West Los Angeles College Addendum to 2020-2022 catalog

List of policies, programs, courses, degrees, and certificates not listed in the 2020-2022 catalog

Table of Contents

DEGREES 4
Business Administration 2.0 Transfer Degree (AS-T) 4
Computer Science Transfer Degree (AS-T) 6
Environmental Science Transfer Degree (AS-T) 8
Geology Transfer Degree (AS-T) 9
Hospitality Management Transfer Degree (AS-T) 11
Social Justice Studies: Chicana/o Studies Transfer Degree (AA-T) 13
Social Justice: LGBTQ Studies Transfer Degree (AA-T) 16
CERTIFICATES 18
Academic & Workforce Success (Certificate of Competency) 18
Architecture Technology (Certificate of Achievement) 19
Autism Services Technician II (Certificate of Achievement) 21
Climate Change Studies – Natural Science Emphasis (Certificate of Achievement) 23
Climate Change Studies – Social Science Emphasis (Certificate of Achievement) 24
Communication & Digital Fluency (Certificate of Completion) 25
Dental Assisting, Fundamentals of (Certificate of Achievement) 26
Dental Career Skill Enhancement (Certificate of Completion) 27
Diversity Awareness & Collaboration (Certificate of Completion) 28
Emergency Medical Technician (Certificate of Achievement) 29
Empathy & Adaptability (Certificate of Completion) 30
Engineering I (Certificate of Achievement) 31
Engineering II (Certificate of Achievement) 32
Engineering III (Certificate of Achievement) 33
Entrepreneurial & Analytical Mindset (Certificate of Completion) 34
Financial Literacy for College & Workforce Success (Certificate of Completion) 35
Guest and Public Spaces Attendant (Certificate of Completion) 36
Licensing Employment Test Prep (Certificate of Completion) 37
Maintenance Attendant for Hospitality (Certificate of Completion) 38
Real Estate Appraiser III (Certificate of Achievement) 39
Real Estate Supervisory Trainee Appraisal Licensing (Certificate of Completion) 41
Resilient Leadership for College Engagement (Certificate of Completion) 42

Self-Awareness & Resilience (Certificate of Completion) 43
Tutor Training (Certificate of Completion) 44
COURSES 45
ANTHRO 116 Primate Lives: Behavior, Evolution, and Culture 45
ANTHRO 120 ANTHROPOLOGY OF LGBTQ IDENTITIES 45
ANTHRO 130 INTRODUCTION TO QUEER STUDIES 45
BUS 045 Facilities Management Essentials 45
BUS 046 Introduction to Facilities Project Management 46
CHEM 240 FUNDAMENTALS OF NANOTECHNOLOGY 46
CHEM 241 APPLICATIONS OF NANOTECHNOLOGY 46
CHEM 242 ENVIRONMENTAL, HEALTH, & SAFETY OF NANOTECHNOLOGY 46
CHICANO 505 CHICANA/O/X ART, LITERATURE, AND FILM 47
CINEMA 011 INTRODUCTION TO ELECTRONIC MEDIA 47
CIS 112 Operating Systems - Beginning Linux 47
CIS 124 Data Analytics (Advanced Excel and Access) 47
CIS 225 ENTERPRISE NETWORKING, SECURITY, & AUTOMATION 47
Computer Science course realignment 49
COOP ED 195 Work Experience - General I 51
COOP ED 295 Work Experience - General I 51
COOP ED 395 Work Experience - General I 52
CS 111 PROGRAMMING IN VISUAL BASIC 53
CS 112 PROGRAMMING IN JAVASCRIPT 53
CS 122 Python Applications in Precalculus 53
DEN HY 251 CLINICAL DENTAL HYGIENE IV 54
EDUC 211 Introduction to Educational Issues 55
ENGLISH 101Y COLLEGE READING AND COMPOSITION I PLUS 2-HOUR LAB 56
ENGLISH 207 AMERICAN LITERATURE I 56
ENGLISH 208 AMERICAN LITERATURE II 56
ENGLISH 245 QUEER LITERATURE 56
ESL NC 023CE English as a Second Language – Speech I 57
ESL NC 024CE English as a Second Language – Speech II 57
FLM PRD 201 INTRODUCTION TO IMMERSIVE MEDIA 58
FLM PRD 203 3D CAMERA TECHNOLOGY FOR IMMERSIVE MEDIA 58

FLM PRD 206 MOTION CAPTURE FOR IMMERSIVE MEDIA 58
History 005 History of the Americas I 59
History 056 AMERICAN ENVIRONMENTAL HISTORY 59
History 058 THE ASIAN AMERICAN IN THE HISTORY OF THE UNITED STATES 59
HLTHOCC 081 PHARMACOLOGY FOR THE HEALTHCARE PROVIDER 60
HOSPT 110 Sanitation and Safety 61
KIN 185 Directed Study - Kinesiology 62
KIN 285 Directed Study - Kinesiology 62
MGMT 031 Introduction to Human Relations 63
PALEGAL 046 Technology use for Paralegals 64
POL SCI 020 Race and Ethnicity in Politics 65
REAL ES 041 Real Estate Appraisal: Real Estate Foundations 66
REAL ES 042 Real Estate Appraisal: Assessment Practice 66
REAL ES 043 Real Estate Appraisal: Residential Cost Approach 66
REAL ES 044 Real Estate Appraisal: Sales Comparison Approach 66
REAL ES 045 Real Estate Appraisal: Income Approach 67
SOC 031 SOCIOLOGY OF GENDER 68
SOC 050 INTRODUCTION TO SOCIAL JUSTICE STUDIES 68
SPANISH 035 SPANISH FOR SPANISH SPEAKERS I 69
VOC ED 252CE Exploration of Construction and Maintenance Careers 70
VOC ED 259CE O.S.H.A. Safety Standards: Construction & Industry 70
VOC ED 353CE First Aid and Basic CPR Training 70
POLICIES 71
Credit for Prior Learning(AP 4235) 71
Graduation Requirements for Degrees and Certificates(AP 4100) 77
Free Speech Areas and Campus Access 86

DEGREES

Business Administration 2.0 Transfer Degree (AS-T)

The goals and objectives of the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0 are (1) provide a strong foundation for advanced study in Business, (2) to enable students to think critically about problems in the business world, and (3) to provide the courses necessary to prepare students for transfer to a CSU.

