitness levels.

KIN 229-2: Body Conditioning Skills II

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 229-1
- Family: K02 Kin – Aerobics, Circuit Trng
- This course combines cardiovascular exercise, strength training and flexibility to further improve students' fitness levels. Students will use fitness assessments to develop an individualized conditioning program to meet their needs.

KIN 245-1: Body Dynamics Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- This couse explores differentr exercises and techniques for body conditioning & physical performance. Class time includes participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

KIN 245-2: Body Dynamics Skills II

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 245-1
- Family: K02 Kin – Aerobics, Circuit Trng
- This course develops different exercises and techniques for advanced body conditioning and physical performance. Class time includes participation and coaching in fitness activities including aerobic, strength, developmental, and flexibility exercises.

KIN 250-1: Weight Training Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

KIN 250-2: Weight Training Skills II

- 1 unit, Letter, 2 lab , DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 250-1
- Family: K02 Kin – Aerobics, Circuit Trng
- Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight

exercises and will then design a program based on individual needs.

KIN 251-1: Yoga Skills - I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K08 Kin – Mind/Body Conditioning
- Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

KIN 251-2: Yoga Skills - II

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 251-1
- Family: K08 Kin – Mind/Body Conditioning
- This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

KIN 272: Track and Field Skills

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K10 Kin – Track & Field
- Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

KIN 287-1: Basketball Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K09 Kin – Team Sports
- Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

KIN 287-2: Basketball Skills II

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 287-1
- Family: K09 Kin – Team Sports
- Students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

KIN 291-1: Volleyball Skills I

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K04 Kin – Court Sports
- Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.

KIN 291-2: Volleyball Skills II

- 1 unit, Letter, 2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 291-1
- Family: K04 Kin – Court Sports
- Students learn volleyball skills and techniques. Skills learned are passing, serving, hitting and blocking. The students also learn strategy used for games and the rules of the sport.

KIN 350-1: Weight Training I

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Family: K02 Kin – Aerobics, Circuit Trng
- An introductory laboratory experience designed for the people who desire an individualized strength program using a combination of nautilus and universal machines. This is suited for men and women of all age groups who are interested in starting exercise to improve their health.

KIN 350-2: Weight Training II

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Prerequisite: KIN 350-1
- Family: K02 Kin – Aerobics, Circuit Trng
- An intermediate training experience for the people who have experience with exercise, using a combination of machines and free weights. This is suited for men and women of all age groups who are interested in muscle toning and muscle building.

KIN ATH (Kinesiology - Athletics)

formerly PHYS ED (Physical Education); also see KIN (Kinesiology) and KIN MAJ (Kinesiology – Major)

KIN ATH 503: Intercollegiate Athletics-Baseball

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC
- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or team tryouts.

- This course covers intercollegiate athletic competitive baseball skills including throwing, fielding, hitting, base running, and baseball game strategies. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

KIN ATH 504: Intercollegiate Athletics-Basketball

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course covers fundamental, intermediate and advance principles/theories and skills of Basketball. Instruction, demonstration and practice of basic basketball skills, include passing, dribbling, shooting, rebounding, individual and team offense/defense and basketball intercollegiate competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

KIN ATH 506: Intercollegiate Athletics-Cross Country

- 3 units, Letter, Repeatable, 10 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Enrollment in this course is limited to available seats awarded to those students judged most qualified based on past performance and/or tryouts.
- This is the Intercollegiate Athletic competitive cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the Cross country team.

KIN ATH 508: Intercollegiate Athletics-Football

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA, DE
- DA, CSU/UC
- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or tryouts.
- This course presents intercollegiate athletic competitive football activities. Advanced skills for blocking, tackling, ball carrying (offense and defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

KIN ATH 511: Intercollegiate Athletics-Soccer

- 3 units, Letter, Repeatable, 10 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course spends ten hours or more a week in seasonal soccer intercollegiate varsity and other conditioning activities as directed.

KIN ATH 512: Intercollegiate Athletics-Softball

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA
- DA, CSU/UC, LACCDGE E2
- Fundamental, intermediate and advanced principles or theories and skills of Softball. Instruction, demonstration and practice of basic skills, including throwing, fielding, hitting, base running, and intercollegiate competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180.00 hours.

KIN ATH 516: Intercollegiate Athletics-Volleyball

- 3 units, Letter, Repeatable, 10 lab, 180:00 TBA, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- Enrollment limited to available seats awarded to those students judged most qualified, based on past performance and/or tryouts.
- This course provides students with intermediate and advanced volleyball skills the opportunity to compete at the intercollegiate level. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

KIN ATH 552: Intercollegiate Sports-Conditioning & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, CSUGE E
- This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

KIN ATH 553: Intercollegiate Football-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

KIN ATH 555: Intercollegiate Cross Country-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC
- The intercollegiate cross country fitness class is designed for the student athlete to train in the off-season. Students will receive advanced strength and conditioning training specific to cross country with an emphasis on proper training principles, running fundamentals, injury prevention, and safety. The student also learns running strategies necessary for competition at intercollegiate levels.

KIN ATH 556: Intercollegiate Basketball-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

KIN ATH 557: Intercollegiate Baseball -Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

KIN ATH 558: Intercollegiate Soccer-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

KIN ATH 563: Intercollegiate Volleyball-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC
- Designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

KIN ATH 564: Intercollegiate Softball-Fitness & Skills Training

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC
- Designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

KIN MAJ (Kinesiology - Major)

formerly PHYS ED (Physical Education); also see KIN (Kinesiology) and KIN ATH (Kinesiology – Athletics)

KIN MAJ 100: Introduction to Kinesiology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID KIN 100
- This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities and responsibilities in the areas of teaching, coaching, allied health, and fitness professions.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

KIN MAJ 103: Introduction to Coaching Athletics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course focuses encouragement of sound coaching principles and training methods for men and women. It presents information to help the coach, the physical education major who will be dealing with athletes, the leader of recreational programs, the physical education instructor, and the player. The concepts, problems, philosophy, and modern-day techniques relating to competitive athletics are discussed.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

KIN MAJ 119: Kinesiology-Physical Efficiency

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, LACCDGE E2, CSUGE E
- This course includes components of cardiorespiratory, strength and flexibility activities. Students will identify and apply concepts and applications of exercise science to development of personalized training plan for different fitness levels and age groups.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

LIB SCI (Library Science)

LIB SCI 101: College Research Skills

- 1 unit, Letter, 1 lec, 18:00 TBA, DE, Honors
- DA, CSU/UC
- This is a practical course in the use of libraries in general and academic libraries in particular. Students will learn efficient use of print and computerized library resources for searching and locating information for class assignments and research papers. This course may be scheduled a times to be arranged (TBA) for a minimum of 18:00 hours.

LRNFDTN (Learning Foundations)

LRNFDTN 001: Adapted Keyboarding

- 1 unit, P/NP, 3 lab, 54:00 TBA, DE
- NDA
- Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Assistive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course

LRNFDTN 002: Adaptive Word Processing Operations

- 1 unit, P/NP, 3 lab, 54:00 TBA, DE
- NDA
- Designed for students with verified disabilities, this class provides individual training in the use of word processing technologies. Students learn skills at an individual, non-competitive pace using assistive hardware and software when needed. Knowledge of keyboarding skills is helpful

but not required. Basic reading and writing skills are not addressed in this course.

LRNFDTN 003: Adaptive Computer Operations

- 1 unit, P/NP, 3 lab, 54:00 TBA, DE
- NDA
- Designed for students with verified disabilities, this course provides individual assessment of assistive computer needs. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. The type of technologies and the extent of the training will depend on the student's disability and needed applications. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

LRNFDTN 070: Fundamentals of Arithmetic Laboratory

- 1 unit, P/NP, 3 lab, 54:00 TBA, DE
- NDA
- This course is designed for students with verified disabilities. Students will receive individualized, small group and computer assisted instruction designed to build skills for entry into basic math classes and other college courses. Based on a diagnostic assessment, assigned modules will provide self-paced instruction related to students' individual problem areas. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

LRNSKIL (Learning Skills)

LRNSKIL 001: Reading

- 3 units, P/NP, 9 lab, 162:00 TBA
- NDA, Below Transfer Level
- In this course students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes

LRNSKIL 001A: Reading

- 1 unit, P/NP, 3 lab, 54:00 TBA, **DE**
- NDA, Below Transfer Level
- Students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

LRNSKIL 001B: Reading

- 1 unit, P/NP, 3 lab, 54:00 TBA, **DE**
- NDA, Below Transfer Level
- Students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

LRNSKIL 001C: Reading

- 1 unit, P/NP, 3 lec
- NDA, Below Transfer Level
- In this course students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

MARKET (Marketing)

MARKET 001: Principles of Selling

- 3 units, Letter, 3 lec
- DA, CSU
- This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentation exercises and case studies are used.

MARKET 011: Fundamentals of Advertising

- 3 units, Letter, 3 lec
- DA, CSU
- This course introduces the student 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 media, such as television, radio, newspapers, magazines, and the internet are integrated into the advertising campaign.

MARKET 021: Principles of Marketing

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Students will analyze all aspects of marketing including the consumer market, consumerism, packaging and branding, pricing, wholesaling, retailing, sales promotion, personal selling, international marketing, and the principles involved in the distribution of a product from the producer to the user or consumer.

MARKET 023: Introduction to Social Media Marketing

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social

marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

MARKET 031: Retail Merchandising

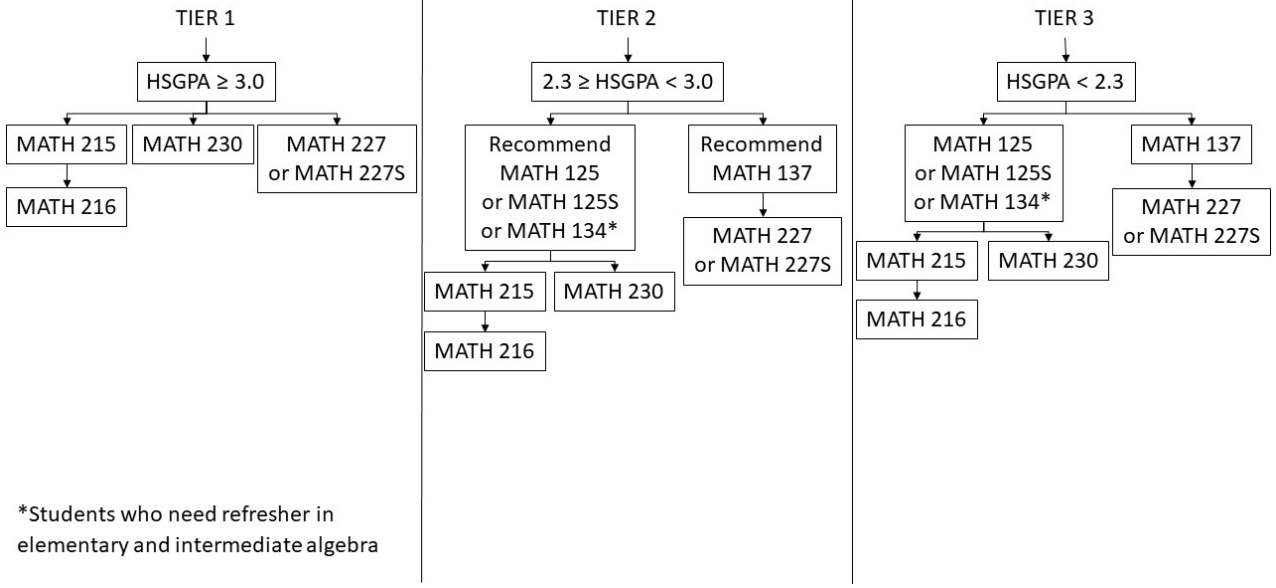
- 3 units, Letter, 3 lec, DE
- DA, CSU
- Instruction in the principles and procedures involved in retailing in a global and multicultural environment. Applies the concept of fulfillment of customers wants and needs at a fair profit to department stores, mass merchandizing outlets, independent and chain stores, and non-store retailing, such as e-tailing.

MATH (Mathematics)

also see STAT (Statistics)

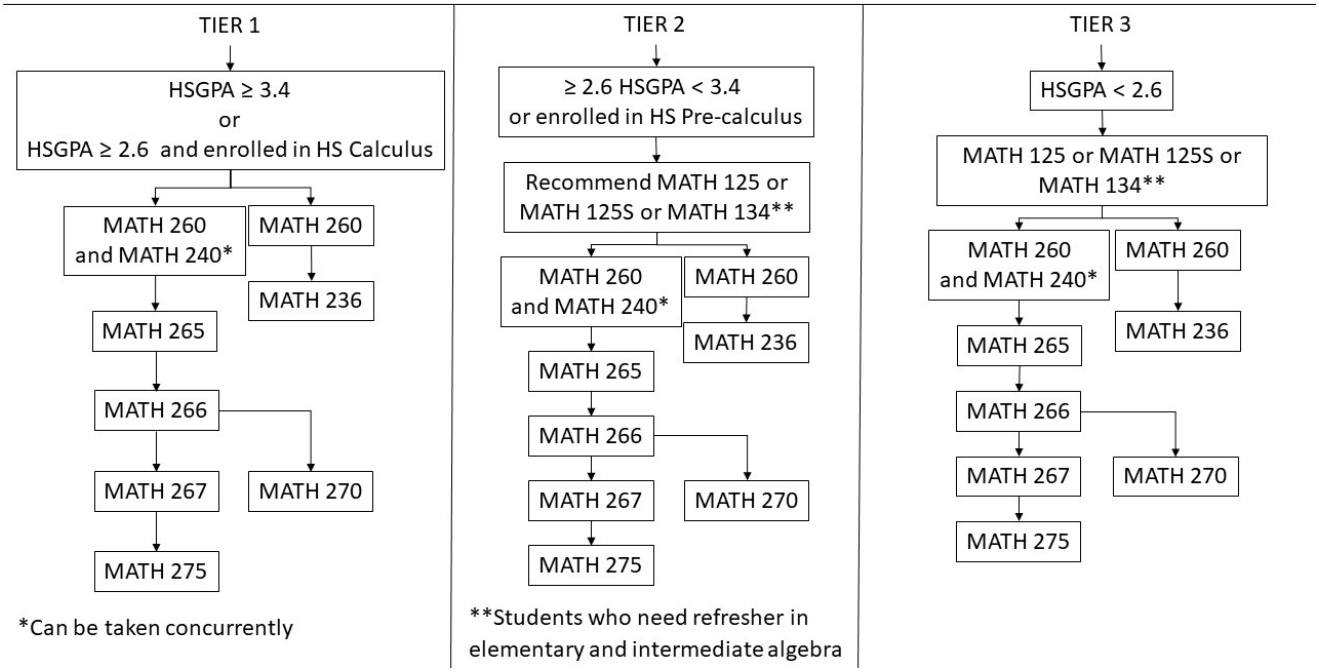
(Math Placement Testing is no longer required)

Statistics/Liberal Arts Mathematics Placement Model



*Students who need refresher in elementary and intermediate algebra

STEM and Business Placement Model



*Can be taken concurrently

**Students who need refresher in elementary and intermediate algebra

MATH 125 or 125S satisfies the mathematics competency requirement for graduation.

MATH 115: Elementary Algebra

- 5 units, Letter, 5 lec/1 lab
- DA, Below Transfer Level
- Prerequisite: Guided self-placement.*
- This course is an introduction to the concepts of algebra. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, and setting up and solving a variety of word problems.

MATH 121: Elementary Geometry for College Students

- 3 units, Letter, 3 lec, DE
- DA, Below Transfer Level
- Prerequisite: MATH 115 or guided self-placement.*
- This course covers the definitions, axioms and theorems of geometry relating to angles, lines, circles, polygons and polyhedra. The meaning and techniques of logical proof is also covered.

MATH 125: Intermediate Algebra

- 5 units, Letter, 4 lec/2 lab, DE
- DA, Below Transfer Level
- Prerequisite: MATH 115 or guided self-placement.* Prerequisite and advisories for this course vary according to students' high school GPA. Please see the Math Flowchart at the start of this section for enrollment guidance.
- This course is a study of the properties of real numbers, laws of exponents, radicals, equations and inequalities in linear and quadratic form, system of equations, matrices, graphing in two variables, rational expressions & equations, complex numbers, conic sections & their graphs, exponential and logarithmic functions.

MATH 125S: Intermediate Algebra with Support

- 5 units, Letter, 4 lec/3 lab, DE
- DA, Below Transfer Level
- Prerequisite: MATH 115 or guided self-placement.*
- This course includes a mandatory lab component to review topics from prealgebra and elementary algebra. 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.

MATH 134: Accelerated Elementary and Intermediate Algebra

- 6 units, Letter, 3 lec/6 lab, DE
- DA, Below Transfer Level
- Prerequisite: Guided self-placement.*
- An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, conics, and sequences and series. This course has a computer lab component and satisfies any Intermediate Algebra requisite.

MATH 137: Pre-Statistics Algebra

- 5 units, Letter, 5 lec/0 lab, DE
- DA, Below Transfer Level
- Prerequisite: Guided self-placement.*
- This course is an introduction to the concepts of algebra and basic elements of exploratory data analysis. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, solving a variety of word problems, data analysis, sample statistics and graphs, measures of central tendency and spread, probability, and exponential and logarithmic functions .This class is intended as preparation for students who wish to take Statistics. Students wishing to take other 200 level math courses will require MATH 125 or 125S and should consult the college catalog for prerequisites.

MATH 215: Principles of Mathematics I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4
- Prerequisite: MATH 125 or 125S or guided self-placement.*
- First of two courses in a sequence designed for elementary school teachers. Emphasis is on the pedagogy of sets and relations, numeration systems, basic problem solving, elementary number theory through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems.

- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 216: Principles of Mathematics II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4
- Prerequisite: MATH 215 or guided self- placement.*
- Second of two courses in a sequence designed for elementary school teachers. Emphasis is on the pedagogy of probability, statistics networks, basic geometry concepts and their applications.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 227: Statistics

- 4 units, Letter, 4 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2, C-ID MATH 110
- Prerequisite: MATH 125 or 125S or 137 or guided self-placement.*
- This course is an introduction to probability, descriptive and inferential statistics. Topics include descriptive statistics; probability and sampling distribution; statistical inference; correlation and linear regression, chi-square and t-tests; application of technology of statistical analysis including the interpretation of the relevance of statistical finding. Applications using data from disciplines including business, social science, psychology, life science, and education.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 227S: Statistics with Support

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2
- Prerequisite: MATH 125 or 125S or 134 or 137 or guided self-placement.*
- This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 230: Mathematics for Liberal Arts Students

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2
- Advisory: MATH 125 or 125S or guided self-placement.*
- This course is intended for liberal arts majors. Topics include sets and counting, probability, linear systems, linear programming, logic, statistics and mathematics of finance with applications for liberal arts majors.

MATH 234: College Level Algebra

- 4 units, Letter, 4 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2
- Prerequisite: MATH 125 or 125S or guided self-placement.*
- This course is designed to prepare students to apply mathematical concepts and quantitative reasoning at a collegiate level. Topics include solution of higher order equations and inequalities, functional analysis, zeros of polynomials, exponential and logarithmic functions, solution of systems of equations using matrices, and binomial expansions.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 236: Calculus for Business and Social Science

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID MATH 140
- Prerequisite: MATH 260
- This course consists of basic concepts in differential and integral calculus in single and multiple variables with applications for business, life and social sciences. Topics include limits, derivatives, maxima and applications, integration techniques with application, and graphs.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 240: Trigonometry

- 3 units, Letter, 3 lec, DE
- DA, CSU, LACCDGE D2, CSUGE B4
- Prerequisite: MATH 121 and 125 or 125S or guided self-placement.*
- This course is designed for students who are looking for a college level mathematics transfer level requirement.

MATH 241: Trigonometry With Vectors

- 4 units, Letter, 4lec, DE
- DA, CSU, LACCDGE D2, CSUGE B4,
- Prerequisite: Math 125 or 125S or MATH 134 or guided self-placement *
- This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

MATH 241S: Trigonometry with Vectors with Support

- 4 units, Letter, 4lec/1Lab, DE
- DA, CSU, LACCDGE D2, CSUGE B4
- Prerequisite: Math 125 or 125S or MATH 134 or guided self-placement *
- This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

MATH 260: Precalculus

- 5 units, Letter, 4 lec/2 lab
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, DE
- Prerequisite: MATH 125 or 125S or guided self-placement.*
- This course consists of topics essential for a comprehensive background for the Calculus sequence. Topics include function analysis, analytic geometry, theory of equations, matrices, induction, sequences and series.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 265: Calculus with Analytic Geometry I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A
- Prerequisite: MATH 240 and 260
- The first course in differential and integral Calculus of a single variable. Topics include algebraic and transcendental functions; limits and continuity; techniques and applications of differentiation and integration; curve sketching and Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math majors.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

MATH 266: Calculus with Analytic Geometry II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID MATH 220
- Prerequisite: MATH 265
- This is the second course in a three course sequence calculus and analytic geometry. Topics include applications of integrals such as finding areas, volumes and arc lengths, study of transcendental functions, techniques of integration, improper integrals, infinite series and analytic geometry of conic sections.

MATH 267: Calculus with Analytic Geometry III

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A C-ID MATH 230
- Prerequisite: MATH 266
- This is the third course in a sequence of three courses in calculus and analytic geometry. Topics include polar, spherical and cylindrical coordinates; parametric equations, vector algebra; calculus in two and three dimensions; partial derivatives; multiple integrals and applications.

MATH 270: Linear Algebra

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID MATH 250
- Prerequisite: MATH 266
- This course emphasizes the study of matrix algebra, vector spaces and linear transformations, including theory and applications.

MATH 275: Ordinary Differential Equations

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID MATH 240
- Prerequisite: MATH 267
- This course introduces the theory and applications of ordinary differential equations with emphasis on applications in the physical sciences. Traditional methods of solution by closed forms are studied together with series solutions, numerical methods and Laplace transforms solutions.

MGMT (Management)

MGMT 002: Organization and Management Theory

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Students will be introduced to the management and organization of businesses. Students will connect how the management of people and resources accomplishes organizational goals. Students will demonstrate their understanding of leading, planning and controlling, organization design, operations management, and decision making. Students will also provide examples of human resource management, managing change, individual and group behavior, motivating and rewarding employees, communicating and interpersonal skills, work teams, ethics, leadership and trust in various business case studies.

MGMT 013: Small Business Entrepreneurship

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course covers the essentials of the successful start-up and management of a small business. Store location, layout, organization, merchandise control, buying, pricing, advertising, government regulation, labor relations, public relations and other phases of small business are studied. Particular emphasis is placed on entrepreneurship and business start-ups.

MGMT 031: Human Relations for Employees

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course assists students in developing and improving traits desirable for success in business. Emphasis is placed on techniques to insure good human relations with individuals or groups. Effective study methods, work organizations, career planning, and the ability to present oneself to an employer for employment or advance are included.

MGMT 033: Human Capital Management

- 3 units, Letter, 3 lec, DE
- DA, CSU
- Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

MICRO (Microbiology)

MICRO 020: General Microbiology

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B2 & B3, IGETC 5B & 5C
- Prerequisite: CHEM 065, or 066, or 101 or complete 1 year of high school Chemistry with a grade of C or better.
- This course surveys the principles of microbiology and how they relate to the entire biological world and to humans. Topics include: chemistry of life, cell structure, metabolic processes, human infection and disease, immunology, molecular genetics, and microbe ecology.

MIT (Manufacturing and Industrial Technology)

MIT 201: Manufacture Processes

- 3 units, Letter, 2.5 lec/2.5 lab
- DA, CSU
- Prerequisite: ENG GEN 111 or DRAFT 050
- This is an introductory course in manufacturing and manufacturing processes. This course exposes students with the fundamentals of manufacturing such as materials, mechanical properties, and processes involved in the industrial sector. Emphasis is given to processes which are more common in the industry such as, reverse engineering, rapid prototyping, plastics and composites, metal forming and generating tool paths, and casting. In addition to verbal understanding of the issues, mathematical models describing the processes of manufacturing are covered briefly in order for students to understand the relations between the parameters involved in the processes. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab.

MUSIC

MUSIC 100: Music in Society

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2 or C, CSUGE C1 or C2 or D, IGETC 3A or 3B or 4
- A study of the roles music plays in society. Students will use the scientific method to examine music from a variety of geographic, ethnic, cultural and historical perspectives. Students will be encouraged to contribute topics of interest and will conduct research on those topics.

MUSIC 101: Fundamentals of Music

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID MUS 110
- This course is offered for the non-music major who wishes to study the basic rudiments of music, including notation, rhythm, major and minor scales and key signatures, intervals, chords and chord progressions.

MUSIC 111: Music Appreciation I

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID MUS 100
- This course is an introduction to music and musical masterpieces. They are presented through lectures, reports, and recordings. The course is recommended for the general college student who wishes to improve his/her understanding of music.

MUSIC 116: Survey and History of Rock, Pop and Soul Music

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society. The role of music and musicians in society will be explored.

MUSIC 118: Film Music Appreciation

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This is an introductory survey course designed to familiarize the student with the music used to accompany film from the silent era to today. Emphasis is given to: the musical elements that support and enhance the dramatic experience of the film, musical periods and styles in film, and the major composers and their impact on society and film.

MUSIC 141: Jazz Appreciation

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A
- This course is an introduction to music approached through the study of American jazz. An in-depth understanding of the music is developed by tracing historical, cultural, political, and musical influences that shaped jazz. CD's, DVD's, the YouTube website, and live concerts provide the musical experience. Topics studied include but are not limited to elements of jazz, historical periods in jazz style, and the role of jazz and Jazz musicians in American history.

MUSIC 161: Introduction to Music Technology

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID CMUS 100 X
- This is an introductory course examining the equipment, techniques, concepts and terminology related to music technology. Skills are introduced and developed for utilizing synthesizers, MIDI devices, and computer software applications for composing, performing, transcribing, and studying music.

MUSIC 165: Introduction to Recording Arts

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID CMUS 100 X
- This introductory course covers basic acoustics, audio systems and terminology, microphone principles and usage, and an introduction to recording equipment and procedures.

MUSIC 180-1: Applied Music Laboratory I

- 1.5 units, Letter, 5 lab, 90:00 TBA, DE
- DA, CSU/UC
- Prerequisite: Placement exam; Corequisite: MUSIC 181
- Individual instruction in solo vocal or instrumental technique and performance focusing on the development of effective practice habits, basic technique, and mastery of basic repertoire. Content will be further developed in the required co-requisite course, MUSIC 181. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

MUSIC 180-2: Applied Music Laboratory II

- 1.5 units, Letter, 5 lab, 90:00 TBA, DE
- DA, CSU/UC
- Prerequisite: Placement exam and MUSIC 180-1; Corequisite: MUSIC 182
- Individual instruction in solo vocal or instrumental technique and performance focusing on the analysis and interpretation of repertoire. Content will be further developed in the required co-requisite course, MUSIC 182. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

MUSIC 180-3: Applied Music Laboratory III

- 1.5 units, Letter, 5 lab, 90:00 TBA, DE
- DA, CSU/UC
- Prerequisite: Placement exam and MUSIC 180-2; Corequisite: MUSIC 183
- Individual instruction in solo vocal or instrumental technique and performance focusing on recital preparation. Content will be further developed in the required co-requisite course, MUSIC 183. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

MUSIC 180-4: Applied Music Laboratory IV

- 1.5 units, Letter, 5 lab, 90:00 TBA, DE
- DA, CSU/UC
- Prerequisite: Placement exam and MUSIC 180-3; Corequisite: MUSIC 184
- Individual instruction in solo vocal or instrumental technique and performance focusing on audition techniques. Content will be further developed in the required co-requisite course, MUSIC 184. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

MUSIC 181: Applied Music I

- 0.5 units, Letter, 1 lab, DE
- DA, CSU/UC, C-ID MUS 160
- Limitation on Enrollment: A success audition on the first day of classes is required for continued enrollment.
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons and recital and jury performances. Parallels the offering for and requirements of UC and CSU music majors.

MUSIC 182: Applied Music II

- 0.5 units, Letter, 1 lab, DE
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 181
- Limitation on Enrollment: A success audition on the first day of classes is required for continued enrollment.
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

MUSIC 183: Applied Music III

- 0.5 units, Letter, 1 lab, DE
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 182
- Limitation on Enrollment: A success audition on the first day of classes is required for continued enrollment.
- This course is designed for students to develop study, practice, and performance skills on a principal instrument

or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

MUSIC 184: Applied Music IV

- 0.5 units, Letter, 1 lab, DE
- DA, CSU/UC, C-ID MUS 160
- Prerequisite: MUSIC 183
- Limitation on Enrollment: A success audition on the first day of classes is required for continued enrollment.
- This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

MUSIC 216-1: Music Theory I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID MUS 120
- Advisory: MUSIC 217-1 and 321
- Music theory is the set of principles used to analyze the construction and perception of music. This course presents the principles of tonality and harmonic function—the tendency of certain types of music to progress toward a central tone or key. Topics will include a stylistic survey of music history, concepts in the sociological and psychological foundations in music, a review of the fundamentals of music, melodic construction, two-part counterpoint, harmonic progression, phrase structure and harmonization. Further application of these topics will be addressed in the corresponding musicianship course.

MUSIC 216-2: Music Theory II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID MUS 130
- Prerequisite: MUSIC 216-1; Advisory: MUSIC 217-2 or 321 or 322
- This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of contrapuntal expansion of tonality. Topics will include the elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase structure. The practical application of these topics will be addressed in the corresponding musicianship course.

MUSIC 216-3: Music Theory III

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID MUS 140
- Prerequisite: MUSIC 216-2; Advisory: MUSIC 217-3 or 323
- This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of chromatic expansion of tonality and an introduction to musical form. Topics will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. The practical application of these topics will be addressed in the corresponding musicianship course.

MUSIC 216-4: Music Theory IV

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID MUS 150
- Prerequisite: MUSIC 216-3; Advisory: MUSIC 217-4 and 324
- This course presents a survey of the principles of musical form used in a variety of styles from the late-nineteenth century on, including folk, classical, jazz, and popular music. Topics will include single-movement forms (binary, ternary, rondo and sonata), folk and popular song forms, extended tertian harmonies, modality, blues harmony, non-diatonic collections, post-tonal techniques, and non-pitch-related structures. The practical application of these topics will be addressed in the corresponding musicianship course.

MUSIC 217-1: Musicianship I

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 125
- Advisory: MUSIC 216-1 and 321
- Musicianship is the ability to perceive and demonstrate musical artistry while reading, dictating and performing music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory I (MUSIC 216-1) is required.

MUSIC 217-2: Musicianship II

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 135
- Prerequisite: MUSIC 217-1; Advisory: MUSIC 216-2 and 322
- This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory II (MUSIC 216-2) is required.

MUSIC 217-3: Musicianship III

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 145

- Prerequisite: MUSIC 217-2; Advisory: MUSIC 216-3 and 323
- This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory III (MUSIC 216-3) is required.

