



Summer Session 2005



LOS ANGELES MISSION COLLEGE

(www.lamission.edu)

13356 Eldridge Avenue • Sylmar, CA 91342-3245 • TELEPHONE 818.364.7600 • TELEPHONE DEVICE FOR THE DEAF 818.364.7861

CALENDAR

Applications for Admission and Assessment/Orientation given Year Round

PRIORITY REGISTRATION BY APPOINTMENT

- On-line registration: www.lamission.edu/registration.html
- Telephone registration: 818.988.2222; 213.689.8888;
310.605.0505; 323.226.1999
EOP&S and DSPS BEGINS MAY 2
Continuing Students BEGINS MAY 5

ALL REGISTRATION (new students, reentering students, continuing students) MAY 16-JUNE 17

- In-person registration: Admissions and Records,
Instructional Building
- On-line registration: www.lamission.edu/registration.html
- Telephone registration: 818.988.2222; 213.689.8888;
310.605.0505; 323.226.1999

• SIX WEEK SESSION

SUMMER 2005 CLASSES BEGIN

(day and evening) JUNE 13

Last day to apply for **REFUND**: JUNE 17

Last day to **DROP** classes without a
"W" appearing on student's record JUNE 25

Fourth of July Holiday (*college closed*) . . . JULY 4

Last day to **DROP** classes with a "W" JULY 13

Final examinations LAST CLASS
MEETING

CLASSES END JULY 23

• NINE WEEK SESSION

SUMMER 2005 CLASSES BEGIN

(day and evening) JUNE 13

Last day to apply for **REFUND**: JUNE 19

Last day to **DROP** without a "W"
appearing on student's record JULY 1

Fourth of July Holiday (*college closed*) . . . JULY 4

Last day to **DROP** with a "W" JULY 29

Final examinations LAST CLASS
MEETING

CLASSES END AUGUST 13

ADMISSIONS AND ENROLLMENT INFORMATION

Apply at the Admissions & Records Office if you...

- **are a new student**, complete an application form. Bring proof of your social security number. If you do not have a social security number, we will issue a student ID number.
- **did not attend LAMC last semester**, complete an application form. Bring proof of your social security number.

Assessment & Orientation

Upon submitting an application to the college, all new non-exempt (see Matriculation Steps to Success in the catalog) students are required to make an appointment for the assessment process. The results from the **assessment process** will help place students into the appropriate level of English or ESL & Math courses for their first semester.

All new students are encouraged to participate in **orientation**. Students will learn about the college, educational programs, services, degree requirements and more.

Enroll in classes

After you complete the college application process, you can conveniently enroll by telephone by following the **Student Telephone Enrollment Program (STEP)**.

Call the STEP system using a touch-tone telephone at the date and time of your enrollment appointment or anytime after your appointment until one day prior to the start of classes.

You can also enroll in person at the Admissions & Records office on campus.

For more detailed information, please consult the current college catalog which is available in the college bookstore and on the college's official website: **www.lamission.edu**.

STUDENTS WHO ATTENDED LAMC LAST SEMESTER SHOULD SELECT CLASSES AND ENROLL BY PHONE.

Student Telephone Enrollment Program (STEP)

All Los Angeles Mission College students can now enroll by telephone.

STEP Ahora también en Español! *STEP is now in Spanish!*

BEFORE REGISTERING BY PHONE:

- **Clear any holds or financial obligations** in the LA Community Colleges. Contact the Business Office (818.364.7783)
- **Contact the Counseling Office** (818.364.7655) for help in planning your program.
- **Contact the Financial Aid Office** (818.364.7648) if you need fee assistance.

The registration system will enforce all English, Math, and ESL prerequisites. Students will only be permitted to enroll in courses for which they are eligible. If, after registering, you feel the system has made an error, please bring your permit or proof of eligibility to a counselor.

TO ENROLL BY PHONE:

- **Carefully read these instructions.**
- **Complete the worksheet on page 12** with both your first and second choices of classes.
- **Call the STEP system** using a touch-tone telephone at the date and time of your enrollment appointment or anytime after your appointment until one day prior to the start of classes.

El sistema para inscribirse por teléfono ahora también es en español.

STEP SYSTEM HOURS:

Monday through Saturday from
8:00 am to 11:00 pm

STEP TELEPHONE NUMBERS:

818.988.2222
213.689.8888
310.605.0505
323.226.1999



Fill in all of this information **BEFORE** calling to make the best use of your telephone enrollment call.

STEP	ITEM	DIRECTIONS
1.	College selection:	Press 4 for Mission.
2.	Semester:	Press 2 for Summer.
3.	Social Security Number	Enter your Social Security number or alternate student ID number.
4.	PIN (Personal Identification Number)	This is the month and date of your birth. (Example: If your birthday is March 5, press 0 3 0 5; if your birthday is October 25, press 1 0 2 5)
5.	Enroll for classes:	Press 1
6.	Major code:	Enter your 6-digit major code without the decimal point.

0502.00 Accounting	0901.00 Engineering/Transfer	1305.00 Marriage and Family Life Studies
2104.40 Addiction Studies	0924.00 Engineering	1701.00 Mathematics
2105.00 Administration of Justice	0924.01 Engineering Assistant	0701.02 Microcomputer Applications Management
9922.02 Anthropology (Transfer)	0953.00 Engineering CADD and CAM (Manufacturing)	0701.03 Microcomputer Programming
1002.00 Art	1501.00 English	1099.00 Multimedia
1306.10 Bilingual Food Service Technology	1305.14 Family Child Care Provider	9910.04 Music (Transfer)
1305.15 Bilingual/Bicultural Pre-School	1303.10 Fashion Design	0514.01 Office Assistant
9904.00 Biological Sciences (Transfer)	0504.00 Finance	1002.10 Painting and Drawing
0501.00 Business Administration	1306.12 Food Management Production Services and Related Techniques	1509.00 Philosophy
0506.00 Business Management	1306.00 Foods and Nutrition	1011.00 Photography
1305.13 Child Care – School-Age	9922.06 Geography (Transfer)	1901.00 Physical Science
1305.10 Child Development	1305.30 Gerontology	9922.07 Political Science (Transfer)
1305.11 Child Development – Infant/Toddler	1260.00 Health Sciences	2105.20 Probation Officer Candidate
1305.12 Child Development – Pre-School	9922.05 History (Transfer)	1303.11 Professional Custom Clothier
0701.00 Computer Science	4903.00 Humanities	2001.00 Psychology
0701.01 Computer Science – Business Emphasis	4901.00 Interdisciplinary Studies	2105.30 Security Systems Specialist
0514.00 Computer and Office Applications	1302.00 Interior Design	0506.01 Small Business Management
1304.00 Consumer Education and Management	1009.10 Jewelry	1105.00 Spanish
1306.11 Culinary Arts/Food Services Management	9914.00 Law (Transfer)	9928.08 Sociology (Transfer)
9922.04 Economics (Transfer)	2105.50 Law Enforcement Academy	2107.50 Teacher's Assistant
9908.00 Education (Liberal Studies Transfer)	2105.51 Law Enforcement Officer Candidate	2107.51 Teacher's Assistant – Bilingual/Bicultural
	1402.00 Legal Assisting (Paralegal)	0809.00 Teacher's Assistant – Exceptional Children
	9949.01 Liberal Arts (Transfer)	0003.00 Undecided
	0509.50 Marketing	

STUDENT ENROLLMENT SCHEDULE WORKSHEET

SUMMER 2005 SCHEDULE

Sec. No.	Course Name	Time/Days	Units

ALTERNATE SUMMER 2005 SCHEDULE

Sec. No.	Course Name	Time/Days	Units

STEP ITEM DIRECTIONS

7. Add classes: Press **1** to add classes.

If a class you select is full and you choose to be placed on standby, you will not be enrolled in the class and you will not be charged for the class. Your standby status will be printed on your Registration/Fee receipt. The class instructor will receive a printout of the standby list prior to the first class meeting. Names are placed on that list in the order of registration. Attend the first class meeting. Instructors will issue Add Permits to students on the standby list as space in the class permits.

Before adding classes, fill out the Student Enrollment Schedule Worksheet (below left) with your first choice and second choice of classes. This will help you through the enrollment procedure. Follow the directions for enrolling in classes. Choose your classes from the Schedule of Classes and enter the correct 4-digit section number. Listen carefully to the messages after each selection. If you enroll for any of the English or mathematics courses that require prerequisites, your enrollment will be blocked if you have not completed the prerequisites. If you have questions concerning prerequisites, call 818.364.7868.

8. Press **#** when you are finished adding classes.

9. Press **3** to review your program.

10. Press **9** to review fees. **DO NOT HANG UP.**

AUDITING A COURSE enables you to attend class but not receive a grade or credit. The enrollment fee for auditing a class is \$15 per unit. Be sure to see a counselor because there are certain restrictions on auditing.