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Students will apply listening, nonverbal, and interpersonal communications techniques in a business setting to compose clear and concise written communications to effectively deal with diverse business situations.
2. Students will be able to analyze business situations and recommend appropriate courses of action pursuant to professional standards and moral values.
3. Students will conduct concise analyses and create clearly written text to create impactful, well-organized, and persuasive presentations.

Item 2. Catalog Description

The Associate in Science in Business Administration for Transfer (AS-T) 2.0 Degree is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration.

This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Business Administration requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn the Associate in Science in Business Administration for Transfer (AS-T) 2.0 Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Completion of this AS-T program will provide students the foundation to pursue careers in business, accounting, education, management, finance, marketing, law, and federal, state and local government.

Required Courses:

ACCTG 1	Introductory Accounting I	5 units
ACCTG 2	Introductory Accounting II	5 units
ECON 1	Principles of Economics I	3 units
ECON 2	Principles of Economics II	3 units
BUS 5	Business Law I	3 units
MATH 236	Calculus for Business and Social Science	5 units
	or	
MATH 261	Calculus I	5 units
MATH 227	Statistics	4 units
BUS 1	Introduction to Business	3 units
Total Major Units		31

Total Double Counted Units	CSU 14	IGETC 11
General Education	CSU GE 39	IGETC 37
Elective (CSU Transferable) Units	CSU 4	IGETC 3
Total Degree Units		60

Computer Science Transfer Degree (AS-T)

PLO#1 Be Academically prepared to transfer to a Computer Science program at a four-year university
PLO#2 Demonstrate the ability to solve a variety of problems using computational skills necessary for careers in computer science and other related fields.

The Associate of Science in Computer Science for Transfer Degree is designed for students desiring advanced degrees in Computer Science. The West Los Angeles College Computer Science courses meet the lower division transfer requirements for Computer Science. The curriculum includes the first- and second-year requirements for transfer to a four-year institution. A baccalaureate degree is the recommended preparation for those considering professional careers in Computer Science. To achieve the Associate in Science in Computer Science for Transfer Degree, students must (1) complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University (2) fulfill the Intersegmental General Education Transfer Curriculum (IGETC) including CSU Communications requirement.(3) complete a minimum of 32 semester units in the major area of emphasis, as determined by the community college district (4) obtain a minimum grade point average of 2.0 (5) earn a “C” grade or better in all course required for the major area of emphasis. A “P” (Pass) grade is not acceptable grade for courses in the major.

Semester 1:

Course	Units
CS 213 Java Programming	3
CS 118 Assembly Language	3
G.E (see counselor)	9
Total Units	15

Semester 2:

Course	Units
Math 261 Calculus I	5
CS 136 Data Structures	3
Bio 6	5
G.E.	3
Total Units	16

Semester 3:

Course	Units
Math 262 Calculus II	5
CS 131 Discrete Structures	3
G.E.	6
Total Units	14

Semester 4:

Course	Units

Physics 37	5
G.E.	10
Total Units	15

Total Degree Units 60

NOTES:
CS 136 has a pre-requisite of CS 213.
CS 213 has a pre-requisite of CS 116 (C++).
CS 116 has a pre-requisite of CS 101(Intro to CS).
CS 131 has a pre-requisite of CS 116 or CS 213.
For Math and Science pre-requisites, contact the Math department.

Environmental Science Transfer Degree (AS-T)

The Associate in Science in Environmental Science for Transfer (AS-T) is designed to provide a multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Environmental Science or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn an Associate Degree for Transfer, students must meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including: (A) The Intersegmental General Education Transfer Curriculum (IGETC) for STEM for CSU. (B)A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0 or C.

Required Core:

BIOLOGY 006:	General Biology 1	5 units
BIOLOGY 007:	General Biology II	5 units
CHEM 101:	General Chemistry I	5 units

Or Option 2

BIOLOGY 006	General Biology 1	5 units
CHEM 101	General Chemistry I	5 units
CHEM 102	General Chemistry II	5 units

List A: (13-14 units)

ENV SCI 001	Introduction to Environmental Science	3 units
GEOLOGY 001	Physical Geology	3 units
AND		
GEOLOGY 006	Physical Geology Lab	1 unit
MATH 227	Statistics	4 units
AND		
MATH 261	Calculus I	5 units

List B: select two or three (11 units)

ECON 001	Principles of Economics I	3 units
PHYSICS 006	General Physics I	4 units
AND		
PHYSICS 007	General Physics II	4 units

Total units 42
Total double counted units 13
General Education courses 33-31
Total units for the degree 60 units

Geology Transfer Degree (AS-T)

The Associate in Science in Geology for Transfer (AS-T) degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Science Degree program in the Geological Sciences. The Geology AS-T requires completion of 60 semester units, and students must maintain a minimum overall grade point average of 2.0, as well as a minimum grade of C for each course in the major. The Geology AS-T assures a competitive advantage for transfer opportunities at California State Universities.

The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Geology or a related field. The major provides students with an overarching view of the origin and evolution of the Earth and its inhabitants in the context of dynamic internal and external processes. Students learn to recognize the importance and impacts of resource exploitation. Students gain an expanded sense of self and existence through their inquiries into deep time and gain a growing sense of understanding of the nature of the world through supportive STEM coursework requirements. The required courses help students hone skills in spatial thinking, quantitative analysis, interpretation of geologic materials and process, and field observations and research. Students completing this degree will be well prepared for upper division coursework in Geology at a CSU.

The Associate in Science in Geology for Transfer Degree (AS-T) is designed to prepare students wishing to pursue a Bachelor's degree in Geology at a California State University (CSU). The degree provides students with a foundational set of preparatory courses designed to maximize their transfer success as they pursue a degree in Geology or a related field. The required courses help students hone skills in spatial thinking, quantitative analysis, interpretation of geologic materials and process, and field observations and research. These courses will fulfill the lower division requirements for Geology majors in the California State University, and prepare them for success in upper division courses in Geology.
Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):
1. Explain the interrelationships between different disciplines to understand how the geological processes function
2. Apply the scientific method to the study of the geological materials and processes
3. Utilize information learned to make informed decisions about global and local environmental issues.