MUSIC 217-4: Musicianship IV

- 1 unit, Letter, 3 lab, DE
- DA, CSU/UC, C-ID MUS 155
- Prerequisite: MUSIC 217-3; Advisory: MUSIC 216-4 and 324
- This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course. Thus, concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory IV (MUSIC 216-4) is required.

MUSIC 261-1: Music Technology Workshop I

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 161 or MUSIC 165
- This is the first in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

MUSIC 261-2: Music Technology Workshop II

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 261-1 or MUSIC 265-1
- This is the second in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

MUSIC 261-3: Music Technology Workshop III

- 3 units, Letter, 2 lec/2 lab, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 261-2 or MUSIC 265-2
- This is the third in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

MUSIC 265-1: Recording Arts Workshop I

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 165
- This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation (DAW) computer applications.

MUSIC 265-2: Recording Arts Workshop II

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 265-1
- This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix.

MUSIC 265-3: Recording Arts Workshop III

- 3 units, Letter, 2 lec/2 lab, 72:00 TBA, DE
- DA, CSU/UC, C-ID CMUS 100 X
- Prerequisite: MUSIC 265-2
- This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques.

MUSIC 271: Songwriters' Workshop I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course offers the student the opportunity to develop skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be presented.

MUSIC 272: Songwriters' Workshop II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- Prerequisite: MUSIC 271

- This class is a continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

MUSIC 273: Songwriters' Workshop III

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- Prerequisite: MUSIC 272
- This class is the final continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

MUSIC 280: The Business of Commercial Music

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course offers the student the opportunity to examine economic opportunities in the music industry. Job opportunities and responsibilities for the performer, arranger, sales manager, audio engineer and other music business related position are explored. Students have the opportunity to research areas of interest and to discuss the music industry with guest speakers.

MUSIC 321: Elementary Piano I

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, C-ID MUS 170
- Family: M02 Music – Piano
- This course provides the student with functional keyboard skills such as note reading, sight-reading, simple improvisations, transpositions, harmonization, technical skills (scales, chords, pedal use, etc.) in addition to learning repertoire on a graded level.

MUSIC 322: Elementary Piano II

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC C-ID MUS 171
- Prerequisite: MUSIC 321
- Family: M02 Music – Piano
- This course expands, refines and further develops the beginning keyboard skills introduced in MUS 321. Upper level beginning to intermediate piano music and skills will be presented which will include: major scales and arpeggios, sight-reading, chord progressions, harmonization and transposition.

MUSIC 323: Elementary Piano III

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC, C-ID MUS 172
- Prerequisite: MUSIC 322
- Family: M02 Music – Piano
- The third course in a four-semester series that develops the student's functional keyboard skills. Sight reading, technique, improvisation, transposition, are introduced and practiced, and graded repertoire is studied. Music majors should enroll in a piano class for each of four semesters or pass a piano proficiency exam.

MUSIC 324: Elementary Piano IV

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 323
- Family: M02 Music – Piano
- The primary function of this four-semester sequence is to provide the student with functional keyboard skills. Sight-reading, technique, repertoire, and functional skills such as improvisation, transposition, and harmonization are stressed. Music majors whose major instrument is not piano must enroll in a piano class each of the four semesters or pass a proficiency exam.

MUSIC 411: Elementary Voice I

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Family: M07 Music – Voice
- In this course the student receives guidance in the learning and presentation of several types and styles of solo song. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements for traditional and commercial music majors.

MUSIC 412: Elementary Voice II

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 411
- Family: M07 Music – Voice
- This course is a continuation of the study of concepts and techniques introduced in MUS 411. Students will develop their technical skills and apply them to new and more challenging repertoire.

MUSIC 413: Elementary Voice III

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 412
- Family: M07 Music – Voice
- This course is a continuation of the study of concepts and techniques introduced in MUS 411 and 412. Students will develop their technical skills and apply them to new and more challenging repertoire.

MUSIC 414: Elementary Voice IV

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC

- Prerequisite: MUSIC 413
- Family: M07 Music – Voice
- In this four-semester sequence the student receives guidance in the learning and presentation of several types and styles of solo songs. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirement of music majors, and to provide voice instruction for candidates working toward teaching credentials.

MUSIC 501: College Choir

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU, UC, C-ID MUS 180
- Advisory: MUSIC 101 and 411
- Limitation on Enrollment: Satisfactory performance in placement audition.
- A choral performance ensemble. Topics will include vocal technique and choral elements such as balance, intonation, diction, and music reading. Repertoire is chosen on the basis of group ability and represents historical and current styles of music. Students are required to perform in public.
- This course may be repeated for credit for a maximum of four enrollments.

MUSIC 650: Beginning Guitar

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Family: M01 Music – Classical Guitar
- This course consists of basic instruction in guitar playing from the beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, and study of basic chords and repertoire.

MUSIC 651: Classical Guitar I

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Family: M01 Music – Classical Guitar
- The first course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes beginning repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

MUSIC 652: Classical Guitar II

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 651
- Family: M01 Music – Classical Guitar
- The second course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes advanced beginning repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

MUSIC 653: Classical Guitar III

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 652
- Family: M01 Music – Classical Guitar
- The third course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

MUSIC 654: Classical Guitar IV

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Prerequisite: MUSIC 653
- Family: M01 Music – Classical Guitar
- The fourth course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

MUSIC 700: Large Ensemble

- 1 unit, Letter, Repeatable, 3 lab, 54:00 TBA, DE
- DA, CSU/UC, C-ID MUS 180
- Prerequisite: Audition
- This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. The course may be offered at times and places to be announced (TBA) for up to 54 hours. Field trips and/or off-campus meetings may be required.
- This course may be repeated for credit for a maximum of four enrollments.

MUSIC 775: Jazz Ensemble

- 1 units, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, C-ID MUS 180
- Prerequisite: Placement audition
- This course provides experience in dance band/studio band performance. Students will rehearse standard and special arrangements with emphasis on sight-reading, intonation, jazz feel and improvisation. Music is prepared for public performances. Proficiency on an appropriate instrument and a successful audition are required for continued enrollment.
- This course may be repeated for credit for a maximum of four enrollments.

NURSING

also see HLTHOCC (Health Occupations)

NURSING 185: Directed Study - Nursing

- 1 unit, P/NP, 1 lec, DE
- DA, CSU
- Corequisite: Current enrollment in a Nursing Program Course with a clinical component.
- Students are encouraged to pursue Directed Study in Nursing under the direction of a supervising instructor. Study is coordinated with current course content and skill development needs, and response to individual learning styles for practice and feedback.

NURSING 302: Mathematics of Drugs and Solutions

- 3 units, Letter, 3 lec, DE
- DA, CSU
- After a review of relevant basic arithmetic, the student will use concepts of higher mathematics to gain knowledge of measurement systems, including apothecary and metric, and techniques, including solving for an unknown, for computing medication dosages, I.V. flow rates, and weight related dosages for children and adults.

NURSING 311: Communication in Nursing

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- Prerequisite: Official admission to the nursing program or experience in nursing permitting advanced placement in the nursing program.
- This course provides theoretical knowledge and practical experience needed by the nursing student to understand and effectively use basic communication skills to interact therapeutically with patients, communicate in groups, institute a teaching-learning plan, and begin the journey to cultural competence.

NURSING 313: Introduction to Nursing Practice

- 4 units, Letter, 1.75 lec/6.75 lab, 121:30 TBA, DE
- DA, CSU
- Advisory: Limitations on Enrollment. Must meet math competency before enrolling in the nursing program. Must be accepted into the Nursing Program.
- This course is an introduction to nursing and will prepare the student to obtain the knowledge, skills, and attitudes to provide care to the hospitalized patient, with a focus on the adult and the mature (gerontologic) patient. It includes an introduction to the hospital environment and standard precautions; use of the simulation lab; basic nursing procedures; and utilization of the nursing process in performance of beginning level assessment and interventions for the following needs according to the Roy Adaptation Model and referred to as the Physiological Modes – Oxygen Needs, Rest & Activity Needs, Nutrition Needs, and Fluid & Electrolyte + Acid-Base Balance Needs. This is the first clinical course of the Associate Degree Registered Nursing Program. After satisfactory completion of the course, the student can function at the beginning nurse aide level.

NURSING 315: Fundamentals of Nursing Process and Practice

- 4 units, Letter, 1.75 lec/6.75 lab, 121:30 TBA, DE
- DA, CSU
- Prerequisite: NURSING 313 and must be enrolled in the nursing program. Advisory: NURSING 118
- This course uses the nursing process to assess adult and older adult needs, plan and implement nursing interventions and evaluate their effectiveness. Calculation and administration of medication, flow rate determination, asepsis and sterile technique, preoperative care, nutritional problem solving, and advanced skills are developed. Principles and practice of therapeutic communication and teaching are utilized. Documentation and legal obligations are focused. There is a practicum included with this course. (After successful completion of this course the student is eligible to complete examination for Certified Nurse Attendant.)

NURSING 318: Patient Care Seminar I

- 2 units, P/NP, 2 lec, DE
- DA, CSU
- Prerequisite: Current enrollment in Nursing Program Course with a clinical component.
- This course is strongly recommended for continuing nursing students enrolled in classes with clinical labs. Sections are course specific. An elective, but strongly recommended, instructor- guided course to facilitate development of knowledge and skills needed to safely assess, plan, and implement patient care. Has individual and group work.

NURSING 321: Nursing Process

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This course introduces the concepts and provides practice experiences to understand and use the nursing process and the Roy Adaptation Model for planning, implementing and evaluating client care. The course is divided into four units: The Roy Adaptation Model, the Nursing Process, and the use of the Nursing Process within the Physiological Mode, and the use of the Nursing Process within the Psycho-Social Modes.
- Other Limitation on Enrollment: Official admission to the Nursing Program or experience in nursing permitting advanced placement in the Nursing Program.

NURSING 323: Nursing Process & Practice in the Care of Adult Client I

- 5 units, Letter, 3 lec/6 lab, DE
- DA, CSU

- Prerequisite: NURSING 311 and 315 and 321. Advisory: NURSING 185
- Other Limitation on Enrollment: Must pass dosage calculation test prior to clinical.
- A passing score on the Mathematics skills test is required for satisfactory clinical performance. Care of the medical-surgical patient with problems of the cardiovascular, peripheral vascular, endocrine, immune and hematological system, and oncological problems is emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

NURSING 325: Nursing Process & Practice in the Care of Adult Client II

- 5 units, Letter, 3 lec/6 lab, 108:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 323; Advisory: NURSING 185
- A passing score on the Mathematics skills test is required for satisfactory clinical performance. This course emphasizes care of the medical-surgical patient with nutritional, elimination, fluid and electrolyte, rest and activity, sensory and regulatory needs, and connective tissue disorders. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.

NURSING 329A: Role Transition LVN to RN

- 1 units, Letter, 1 lec, DE
- DA, CSU
- Prerequisite: ANATOMY 001, PHYSIOL 001, MICRO 020, ENGLISH 101, PSYCH 001, and PSYCH 041.
- Other Limitation on Enrollment: Current California LVN license or experience in nursing permitting advanced placement in the nursing program. Must meet math competency in order to enroll in the nursing program.
- This course is designed to assist the L.V.N. to make a successful transition to role of RN student and pursue a RN license. Content will focus on resources available, role development, learning styles, dosage calculations, and heart, lung and bowel assessment.

NURSING 329B: Role Transition LVN to RN

- 1 units, Letter, 1 lec, DE
- DA, CSU
- Prerequisite: NURSING 329A and current CA LVN license or experience in nursing permitting advanced placement in the nursing program.
- Other Limitation on Enrollment: Current LVN license or experience in nursing permitting advanced placement in the nursing program
- Continues with content to assist the L.V.N. to make a successful transition to the role of R.N. nursing student. Content will focus on critical thinking, documentation of history and assessment, nursing process, and calculation and administration of IV piggyback medications.

NURSING 333: Nursing Process & Practice in Health Care of Women/Families

- 3 unit, Letter, 1.5 lec/4.5 lab, 81:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 325; Advisory: NURSING 318
- Other Limitation on Enrollment: Must pass dosage calculation examination prior to clinical.
- Students experience includes both theory and practice in meeting the health care needs of women, and of the families during childbearing. Psychosocial as well as psychological nursing concepts, including cultural, emotional, developmental and environmental are emphasized. Settings include hospitals, clinics and parent education classes.

NURSING 335: Nursing Process and Practice in the Care of Children

- 3 unit, Letter, 1.5 lec/4.5 lab, 81:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 325. Advisory: NURSING 318.
- Through the utilization of developmental theories (primarily Erikson & Piaget) and the Roy Adaptation Model of Nursing, and QSEN competencies this course focuses on the assessment, identification and nursing interventions of the biopsychosocial problems of children and their families. Nursing action is directed toward the integration of growth and development principles in the care of the child in relation to health-illness continuum. The student will contribute to the development of an optimal environment of the child in the hospital setting, in clinics, and in school facilities

NURSING 339: Nursing Proc & Practice in the Care of the Geriatric Client

- 2 units, Letter, 1 lec/3 lab, 54:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 333 and NURSING 335. Advisory: NURSING 318
- Other Limitation on Enrollment: Must pass dosage calculation examination prior to clinical.
- This course focuses on the Geriatric patient, integrating content of the Roy Adaptation Model and the Nursing Process. Clinical facilities include Long Term Care facilities, Home Health Agencies, and Day Care Centers/Assisted Living Facilities. Intravenous therapy (venipuncture) is introduced in this course.

NURSING 343: Nursing Process & Practice in Psy-Social Adaptation of Client

- 3 units, Letter, 1.5 lec/4.5 lab, 81:00 TBA, DE
- DA, CSU

- Prerequisite: NURSING 339; Advisory: NURSING 318
- Other Limitation on Enrollment: Must pass dosage calculation examination prior to clinical.
- This course is designed to provide neurobiopsychosocial theoretical knowledge correlated with clinical experience in planning and administering evidence-based nursing care to the psychiatric client in the acute care setting. The Roy Adaptation Model is utilized as a framework for assessment within the Nursing Process for client care. Emphasis is placed on holistic care of the client with mental health disorders across the lifespan, via therapeutic communication, incorporating relevant cultural or ethnic considerations.

NURSING 345: Nursing Process & Practice in the Care of Adult Client III

- 3 units, Letter, 1.5 lec/4.5 lab, 81:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 339. Advisory: NURSING 318
- Other Limitation on Enrollment: Must pass dosage calculation examination prior to clinical.
- This course emphasizes the nursing process and the Roy Adaptation model in the care of clients with complex medical-surgical problems. High acuity care settings and the critical care units are utilized.

NURSING 347: Leadership and Management

- 3 units, Letter, 0.5 lec/7.5 lab, 135:00 TBA, DE
- DA, CSU
- Prerequisite: NURSING 343 and 345; Advisory: NURSING 318
- This course includes historical perspectives, current issues, and legal, ethical, professional, and practice factors important to nursing Leadership, management, and communication factors pertinent to patient care are discussed. A four week full-time clinical preceptorship utilizing selected R.N. preceptors is performed in an acute hospital setting for a total of 136-144 hours.

NURSING 364: Pharmacology

- 3 units, Letter, 3 lec/0 lab, DE
- DA, CSU
- Prerequisite: ANATOMY 001 and PHYSIOL 001
- This course provides an understanding of basic pharmacology and the standards, policies, and regulations involved in medication administration. A brief review of the math concepts involved in the calculations of dosage is included. The course focus is on drug classifications, pharmacodynamics, chemical interactions, toxicology and the use of the nursing process in medication administration.

NRS-HCA (Nursing Health Care Ancillary)

NRS-HCA 399A: Nurse Assistant Training Program

- 6 units, Letter, 3 lec/6 lab, DE
- DA, CSU
- This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in the long-term care facility. Emphasis is given to safety principles, infection control, methods for providing physical care, emotional and social support. After the successful completion of this course, the student will be eligible to apply for certification and to take the State of California Certified Nurse Assistant examination.

NRS-HCA 399B: Home Health Aide Training Program

- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- Prerequisite: NRS-HCA 399A and valid CNA license
- This combined lecture/lab course teaches the student the theory and clinical skills needed to work with clients in the home care setting. Emphasis is given to safety principles and to methods for providing physical care and emotional and social support. Upon successful completion of this course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

OCEANO (Oceanography)

OCEANO 001: Introduction to Oceanography

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A
- This course introduces the student to the field of physical oceanography. Major topics include Plate Tectonics and features of the seafloor, islands, and coastlines, properties of seawater, waves, tides, currents, marine resources and pollution, and the effects of oceanographic factors on marine life. Field trips to coastal areas are made.

OCEANO 010: Physical Oceanography Laboratory

- 1 unit, Letter, 0 lec/3 lab, DE, Honors
- DA, CSU/UC, CSUGE B3, IGETC 5C
- Prerequisite or Corequisite: OCEANO 001
- This course introduces the student to the tools of oceanography and what is being used in oceanographic research today. The student will also learn analytic techniques used to study oceanographic features, seawater properties, currents, tides, and waves. Field trips to coastal southern California are made.

OCEANO 012: Lectures in Marine Biology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B2, IGETC 5B
- This course investigates the intertidal and offshore habitats. Included in the course is the study of marine plants and animals; their morphology, physiology, symbiotic relationships, ecology and issues of pollution and economic uses. Field trips and special projects are among the class activities.

OLD ADL (Older Adults)

OLD ADL 057CE: Adventures in Theater

- 0 units, Non-credit, No Grade Given, Repeatable, 2 lec, DE
- NC, NDA
- This class explores the development of a play from paper to performance. You will be guided from the backstage to the front stage while tracing the life cycle of a play from the hands of the playwright through auditions, rehearsals, and performance.

OLD ADL 501CE: Community Chorus

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lab, DE
- NC, NDA
- This course provides the opportunity for members of the community to participate in the rehearsal and performance of choral music in an ensemble setting.

OLD ADL 700CE: Community Large Ensemble

- 0 units, Non-credit, Pass/No Pass, Repeatable, 3 lab
- NC, NDA
- Designed for older adults and returning students, this course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. The course may be offered at times and places to be announced (TBA) for up to 54 hours. Field trips and/or off-campus meetings may be required.

OLD ADL 775CE: Community Jazz Band

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lab, **DE**
- NC, NDA
- This course provides the opportunity for members of the community who are experienced jazz musicians to participate in the rehearsal and performance of jazz repertoire in an ensemble setting.

PARENT (Parenting)

PARENT 021CE: Family Development and Communication

- 0 units, Non-credit, Pass/No Pass, Repeatable, 12 lecture hours total, DE
- NC, NDA
- This class is designed for students to explore the complex nature of the family. Understanding family roles and cultural beliefs is an integral part of this class. Family communication styles and good communication strategies are reviewed and practiced. Positive parenting skills are taught and reviewed. A notebook of community resources for strengthening families is created.

PARENT 022CE: School, Work and Family Balance

- 0 units, Non-credit, Pass/No Pass, Repeatable, 12 lecture hours total, DE
- NC, NDA
- This course will address issues related to today's modern family. Roles and responsibilities of family members will be discussed. Setting reasonable expectations on family members and learning to structure daily life will be discussed. The importance of clear family routines and boundaries with be explored. Understanding family and child development stages will be reviewed. Creating a plan for a safe, stable family environment will be developed. The importance of cultural beliefs and parenting styles will be discussed. Personal parenting goals will be set as well as appropriate goal setting strategies for children. Family stressors will be identified and community resources and supports will be explored.

PHILOS (Philosophy)

PHILOS 001: Introduction to Philosophy

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID PHIL 100
- This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind.

PHILOS 006: Logic in Practice

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3, IGETC 1B, C-ID PHIL 110
- Prerequisite: English 101, 101X, 101Y, or 101Z
- This course is an introduction to critical thinking and critical writing. The students have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical writing strategies. Sam[le arguments from philosophy and culturally diverse sources in other disciplines are analyzed.

PHILOS 009: Symbolic Logic I

- 3 units, Letter, 3 lec, DE
- DA, CSU, C-ID PHIL 210
- Students analyze techniques for representing truth-functional statements using letters and symbols, determining the validity of arguments using such statements, and demonstrating validity through formal

proofs using a natural deduction system. Covers both sentential and predicate logic.

PHILOS 020: Ethics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID PHIL 120
- Philosophy 20 is a study of the basic principles of moral evaluation and issues of ethical theory, and their application to contemporary moral and social issues. The primary emphasis in the course is in aiding students in developing critical abilities in moral evaluation. The scope of this introductory ethics course will include metaethics, normative ethics, social ethics, applied ethics, and personal ethics.

PHILOS 033: Comparative Survey of World Religions

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course focuses on the philosophical evaluation of religion. Students will critically examine arguments concerning the origin of religions, supernatural experiences, and the existence of God. This course presents a historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues.

PHYS ED (Physical Education)

see KIN, KIN ATH, and KIN MAJ (Kinesiology, Kinesiology – Athletics, and Kinesiology – Major)

PHYS SC (Physical Science)

PHYS SC 001: Physical Science I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1, IGETC 5A
- This course introduces astronomy, chemistry, geology and physics in an interdisciplinary approach. The fundamental concepts and principles of each discipline are developed to allow the student the opportunity to gain an understanding of both science and the scientist's viewpoint.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYS SC 014: Physical Science Laboratory

- 1 unit, Letter, 2 lab, **DE**
- DA, CSU/UC, CSUGE B3, IGETC 5B
- Prerequisite or Corequisite: PHYS SC 001
- This course covers the study of nature through experiments in physics, geology, chemistry and astronomy.

PHYSICS

PHYSICS 006: General Physics I

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, PHYSICS 006 = C-ID PHYS 105, PHYSIC 006 + 007 = C-ID PHYS 100 S
- Prerequisite or Corequisite: MATH 240
- This is the first of two trigonometry based physics courses presenting topics in mechanics of solids and fluids, heat and thermodynamics, vibrations and waves.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYSICS 007: General Physics II

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, PHYSICS 006 + 007 = C-ID PHYS 100 S
- Prerequisite: PHYSICS 006
- This is second of two trigonometry based physics courses presenting topics in light, electricity, magnetism and an introduction to modern physics.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYSICS 011: Introductory Physics

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C
- Prerequisite: MATH 115. This course is not open for credit to students who have credit in PHYSICS 006.
- This course introduces the principles of general physics emphasizing algebra-based computations. Topics include mechanics, heat, sound, light, electricity, magnetism and modern physics.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYSICS 037: Physics for Engineers and Scientists I

- 5 units, Letter, 4 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, C-ID PHYS 205, PHYSICS 037 + 038 + 039 = C-ID PHYS 200 S
- Prerequisite: MATH 265 or Corequisite: MATH 265
- First course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include Newton's three laws of motion, energy, momentum, rotational motion, gravitation and thermodynamics.

- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYSICS 038: Physics for Engineers and Scientists II

- 5 units, Letter, 4 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, C-ID PHYS 210, PHYSICS 037 + 038 + 039 = C-ID PHYS 200 S
- Prerequisite: PHYSICS 037 and MATH 266, or Prerequisite PHYSICS 037 and Corequisite MATH 266
- Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

PHYSICS 039: Physics for Engineers and Scientists III

- 5 units, Letter, 4 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B1 & B3, IGETC 5A & 5C, C-ID PHYS 215, PHYSICS 037 + 038 + 039 = C-ID PHYS 200 S
- Prerequisite: PHYSICS 037 and MATH 266, or Prerequisite PHYSICS 037 and Corequisite MATH 266
- Third course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include wave phenomena, electromagnetic radiation, relativity, quantum mechanics and nuclear physics.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

PHYSIOL (Physiology)

PHYSIOL 001: Introduction to Human Physiology

- 4 units, Letter, 3 lec/3 lab, DE
- DA, CSU/UC, LACCDGE A, CSUGE B2 & B3, IGETC 5B & 5C, C-ID BIOL 120 B
- Prerequisite or Corequisite: CHEM 065
- This course provides a basic understanding of the physiological processes with a focus on the human body. Basic concepts of cell structure, membrane transport and membrane potential are integrated within the concept of homeostasis involving various body systems: nervous, sensory, endocrine, muscular, cardiovascular, immune, respiratory, excretory, digestive and respiratory.

POL SCI (Political Science)

POL SCI 001: The Government of the United States

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B1 or B2, CSUGE D, US2 & 3, IGETC 4, C-ID POLS 110
- This is an introductory course in the principles and problems in the national, state, and local areas. This course meets California State University requirements for United States Constitution and California state and local government.

POL SCI 002: Introduction to Comparative Politics

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID POLS 130
- An introduction to the comparative analysis of political systems, including their histories, political institutions and processes, political cultures, and public policies. Theoretical issues are included. Britain, France or Germany, Russia, China and Japan or India are studied, as well as Mexico, Brazil, Nigeria, South Africa, or Iran.
- *Prior to Fall 2021, the title of this course was Modern World Governments.*

POL SCI 003: Introduction to Political Science

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID POLS 150
- This course is an introduction to politics and political science: power, democracy and authoritarianism, political participation, the state, political institutions, subfields of the discipline, and political research methodology.

POL SCI 004: Introduction to State and Local Governments

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- This general survey course introduces the student to the various functions, structures and services of California government, its relations to local governments, and their interrelationships with the federal government.

POL SCI 005: The History of Western Political Thought

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, , IGETC 4, C-ID POLS 120
- This course offers an introduction to the most important political theories and ideas from the time of the ancient Greeks to the present day. The course explores the various relationships and connections that exist between political theory and political practice.

POL SCI 007: Introduction to International Relations

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID POLS 140
- An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.
- *Prior to Fall 2021, the title of this course was Contemporary World Affairs.*

POL SCI 030: The Political Process

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B1 & B2, CSUGE D, US2 & 3, IGETC 4
- This course surveys the nature and foundation of the democratic order. Specific focus is placed on traditional democratic theory, the contrasting philosophies of the Framers of the Constitution, and the impact of the decentralized, federal structure on the political processes of the United States.

POL SCI 050: Introduction to Research in Political Science

- 3 units, Letter, 3 lec, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, , IGETC 4, C-ID POLS 160
- This course surveys the research methods employed in political science. Research design, experimental procedures, descriptive methods, instrumentation, and the collection, interpretation, and reporting of research data, and the ethics of research are introduced.

PROFBKG (Professional Baking)

See also CLN ARTS (Culinary Arts)

PROFBKG 100: Principles of Baking & Pastry Skills I

- 3 Units, Letter, 1 lec/6lab, DE
- DA Prerequisite OR Corequisite: CLN ART 117
- Corequisite: PROFBKG 110
- Advisory: VOC ED 540 and VOC ED 542
- Students will be introduced the fundamental techniques of baking and pastry. Including quick breads, pies, pate a choux, tarts, cakes, and cookies. An emphasis will be placed on learning the correct mixing methods, ingredient terminology, the role of leavening agents, starches, chemical reactions of ingredients - and the effect of heat and cold on baked goods. Recipes, ingredient selections, and menu development will be an essential theme of this class.

PROFBKG 110: Principles of Bread and Artisan Bread I

- 3 Units, Letter, 1 lec/6lab, DE
- DA Prerequisite Or Corequisite: CLN ART 117
- Corequisite: PROFBKG 100
- Advisory: VOC ED 540 and VOC ED 542
- Students will be introduced the fundamental techniques of baking and pastry. Including quick breads, pies, pate a choux, tarts, cakes and cookies. An emphasis will be placed on learning the correct mixing methods, ingredient terminology, the role of leavening agents, starches, chemical reactions of ingredients – and the effect of heat and cold on baked goods. Recipes, ingredient selections, and menu development will be an essential theme of this class.

PROFBKG 122: Artisan Breads, Specialty Breads

- 6 Units, Letter, 3.75 lec/6.75 lab
- DA
- Prerequisite: PROFBKG 100 and PROFBKG 110; Corequisite: PROFBKG 132
- Overview of making and preparing artisinal bread: lean yeast, rich yeast, rolled-in/laminated doughs, and advanced quick breads. Recognize formulas and demonstrate the ability to alter formulas in yeast, rolledin, and quick bread formulas central to this class. View bread baking from an artisan perspective. Explore the fundamentals of baking science: How a formula works including changes of yields and altering percentages of ingredients in formulas to produce desired results are stressed. Work on increasing productivity, speed and accuracy is continued in this class.

PROFBKG 130: Chocolate, Confections, Deco & Showpieces

- 3 Units, Letter, 1 lec/6lab, DE
- DA
- Prerequisite: PROFBKG 122, and PROFBKG 132
- Corequisite: PROFBKG 135
- This class applies procedures and techniques for preparing advanced pastry techniques used in the professional industry. Students will prepare and demonstrate various advanced artisanal confectioner theories, formulas and ingredients used in Molded and tempered chocolate, confections, chocolate and sugar show pieces, marzipan, nougatine, and pastillage will be prepared and evaluated.

PROFBKG 132: Multi-Component Desserts and Pastries

- 6 Units, Letter, 3.75 lec/6.75 lab
- DA
- Prerequisite: PROFBKG 100 and PROFBKG 110
- Corequisites: PROFBKG 122
- Students will discuss and demonstrate contemporary style multi-component plated restaurant style desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

PROFBKG 135: Specialty Cakes

- 3 Units, Letter, 1 lec/6lab, DE
- DA
- Prerequisite: PROFBKG 122, and PROFBKG 132.
- Corequisite: PROFBKG 130
- This class applies procedures and techniques for preparing classical, specialty, modern, wedding and occasional cakes. Methods of preparation for cakes, icings, buttercreams, fondant, gum paste and modeling chocolate decorations are explored and practiced in-depth for evaluations. Students will also prepare a variety of cakes and decorations in an industry production setting.

PSYCH (Psychology)

PSYCH 001: Introductory Psychology

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID PSY 110

- This course covers a basic introduction to the scientific study of human behavior including emotion, motivation, growth & development, learning & memory, personality, intelligence, sensation, perception, social psychology, biology of behavior, abnormal behavior, and mental health. Relevant areas such as dreams, interpersonal communication, sexuality, aging, death, creativity, multi-cultural diversity, and stress are also presented.

PSYCH 002: Biological Psychology

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE A, CSUGE B2, IGETC 5B, C-ID PSY 150
- Prerequisite: PSYCH 001
- This course is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, and the central nervous system, the muscular effectors, the glandular effectors, the physiological aspects of motivation, learning, emotion, memory, and other higher brain functions.

PSYCH 003: Personality and Social Development

- 3 units, Letter, 3 lec, DE
- DA, CSU,UC, LACCDGE E1, CSUGE E, C-ID PSY 115
- This course is a study of personal development and adjustment in society as well as the psychosocial and cultural influences on childhood, adolescence, and adulthood. Emphasis on the application of psychological research and theories to the development of social skills and personal adjustments as well as practical approaches to problems of personal development and social relationships will be examined.