**II. FEE CARD**

Name _____

Social Security Number:

Enrollment fee: \$26 per unit per semester
(all students pay this fee)

 units x \$26* =
Non-resident tuition:
 units x \$141* =
International Student tuition:
 units x \$151* =
Health fee:
 \$8.00 per semester = **\$8.00**
Student Representation fee:
 \$1.00 per semester = **\$1.00**
OPTIONAL FEES:**Associated Student Organization membership**[†]: \$3.00 per semester = **Parking fee:**
 \$10.00 per semester =
Notes about fees:**TOTAL** (Pay this amount) = ***ALL FEES ARE SUBJECT TO CHANGE.**

• If you have an approved application for a Board of Governors Fee Waiver (BOGG), your enrollment and health fees will be waived. • Students are required to pay for classes enrolled in beyond the refund deadline. • A parking permit is required for parking on campus, including Saturdays. All parking is on a space available basis.

[†]The Associated Student Organization represents students and supports college programs including extended library hours, tutoring, and college activities such as cultural events and commencement.

12. Payment: Press **1** if you **WILL pay by credit card**. Pay your fees by credit card over the phone and avoid lines at the Business Office. If you choose to pay now by credit card, your semester Registration/Fee Receipt, ID verification sticker, and parking permit (if purchased) will be mailed to you.

13. Credit Card Payment: If you are paying by credit card, enter the card type and number.

 American Express ☐ VISA ☐ Discover ☐ Mastercard ☐

 Expiration Date:

 Card Number:

14. Other payment: Press **2** if you **will NOT pay by credit card**. If you are not paying by credit card, you may pay in person at the Business Office or by mail to:

Los Angeles Mission College Business Office

13356 Eldridge Ave. • Sylmar, CA 91342

Send **FEE CARD** (#11) with a check or money order. **Do not send cash**. Print your Social Security or Student ID number and semester on the face of your check. Your semester fee receipt, student ID validation, and parking permit (if purchased) will be mailed to you when payment is complete.

Admission Office Hours* **818.364.7885**

Monday & Thursday 9 am - 7 pm

Tuesday, Wednesday & Friday 9 am - 4 pm

Business Office Hours* **818.364.7783**

Monday & Thursday 9 am - 7 pm

Tuesday, Wednesday & Friday 9 am - 4 pm

Library Hours* **818.364.7105**

Monday - Thursday 9 am - 7 pm

Saturday 10 am - 2 pm

Bookstore Hours* **818.364.7798**

Monday - Thursday 9 am - 7 pm

Friday 9 am - 4 pm

*Hours subject to change.



Instructional Television classes are designed specifically for busy students and working adults. Classes are offered in eight-week sessions. ITV classes combine video lessons with an online website and weekend class meetings. Using this blended format students are able complete 2/3 of the class on their own schedule and 1/3 by attending class on the weekends.

Open to all Los Angeles Community College students. ITV classes are taught on four campuses, you may attend at the location most convenient for you. On Saturday the classes are at City [C] and Southwest [SW] Colleges and on Sunday they are at Pierce [P] and Valley [V] Colleges.

First college listed is AM only 9:00 -12:00 Noon.

Second College listed is PM only, 1:30 - 4:30 PM.

- Enrollment Opens: **April 12**
- Last day to ADD by STEP/Online: **June 19**
- Last day to ADD by FAX (818.833.3598) or in person: **June 27**
- Last day to DROP without incurring fees: **June 24**

Class meetings:

Saturdays: June 25 – August 6

Sundays: June 26 – August 7

For more information, call 818.833.3594. For classroom locations go to: www.lamission.edu/itv

SUMMER 2005 | June 20 - August 7

CLASS	SECTION	SATURDAY CAMPUS	SUNDAY CAMPUS
ANTHROPOLOGY I	7755	SW/C	V/P
ASTRONOMY I	7756	SW/C	V/P
ENGLISH 101	7757	SW/C	V/P
GEOLOGY I	7758	SW/C	V/P
HEALTH I I	7759	SW/C	V/P
HISTORY I I	7760	C/SW	P/V
PHILOSOPHY I	7761	C/SW	P/V
POLITICAL SCIENCE I	7762	C/SW	P/V
PSYCHOLOGY I	7763	C/SW	P/V
SOCIOLOGY I	7764	C/SW	P/V

PACE

Program for Accelerated College Education

SUMMER SESSION JUNE 13 - AUGUST 13

PACE SUMMER ORIENTATION:

Saturday, June 11, 9-11 AM CMPC 5&6

■ **Regular PACE Saturdays:** 6/25; 7/16; 7/30. Final exams, 8/13

■ **Bridge Saturdays:** 6/18; 7/9; 7/23; 8/6.

Math 105, 112, 115, 125, and Biology 3 meet every Saturday.

6590 ENGLISH 21 CMPC-5
Monday 6-8 PM & Bridge Saturdays 8 AM-12 PM

6597 DEV COM 36A CMPC-5
Monday 8-10 PM + Bridge Saturdays 12:30-4:30 PM

6591 ENGLISH 28 CMPC-2
No Monday sessions, Internet + Bridge Saturdays, 8-12 PM

6592 ENGLISH 101 (Hight) CMPC-1
Monday 6-8 PM + Bridge Saturdays, 8-12 PM

6593 MATH 105 CMPC-1
Monday 8-10 PM + Saturdays 12:30-4:30 PM

6594 MATH 112 CMPC-2
Monday 8-10 PM + Saturdays 12:30-4:30 PM

6595 MATH 115 CMPC-6
Monday 8-10 PM, Wed. 6-10 PM, Saturday 12:30-4:30 PM

6596 MATH 125 CSB-105
Monday 8-10 PM, Wed. 6-10 PM, Saturday 12:30-4:30 PM

6598 MATH 227 INST-2020
Monday and Wednesday 6-10 PM

■ Tuesday Business

6500 ECONOMICS 2 CMPC-2
6-8 PM Tuesday, 8-12 PM Regular PACE Saturdays

6501 ENGLISH 200 CMPC-1
No Tuesday meetings, Internet
+ 12:30-4:30 PM PACE Saturdays

■ Tuesday/Thursday Elementary Teaching

6506 BIOLOGY 3 INST-2019 lec
Tues. 5:25-10:10 PM, Thurs. 5:25-7:15 PM INST-2018 lab
Saturdays 7:45 AM-12:30 PM

6507 BIOLOGY 3 INST-2019 lec
Tues. 5:25-7:15 PM, Thurs. 5:25-10:10 PM, INST-2018 lab
Saturdays 10:40 AM-3:35 PM

■ Wednesday Health Science

6504 SPEECH 101 CMPC-2
Wednesdays 6-8 PM, 8-12 PM Regular PACE Saturdays

6505 HUMANITIES 3 CMPC-1
Wednesdays 8-10 PM, 12:30-4:30 PM Regular PACE Saturdays

■ Wednesday General Studies

6510 PHILOSOPHY 33 CMPC-5
Wed 6-8 PM, 8-12 PM Regular PACE Saturdays

6511 ART 103 CMPC-5
Wed 8-10 PM, 12:30-4:30 PM Regular PACE Saturdays

■ Thursday Social Science

6502 PSYCHOLOGY 2 CMPC-5
6-8 PM, 8-12 Regular PACE Saturdays

6503 SOCIOLOGY I CMPC-5
8-10 PM, 12:30-4:30 PM Regular PACE Saturdays

6599 PHILOSOPHY 6 CMPC-1529

5-DAY FORMAT:

Friday June 10, 6-10 PM Sat. June 11, 11 AM-8 PM
Sunday June 12, 8 AM-5 PM Friday June 17, 6-10 PM
Sunday June 26, 8 AM-5 PM.

ALL STUDENTS PLEASE NOTE:

■ Day and evening classes begin on June 13, 2005. ■ **Evening classes are listed in bold-face type and start at 3:30 p.m. or later.** ■ *Saturday classes are daytime and listed in italics.*

Cancellation of classes: The college reserves the right to cancel or change classes, rooms, and instructors.

ADMINISTRATION OF JUSTICE

1 INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) 3 UNITS

Prerequisite: None.

The history and philosophy of administration of justice including the various subsystems — police, courts, corrections, etc.

EVENING CLASSES

3020 5:40-10:10 M W Woods, M CSB-201
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

2 CONCEPTS OF CRIMINAL LAW (UC:CSU) 3 UNITS

Prerequisite: None.

The structure, definitions and most used sections of the Penal Code and other criminal statutes.

0139 1:00-5:30 T Th Enos, K W CSB-201
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

4 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (UC:CSU) 3 UNITS

Prerequisite: None.

A study of the various agencies in the criminal justice arena.

EVENING CLASSES

3021 5:40-10:10 T Th Mahanay, L CSB-201
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

67 COMMUNITY RELATIONS I (UC:CSU) 3 UNITS

Prerequisite: None.

A study of the various agencies of the justice system and their attempts to gain the confidence and support of the citizens they serve. Community-based policing is highlighted.

0174 8:00-12:15 T Th Sinclair, R L CSB-105
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

209 DOMESTIC VIOLENCE 3 UNITS

Prerequisite: None.

Theory and legal responsibilities of law enforcement and individual rights. Focus is on various types of battering and safety plans for victims.

0173 8:00-12:30 M W Enos, K W CSB-105
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

ANATOMY

Faculty Advisor: Mike Reynolds - Phone: 818.364.7695

1 INTRODUCTION TO HUMAN ANATOMY (UC:CSU) 4 UNITS
Equivalent to: CSUN Biology 211 and 212; CSULA Biology 200A + 200B. | Prerequisite: Bio 3. | Advisory: English 28 or

ESL 8. | Lecture 3 hours, lab 3 hours.