COLLEGE PROGRAM REQUIREMENTS				
Course ID	**Course Title**	**Units**	**GE Area**	
			CSU	**IGETC**
Geology 001	Physical Geology	3		5A
Geology 006	Physical Geology Laboratory	1		5C
Geology 002	Earth History	3		5A
Geology 007	Earth History Laboratory	1		5C
Chem 101	General Chemistry I	5		5A
Chem 102	General Chemistry II	5		5A
Math 261	Calculus I	5		2
Math 262	Calculus II	5		2
Total Units for the Major:		28		
Total Units that may be double-counted (***The transfer GE Area limits must not be exceeded***)				7
General Education (CSU-GE or IGETC) Units				**37**
Elective (CSU Transferable) Units				2
Total Degree Units (maximum)				**60**

Hospitality Management Transfer Degree (AS-T)

The Associate in Science in Hospitality Management for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Hospitality Management.
This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Associate in Science in Hospitality Management for Transfer Degree requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/
This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn the Associate in Science in Hospitality Management for Transfer Degree, students must meet the following requirements:

1. Completion of 60 semester units or 90 quarter units of degree-applicable courses
2. Obtainment of a minimum grade point average of 2.0
3. Minimum grade of "C" (or "P") for each course in the major
4. Completion of IGETC and/or CSU GE-Breadth.

Students will not be required to complete additional local graduation requirements to obtain the Associate in Science in Hospitality Management for Transfer degree. Students are encouraged to meet with a counselor to develop a Student Educational Plan (SEP).

Total Major Units	18-21	
Total Double Counted Units	CSU 7	IGETC 7
General Education	CSU GE 39	IGETC 37 Units
Elective (CSU Transferable) Units	CSU 7-10	UC 9-12
Total Degree Units: 60		

Associate in Science in Hospitality Management for Transfer Degree College Name: West Los Angeles College						
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS				
Course Title (units)	C-ID Descriptor	CourseID	Course Title	Units	GE Area CSU	GE Area IGETC
REQUIRED CORE: (3 units)						
Introduction to Hospitality (3)	HOSP 100	HOSPT 100	INTRODUCTION TO THE HOSPITALITY INDUSTRY	3		
LIST A: Select 8-9 or three courses (8-9 units)						

Principles of Microeconomics (3)	ECON 201	ECON 001	PRINCIPLES OF ECONOMICS I	3	D	4
Sanitation and Safety (2)	HOSP 110	HOSPT 110	SANITATION AND SAFETY	2		
Hospitality Cost Control (3)	HOSP 120					
Introduction to Food and Beverage Management (3)	HOSP 130	HOSPT 340	INTRODUCTION TO PRO FESSIONAL FOOD SERVI CE	3		
Introduction to Hotel Management (3)	HOSP 140	HOSPT 302	INTRODUCTION TO HOT EL/MOTEL OPERATIONS	3		
Hospitality Law (3)	HOSP 150	HOSPT 320	Hospitality Law	3		
Culinary Production and Operation (3)	HOSP 160					
LIST B: Select 6-7 or two courses Any courses from List A not alreadyused (6-7 units)						
Financial Accounting (3)	ACCT 110	ACCTG 001	INTRODUCTORY ACCOUNTING I	5		
Business Law (3)	BUS 125	BUS 005	BUSINESS LAW I	3		
Introduction to Statistic (3)	MATH 110	MATH227	STATISTICS	4	B4	2
Any lower division course articulation for Hospitality Management degree at the CSU (3-4)	AAM					
Total Units for the Major:	18	Total Units for the Major:		18--21		
		Total Units that may be double-counted (*The transfer GE Area limits must not be exceeded)*			7	7
		General Education (CSU-GE or IGETC) Units			39	37
		Elective (CSU Transferable) Units			7-10	9-12
		Total Degree Units (maximum)			60	

Social Justice Studies: Chicana/o Studies Transfer Degree (AA-T)

The Associate in Arts for Transfer in Social Justice Studies: Chicana/o Studies (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a Bachelor's degree in African American Studies; Asian American Studies; Chicana/Chicano Studies; Ethnic Studies; Gender Studies; Labor and Employment Studies; Labor Studies; Latin American Studies; Latino Studies; Liberal Studies with Option in Interdisciplinary Studies in Culture and Society; Liberal Studies—Border Studies Option; Mexican-American Studies; Sociology—Concentration in Race, Class, and Gender; Sociology with Inequalities and Diversity Option; Women, Gender, and Sexuality Studies; Women Studies at a California State University (CSU) campus. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admission, it is not to any particular campus or program in the CSU. The coursework will satisfy lower division Associate in Arts for Transfer in Social Justice Studies with emphasis in Chicana/o Studies Degree requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/ This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn the Associate in Arts for Transfer in Social Justice Studies Degree, students must meet the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements. b. A minimum of 30 semester units in the major or in a major area of emphasis as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0 The Associate in Arts for Transfer in Social Justice Studies with emphasis in Chicana/o Studies Degree requires that students earn a C or better in all courses required for the major or area of emphasis. Students will not be required to complete additional local graduation requirements to obtain the Associate in Arts for Transfer in Social Justice Studies with emphasis in Chicana/o Studies Degree. Students are encouraged to meet with a counselor to develop a Student Evaluation Plan (SEP).

Statement of Program Goals and Objectives

The goals and objectives of the Associate in Arts for Transfer in Social Justice Studies with an emphasis in Chicana/o Studies Degree is (1) To engage the student in the field of Social Justice with an emphasis in Chicana/o Studies; (2) To develop students' critical thinking, analytical writing, and communication skills; (3) To provide the courses necessary to prepare students for transfer to a CSU.