PSYCH 010: Behavioral Research Methods

- 4 units, Letter, 4 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, C-ID PSY 200
- Prerequisite: PSYCH 001 and MATH 227 or MATH 227S or STAT 001 or STAT 001S; Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course is an introduction to research design and statistical analysis for the behavioral sciences with a focus on the application of the philosophy of science and the scientific method. Students learn to design and conduct research, analyze data using descriptive and inferential statistics, and report results using the American Psychological Association format. The hands-on approach to this course exposes students to the challenges and skills involved in actively participating on a research team while conducting their own independent research projects.

PSYCH 014: Abnormal Psychology

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID PSY 120
- Prerequisite: PSYCH 001
- This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal and ethical issues of psychopathology are included.

PSYCH 015: Adult Development and Aging

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- Prerequisite: PSYCH 001
- This course examines the specific age stages of adult development and aging using a biopsychosocial framework. Topics to be covered include social cognition in adulthood, gender role and personality development across the lifespan, adaptive coping, intimacy, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them are explored. These issues include physical health, mental health, health care policy, caregiving, dependency and positive aging strategies.

PSYCH 041: Life-Span Psychology: From Infancy to Old Age

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID PSY 180
- Prerequisite: PSYCH 001
- This course presents the psychosocial development of the person from the pre-natal period to old age and death. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human development. Topics covered in this course include physical development, intelligence, personality, self-concept, and social roles, tasks, changes, and adjustments related to each phase of the life-span.

PSYCH 042: Industrial Organizational Psychology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course is an introduction to the theories, methods, findings and applications of Industrial/Organizational Psychology. Topics include an introduction to the methods, practices, research, and theories necessary to the scientific study of the attitudes and behaviors of employees and employers; interpersonal relationships in the workplace; the structure of organizations and organizational policies; the complex processes of motivation and leadership; individual and organizational performance; and the match between people and jobs.

PSYCH 052: Psychological Aspects of Human Sexuality

- 3 units, Letter, 3 lec, DE
- DA, CSU, UC, C-ID PSY 130
- Prerequisite: PSYCH 001

- Students information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences, and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphiliac, prostitution, rape, and pornography.

Effective Date: Spring 2023

PSYCH 066: Introduction to Critical Thinking

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE A3, IGETC 1B
- Prerequisite: ENGLISH 101, 101X, 101Y, 101Z
- The emphasis of this course is the development of critical thinking skills through written argumentation and analysis of psychology-related issues. Students will learn about the common errors of human cognition that hinder critical thinking, the common fallacies of reasoning, recognizing opinion versus facts, and analyzing arguments. The focus of this course is on applying critical thinking skills to study contemporary issues related to human behavior and writing effective logical arguments.
- Students are expected to engage in 6 hours per week completing learning activities outside the regular contact hours.

PSYCH 076: Data Visualization in the Social Sciences

- 4.0, Letter, DE
- DA, CSU, UC
- Prerequisite: STAT 001 or STAT 101
- Introduction to quantitative data across social sciences, including organizing data, describing data sets, graphing, and visual reasoning. Examples will be drawn from Communications, Political Science, Psychology, Sociology, and other disciplines.

PUB REL (Public Relations)

See also Journalism

PUB REL 001: Principles of Public Relations

- 3 units, Letter, 3 lec, DE
- DA
- Students evaluate public relations as a growing profession. Students look at the job opportunities for the practitioner, internal and external PR and investigate relationships with the media, organizing and executing campaigns and tie-ins with marketing. The use of social media, photography, graphics and video/audio components for campaigns is studied.

REAL ES (Real Estate)

REAL ES 001: Real Estate Principles

- 3 units, Letter, 3 lec
- DA, CSU
- This course examines the basic laws and principles of California Real Estate. It provides the background and terminology required for all Real Estate Agent License applicants and for advanced study.

REAL ES 003: Real Estate Practices

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course stresses day-to-day operations in real estate sales and brokerage activities. Subject areas include listing, prospecting, advertising, financing, sales techniques, escrow and ethics. This course is required by the California Department of Real Estate before a licensee with a conditional license can receive an unconditional license.

REAL ES 005: Legal Aspects of Real Estate I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course is a study of California real estate law. Areas covered include property ownership, transfer of title, contract law, agency law, landlord/tenant law, probate proceedings, the Department of Real Estate regulation of licensees, taxation of real estate, foreclosures, escrow and title insurance and recent legislation.

REAL ES 007: Real Estate Finance I

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course stresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also emphasized.

REAL ES 014: Property Management

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course partially satisfies the educational requirements of the Department of Real Estate. It explains the principles, laws, and ethics relating to property management. This course emphasizes the principles of real estate property management including the basic foundation for pursuing the field of property management. Topics covered include history, preparing your business real estate leases and clauses, ethics, maintenance procedures, records, and advertising for both residential and commercial properties.

RBT (Registered Behavior Technician)

RBT 001: Registered Behavior Tech: Knowledge Skills and Clinical Applications

- 3 units, Letter, 2 lec/2.25 lab
- DA, CSU
- Introduces the core tasks that are likely to be performed by behavior technicians: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice. Presents evidence-based instruction on behavioral concepts, procedures for skill acquisition, strategies for problem behavior reduction, and professional and ethical

conduct with an opportunity to apply concepts learned to perform fundamental skills of a Registered Behavior Technician under the direction and supervision of a Board Certified Behavior Analyst or Board Certified Assistant Behavior Analyst.

SERVLRN (Service Learning)

SERVLRN 100-1: Introduction to Service Learning I

- 1 unit, P/NP, 0.5 lec/1 lab, 27:00 TBA, DE
- DA, CSU
- Corequisite: enrollment in any class
- This is an activity course in which students provide service to public and private agencies. It emphasizes course content while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated with and enhances the curriculum of the students by applying course content and classroom learning in courses with service learning components. This course may be scheduled at times to be arranged (TBA) for a minimum of 27:00 hours.

SERVLRN 100-2: Field Work in Service Learning

- 1 unit, P/NP, 0.5 lec/1 lab, 18:00 TBA, DE
- DA, CSU
- Prerequisite: SERVLRN 100-1
- This project-based activity course is a continuation of Service Learning 100-1 that will further foster students' sense of social responsibility and civic duty. Students will engage in group service projects, project creation, fundraising or other community service-related projects. This course will integrate, enhance and connect course content from the student's major area of study with community service applying leadership, communication, and collaboration competencies. This course may be scheduled at times to be arranged (TBA) for a minimum of 18:00 hours.

SOC (Sociology)

SOC 001: Introduction to Sociology

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOCI 110
- This course provides an introduction to the general principles of sociology, emphasizing social organization, change and interaction. Reference is made to varied world cultures with concentration upon social institutions in our own society. Topics include culture, status, role, personality, socialization, social groups, social power, family, social stratification, collective behavior, and social change.

SOC 002: American Social Problems

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOC 115
- An identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary.

SOC 003: Crime and Delinquency

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOC 160
- Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations: includes programs for prevention, correction, and rehabilitation.

SOC 004: Sociological Analysis

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOCI 120
- Prerequisite: SOC 001
- This class is an introduction to the scientific study of social phenomena. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students analyze specific data collected in the field.

SOC 011: Race and Ethnic Relations

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOCI 150
- Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as we as historical and contemporary patterns of interactions between various racial and ethnic groups.

SOC 012: Marriage and Family Life

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOCI 130
- Sociological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes.

SOC 021: Human Sexuality

- 3 units, Letter, 3 lec, **DE**
- DA, CSU/UC, LACCDGE E1, CSUGE E, IGETC 4
- This course provides a comprehensive introduction to the cultural, behavioral, psychosocial, and biological aspects of human sexuality in a way that is meaningful to students. Topics will also include AIDS, physical and emotional orgasmic response, myths, sexual variance and dysfunction, gender identity, gender roles, communication about sex, love. Improving sexual satisfaction, sexuality throughout life cycle and cross-cultural variations in sexual expression.

SOC 031: Sociology of Gender

- 3 units, Letter, 3 lec, DE, Honors
- DA, CSU/UC, LACCDGE B2, CSUGE D, IGETC 4, C-ID SOCI 140
- Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they "do" and practice gender.

SPANISH

SPANISH 001: Elementary Spanish I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 6A, C-ID SPAN 100
- This course stresses the mastery of Spanish fundamentals. Particular emphasis is placed upon developing the student's ability to read, write, speak, and understand simple, idiomatic Spanish, including pronunciation, vocabulary, and elementary grammar.

SPANISH 002: Elementary Spanish II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B & 6A, C-ID SPAN 110
- Prerequisite: SPANISH 001 or SPANISH 022
- This course stresses the mastery of speaking and understanding. Emphasis is also placed on correct pronunciation, vocabulary, and sentences structure. Reading and writing of basic Spanish are also further developed. Introduction to Hispanic culture.

SPANISH 003: Intermediate Spanish I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B & 6A, C-ID SPAN 200
- Prerequisite: SPANISH 002
- A thorough review of Spanish grammar is given in this course along with an introduction to advanced grammatical concepts. Emphasis is also placed on the development of the student's ability to express written and oral language, vocabulary building, reading comprehension, and increasing proficiency in pronunciation.

SPANISH 004: Intermediate Spanish II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B & 6A, C-ID SPAN 210
- Prerequisite: SPANISH 003
- This course is a continuation of Spanish 3. Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works where the focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures and stylistics and the use of idiomatic expressions will also be developed.

SPANISH 012: Survey of Mexican Literature

- 3 units, Letter, 3 lec, de
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B
- This course includes a presentation of Mexican and Chicano/Chicana literary works of various genres with emphasis on the 20th century. Works will be explored for their literary elements and their historical and socio-political context, as well as the influence they have had on contemporary society and issues of equity and social justice. Students will read the texts in English. Lecture is also in English.

SPANISH 021: Fundamentals of Spanish I

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2
- This course is for absolute beginners. It covers the first half of Spanish 1. Offers an introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and the use of idiomatic expressions. It stresses the ability to understand, read, write, and speak simple Spanish. Introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 021 and 022 together are equivalent to Spanish001.
- Only available as Contract Education for high school students.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

SPANISH 022: Fundamentals of Spanish II

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 6A
- Prerequisite: SPANISH 021
- This course is a continuation of Spanish 21. It covers the second half of Spanish 1. It introduces the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. Furthermore, it stresses the ability to understand, read, write, and speak simple Spanish and introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish1. Both Spanish 21 and 22 must be taken for UC:CSU Credit.
- Only available as Contract Education for high school students.

- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

SPANISH 035: Spanish for Spanish Speakers I

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 6A
- Other Limitations on Enrollment: Students should be native Spanish speakers or pass a Placement Exam.
- This course addresses the needs of the native Spanish speaking student. It focuses on the acquisition of a solid grammar base, vocabulary enrichment, spelling, reading, and writing skills. Also included is a study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization.

SPANISH 036: Spanish for Spanish Speakers II

- 5 units, Letter, 5 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C2, IGETC 3B, C-ID SPAN 220
- Prerequisite: SPANISH 035
- Other Limitations on Enrollment: Students should be native Spanish speakers or pass a Placement Exam.
- This course is a continuation of Spanish 035. It completes the study of grammar, vocabulary, and continues the development of reading and writing skills. Further course study of linguistic variants in the Spanish language and of Spanish and Latin American literature, culture, and civilization

SPANISH 101: Spanish Language Laboratory

- 1 unit, P/NP, 2 lab, 36:00 TBA, DE
- DA, CSU
- An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio and online materials. Students must complete 36 hours for credit. This course may be scheduled at times to be arranged (TBA) for a minimum of 36:00 hours.
- Only available as Contract Education for high school students.

SPANISH 185: Directed Study - Spanish

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This course allows the student to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

SPEECH (Speech Communications)

see COMM (Communication Studies)

STAT (Statistics)

also see MATH (Mathematics)

STAT 001: Elementary Statistics I for the Social Sciences

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID MATH 110, C-ID SOCI 125
- Prerequisite: MATH 125 or 125S
- Introduces fundamental tools of quantitative methods in research: the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics in this course include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.
- UC limits how much credit you can receive for taking this course. See "UC Credit Limitations" section of this catalog for information.

STAT 001S: Elementary Statistics I for the Social Sciences with Support

- 3 units, Letter, 3 lec/1 lab, DE
- DA, CSU/UC, LACCDGE D2, CSUGE B4, IGETC 2A, C-ID SOCI 125
- Prerequisite: MATH 125 or 125S
- Introduces fundamental tools of quantitative methods in research: the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics in this course include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education

STAT 101: Statistics for the Social Sciences

- 4 units, Letter, 4 lec, DE
- DA, CSU, UC
- Prerequisite: Eligibility met to enroll in transfer-level math/statistics
- This course focuses on data collection, hypothesis testing and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

STAT 185: Directed Study - Statistics

- 1 unit, Letter, 1 lec, DE
- DA, CSU
- This course allows students to pursue Directed Study in Statistics/Psychology on a contract basis under the direction of a supervising instructor

SUPV (Supervision)

SUPV 001: Elements of Supervision

- 3 units, Letter, 3 lec, DE
- DA, CSU
- This course presents the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality-quantity control, and management-employee relations.

THEATER

also see OLD ADL (Courses for Older Adults)

THEATER 100: Introduction to the Theater

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, LACCDGE C, CSUGE C1, IGETC 3A, C-ID THTR 111
- Students will survey and appreciate the art of theatre. The students are provided a wider basis for both evaluation and enjoyment of the theatrical experience. Students examine all elements of live theatre, its cultural and historical background, the contributions of various theatre artists, and its overall purpose and influence within our society. Students explore all aspects of play production: playwriting, directing, acting, criticism, theatre architecture, set design, costume design, lighting design, and the role of the audience.

THEATER 110: History of the World Theater

- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCDGE C, CSUGE C2, , IGETC 3B, C-ID THTR 113
- Advisory: ENGLISH 101 or 101X or 101Y or 101Z
- This course studies the history and development of theatre and drama, from the 5th century to the 17th century. From pre-civilization to the present day, theatre has served a variety of functions within different cultures and societies. Throughout history we can see how the theatre changes in response to the changing needs and concerns of a given culture. Our goal for this course is to help you begin to understand and articulate the relationship between theatre and society.

THEATER 114: Script Analysis

- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID THTR 114
- THEATER 114 introduces students to in-depth methods of reading, analyzing and conceptualizing play scripts in a variety of genres and styles intended for production. Students investigate and apply techniques used by directors, actors, designers, playwrights and critics in their efforts to translate a text into a performance, to move imaginatively from the page to the stage; students develop through hands-on creative projects and interpretive presentations a thorough-going grasp of what scripts mean to the professional theatre artist and to the theatre-goer as distinct from other forms of literature.

THEATER 232: Play Production II

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA, DE
- DA, CSU/UC
- Family: T13 Theater – Student Performance
- Training and Practice are given in all phases of mounting plays for stage and television. Topics considered are plays selection, organization, directing, performance, costume, and scenery designing, construction, and lighting. This course may be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

THEATER 250: Children's Theater Production

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA, DE
- DA, CSU/UC
- Family: T11 Theater – Theater in the Commu
- Experience is given in the acting, directing, and producing of children's plays for public presentation. This course may be scheduled at times to be arranged (TBA) for a minimum of 108:00 hours.

THEATER 270: Beginning Acting

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID THTR 151
- Family: T02 Theater – Acting Study & Prof
- Students learn the fundamentals of acting theory and practice. Relaxation, concentration, physical and vocal expressiveness, improvisation, scene and monologue performances, acting terminology, script analysis, and character development are the primary areas of focus. This course prepares students for subsequent acting courses and fulfills one of the requirements for production classes.

THEATER 271: Intermediate Acting

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC, C-ID THTR 152
- Prerequisite: THEATER 270
- Family: T02 Theater – Acting Study & Prof
- Acting principles are expanded and applied in staged scenes. The emphasis in on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

THEATER 275: Scene Study

- 2 units, Letter, 1 lec/2 lab, DE

- DA, CSU/UC
- Family: T02 Theater – Acting Study & Prof
- In this class, students engage in scene work from plays that range across the entire spectrum of dramatic literature--contemporary, classical, and everything in between. The focus shifts from the actor's individual approach to the actor as collaborator. The aim is to engender the kind of playing together that is at the heart of the live theater experience, the kind of teamwork that delights audiences--who like to describe the connection they see happening between actors as 'chemistry.' In text analysis, tablework, scenework, improvisation and exercise, the course will guide the student actor to identify and promote a rehearsal process which works to create that connection.

THEATER 279: Musical Theater

- 2 units, Letter, 1 lec/2 lab, DE
- DA, CSU/UC
- Family: T06 Theater – Musical Theater
- A performance class which integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

THEATER 280: Musical Theater Workshop I

- 3 units, Letter, 6 lab
- DA, CSU/UC
- Family: T06 Theater – Musical Theater
- Students will receive practical experience in using techniques and principles of acting in the musical theatre and will culminate with a live performance before an audience. Emphasis will focus on the development of acting, singing, and movement skills. Students are advised to have some knowledge of reading music and vocal singing ability. Study culminates in a performance in the intercollegiate competition known as American College Theater Festival.

THEATER 291: Rehearsals and Performances I

- 1 unit, Letter, Repeatable, 3 lab, DE
- DA, CSU/UC, C-ID THTR 191
- Family: T07 Theater – Ensemble Performance
- In this course students are actively involved in the production of a Theatre department play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theatre and back stage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates. Study culminates in a college public performance entered in the American College Theatre Festival.
- This course may be repeated for credit for a maximum of four enrollments.

THEATER 292: Rehearsals and Performances II

- 2 units, Letter, Repeatable, 6 lab, 108:00 TBA, DE
- DA, CSU/UC
- Family: T07 Theater – Ensemble Performance
- Students are actively involved and continue honing skills in the production of a Theater department play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theater and back stage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates. Study culminates in a college public performance entered in the American College Theater Festival.
- This course may be repeated for credit for a maximum of four enrollments.

THEATER 300: Introduction to Stage Craft

- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID THTR 171
- An introduction to technical theater and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.

THEATER 301: Stage Craft

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC, C-ID THTR 171
- Prerequisite: THEATER 300
- This course is an intermediate level and laboratory practice of technical theater, including the creation of scenic elements and solving the practical problems involved in all technical aspects of mounting a stage production. Areas of concentration include painting techniques, set construction, set movement, prop construction, backstage organization, lighting hang and focus, and basic sound set up.

THEATER 305: Introduction to Design for Theater

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Students are introduced to a survey of scenery, lighting, sound, props, costumes and make-up, theatrical equipment, and construction techniques through demonstration and laboratory experience.

THEATER 310: Introduction to Theatrical Lighting

- 3 units, Letter, 3 lec
- DA, CSU/UC, C-ID THTR 173

- This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design.

THEATER 315: Introduction to Theatrical Scene Design

- 3 units, Letter, 3 lec
- DA, CSU/UC
- Students explore the training, practice, and problem-solving skills of designing scenery for the stage. The students engage in concept design development, construction and painting techniques, sketching and rendering media skills, and model making. In addition, students will be introduced to the use of the Vectorworks computer program for drafting and rendering a scenic design.

THEATER 323: Stage Management and Production

- 3 units, Letter, 3 lec, DE
- DA, CSU/UC
- This course is a study of stage managerial practices and procedures. Students will study the organization of theatrical and multi-media production and the various aspects which interconnect in the production process.

THEATER 325: Advanced Stage Craft

- 3 units, Letter, 2 lec/2 lab
- DA, CSU/UC
- Prerequisite: THEATER 301
- This course will provide the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theater technician in all the specialty areas. The process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainment medias is covered. The direct outcome is to prepare the student for work in the behind the scenes of the entertainment industry.

THEATER 342: Technical Stage Production

- 2 units, Letter, Repeatable, 6 lab
- DA, CSU/UC
- Students work in all aspects of play production in terms of study and laboratory practice, including stage management, lighting, sound, special effects, scenic construction, painting, designing, and the use of stage equipment. This course offers practical experience in stage crew and technical production. Study culminates in a college public performance entered in the American College Theatre Festival.
- This course may be repeated for credit for a maximum of four enrollments.

THEATER 550: Multimedia Production for the Stage

- 2 units, Letter, 6 lab, DE
- DA, CSU/UC
- Students taking this course will develop theater skills including: video camera operation, video studio operation, telecommunication technology, and other ways of incorporating digital technology into the performing arts. Focus of this course will be on collaborative productions with other campuses within the United States and international sites. *Effective Spring 2022*

TUTOR (Tutoring)

TUTOR 001T: Supervised Tutoring

- 0 units, Non-credit, No Grade Given, Repeatable, 20 lab, 360:00 TBA, DE
- NC, NDA
- Prerequisite: Referred by instructor or counselor per Title 5 Section (58170 e.)
- Upon faculty/counselor referral, student will receive tutoring in designated subject areas using course textbooks and other related materials. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance, TUTOR 001T, will not appear on the student's transcript. This course may be scheduled at times to be arranged (TBA) for a minimum of 360:00 hours.

VOC ED (Vocational Education)

VOC ED 053CE: Spanish for the Workplace

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec, DE
- NC, NDA
- This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

VOC ED 054CE: VESL For Ch Dev I: Specialized Vocabulary In Developmental Theories

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec, DE
- NC, NDA
- This class is designed for Child Development/Early Childhood Education students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory Child Development coursework. In addition, students will be taught study skills strategies, reading strategies, and test-taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with Ch Dev 001.

VOC ED 100CE: Typing

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec
- NC, NDA
- This beginning course in typing is designed to develop mastery of the keyboard and the fundamental keyboarding techniques.

VOC ED 104CE: Introduction to Spreadsheets

- 0 units, Non-credit, Pass/No-Pass, Repeatable, 1 lec/4 lab
- NC, NDA
- This course provides a basic introduction to spreadsheet software, including: spreadsheet terminology, data entry, formatting, references, and databases.

VOC ED 106CE: Word Processing

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec, DE
- NC, NDA
- This course introduces word processing software and provides basic hands-on instruction. Students will learn the basics in computer usage and word processing software. Students will create documents, memos, fliers, and other office related documents. Students will be introduced to basic editing procedures and file management.

VOC ED 117CE: Clerical Skills

- 0 units, Non-credit, No Grade Given, Repeatable, 3 lec, DE
- NC, NDA
- This course introduces office related clerical skills including basic communication, letter/memo writing, mathematics/calculator usage, answering telephone calls, and simple bookkeeping techniques. Students will also prepare/update a resume and practice interview skills.

VOC ED 129CE: Introduction to the Internet

- 0 units, Non-credit, Pass/No-Pass, Repeatable, 1 lec/2 lab
- NC, NDA
- This course provides a basic introduction to using the Internet for academic, career, or personal use. Students explore topics including types of Internet connections, email, research, and data retrieval techniques.

VOC ED 181CE: Computer Windows Application

- 0 units, Non-credit, Repeatable, 1 lec/2 lab
- NC, NDA
- This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Window's multimedia features.

VOC ED 190CE: Pathway to Socially Responsible Entrepreneurship

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 2 lec, DE
- NC, NDA
- Have you ever wanted to start your own small business? This course is an introduction to the entrepreneurial leadership traits and socially responsible behaviors that are the foundation for developing the skills and resources involved in transforming an innovative idea into a sustainable entrepreneurial product or service. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 191CE: Starting Your Own Small Business

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 2 lec, DE
- NC, NDA
- An introduction to starting a small business. Topics include: Concept kick start, key decisions and considerations when creating a business, protecting the value of your idea, types of ownership, legal obligations, networking resources, writing a business plan outline, small business information resources, and business readiness assessment. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 192CE: Managing Small Business Operations

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 2 lec, DE
- NC, NDA
- This course reviews the operational logistics that small business start-ups should consider prior to launching. The course identifies management concerns unique to small businesses and presents information on establishing administrative controls and managing business operations, risk, growth and change to increase sustainability. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 193CE: Marketing and Sales for Small Business

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 2 lec, DE
- NC, NDA
- This course relates both marketing and sales strategies to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing concepts to practical and effective real-world solutions that are sustainable. Both corporate and consumer situations will be considered with a strong focus on new product/service introduction, and product/service life cycle extension. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 194CE: Technology For Small Business

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 1 lec, DE
- NC, NDA
- Topics covered in this course build the essential technology skills for entrepreneurs to run a small business more efficiently and save time. This course introduces website development and management, search engine optimization, blogging, social media platforms, databases and data security, and point of sale and crowdfunding tools. This course fulfills a requirement for a certificate of

completion in Sustainable Small Business Development.

VOC ED 195CE: Entrepreneurial Finance

- 0 units, Non-Credit, Pass/No-Pass, Repeatable, 2 lec, DE
- NC, NDA
- This course examines the elements of entrepreneurial finance, focusing on startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company. It aims to prepare aspiring entrepreneurs to make these decisions and develop a basic, effective pitch of an entrepreneurial idea to a potential investor for startup capital. This course fulfills a requirement for a certificate of completion in Sustainable Small Business Development.

VOC ED 239CE: Customer Service Skills

- 0 units, Non-credit, Repeatable, 2 lec/3 lab
- NC, NDA
- This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client and in order to increase their employability. The curriculum is modifiable for the LEP students. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course the student has an option to continue their education or become gainfully employed.

VOC ED 288CE: Computer Skills for Workplace

- 0 units, Non-credit, Pass/No-Pass, Repeatable, 2 lec/3 lab
- NC, NDA
- This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

VOC ED 415CE: Effective Business Terminology

- 0 units, Non-credit, Repeatable, 2 lec
- NC, NDA
- This course will enable students to obtain basic business vocabulary as well as abbreviations and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

VOC ED 530CE: Fundamentals of Warehousing and Distribution 1: Material Handling

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec, DE
- NC, NDA
- Strongly recommended that students have a CASAS score of 236-245 or be concurrently enrolled in VESL 361CE.
- This is a foundational course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course introduces material handling equipment and information technology used to move, store, control, and protect products in warehouses and distribution centers.

VOC ED 531CE: Fundamentals of Warehousing and Distribution 2: Warehouse Operations

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec, DE
- NC, NDA
- This is a course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course focuses on the use of material handling equipment and information technology to complete basic functional processes that are common to all modern warehouses and distribution centers.

VOC ED 532CE: Fundamentals of Warehousing and Distribution 3: Warehouse and Personal Performance

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Strongly recommended that students have a CASAS score of 236-245 or be concurrently enrolled in VESL 361CE.
- This is a course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course focuses on how the performance of equipment, processes, and employees work together to build a strong work environment in different types of warehouse settings.

VOC ED 533CE: Fundamentals of Warehousing and Distribution 4: Developing Your Soft Skills

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Must have CASAS score of 236-245 or be concurrently enrolled in VESL 361CE.
- This course focuses on assisting students successfully transition from the classroom to the work place by developing necessary soft skills to assist them achieve their career goals.

VOC ED 534CE: Career Educational Skills Lab

- 0 units, Non-credit, No Grade Given, Repeatable, 0.5 lab, DE
- NC, NDA
- This course is a campus wide service intended to provide students with a career education skills lab to assist students practice and improve skills sets required to successfully achieve their vocational and career goals.

VOC ED 535CE: Navigating the 21st Century Workplace

- 0 units, Non-credit, Pass/No Pass, Repeatable, 1 lec, DE

- NC, NDA
- This course focuses on assisting students to enter and successfully navigate the 21st Century workplace by understanding their monetizeable vocational goals and developing a pathway to successfully achieve them via: enhancing their narrative, building networks both in person and through the use of social media, and utilizing tools including effective resumes and enhanced interview techniques in order to effectively market themselves.

VOC ED 536CE: International Marketing I: The Global Business Environment

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Must have CASAS ABE Level E score of 245-250.
- This is the first of three courses in International Business Marketing. This course focuses on the importance of understanding the different aspects of the global business environment including the global economic environment, the political-legal environment, the cultural environment, and ethics and international marketing guidelines.

VOC ED 537CE: International Marketing II: Global Marketing Management

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Must have CASAS ABE Level E score of 245-250.
- This is the second of three courses in International Business Marketing. This course focuses on the goals of marketing research, selecting and evaluating major entry methods into foreign markets, satisfying, branding, and price setting that caters to international consumer needs, and addressing problems unique to functioning in the international market environment.

VOC ED 538CE: International Marketing III: Global Marketing: Strategy, Planning

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Must have CASAS ABE Level E score of 245-250.
- This course explores how companies formulate international and marketing strategies and how the functional tasks of organization, planning, and control are blended together into an effective international marketing model. Students will also evaluate different marketing models and develop their own marketing plan.

VOC ED 539CE: Culinary: Food Handlers Card

- 0 units, Non-credit, No Grade Given, Repeatable,1 lec, DE
- NC, NDA
- Must have CASAS ABE Level D score of 235-245.
- This course prepares students for the Food Handler Training Certificate which provides those who work in restaurants and non-restaurant facilities with an overview of food safety issues, regulations, and techniques to maintain a food-safe environment.

VOC ED 540CE: Culinary: Elements of Cooking Techniques

- 0 units, Non-credit, No Grade Given, Repeatable, 2 lab, DE
- NC, NDA
- Must have CASAS ABE Level D score of 235-245.
- This is a hands-on culinary course that introduces students to the elements of cooking techniques including kitchen tools, knife skills, basic cooking techniques and the cooking process. Students are also introduced to vegetables, pasta, and rice cookery, and eggs and breakfast cookery. They will also learn different types of plating presentations of foods.

VOC ED 541CE: Culinary: Baking Skills

- 0 units, Non-credit, No Grade Given, Repeatable, 2 lab, DE
- NC, NDA
- Must have CASAS ABE Level D score of 235-245.
- This is a hands-on course that introduces students to the elements of the bakeshop. Students will learn the proper use and care of baking equipment. They will be introduced to the bakeshop ingredients, baker's percentages, yeast bread production, quick bread production, cookie preparation, and basic pastry preparation.

VOC ED 542CE: Culinary: Dining Room Management and Garde Manger

- 0 units, Non-credit, No Grade Given, Repeatable, 2 lab, DE
- NC, NDA
- Must have CASAS ABE Level D score of 235-245.
- This is a hands-on course that introduces students to the elements of dining room service, the role and responsibilities of the garde manger, and the importance of maintaining a smooth communication work-flow between the dining room and kitchen flow operations.

VOC ED 543CE: Culinary: Basic Math Skills for Culinary Professionals

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec, DE
- NC, NDA
- Must have CASAS ABE Level D score of 235-245.
- This course reviews fundamental math skills required for the culinary profession. The course reviews whole numbers, fractions, decimals, percentages, rounding, estimation, and ratio and proportions. Students will also be introduced to math skills related to the culinary profession including recipe yields and recipe conversions, and U.S. and International units of measure. Computational and problem solving skills will be contextualized to solve culinary- related problems.