This section may be taken for honors credit. See the Honors Counselor.

0145 lec 1:00-2:30 MTWTh Khollesi, K INST-2018
& lab 2:40-4:10 MTWTh Khollesi, K INST-2018
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

ANTHROPOLOGY

121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT (UC:CSU) 3 UNITS

Prerequisite: None.

0176 9:00-12:00 M WTh Gribben, A INST-2004
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Anthropology I offered through ITV. See page 4.

ART

101 SURVEY OF ART HISTORY I (UC:CSU) 3 UNITS

Prerequisite: None.

0162 9:00-12:00 MTW Staff CSB-207
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

103 ART APPRECIATION I (UC:CSU) 3 UNITS

Prerequisite: None. | Lecture 3 hours.

This class is an introductory course that involves the students in an exploration into the nature and appreciation of the visual arts.

All sections may be taken for honors credit. See the Honors Counselor.

EVENING CLASSES

3103 5:40-10:10 T Th Staff CSB-207
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Art 103 also offered through PACE. See page 4.

109 THE ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA (UC:CSU) 3 UNITS

Prerequisite: None. | Lecture 3 hours.

This course is a survey of the painting, sculpture, architecture and craft of Africa, the Pacific Ocean areas and the Indians of North and South America in relation to their history, religion, and general culture.

0158 1:00-5:15 T Th Staff CSB-207
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

201 DRAWING I (UC:CSU) 3 UNITS

Lecture 2 hours, lab 2 hours, plus homework.

Required of Art Majors.

7104 lec 1:00-3:00 TWTh Paulsen, D R CAC 2&3
& lab 3:00-5:00 TWTh Paulsen, D R CAC 2&3
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

501 BEGINNING TWO-DIMENSIONAL DESIGN (UC:CSU) 3 UNITS

Prerequisite: None. | Lecture 2 hours, lab 2 hours, plus homework.

The following course is also part of the Multimedia Studies Foundation Block I.

EVENING CLASSES

6109 lec 6:00-7:55 MTW Ruppel, B M CAC-GALE
& lab 8:00-10:00 MTW Ruppel, B M CAC-GALE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

520 DESIGN WORKSHOP 3 UNITS

Prerequisite: None.

This is a course in the principles of design. Emphasis is placed on individual research, experimentation, and the development of individual abilities. Students work with a variety of equipment including computer applications.

EVENING CLASSES

6110 lec 6:00-7:55 MTW Ruppel, B M CAC-GALE
& lab 8:00-10:00 MTW Ruppel, B M CAC-GALE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

ASTRONOMY

Faculty Advisor: Richard Rains - Phone: 818.364.7702.

1 ELEMENTARY ASTRONOMY (UC:CSU) 3 UNITS

Advisory: English 21 or ESL 6.

All sections may be taken for honors credit. See the Honors Counselor.

EVENING CLASSES

3033 6:00-9:00 M WTh Mallory, C P INST-1015
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Astronomy I also offered through ITV. See page 4.

BIOLOGY

Faculty Advisor: Michael Reynolds - Phone: 818.364.7695

3 INTRODUCTION TO BIOLOGY (UC:CSU) 4 UNITS

Advisory: English 28. | Equivalent to: UCLA Life Science 15; CSUN Biology 101; CSULA Biology 155 and 156.

Lecture 3 hours, lab 3 hours.

6506 lec 5:25-7:15 T Th Fennoy, S INST-2019
& lab 7:20-10:10 T Fennoy, S INST-2018
& lab 7:45-10:35 S Fennoy, S INST-2018
& lec 10:40-12:30 S Fennoy, S INST-2019
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

6507 lec 5:25-7:15 T Th Staff INST-2019
& lab 7:20-10:10 Th Staff INST-2018
& lec 10:40-12:30 S Staff INST-2019



& lab 12:45-3:35 S Staff INST-2018
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Biology 3 offered through PACE. See page 4.

40 THE SCIENCE OF BIOTECHNOLOGY (UC:CSU) 3 UNITS

EVENING CLASSES

3152 lec 5:30-7:30 M W Reynolds, J M INST-2016

& lab 7:40-9:40 M W Echeverri, A C INST-2016

(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

BUSINESS

I INTRODUCTION TO BUSINESS (UC:CSU) 3 UNITS

Prerequisite: None.

EVENING CLASSES

3104 5:40-10:10 T Th Rush, C INST-2006

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

5 BUSINESS LAW I (UC:CSU) 3 UNITS

Prerequisite: None.

Same as Law I.

EVENING CLASSES

3022 5:40-10:10 M W Rush, C INST-2006

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

BUSINESS - ECONOMICS

I PRINCIPLES OF ECONOMICS I (UC:CSU) 3 UNITS

Prerequisite: None.

This class may be taken for honors credit. See the Honors Counselor

0141 8:00-12:30 T Th Yguado, A INST-2006

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

BUSINESS - MANAGEMENT

2 PRINCIPLES OF ECONOMICS II (UC:CSU) 3 UNITS

Prerequisite: None.

This class may be taken for honors credit. See the Honors Counselor.

0133 1:00-4:30 T Th Yguado, A INST-2006

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Economics 2 also offered through PACE. See page 4.

BUSINESS - MARKETING

13 SMALL BUSINESS ENTREPRENEURSHIP (CSU) 3 UNITS

Prerequisite: None.

This course presents a systematic approach to successful small business operation.

EVENING CLASSES

3101 5:40-10:10 T Th Bernal, V INST-2001

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

21 PRINCIPLES OF MARKETING

3 UNITS

Prerequisite: None.

Emphasized how concepts and principles of marketing are applied from a marketing manager perspective in selecting an attractive target market.

EVENING CLASSES

3105 5:40-10:10 M W Bernal, V INST-1008

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

CHEMISTRY

65 INTRODUCTORY GENERAL CHEMISTRY (UC:CSU) 4 UNITS

Prerequisite: Math 125 with a grade of "C" or better; or appropriate Math placement results. | Equivalent to CSUN Chemistry 103 or 105.

EVENING CLASSES

3032 lec 5:30-7:45 MTWTh Pazirandeh, S INST-2004

& lab 3:15-5:20 MTWTh Pazirandeh, S INST-2012

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

3107 lec 5:30-7:45 MTWTh Pazirandeh, S INST-2004

& lab 7:55-10:00 MTWTh Pazirandeh, S INST-2012

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

CHICANO STUDIES

7 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) 3 UNITS

Prerequisite: None.

Traces the historical evolution of the Mexican-American to 1850.

0150 1:00-5:30 M W Maldonado, J A CSB-203

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3035 5:40-10:10 M W Staff CSB-203

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

37 CHICANO LITERATURE (UC:CSU) 3 UNITS

Prerequisite: None.

EVENING CLASSES

3109 5:40-10:10 T Th Maldonado, J A CSB-203

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

47 THE MEXICAN-AMERICAN WOMAN IN SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None.

This class may be taken for honors credit. See the Honors Counselor.

0101 7:30-12:00 M W Morales, J J CSB-203

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

CHILD DEVELOPMENT

I CHILD GROWTH AND DEVELOPMENT (UC:CSU) 3 UNITS

Prerequisite: None.

Covers the development of a child from the prenatal stage

through adolescence.

0136 1:00-5:30 M W Ruelas, J A CSB-102B

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

2 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES

3 UNITS

Prerequisite: None.

Preschool principles, practices (including discipline and guidance) and philosophies.

EVENING CLASSES

3037 1-5:30 M W De Silva, L P INST-1008

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

4 CREATIVE EXPERIENCES FOR CHILDREN II

3 UNITS

Advisory: Child Dev I and 2.

Language Arts, Math, Social Studies, Science, perceptual motor development and cooking.

0103 8:00-12:30 T Th Wada, J J CSB-102A

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

10 CHILD HEALTH (CSU) 3 UNITS

Prerequisite: None.

Health and safety, communicable illness and management, safe environment, child nutrition. Pediatric First Aid and Cardio-Pulmonary-Respiration certificates will be issued.

0104 8:00-12:30 M W Wada, J J CSB-102A

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

I I HOME, SCHOOL, AND COMMUNITY RELATIONS (CSU) 3 UNITS

Prerequisite: None.

Changes in families and schools, parent conferencing and community resources.

0105 8:00-12:30 T Th Silver, J G CSB-102B

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

42 THE CHILD IN A DIVERSE SOCIETY (CSU) 3 UNITS

Prerequisite: None.

0130 1:00-5:30 T Th De Silva, L P INST-1008

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

CINEMA

3 HISTORY OF MOTION PICTURES (UC:CSU) 3 UNITS

Prerequisite: None.

This course includes history of the development of motion pictures, with examples screened from the silent film to the present day. Emphasis is placed on American feature films.

All sections may be taken for honors credit. See the Honors Counselor.

0106 lec 1:00-3:05 T Th Levine, S M LRC-TCR

& lab 3:10-5:30 T Th Levine, S M LRC-TCR

& lab 1:00 hrs TBA Levine, S M LRC-TCR

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3026 lec 5:40- 8:50 M W Staff LRC-TCR



& lab	8:50-10:10	M W	Staff	LRC-TCR
& lec	1:00 hrs	TBA	Staff	LRC-TCR
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				
3111 lec	5:40-7:45	T Th	Levine, S M	LRC-TCR
& lab	7:45-10:10	T Th	Levine, S M	LRC-TCR
& lab	1:00 hrs	TBA	Levine, S M	LRC-TCR
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

I COMPUTER KEYBOARDING I

3 UNITS

DIRECTED STUDY available. See your instructor.