Students who complete this program will be able to demonstrate the following Program Learning Outcomes (PLOs):

PLO #1: Critically analyze how intersections of class, race, gender, sexuality and able-ness permeate racial and ethnic identity formations

PLO #2: Evaluate artistic and cultural productions and representations centered on race, gender, and ethnicity

PLO #3: Compare and contrast the struggles for social justice of diverse ethnic, racial, and gendered groups in the United States

PLO #4: Evaluate interdisciplinary methods of inquiry used to explore race, gender, ethnicity, and sexuality

Required Core 9 units:

Soc 011	Race and Ethnic Relations	3 unit
Chicano 047	Mexican American Woman in Society	3 unit
Chicano 002	The Mexican-American in Contemporary Society	3 units

List A: Select 3 courses from at least two of the following areas (9 units)

Area 1: History or Government

History 043	Mexican American in the History of the United States	3 units

Area 2: Arts and Humanities

Art 117	Mesoamerican Art: Aztec & Olmec	3 units
Chicano 037	Chicano Literature	3 units
English 219	Literature of American Ethnic Groups	3 units
Spanish 012	Survey of Mexican Literature	3 units

Area 3: Social Science

Spanish 010	Latin-American Civilization	3 units

Area 4: Quantitative Reasoning and Research Methods

Math 227	Statistics	4 units

Area 5: Major Preparation

Chicano 037	Chicano Literature	3 units

Total units 19

General Education (CSU or IGETC units) 39 CSU/ 37 IGETC

Elective (CSU Transferrable) units 14-18 CSCU 10-17 IGETC

Total Degree units 60 (maximum)

Social Justice: LGBTQ Studies Transfer Degree (AA-T)

The Associate in Arts in Social Justice: LGBTQ Studies for Transfer (AA-T) is intended to meet the lower division requirements for Various Social Science majors (or similar majors) at a CSU campus that offers a Social Justice baccalaureate degree. The degree takes a multidisciplinary approach to the study of Lesbian, Gay, Bisexual, Transgender and Queer identities and their interactions with culture, art, literature, politics, history, oppression, and other minority statuses in the United States and across cultures. This degree is designed to appeal to students interested in learning about the experiences of marginalized people and those going into majors such as: Sociology, History, Political Science, Women's Studies, Race and Ethnic Studies, and Queer Studies. Students who have completed the Associate in Arts for Transfer will have satisfied the lower division requirements for transfer into Women's, Gender, or Sexuality Studies or similar major for many campuses in the California State University system, and although students are guaranteed admission to a CSU, this guarantee is not to any particular campus or program in the CSU system. Students must meet with a counselor for specific university major preparation at the college of their choice to ensure a seamless transition.

This degree complies with the Student Transfer Achievement Reform Act (California Education Code 66746).

To earn an Associate Degree for Transfer, students must:

(1) Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Achieve a minimum grade point average of 2.0.

(3) Achieve a minimum grade of "C" (or "P") for each course in the major.

Program Learning Outcomes: Students who complete the program will be able to demonstrate the following program learning outcomes (PLOs):

1. Analyze the social and political construction of sexual orientation and gender identity, and how these concepts operate and have operated across social and cultural institutions in the United States and across cultures.
2. Articulate how concepts of sexual orientation and gender identity intersect and interact with those of race, ethnicity, class, and gender and sexual orientation.
3. Analyze and evaluate the history of American social movements that have sought justice for oppressed sexual and gender minorities, as well as racial, ethnic, and class minority groups.

4. Summarize the histories and experiences of LGBTQ+ people in the United States, and critically evaluate their contributions to the fabric of American society.
5. Identify and analyze policies that have the potential to alleviate inequalities based on sexual orientation and gender identity.

Required Core: (9 units)

SOC 011	Race and Ethnic Relations	3 units
ANTHRO 130	Introduction to Queer Studies	3 units
OR		
SOC 031	Sociology of Gender	3 units
ANTHRO 109	Gender, Sex, and Culture	3 units

List A: Select three courses from at least two of the following areas (9 units)

Area 1: History or Government (3)

HIST 44 The Mexican-American in the History of the United States II 3 Units

Area 2: Arts and Humanities (3)

Chicano 047	The Mexican-American Woman in Society	3 units

Area 3 Social Science (3)

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3 units

Area 4: Quantitative Reasoning and Research Methods

MATH 227	Statistics	4 units

Total units for the Major 18-19

Total units that may be double counted 9-12

General Education CSU 39 and IGETC 37

Elective Units CSU (11-15), IGETC (13-17)

Total Degree Units 60 (maximum)

CERTIFICATES

Academic & Workforce Success (Certificate of Competency)

This certificate program prepares students to become a successful online student, assists students with setting and achieving educational and career goals, and helps them develop the necessary research, career exploration, study, English and Math for college and workforce success.

Requirements	Course Name/#	Name	Min. Hrs	Max Hrs	Sequence
Required core	BSICSKL 105CE	Student Success in Hybrid and Online Classes	18	36	Semester 1: Fall / Spring
Required core	BSICSKL 073CE	Industry Overview & Career Opportunities	9	18	Semester 1: Fall / Spring
Electives – Pick one of the following courses:					
Option #1	BSICSKL 027CE	Foundations: Study Skills	9	72	Semester 1: Fall / Spring
Option #2	BSICSKL 044CE	Reading and Writing for College and Career	9	45	Semester 1: Fall / Spring
Option #3	BSICSKL 098CE	Math for College and Career Readiness	18	54	Semester 1: Fall / Spring
TOTAL			***36***	***126***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Effectively navigate and utilize college website, email system, student portal, and student services.
2. Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.
3. Demonstrate a basic knowledge of available careers in the U.S. and compare and contrast
4. Demonstrate basic skills to successfully undertake or progress in college-level credit courses.

Architecture Technology (Certificate of Achievement)

Item 1: PROGRAM GOALS AND OBJECTIVES

The Certificate of Achievement in Architecture Technology prepares students for entry level jobs in the Architecture industry. This certificate aligns with the college's mission to provide employment opportunities in high demand areas. Students completing the Certificate of Achievement in Architecture Technology can continue on their educational pathway to obtain a Certificate of Achievement in Architecture and/or an Associate of Science in Architecture upon completion of the General Education requirements.

The goals and objectives of the Certificate of Achievement in Architecture Technology are (1) to apply architectural related concepts (2) prepare students for entry level positions in the field of architecture and (3) have the foundational courses to continue to obtain an Associate of Science in Architecture.

Students who complete the certificate will be able to demonstrate the following Program Learning Outcomes (PLOs):

1. Describe two- and three-dimensional architectural ideas through manual hardline drawings and digital computer modeling.

2. Demonstrate digital drafting competency by creating different drawings /views of an object in CAD software, and then creating layout views for printing and presentation purposes.

3. Complete a design for a simple to medium complexity building incorporating program, site design based on analysis, environmental considerations, and preliminary structural system as factors in the design.

4. Use various computer software applications (separately and in combination) to design and create graphic layouts, presentation panels, and a multi-page portfolio.