VOC ED 544CE: Introduction to Quickbooks Accounting

- 0 units, Non-credit, No Grade Given, Repeatable, 2 lab, DE
- NC, NDA
- Strongly recommended that students have basic computer knowledge. CASAS ABE Level E-245 - 250.
- This introductory course provides essential coverage of the QuickBooks Accounting application. Topics covered include navigating QuickBooks Online features, creating company files, setting up customers, and setting up vendors.

VOC ED 545CE: Intermediate Quickbooks Accounting

- 0 units, Non-credit, No Grade Given, Repeatable, DE
- NC, NDA
- Strongly recommended that students have completed Voc Ed 544CE and have basic computer knowledge; CASAS ABE Level E-245 - 250.
- This Intermediate course provides advanced topics to be covered by QuickBooks Accounting enhanced features. Topics covered include inventory management, banking, and the accounting cycle, closing the books, and using Payroll in QuickBooks Online.

VOC ED 546CE: Advance Quickbooks Accounting

- 0 units, Non-credit, Pass/No Pass, Repeatable, 1 lec, DE
- NC, NDA
- This Advance course covers advance topics that include enhanced features. This course will also provide a review of QuickBooks Accounting and training for the QuickBooks Certification Exam. Topics covered will include the accounting cycle. Review Generally Accepted Accounting Principles (GAAP), and the close out of the fiscal period in QuickBooks.

VOC ED 547CE: Emergency Medical Technician Prep Course I

- 0 units, Non-credit, No Grade Given, Repeatable, 2.5 lec
- NC, NDA
- Other Limitation on Enrollment: CASAS ABE Level E- 245 – 250
- This course is designed as the first in a two (2)-part course intended for students who seek an understanding of the roles and responsibilities of an Emergency Medical Services (EMS) provider and entry into an Emergency Medical Technician (EMT) Training Program. Students will be introduced to topics such as the EMS systems, basic understanding of lifting and moving patients, medical, legal, and ethical issues, professional rescuer CPR, patient assessment, and dealing with medical and trauma related emergencies.

VOC ED 548CE: Emergency Medical Technician Prep Course II

- 0 units, Non-credit, No Grade Given, Repeatable, 2.5 lec
- NC, NDA
- Other Limitation on Enrollment: Students must have successful completion of an American Heart Association Basic Life Support for Healthcare Providers course and CASAS ABE Level E- 245 – 250.
- This course is designed as the second in a two (2)-part course intended for students who seek an understanding of the roles and responsibilities of an Emergency Medical Responder and entry into an Emergency Medical Technician (EMT) Training Program. Students will be introduced to topics such as poisoning and substance abuse, behavioral, environmental, pediatric, and geriatric emergencies, dealing with injuries, vehicle extrication and special rescue, and incident management.

VOC ED 549CE: Bookkeeping

- 0 units, Non-credit, No Grade Given, Repeatable, 1 lec, 2 lab, DE
- NC, NDA
- This noncredit course covers bookkeeping/accounting topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation. This an introduction to financial accounting which includes recording, summarizing, and reporting of service and merchandising business transactions in various journals and ledgers, preparation of payroll, trial balance, and financial statement, revenues and expense recognition; assets, liability, and capital accounts.

VOC ED 570CE: New World of Work 3: Digital Literacy

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the third of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on helping students understand the importance of digital literacy and gaining a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. Students use online tools like Google and YouTube to find data, information, answer a question, or help solve a problem and determine the “usefulness” and “truthfulness” of sources. They will also use social media tools in thier job search and identify steps to create a positive and professional online presence.

VOC ED 571CE: New World of Work 4: Communication

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the fourth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on helping students understand the importance of communication skills in the workplace. Students will focus on developing workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills that will enable them to act professionally and empathically in the workplace.

VOC ED 572CE: New World of Work 5: Collaboration

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the fifth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building collaboration and leadership models in the workplace. Students will focus on developing skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the work place.

VOC ED 573CE: New World of Work 6: Empathy

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the sixth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building empathy in the workplace. Students will focus on understanding the difference between empathy and sympathy and developing good communicative skills that build positive verbal/nonverbal trust in the workplace. Students will also understand the importance of developing social and vocational relationships that create a positive and productive work environment.

VOC ED 574CE: New World of Work 9: Entrepreneurial Mindset

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the ninth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will understand the importance of developing self-motivation, risk taking, and innovative thinking skills that would help build relationships with existing organizations or assist in setting up their own business opportunities.

VOC ED 575CE: New World of Work 10: Social Diversity/Awareness

- 0 units, Non-credit, Pass/No Pass, Repeatable, 0.5 lec, DE
- NC, NDA
- This workshop is the tenth of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will engage in professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

VOC ED 629CE: Quickbooks Online

- 0 units, Non-credit, Pass/No Pass, Repeatable, 1 lec/2 LAB, DE
- NC, NDA
- This course provides comprehensive coverage of the new QuickBooks Online program. Topics include tips on choosing the appropriate subscription level for the business, customizing company-level settings, setting up customers, dealing with bank deposits, bank feeds, and reconciliation processes for bank and credit card accounts. More advanced topics include; purchase orders, sales tax, journal entries, transferring funds between accounts, setting use

ADMISSIONS AND REGISTRATION

Admission Eligibility

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

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

Concurrent Enrollment at Harbor College and High School

As a high school student you may enroll concurrently at Harbor College by applying online. Before you are allowed to register for classes, you are required to submit a Special Student Attendance Approval Form using Dynamics Forms website to the Admissions & Records Office. The Special Student Attendance Approval Form must be signed electronically through the Dynamic Forms account. LAHC requires the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester. If high school students enroll in more than the limited amount of units, all classes will be charged. Students in grades K-8th require special processing. Call (310) 233-4021 for details. Concurrent students are given the last priority for registration. Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

International Students

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

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

Non-Resident Students

Fall Semester Apply: January through July before the start of term
Spring Semester Apply: May through December before the start of term

Procedures for Admission and Registration

- Apply online on the Harbor College home page at http://www.lahc.edu.
- Complete all required information on the online application.
- Provide all requested information on the application. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal.

Student ID Number

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

Student Rights and Responsibilities, Title V, Section 55530

(TITLE 5 SECTION 55530)

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

Matriculating students must:

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

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

<u>Student Success and Support Program Exemptions</u>

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

The exemption policy is listed below:

Assessment Exemption Criteria:

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

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

STUDENT INFORMATION

Enrollment Process

New Students

1. Complete Application

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

2. Financial Aid

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

3. Assessment

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at canoac@lahc.edu or call 310-233-4221 or visit her in NEA 269.

4. Orientation

Orientation is provided by the Student Services Resources Center.

5. Counseling

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

6. Registration

Enroll in classes online at www.lahc.edu. You will be enrolled in the classes of your choice or placed on a waiting list if the class is full and waiting list space is available. Write down and save your confirmation numbers. You can print your semester schedule on the LAHC website student information system.

7. Payment

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

8. Student ID Card

Visit the Student Activities office on the 2nd Floor of the Student Union building to take a picture and pick up your student ID. Students must show a photo ID and proof of current enrollment to receive your student ID.

Continuing Students

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

1. Registration Materials

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

2. Financial Aid

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

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

3. Assessment/Prerequisites

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at canoac@lahc.edu or call 310-233-4221 or visit her in NEA 269.

4. Counseling

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

5. Registration

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

6. Payment

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

IMPORTANT MESSAGE TO ALL APPLICANTS:

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

Enrollment Fees

For California residents, the fee for community college attendance is $46.00 per unit per semester. There is an optional $2.00 Student Representation fee, a mandatory $19.00 Health fee (Fall and Spring) and a mandatory $16.00 Health fee (Winter and Summer) per semester. Non-resident fees are listed at the end of this section. Additional optional fees include a parking fee of $20.00; Membership in the Associated Student Organization is $10.00 (Fall and Spring) and $5.00 (Winter and Summer). Students may be required to pay for instructional and other materials required for some courses. Fee amounts vary by course.

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

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

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program, or the General Assistance Program, the enrollment fee may be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment. Financial aid may be available to students who meet the qualification. Students with questions concerning financial aid eligibility should contact the college financial aid office at (310) 233-4320 or SSA 114. Applications should be submitted as soon as possible.

The Los Angeles Community College District policy exempts the following students from paying the student health fee:

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

Students exempted under the provisions of (b) and (c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Enrollment Fee Assistance

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

California College Promise Grant (CCPG) (formerly named the BOG Fee waiver)

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

Refund Policy

Enrollment Fee Refund Policy for full-term and short-term classes: The student may receive a full refund for classes dropped by the Last Day to Drop for a Refund as published in the Schedule of Classes. There will be no refunds after that date, unless the student is dropped from a class because it is canceled or rescheduled by the college administration. Before the last day to drop for a refund, the student may drop a course and use the fee to add another class for that particular semester. When in doubt of the exact drop date, check with the Admissions and Records Office. Refunds are processed automatically, when

fees were paid via credit card or debit cards. When fees were paid via cash or check, refunds are processed via Bank Mobile. LACCD has partnered with BankMobile to electronically provide students with a faster and easier way to receive their refund money. For more information about BankMobile, visit this link: https://bankmobiledisbursements.com/refundchoices. Refunds cannot be rolled over or applied to future enrollment fees.

High School Students

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

Open Enrollment

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

AB 705 - Seymour-Campbell Student Success Act of 2012

AB 705 is a law that requires California Community Colleges to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year time frame. This law changes how you are placed in English and Math college courses. California Community Colleges are required to use multiple measures, which includes high school grades, coursework, and grade point average. You are also encouraged to discuss with a counselor any other educational or work experiences that you had, as well as work history, military training, specialized licenses, and certificates.

No English/Math assessment/placement test will be provided any longer.

For students enrolling in English and/or math in Fall 2019 and going forward assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to logon to their student portal and look for their course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will provide their MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through the CCCApply application and should then refer to their student portal later to see their course placement for English and math. For continuing students, under the notification under their To-Do Checklist, students should complete the LACCD English and math Placement Web Form. Once completed, students can then check for their course placement in English and math in their student portal. Please contact the Student Services Resource Center (SSRC) at (310) 233-4078.

Any student with a verified disability may arrange for alternative administration by contacting the Special Programs and Services (Technology Building, Room 118) at (310) 233- 4629 and/or web page http://www.lahc.edu/studentservices/sps/index.html.

Guided Self-Placement

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a US high school or earn a GED or CA High School Proficiency

certificate, may use their the Guided Self-placement process. This will likely involve meeting with a counselor or other college officer to discuss topics such as the following in order for the student to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705 law

The Guided Self-placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review any sample questions, problems, or prompts.

Orientation and Counseling

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

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

Appeal Loss of Priority Registration

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

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

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

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

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

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

Residency Requirements

California Residence Requirements

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

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

Non-Resident Status

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct 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 and are subject to non-resident tuition fees as established by the District's Board of Trustees.

Residence Reclassification

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

Residence Appeal

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

Non-Resident Tuition Fee

In addition to the enrollment fee of $46 per unit, non-residents in California pay a non-resident tuition charge of $332 per unit ($46 + $332 = $378 per unit). Non-resident students are charged an additional $0 per unit capital outlay fee. The aforementioned fees and tuition charges are current as of 2022-2023, and must be paid at the time of registration. Fees and tuition are subject to change based on California State legislative or LACCD Board of Trustee action.

Non-Resident Tuition Refund

Criteria and Schedule: A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the college's Enrollment Fee Refund Policy. All non-resident refunds will be automatically processed by LACCD.

Non-Resident Tuition Exemption

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools. Students in the Foster Youth may qualify for In State residency with Assembly Bill 669.

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition (this exemption is often referred to "AB 540" after the Assembly Bill which enacted the exemption):

A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
   - Attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
   - Attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and

2. The student must have:
   - Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
   - Completed an Associate degree from a California Community College, or
   - Completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and

3. The student must register as an entering student at, or have current enrollment at, an accredited institution of higher education in California, and

4. The student must file an affidavit with the college stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
   - Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code §§ 1101(a) (15)(T) or (U) are eligible for this exemption. • Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
   - A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
   - The accumulation of credit and/or noncredit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
   - Attendance in credit courses at a California Community College toward the attendance requirements shall not exceed two years of full-time attendance.
   - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
   - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
   - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."

- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver) and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

International Students

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

Los Angeles Harbor College is approved by USCIS to issue the I-20 "Certificate of Eligibility for Nonimmigrant Student," form which is the document students present to the U.S. Embassy or Consulate when initially applying for an F-1 or M-1 student visa or to DHS – USCIS for a change of status. (F-1 students are in "academic" programs while M-1 students are in "vocational training" programs. Because of this distinction, virtually all of Los Angeles Harbor College international students receive F-1 visas.) The college admits overseas applicants who have a high school diploma or equivalent (only required if under 18 years of age), an appropriate level of English proficiency and sufficient funds available for the first year's educational and living expenses, with the expectation that subsequent semesters will also be provided by their sponsors. To study at Los Angeles Harbor College as an International Student (F1 Visa), visit the ISP located in SSA 115 or refer to our website at https://bit.ly/ApplytoLAHC.

Application Deadlines

Los Angeles Harbor College has a rolling admissions policy and applications are reviewed when they are received, so students may wish to file an application as early as possible to receive an acceptance decision as soon as possible. Filing early will permit earlier scheduling of visa interviews at a U.S. Embassy or Consulate, especially in countries where there are large numbers of applicants applying for U.S. visas. In any case, all application materials should be received by the college by July 1st for the Fall Semester and by December 1st for the Spring Semester. In certain situations, late applications may be considered and approved. Call the International Student Program at (310) 233-4111 for clarification.

The Application Review and the Visa Application Process

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

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

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

The student can now apply for an F-1 (Student) Visa. The student will not be permitted to enter the U.S. earlier than 30 days prior to report date indicated on I-20.

To get an F-1 student visa, the applicant must pay the $350.00 SEVIS I-901 processing fee at www.fmjfee.com. The SEVIS I-901 fee pays for the cost of the operating U.S. Government's Student and Exchange Visitor Information System. To pay this fee, the student will need his/her SEVIS identification number - the number above the bar code on the upper right of the I-20 beginning with the letter N - and the college identification number (LOS214F00318000), which is on the I-20.

Maintaining F-1 Status

Harbor College is on a two semester system of fall and spring. There are two semesters per year, fall and spring. Many courses at the college are 3-unit courses, which means, they meet approximately 3 hours each week over the course of a semester. By law, F-1 visa students are required to take a minimum of 12 units of classes in each of the two semesters, fall and spring, and complete the classes with a grade in order to maintain F-1 student status. The college usually offers a summer session and a winter intersession, though international students are not required to attend. F-1 students may work on campus, assuming job availability, with the permission of the International Student Program. International students, after a minimum of one year of study, may be eligible to apply to USCIS for permission to work off campus part time (Pre-Completion Optional Practical Training) while completing their programs of study or full-time (Post-Completion Optional Practical Training) after completing their programs of study.

STUDENT SERVICES

Student Services Programs

Asian Pacific American Student Success (APASS)

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

Business Office / Cashier's Office

The Business Office is located on the first floor of the Student Union building. It is the place where you can pay fees in person:

1. Enrollment Fees and Tuition
2. Health, ASO, Rep. Fees
3. Parking Fees
4. Transcripts and Verification Fees
5. Dishonored/returned checks
6. Financial Aid overpayments

Other services:

- Student refunds
- Bank Mobile inquiries
- Lost Warrant Affidavits
- Child Care Fees
- Associated Student Organization accounts set up, deposits, and checks, and other related services **(Must go through ASO advisor)**
- Checks disbursements to students and employees
- Scholarship accounts set up and management
- Other services (making all deposits, issuing checks, paying bills, processing fund commitments and other documents, reports, etc.)

Regular Business Hours: Monday thru Thursday: 9:00 a.m. to 4:00 p.m., Friday: Closed, Extended hours during "rush" period.

CalWORKs (California Work Opportunity and Responsibility to Kids Program)

The CalWORKs program at Los Angeles Harbor College is instrumental in providing critical education, training and support services to student parents receiving DPSS benefits. Services available to student parents include: counseling; education plans; priority registration; case management; on-campus and off-campus child care referrals; Work-Study employment; Job Development & Placement services through the LAHC online College Central Network. The CalWORKs Program at Los Angeles Harbor College supports student parents' education to reach their educational goal to achieve economic self-sufficiency. The goal of the program is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment and ultimately self-sufficiency. This is accomplished through a partnership between key college and community partnerships. Students are provided counseling by professional faculty, peer advising, mentoring and paid work-study employment opportunities to support the 32-35 hour participation requirements. For more information, call 310-233-4049, visit us at the Child Development Center (CDC) Building, Room 152-2, or https://www.lahc.edu/student-services/spr/calworks

CAFYES (Cooperative Agencies Foster Youth Education Support Program), also known as NextUP

The Cooperating Agencies Foster Youth Education Support (CAFYES) Program was designed to impact those students who have previous interaction with the Child Welfare System. Students who have experienced foster care have unique needs, and the CAFYES Program offers a higher level of support and commitment to helping them remove barriers (educational and others) that stand in the way of achieving academic and professional success. The program is only available to EOPS eligible students; see Extended Opportunity Program and Services for additional information. The program services those students who were a part of the Foster Care system at the age of 16 and are no older than 26 years of age. Some of the services offered by the program are service coordination to facilitate access to on and off campus resources, academic counseling, book and supply grants, tutoring, independent living and financial literacy skills support, meal vouchers, frequent in person contact, career guidance, transfer counseling, and transportation assistance. More information about the CAFYES and EOPS programs can be found by visiting www.lahc.edu/eops. Students can also call the office at (310) 233-4552 or visit the office in the Student Services & Administration building (SSA) room 207.

CARE (Cooperative Agencies and Resources for Education)

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

The CARE program helps single parents receive the support and advisement necessary to explore their interests and move forward toward successful completion of educational, career or transfer pathways. CARE brings students together who are facing many of the same challenges. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. CARE helps students successfully accomplish their goals.

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

Career & Job Placement Center

The Career & Job Placement Center is provided by the Office of Economic & Workforce Development (EWD) and is dedicated to bridging the gap between market needs and workforce abilities. The purpose of the center is to assist students in identifying career goals by utilizing skill assessment tools and current Labor Market information. Career & Job Placement services include: Internship/Job opportunities, Interview Preparation, and Resume Writing.

The objective of the center is providing career guidance while connecting students with industry through job fairs, networking events, and professional workshops. Come visit the Career & Job Placement Center today. The Center is located in the JP/Job Placement/FKCE bungalow. For additional information, call (310) 233-4163 or email careercenter@lahc.edu

CHAMPS - Challenging Athlete's Minds for Personal Success

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

student handbook and website for CHAMPS. CHAMPS looks forward to the impact the program will create on campus and appreciate your support. Contact Leslie Trujillo at trujillc@lahc.edu for more information.

Child Development Center

The Harbor College Child Development Center was established to offer child care services to students, staff and the community. This well-equipped facility operates under the supervision of a credentialed director and credentialed teachers. The Center provides a high-quality program for preschool-aged children, ages 2-5, who are ready for a group learning experience.

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

Fees for this service are based on financial need and range from no cost to $5.00 per hour. For further information and application contact the Child Development Center at (310) 233-4205.

College Store – The Seahawk Shop (formerly Bookstore)

Books and supplies are housed in the College Store located in SU 140 of the Student Union Building. Hours vary by semester. Used books are purchased "as is" and the College Store assumes no responsibility for their condition.

College Store - Regular Schedule:
Monday thru Thursday 8:00 a.m.- 6:45 p.m.
Friday 8:00 a.m.- 1:00 p.m.
Closed Saturdays and Sundays

Rush Period Schedule: (Two Weeks Only) Monday thru Thursday 8:00 a.m.- 6:45 p.m. Friday 8:00 a.m.- 3:00 p.m.
Closed Saturdays and Sundays

Summer and Winter Session
Monday thru Thursday 8:00 a.m.- 3:00 p.m.
Friday 8:00 a.m.- 1:00 p.m.

Personal Checks are not accepted.

College Store Refund Policy
Textbooks are eligible for refund under the following conditions:

- A full refund or exchange will be given on textbooks and required supplies returned by every first Friday of the term IF all of the conditions for refunds and exchanges listed below are met. Textbooks purchased for short-term classes starting AFTER this date have until the first Friday after the start of the class for a refund or exchange IF the conditions listed below are met.
- The original cash register receipt is presented.
- Proof of enrollment and dropped courses for the semester for the current class which requires the item(s) being returned is presented. Proof may be obtained from the online Student Information System on the campus website.
- Items presented for refund/exchange are clean, unmarked, and in resalable condition.
- Packaged items including syllabi, course packs, textbook packages with CD's, supplements, access codes, etc. are unopened and in their original packaging.

Refunds or exchanges will not be allowed on text books purchased during the last 2 weeks of the semester.

Supplies are eligible for refund under the following conditions:

1. Items required as materials for certain classes will be refunded the first 5 days of the Fall and Spring semesters and within the first 5 days of an Intersession. Items must be in new condition and accompanied by a current dated cash register sales receipt.
2. No refund is given on safety goggles and other personal clothing which are governed by California Health Laws.
3. No refunds will be made on computer disks of any type.

Computer and Internet Services

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

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

Counseling Services

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

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

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

To make an appointment with a counselor for educational advisement please go to https://www.lahc.edu/student-services/counseling, or call (310) 233-4299, or visit the Information Desk in the lobby of the Student Services & Administration Building.

Course Credit and Class Preparation

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

a weekly average of two hours in outside-of-class/homework preparation for each one hour of lecture class time or one hour of outside-of-class/homework preparation for each two hours of lab class time.

Disabled Student Programs and Services

(See Special Programs and Services)

Distance Education (Online Classes)

Los Angeles Harbor College offers many fully online and hybrid courses. These asynchronous courses provide students access to education "anywhere, anytime" through the Internet. See the college's Schedule of Classes for Internet or on-line offerings.

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

Dream Resource Center (DRC)

The Dream Resource Center (DRC) is committed to creating access and increasing retention of undocumented students at Los Angeles Harbor College. The goal is to increase awareness of the programs and resources available to students who may identify as undocumented, AB540 or DACA recipients. The DRC services include academic and personal counseling, assistance completing financial aid (CA Dream Act), registration assistance, workshops/events and more! This confidential, safe and supportive space offers assistance navigating higher education and helps identify and connect students with community resources. The DRC is located in General Classrom (GC) 105 and can be reached by phone at (310) 233-4299 or by email at dreamers@lahc.edu.

Extended Opportunity Program and Services (EOP&S)

Extended Opportunity Program and Services (EOPS) offers services that is over above, and in addition to, campus support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services to eligible students. EOPS Services include academic, career and personal counseling; book and supply vouchers; free tutoring; priority enrollment; and classes focused on student success.

Additionally, EOPS offers assistance to qualified single parents through CARE and qualified foster youth through NextUp (See CARE and NextUp). Applications for EOPS, CARE and NextUp can be obtained from the Student Services & Administration building (SSA 207) or visit www.lahc.edu/eops. For further information, call 310-233-4265.

Financial Aid

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise without such aid, would be unable to attend college. Through grants, scholarships, part-time employment and loans the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation and by college policy. The premise for the determination of the type and amount of aid awarded is the belief that the primary responsibility of financing an education lies with the student and their family.

Student financial assistance is not a supplement to the student's income for meeting their normal living expenses, but is available to help the student offset the additional expenses incurred directly by their education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. Parents' or student's contribution is determined from the information reported on the FAFSA (Free Application

for Federal Student Aid). Documentation of income such as a Federal Income Tax Return or verification from agencies providing non-taxable income to the family may be required.

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

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

When to Apply

The best time to submit the Free Application for Federal Student Aid (FAFSA) is between October 1st and March 2nd prior to the start of the academic year (Fall semester).

FOLLOW THE TIMELINE BELOW:

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

To be considered for Title IV Financial Aid, LAHC College Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30 of the award year, whichever is earlier. Check the financial aid website at www.lahc.edu/financial-aid/calendar-deadlines for deadlines.

How to Apply

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

Verification Policy

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant

- Child Development Teacher Grant

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

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

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

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

English As A Second Language (E.S.L)

Students taking only credit E.S.L classes must submit a Student Educational Plan to the Financial Aid Office within the first semester.

Audited Classes

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

Late Start Classes

Short term classes that begin after the PELL Grant recalculation date, may not be eligible for financial aid.

Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. Students must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. Please note that if a student is in an extension appeal due to Satisfactory Academic Progress, the student must be enrolled in approved units, meaning classes listed in the student's comprehensive Student Educational Plan (SEP) that was submitted with an appeal to the Financial Aid Office. If students are enrolled in classes not listed in the student's SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office or visit our financial aid website at www.lahc.edu/financial-aid.

Federal School Codes (for use on the FAFSA and California Dream Act applicants)

001222 East Los Angeles College (FAFSA)
022260 East Los Angeles College (CA Dream Act)
001223 Los Angeles City College
001224 Los Angeles Harbor College
012550 Los Angeles Mission College
001226 Los Angeles Pierce College
007047 Los Angeles Southwest College
001227 Los Angeles Trade-Technical College
001228 Los Angeles Valley College
008596 West Los Angeles College

Tax Benefit

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

American Opportunity Credit and Lifetime Learning Tax Credits allows students and the student's parents to subtract a portion of your college costs from the taxes owed each year when filing tax returns.

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

Types of Financial Aid Available

State Financial Aid Grants

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

Federal PELL Grant Program

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

Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into www.studentaid.gov/help-center/answers/article/where-can-i-find-my-federal-pell-grant-leu-percentage. The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section of the webpage.

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. Since this is a limited funded program, FSEOG will be awarded to students who are enrolled at least six (6) approved units District wide, depending on funding. FSEOG awards range upward from $100 to $800 per year, depending on need and packaging policy.

Iraq and Afghanistan Service Grant

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

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

Cal Grants

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

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

California College Promise Grant (CCPG)

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

This program (formerly known as the Board of Governors (BOG) Fee Waiver Program) waives enrollment fees charged by the college. Since this is a waiver there is no actual disbursement of funds. If a student has already paid enrollment fees and wishes to receive a refund, an application for a refund may be filed at the college Business Office. This program waives enrollment fees and no other fees.

Types of Grants Available

Entitlement Grants

Cal Grant A – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, the award will be held in reserve for up to three years until you transfer to a four-year college.

Cal Grant B – provides subsistence payments for new recipients in the amount of $1648 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.

Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

Competitive Grants

Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.

Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

California Dream Act

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

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at www.csac.ca.gov/.

On campus, students wanting assistance with the California Dream Act application may:

- visit the Dream Resource Center (DRC) located in the Student Union Room 205, or by email at LAHC-dreamers@lahc.edu or phone at (310) 233- 4539. The DRC provides a variety of support and resources, including scholarship opportunities to AB 540 and DACA recipients, and all undocumented students at Harbor College. Services are confidential.
- visit the Student Services Resource Center located in Room SSA 118 or by phone at 310-233-2078.

visit the Financial Aid Window located in SSA 107 or by phone at 310-233-4320. The financial aid email is finaid@lahc.edu.

Chafee Grant

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

Law Enforcement Personnel Dependents Grant Program (LEPD)

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

For more information and application materials, Send an email directly to: California Student Aid Commission at specializied@csac.ca.gov. or call them at (888) 224-7268.

Federal Student Loans

(AID THAT MUST BE PAID BACK)

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

Los Angeles Harbor College participates in the following loan program:

Federal Direct Loan

The Federal Direct Loan Program is a low-interest loan program for students and parents to help pay for the cost of higher education. Loans are made by the federal government. The following are types of Direct Loans:

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

To learn more about the federal student loan programs, visit the U.S. Department of Education website at www.studentloans.gov.

Part-time Employment

Federal Work-Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment on campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of one (1) approved unit, District wide, to be considered for this program.

Scholarships

Students can go to
www.lahc.edu/financial-aid/scholarships-grants for a list of available scholarships.

Summer Financial Aid

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

FREQUENTLY USED WEBSITES

Los Angeles Community College District, www.laccd.edu
Student Information System, www.mycollege.laccd.edu
East Los Angeles College, www.elac.edu
Los Angeles City College, www.lacitycollege.edu
Los Angeles Harbor College, www.lahc.edu
Los Angeles Mission College, www.lamission.edu
Los Angeles Pierce College, www.piercecollege.edu
Los Angeles Southwest College, www.lasc.edu
Los Angeles Trade-Technical College, www.lattc.edu
Los Angeles Valley College, www.lavc.edu
West Los Angeles College, www.wlac.edu
California Dream Act, www.caldreamact.org
LA College Promise, www.calcollegepromise.org

Student Financial Aid Websites

Bank Mobile Vibe, www.bankmobilevibe.com
California Student Aid Commission, www.csac.ca.gov
Create and manage your FSA ID www.fsaid.ed.gov
Direct Loan Information (USDE) www.studentaid.gov
Free Application for Federal Student Aid (FAFSA) on the web, www.studentaid.gov
Information about Cal Grant, www.csac.ca.gov/
Manage your Cal Grant, https://webgrants.csac.ca.gov/
Online resources for a wide range of financial aid topics, www.studentaid.gov
Scholarship search engines, www.fastweb.com, www.bigfuture.collegeboard.org/pay-for-college/scholarship-search , www.salliemae.com/college-planning/
Internal Revenue Service site for tax information, www.irs.gov
US Social Security Administration, www.ssa.gov

How Financial Aid is Packaged

Once a student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grants, work-study, and loan funds. Los Angeles Harbor College prefers to meet a student's need with a combination of grant(s) and self-help aid whenever possible. Students will be notified via the school portal when Offer Letters are available for review in the Student Information System. In addition, students are referred to read the Award Guide and Helping Hands on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

Disbursement

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

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

Full–time is considered 12 or more units per semester; three fourths time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

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

Change of Enrollment

If a student's enrollment status changes during the semester, the student must inform the Financial Aid Office. A financial aid award may be modified to reflect the correct number of units in which the student was enrolled at the time of the second disbursement run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. Students must resolve overpayments prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent a student from receiving federal financial aid from any institution. It is advised that students contact the Financial Aid Office before withdrawing from classes to understand the results of this action. See refund policy on enrollment fees and non-resident tuition for more information.

Determining Financial Need

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

FEDERAL REFUND REQUIREMENTS

Return to Title IV

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

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

All students receiving federal aid and then withdraw from the institution in the first 60% of the term, are subject to Return Regulations. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System. If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

Cost of Attendance

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation. The cost of attendance is based on the Student Expenses and Resources Survey (SEARS) data and updated for three years of inflation using the estimated California Consumer Price Index.