Students will develop basic keyboarding skills on the computer using Microsoft Word.

7050 lec	8:30-10:00	MTWTh	Woodmansee, J W	INST-2021
& lab	10:30-12:35	MTWTh	Woodmansee, J W	INST-2021
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

COMPUTER SCIENCE - INFORMATION TECHNOLOGY

Faculty Advisor: Mari Rettke - Phone: 818.609.4761

CSIT Lab is a Microsoft Authorized Testing Center for MOUS certification.

401 INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) 3 UNITS

Prerequisite: None. | Lecture 3 hours, lab 1 hour.

Introduction to Computer Science terminology, concepts and programming.

0156 lab	8:00-9:00	MTW	Kubicki, P C	INST-CLAB
& lec	9:00-12:00	MTW	Kubicki, P C	INST-2001
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

450 ELECTRONICS PUBLISHING II 3 UNITS

Prerequisite: None. | Lecture 2 hours, lab 2 hours.

Learn to create effective WEB pages with graphics and links using various software packages and HTML.

0155 lec	8:00-10:00	MTW	Rettke, E G	INST-2005
& lab	10:05-12:00	MTW	Rettke, E G	INST-CLAB
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

COOPERATIVE EDUCATION

Faculty Advisor: Mari Rettke - Phone: 818.609.4761

921, 931 OR 941 WORK EXPERIENCE II, III OR IV (CSU) 2, 3 OR 4 UNITS

A program providing a student with a linkage to their future career success and job placement. All students may sign up for this.

Questions or further information? Call the Coop. Ed. Hot Line at **818.364.7700**.

This program is open to all students who wish to gain transferable college credit for working toward goals at their job. Students may

enroll in this program for up to 4 semesters, a maximum of 4 units per semester.

Requirements: Students must be enrolled for one additional class at Mission or a class at another school and must be employed, or in a voluntary job. One mandatory orientation is required. See times below. Students may register for this program anytime during the first 4 weeks of the semester, by calling 818.364.7700.

Note: Law sections 9045, 9046, and 9047; and Computer and Office Applications sections 9057, 9058, and 9059 **WILL NOT TRANSFER** to the California State University System.

Please ask the Coop Ed coordinator about the LAMC Volunteer and Job Placement Program.

If you qualify for a BOGG fee waiver, you will not have to pay for taking this course. For information on the BOGG fee waiver, contact the Financial Aid Office.

DAY CLASSES:

11:00-12:30	M	Staff	LRC-COOP ED OFF
11:00-12:30	T	Staff	LRC-COOP ED OFF
11:00-12:30	W	Staff	LRC-COOP ED OFF

EVENING CLASSES:

5:00-7:00	M	Staff	LRC-COOP ED OFF
5:00-7:00	T	Staff	LRC-COOP ED OFF
5:00-7:00	W	Staff	LRC-COOP ED OFF

PACE:

7:30-10:30	Sat	Staff	LRC-COOP ED OFF
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STUDENTS EMPLOYED 10-14 HOURS PER WEEK:

Enroll in class **921** and appropriate section number from college major list below.

EXAMPLE: Accounting 921, Section 9001.

STUDENTS EMPLOYED 15-19 HOURS PER WEEK:

Enroll in class **931** and appropriate section number from college major list below.

EXAMPLE: Accounting 931, Section 9002.

STUDENTS EMPLOYED 20 HOURS OR MORE PER WEEK:

Enroll in class **941** and appropriate section number from college major list below.

EXAMPLE: Accounting 941, Section 9003.

Students can repeat the same Coop-Ed class for a maximum of 4 semesters.

Section Number (921) (931) (941)	Major
9001, 9002, 9003	Accounting
9093, 9094, 9095	Administration of Justice
9009, 9010, 9011	Biology
9013, 9014, 9015	Business / Econ / Finance / Marketing
9021, 9022, 9023	Child Development
9057, 9058, 9059	Computer and Office Applications (Clerical does not transfer to CSU)
9088, 9024, 9025	Computer Science

9089, 9026, 9027	Education (Education Aide & Bilingual Education)
9090, 9032, 9033	Engineering, General
9091, 9034, 9035	English
9092, 9038, 9039	Family and Consumer Studies/ Food Service Management
9040, 9042, 9043	Humanities (Liberal Arts)
9045, 9046, 9047	Law (including Legal Assistant does not transfer to CSU)
9049, 9050, 9051	Management
9053, 9054, 9055	Music
9065, 9066, 9067	Political Science
9069, 9070, 9071	Psychology
9081, 9082, 9083	Sociology
9085, 9086, 9087	Speech

DEVELOPMENTAL COMMUNICATIONS

I GRAMMAR: APPLIED TO WRITING

3 UNITS RPT I

Prerequisite: None.

Class is graded credit/no-credit.

Introduction to basic grammar as it relates to writing.

0108	8:00-12:30	T Th	Polk, S A	LRC-215
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

EVENING CLASSES

3024	5:40-10:15	M W	Feldman, D	LRC-215
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				

Students must report to the Learning Center Office during the first week of classes to receive information about orientations.

22C COMMUNICATIONS LABORATORY C

I UNIT RPT 2

Prerequisite: None.

Class is graded credit/no-credit.

0180	2:00 hrs	TBA	Scuderl, R	INST-1018
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)				
Class is geared for disabled students.				

22D COMMUNICATIONS LABORATORY D

I UNIT RPT 2

Prerequisite: None.

Class is graded credit/no-credit.

0110	3:00 hrs	TBA	Staff	INST-1018
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)				
Class is geared for disabled students.				
0181	2:00 hrs	TBA	Scuderl, R	INST-1018
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)				

22E COMMUNICATIONS LABORATORY E 1 UNIT RPT 2

Prerequisite: None.

Class is graded credit/no-credit.

0111 3:00 hrs TBA Staff INST-1018
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Class is geared for disabled students.

0182 2:00 hrs TBA Scuderi, R INST-1018
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

36A READING II: COMPREHENSION AND RELATED SKILLS A 3 UNITS RPT 1

Prerequisite: None.

Class is graded credit/no-credit

Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.

0112 8:00-12:30 M W Polk, S A LRC-215

(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Dev Com 36A also offered through PACE. See page 4.

GED CLASSES | SUMMER 2005

These classes are for students who have not received their high school diploma. Please contact 818.364.7789 or 818.364.7628.

22A COMMUNICATIONS LABORATORY A READING 1 UNIT RPT2

Prerequisite: None. | Class is graded credit/no-credit.

EVENING CLASSES

9721 3:30-7:00 W Staff LRC-217
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

22B COMMUNICATIONS LABORATORY B MATH 1 UNIT RPT2

Prerequisite: None. | Class is graded credit/no-credit.

EVENING CLASSES

9722 3:30-7:00 Th Staff LRC-217
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

ENGLISH

21 ENGLISH FUNDAMENTALS 3 UNITS

Prerequisite: Appropriate skill level demonstrated through the English assessment process or by permit. | Corequisite: Dev Com 36A. | Class graded credit/no credit.

Basic grammar; spelling, punctuation, topic sentences, and paragraph structure.

0171 8:00-12:15 M W Staff INST-2002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0172 1:00-5:15 T Th Staff INST-2002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3029 5:40-10:15 M W Staff INST-2002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

English 21 also offered through PACE. See page 4.

28 INTERMEDIATE READING AND COMPOSITION 3 UNITS

Prerequisite: English 21 with a grade of "C" or better, or appropriate skills level demonstrated through the English assessment process, or by permit.

As a component of the student's final grade, a Common Department Final is required.

English 28 is a course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, spelling, punctuation, and sentence construction. Instruction will include the assignment of full-length expository and argumentative essays.

0113 8:00-12:30 M W Dalrymple, R M INST-1005
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0115 8:00-12:30 T Th Dalrymple, R M INST-1005
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

English 28 also offered through PACE. See page 4.

101 COLLEGE READING AND COMPOSITION I (UC:CSU) 3 UNITS

Prerequisite: English 28 with a grade of "C" or better, or appropriate skill level demonstrated through the English assessment process, or by permit.

This is the first freshman composition course that meets requirements for the BA at four-year colleges and universities, comprising intensive reading, writing of essays, term papers, the study of style, methods of discourse, logic, and documentation.

All sections may be taken for honors credit. See the Honors Counselor.

0114 lab 8:30-1:00 T Th Staff INST-2002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0116 1:30-6:00 T Th Grant, R R INST-1004
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3115 5:30-10:00 M W Orozco, J R INST-1004
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

English 101 also offered through PACE. See page 4.

English 101 also offered through ITV. See page 4.

102 COLLEGE READING AND COMPOSITION II (UC:CSU) 3 UNITS

Prerequisite: English 101 with a grade of "C" or better, or by permit.

Critical thinking and writing through the reading of poetry, drama, the short story, and the novel.

All sections may be taken for honors credit. See the Honors Counselor.

0151 8:30-1:00 T Th Grant, R R INST-1004
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3116 5:40-10:10 T Th Orozco, J R INST-2002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

English 200 offered through PACE. See page 4.