5. Demonstrate digital 3D drafting competency by creating 3D architectural models in AutoCAD and Rhino.

6. Create professional quality architectural 3D computer renderings.

Item 2. CATALOG DESCRIPTION

The Certificate of Achievement in Architecture Technology is a lecture and studio-based program basic architectural design. Through a series of design problems, students will be introduced to the conceptual, design and presentation skills necessary to assist in the completion and communicate the design of a medium-complexity building. The goal is to introduce students to integration of concepts,

site, program, organization, structure, enclosure, circulation, and materials in the formation of architectural solutions. Upon successful completion of this program, students will have acquired foundational

knowledge, and initiate a portfolio of creative work suitable for employment. Students can continue their long term educational and employment goals by obtaining a Certificate of Achievement in Architecture and/or Associate of Science in Architecture and transfer to a 4-year institution.

Item 3: PROGRAM REQUIREMENTS

	Dept./#	Name	Units	Sequence
Required core (5 courses, 10 units)	ARC 161	Intro to Computer-Aided Architectural Design	2	Year 1, Semester 1
	ARC 180	Computer-Aided Architectural laboratory	1	Year 1, Semester 1
	ARC 162	Computer-Aided Design and Drafting	3	Year 1, Semester 2
	ARC 130	History of Architecture I	2	Year 1, Semester 1
	ARC 131	History of Architecture II	2	Year 1, Semester 2

Total Units Required: 10 units

Note: LAIAD offers rolling admissions. Students may enter the program in Spring, Summer and Fall Semesters. ARC 161/180 is offered in Semester 1 and Semester 2.

Proposed Sequence Units by Semester:
Year 1, Semester 1 - 5 units
Year 1, Semester 2 - 5 units
Total units: 10 units

Autism Services Technician II (Certificate of Achievement)

The Autism Services Technician II Certificate of Achievement provides a set of courses, organized into both a Career Technical Education certificate of achievement as well as a degree that will meet the growing demand for appropriately trained and educated providers to meet the growing demand for Autism Service Paraprofessionals and their educational development.

Autism Services Technicians are allied health care professionals who are qualified to implement evidence-based, autism-specific treatment using the principles and procedures of Applied Behavior Analysis (ABA) under the supervision within the scope of a licensed health professional. Autism Services Technicians treat the deficits and the behaviors associated with autism spectrum disorder using the principles and procedures of ABA. ABA is the process of systematically applying interventions based upon the principles of learning theory to improve socially significant behaviors to a functional level and to demonstrate that the interventions are responsible for the improvement in behavior and social function. The Autism Services II Certificate of Achievement provides broader education and training to understand how to implement early interventions for children with special needs.

Upon completion of the Autism Services Technician II Certificate of Achievement, students will:

1. Implement evidence-based treatment using the principles and procedures of applied behavior analysis under the supervision of a qualified health professional.
2. Collaborate with clients, parents and licensed professionals in the healthcare and treatment settings.
3. Collect and accurately record data to ensure treatment and progress towards goals.
4. Discuss the ethical and legal considerations regarding treatment of autism spectrum disorders.
5. Understand the appropriate curriculum and learning environment for children.
6. Demonstrate the design of activities, environmental arrangement, and assessing children's development.

Dept. Name/#	Name	Units	Sequence
Allied Health 25	Qualified Autism Services Paraprofessional – Didactic and Practicum	3.0	Semester 1, Fall
Psychology 1	General Psychology	3.0	Semester 1, Fall
Child Development 1	Child Growth & Development	3.0	Semester 1, Fall
Allied Health 26	Advanced Autism Services Technician – Didactic	3.0	Semester 1, Fall
Allied Health 27	Advanced Autism Services Technician – Practical	1.0	Semester 1, Fall

Child Development 44	Early Intervention for Children with Special Needs	3.0	Semester 2, Spring
Child Development 45	Early Intervention for Children with Special Needs II	3.0	Semester 2, Spring

Required Units: 19

Proposed Sequence:
Semester 1 = 13 units
Semester 2 = 6 units

Climate Change Studies – Natural Science Emphasis (Certificate of Achievement)

The Climate Change Studies – Natural Science Emphasis Certificate of Achievement is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The certificate is stackable with the Climate Change Studies – Social Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate Degree of Art. The certificate is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The Climate Change Studies – Natural Science Emphasis Certificate of Achievement requires satisfactory completion of all courses with a grade of "C" or better.

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):
PLO #1 Explain how the climate system operates and how we can use data from the past and today to model future changes.
PLO #2 Appreciate the ethical context of climate change issues, and how humans influence the climate system.
PLO # 3 Evaluate and interpret qualitative and quantitative data to interpret climate change and other environmental issues.

Program Requirements
Required Core
ENV SCI 024 Global Climate Change 3 units
PHILOS 028 Environmental Ethics 3 units

LIST A: CHOOSE 4-5 UNITS FROM THE FOLLOWING, LECTURE WITH CORRESPONDING LAB
BIOLOGY 003 Introduction to Biology 4 units
BIOLOGY 010 Natural History I 4 units
CHEM 056 Chemistry for Non-science Majors 4 units
CHEM 060 Introduction to General Chemistry 5 units
EARTH 001 Earth Science 3 units
EARTH 002 Earth Science Lab 2 units
GEOG 001 Physical Geography 3 units
GEOG 015 Physical Geography Lab 2 units
GEOLOGY 001 Physical Geology 3 units
GEOLOGY 006 Physical Geology Lab 2 units

Total: 10-11 units

Climate Change Studies – Social Science Emphasis (Certificate of Achievement)

The Climate Change Studies Social Science Certificate of Achievement is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The certificate is stackable with the Climate Change Studies – Natural Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate Degree of Art. The certificate is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The Climate Change Studies – _Social Science Emphasis Certificate of Achievement requires satisfactory completion of all courses with a grade of "C" or better.

Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):
PLO #1 Explain how the climate system operates and links between human and natural systems.
PLO #2 Appreciate ethical and cross-cultural context of climate change issues.
PLO # 3 Reflect on their roles in individuals and global citizens, that the impacts that these roles have on environmental systems.