The following table shows the estimated 2023-2024Cost of Attendance budget for a CA resident student living at home and a CA resident student living away from home and a non-resident 9-month budget:

Estimated Cost of Attendance (COA) for 2023 -2024 Award-Year

Living At Home	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	$ 1,238.00	$ 616.00	$ 1,854.00
Books & Supplies	$ 938.00	$ 469.00	$ 1407.00
Room & Board	$ 10,125.00	$ 3375.00	$ 13500.00
Transportation	$ 1611.00	$ 537.00	$ 2148.00
Personal	$ 33609.00	$ 1203.00	$ 4812.00
Total	**$ 15,719.00**	**$ 5,631.00**	**$ 21,350.00**

Living Away from Home	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	$ 1,238.00	$ 616.00	$ 1,854.00
Books & Supplies	$ 938.00	$ 469.00	$ 1407.00
Room & Board	$ 19431.00	$ 6477.00	$ 25908.00
Transportation	$ 1764.00	$ 588.00	$ 2352.00
Personal	$ 4428.00	$ 1476.00	$ 5904.00
Total	**$ 24,377.00**	**$ 8,517.00**	**$ 32,894.00**

Non-Resident 9-Month Budget			
	9-Month Budget	Summer Term	12-Month Budget
Tuition/Fees	$ 10130.00	$ 5062.00	$ 15192.00
Books & Supplies	$ 938.00	$ 469.00	$ 1407.00
Room & Board	$ 19431.00	$ 6477.00	$ 25908.00
Transportation	$ 1764.00	$ 588.00	$ 2352.00
Personal	$ 4428.00	$ 1476.00	$ 5904.00
Total	**$ 31,267.00**	**$ 11,962.00**	**$ 43,229.00**

Student, who is not a CA Resident, required to pay non-resident tuition fee:

* Non-resident fee is $299 per unit
* Enrollment fee is calculated at $46/units at 13 units per semester
* Student Representation Fee is $2 per term
* Health Fee is $19 per term (Fall/Spring)
* Health Fee is $16 per term (Winter/Summer)

*Child Care cost - $1,000 annually
*Direct Loan Origination/Insurance Fee - determined annually

Expected Family Contribution

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

Child Care Expenses

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

Technical/Vocational Expenses

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical

Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

Handicapped Expenses

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

Rights

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

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

Responsibilities

Students must take responsibility for:

- Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
- Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
- Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions and Records Office. Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions and Records will not be processed their financial aid.
- Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog).
- Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
- Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a

criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.

- Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
- Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
- Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in student's name, address, school enrollment status, or transfer to another college.
- Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
- Performing the work that is agreed upon in accepting a work-study award.
- Knowing and complying with the deadlines for application or reapplication for financial aid.
- Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

Satisfactory Academic Progress Policy

General Information

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

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Children of Fall Heroes Scholarship
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant A B and C
- California Chafee Grant
- Student Success Completion Grant

Satisfactory Academic Progress standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

Consortium Classes

All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review. The District Student Information System will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility. Transfer coursework from institutions outside of the LACCD will be used and evaluated for SAP standing. College Admissions & Records Offices (A&R) will record incoming units as indicated on transcripts.

GENERAL REQUIREMENTS

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

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

To meet satisfactory academic progress standards student must:

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

Application of Standards

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

Disqualification

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

- Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
- Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.
- Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than ninety (90).

Warning Letter

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

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

Advisory Letter

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

Maximum Time Length

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

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

Short-Length Certificate Programs

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

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

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units.

Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S. Degree, or to Transfer to a four-year school in addition to obtaining the certificate.

Petition Process to Appeal Financial Aid Disqualification

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

For Reinstatement Appeals:

Students disqualified due to not meeting the cumulative minimum GPA of 2.0 and/or the cumulative minimum unit completion percentage of 66.5% may submit an appeal to reinstate their eligibility for financial aid. Approved reinstatement appeals are subject to academic progress conditions (GPA and completion rate) that must be met to carry the approval to the next semester of enrollment. The terms of these conditions will be stated in the approval notification.

How to submit a Reinstatement Appeal:

1. Access the appeal form on your lahc.studentforms.com account and click on the SAP Appeal Tab (this tab should be available the next business day after creating the account)
    - When prompted, explain the circumstances that caused your failure to meet satisfactory academic progress standards and describe the steps you are taking to ensure you will meet satisfactory academic progress in the future. Include any additional third-party supporting documentation you wish to submit with your appeal.
2. Upload the GET SAP Workshop Certificates of Completion. Use the link below to access the GET SAP modules required for your appeal.
    - https://laharbor.get-counseling.com/flag-session/16806
    - You will need to complete one of the following GET SAP modules: The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process, or The Essentials to Understanding Satisfactory Academic Progress (SAP) and What It Means to You. Upload your GET SAP completion certificates to your appeal task.
3. It is recommended but not mandatory for you to attend a virtual SAP workshop. Information will be available on our LAHC financial aid website.
4. Submit the online appeal form to the lahc.studentforms.com account that you created.

Reinstatement appeals are reviewed by the LAHC Appeals Committee. There are two levels of appeals. The result of the first-level appeal will generally be emailed to the student's LACCD email account within 45 calendar days. Students whose first level appeals are denied have the option to submit a second level appeal within 14 calendar days of the notification.

Extension Appeals:

Students disqualified due to exceeding the 150% unit time-frame of their stated academic program or major may appeal to extend their eligibility for financial aid. Students approved under an extension appeal will be subject to an SAP contract meaning only the approved classes on the contract will count towards financial aid eligibility. Students may review their approved courses on their Student Portal (Financial Aid & Scholarships > SAP Extension of Appeal > View/Apply SAP Appeal). The approved courses are marked as "Include towards FA Progress Units".

How to submit an Extension Appeal:

1. Prior to submitting an appeal, students must develop a comprehensive educational plan or update their existing educational plan with an LAHC Academic Counselor.
2. Once the student has an Educational Plan, log in to the Student Portal to initiate the extension appeal:
    - Click on the Financial Aid and Scholarships menu and select the current academic year, if prompted.

- Click on the SAP Extension of Appeal from the menu on the left.
- Follow the instructions and answer all required questions. You will be able to type your explanation as to why you have exceeded 150% of your program when prompted. Be sure to include a brief statement letting the committee know when you anticipate graduating from Harbor College.
- Submit the online appeal form to your SIS portal.

Extension appeals are reviewed by the LAHC Appeals Committee. There are two levels of appeals. The result of the first-level appeal will generally be emailed to the student's LACCD email account within 45 calendar days. Students whose first level appeals are denied have the option to submit a second level appeal within 14 calendar days of the notification.

Combination Appeals:

If you are disqualified for low GPA and/or pace of progression in addition to exceeding 150% of your program, you will need to upload proof that you have completed the required GET SAP modules. Your appeal statement must address why you have not met the GPA and pace of progression requirement in addition to the 150% of your program disqualification. Your statement must also describe the steps you are taking to ensure you meet satisfactory academic progress in the future.

1. Follow the steps listed above for Extension Appeal. Your appeal statement must include a statement to explain why your overall GPA is below a 2.0 and/or why you are not meeting the pace of progression standard.
2. Upload the GET SAP Workshop Certificates of Completion
    a. Use the following link to access the GET SAP modules required: https://laharbor.get-counseling.com/flag-session/16806
    b. You will need to complete one of the following GET SAP modules: The Key Components to the Satisfactory Academic Progress (SAP)Financial Aid Appeal Process or The Essentials to Understanding Satisfactory Academic Progress (SAP) and What It Means to You. Upload your GET SAP completion certificates with your appeal on your SIS portal.
    c. Upload any additional third-party supporting documentation you wish to submit with your appeal.
3. It is recommended but not mandatory for you to attend a virtual SAP workshop. Information will be available on our LAHC financial aid website.
4. Submit the online appeal form to your SIS portal.

Your appeal statement should explain the circumstances that caused your failure to meet the satisfactory academic progress (SAP) standards. Your statement should also describe the steps you are taking to ensure you will meet SAP standards in the future.

There is no retroactive submission of petition forms; therefore, you must apply for financial aid and submit all required documentation by the established deadlines.

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

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

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

Summer and Winter Financial Aid

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

Financial Aid Related Websites and Telephone Numbers

Websites

- FAFSA on the Web – www.fafsa.ed.gov
- Sign up for the FSA ID to electronically sign the FAFSA https://fsaid.ed.gov/npas/index.html
- Information about the Cal Grant Program – www.calgrants.org
- California Student Aid Commission – www.csac.ca.gov

Telephone Numbers

- Los Angeles Harbor College Financial Aid and Scholarships Office (310)-233-4320
- Los Angeles Harbor College Veterans Resource Center (310)-233-4093
- California Student Aid Commission (888) 224-7268
- Central Loan Administration Unit (Perkins Loan) (800) 822-5222
- Department of Veterans Affairs (VA Benefits) (800) 827-1000
- Federal Student Aid Information Center (800) 433-3243

Fraud

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

Other Information Students Should Know

State Tax Offset

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

Special Circumstances

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

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

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

A more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations can be obtained from the Financial Aid Office in the Student Services & Administration Building (SSA 107) and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices and on our website.

Foster and Kinship Care Education Program

The Foster, Adoptive and Kinship Care Education Program provides quality education and support activities that is mandated by the State of California to the caregivers of children and youth in out-of-home care so that these providers may meet the medical, education, emotional, behavioral, and developmental needs of children and youth. The FKCE Program can be reached at 310-233-4405 or visit the office on the second floor of the Technology Building Tech 215 or online at https://www.lahc.edu/student-services/spr/fkce.

GED Testing

Los Angeles Harbor College is an authorized Pearson VUE Test Center offering GED Testing. To schedule an appointment please visit to www.GED.com and choose Los Angeles Harbor College as your testing site. To report for a schedule GED Exam or learn about our free GED preparation classes visit our Adult Education and noncredit office in Technology 204. For more information, please call, 310-233-4450.

Harbor Advantage (First Year Experience)

Harbor Advantage consists of Harbor Promise (First Year Experience Program) and Harbor Success (Second Year Experience Program). Together, they connect all incoming students to the various programs and resources on campus. Today, Harbor Advantage continues to grow and serve more students each year. The Harbor Advantage office is located in the Student or email harboradvantage@lahc.edu.

Harbor Promise

Los Angeles Harbor College has instituted a process for transitioning all first-time college students into their first year of college called Harbor Promise.

Harbor Promise assists all new college students during their first year at Harbor College. Students can become a part of the program, and the program will support both full time and part time students. Student benefits from this program include: priority registration; dedicated counselors; individualized support from a dedicated Success Coach; internship opportunities; and connections to free workshops, events, and resources on campus.

LA College Promise is facilitated through the Harbor Advantage program. Los Angeles Harbor College has partnered with the Los Angeles Community College District to provide first-time qualifying **(e.g. California resident or AB540)** college students free tuition for their first two years (consecutive semesters), and access to all Harbor Advantage services/benefits. All students need to have graduated from a high school or GED or high school equivalent, apply for financial aid, have not attended any college/university after completing high school, attend Summer Bridge to qualify, and must have full time status and minimum 2.0 GPA to maintain eligibility each semester.

To apply please visit the Harbor Advantage website at https://www.lahc.edu/admissions/la-promise-program or call 310-233-4484 with any questions.

Harbor Success –Second Year Experience

Harbor Success provides continued support for students transitioning to their sophomore year in college. It provides the following supports to increase student retention, completion of educational goal, transfer and success: transfer success curriculum; internship opportunities to gain professional experience, prioritized access to a dedicated academic counselor, cultural equity awareness, and other support services as outlined in Harbor Advantage.

Harbor Success assists second-year students with opportunities, such as transfer workshops, and college visits. Students receive individualized attention to assist them with transferring or achieving their academic goals.

Health Services

The purpose of the Student Health Center is to contribute toward the educational aims and matriculation of students by promoting their physical and emotional well-being. The Student Health Services Center (Tech 115) provides health counseling and education, assessment and treatment of acute illnesses, first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of health services. The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of $11.00 per semester for fall and spring and $8.00 for summer and winter sessions. Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee through the Office of the Vice President of Student Services, located in SSA 205.

Emergencies: All medical emergencies should be reported to the Sheriff's Office. **For Emergencies only, PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE.** For non-emergencies call the Sheriff's Office at (310) 233-4600. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the Vice President of Administrative Services.

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

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

The Board of Trustees adopted Board Rule 2309.30 which instituted a mandatory health insurance fee for International Students. International Students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchase by the District on the student's behalf. Students are required to pay an international student medical insurance fees (IMED), currently $695.00 per semester for Fall and Spring, $351.00 for Summer session and $183.00 for Winter session.

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

Hunger Free Campus Program

Current research indicates that community college students across the country are experiencing moderate to high levels of food insecurity. As a result the California State Legislature approved funding to assist campuses with the implementation of programs designed to alleviate the problem. Los Angeles Harbor College understands the challenges students face as a result of food insecurity and implemented some promising practices and partnerships to help combat campus hunger. The Hunger Free Campus Program at LAHC intermittently offers the following services at no cost to enrolled students:

- Fresh Produce
- Grocery Giveaways
- All Campus Meal Days
- Meal Vouchers
- WIC and CalFresh Sign-Ups
- Nutritional Workshops

International Student Program

See International Students in the Admissions and Matriculation section.

Job Placement Center

See Career & Job Placement Center in the Student Services and Student Programs section.

Life Skills Center

The Life Skills Center was established to provide crisis intervention, personal counseling and community referrals to LAHC students who may be undergoing a personal or life crisis; and, to promote positive mental health for the campus community through offering workshops, skill-building seminars, and classroom speakers on a wide variety of topics throughout the school year. Services are available by appointment and on a drop-in basis Mondays through Thursdays, 8:00 a.m. - 8:00 p.m. and Fridays 8:00 a.m. - 4:00 p.m. Located in the Technology Building, Room 118 and 215, The Life Skills Center is supervised by a licensed clinical psychologist. For additional information, call (310) 233-4586.

Lost and Found

Lost items should be taken to the Sheriff's Department, located on Figueroa Place in the P.E. & Wellness Center, where they may be claimed by the rightful owner. Most items are stored for a two-month period before being removed.

Office of Adult and Community Education

The primary purpose of the Office of Adult and Community Education (OACE) is to meet the personal and professional development needs of the community by providing noncredit as well as fee-based classes.

Course topics provided include: recreation, the arts, career development, computers, business and finance, investments, travel and many more. The OACE has a diverse program for youth in a year round "College for Kids," which includes after school and Saturday courses, a large summer program with sessions for ages 5-15, non-credit classes in basic skills, English as a second language, general education diploma (GED, and citizenship preparation.

A variety of short-term noncredit vocational educational courses (tuition free) are available for students in these areas: Bookkeeping and QuickBooks; Culinary Arts; Emergency Medical Technician Preparation; Material Handling/Distribution and Warehousing. Basic computer, clerical skills and typing classes are also available.

Students may register online at www.lahc.edu/ext, in person during business hours, by phone using MasterCard, Visa, or Discover, or by FAX to (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write to the Office of Adult and Community Education at Los Angeles Harbor College. 1111 Figueroa Place, Wilmington, CA 90744.

Ombudsperson

The role of the ombudsperson is that of a facilitator of the grievance process (E-55). Copies of the Student Grievance Procedures (E-55) may be obtained from the Vice President of Student Services in SSA 203 or found at https://www.laccd.edu/About/Documents/AdministrativeRegulations/E-55.pdf.

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

https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Guidelines-Policies-and-Forms

Any student wanting support and information about the Student Grievance Procedures (E-55) may contact Mercy Yañez, Campus Ombudsperson by email at yanezm@lahc.edu and/or by phone at (310) 233-4342 for assistance.

Parking

Parking Areas

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

Student parking locations include:

Lot 5 south of the baseball field
Lot 6 east of the baseball field
Lot 7 south of the baseball field
Lot 8 west of the Drama-Speech Building
West Parking Structure, west of the Child Development Center

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

Parking Fee

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

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

Project Academic Success Action Plan

The Academic Success Action Plan (Project ASAP) is a federally funded project at Los Angeles Harbor College that is designed to provide services and instruction to a select number of students with disabilities who demonstrate academic and/or financial need. Students can file an application for possible project assistance if they meet the federal eligibility criteria and desire attainment of any of the following educational goals: 1) The Associate in Arts Degree; 2) The Associate in Science Degree; 3) Certificate in a vocational area; or 4) A transfer curriculum leading to a four-year college or university. For more information about Project ASAP, please contact Amarylles D. Hall, at (310) 233-4075 or 233-4536.

Puente Program

The Puente Project is a national award-winning program that for 40 years has improved the college-going rate of tens of thousands of California's educationally underrepresented students. Its mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders to future generations. The program is interdisciplinary approach with writing, counseling, and mentoring components. The Puente Project is open to all students. For more information on how to join the Los Angeles Harbor College Puente Project, please contact Carmen Carrillo at carrilc@laccd.edu or by phone (310) 233-4259 or Mauricio Cedillos at cedillma@laccd.edu or by phone at (310) 233-4246.

Sheriff Services

The Sheriffs are available to assist students, faculty and campus visitors as needed. In addition to their regular duties of crime prevention, campus patrol and parking control, the College Sheriff have instituted an assertive program in the areas of

personal safety and crime prevention. The College Sheriff's Office is located on Figueroa Place in the P.E. & Wellness Center. **For emergencies only, PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE**. For non-emergencies, call 310-233-4600.

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

- The campus is well-lighted but it is wise, again, to employ the "buddy system" when walking to your car or traveling to other locations.
- Refrain from using shortcuts; stay on the well-traveled thoroughfares.
- Personal property, purses, briefcases, etc. should not be left unattended. Take such items with you if you are leaving the office, classroom or library study area, or lock them in your desk or file cabinet.
- Try not to carry large amounts of cash on your person or display large amounts of money.
- Make a record of the serial numbers of both District and personal property in your office. A record of your personal credit cards should also be maintained.
- Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Store it in the trunk instead.
- Give your car the quick "once over" before entering with a critical eye for possible break-in or persons in the rear seat or floor area.

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

College Security and Safety

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

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

Annual Security Report

OFFENSE – ON CAMPUS	**2020**	**2021**	**2022**
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX ASSAULT (SEX OFFENSES	0	0	0
Rape	0	0	0
Fondling		0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY	1	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	8	5	5
MOTOR VEHICLE THEFT	0	2	2
ARSON	1	0	0
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	0	1	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	2	0

DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0
LIQUOR LAW - ARRESTS	0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0
HATE CRIMES			
	2020 - No reported hate crimes	2021 - No reported hate crimes	2022 - There was one hate crime of aggravated, assault with bias against race.

Updated 8/31/2023

College Safety and Discrimination, Unlawful Harassment, Retaliation and Title IX Policy

The Los Angeles Community College District and Los Angeles Harbor College is committed to providing an environment that is free from all forms of discrimination and sexual misconduct. The safety of all students, staff and visitors is a priority. For additional information about Board Rule XV, Administrative Regulation C-14, and/or to report a violation of this policy, please contact Mercy Yañez, Campus Title IX Coordinator by email at yanezm@lahc.edu and or by phone at (310) 233-4342. Additional information and resources is also available through the College webpage at the following link: https://effectiveness.lahc.edu/student_services/titleIX/SitePages/Contact.aspx.

Special Programs and Services

The office of Special Programs and Services provides services and accommodations for students with physical, visual, hearing, cognitive, psychological, and medical disabilities in support of their academic success and to meet the requirements of federal and state non-discrimination and civil rights laws, such as Sections 504 and 508 of the Rehabilitation Act, the Americans with Disabilities Act, and California Government Code Sections 11135-11139.5. Special Programs and Services ensures students with disabilities have equal and equitable access to all of the educational programs and offerings at Los Angeles Harbor College through the provisions of reasonable accommodations, appropriate support services, specialized curriculum, and assistive/adaptive technology. Special Programs and Services firmly believes in promoting inclusion, diversity, advocacy, and empowerment for students with disabilities. Special Programs and Services is located in the Technology building, suite 118 and can be reached at (310) 233-4629 or sps-lahc@lahc.edu.

STEM (Science, Technology, Engineering and Math)

The STEM Program at Los Angeles Harbor College (LAHC) is for students who are interested in Science, Technology, Engineering, or Math. Students majoring in these fields will greatly benefit from the program, which offers pathways for accelerated completion and transfer (STEM STEP). College faculty, counselors, and staff are devoted to assisting and supporting STEM students. In addition to our dynamic STEM curriculum, students in the program are given access to STEM-related announcements, program newsletters and various workshops that focus on resume writing, career opportunities and up-to-date four-year university options. Industry experts participate in STEM events on campus to advise and encourage students entering STEM fields. Students may also participate in STEM College Day, STEM STEP Summer Bridge and university fieldtrips. Through STEM STEP, personal assistance is available for identifying and applying for paid internships in STEM research and/or within the STEM industry. For information, call 310-233-4330. To apply, go to https://effectiveness.lahc.edu/academic_affairs/ewd/stem/SitePages/Home.aspx or click on **invited to join** for the registration form. See the STEM TCAP for information on STEM degrees and Certificates.

Student Outreach & Recruitment

Student Outreach & Recruitment Program serves as an integral part of Harbor College to provide prospective students information regarding programs and student services. Off-site activities include school presentations, pre-orientation assistance, placement information, admissions support, regular visits to local high schools, attending community and high school fairs, and hosting financial aid workshops. The Student Outreach & Recruitment Office is located in the Student Services & Administration Building (SSA 131). For more information, please visit the Student Outreach & Recruitment Program website at http://bit.ly/lahcoutreach or call (310) 233-4330.

Welcome Center

The Welcome Center is a one-stop location/information hub, professional staff are available to answer questions about the college and make appropriate on-campus referrals, complete the admissions application, find information about academic programs, access computers to register in classes and complete the other necessary steps to enroll at LA Harbor College.

In addition, we offer the following support:

- **Enrollment**: Admissions Application Completion for New/Returning Students (Credit/Noncredit); Add/Drop Courses (credit/non-credit) via the Student Portal; Class Search Assistance; Canvas Account Navigation; Assistance logging into cranium (online services-Counseling, etc.); K-12 Dynamic Form Access (Student Portal) for Concurrent enrollment; Provide Student/Staff ID Picture Card; Multifactor Authentication Suppo

- **Financial Aid**: Assistance with applying for Financial Aid (FAFSA)/CA Dream Act/California College Promise Grant (fee waiver); Assistance with Financial Aid SAP application requirements; Assistance with searching for scholarships in the Student Portal; Bank Mobile Set-up Assistance.

- **Technical Support**: Password Reset for Student Portal (student account); Open CCC Referral (Applying for College) for Technical Issues (Password Reset); Assistance with obtaining your student ID Number (Portal Search); Referrals to reset FAFSA/CADAA password Via Hotline.

- **General College Information**: Referrals to Additional Departments; Provide Support During Registration Events.

The Welcome Center is located in the Student Services & Administration Building (SSA 118). For more information, please call the Welcome Center at call (310) 233-4078. Or send us an email at Welcomecenter@lahc.edu.

Transfer Center

The Transfer Center is a part of the Counseling Division. The Transfer Center's mission is to foster a transfer culture by providing resources and counseling services to support students in achieving their transfer goals. Students utilize the Transfer Center to prepare for admission to CSU, UC, private and out-of-state universities. The faculty and staff offer workshops, classroom presentations, counseling appointments, and drop-in counseling. The Transfer Center hosts university admission representative appointments, field trips, Transfer Fair, Transfer Con (student conference), and a culminating Transfer Recognition Ceremony. The Transfer Center is located in the Student Services and Administration (SSA) building, Office #105 and welcomes all students to come in for assistance and support.

Tutorial Services

Tutorial Services are provided in the following areas:

Learning Resource Center

All currently enrolled students are eligible for free tutoring services. Tutoring is available in the Math Lab, Writing Lab, and subject specific areas which are housed in the LLRC. All students receiving tutoring in the LRC will be enrolled in a non-credit, zero-unit tutoring lab course, Tutor 001T – Supervised Tutoring or Basic Skills 006CE (Review of Basic English). There are no enrollment fees or grades involved with this lab course and the course does not appear on the student's transcript.

Special Programs and Services (Disabled Student Programs and Services)

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

Veterans Resource Center

Veterans who are eligible are advised to visit the VRC for assistance.

Umoja Community

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

Veterans Services

Los Angeles Harbor College is dedicated to supporting those who have served along with their families through the transition into higher education. Whether it is a recent transition from the military, a veteran who served in an era several decades prior, or someone still on active duty, LAHC provides services to all active duty, veterans, and/or veteran dependents. Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs should schedule an appointment with the Veteran Counselor at least one month prior to registration. Students will be required to make an appointment with the Veteran Counselor to complete a comprehensive educational plan before GI Bill® benefits can be certified. The student must submit a transcript for all previous college work before starting the second

semester at LAHC.

Veterans applying for Veterans Affairs (VA) educational benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Affairs. Before Harbor College can certify enrollment for benefits, veterans must meet the college admission requirements and supply the college with copies of official transcripts from previous training. The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Affairs and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective.

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

The Los Angeles Harbor College Veterans Program is eligible to work with Department of Veterans Affairs Educational Benefits Chp 30, 31, 33, 35, 1606, 1607, as well as the Department of Defense Tuition Assistance (TA), and the Military Spouse Career Advancement Account (MyCAA) program for spouses of active duty. Harbor College will keep records of VA students, including account information, for at least three years after their last certified period of attendance.

Veterans Educational Benefits

- Chapter 33 (Post-9/11 GI BILL®) – this is the most comprehensive educational benefit package since the original Montgomery GI BILL® (MGIB). The Post-9/11 GI BILL® is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI BILL®. This program will pay for enrollment fees (non-resident tuition is not eligible) and other mandatory fees, a monthly housing allowance, and an annual books and supplies stipend for eligible individuals.

  GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA).
- Chapter 1606 – this program provide benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.
- Chapter 1607 – this program provides benefits for members of the Selected Reserve who have established eligibility for 1606 of the MGIB and have been called to active duty since September 11, 2001.
- Chapter 31 (Vocational Rehabilitation) – this is a vocational assistance program that is available to disabled veterans who are in need of vocational rehabilitation.
- Chapter 35 (Dependents or Spouses) – this is an educational program is designed to provide benefits to dependents or spouse of veterans.

Welcome Center

The Welcome Center is a one-stop location where students can find information about academic programs, access computers to apply to Los Angeles Harbor College, and complete the necessary steps to enroll at LAHC.

The Welcome Center offers the following:

- a professional staff that answer questions about the college and make appropriate referrals
- a first point of contact for students' questions regarding the online registration portal
- assistance with application for admission to LAHC
- assistance with registering for classes
- assistance with identifying registration holds
- support with applying for LA College Promise (LACP)
- support with applying for Financial Aid (FAFSA)/CA Dream Act/California College Promise Grant (fee waiver)

- information regarding concurrent enrollment
- Information about outreach dual enrollment for high school students

The Welcome Center serves as an information hub. The office is located in the Student Services & Administration in SSA 136 and can be reached by phone at (310) 233-4330 or online at http://bit.ly/lahcoutreach.

ACADEMIC INFORMATION

Adult & Basic Skills Education Programs/Non-Credit Program

Harbor College provides a wide range of noncredit programming that prepares students for careers, civic integration and transition to credit pathways. Program areas include English as a Second Language (Noncredit), ESL Civics, Basic Skills and Vocational Education. Participating students may earn Certificates of Competency or Completion in a majority of our program areas. Noncredit classes are free, students may access all general student support services and benefit from additional noncredit program perks (book loans for noncredit courses, tutoring and counseling services, etc.). Harbor College is a WIOA II program site within the Los Angeles Community College District and Certified GED Testing Center. To take advantage of our services and programs visit us in the Technology Building, Room 204, or by email at adulted@lahc.edu or phone at 310-233-4450 or visit our program webpage at https://www.lahc.edu/academics/adulted .

Honors Transfer Program

The Honors Transfer Program (HTP) is a cooperative effort between Los Angeles Harbor College and partner colleges and universities. HTP's mission is to prepare students for the academic, social and psychological rigors of the university environment. HTP provides a challenging curriculum designed to prepare students for transfer. The HTP offers support and services that provide students with the supplemental experiences and preparation necessary for the university transfer process. By completing the requirements of the program, HTP students can receive priority admissions consideration with most local, and many national, public and private colleges and universities. HTP students achieve Junior academic status at their transfer institution and may be considered for Honors-to-Honors admissions. In 2018, HTP students achieved an 80% acceptance rate to UCLA. Visit the HTP website at https://www.lahc.edu/honors/ or email LAHC-Honors@laccd.edu for more information or a list of participating transfer colleges and universities.

Instructional Materials

Students may be required to provide instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Library+Learning Resource Center

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

Library

The LAHC Library provides access to a collection of over 95,000 books (print and e-books), periodicals, newspapers, reference materials and online databases that support the college curriculum and our students' pursuit of educational goals. Students should consider the library their first source when researching topics for papers or class projects. A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching.

Currently enrolled students may conduct their online searching in the computer commons. Wireless connectivity is available by logging in. Students can also use the online databases from off-campus by logging in with their student login. Instructors may request an information workshop to prepare students for special assignments. Materials are placed in the Reserve Section at the Circulation Desk when they are needed for class assignments or are otherwise in demand. These materials may have restricted loan periods.

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

Learning Resource Center

The Learning Resource Center, is located on the 1st floor of the Library+Learning Resource Center (LLRC) and provides the following support services to current enrolled students.

Tutoring

- In person and online tutoring sessions in math, writing and subject specific areas such as Chemistry, Economics, E.S.L, Hisotry, and Statistics is provided. Subjects vary from semester to semester and may be added based on student request and budget availability.
- Tutoring for students enrolled in Special Programs and Services is provided in the High Tech Center Lab (M-Th).

Support Courses with no fees and no units of credit.

- Enrollment is required to receive tutoring.
- Students receiving assistance in math and subject specific courses should enroll in the TUTOR 001T (0 unit) - Supervised Tutoring course.
- Students receiving assistance in writing should enroll in the Basic Skills 006CE (Review of Basic English; free non-credit class) through the Writing Lab.

Additional Support for Courses

- Computer access is available in the Computer Commons and in the tutoring labs.
- Printing and copying are available through a pay-to-print service.
- Textbooks and calculators are available to check for use in the LLRC.

Learning Resource Center - (310) 233-4149
High Tech Center - (310) 233-4393
Math Lab and Subject Specific - (310) 233-4498
Writing Lab - (310) 233-4148

Math Lab

The Math Lab supports the Math Department by providing free in person in and online one-on-one tutoring to all currently enrolled students. Trained tutors are available throughout the day for students enrolled in math courses ranging from Algebra to Differential Equations. Students can review concepts from class, have questions answered, and prepare for exams with tutor. Computers are available to access online materials and complete online assignments.

Writing Lab

LAHC's Writing Lab offers free one-on-one writing consultations to all current students. Trained tutors serve students from all disciplines at all stages of their writing process.

STEM Office

STEM STEP is a prescribed, accelerated (two-year) pathway at LAHC for full-time students committed to completing, transferring, and succeeding in STEM. The goal of STEM STEP is to increase the number of Hispanic and low-income students who attain degrees in STEM fields. LAHC College faculty, counselors and staff are devoted to assisting and supporting STEM students reach their potential by creating unique career, educational, scholarship and transfer opportunities.