PLEASE NOTE: The following courses are ESL courses even though they are listed as English.

83 COLLEGE CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE 3 UNITS

Intermediate Level Conversation for students who have completed ESL 3 and ESL 4.

Class is graded credit/no-credit

DAY OPTION

0117 8:00-12:30 T Th Barbato, L C CSB-101
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

85 COLLEGE ENGLISH AS A SECOND LANGUAGE II 5 UNITS

Intermediate Level Conversation for students who have completed ESL 3 and ESL 4.

Class is graded credit/no-credit

EVENING OPTION

3117 6:15-10:00 MTWTh Climo, M J CSB-101
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

86 COLLEGE ENGLISH AS A SECOND LANGUAGE III 5 UNITS

Advanced Level Conversation for students who have completed ESL 5 and ESL 6.

Class is graded credit/no-credit

DAY OPTION

0118 8:00-11:45 MTWTh Prostack, G CSB-205
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING OPTION

3118 6:15-10:00 MTWTh Chan, C CSB-205
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

FAMILY AND CONSUMER STUDIES

21 NUTRITION (UC:CSU) 3 UNITS

Prerequisite: None.

Required for ACF Certificate and Food Production Certificate, meets Natural Science requirement. Comprehensive scientific nutrition information.

0102 1:00-5:30 T Th Cantrell, E F INST-1002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3027 5:40-10:10 M W Epps, F Z CSB-110
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

31 MARRIAGE AND FAMILY LIFE (UC:CSU) 3 UNITS

Prerequisite: None.

Required for Gerontology, Administration of Justice Certificate, and Family and Consumer Studies AA Degree. Learn about relationships, communication techniques, sexual attitudes and how to be a complete you.

**EVENING CLASSES**

3119 5:40-10:10 T Th Cantrell, E F INST-1002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

37 TRAINING FOR GERONTOLOGICAL SERVICES 3 UNITS

Prerequisite: None.

Staff training course to assist needs of those working with older adults in public and private sectors. Meet State 40 hours licensing for RCFE and Continuing Education credit.

EVENING CLASSES

3030 5:00-10:00 T Th Lampert, S CSB-105
& 8:30-4:30 S Lampert, S CSB-105

(2 Saturdays: 6/25 & 7/9/2005)

(4 Week Class - Starts 6/21/2005, Ends 7/14/2005)

38 IN-HOME CARE

3 UNITS

Prerequisite: None.

Provides training for those interested in providing in-home care to older adults. Continuing Education credit for RCFE.

7000 9:00-1:30 T Th Epps, F Z LANCASTER
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

FOOD SERVICE MANAGEMENT**50 SANITATION AND SAFETY**

(CSU) 3 UNITS

Prerequisite: None.

0184 9:00 hrs TBA Struwe, K INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Email: kurtstruwe@sbcglobal.net

7107 1:10-2:35 MThF Feldman, A D PHOENIX
(11 Week Class - Starts 6/13/2005, Ends 8/28/2005)

NOTE: The following series of classes FSM 100 through 108 and FCS 108, FCS 21, FCS 163 are required for AA, AS, ACF certification, and Food Management Certificate Program.

100 INTRODUCTION TO HOSPITALITY INDUSTRIES

3 UNITS

Advisory: FCS 20, 21, 50.

Overview of food service and management in the hospitality industry. Careers are explored.

0126 1:00-5:35 M W Zandalasini, L J INST-1007
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

101 FOOD PRODUCTION I

(CSU) 4 UNITS

Prerequisite: FCS 50, 100 and negative TB test. | Lecture 2 hours, lab 6 hours.

Study and lab experience of quality food production course, part of the American Culinary Federation Certification/ Competencies.

0100 lec 8:00-9:00 MTWTh Garcia, R INST-1006
& lab 9:10-12:30 MTWTh Garcia, R INST-1006
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

7100 lec 10:36-1:00 W Th Luna, A CAMPHOLT
& lab 1:10-5:45 W Th Staff CAMPHOLT
(11 Week Class - Starts 6/15/2005, Ends 8/27/2005)

7101 lec 8:30-9:35 M ThF Feldman, A D PHOENIX
& lab 9:50-1:00 M ThF Feldman, A D PHOENIX
(11 Week Class - Starts 6/13/2005, Ends 8/28/2005)

7102 lec 12:30-3:50 M Higgins, A A CAMPSCUD
& lab 12:30-5:00 TW Higgins, A A CAMPSCUD
(11 Week Class - Starts 6/13/2005, Ends 8/26/2005)

103 MENU PLANNING

2 UNITS

Prerequisite: FCS 21, FSM 100.

Course is part of a one-year certificate program. Examines basic principles of menu design, includes all phases of menu planning for today's trends using computer software.

0131 1:00-4:00 T Th Zandalasini, L J INST-1007
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

GEOGRAPHY

Faculty Advisor: Lorraine Manoogian - Phone: 818.364.7706.

I PHYSICAL GEOGRAPHY

(UC:CSU) 3 UNITS

Prerequisite: None.

This course meets university transfer requirements for natural or physical science.

0177 9:00-12:00 TWTh Manoogian, L K INST-1013
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

GEOLOGY

Geology I offered through ITV. See page 4.

HEALTH**II PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) 3 UNITS**

Implements the World Health Organization's definition of health that health is the state of physical, mental and social well-being, not merely the absence of disease.

0120 8:00-12:30 M W Milke, L CSB-110
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0121 8:00-12:30 T Th Cooper, C K CSB-110
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0152 1:00-5:30 M W Staff CSB-110
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0161 9:00 hrs TBA Staff INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3122 5:40-10:10 T Th Cooper, C K CSB-110
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Health II also offered through ITV. See page 4.

HISTORY**I INTRODUCTION TO WESTERN CIVILIZATION I**

(UC:CSU) 3 UNITS

Prerequisite: None.

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from antiquity through the emergence of nations in the 18th Century.

This section may be taken for honors credit. See the Honors Counselor.

EVENING CLASSES

3121 5:40-10:10 M W Behling, R CSB-207
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

II POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I

(UC:CSU) 3 UNITS

Prerequisite: None.

A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from its New World beginnings through the Civil War. It meets the American History and Institutions requirements for the California State University system and the Social and Behavioral Sciences requirements for all universities.

All sections may be taken for honors credit. See the Honors Counselor.

0122 8:00-12:30 M W Jimenez, G A INST-1010
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

History II also offered through ITV. See page 4.

12 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II

(UC:CSU) 3 UNITS

Prerequisite: None.

Note: History II is not required for this course.

A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from the Reconstruction Period (1865) to the present. This section may be taken for honors credit. See the Honors Counselor.

0123 8:00-12:30 T Th Jimenez, G A INST-1010
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

86 INTRODUCTION TO WORLD CIVILIZATION I

(UC:CSU) 3 UNITS

Prerequisite: None.

This course traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the earliest time to the beginning of the era of European expansion in the sixteenth century.

EVENING CLASSES

3011 5:40-10:10 T Th Behling, R INST-1010
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

HUMANITIES

I CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: None.

Survey of the arts in western civilization.

0125 1:30-4:50 TWTh Goldberg, H INST-2004
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0179 8:00-12:30 TTh Jarrett, C CSB-203
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

3 THE ARTS OF CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None.

EVENING CLASSES

6505	8:00-10:00	W	Staff	CMPC-2
&	2:30-4:30	S	Staff	CMPC-2
&	2:00 hrs	TBA	Staff	CMPC-2

(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Humanities 3 also offered through PACE. See page 4.

31 PEOPLE IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None.

Traces the arts in their interrelations from the Baroque to the present as mirrors of western man's view of himself in a changing world.

EVENING CLASSES

3023 5:00-8:20 TWTh Goldberg, H INST-1017
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

INTERIOR DESIGN

I02 INTRODUCTION TO INTERIOR DESIGN 3 UNITS

Prerequisite: None

Introduction to interior design including color selection, space planning, furniture selection and backgrounds.

7114 8:00-12:30 MW Anderson, S L CAC-4
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

I08A SPACE PLANNING A 2 UNITS

Advisory: ID I02, or FCS I5. | Lecture 1 hours, lab 2 hours. Residential space planning interiors.

7106 lec 8:00-9:00 TTh Withers, K L CAC-4
& lab 9:10-11:30 TTh Withers, K L CAC-4
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

I08B SPACE PLANNING B 2 UNITS

Prerequisite: None. | Advisory: ID I02, ID I06A and ID I06B, ID I08.

Design theory, applied to commercial interiors. Students do not need to have completed I08A to take this class.

7108 lec 1:00-2:00 MW Anderson, S L CAC-4
& lab 2:10-4:30 MW Anderson, S L CAC-4
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

I15 WINDOW TREATMENTS

I UNIT

Prerequisite: None.

This course covers window history, hard and soft window treatments and installations, specialty installations, residential and commercial specifications, sources for design concepts, calculating fabric requirements, measuring techniques used by installers, workrooms and interior designers and job costing.

EVENING CLASSES

6102 6:00-9:00 T Weilacher, D D CAC-4
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

LAW

I BUSINESS LAW I (UC:CSU) 3 UNITS

Prerequisite: None. | Same as Business 5.

Introductory course in civil law open to all students. Part of Retail Management Certificate.