Program Requirements:
Required Core:
ENV SCI 024 Global Climate Change 3 units
PHILOS 028 Environmental Ethics 3 units

LIST A: CHOOSE ONE COURSE FROM THE FOLLOWING (3 UNITS)

ANTHRO 102	Cultural Anthropology	3 units
ECON 011	Economics of Globalization	3 units
GEOG 002	Cultural Elements of Geography	3 units
POL SCI 060	Introduction to Globalization	3 units
SOC 002	American Social Problems	3 units

Total: 9 units

Communication & Digital Fluency (Certificate of Completion)

21st Century Employability Skills: Communication & Digital Fluency Certificate of Completion

This certificate program prepares students with the necessary skills and training in communication and digital literacy in the workplace. Students will learn a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. In addition, these courses give students education, development and training that enhances their workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills for success in the workplace.

Required or Elective	Course	Name	Hours	Sequence
Required	BSICSKL 116CE	21st Century Employability Skills: Communication	3-9	Yr 1 Fall
Required	BSICSKL 117CE	21st Century Employability Skills: Digital Fluency	3-9	Yr 1 Fall

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Speaks in a professional manner, uses appropriate content, and says things in a way that others will understand.
2. Can communicate using technology tools like email, LinkedIn, or PowerPoint slide shows. Knows how to use social media appropriately in work settings.
3. Understands what technology tools are available to help people work together in person and online.
4. Demonstrates a basic understanding of computer, tablet, smart phone hardware and software and how they work.
5. Employ the importance from right and wrong, both morally and legally, in using or sharing pictures, programs, or access to personal or private information.

Dental Assisting, Fundamentals of (Certificate of Achievement)

The 8 -unit Fundamental Dental Assistant Certificate of Achievement is an entry level workforce preparation program that prepares students for employment as a dental assistant in basic chairside assisting and front office procedures. The courses are requirements of the 29-unit level II Dental Assisting Certificate of Achievement award that prepares students to become licensed dental assistants, as well as the dental assistant Associate in Science degree.

The student learning outcomes include:
Upon completion of the program the dental assistant student will be prepared to:

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.
4. The Dental Assistant curriculum is planned in sequence. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the level II Dental Assistant Program. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

Program requirements:

Course Name and #	Course Title	Units	Semester Offered
DEN AST 001	Orientation to Dental Assisting	2 units	Fall/Spring
DEN AST 007	Infection Control for the Dental Setting	1 unit	Fall/Spring
DEN AST 013	Practice Management	2 units	Fall/Spring
DEN AST 008 OR DEN AST 012	Introduction to Dental Radiology Dental Assisting Clinical Sciences	3 units 3 units	Fall/Spring Fall/Spring

Dental Career Skill Enhancement (Certificate of Completion)

This certificate program helps those students who are successfully accepted into dental hygiene and
dental assisting program. The certificate program will increase their successful navigation of the dental programs. The knowledge and skills gained in this program will help students to successfully complete dental programs and develop essential skills needed to obtain and retain a job in the dental field.

Requirements	Course Name/#	Name	Min. Hrs	Max Hrs	Sequence
Required core	Voc Ed 406	Visual Spatial Perception and Psychomotor Skill Training	3	36	Winter
Required core	Voc Ed 407	Career Preparation and Orientation in Dental Field	6	18	Summer
TOTAL			***9***	***54***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Provide current students who enrolled in the dental career programs to be able to maintain and improve the skills learned in dental programs.
2. Provide students with appropriate guidance and feedback to succeed in the dental programs.
3. Effectively communicate the knowledge gained about professionalism.

Diversity Awareness & Collaboration (Certificate of Completion)

21st Century Employability Skills: Diversity Awareness & Collaboration Certificate of Completion

This certificate program prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances their professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

Required or Elective	Course	Name	Hours	Sequence
Required	BSICSKL 112CE	21st Century Employability Skills: Diversity Awareness	3-9	Yr 1, Fall/ Spring
Required	BSICSKL 113CE	21st Century Employability Skills: Collaboration	3-9	Yr 2, Fall/Spring

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Uses social or cultural differences to help expand the concept of what is "normal" and uses this to generate new ideas.
2. Values diversity in the workplace, including gender, sexual orientation, ethnicity, and age. Understands these differences can improve products, services, or work processes.
3. Develops and improves relationships with people of different backgrounds and beliefs by improving self-awareness, sensitivity to others' feelings, and professionalism.
4. Shares leadership by gathering ideas and using the skills of all team members. Offers help and encourages everyone to share responsibilities.
5. Finds positive ways to deal with conflict amongst team members and sees failure as a way to learn.

Emergency Medical Technician (Certificate of Achievement)

The Emergency Medical Technician Certificate of Achievement provides a course that is an entry requirement into the Paramedic Certificate of Achievement and Associates of Science Degree. This Career Technical Education Certificate of Achievement will meet the growing demand for appropriately trained and educated emergency medical services providers in high demand, locally and throughout the State of California.

Emergency Medical Technicians are health care professionals who work on ambulances for fire departments and private ambulance companies. Students completing the Emergency Medical Technician Certificate of Achievement will be eligible to sit for the State of California certifying examination. Program learning outcomes. Upon completion of the Emergency Medical Technician Certificate of Achievement students will:

1. Be eligible to sit for the national certifying examination offered through the National Registry of EMTs.
2. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
3. Administer appropriate emergency medical care based on assessment findings of the patient's condition.
4. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.

Requirements	Dept. Name/#	Name	Units	Sequence
Required Core:	Allied Health 52	Emergency Medical Training - Basic	9.0	Semester 1, Fall
	Allied Health 021	Basic Life Support for the Healthcare Provider	0.5	Semester 1, Fall

Required Units: 9.5
Proposed Sequence: Semester 1 = 9.5 units

Empathy & Adaptability (Certificate of Completion)

21st Century Employability Skills: Empathy & Adaptability Certificate of Completion

This certificate program prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances their professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

Required or Elective	Course	Name	Hours	Sequence
Required	BSICSKL 110CE	21st Century Employability Skills: Empathy	3-9	Yr 1, Fall/ Spring
Required	BSICSKL 111CE	21st Century Employability Skills: Adaptability	3-9	Yr 2, Fall/Spring

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Knows the difference between empathy (putting yourself in someone else's shoes) versus sympathy (feeling sorry for/ understanding what someone is going through) and knows when to use one approach or the other.
2. Connects with others by being a good listener, asking questions to help understand what the other person is feeling, being honest, and mirroring positive nonverbal communication to build trust.
3. Notices when things change, like new technology or new responsibilities, and sees it as an opportunity rather than being negative about it.
4. Open to new experiences by trying out different work environments, roles, and tasks.
5. Can handle normal amounts of stress, use feedback in a positive way, and learn from things that go wrong.