ACADEMIC STANDARDS AND CHALLENGE PROCEDURES

Academic Honors

Alpha Gamma Sigma Honor Society

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

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

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

Dean's Honor List

The College gives recognition to scholars each semester by publishing the Dean's and President's Honor Lists. Full-time students are placed on the Dean's List if they have achieved a grade point average of 3.5 or better in 12 or more units per semester.

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

President's Honor List

The College gives recognition to students who have demonstrated academic excellence throughout multiple semesters. Full-time students are placed on the President's Honor List if they have achieved a grade point average of 3.5 or better in three consecutive semesters.

President's Distinguished Honor Award

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

- Petition for the Associate Degree
- Achieve a grade-point-average of 3.70 or higher in all degree applicable courses taken at Harbor College or any other LACCD Colleges.*
- Achieve a grade-point-average of 3.70 or higher and be in good standing.

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

Academic and Progress Probation

Standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Course work completed prior to Fall of 1981 shall be excluded from probation calculations.

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

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

Removal from Probation

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

- **Academic Probation:** The student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.
- **Progress Probation:** The student on progress probation because of an excess of units for which entries of No-Credit (NC), No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty per cent (50%).

Dismissal

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Course work completed prior to Fall of 1981 shall be excluded from dismissal calculations. For dismissal, "consecutive semester" are those where a break in the students enrollment does not exceed one full primary term.

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

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

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

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

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

Academic Renewal

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

1. Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
    1. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with "D" and "F" grades) in courses not subsequently completed with a "C" or better at the LACCD colleges; and
    2. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

2. To qualify for academic renewal, students must have completed credit coursework at a United States regionally accredited institution(s) at any time after the academic term of the coursework to be disregarded as follows:
    1. A minimum of the equivalent of 12 credit semester units in a term with a 2.0 grade point average; or
    2. A minimum of the equivalent of 12 credit semester units in two or more consecutive terms with a 2.0 grade point average.

For the purposes of this procedure:
1. Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in AP 4230 Grading and Academic Record Symbols, or the equivalent credit evaluative grading symbol awarded by external institutions
2. All coursework completed in a terms) must be used when calculating the required minimum 2.0 grade point average, even if the units exceed the minimum of 12 credit semester units. (See Appendix A for examples)
3. Coursework previously applied towards a degree, certificate of achievement or SUGE/IGETC certification cannot be academically renewed.

If granted, academic renewal shall result in:
1. Eliminating up to 30 semester units of credit coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

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

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

The District Academic Senate shall establish standards and guidance for implementing this procedure (See AP 4240 Appendix A). Updates to Appendix A are technical and not considered revisions to this Administrative Procedure.

Title 5. California Code of Regulations. Section 55046

Prerequisites

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

Course Prerequisite Policy

Prerequisite means the preparation or previous course work considered necessary for success in the course. The College **requires** students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required).

Prerequisites which are listed in the College Catalog include:

- courses for which specific prerequisites have been validated.
- sequential course work in a degree-applicable program.
- sequential course work in certificate programs.
- courses in which a prerequisite is necessary for transfer to a four-year college. (Students are directed to see a counselor prior to the first day of class for questions about prerequisites)

Prerequisite Challenge Procedures

A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A Prerequisite Challenge Petition form, which is used to file a prerequisite challenge, can be obtained from the counseling office in the Student Services Administration. The form also available at the Mathematics Division Chair Office and English Division Chair Office both located in the Northeast Academic Building.

Reasons for seeking a prerequisite challenge may include one or more of the following:

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

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

Note: Students must have official transcripts on file in the Admissions and Records Office for all prerequisites completed at other institutions.

Attendance and Grading

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

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

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

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

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

It is recognized that students may have legitimate reasons for not being able to attend the first meeting of a particular class. A student to whom this circumstance pertains must notify the instructor in writing, at least one working day in advance of the first class meeting, stating the reason(s) for the class absence.

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

Auditing Classes

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

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

Final Examinations

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

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:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing*	1
F	Failing	0
P	Passing**	
NP	No Pass***	
EW	Excused Withdrawal	

*Less than satisfactory

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

*** Equal to a "D" or "F" grade- units are not counted in GPA. NP has the same meaning as "NC "as that symbol was defined prior to June 30, 2007. (P and NP grades may be given only in courses authorized by the District Pass/No Pass Option Policies.)

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

I - Incomplete

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

The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and a record shall be given to the student. A copy will also be on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

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

IP - In Progress

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

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

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

RD – Report Delayed

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

W - Withdrawal

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

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

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

MW - Military Withdrawal

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

EW – Excused Withdrawal

The non-evaluative symbol permits the district/college to avoid penalizing students by excluding them from progress probation and dismissal calculations. The intent of the law is to allow students the ability to drop courses without penalty due to extenuating circumstances. For this reason, the Excused Withdrawal symbol "EW" has been adopted. The determination shall be made by the local college's admissions and records office.

Acceptable Reasons for an EXCUSED WITHDRAWAL

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- bob transfer outside the geographical region
- illness in the family where the student is the primary caregiver
- an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer)
- the student is the subject of an immigration action
- death of an immediate family member
- chronic or acute illness
- verifiable accidents
- natural disasters directly affecting the student

Reimbursement for Excused Withdrawal

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (l) of section 55003 where the student fails to meet a prerequisite.

Additional Stipulations

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

Pass/No-Pass Option

Colleges may designate courses in the college catalog wherein all students are evaluated on a "pass-no pass" basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the "pass-no pass" option.

The pass-no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass shall be assigned for meeting that standard (earning 70% or higher), and a grade of No Pass shall be assigned (earning a grade below 70%) for failure to do so.

The student who is enrolled in a course on a “pass-no pass” basis will be held responsible for all assignments and examinations required in the course and must meet the same standards of evaluation as required for all students.
Title 5, C.C.R., 55022

Grades and Grade Changes

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

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

Course Repetition

Course Repeatability

Courses that may be repeated are designated in Course Descriptions. Noncredit courses may be repeated. A small number of Credit courses may be repeated, even if a student passed the course with a grade of A, B, C or P. At LAHC, the following Credit courses may be successfully completed up to four times each, including completions from other LACCD colleges:

- KIN ATH 503, 504, 506, 508, 511, 512, 516, 552, 553, 555, 556, 557, 558, 563 and 564.
- MUSIC 501, 700 and 775.
- THEATER 291, 292 and 342.

Please note that only the first enrollment and the first repeat of a course are Financial Aid eligible.

Active Participation and Families

Certain Active Participatory courses in the visual arts, performing arts and kinesiology are designated as part of a "Family." Courses in Families are noted in the Course Descriptions section of the catalog. The courses contained in a family may be taken for a maximum of 4 combined total attempts. Family designations and limitations apply throughout all LACCD colleges.

At LAHC, only two Families have more than four courses:

- Family K02 KIN - Aerobics, Circuit Training consists of KIN 010, 045, 046, 049, 050, 229-1, 229-2, 245-1, 245-2, 250-1, 250-2, 350 and 350-2.
- Family M01 Music - Classical Guitar consists of MUSIC 650, 651, 652, 653 and 654.

Course Repetition to Improve Substandard Grades

No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704 – Credit by examination may not be used to remove a substandard grade. Substandard grades are defined as "D", "F", "NC","NP".

First Course Repetition to Remove a Substandard Grade

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student's academic record so annotated. All grades awarded will show on student's permanent records to ensure a true and complete academic history.

Second Course Repetition to Remove a Substandard Grade

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

the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

Third Course Repetition to Remove a Substandard Grade

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

1. Received two substandard grades for the same district course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstances upon which the petition is based. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The petition is approved by the local academic senate or a committee acting on behalf of the academic senate, and by the College president or designee.

Upon completion of the third repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

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

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

Course Repetition: Special Circumstances

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

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

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

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

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

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in an administrative drop.

Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

Remedial Coursework Limit

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

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

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

Credit for Prior Learning

In accordance with LACCD Administrative Procedure AP 4235, students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Credit for Military Service/Training
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the district
- The student must have previously earned credit or noncredit from the district or be currently registered in the district
- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Procedure

- Grading shall be according to the regular grading system in accordance with BP/AP 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with BP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to BP/AP 4230 Grading and Academic Record Symbols and bp/ap 4231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

- See Administrative Procedure for Advanced Placement Credit

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Officials IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination a recommended by the district's IB Procedure

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Procedure.

Credit for Military Service/Training

Students interested in Credit for Prior Learning Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning asessment petition.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Services (AAARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee

a. The student shall complete the college Credit for Prior Learning assessment petition.
b. The Admissions and Records Office shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
c. If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
i. The student shall meet with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.

ii. The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
iii. If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript.

d. The department shall annually review and update as needed its list of industry-recognized credentials.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

A. The student shall complete the college Credit for Prior Learning assessment petition.
B. The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
C. The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
D. If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript.

Credit by Examination

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

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

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

The college may charge a few of $20 per unit for Credit by Examination subject to change by the state legislature or the LACCD Board of Trustees.

Acceptance and Evaluation of Coursework (AP 4051)

Students may use courses completed at other United States Regionally Accredited postsecondary institutions, including the LACCD colleges, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process.

Previously Earned College Units

College credits earned at U.S. regionally accredited institutions of higher education may be recognized upon evaluation. Students must arrange for each college previously attended to send official transcripts to the Office of Admission and Records, directly from that institution.

Credit for Courses Taken at Institutions of Higher Learning Outside the United States (AP 4051)

The intent of this policy is to provide a process for granting LACCD Associate Degree general education, graduation competency, and unit (elective) credit for coursework completed at institutions of higher education outside the United

States. This policy does not apply to Associate Degrees for Transfer (ADT's), IGETC or CSU GE: refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
2. Students may receive credit for the following:
    a. LACCD General Educational Plan, excluding Area B1 American Institutions.
    b. LACCD Competency Requirement, excluding reading and Written Expression.
    c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
    d. LACCD Course Credit
        i. Each college may develop 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. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.
        ii. Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.
        iii. The evaluation is valid only in the Los Angeles Community College district and may not necessarily meet the requirements of other colleges and universities.

Credit for Law Enforcement Academy Training

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

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

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

Advanced Placement Credit (AP 4236)

1. Use of Advanced Placement (AP) Exams for meeting Associate of Arts, Associate of Science and Associate Degree for Transfer Major Requirements and Certificates of Achievement Requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

2. Use of AP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

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

3. Duplicative External Exam Credit: 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 students.

4. AP Unit Credit

For the purpose of granting unit credit applicable to the minimum of 60 units required for the local Associate degree and the Associate Degree for Transfer, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:
In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

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

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

5. **CSU GE Breadth and IGETC**

The California State University (CSU) faculty has determined passing scores and, when appropriate, certification areas (for General Education Breadth and United States History, Constitution, and American Ideals) for CSU-approved standardized external examinations. The list is found online on the Cal State AP website. Each campus in the CSU system determines how it will apply external examinations toward credit in the major.

The use of Advanced Placement exams on the Intersegmental General Education Transfer Curriculum (IGETC) plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC standards for applicability to the IGETC Breadth areas.

ADVANCED PLACEMENT EXAMS CREDIT APPENDIX A
UNIT CREDIT/LACCD GENERAL EDUCATION AREA/Area of Emphasis/GRADUATION COMPETENCY

- A Score of 3 or higher (except if otherwise noted) is required to grant credit for GE and/or towards a major at Los Angeles Harbor College
- Adapted from LACCD AP 4236 Appendix A
- Please refer to CSU External Exam Credit, IGETC Standards; Private Institutions AP credit policies and campus specific applicability towards majors as they may differ from the information below.

AP Subject Area	Total semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Towards LACCD GE Requirements	Associate Degree GE Area Fulfilled	LAHC Area of Emphasis Units Applied
Art History	6	3	Area C: Humanities	A/H emph: 6 units
Biology	6	3	Area A: Natural Science	H/F emph: 6 units M/S emph: 6 units
Calculus AB	3	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied	M/S emph: 3 units
Calculus BC	6	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied	M/S emph: 6 units
Calculus BC/AB Sub-score	3	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied	M/S emph: 3 units
Chemistry	6	3	Area A: Natural Science	M/S emph: 6 units
Chinese Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Comparative Government and Politics	3	3	Area B2: Social and Behavioral Sciences	S/B emph: 3 units
Computer Science Exam A	3	NA		N/A
Computer Science Principles	6	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied	N/A
English Language and Composition	6	3	Area D1: English Composition Reading and Written Expression	N/A

AP Subject Area	Total semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Towards LACCD GE Requirements	Associate Degree GE Area Fulfilled	LAHC Area of Emphasis Units Applied
			Competency Satisfied	
English Literature and Composition	6	3	Area C: Humanities or Area D1: English Composition Reading and Written Expression Competency Satisfied	A/H emph: 6 units
Environmental Science	4	3	Area A: Natural Science	M/S emph: 4 units
European History	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	A/H emph: 6 units S/B emph: 6 units
French Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
German Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Human Geography	3	3	Area B2: Social and Behavioral Sciences	S/B emph: 3 units
Italian Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Japanese Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Latin	6	3	Area C: Humanities	A/H emph: 6 units
Macroeconomics	3	3	Area B2: Social and Behavioral Sciences	S/B emph: 3 units
Microeconomics	3	3	Area B2: Social and Behavioral Sciences	S/B emph: 3 units
Music Theory	3	3	Area C: Humanities	
Physics 1	4	3	Area A: Natural Science	M/S emph: 4 units
Physics 2	4	3	Area A: Natural Science	M/S emph: 4 units
Physics C (Mechanics)	4	3	Area A: Natural Science	M/S emph: 4 units
Physics C: Electricity and Magnetism	4	3	Area A: Natural Science	M/S emph: 4 units

AP Subject Area	Total semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Towards LACCD GE Requirements	Associate Degree GE Area Fulfilled	LAHC Area of Emphasis Units Applied
Psychology	3	3	Area B2: Social and Behavioral Sciences	H/F emph: 3 units S/B emph: 3 units
Precalculus	3	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied.	
Seminar	3	0	NA	
Spanish Language and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Spanish Literature and Culture	6	3	Area C: Humanities	A/H emph: 6 units
Statistics	3	3	Area D2: Communication and Analytical Thinking Mathematics Competency Satisfied	M/S emph: 3 units S/B emph: 3 units
Studio Art: Drawing	3	3	Area C: Humanities	A/H emph: 3 units
Studio Art: 2-D Design	3	3	Area C: Humanities	A/H emph: 3 units
Studio Art: 3-D Design	3	3	Area C: Humanities	A/H emph: 3 units
United States Government and Politics	3	3	Area B1: American Institutions	S/B emph: 3 units
United States History	6	3	Area B1: American Institutions or Area C: Humanities	A/H emph: 6 units S/B emph: 6 units
World History: Modern	3	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	A/H emph: 3 units S/B emph: 3 units

LACCD AP 4236: Advanced Placement Exams Credit Appendix B
LACCD Advanced Placement (AP) Course Credit for Associate of Arts, Associate of Science, Associate Degree for Transfer (ADT) major requirements and Certificate of Achievement major requirements

Please refer to CSU External Exam Credit, IGETC Standards; Private Institutions AP credit policies and campus specific applicability towards majors as they may differ from the information below.

AP Exam	Score	Total Semester Units Awarded	LACCD Course
Art History	3, 4, or 5	6	ART 101; ARTHIST 110
Biology	3, 4, or 5	6	BIOLOGY 003 or 005
Chemistry	3, 4, or 5	6	CHEM 060 or 065
Comparative Government and Politics	3, 4, or 5	3	POL SCI 002
Macroeconomics	3, 4, or 5	3	ECON 002
Microeconomics	3, 4, or 5	3	ECON 001
English Language and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110
English Literature and Composition	3, 4, or 5	6	ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z or E.S.L. 110
Environmental Science	3, 4, or 5	4	ENV SCI 001 and 022
European History	3, 4, or 5	6	HISTORY 001 and 002
Human Geography	3, 4, or 5	3	GEOG 002
MATH: Calculus AB	3, 4, or 5	3	MATH 236 or 238 or 238S or MATH 247 or 261 or 265
Math: Calculus BC/AB Subscore	3, 4, or 5	3	MATH 236 or 238 or 238S or 247 or 261 or 265
Math: Calculus BC	3, 4, or 5	6	Math 247&248 or 261& 262 or 265&266
Physics 1: Algebra-Based	3	4	PHYSICS 011 or 012+014
Physics 1: Algebra-Based	4 or 5	4	PHYSICS 006
Physics 2: Algebra-Based	3	4	PHYSICS 011 or 012 +014
Physics 2: Algebra-Based	4 or 5	4	PHYSICS 007
Physics C: Electricity and Magnetism	3	4	PHYSICS 011 or 012+014
Physics C: Electricity and Magnetism	4 or 5	4	PHYSICS 002 or 022 or 038 or 067 or 102
Physics 3: Mechanics	3	4	PHYSICS 011 or 012 +014
Physics 3: Mechanics	4 or 5	4	PHYSICS 001 or 021 or 037 or 066 or 101

AP Exam	Score	Total Semester Units Awarded	LACCD Course
Precalculus	3, 4, or 5	3	MATH 260 or 260S
Psychology	3, 4, or 5	3	PSYCH 001
Spanish Language & Culture	3	6	SPANISH 003
Spanish Language & Culture	4 or 5	6	SPANISH 003 and 004
Spanish Literature & Culture	3, 4, or 5	6	SPANISH 004
Statistics	3, 4, or 5	3	Math 227 or 227S or 227B or 228B or PSYCH 091 or SOC 125 or STAT 001 or STAT 101
Studio Art: 2D Design	3, 4 or 5	3	ART 501
Studio Art: 3D Design	3, 4, or 5	3	ART 502
Studio Art: Drawing	3, 4, or 5	3	ART 201
U.S. History	3, 4, or 5	6	HISTORY 011 and 012
U.S. Government and Politics	3, 4, or 5	3	POL SCI 001
World History: Modern	3, 4, or 5	3	HISTORY 086 or 087

Caution: The Advanced Placement unit, general education and course equivalency credit in these appendices is for LACCD degrees and certificates only. Advanced Placement credit and policies for transfer institutions, including the CSU and UC campuses, are the purview of those systems. Students are advised to consult with a counselor to ensure applicability to their educational goal.

Caution: Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit which may result in the student having to take the course after transfer.

Prerequisite Clearance: The above AP exams and corresponding scores may meet prerequisite clearances equivalent to the completion of LACCD Courses indicated. For example, an AP Art History exam score of 3, 4, or 5 may be considered equivalent to completion of ART 101 or ARTHIST 110 for the purpose of prerequisite clearance. Students are advised to meet with a counselor to ensure appropriate prerequisite clearance.

Credit Limitations: A student who receives AP credit and takes an equivalent LACCD course will have the unit credit for the duplication deducted prior to graduation. Students are advised to meet with a counselor to ensure courses do not duplicate AP exam credit and courses are taken in an appropriate sequence.

International Baccalaureate Credit (AP 4237)

This regulation defines the International Baccalaureate Diploma and the conditions under which the District will accept it for the purposes of award/annotate credit, equivalency or competency in student records

Requirements:

1. Course Equivalency for Local Associate Degrees major and Certificates of Achievement Requirements
Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for International Baccalaureate (IB) exams. Course equivalency for International Baccalaureate (IB) exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned the minimum exam score stated in Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each IB exam is stated in Appendix A.

2. Use of IB exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees

IB Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in Appendix A.

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. Use of IB exams for meeting Associate Degree for Transfer major requirements.
Associate Degree for Transfer major requirements may be satisfied with IB exam course equivalency as defined in Section 1.

4. IB Unit Credit

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

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

5. CSU GE Breadth and IGETC

The California State University (CSU) faculty has determined passing scores and, when appropriate, certification areas (for General Education Breadth and United States History, Constitution, and American Ideals) for CSU-approved IB examinations. The list may also be found online on the Cal State IB website. Each campus in the CSU system determines how it will apply external examinations toward credit in the major.

The use of International Baccalaureate exams on the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California systems. Refer to the Current IGETC Standards for applicability to the IGETC Breadth areas.

LACCD AP 4237: International Baccalaureate Credit Appendix A

IB Subject Areas	Minimum Passing Score AA/AS	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE area Fulfilled AP 4100	Graduation Competency Requirement Fulfilled AP 4100
Biology HL	5 (All)	6	3	Area A: Natural Science	
Chemistry HL	5 (All)	6	3	Area A: Natural Science	
Economics HL	5 (All)	6	3	Area B2: Social and Behavioral Sciences	
Geography (HL)	5 (All)	6	3	Area B2: Social and Behavioral Sciences	
History (any region) HL	5 (All)	6	3	Area B2: Social and Behavioral Sciences Or Area C: Humanities	
Language A Literature HL	4	6	3	Area C: Humanities	
Language A Language and Literature HL	4	6	3	Area C: Humanities	
Language B (any language) HL	4	6	NA	NA	
Mathematics HL: Analysis and Approaches	4	6	3	Area D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied
Mathematics HL: Applications and Interpretation	4	6	3	Area D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied
Physics HL	5	6	3	Area A: Natural Science	
Psychology HL	5	3	3	Area B2: Social and Behavioral Sciences	
Theater HL	4	6	3	Area C: Humanities	

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT (AP 4238)

1. Course Equivalency for the local Associate of arts and Associate of Science Degrees Major and Certificates of Achievement Requirements
   Faculty with the appropriate discipline expertise may established criteria for granting course equivalencies for College-Level Examination Program (CLEP) exams

   Course equivalency for CLEP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement, shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 50 or higher on exam as stated on Appendix A. All course equivalencies shall be published in the college catalog.

   The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each CLEP exam is stated in Appendix A.

2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees.
   CLEP Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

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

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

3. Use of CLEP exams for meeting Associate Degree for Transfer major requirements.

   CLEP exams may not be used to satisfy Associate Degree for Transfer major requirements.

4. CLEP Unit Credit
   For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:
   - 3 semester hours are recommended in the case of a half-year course.
   - 6 semester hours for most full-year courses
   - 9 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.
5. CSU GE Breadth and IGETC
   The use of CLEP exams on the California State University General Education Breadth (CSU GE Breadth) is determined by California State University. Refer to the current CSU Executive Order 1036 on external exams for details.

   The use of CLEP exams on the IGETC is not permitted as determined by the University of California. Refer to the current IGETC Standards for details.

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree (1)	Semester Units Applied Toward Associate Degree GE Requirements (2)	Associate Degree GE Area Fulfilled AP 4100	Graduation Competency Requirement Met AP 4100
American Government	50	3	3	Area B1: American Institutions	
American Literature	50	3	3	Area C: Humanities	R&W Competency Not Met
Analyzing and Interpreting Literature	50	3	3	Area C Humanities	R&W Competency Not Met
Biology	50	3	3	Area A: Natural Sciences	
Calculus	50	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Met
Chemistry	50	3	3	Area A: Natural Sciences	
College Algebra	50	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Met
College Algebra – Trigonometry	50	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Met
College Composition	50	NA	NA	NA	NA
College Composition Modular	50	NA	NA	NA	NA
College Composition: Mathematics	50	NA	NA	NA	NA
English Literature	50	3	3	Area C: Humanities	R&W Competency Not Met
Financial Accounting	50	3	NA	NA	NA
French Language, Level I	50	6	NA	NA	
French Language, Level II	59	9	3	Area C: Humanities	
German Language Level I	50	6	NA	NA	
German Language Level II	60	9	3	Area C: Humanities	
History of the United States I	50	3	3	Area B1: American Institutions	
History of the United States II	50	3	3	Area B1: American Institutions	
Human Growth and Development	50	3	3	Area B2: Social and Behavioral Sciences	
Humanities	50	3	3	Area C: Humanities	

Information Systems and Computer Apps	50	3	NA	NA	
Introduction to Educational Psychology	50	3	NA	NA	
Introductory Business Law	50	3	NA	NA	
Introductory Psychology	50	3	3	Area B2: Social and Behavioral Sciences	
Introductory Sociology	50	3	3	Area B2: Social and Behavioral Sciences	
Natural Sciences	50	3	3	Area A: Natural Sciences	
Precalculus	50	3	3	Area 2: Communication and Analytical Thinking	Mathematics Competency Met
Principles of Macroeconomics	50	3	3	Area B2: Social and Behavioral Sciences	
Principles of Management	50	3	NA		
Principles of Marketing	50	3	NA		
Principles of Microeconomics	50	3	3	Area B2: Social and Behavioral Sciences	
Spanish Language, Level I	50	6	N/A	N/A	
Spanish Language, Level II	63	9	3	Area C: Humanities	
Spanish with Writing, Level I	50	6	NA	NA	
Spanish with Writing, Level II	63	9	3	Area C: Humanities	
Social Sciences and History	50	3	NA	NA	
Western Civilization I	50	3	3	Area B2: Social and Behavioral Sciences Or Area C: Humanities	
Western Civilization II	50	3	3	Area B2: Social and Behavioral Sciences	

(1) The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course. The credit in this table is applicable for local Associate Degrees only.

(2) The credit listed applied toward Associate Degree GE requirements on the LACCD General Education Pattern only.

STUDENT ACTIVITIES

The Harbor Student Union (SU) is the center of life on campus and houses the Student Activities Office, a one-stop shop for student information on campus events, clubs, activities, services, student governance (ASO), and so much more. It is centrally located just south of the Library/Learning Resources Center and north of the Science Complex. The College Bookstore and Business Office are located on the first floor of the Student Union. The second floor includes the Student Activities Office, student government offices and a student lounge with recreational attractions. Inquiries on date availability for usage of Student Union Multipurpose Room, and conference room reservation are made through the Student Activities office. The office of Student Activities is where students who have earned the Dean's and/or President's Honor can request and pick up their certificate.

Associated Student Organization

The Associated Student Organization (ASO) works to give students a voice at Harbor College, by representing students' needs and interests to LAHC administration, faculty, staff, and campus community. On behalf of the Vice President of Student Services, the ASO Advisor oversees the Associated Student Organization Executive Council, Finance Committee, and Inter-Club Council. In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO. They manage the day-to-day proceedings of student government and programs and initiate projects that benefit students. A $10 student activity fee during Fall/Spring semesters, and $5 fee during Summer/Winter sessions, supports enrichment programs and student events on campus. Although the fee is not mandatory, the fee will be charged unless the student specifically requests a waiver. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees. Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link: https://www.lahc.edu/campus-life/aso/resources.

While leadership development is at the foundation of the student government program, ASO also seeks to promote student involvement while building a strong campus community through programs and activities. In addition to campus involvement and advocacy, ASO lobbies local, state, and federal authorities on behalf of students. A term as a student government representative may greatly enhance your academic and professional resume.

There are unique benefits associated with being a paid ASO member, including free admission to conference games and certain social events as well as a reduction in the price of admission to all college-sponsored activities. Additional benefits include the following:

- Discounts on recreational rentals in the Student Union
- ASO sticker and Library Card
- 10 free scantrons and 2 blue books each semester (Fall/Spring)
- 5 free scantrons and 1 blue book (Summer/Winter)
- Promotional items at ASO events
- Club access
- Access to ASO scholarship (Fall/Spring)

In case of withdrawal from the College, the student receives a refund of the student body membership fee after returning the ASO stickers during the first week of a semester.

Identification/Library Services Card

All students receive an I.D. card which is also their Library Card for free. The card is issued for the first semester of attendance and must be retained throughout the student's enrollment in subsequent semesters. A new sticker is provided each semester to validate current enrollment. A $2 representative fee must be paid in the business office in order to obtain the semester

sticker. Stickers and ID cards can be obtained from the Student Activities Office with a paid receipt, current class schedule form or printout. The Associated Student Organization (ASO) semester stickers are also available in the Student Activities office for all current LAHC students who have paid their ASO membership fee.

College Publications

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

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees. The process contained in Regulation E-78 provides for thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of a student representative to the Los Angeles Community College District Board of Trustees.
In accordance with existing law, candidates for Student Trustee must:

- Be currently enrolled at a District college.
- Be enrolled in at least 5 units.
- Plan to continue enrollment as a District student through the one-year term of office.
- Have completed a minimum of 12 units.

For further information, contact the Office of the President.

College Organizations

Every Harbor College student is encouraged to participate in a College organization or activity. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the president of the ASO. In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the College assumes no responsibility for activities of uncharted groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations. Chartered groups are organized on the Harbor College campus to meet interests of students. Any student interested in more information about any of the clubs available at Los Angeles Harbor College should contact the Student Activities Office, SU 203 (located on the second floor of the Student Union building). Clubs are organized under the following categories:

- Honor societies recognize and encourage outstanding achievement in scholarship and provide opportunity for developing leadership ability.
- Alpha Gamma Sigma is a state honor scholarship organization which awards several scholarships annually to outstanding community college students.
- Service clubs recognize and honor students for outstanding achievement in citizenship and service to the College and provide opportunities for students to plan and execute programs of meaningful service to the College community.
- Departmental clubs stimulate interest in activities related to courses and programs, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to course work.

- Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common concerns. All special interest clubs openly encourage all students to participate.

Intercollegiate Athletics

Harbor College is a member of the South Coast Conference of the California Association of Community Colleges in all intercollegiate sports except football. The South Coast Conference comprises Cerritos, Chafey, East Los Angeles, El Camino Compton, El Camino, Long Beach City, Long Beach City, Los Angeles Harbor, Los Angeles Southwest, Los Angeles Trade Tech, Mt. San Antonio, Rio Honda, Pasadena City colleges. Harbor College is a member of the Southern California Football Association and National Central Division along with El Camino, Long Beach, Mt. Sac, Chaffey, and Riverside City colleges. Harbor College sponsors women's teams in softball, volleyball, basketball, cross country and soccer; and men's teams in football, baseball, basketball, and soccer. The baseball team has won three state championships, the men's basketball team has won two state titles, and the football team has won four bowl games. Harbor College has won the Team State Scholar Award in soccer and baseball. The College's student-athlete transfer rate is outstanding, with numerous athletes receiving scholarships to four-year universities.