0127 9:00 hrs TBA Jordan, D C INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

2 BUSINESS LAW II (UC:CSU) 3 UNITS

Prerequisite: Law I or Bus 5. | Same as Business 6.

Second part of the civil law course, including bailment, principles of agency, third parties, partnerships, corporation, stockholders, and legal aspects of negotiable instruments. This class may be taken for honors credit. See the Honors Counselor.

0167 9:00 hrs TBA Morinaka, B S INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

I0 INTRODUCTION TO LEGAL ASSISTANT I 3 UNITS

Prerequisite: None.

Formalizes the career of the legal assistant, and introduces legal terminology bibliography, including research problems.

0165 9:00 hrs TBA Jordan, D C INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

I1 INTRODUCTION TO LEGAL ASSISTANT II (CSU) 3 UNITS

Prerequisite: Law I0. | Corequisite: Law 34.

A detailed examination of civil and criminal cases, and an introduction to drafting and writing.

0107 9:00 hrs TBA Rose, E G INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

I2 TORT LAW AND CLAIMS INVESTIGATION 3 UNITS

Prerequisite: Law I0.

Principles of California tort and insurance law, and the investigation techniques necessary in tort and insurance claims.

0169 9:00 hrs TBA Telanoff, A J INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

I9 PROPERTY AND CREDITOR RIGHTS

3 UNITS

Prerequisite: None.

Laws protecting land owners, tenants, and creditors. Law I9 is a study of law of personal property and real property, and bankruptcy law and forms.

0170 9:00 hrs TBA Walker, R L INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

20 BASIC PROBATE PROCEDURES

3 UNITS

Prerequisite: Law I0.

Study of the fundamental principles and methods of fact gathering, office of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.

0128 9:00 hrs TBA Lampert, E L INTERNET
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)
Website: www.lamission.edu/law

LEARNING SKILLS

IA READING A (NDA) I UNIT RPT 3

Prerequisite: None.

0183 12:00-3:00 T Staff INST-1013
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3036 3:30-6:30 M Staff INST-1010
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

2A ENGLISH FUNDAMENTALS A (NDA) I UNIT RPT 3

Prerequisite: None.

0129 8:25-10:35 S Lichtman, D L INST-1010
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

MATHEMATICS

I05 ARITHMETIC (NDA) 3 UNITS

Prerequisite: Appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

A review of elementary arithmetic.

0146 9:00-12:00 M WTh Malki, A J INST-1017
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Math I05 also offered through PACE. See page 4.

I12 PRE-ALGEBRA (NDA) 3 UNITS

Prerequisite: Math I05 with grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

0148 9:00-12:00 M WTh Staff CSB-111
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0149 12:00-3:00 M WTh Smazenka, R L CSB-111
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3015 5:30-8:35 M WTh Staff CSB-111
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Math I12 also offered through PACE. See page 4.

115 ELEMENTARY ALGEBRA

5 UNITS

All Mathematics 115 students are required to pass a comprehensive department final. Failure to take this examination at the scheduled time and day will result in a score of zero.

THIS EXAMINATION WILL BE HELD IN THE BUNGALOWS, SATURDAY, AUGUST 13, 2005 FROM 12:15 P.M. TO 2:15 P.M.

All students are required to be present 15 minutes prior to the examination. Students must present a valid picture **IDENTIFICATION.**

Prerequisite: Math 112 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

Math 113 and 114 together are equivalent to Math 115.

0147 9:00-12:15 M WTh Staff CSB-201
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

EVENING CLASSES

3014 5:30-8:45 M WTh Staff INST-2005
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Math 115 also offered through PACE. See page 4.

125 INTERMEDIATE ALGEBRA

5 UNITS

Prerequisite: Math 115 or Math 114 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

0157 12:15-3:30 M WTh Staff INST-1017
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

EVENING CLASSES

3016 5:30-8:45 M WTh Staff CSB-208
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Math 125 also offered through PACE. See page 4.

215 PRINCIPLES OF MATHEMATICS I

(UC:CSU) 3 UNITS

Prerequisite: Math 125 and Math 120 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

Primarily for students who plan to teach arithmetic in elementary schools.

0163 3:00-6:15 M WTh Foster, L L CSB-205
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

227 STATISTICS

(UC:CSU) 4 UNITS

Prerequisite: Math 125 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit. | Equivalent to Math 225 with an additional hour of laboratory.

3102 2:00-6:00 M WTh Wong, K D INST-2003
(6 Week Class - Starts 6/13/2005, Ends 8/6/2005)

Math 227 also offered through PACE. See page 4.

240 TRIGONOMETRY

(CSU) 3 UNITS

Prerequisite: Math 125 and Math 120 or Math 125 and Math 121 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.

EVENING CLASSES

3017 5:30-8:35 M WTh Staff CSB-206
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

MICROBIOLOGY

Faculty Advisor: Dr. Angela Echeverri - Phone: 818.364.7704.

20 GENERAL MICROBIOLOGY

(UC:CSU) 4 UNITS

Equivalent to CSUN Biology 215 and 215L; CSULA Microbiology 151. | Prerequisite: Bio 3 or 6 and Chem 51 or 65 or 101. |

Advisory: English 28. | Lecture 3 hours, lab 3 hours

This section may be taken for Honors Credit. See Honors Counselor.

0140 lec 1:20-2:50 MTWTh Igo, M INST-2016
& lab 3:00-4:30 MTWTh Echeverri, A INST-2016
(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

MULTIMEDIA

100 INTRODUCTION TO MULTIMEDIA COMPUTER APPLICATIONS

3 UNITS RPT 3

Prerequisite: None.

0185 lec 8:00-10:00 TWTh Hanson, C LIB-131
& lab 10:00-12:00 TWTh Hanson, C LIB-131
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

400 INTRODUCTION TO EXPERIMENTAL ANIMATION

3 UNITS

Prerequisite: None.

EVENING CLASSES

6000 lec 6:00-8:00 TWTh Ratner, M J CAC-5
& lab 8:00-10:00 TWTh Ratner, M J CAC-5
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

411 CURRENT TOPICS IN 3D ANIMATION

3 UNITS

Prerequisite: None.

EVENING CLASSES

6001 lec 6:00-8:00 TWTh Ratner, M J CAC-5
& lab 8:00-10:00 TWTh Ratner, M J CAC-5
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

MUSIC

111 MUSIC APPRECIATION I

(UC:CSU) 3 UNITS

Prerequisite: None.

Introduction to musical works from a variety of styles and periods, how to listen to music effectively and with comprehension.

6101 5:40-10:10 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

321 ELEMENTARY PIANO I

(UC:CSU) 2 UNITS

Prerequisite: None.

Required of Music majors who fail to pass the piano proficiency exam and recommended for those planning to enter elementary teaching profession.

7105 12:00-2:00 T Th Foster, D E CAC-6
& 2:00-4:50 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

322 ELEMENTARY PIANO II

(UC:CSU) 2 UNITS

Prerequisite: Music 321 with a grade of "C" or better.

7109 12:00-2:00 T Th Foster, D E CAC-6
& 2:00-4:50 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

323 ELEMENTARY PIANO III

(UC:CSU) 2 UNITS

Prerequisite: Music 322 with a grade of "C" or better.

7110 12:00-2:00 T Th Foster, D E CAC-6
& 2:00-4:50 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

324 ELEMENTARY PIANO IV

(UC:CSU) 2 UNITS

Prerequisite: Music 323 with a grade of "C" or better.

7111 12:00-2:00 T Th Foster, D E CAC-6
& 2:00-4:50 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

341 INTERMEDIATE PIANO

(UC:CSU) 2 UNITS RPT 3

Prerequisite: Music 324 with a grade of "C" or better.

7112 12:00-2:00 T Th Foster, D E CAC-6
& 2:00-4:50 T Th Foster, D E CAC-6
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

PHILOSOPHY

I INTRODUCTION TO PHILOSOPHY

(UC:CSU) 3 UNITS

Prerequisite: None.

A survey of fundamental questions about self, society, and the universe. Primary focus on theories of reality, knowledge, and religion.

0153 8:00-12:30 T Th Staff INST-2019
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3034 5:40-10:10 M W Staff CSB-105
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Philosophy I also offered through ITV. See page 4.

6 LOGIC IN PRACTICE

(UC:CSU) 3 UNITS

Prerequisite: None.

Covers characteristics of good reasoning, study of meaning, inference and argument, informal fallacies, and the rhetoric of politics and advertising.

All sections may be taken for honors credit. See the Honors counselor.

0144 8:00-12:30 M W Staff INST-1002
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Philosophy 6 also offered through PACE. See page 4.

33 COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU) 3 UNITS

Prerequisite: None.

History, practices, and world views of the major religions originating in India, China, Japan, and the Near East.

This section may be taken for honors credit. See the Honors counselor.

EVENING CLASSES

6510	6:00-8:00	W	Staff	CMPC-5
&	8:00-12:00	S	Staff	CMPC-5
&	2:00 hrs	TBA	Staff	CMPC-5

(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Philosophy 33 offered through PACE. See page 3.

PHYSICAL EDUCATION

295 INDIVIDUAL AND DUAL ACTIVITIES - ADAPTIVE ACTIVITIES (UC:CSU) 1 UNIT RPT 3

Prerequisite: None.