Engineering I (Certificate of Achievement)

The Basic (Level 1) - Engineering Certificate of Achievement is designed to give students an introduction the field of engineering by applying theories and principles of science and mathematics to research and develop economical solutions to practical technical problems. This is the first of three stackable certificates in engineering that prepare students for an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in Engineering.

Engineers design products, the machinery to build those products, the factories in which those products are made, and the systems that ensure the quality of the product and efficiency of the workforce and manufacturing process. There are a variety of engineering fields: electrical, mechanical, civil, industrial, aeronautical, chemical, materials, nuclear, petroleum and mining engineering.

Program learning outcomes. Upon completion of the Engineering Certificate of Achievement students will:

1. Identify and distinguish between different fields of engineering by researching information about them and further select one of them as a career
2. Analyze engineering problems using the engineering design process.

Requirements	Dept. Name/#	Name	Units	Sequence
Required Core: (16 units)	ENG GEN 101	Introduction to Science, Engineering and Technology	2.0	Semester 1, Fall
	MATH 241	Trigonometry with Vectors	4.0	Semester 1, Fall
	CHEMISTRY 101	General Chemistry I	5.0	Semester 2, Spring
	MATH 260	Pre-Calculus	5.0	Semester 2, Spring

Required Units: 16
Proposed Sequence: Semester 1 = 6 units, Semester 2 = 10 units

Engineering II (Certificate of Achievement)

The Intermediate (Level 2) Engineering Certificate of Achievement is designed to build on the basic engineering certificate. This intermediate certificate is the second of three on the pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in Engineering. Engineers design products, the machinery to build those products, the factories in which those products are made, and the systems that ensure the quality of the product and efficiency of the workforce and manufacturing process. There are a variety of engineering fields: electrical, mechanical, civil, industrial, aeronautical, chemical, materials, nuclear, petroleum and mining engineering. Program learning outcomes. Upon completion of the Engineering Certificate of Achievement students will: 1. Design, implement, test, and debug programs that use each of the following: basic computation, simple input/output, standard conditional and iterative structures, user-defined functions, arrays, pointers, classes, and external data files. 2. Students will be able to analyze and solve a wide variety of problems in the areas of mechanics, gravity, conservation of energy and momentum, kinematics, and solids and fluids using skills in algebra, trigonometry, and calculus.

Requirements	Dept. Name/#	Name	Units	Sequence
Required Core: (35 units)	ENG GEN 101	Introduction to Science, Engineering and Technology	2.0	Semester 1, Fall
	MATH 241	Trigonometry with Vectors	4.0	Semester 1, Fall
	CHEMISTRY 101	General Chemistry I	5.0	Semester 2, Spring
	MATH 260	Pre-Calculus	5.0	Semester 2, Spring
	ENG GEN 120	Introduction to Programming	4.0	Semester 3, Fall
	MATH 261	Calculus I	5.0	Semester 3, Fall
	MATH 262	Calculus II	5.0	Semester 4, Spring
	PHYSICS 37	Physics for Engineers and Scientists I	5.0	Semester 4, Spring

Required Units: 35
Proposed Sequence:
Semester 1 = 6 units, Semester 2 = 10 units Semester 3 = 9 units, Semester 4 = 10 units

Engineering III (Certificate of Achievement)

Engineering III Certificate of Achievement is designed to build on the intermediate engineering II certificate. This advanced certificate is the third of three on the pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in Engineering. Engineers design products, the machinery to build those products, the factories in which those products are made, and the systems that ensure the quality of the product and efficiency of the workforce and manufacturing process. There are a variety of engineering fields: electrical, mechanical, civil, industrial, aeronautical, chemical, materials, nuclear, petroleum and mining engineering.
Program learning outcomes. Upon completion of the Level 3 (Advanced) - Engineering Certificate of Achievement students will:
1. Design and construct a circuit to meet a given specification.

2. Analyze and solve a wide variety of problems in the areas of electricity, magnetism, and thermodynamics using skills in algebra, trigonometry, and calculus.

Requirements	Dept. Name/#	Name	Units	Sequence
Required Core: (52 units)	ENG GEN 101	Introduction to Science, Engineering and Technology	2.0	Semester 1, Fall
	MATH 241	Trigonometry with Vectors	4.0	Semester 1, Fall
	MATH 260	Pre-Calculus	5.0	Semester 2, Spring
	ENG GEN 120	Introduction to Programming	4.0	Semester 3, Fall
	MATH 261	Calculus I	5.0	Semester 3, Fall
	MATH 262	Calculus II	5.0	Semester 4, Spring
	PHYSICS 37	Physics for Engineers and Scientists I	5.0	Semester 4, Spring
	PHYSICS 38	Physics for Engineers and Scientists II	5.0	Semester 5, Fall
	MATH 263	Calculus III	5.0	Semester 5, Fall
	MATH 275	Ordinary Differential Equations	3.0	Semester 6, Spring
	ENG GEN 220	Electrical Circuits	4.0	Semester 6, Spring
	CHEMISTRY I	General Chemistry I	5.0	Semester 2, Spring

Required Units: 52
Semester 1 = 6 units, Semester 2 = 10 units Semester 3 = 9 units, Semester 4 = 10 units, Semester 5 = 10 units, Semester 6 = 7 units

Entrepreneurial & Analytical Mindset (Certificate of Completion)

21st Century Employability Skills: Entrepreneurial & Analytical Mindset
Certificate of Completion

This certificate program prepares students with the necessary skills and training on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will also develop skills that enable ideas on how to solve problems and building a sense of motivation around having a solution mindset. In addition, these courses give students education, development and training on self-motivation, risk taking, and innovative thinking skill that would help build relationships with organizations.

Required or Elective	Course	Name	Hours	Sequence
Required	BSICSKL 108CE	21st Century Employability Skills: Entrepreneurial Mindset	3-9	Yr 1, Fall/ Spring
Required	BSICSKL 109CE	21st Century Employability Skills: Analytical & Problem-Solving Mindset	3-9	Yr 2, Fall/Spring

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Demonstrate self-motivation and seek new knowledge, skills, and greater work responsibilities.
2. Practice new ideas and ways of doing things by drawing connections, comparisons, and combining different sources of information.
3. Considers different viewpoints and puts effort into understanding why information may be presented in a certain way.
4. Looks at the bigger picture of the work situation, community, or society when solving problems.
5. Takes time to think about different ways of solving a problem and tests out ideas to see which one is best.