HARBOR COLLEGE FACULTY AND STAFF

College Presidents

*Raymond J. Casey, (Director) 1948-1958
Wendell C. Black, 1958-1971
Kenneth W. Williams, (Acting) 1971-1972
Eugene A. Pimentel, 1972-1979
Edward W. Robings, (Acting) 1979-1980
*James L. Heinselman, 1990-1998
Robert S. Standen, (Acting) 1989-1990
*James L. Heinselman, 1980-1989
Jose L. Robledo, (Acting) 1998-1999
Francisco C. Quiambao Jr., (Acting) 1999-2000
Dr. Linda M. Spink, 2000-2010
Marvin Martinez, 2010- 2013
Farley Herzek, (Interim) 2013-2014
Dr. Otto W.K. Lee, 2014-2020
Dr. Luis Dorado 2022-

*indicates deceased

College Faculty & Administrators

Tigran Alikhanyan (2012)
Assistant Professor, Mathematics
M.S., Yereven State University, Armenia
M.S., University of California Los Angeles

Marc Alvillar (2016)
Instructor, Health and Kinesiology &
Head Baseball Coach
B.A., California State University Dominguez Hills;
M.S., Azusa Pacific University

Karen Amano-Tompkins (2014)
Professor, English
A.B. Cornell University, M.A. Columbia University

Julie Amenta (2020)
Instructor, Nursing
MSN, Walden University

Dr. Joachin Arias (2007)
Instructor, Chemistry
Chairperson, Sciences
B.S., M.S. California State University Los Angeles; Ph.D., University of California Los Angeles

Jenny Arzaga (2010)
Assistant Professor, Nursing
B.S.N., California State University Dominguez Hills;
M.S.N., California State University Dominguez Hills

Juan Baez (2010)
Acting Vice President, Academic Affairs
Instructor, Theater Arts
Humanities and Fine Arts
B.A., California State University Dominguez Hills;
M.A., California State University Los Angeles

Nabeel Barakat (1994)
Professor, Health and Kinesiology
Kinesiology
B.A., M.A., California State University Long Beach

Adrienne C. Brown (2013)
Instructor, Counseling
Career Counselor, Career & Transfer Center
A.A. Fullerton College; B.A. University of California Los Angeles;
M.A. San Diego State University

Stephanie D. Brown (2013)
Professor, Communications
B.A., California State University Dominguez Hills; M.F.A. Mills College

Cynthia Caloia (2015)
Professor, French and Spanish
B.A., M. A., University of California, Los Angeles

Andrea C. Cano (2012)
Professor, English as a Second Language (ESL)
B.A., University of California, Berkeley; M.S. California State University Fullerton;
Fulbright Fellow, Chile, 2007

Carmen Carrillo (1993)
Professor, English
Chairperson, Communications
A.A., L.A. Valley College; B.A., Loyola Marymount University; M.A., University of Iowa

Van Chaney (2013)
Instructor, Political Science
B.A., Loyola Marymount University; M.P.A., California State University Northridge

Hsien-ming Chen (2014)
Instructor, Technical Theater
B.A., Ottowa University; M.F.A., California State University Long Beach

Mary Copeland (2016)
Associate Professor, Humanities
A.A., Los Angeles Harbor College; B.A., University of California Los Angeles; M.A., M.F.A., Mt. St. Mary's University

Maribel Costa (2016)
Associate Professor, Counseling
Acting Assistant Director and Counselor, Special Programs & Services
B.A., La Sierra University
M.S., California State University Long Beach

John Corbally (1988)
Professor, English
B.S., M.A., California State University Los Angeles

Leslie Cordova-Trujillo (2008)
Instructor, Health and Kinesiology
Chairperson, Kinesiology
B.S., M.A., California State University Los Angeles

Jessica Cruz (2016)
Director, International Student Program
B.A., California State University Long Beach; M.A., Azusa Pacific University

Dr. Alexandra Sasha David (2013)
Instructor, Anthropology
B.A., Cornell University; M.A., Ph.D., University of California Los Angeles

Alexandre DeJean (2022)
Instructor, Communication Studies
A.A., Pasadena City College; B.A., M.A. California State University Los Angeles

Vivika Demel (2021)
Instructor, Counseling
B.A., M.Ed, M.S, Ed.D., University of Southern California

Dr. Jassiel Dominguez (2014)
Instructor, Counseling
B.A., University of California Santa Barbara; M.Ed., University of California Los Angeles, Ed.D., California State University Long Beach

Dr. Luis Dorado (2016)
President
Vice President, Student Services
USMC
B.A. Polytechnic University - Pomona
M.P.A., University of La Verne
Ed.D., University of Southern California

Dean Dowty (2014)
Instructor, Health and Kinesiology
Athletic Director
B.A., Utah State University; M.A. American Public University

Dr. Ana Esther Escandon (1995)
Associate Professor, Biology and Physiology
B.S., M.S., California State University Long Beach; Ph.D., University of California Los Angeles

Farid Faridpak
Instructor Mathematics
B.S., M.S., California State University Long Beach

Reza Farzin
Professor, Mathematics
B.A., M.S., California State University Long Beach

Michael Fradkin (2013)
Instructor, Economics
A.A., Pierce College; B.S., California State University Northridge; M.A., California State University Los Angeles

Dr. Mani S. Gagrat (1979)
Professor, Mathematics
B.A., M.A., University of Kanpur, India;
Ph.D., Indian Institute of Technology

Eddie Galvan (2014)
Instructor, Psychology
A.A., Rio Hondo College; B.A., M.S., California State University Los Angeles

Brittany Gray (2020)
Counselor / Coordinator, Umoja Community
B.A., University of California Irvine; M.A., California State University Long Beach

Karen Grgas (2013)
Instructor, Child Development
B.A. National University, CA
M.A. National University, CA

Jean R. Grooms (2013)
Professor, English
B.S., Middle Tennessee State University; M.A. California State University Dominguez Hills

Amarylles D. Hall (1996)
Coordinator, Special Programs and Services
B.S., M.S., California State University Los Angeles

Gretchen Hayes (2013)
Director, Child Development Center
B.S., M.A. Cal State Northridge;
ABD Nova Southeastern University

William L. Heffern
Assistant Professor, Drafting & Engineering
A.A., Long Beach City College, B.S. California State University Long Beach

Brian Henderson Barrick (2022)
B.A., University of California Santa Cruz
M.A., California State University Long Beach

Marcela Hernandez (2020)
Director Transfer Center (Interim)
B.A., M.A., California State University Dominguez Hills

William Hernandez (2006)
Professor, Spanish
B.A., M.A., California State University Long Beach

Fredrick Ho (2007)
Assistant Professor, Accounting
B.S., University of Southern Calif.; MBA, California State University Los Angeles

Wendy Hoffman (2013)
Instructor, Accounting
B.S., M.B.A., M.A. Ed, M.A. T.B.E., California State University Dominguez Hills

Dr. Basil O. Ibe (1997)
Instructor, Chemistry
Chairperson, Science, Family and Consumer Studies
B.S., Pepperdine University; M.S., Idaho State University; Ph.D., University of Texas at Austin

John Paul Joson (2017)
Instructor, Nursing
MSN, Mt. St. Mary's University

Tracye Jones (2019)
Instructor, Counseling
B.S., California State University Long Beach; M.A., Pepperdine University; M.B.A., National University

Dr. Lorrie Kato (2013)
Instructor, Psychology
Chairperson, HFA
B.A., University of California Irvine;
M.A., University Southern Calif.; M.A. Pepperdine;
Ph.D., Fielding Graduate University

Tamar Khajadourian (2015)
Associate Professor, Library Science
B.A., California State University, Dominguez Hills;
M.L.I.S., San Jose State University

Shazia Khan (2009)
Professor, Developmental Communications
B.A., California State University Fullerton, M.A., University of LaVerne

Yesenia King (2012)
Instructor, Sociology
A.A., Orange Coast College; B.A., California State University Long Beach; M.A. California State University Fullerton

Jonathon Klyng (2016)
Instructor, Philosophy
A.A., Pierce College; B.A., M.A., University of California Los Angeles

Deborah Larson (2010)
Assistant Professor, Nursing
B.S.N., Barry College; N.P. University of Miami; M.N. University of California Los Angeles

Jonathon Lee (1995)
Professor, Library Science
Chairperson, Library Division
B.A., University of Judaism; M.L.I.S., University of California Los Angeles

Priscilla Lopez (2014)
Dean, Academic Affairs
B.S., California State University Fresno; M.B.A., California State University Long Beach

Christian Lozada (2016)
Professor, English
B.A., California State University Long Beach; M.F.A., California State University Long Beach

Dr. Frank Ma (1989)
Associate Professor, Mathematics
B.S., University of New Mexico; M.S., Michigan St. University; Ph.D., University of Michigan

Lyndsay Madru (2021)
Instructor, Counseling
B.S. California State University Fullerton
M.S. California State University Long Beach

Dr. Timothy McCord (1999)
Assistant Professor, Physiology
B.S., Ph.D., University of California Irvine

Edie Moore (2006)
Associate Professor, Nursing
B.S., California State University Dominguez Hills, M.S.N., University of California Los Angeles

Maria Elena Moreno (1978)
Instructor, Child Development Center
A.A., Los Angeles Harbor College

Dr. Tissa Munasinghe (1998)
Professor, Earth Sciences
B.S., University of Peradeniya, Sri Lanka; Ph.D., University of California San Diego

Daryle Nagano-Krier (2008)
Assistant Professor, Communication Studies
B.A., M.A., California State University Fullerton

Kaman Ng (2013)
Counselor/Coordinator, EOPS/CARE/CalWorks
B.A., University of California Santa Cruz; M.A., San Diego State University

Kim-lien Nguyen (2022)
Instructor, Psychology
B.S., University of California, Los Angeles, CA
M.A., San Jose State University, CA

Son Nguyen (2010)
Instructor, History
B.A., M.A., Cal Poly Pomona

Sue Nowinski (2004)
Associate Professor, Nursing
B.S.N. California State University Long Beach; M.S.N. California State University Los Angeles

Julie Nunez (2021)
Instructor, Nursing
MSN. Western Governor's University

Norkor Omaboe (2002)
Associate Professor, Health and Kinesiology
B.A., B.S., University of Lausanne, Switzerland, M.S., California State University Long Beach

Nobeyba Ortega (2012)
Assistant Professor, Nursing
B.S.N., CS California State University U Dominguez Hills; M.S.N., California State University Long Beach

Dr. Edward Pai
Dean, Institutional Effectiveness
B.A., Yale University
M.L.S., Ph.D., Univeristy of Southern California Los Angeles

Erik Pastora (2017)
Instructor, Culinary Arts
A.A., Los Angeles Trade Technical College

Natalie Parra (2019)
A.A., Los Angeles Harbor College; B.A., University of Southern California
M.A., California State University Dominguez Hills

Dr. Alberto Pimentel, Jr. (2019)
Instructor, Sociology
B.A., California State University Los Angeles; M.P.A., California State University Long Beach; M.A., California State University Dominguez Hills; Ed.D., University Southern California

Dr. Elena Reigadas (2007)
Assistant Professor, Psychology
B.A., California State University Dominguez Hills;
M.A., Ph.D., Claremont Graduate University

Dawn Reid (2016)
Dean, Student Services
B.A., California State University Irvine; M.S., California State University Dominguez Hills

Michael Reid (2011)
Instructor, Administration of Justice
A.A., Golden West College; B.S., University of LaVerne; M.A., Chapman University

Delia Renteria (2012)
Professor, Spanish
B.A., Occidental College; M.A., California State University Long Beach

Blanca Rodriguez (2017)
Instructor, Counseling
B.A., California State University Northridge; M.A., California State University Dominguez Hills

Dr. Reagan Romali (2021)
Vice President, Administrative Services
B.A. English, Rutgers University
M.B.A., University of San Diego
Ph.D. Education, Walden University

Zahra T. Romero (1999)
Instructor, Mathematics
B.A., Hope College, Holland, MI; M.A., Western Michigan University

Carlos R. Rosales (2022)
Instructor, Anatomy and Biology
B.S., University of California, Los Angeles, CA.
M.A., Brown University, Providence, RI.

Kristen Rouault (2019)
Instructor, Learning Skills/Learning Foundation

Sara Rubio (2011)
Instructor, Counseling
Transfer Center Director; Counselor
Chairperson, Counseling Division
B.A. University of California San Diego, M.A. San Diego State University

Rosalind (Akilah) Runnels (2020)
Faculty, Counseling
TRiO Project A.S.A.P. Director and Counselor
B.A., University of California, Los Angeles, CA
M.S., California State University, Long Beach, CA

Farzaneh Saddigh (2000)
Professor, Mathematics
Chairperson, Mathematics and Technology
B.A., Lincoln University; M.A., University of Missouri

Sandra Sanchez (2011)
Dean, Academic Affairs
B.S., California State University Long Beach; M.B.A., University of Redlands

Hale Savard (2011)
Professor, English
B.A., California State University Long Beach; M.A. California State University Long Beach

Tiffany Sergio (2018)
Dean, Student Services
Director, Harbor Advantage, Harbor Promise, and Harbor Success
B.A., California State University Long Beach; M.A. California State University Long Beach

John Paul Sikora (2012)
Assistant Professor, Mathematics
B.A., M.S., California State University Northridge

Ivan Silva (2019)
Counselor, Dream Resource Center Coordinator
B.A. Univeristy of California Davis; M.S. San Francisco State University

Byron J. Smith (2000)
Instructor, Music
B.M., California State Univ Long Beach;
M.M., California State Univ Los Angeles

Michael Song (2000)
Instructor, Architecture
B.A., Cal Poly Pomona; M.A., Art Center College of Design

Kent Stoddart (2008)
Professor, English
B.A., M.A., California State University Los Angeles

Dr. Thamizhchelvi Subramaniam (2018)
Dean, Academic Affairs
B.A., M.A., University of South Alabama, Ed.D., University of Southern California

Kymeshia Taylor (2022)
B.S., California State University Northridge
M.B.A., California State University Long Beach

Wagner Trindade (2017)
Instructor, Music
B.M., Universidade Federal do Estado do Rio de Janeiro
M.M., Western Oregon University

Jennifer Triplett (2016)
Associate Professor, English
B.A., UC Santa Barbara, M.A., California State University Dominguez Hills, Ed D., Pepperdine

Dr. Cindy Tseng (2014)
Instructor, Music
B.A., University of California Los Angeles; M.M., Northwestern University; Ph.D., University of Oklahoma

Mario Valadez (2014)
Instructor, History
A.A., Golden West College; B.A., University of California Los Angeles; M.A., University of California Santa Barbara

Kathy T. Vo (2010)
Assistant Professor, Nursing
B.S.N., M.S.N., California State University Dominguez Hills

Dr. Randy L. Wade (2002)
Instructor, Biology
B.A., University of California Berkeley; M.S., Ph.D.,
Northern Arizona University

Dr. Ann Warren (1995)
Professor, English
B.A., Gonzaga University; M.A., Boston College;
Ph.D., University of Southern California

Tina Weirens (2015)
Professor, Mathematics
B.S., University of California at Santa Barbara;
M.S., Claremont Graduate University

Lynn Yamakawa (1994)
Professor, Nursing
Chairperson, Nursing and Health Sciences
B.S.N., M.S.N., California State University Long Beach

Mercy Yanez (2004)
Dean, Academic Affairs, Career Pathways and Support
California State University Northridge;
M.A., Loyola Marymount University

Faculty Emeriti

*indicates person is deceased

Joshua Abarbanel, 2001-2021
Instructor of Art

Clare F. Adams, 1993-1998
Dean, Academic Affairs

Dr. Michael Agopian 2002-2017
Associate Professor of Sociology

***Claudius A.V. Aklamakpe, 1969-1992**
Assistant Professor of Anthropology

Norma Almquist, 1966-1980
Associate Professor of English

Ruth M. Anderson, 1966-1985
Professor of Music

David E. Arant, 1966-2003
Professor of Accounting

Ann I. Arnold, 1977-2004
Professor of Nursing

Susanne L. Aultz 1976-2007
Associate Professor of Music

***Nathan M. Banks, 1959-1982**
Professor of Physics

Nabeel Barakat, 1994-2023
Professor, Health and Kinesiology
Chairperson, Kinesiolog

***Sydell L. Baral, 1965-1995**
Professor of Speech and Speech Pathology

Wayne E. Bates, 1969-1994
Instructor of Earth Science

***Camille L. Baxter, 1955-1976**
Professor; Library Coordinator

Edward R. Berger, 1970-1998
Professor of Mathematics

Richard F. Bernard, 1962-1979
Associate Professor of History;
Assistant Dean, Student Personnel Svcs

***Joe H. Berry, 1950-1972**
Professor of Physical Education

Cassandra A. Betts, 1990-2017
Instructor, Child Development Department

***Robert H. Billings, 1961-1995**
Professor of Music

***Patricia A. Binding, 1961-1989**
Professor of Physical Education

Muriel R. Blatt, 1968-1989
Professor of English

Pamela A. Bleich, 1961-1989
Professor of Library Services

Samuel Bluefarb, Ph.D., 1958-1979
Associate Professor of English

***Mary P. Borell 2000-2007**
Instructor of English

***Dr. Charles Bossler, 1983-2006**
Dean, Student Services

***Thomas L. Bottone, 1970-2006**
Professor of Speech

Muriel E. Brewer, 1969-1976
Instructor of Special Reading and English

Barbara S. Burd, 1970-1989
Instructor of Nursing

Peggy C. Burkhardt, Ph.D., 1979-1989
Professor of English

***Dr. Bonnie Burstein, 2016-2019**
Clinical Training Director and Counselor, Life Skills Center

Nuria Bustamante, 1989-2003
Instructor of Spanish

Rosemary Butte, Ph.D., 1954-1980
Professor of English

Margaret B. Cain, Ed.D., 1964-1974
Professor of English

Russell I. Calkins, 1961-1980
Assistant Professor of Automotive Technology

***Albert J. Campbell, 1970-1983**
Associate Professor of Business

***Elisabeth R. Campbell, 1981-2000**
Chairperson, Library Division; Professor of Library Services

Katherine Campbell, 1996-2015
Chairperson, Humanities and Fine Arts
Professor of Speech

Nancy E. Carson 1977-2007
Academic Affairs; Professor of Nursing

King Carter, 1977-2012
Instructor of Afro-American Studies; Chairperson, PACE

Joyce Cannon, 1963-1991
Professor of Speech

Patrick D. Carey-Herrera, 1971-2000
Professor of Mexican-American Studies; Instructor of Spanish

***Donald V. Carlucci, 1965-1987**
Professor of Physical Education

***John Cassone, 1959-1994**
Associate Professor of Art

Geneva F. Cates, 1963-1995
Professor of Business

***Marjorie H. Chandler, 1970-1985**
Professor of Theater

Josephine A. Chapman, 1963-1995
Associate Professor of Physical Education

***Joseph F. Chartier, 1958-1982**
Instructor of Automotive Technology

David Ching, 1994-2014
Dean, Student Services and Evening Operations

Ruth M. Clarke, 1960-1979
Professor of Nursing

Dorothy Clayton 1976-2003
Professor of Education and Developmental Communications

Katherine A. Cleland, 1981-2012
Professor, Nursing

F. James Clines, 1949-1980
Professor of Vocational Education; Coordinator of Vocational Education

Peter Coad, Ph.D., 1979-1989
Professor of Physics

Marilyn Cohn, 1964-2000
Professor of Health

Eugene B. Collins, 1957-1974
Professor of Chemistry

Elizabeth Colocho, 2000-2021
Professor of Counseling

Amy Coury, 1963-1989
Professor of Nursing

Donald R. Coulton, Ph.D., 1968-1980, 1998-2001
Associate Professor of History and Political Science
Assistant Dean, Academic Affairs

Karen Crummer, 1976-2013
Director, Child Development Center

***Kermit Dale, 1967-1974**
Dean, Instruction

***Harold Daniels 1971-2000**
Professor of Physical Education

Charles L. Davis, 1981-2018
Professor of Computer Information Systems

***Joan Dawson, 1964-1990**
Professor of English

***Giovanni Delrosario 2010-2016**
Associate Professor of Culinary Arts

***Dolores T. Denova 1984-2000**
Professor of Business

Ibtesam Dessouky, 2000-2016
Associate Professor of Library Science

***Merle A. Dietz, Ed.D., 1954-1974**
Assistant Dean, Instruction

Enid Diamond, 1963-1998
Professor of Mathematics

Patricia A. DiLeva, 1976-2008
Professor of Nursing and Physical Education, Health and Wellness

***David H. Dingilian, Litt.D., 1955-1972**
Professor of Education Psychology, Counselor

Leige Doffoney, 2009-2013
Dean, Academic Affairs

Reine B. Dorion, 1968-1992
Associate Professor of French

Stephen Downey, 1980-2003
Professor of Mathematics

***Robert W. Dunn, 1954-1985**
Professor of Political Science and History

***Benita "Bonnie" Easley, 1987-2010**
Professor of History; Director of Learning Assistance Center; Coordinator, Distance Education Programs; Foundation Director, LAHC Foundation

***Marjorie S. Edelen 1979-2004**
Associate Professor of English;
Director, Learning Assistance Center;
Coordinator, Distance Education Programs

Thomas A. Edelman, 1968-1995
Professor of Developmental Communications

***Helen Edwards, Ed. D. 1977-2006**
Professor of Reading

Gerald Eliot, Ph.D., 1959-1985
Professor of Economics

***Patricia M. Elmore, 1970-1989**
Associate Professor of Afro-American Studies

***Julian Enguidanos, 1960-1987**
Assistant Professor of Spanish

Ellen Z. Erchul, Ph.D., 1957-1972
Professor of Sociology
***F. Fallon Evans, 1988-1992**
Instructor of English
Donald M. Faber, 1970-1995
Professor of Physical Education and Recreation
Sally Smith Fasteau 1983-2013
Professor, Special Education
Director, Learning Assistance Center
***Howard V. Filer, 1964-1979**
Professor of Printing
***Frank E. Fishbaugh, 1957-1985**
Associate Professor of Business Data Processing
Joy P. Fisher, 1988-2021
Professor of Counseling
Chairperson, Counseling Division
***Kenneth A. Fiske, 1961-1986**
Professor of Electronics
Jesse J. Flores, 1969-1989
Assistant Professor of Counseling Services
Claudia B. Fonda-Bonardi, 1967-2004
Assistant Professor of English
Linda Forrest, 1971-2002
Professor of Chemistry
Martha Foster, 1989-2008
Assistant Professor of Nursing
Lawrence H. Frank, 1967-1994
Instructor of History
Beverly V. Fridley, 1968-2003
Professor of Psychology
Joan C. Fu, 1979 - 2012
Professor of Physics
Alice K. Fuerst, 1966-1981
Associate Professor of German and Spanish
Barbara T. Gallardo 1976 - 2011
Professor of Humanities, Philosophy and Anthropology
***William V. Gamzon, 1958-1981**
Professor of Mathematics
Janet Bell Garber, 1973-1986
Associate Professor of Biology
Andrea J. Gargaro, 1972-1995
Professor of Nursing
Dwight L. Garner, 1949-1977
Professor of Speech
***Max D. Garten, 1965-1995**
Professor of Political Science and History
Calvin B. Garvin, 1986-1991
Dean, Instruction/Evening-Outreach
Harold W. Garvin, 1956-1979
Professor of Political Science
***Dora F. Gaut, 1968-1987**
Instructor of Nursing
***Sally O'Dell Gay, 1962-1981**
Associate Professor of Nursing;
Assistant Dean, Instruction
Michael Gegna, 1969-1991
Associate Professor of Theater Arts;
Assistant Dean, Student Affairs
Violet P. Geres, 1962-1981
Professor of Nursing
Robert F. Gervais, 1957-1970
Associate Professor of Engineering
A. Lea Gettings, 1969-1986
Professor of Child Development
Regis C. Ginn, 1970-1989
Instructor of English
***Leonard Glover, 1976-2014**
Professor of Electronics
Alfonse Gobran, 1958-1985
Professor of Mathematics
***Sally Gogin, 1989-2004**
Associate Professor of Library Services
Gary Gonzales 1989-2021
Professor, Counseling
Eugene N. Gottsdanker, 1957-1971
Professor of Geology
Paul Grady, 1987-2017
Professor, English as a Second Language;
Director, Learning Assistance Center
***William L. Gram, 1966-1995**
Professor of History
Dr. Frank Ma, 1989-2023
Associate Professor, Mathematics
***Victor D. Grassian 1971-2006**
Professor of Philosophy
Mahlon S. Green, 1968-1986
Professor of Biology
Dennis Griffith, 2000-2011
Professor of Child Development
***Brenda Guertin, 1989-2012**
Professor of Counseling

***Robert J. Hanson, 1970-1986**
Professor of Business
Frank Harris, 1984-1989
Professor of Automotive Technology
***Stephen P. Harshfield, 1972-1986**
Professor of Psychology; Counselor with Disabled
***J. Rayburn Hatfield, 1949-1969**
Dean, Educational Services
Jarmila Havlena, 1960-1983
Professor of Art
William L. Heffern, 1967-1995
Professor of Engineering & Mechanical Drafting
James H. Heffron, 1963-1995
Professor of Office Administration
Larry W. Heimgartner, 1973-2009
Professor of Theater Arts
***Elisabeth A. Heisch, 1965-1974**
Associate Professor of English
A. Leon Henry, 1989 - 2011
Instructor of Physical Education
***Steve Hirsch, 1984-2014**
Associate Professor of Counseling and Psychology; EOP&S
Michael J. Hiscocks, 2000-2021
Instructor of Music
Wendy W. Hollis, 1983-2007
Nursing; Chairperson of Health Sciences Division
Delores Jones Hudson, 1995-2016
Professor of English
Charles R. Huff, 1958-2010
Professor of Mathematics and Astronomy
***William R. Hughes, 1959-1984**
Instructor of English
David M. Humphreys, 2007-2012
Dean, Academic Affairs
Christie O. Ichikawa, 1968-1989
Professor of Nursing
Martin H. Ivener, 1968-1989
Professor of Finance
Marilouise E. Jackson, 1972-1986
Associate Professor of Nursing
Allan Jacobson, 1977-1993
Professor of Developmental Communications
***Norman Jacot, 1956-1975**
Professor of Physical Education
***Armine Janeves, 1949-1971**
Professor of Business
DeAnn Jennings, 1978-2008
Associate Professor of Art
Maritza Jimenez-Zeljak, 2000-2021
Instructor of Mathematics
Louise S. Johnson, Ph.D., 1957-1966
Associate Professor of Psychology
Harold E. Johnston, 1971-1986
Professor of Automotive Technology
Dr. Ellen Joiner 1996-2017
Professor, History
***Harold H. Jones, 1949-1965**
Division Chairperson, Humanities and Fine Arts
***Maryann D. Jones, Ed.D., 1970-1976**
Associate Professor, Counselor
Steve Judge, 1993-2003
Instructor of Automotive Technology
Coni Juno, 1989-2014
Associate Professor, Counseling
Kathleen Keller 1973-2007
Professor of Mathematics
Verne B. Kelsey, 1966-1989
Associate Professor of Physical Education
***Norman J. Kettering, 1949-1972**
Professor of Science
William S. Kim, 1986-1998
Associate Professor of Technical Math & Computer Science
Jane Kimball, 1989-1995
Assistant Professor of Nursing
Clarence O. Kimes, Jr., 1970-1989
Professor of English
Robert B. Kirklin, 1977-1995
Professor of Computer Information Systems
Fred F. Kokawa, 1980-1993
Instructor of Automotive Technology
Lorenz Krueger 2015-2020
Instructor, Communication Studies
***Maurine L. LaCaff, Ed.D., 1954-1970**
Instructor of Humanities
***Sylvia S. Lamont, 1964-1995**
Associate Professor of Library Services
Bruce W. Lemon, 1972-2006
Professor of Sociology;
Chairperson, Behavioral Sciences Division

Elsie Linares, 2007-2021
Associate Professor of Computer Applications Office Technologies

***Roberta Lindberg, 1958-1968**
Division Chairperson or Nursing and Home Economics

Ronald Linden, 2015-2020
Instructor, Art

***Biserka V. Livesay, 1966-1994**
Professor of Humanities and Fine Arts

Marian Locascio, 2004-2014
Librarian, Library Science

David L. Loftin, 1971-2002
Associate Professor of Psychology

Dr. William Loiterman, 1970-2017
Professor of Political Science and History

William W. Longstreth, 1966-1989
Professor of English

James R. Madden, 1966-1984
Professor of Business

Nina Malone 1999-2012
Dean, Student Life

***Ramon M. Mann, 1968-1995**
Professor of Counseling Services

***Carmen L. Marinella, 1959-1981**
Professor of Business

Jean R. Marton, 1959-1983
Professor of Physical Education; Counselor

***Dr. Elliott J. Mason, Jr. 1973-2020**
Assistant Professor of Counseling

***J. Quentin Mason, Ph.D., 1978-1986**
Vice President, Administration

Samuel M. Mathews, Jr., 1970-1995
Professor of Mathematics

Jean M. McAlary, 1951-1976
Professor of Anthropology

***Jay D. McCafferty 1982-2019**
Associate Professor of Art

***Regina E. McClain, 1949-1984**
Professor of Office Administration

Calvin C. McDaniel, 1953-1983
Professor of Chemistry

Lauren J. McKenzie, 1976-2013
Professor of Mathematics
Chairperson, Mathematics and Physical Sciences Division

Paul McLeod, 2016-2022
Professor, Journalism

***William H. McMasters, 1952-1969**
Assistant Dean, Admissions and Guidance

Walter H. McMullen, Jr., 1964-1995
Professor of Business

***Susan Welsh McMurray 1997-2017**
Associate Professor of English

***Bobbie W. McTee, 1968-1995**
Professor of Physical Education

Gary E. Miller 1968-2011
Professor of Economics

***Kenneth B. Miller, 1977-2009**
Instructor of Music

Carol J. Minami, 1976-2016
Instructor of Child Development

E. Norene Monroe, 1970-1982
Instructor of Nursing

Raymond L. Moore, 1966-1995
Associate Professor of German

***Eunice L. Moorefield, Ph.D., 1950-1968**
Associate Professor of French

Maria Elena Moreno, 1978-2011
Instructor of Child Development Center

Dr. Steven L. Morris 1989-20??
Professor, Physics and Astronomy

Vincent V. Mottola, 1969-1985
Professor of Physical Education;
Assistant Dean, Student Affairs

Lorenz A. Mundstock, 1960-1995
Instructor of Philosophy

Albert Murphy, 1975-1982
Instructor of Air Conditioning and Refrigeration

Micaela Murillo, 2008-2021
Instructor of Counseling

Sachiye Nakano 1969-2002
Professor of Dance

***Loretta Newman, 1949-1977**
Professor of Psychology and Reading

Jeanne M. Nichols, 1960-1990
Professor of English

***Richard D. Noble, 1956-1980**
Professor of Psychology; Counselor

***Clarence W. Norris, Ed.D., 1972-1981**
Dean, Student Personnel Services

Rodney H. Oakes, 1972-2000
Associate Professor of Music

James P. O'Brien 1975-2001
Instructor of Physical Education

***Nance O'Neall, 1964-1972**
Associate Professor of Library Sciences

Dr. Nelly Rodriguez, 2017-2021
Associate Dean, STEM Pathways, Economic and Workforce Development

David O'Shaughnessy 1997-2018
Instructor of Psychology

Reith Paine, 1967-1989
Professor of Mechanical Drafting and Engineering Technology

David M. Palmquist, 1958-1980
Professor of Mathematics

Joyce E. Parker 1971-2017
Professor of Family and Consumer Studies

***Richard G. Parker, 1959-1983**
Professor of Humanities

Abbie L. Patterson 2003-2015
Vice President, Student Services

Jane P. Pavlina, 1982 - 2011
Professor of Mathematics

***Miriam H. Pearce, 1964-1983**
Professor of Nursing

***Reuben G. Plaskoff, 1959-1980**
Associate Professor of Speech, Drama

Evelyn Portis, 1994-2007
Professor of Nursing; Director of Learning Assistance Center; Coordinator, Distance Education Programs