2026	10:30-12:30	MTWTh	Staff	FOOT-103
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Geared toward disabled students.

552 ATHLETICS PRE-SEASON CONDITIONING (UC:CSU) 1 UNIT RPT 3

Prerequisite: None.

(MEN'S SOCCER)

2027	9:00 hrs	TBA	Madha, E	FOOT-103
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(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

(WOMEN'S SOCCER)

2028	9:00 hrs	TBA	Madha, E	FOOT-103
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(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

666A BODY CONDITIONING: EMPHASIS ON POWER WALKING (UC:CSU) 1 UNIT RPT 3

Prerequisite: None.

Various forms of aerobic activity will be used, including cardio-kick boxing, steps and floor aerobics.

2029	8:00-10:25	MTWTh	Klitsner, J N	FOOT-103
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

690 WEIGHT TRAINING (UC:CSU) 1 UNIT RPT 3

Prerequisite: None.

Emphasis on self defense techniques.

EVENING CLASSES

2926	6:00-8:05	MTWTh	Staff	FOOT-103
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

2927	7:00-9:05	MTWTh	Staff	FOOT-103
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

PHYSICAL SCIENCE

Faculty Advisor: Said Pazirandeh - Phone: 818.364.7705.

I PHYSICAL SCIENCE I (UC:CSU) 3 UNITS

Prerequisite: None.

Equivalent to CSUN Physical Science 170.

Note: Physical Science I fulfills IGETC requirements in the Physical Sciences. Recommended for students enrolled in the PRE-CREDENTIAL OPTION of the Liberal Studies Program.

EVENING CLASSES

3031	6:00-9:05	M WTh	Parseghian, A O	INST-1013
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

POLITICAL SCIENCE

Faculty Advisor: Chuck Dirks - Phone: 364.7675

I THE GOVERNMENT OF THE UNITED STATES (UC:CSU) 3 UNITS

Prerequisite: None.

0178	8:00-12:30	M W	Ostrow, I	INST-1001
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0134	8:00-12:15	T Th	Dirks, C E	INST-1001
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0154	12:50-5:20	T Th	Hussain, S	INST-1001
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3125	5:40-10:10	M W	Dirks, C E	INST-1001
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Political Science I also offered through ITV. See page 4.

2 MODERN WORLD GOVERNMENTS (UC:CSU) 3 UNITS

Prerequisite: None.

An exciting course dealing with the history and political pageants of England, France, the collapse of the Berlin Wall and the Soviet Republics. Examines the changes from King Arthur's Castle and colorful cathedrals to the Euro-Communism of Gorbachev, the emergence of democracy, and the New Europe.

This section may be taken for honors credit. See the Honors counselor.

EVENING CLASSES

3126	5:40-10:10	T Th	Dirks, C E	INST-1001
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

PSYCHOLOGY

I GENERAL PSYCHOLOGY I (UC:CSU) 3 UNITS

Advisory: English 21 or ESL 6.

An introduction to the vocabulary, methods, and problems of everyday life, and the methods of modern scientific psychology.

0135	8:00-12:30	T Th	Johnson, P D	INST1002
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

7113	9:00-12:00	MTW	Staff	MONT-PREP
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3010	5:40-10:10	M W	Grant-Dixon, P	INST-1002
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Psychology I also offered through ITV. See page 4.

2 GENERAL PSYCHOLOGY II (UC:CSU) 3 UNITS

Prerequisite: Psychology I with a grade of "C" or better.

Discusses nervous system as it applies to abnormal behavior.

EVENING CLASSES

6502	6:00-8:00	Th	Staff	CMPC-5
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&	8:00-12:00	S	Staff	CMPC-5
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&	2:00 hrs	TBA	Staff	CMPC-5
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(9 Week Class - Starts 6/13/2005, Ends 8/14/2005)

Psychology 2 offered through PACE. See page 4.

SOCIOLOGY

I INTRODUCTION TO SOCIOLOGY (UC:CSU) 3 UNITS

Prerequisite: None.

Develops the sociological perspective that behavior is largely determined by human interactions and by membership in groups. All sections may be taken for honors credit. See the Honors Counselor.

0109	9:00 hrs	TBA	Mekelburg, M M	INTERNET
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Email: profmek@hotmail.com

0132	8:00-12:30	M W	Raskin, E S	INST-2019
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3106	5:40-10:10	M W	Raskin, E S	INST-2019
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

Sociology I also offered through PACE. See page 4.

Sociology I also offered through ITV. See page 4.

2 AMERICAN SOCIAL PROBLEMS (UC:CSU) 3 UNITS

Prerequisite: None. | Advisory: Soc I.

Analysis of personal and social disorganization, crime and delinquency, race and ethnic relations, population and urban growth, and individual and societal rights.

EVENING CLASSES

3108	5:40-10:10	T Th	Raskin, E S	CMPC-2
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

SPANISH

I ELEMENTARY SPANISH I (UC:CSU) 5 UNITS

Prerequisite: None.

EVENING CLASSES

3112	6:00-9:30	MTWTh	Pardess, D F	INST-1005
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(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

2 ELEMENTARY SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish I, or 2 years of high school Spanish. Intended for students learning Spanish as a foreign language, NOT FOR

NATIVE OR NEAR-NATIVE SPANISH SPEAKERS.

0175 12:00-3:30 MTWTh Ramil, Y R INST-2020
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

10 LATIN-AMERICAN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: None.

Highlights of the civilization of Spanish America and Brazil, with emphasis on artistic, economic, social and historical developments.

Course taught in English.

EVENING CLASSES

3127 5:40-10:10 T Th Staff INST-2020
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

SPEECH COMMUNICATION

101 ORAL COMMUNICATION I (UC:CSU) 3 UNITS

Prerequisite: None.

This introductory speech course emphasizes the techniques of public speaking including the delivery of speeches to inform, persuade, and activate. In this course you will refine your critical thinking, research, organizational, and time management skills. You will learn how to organize and adapt your message to any audience.

0137 8:00-12:30 M W Long, M L INST-1012
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0138 8:00-12:30 T Th Long, M L INST-1012
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

0166 1:00-5:30 M W Claiborne, M R INST-1012
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

3018 5:40-10:10 M W Wallace, J E INST-1012
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

3019 5:30-10:00 T Th Torres, A R INST-1012
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

SUPERVISED TUTORING

1T SUPERVISED LEARNING ASSISTANCE (NDA) 0 UNITS RPT 9

Upon instructor referral, students will receive tutoring in the LAC. It is a non-credit, open-exit course which is non-graded and will not appear on student transcripts.

8950 20:00 hrs TBA Newman, D A SCHEDULE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

8951 20:00 hrs TBA Newman, D A SCHEDULE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

VOCATIONAL EDUCATION

108CE COMPUTER TECHNOLOGY IN THE WORKPLACE (NDA) 0 UNITS RPT 9

8778 20:00 hrs TBA Newman, D A SCHEDULE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

167CE CSIT SUPERVISED INDIVIDUAL INSTRUCTION (NDA) 0 UNITS RPT 9

8761 20:00 hrs TBA Rettke, M K SCHEDULE
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

CITIZENSHIP CENTER | SUMMER 2005

ESL I

8938 8:00-11:00 MTWTh Staff CCMS*
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

EVENING CLASSES

5938 6:00-9:00 MTWTh Staff MACLAY*
(6 Week Class - Starts 6/13/2005, Ends 7/24/2005)

*Register at Citizenship Center: 436 N. MacLay, San Fernando.
Classes held off campus.



STUDENT PARKING  FREE
for registered summer school students!
Pick up free parking decal in Business Office.

FALL SEMESTER BEGINS
September 6, 2005.



FALL 2005 REGISTRATION DATES
Fall 2005 Priority Registration by Appointment:
✓ EOP&S and DSPS begins MAY 2, 2005 ✓ Continuing Students begins MAY 5, 2005
✓ New and re-entering students MAY 16 to SEPTEMBER 16, 2005
Fall 2005 Walk-in Registration (new students, re-entering students, continuing students):
JULY 18 to SEPTEMBER 16, 2005

Prerequisites, Corequisites and Advisories

Prerequisite: A requirement that must be satisfied before enrolling in the target course.

Corequisite: A requirement that must be taken simultaneously with the target course. However, in some instances the corequisite may be satisfied before enrolling into the target course.

Advisory: A course or condition that a student is advised (but not required) to meet prior to enrolling in the target course.

Registration Limitation

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirement by completing a class with a grade of "C" or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e. an unofficial transcript and/or placement results) to the counseling office located in the Instructional and Student Services Building (818.364.7655).

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions office along with the necessary add slip by the student for processing.

Prerequisite Challenge

Students without transcripts or other proof of meeting the specified prerequisite or corequisite but believe that they have other clear and reliable evidence that they are adequately prepared to take the target course may go through the prerequisite or corequisite challenge process.

Prerequisite or Corequisite may be challenged based on the following:

1. The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or corequisite. (Criteria for challenging based on knowledge or ability to succeed will be determined by each Academic Department;);
2. The prerequisite or corequisite is not valid because it has not been established in accordance with the District's policy;
3. The prerequisite or corequisite is being applied in an unlawfully discriminatory manner; and
4. The prerequisite or corequisite has not been made reasonably available causing the student undue delay in completing his/her educational goal.