***George Potter, 1971-1986**
Professor of Business

***George D. Price, 1968-1995**
Instructor of Biology

Yvonne U. Pueblos, 1989-2021
Professor of Counseling

John R. Quier, 1954-1983
Vocational Education Administrator;
Professor of Vocational Education

Jack S. Radabaugh, Ph.D., 1968-1986
Professor of History and Environmental Studies;
Assistant Dean, Admissions and Records

***Doris M. Ray 1960-2001**
Professor of Anatomy, Microbiology and Biology

***Martin Reiter, 1963-1983**
Professor of Geology

Daniel R. Remeta, 1964-1994
Associate Professor of Music

Dr. Melanie Patton Renfrew, 1997-2021
Associate Professor of Geography

***Floyd M. Rhea, 1958-1985**
Division Chairperson, Physical Education

Robert K. Richards, 2001 - 2011
Associate Dean, Academic Affairs

Bruce L. Ripley, 1968-1983
Instructor of Air Conditioning and Refrigeration

***Don J. Rogan, 1950-1975**
Associate Professor of History

Luis M. Rosas, 1978-2015
Vice President, Academic Affairs
Associate Professor of Counseling

***Sydney Ruffner, Ph.D., 1949-1972**
Associate Professor of Spanish

Kaye M. Sakai, 1973-1983
Librarian

B.H. Sampson, J.D., 1972-1982
Instructor of Business

Marilyn R. Sanacore 1973-2002
Professor of Nursing

***Janice H. Sandell, 1970 - 2011**
Professor of Sociology

Stanley C. Sandell, Jr. 1974-2018
Professor of Business Law

***Samuel H. Sandt, 1989-2003**
Assistant Professor of Anthropology

***Antonio Q. Sarinana, 1970-1983**
Instructor of Sociology; Instructor-Advisor

***JoAnn Sarver 1997-2002**
Instructor of Business

Chesley T. Saunders, 1965-1983
Associate Professor of Physical Education

***Russell L. Sawyer, 1971-1982**
Instructor of Business

***Lou Schreiber, 1967-1999**
Assistant Professor of Psychology

Joan Reighley Schaffner, 1988-1999
Professor of Nursing

Shirley A. Schwanzara 1972-2001
Professor of Biology

Robert Schweitzer, 1958-1984
Professor of Physics

Linda K. Shafor, 1971-2003
Assistant Professor of Physical Education
Adell Shay, 2000-2008
Associate Professor of Business Mgmt. & Marketing
Josephine M. Shepherd, 1963-1982
Professor of Nursing
***Beverly W. Shue, 1964-2007**
Professor of Microbiology
Harvey N. Siegel, 2001 - 2011
Assistant Professor of Administration of Justice
Patricia D. Singleton, 1959-1987
Associate Professor of Earth Science
Arnold Small, 1969-1986
Professor of Biology
Arlene Smith 2000-2013
Professor of Nursing
***Jack E. Smith, Ed.D., 1974-1984**
Professor of Economics
Vice President, Academic Affairs
June Burlingame Smith, 1986-2011
Professor of English
Leila R. Smith, 1965-1995
Professor of Office Administration
John M. Snider, Ph.D., 1965-1971
Instructor of Chemistry
Rose K. Snider, 1971-1986
Assistant Professor of Library Services
***Francis Sonico, Jr., 1969-1998**
Associate Professor of Computer Technology
Joan M. Sorensen, 1970-1984
Associate Professor of Nursing
Jim Stanbery 1970-2017
Professor of Political Science
***Robert S. Standen, 1995-1997**
Vice President, Academic Affairs
Dr. Mary K. Stanley, 1964-1988
Professor of Nursing, Assistant Dean, EOP&S
Susan L. Steele, 1999-2017
Counselor, Special Programs and Services
***Rosalyn S. Stern, 1980-1995**
Professor of French
Carole K. Stevenson, 1993-2021
Director, Student Health Center
***George B.T. Sturr, L.L.B., 1970-1984**
Instructor of History
Dr. Thamizhchelvi Subramaniam, 2018-2023
Dean, Academic Affairs
Robert Suppelsa, 2015-2021
Vice President, Administrative Services
Craig D. Sutherland, 1995-2019
Instructor, Engineering and Mechanical Drafting
George F. Swade, Sr., 1974-2010
Athletic Director
Elizabeth M. Swanson, 1961-1982
Associate Professor of Physical Education
***Robert Tabing, 1964-1979**
Professor of Physical Education, Instructor-Advisor
Sherrill Tabing, 1966-2003
Professor of Psychology
***Thelma V. Taylor, 1949-1968**
Library Coordinator
***Shirley K. Tendick, 1966-1999**
Professor of Chemistry
Vitalina C. Thiel, Ph.D., 1975-1989
Associate Professor of Spanish
William D. Timberlake 1966-2002
Associate Professor of Chemistry
***Herbert A. Thomas, 1958-1977**
Professor of Botany
Jack T. Thomas, 1966-1995
Professor of Biology and Physiology
***Annemarie Towner, 1964-1970**
Assistant Professor of English
Deborah Tull 1988-2014
Director, Disabled Student Programs and Services
Bobbi Villalobos, Ed.D., (2013-2021)
Vice President, Academic Affairs
John Vosbigian, 1959-1993
Professor of Chemistry
Jack O. Wade, 1969-1983
Professor of English
Montague M. Wadey, 1950-1980
Professor of Biology; Counselor
***Patricia I. Wainwright, 1978-1995**
Vice President, Academic Affairs
***Osamu Arthur Wakita 1965-2008**
Professor of Architecture
***Terry D. Wallace, 1972-1993**
Instructor of Physical Education
***John F. Walsh, 1970-1995**
Associate Professor of English

***Van Guelder Waring, 1963-1978**
Division Chairperson, Social Science
Ann Warren, 1995-2023
Division Chairperson, Professor for English
***John Warstler 1984-2007**
Instructor of Computer Information Systems
Pamela E. Watkins, 2000 - 2011
Associate Professor, English
Cheryl F. Watson, 1975 - 2011
Professor of Child Development
Nancy W. Webber, 1965-2000
Professor of Art
Anne M. Weber, 1970-1990
Professor of Nursing
***Karl R. Weber, 1956-1974**
Professor of Business
R. David Weber, 1997-2005
Instructor of History and Economics
***Doris Webster, 1979-2016**
Professor of Nursing
Don M. Weems, 1989-2010
Instructor of Physical Education
***Lawrence C. Welch, Ph.D., 1949-1970**
Professor of Philosophy
***Gordon A. Wells, 1962-1995**
Professor of Physical Education
***John K. Whelan, 1960-1978**
Professor of Journalism
James J. White, 1967-2006
Professor of Physical Education
Patricia Wickers, 1993-2013
Professor of Nursing
***Kenneth R. Williams, 1950-1977**
Dean, Educational Services
J. Harrison Wilson, 1980-1995
Associate Professor of Music
Carol J. Wirth 1975-1989
Associate Professor of Counseling Services
Mark D. Wood 1980-2013
Chairperson, Humanities and Fine Arts
Laurel Woodley, 1986-2004
Professor of Biology
***Lawrence J. Wong, 1976-1999**
Assistant Professor of Music
Robert G. Wrenn, 1956-1995
Division Chairperson, Professor of Business
Barbara R. Wright, Ed.D., 1959-1981
Professor of Nursing
***Selwyn W. Yancy, 1949-1974**
Division Chairperson, Physical Education
Dr. Susan E. Yoder, 1995-2019
Professor of Biological Science
Bradley J. Young, 2000-2017
Division Chairperson, Social Sciences
William M. Young, 1968-1986
Associate Professor of Physical Education
***Henry P. Zbojniewicz, 1971-1995**
Assistant Professor of Counseling Services
John Zoeger, 1970-1984
Associate Professor of Biology
***Nicholas Zorotovich, 1949-1970**
Division Chairperson, Social Sciences
Jo Rae T. Zuckerman, 1964-1999
Professor of Psychology; International Student Advisor

Adjunct Faculty

Lucille Acquaye-Baddoo, Political Science
Jasmine Alvarez, Counseling
Trini Alvarez, Counseling
Peter A. Aguilera, Sociology & Psychology
Arif Ahmed, Accounting
Brandon Alcocer, Kinesiology
Jeremiah Alexander, English
Cheri Allmond, Nursing
Tommy Amano-Tompkins, English
Julia Anderson, Communication Studies
William Annand, ESL
Lourdes Antonio, Nursing
Komfort Akyempon-Archer, ESL
Ray Armenteros, Art
Lloyd Ashmore, CSIT
Elisa Ascencio, Counseling
Stefanie Baez, Humanities
Micaela Bailey, Counseling
Ramon Baltazar, Business
Maria Barrio De Mendoza, Spanish
Tony Beauvy, Art
William Beckham, Kinesiology
Michelle Bell-Blossom, History
Sage Bennet, Philosophy
Beverly Berlin, Nursing
William Bermeo, Library Science
Romulo Broas, Mathematics
Brad Brown, Nursing
Paula Brown, Health & Kinesiology
Dr. Thanh-Thuy Bui, Life Science
Larry Calabrese, Life Science
Scott Callihan, Architecture
Daisy Carr, Life Science
Joshua Casper, Political Science
Dawn Castillo, Counseling
Mauricio Cedillos, Counseling (PUENTE)
Dr. Anita L. Chang, Music
Eric Chau, Counseling
Carolyn Clark, Sociology
Dr. Timothy Coleman, Humanities
Nina Collins, Nursing
Murniz Coson, Economics
Christina Couroux, Life Science
Angel Cristales, Counseling (CalWORKs)
Catherine Crouch, Life Science
Anjanette Crum, English
Agnes Davies, English
Melanie Davis, Communication Studies
Dr. Vivika Demel, Counseling (STEM)
John Desulima-Przyborow, Mathematics
Corina Diaz, Sociology
William Diaz-Brown, History
Robert Dongell, English
Bruce Dovner, Mathematics
Yolanda Duncan, Certified Nurse Assistant
John Dudley, Accounting
Kristoffer Ealy, Political Science
Renee Elisadez, History
Robert Estrada, Kinesiology
Richard Favela, Journalism
Dr. Janet Favreau, Music
Claude Fiddler, Art
Ilinca Filimon, Counseling (Veterans/International Students)
Vanessa Figueroa, Counseling (Guided Pathways)
Jacqueline Freedman, Art
Elizabeth Froes, Nursing
Debra Gaines, Nursing
Rihao Gao, Political Science
Jacqueline Garcia, Counseling
Timothy Garvin, History
Dr. David Gayle, Life Science
Stephen Gelman, Vocational Education/ ESL
Nancy Giallombardo, Nursing
Abraham Gill, Mathematics
Benito Gomez, Spanish
Fidelina Gonzales, Spanish
Christopher Graciano, Administration of Justice
Brittany Gray, Counseling
Laura Gray, Child Development
Paul Greenberg, Philosophy
Dennis Griffith, Child Development
Ruby Guerrero, Counseling
Tom Guinn, Life Science
Kenneth Gunderson, Real Estate
Tracie Hall, Library Science
Walter Hamilton, CIS
Deborah Hauser, Nursing
Gretchen Hayes, Child Development & Service Learning
Scott Heffner, Political Science
James Heffron, CAOT
Cassandra Hendrix, Parenting
Kenneth Hillger, Life Science
Evan Hirschelman, Music
Kathleen Hitt, History
Nina Hixon, Business
Thu Hang Hoang, Mathematics
Wendy Hoole, Anthropology
Jeffrey Hoppenstand, Humanities
Karl Houben, Chemistry
Ryan Howard, Sociology
Roxana Huete, Communication Studies
Hea Min Hwang-Kim, Culinary Arts
Dr. Aura Imbarus, English
Dora Jacildo, Child Development
Gregory Jackson, Culinary Arts
Sherece Jefferson, Counseling (Career)
DeAnn Jennings, Photography
Janette Jimenez, Counseling
Samantha Jones, Afro American Studies
John Paul Joson, Nursing

Wendy Karnes, Psychology
Sean Kelleher, Business
Patricia Kellner, Geography
James Keville, Art
Kathleen Khan, Real Estate
Sholeh Khorooshi, Political Science
Arlene Kidakarn, Nursing
Jane Kimball, Nursing
Michael Kinrade, Administration of Justice
Carl Kirnbauer, Real Estate
Kumiko Kitagawa, Japanese
Thomas Klein, Political Science
Karen Knotts, Library Science
Gerry Koehler, Spanish
George Kolarov, Finance
Yuhaniz Koletty, Counseling
Stacy Komai, Kinesiology
Hovsep Kotelyan, CIS
Marlene Koven, Spanish
Megan Lange, History
Amanda Lara, History
Cynthia Latulip, Family & Consumer Studies
Janet Laurin, Business
Brian Lawson, History
Duc Le, Mathematics
Donald Lechman, English
Daniel Lehman, Library Science
Joshua Leibner, Humanities
Leslie Linarez, CAOT
Jose Lopez, Sociology
Victoria Loschuk, Art
Tod Lychkoff, Art
John Mack, Oceanography
Jose Macias, Mathematics
Lyndsay Madru, Counseling (Honors)
Ronald Maricich, Real Estate
Lida Masoudipour, Chemistry
Dee Masters, English
Sheridan McArthur, Counseling (International Students)
Marguerite McCormick, Nursing
Dr. Linda McGee, Psychology
Rodger McGinness, Business
Heidi Medrano, Counseling
Lori Minor, Service Learning
Shiloh Moore, Library Science
Patsy Morales-Gonzalez, Counseling
Susan Morales, Nursing
Diana Moreno, Counseling
Jack Muncherian, Mathematics
Judith Myers, Personal Development
Ana Nakano-Sanchez, Counseling HTPA
Sewite Nagash, Biotechnology
Dr. Marie Nagaya, Life Science
Richard Nelson, Life Science
Ka Ng, Culinary Arts
Can Nguyen, Computer Technology
Chau Nguyen, Computer Technology
Kin-Lien Nguyen, Psychology
Zhijun Ni, Mathematics
Dr. Norma Noguera, Mathematics
Elcira Normand, Counseling
Julie Nunez, Nursing
Maria Teresa Nunez, Spanish
Michael Oates, Communication Studies
JoNeen Ohlaker, Child Development
William Ohm, Mathematics
Benjamin Ong, Architecture
Humberto Ortiz, Mathematics
Dr. Laxmi Pandey, Health
Janaki Parikh, Anthropology
Alberto Pimentel, Sociology
Keith Plutchok, Kinesiology
Kenneth Poole, Political Science
Dorothy Presley, CAOT
Melissa Punnoose, Nursing
Adrianna Ramirez, History
Susan Ramirez, Vocational Education /ESL
Dorothy Ray, Communication Studies
Dr. Mona Dallas Reddick, Anthropology & Humanities
Daniel Rhodes, Public Relations
Natalie Ricard, Developmental Communications
Robert Richards, Sociology
Jeffrey Rigby, Anthropology
Alexandra Roberts, Nursing
Bria Roberts, Counseling (CAFYES)
Michael Scott Robertson, Anthropology
Alberto Romero, Library Science
Kathleen Rosales, Nursing
Triana Rosas, English
Pilar Rustad, Spanish
Vineeta Sachdev, Chemistry
Fariba Sadeghi-Tabrizi, Communication Studies
Ramsey Salem, Mathematics
Errol Sanborn, English
Jamie Sanchez, Counseling
Mariko Saso, Mathematics
Constance Schwartzman, Nursing
Dale Shannon, ESL
Mark Shannon, Communication Studies & JournalismDiv
Nicole Shawver, Basic Skills
Michi Shimura, Japanese
Beverly Shue, Life Science
Alicia Sichan, Psychology
Imran Siddiqui, Philosophy
Daniel Simon, History
Dr. James Sitterly, Music
Ivan Silva, Counseling
Leland Simpliciano, Counseling, Guided Pathways
James Slama, English
Justin Smith, History
Lora Smith, Nursing
Kevin Smith, History
Carole K. Stevenson, Health
Steven Swaim, English

Jack Thomas, Life Science
Darrell Thompson, Humanities & Philosophy
Sanubo Toeque, Chemistry
Norma Torres, Counseling
Theresa Tsao, Counseling (EOPS & APASS)
Jackson Trager, Anthropology
Dominic Trutanich, Business
Albert Turner, Kinesiology
Dr. Theresa Ursic, History
Santos Vasquez, Art
Angelica Vega, ESL & Developmental Communications
Maria Villegas, Spanish
Elvia Viramontes, Counseling (EOPS)
Brian Wade, Life Science
Wendy Walsh, English
Jontae Watkins, Psychology
Cheryl Watson, Child Development
Glenn Weiss, Emergency Department Assistant
John Wheeler, Sociology
James White, Kinesiology
Russ Whiting, Astronomy and Physics
Aileen Wilson-Aus, Business
Louis Wolff, Accounting
Rich Wong, Mathematics
James Worley, Accounting
Veronica Yanez-Diaz, Nursing
Florence Yates, Kinesiology
Dr. Susan E. Yoder, Biology
Lazaro V. Zamora, English
Deborah Zipnick, Communication Studies

College Staff

Manuel Aguillon, Accounting Technician
Arif Ahmed, Administrative Analyst
Andre Alexander, Custodian
Angelo Almonte, Senior Office Assistant
Anthony Alvarez, Stock Control Assistant
Miriam Alvarado, Sr. Administrative Assistant
Trini Alavarez, Stuent Services Specialist
Albert Askew, Stock Control Supervisor
Michelle Barreau, Financial Aid Technician
Epifania "Fanny" Baquir, Accounting Technician
Brian Beaubien, Gardener
Ricky Benjamin, Custodian
Cheryl Betancourt, Admissions & Records Evaluation Technician
Chardaynae Brame, Custodian
Yvette Brown, Custodian
Cindy Bui, College Store Supervisor
Carlos Castillo, Gardener
Joseph Cha, Custodian
Maria Chavez, Financial Aid Technician
Jessica Chen, Admissions and Records Assistant
William Chua, Secretary
Aimee Cisneros, Admissions & Records Assistant
Robert Cobb, Custodian
Christina Couroux, Life Sciences Lab Technician
Timothy Davis, Instructional Assistant
Ana Maria (Saray) Diaz, Secretary
Carlos Diaz, Custodian
Daniel Dumas, Custodial Supervisor
Anthony Echevarria, Custodian
Marquis Edwards, Custodian
Kevin Esparza, Admissions and Records Assistant
Rhea Estoya, Assistant Research Analyst
Denise Faamasino, Library Technician
Tiffany Faulkner, Cashier Business Office
Leslie Fernandez, Sr. Administrative Assistant
Sylvia Files, Executive Assistant
Martin Gallegos, Patient Care Simulation Technician
Salvador Gallegos, Jr., Stock Control Aide
Kelly Gentry, Custodian
Gabriela Gonzalez, Financial Aid Technician
Kalvin Gooden, Custodian
Diane Guerrero – Financial Aid Technician
Ruby Guerrero, Registrar
Shawn Harris, Custodian
Roxana Hernandez, Adminstrative Assistant
Akaysia Hill, Special Services Assistat
Rigoberto Huerta Jr., Accounting Assistant Business
Bryon Jones, Custodian
Justin Kiennear, Administrative Operations Technician
Hovsep Kotelyan, Computer & Network Support Specialist
Andy Labrune, Senior Office Assistant
Traci Liley, Library Technician
David Lucien, Electronics Technician
Jose Luna, Student Services Assistant
Reginald Manley, Custodian
Jo Ann Mardesich, Supervising Accounting Technician
Timothy Mariner, Data Management Support Assistant
Alfredo Martinez, Chemistry Lab Technician
Catalina Martinez, Administrative Assistant
Cristian Martinez-Contreras, Student Services Aide
Jerry McClellan, Web Designer
Christol McDonald, Athletic Trainer
William McMahan, Payroll Assistant
Patrick McNeal, Kinesiology/Athletics Facilities
Maria Medina, Custodian
Timothy Min, Assistant Administrative Analyst
Lori Minor, Academic Scheduling Specialist
Thomas Moore, III, Painter
Johel Moran, General Foreman
Jose Moreno, Electrician
Nadine Muro, Instructional Assistant - Mathematics
Anthony Nazareno, Secretary
Maria Navarro, Kinesiology/Health and Wellness Women's Facilities Assistant
Alex Nelson, Director of College Facilities
My Nguyen, Computer & Network Support Specialist
Marco Ortega, Senior Accounting Technician
William Ortiz, Cashier
Albert Palmer, Custodian
Yvette Parra, Secretary
Ludwig Perez, Financial Aid Manager
Justin Raines, Instructional Assistant - Music
Lisa Rainwater, Admissions & Records Assistant
Simona Ramirez, SFP – Program Specialist
Michael Revilla, Custodian
Edgar Reyes, Maintenance Assistant
Anna Rivera – Financial Aid Technician
Kenneth Roberts, Lead Support Services Assistant
Esperanza Robledo, Community Services Aide
Arthur Ruelas, Locksmith
John Salazar, Custodian
Kimberly Sanchez, Procurement Technician
Nicole Shawver, Instructional Assistant
Devin Simmons, Custodian
Sergio Soto, Community Services Specialist
Keith Standifer, Heating & Air Conditioning Technician
Steven Swaim, SFP-Program Technician
Tehrani (Naz) Parinaz, Admissions & Records Assistant
Phuc (Peter) Thai, Senior Computer and Network Support
Marina Vargas, Admissions & Records Evaluation Technician
Billy Velasco, Athletic Trainer – Assistant
Leah Villa, Office Assistant
Esther Villanueva, Financial Aid Supervisor
Maria Medina, Custodian
Piper Watkins, SFP Program Technician
Derrick Williams, Senior Custodial Supervisor
Angeles Zesati, SFP-Program Specialist

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DISTRICT POLICIES AND PROCEDURES

Academic Freedom

It is the policy of the Los Angeles Community College District that academic freedom is a right enjoyed by all members of the Los Angeles Community College District community: faculty (tenured, non-tenured, and adjunct), students, staff, and administration. Faculty especially shall have the academic freedom to seek the truth and guarantee freedom of learning to the students. Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Each College Academic Senate may adopt its own faculty academic freedom statement. The right to academic freedom shall be protected and supported through the use, when necessary, of appropriate due process procedures established by the College Academic Senates, consistent with this policy and Article 4 of the AFT Faculty Collective Bargaining Agreement.

Affirmative Action

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

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

Inquiries regarding Affirmative Action at Los Angeles Harbor College should be directed to LACCD, Office for Diversity, Equity and Inclusion, at (213) 891-2000, x 2315 or visit the web page at: http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx.

Classroom Courtesy

As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable, headsets are not.

College Advisory Committees

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

Copyright Statement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to $250,000 and imprisonment up to ten years.

Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action including but not limited to suspension or expulsion.

Drug-Free Campus

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, and possession by students and college employees of illegal, controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards of Conduct, Section 9803.19). The College maintains a drug and alcohol free awareness policy to inform students and employees about the dangers and health risks of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities. Students and employees will be informed of the sanction that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law.

All students and employees are required to comply with this policy as a condition of their continued student status or employment. Any student or employee violating this policy may be required to participate satisfactorily in a Substance Abuse Rehabilitation Program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District Policies. In addition, an employee convicted of any workplace drug crime, must notify the college Personnel Office within five (5) days of conviction.

FERPA

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

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

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected. Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

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

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

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

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

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

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

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

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

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

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

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

Recording Devices

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

Discrimination, Harassment, Retaliation and Sexual Misconduct (Title IX) Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of discrimination, harassment, retaliation and sexual misconduct, including unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes, and Administration Regulation C-14.

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

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

Copies of the District Sexual Harassment Policy and Procedures may be obtained from the LACCD, Office for Diversity, Equity and Inclusion, at (213) 891-2000, x 2315 or visit the web page at:
https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx

For campus reporting of discrimination, harassment, sexual misconduct, including sexual harassment compliance of above policy contact Title IX Coordinator Mercy Yañez, Campus Ombudsperson by email at yanezm@lahc.edu and/or by phone at (310) 233-4342 for assistance.

Smoking Policy

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

Student I.D. Numbers

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

Why students should use their social security number on the admissions application:

- to be eligible for financial aid (you will not receive financial aid if you do not submit a social security number)
- so the student's GPA can be submitted to the California Student Aid Commission to determine if you are eligible for a Cal Grant, and
- loan deferments are processed automatically only for students who have provided a social security number.

LAHC is concerned about your privacy. A student's SSN will be safeguarded and only available to offices that must have it to assist and provide services to students. LAHC encourages all students to provide a social security number. The Financial Aid Office can provide more information and can discuss any concerns a student may have. Students may visit the Financial Aid Office in the Student Services & Administration Building (SSA 114).

Standards of Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

As members of the College Community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. Information on Free Speech can be found at:

https://effectiveness.lahc.edu/newrotation/HarborCollege_Free_Speech_Areas_Web.pdf

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

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

Board Rule 9802.10 Primary Responsibility. The president has the primary educational responsibility of insuring the opportunity of all members of the college community to attain their educational objectives.

Board Rule 9802.11 Subsidiary Responsibility. The president has the subsidiary responsibility of maintaining and protecting the health and safety of members of the college community, property, records, and participants in approved college activities.

Board Rule 9802.12 Publication of the Standards of Conduct. The president shall publicize the Standards of Conduct each semester.

Board Rule 9803.10. Willful disobedience to directions of College officials acting in the performance of their duties.

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

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

Board Rule 9803.13. Unauthorized entry to or use of the College facilities.

Board Rule 9803.14. Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15. Obstruction or disruption of classes, administration, disciplinary procedures or authorized College activities.

Board Rule 9803.16. Theft of or damage to property belonging to the College, a member of the College Community or a campus visitor.

Board Rule 9803.17. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

Board Rule 9803.19. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. “Controlled substances,” as used in this section, include but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants and depressants and cocaine.

Board Rule 9803.20. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.

Board Rule 9803.21. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of “Prohibited Discrimination” defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender based sexual harassment), pregnancy, marital status, sexual orientation, age, physical or mental disability, or veteran status..

Board Rule 9803.22. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.

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

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

Student Discipline Procedures

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

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

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

Student Grievance Procedures

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

The procedures shall include, but not be limited to, alleged violations of the provisions of subsection (f) of section 55521 of Title V which pertain to a discriminatory prerequisite subject to challenge under subsection (d) (3) of section 58106; alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in the District's Sexual Harassment Policy, problems relating to financial aid, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President, the Office of Student Services or the College Ombudsperson, Mercy Yañez, Dean of Student Services in SSA 203, by email at yanezm@lahc.edu, or by phone at (310) 233-4342 for assistance.

Student Learning Outcomes

Los Angeles Harbor College is accredited by the Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges (WASC- ACCJC). As a part of the accreditation process, Los Angeles Harbor College is committed to constant improvement to better serve our students. The college uses many measurements in order to assess student learning, and uses the assessment data in order to improve our student services and academic programs. We engage in measuring Student Learning Outcomes (SLOs) at multiple levels of learning. This is a fluid and dynamic process. Our Student Learning Outcomes are stored on a password-protected database known as HAPS which faculty and administration access through the college webpage. You may contact the college and request a copy of the SLO information through the Vice President of Academic Affairs office (for academic programs SLOs) or through the Vice President of Student Services (for student services area SLOs).

Student Records/Directory Information

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

The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

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

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

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

Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. Students may change a Directory Release at any time by completing a Release of Directory Information form and returning it to the Admissions Office. No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released. All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Summer and Winter Intersessions

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

EMERGENCY RESPONSE QUICK GUIDE

IN CASE OF EMERGENCY, **PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE** OR

DIAL 310-233-4600 FROM A CELL OR OFFICE PHONE

The college is concerned about your safety in case of an emergency.

In case of an emergency, remember these key points:

- Secure yourself
- Assess the situation
- Forward information
- Follow the campus Emergency Plan

ACTIVE SHOOTER

If the **Active Shooter** is **INSIDE** your building:

- Remain calm.
- If possible, exit the building via safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety, barricade doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

If the **Active Shooter** is **OUTSIDE** your building:

- Remain calm.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

When Law Enforcement Arrives:

- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and yelling

BOMB THREATS

Bomb threats are usually received by telephone. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible. (Board Rule 9803.24)

Call the Sheriff's Department ext. 4600 (from your mobile phone dial 310.233.4600) or use the SAFE APP. Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you may have as to the location of the bomb, time it is set to explore, and time when you received the call. Inform your supervisor, instructor, and/or department head.

EARTHQUAKE

In the event of an earthquake, **stay calm.**

If inside:

- Stay inside.
- IMMEDIATELY get away from windows and large objects that may topple; DROP, COVER, and HOLD ON.
- DROP to the ground.
- COVER by getting under a sturdy desk or table (protect your head and neck with your arms), and
- HOLD ON to it until the shaking stops.

If outside:

- Stay outside.
- Go to your designated evacuation area on campus, away from buildings, trees, and power lines.

ELEVATOR ENTRAPMENT

If you become trapped in an elevator, remain calm.

- Press the call button) (panel button with telephone receive icon) to automatically connect with the College Sheriff.
- Press the red emergency button (Red panel button with a bell icon) to activate the audible elevator alarm system which automatically notifies College Sheriff.
- You may also use your mobile phone to directly call the College Sheriff, 310.233.4600.
- Wait for qualified personnel to respond and assist. DO NOT ATTEMPT TO STEP OFF THE ELEVATOR unless specifically instructed to do so.

FIRE/SMOKE

If you detect fir or smoke

- Immediately activate the nearest fire alarm pull station.
- DO NOT use the elevators, they may not be functioning. Use the stairs if necessary.
- Call the College Sheriff and notify them of the location of the fire.
    - If you hear a firm alarm, immediately EVACUATE the area.
    - Turn off all equipment and close doors as you leave.
    - Proceed to the nearest Exit and to your designated "Evacuation Area"
- If you are caught in smoke, drop to your hands and knees and crawl.
    - Breathe shallowly through your nose and use your clothing to cover your nose and mouth.

If you are trapped by fire in a room:

- Place moist cloth material around/under the door to keep smoke out.
- Retreat-Close as many doors as possible between you and the fire.
- Be prepared to signal from windows, but do not break the glass unless absolutely necessary (Outside smoke and draft could be drawn in).
- **Remain calm and await further instructions.**

MEDICAL EMERGENCY

- Call the College Sheriff if the injury is life threatening and calmly provide detailed information to the Sheriff's Office.
- Stay on the line to answer any questions.
- Comfort the injured person by talking to them until help arrives.

SUSPICIOUS OBJECT OR PACKAGE

In the event a suspicious object or potential bomb is observed on campus, do not handle the object. Immediately clear the area and call the College Sheriff's Office at ext. 4600 (from your mobile phone dial 310.233.4600).

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