Prerequisite Challenge Process

1. Pick up the challenge form at the Counseling Office. It is recommended that a student seeking to go through the challenge process meet with a counselor to discuss the process in further detail.
2. All challenge forms must be processed prior to the add deadline as stated in the Schedule of Classes (please note: the challenge process takes five working days to complete). Challenges filed after this deadline will be considered for the following semester. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the student will be allowed to enroll into the course during the challenge process. If the chal-

lenge is approved or the college fails to resolve the challenge within 5 working days, the student shall be allowed to remain in the course. If the challenge is denied, the student will be notified and dropped administratively. If no space is available in the course when a challenge is filed and approved, the student shall be permitted to enroll for the following semester.

3. Students need to complete the challenge form, attach appropriate documentation and take the form to the Chair and/or Vice Chair of the department through which the course in question is being offered.
4. The Department Chair and/or Vice Chair will approve or deny the challenge. If the Chair and/or Vice Chair is the instructor of the course that the student wishes to enter, then the Chair and/or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.
 - Once the challenge is approved/denied and signed, the Chair and/or Vice Chair of the department or designated faculty member will return the form to the Matriculation Coordinator.
 - The Matriculation Coordinator will contact the student of the results of the challenge.
 - If the challenge is approved, the student will be given a course placement authorization that the student will take to Admissions along with the necessary add form for processing.
5. If the challenge is denied, the student may appeal the decision to the Vice President of Academic Affairs. Notification of the appeal decision will be sent to the student within 5 working days after its receipt.

GENERAL POLICIES

This schedule is an official publication of Los Angeles Mission College. It sets forth rules and regulations and, in case of conflict with information previously published, supersedes those publications of earlier date.

Mission Of the Los Angeles Community Colleges

The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational educa-

tion, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of this mission, we endeavor to:

- Promote equal opportunity for participation;
- Maintain appropriate standards for academic achievement;
- Provide an educational environment which meets the needs of students with varied learning skills;

- Provide support services which contribute to instructional effectiveness and student success;
- Affirm the importance of multi-cultural, international, and intercultural collegiate experiences that foster individual and group understanding; and
- Manage effectively educational and financial resources.

Students' Statements

Falsification of any record or signed statement, or the withholding of information, subjects the student to immediate suspension or expulsion.

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.

Withdrawal

Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions Office or use the telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College

1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a "Drop Card" and present it, with your registration Fee Receipt, at the Admissions Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to do a complete withdrawal by mail, your request must be sent by Certified Mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or before 75% of the course is completed.

Students in PACE or other special programs must check withdrawal deadlines with the appropriate program director.

Withdrawal from Classes

THROUGH THE 3rd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first three weeks of the semester (or 30% of the class for short-term classes).

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

Access to Records

The California Legislature passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This permits students to inspect their personally identifiable records maintained by the college, and permits access to these records only upon the student's request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent State and Federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, 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. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

Family Educational Rights and Privacy Act (FERPA) Notification

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 student 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

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 1996, a cohort of all certificates, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at all California Community Colleges, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period from Fall 1997 to Spring 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 29.8 percent transferred to another post secondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five semester period from Spring 1998 to Spring 2000.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure Website located at <http://srtk.cccco.edu/index.asp>.

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

"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 incompetence, shall be final."

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color; sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged.

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

Recording Devices in the Classroom

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

Compliance Officer

If students feel they have grounds for a grievance, they may contact the college Compliance Officer, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures) see the Compliance Officer located in the Campus Center; (818) 364-7701.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. 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 a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law and they 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 are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

1. **WARNING** – Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **REPRIMAND** – Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.
3. **DISCIPLINARY PROBATION** – Exclusion from participation in privileges or extra-curricular college activities set forth in the notice of disciplinary probation for a specified period of time. The imposition of disciplinary probation involves notifica-

tion in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

4. RESTITUTION – Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. SUMMARY SUSPENSION – A Summary Suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary Suspension is limited to that period of time necessary to insure that the purposes of the Summary Suspension are accomplished, and in any case, no more than a maximum of 10 school days. Summary Suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

6. DISCIPLINARY SUSPENSION – Disciplinary Suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

7. EXPULSION – An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

Violations of the Standards of Student Conduct are as follows:

9803.10

Willful Disobedience: Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11

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

9803.12

Dishonesty: Dishonesty, such as cheating, or knowingly furnishing false information to colleges.

9803.13

Unauthorized Entry: Unauthorized entry to or use of the college facilities.

9803.14

College Documents: Forgery, alteration, or misuse of college documents, records, or identification.

9803.15

Disruption of Classes or College Activities: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

9803.16

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

9803.17

Interference with Peace of College: The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.

9803.18

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

9803.19

Alcohol and Drugs: Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics:

- (a) opiates, opium, and opium derivatives, (b) mescaline,
- (c) hallucinogenic substances, (d) peyote, (e) marijuana,
- (f) stimulants and depressants, (g) cocaine.

9803.20

Lethal Weapons: Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with polic-

ing responsibilities.

9803.21

Discriminatory Behavior: Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.

9803.22

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

9803.23

Conspiring to Perform Illegal Acts: Any agreement between two or more persons to perform an illegal act.

9803.24

Threatening Behavior: 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.

9803.25

Disorderly Conduct: Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.

9803.26

Theft or Abuse of Computer Resources: Theft or Abuse of Computer Resources including but not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

h. Use of computing facilities to interfere with the regular operation of the college or District computing system.

9804

Interference with Classes: Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

9805

Interference with Performance of Duties of Employees:

Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10

Assault or Abuse of an Instructor: Assault or abuse of 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.

9806

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

Non-Discrimination Policy

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic groups identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS) or veteran status (Reference: Board Rule 1202).

Politica No Discriminatoria

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la

identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Non-Discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the Compliance Officer – Title IX/Gender-Equity, and Sexual Harassment (818) 364.7701. Matters involving Section 504 may be directed to the Coordinator of Disabled Student's Program at (818) 364.7734. In addition, inquiries may be directed to the District Office of Diversity Programs at (213) 891.2315.

Politica De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Mission College, favor de dirigirse a la oficina de un mediador si se refiere al acoso sexual o a la discriminación – Compliance Officer Title IX/Gender Equity (818) 364.7701. Para la Sección 504, dirijase al Coordinador del Programa de Personas Incapacitadas, al (818) 364.7734. Además, puede también dirigir sus preguntas a la oficina de Diversity Programs del Distrito, teléfono (213) 891.2315.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at (818) 364.7843. The term "sexual assault" under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at (818) 364.7701. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123, (818) 364.7701, or by calling the Senior Director of Educational and Student Support Services at (213) 891.2279, or the Office of Diversity Programs at (213) 891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

Diversity Program

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding equal opportunity practices at Los Angeles Mission College should be directed to the college Compliance Officer located in the Campus Center, (818) 364.7701.

Drug-Free Environment

Los Angeles Mission College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

On September 5, 1990, the Board of Trustees adopted the following standards of conduct:

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

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:

- Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which are prohibited by the same, or any possession or use of alcoholic beverages

while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to, the following drugs and narcotics:

- | | |
|--|-----------------------------------|
| a. opiates, opium and
opium derivatives | d. peyote |
| b. mescaline | e. marijuana stimulants |
| c. hallucinogenic substances | f. depressants and
g. cocaine. |

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.

- **Legal Sanctions.** Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.
- **Health Risks.** Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.
- **Other Risks.** Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Additionally, on June 28, 2000, the Board of Trustees adopted Rules 9803.24 Threatening Behavior; 9803.25 Disorderly Conduct, 9803.26 Theft or Abuse of Computer; and 9806 Unsafe Conduct. Each are fully described in Standards of Student Conduct.

Counseling, Treatment and Rehabilitation

The following resources are available for the treatment of alcohol and drug dependence and abuse:

- Los Angeles Community College District Employee Assistance Program
818.907.7701 or 800.521.9944
- National Council on Alcoholism and Drug Dependence
213.384.0403 or 818.997.0414
- Los Angeles County Drug Abuse Program
213.624.DRUG
- Alcoholics Anonymous
213.387.8316 or
818.988.3001
- Narcotics Anonymous
213.283.1745 or
818.997.3822
- Cocaine Anonymous
213.839.1141 or 818.988.1777
- Families Anonymous
800.736.9805

Smoking Policy

In accordance with Board Rule 9804, smoking is permitted in designated areas only. A student who violates the rules is subject to the student disciplinary regulations.

Campus Security

The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, 818.364.7843.

Campus Crime Report

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

- General Information
<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>
- Crime
<http://ope.ed.gov/SECURITY/instDetail.asp?UNTID=117867>
then click on Criminal Offenses, Hate Offenses, or Arrests.

Admission Office Hours* 818.364.7885

Monday & Thursday	9 am - 7 pm
Tuesday, Wednesday & Friday	9 am - 4 pm

Business Office Hours* 818.364.7783

Monday & Thursday	9 am - 7 pm
Tuesday, Wednesday & Friday	9 am - 4 pm

Library Hours* 818.364.7105

Monday - Thursday	9 am - 7 pm
Saturday	10 am - 2 pm

Bookstore Hours* 818.364.7798

Monday - Thursday	9 am - 7 pm
Friday	9 am - 4 pm

*Hours subject to change.