Financial Literacy for College & Workforce Success (Certificate of Completion)

This certificate program helps students increase their successful navigation of and access to cost-effective financial resources and strategies for college and wealth-building banking and credit resources and strategies as they enter and advance in the workforce. The knowledge and skills gained in this program will help students identify and avoid predatory banking, tax and lending products and practices.

Requirements	Course Name/#	Name	Min. Hrs	Max Hrs	Sequence
Required core	BSICSKL 065CE	Financial Literacy - Credit Basics	3	18	Semester 1: Fall / Spring
Required core	BSICSKL 066CE	Financial Literacy – Personal Financial Management	3	18	Semester 1: Fall / Spring
TOTAL			***6***	***36***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Students will develop the budgeting and analysis skills to save regularly and spend less than their income.
2. Students will understand and implement money management and spending practices and access low-cost resources that grows their assets and reduces their debt.

Guest and Public Spaces Attendant (Certificate of Completion)

Catalog Description:

This certificate program prepares students with the necessary job skills and training to gain entry-level employment as a Guest and Public Spaces Attendant. In addition to employment, these courses will also serve as a pathway for students to pursue a certificate of achievement and/or Associate Degree in the college's credit Hospitality and noncredit Facilities Management programs. These courses and certificate align with the current Hospitality industry and employer standards.

Certificate Courses:

Required or Elective	Course	Name	Minimum Hours	Maximum Hours	Sequence
Required core	VOC ED 244CE	Laundry Attendant Skills Training	9	18	Semester 1: Fall / Spring
Required core	VOC ED 245CE	Public Space Cleaner Skills Training	9	18	Semester 1: Fall / Spring
Required core	VOC ED 250CE	Guest Attendant Skills Training	9	18	Semester 1: Fall / Spring
TOTAL			***27***	***54***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel / restaurant careers.

Licensing Employment Test Prep (Certificate of Completion)

This certificate program covers a wide variety of employment certifications, licensures and other contextualized exams to adequately prepare students for employer-based tests. Students will be prepared to enter the workforce through resume development, interview skills and workplace skills.

Requirements	Course Name/#	Name	Min. Hrs	Max Hrs	Sequence
Required core	BSICSKL 074CE	Employment Test Preparation	18	72	Semester 1: Fall / Spring
Required core	VOCED 096CE	Blueprint for Workplace Success	9	36	Semester 1: Fall / Spring
TOTAL			***27***	***108***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Demonstrate basic reading and writing skills to successfully pass employment professional licensure and/or certification test.
2. Employ effective study skills and habits to successfully pass employment professional licensure and/or certification test.
3. Demonstrate basic math skills to successfully pass employment professional licensure and/or certification test.
4. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

Maintenance Attendant for Hospitality (Certificate of Completion)

This certificate prepares students with the necessary maintenance attendant skills and basic hand/power tool training to gain entry-level employment in the current and emerging high-demand Hospitality sector. These courses will also serve as a pathway for students to pursue a Certificate of Achievement and/or Associate Degree in the college's Hospitality Discipline. These courses and certificate align with current industry and employer standards.

Certificate Courses:

Required or Elective	Course	Name	Minimum Hours	Maximum Hours	Sequence
Required core	VOC ED 248CE	Maintenance Attendant Skills Training	9	18	Semester 1: Fall / Spring
Required core	VOC ED 251CE	Intro to Basic Hand/ Power Tool Training	9	18	Semester 1: Fall / Spring
TOTAL			***18***	***36***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel / restaurant careers.

Real Estate Appraiser III (Certificate of Achievement)

The Real Estate Appraiser III Certificate of Achievement is designed to provide students with the workforce preparation educational courses needed to upgrade their careers within the real estate appraisal profession. Students who complete the Real Estate Appraiser III Certificate of Achievement will be partially trained to become Office of the Los Angeles County Assessor Appraiser. The goal of the program is to provide Career Technical Education (CTE).

The Real Estate Appraiser III Certificate of Achievement is a 12-unit Certificate of Achievement that is designed to provide partial training for the Office of the Los Angeles County Assessor Appraiser position with the required competencies to upgrade their careers in residential and commercial real estate appraisal. Students will learn the three professionally accepted approaches to value and learn to obtain and utilize the market information to value subject property. Please note, completion of the Real Estate Appraiser III Certificate of Achievement does not guarantee employment with the Office of the Los Angeles County Assessor. Additionally, any student, who is not a Los Angeles County Assessor Appraiser, who completes the Real Estate Appraiser III Certificate of Achievement does not automatically qualify the student to become a Los Angeles County Assessor Appraiser through completing the Certificate. Application, successful completion of qualifying exams, and acceptance to the Department as well as additional classes will be required to become an Appraiser at the Office of the Los Angeles County Assessor.

CERTIFICATE OF ACHIEVEMENT

Real Estate Appraiser III

MAJOR CODE: 0511.00

REQUIRED COURSES		UNITS
REAL ES 41	Real Estate Appraisal: Real Estate Foundations	2.5
REAL ES 42	Real Estate Appraisal: Assessment Practice	2
REAL ES 43	Real Estate Appraisal: Residential Cost Approach	2.5
REAL ES 44	Real Estate Appraisal: Sales Comparison Approach	2.5
REAL ES 45	Real Estate Appraisal: Income Approach	2.5
TOTAL CERTIFICATE UNITS REQUIRED		**12**

Program Learning Outcomes:
Upon completion of this Certificate of Achievement, the student will be able to:
a. Utilize the three professionally accepted approaches to value, and demonstrate the ability to obtain and utilize the market information needed in each of the approaches to determine their estimate of fair market value.
b. Demonstrate an understanding of appraisal theory and methodology and demonstrate the ability to reconcile the important factors affecting the marketability and value of subject property to decide its value estimate.

c. Generate accurate property measurements and descriptions, prepare scale diagrams of residential structures, and compute the land area that is required to calculate a valuation.

Real Estate Supervisory Trainee Appraisal Licensing (Certificate of Completion)

The Real Estate Supervisory/Trainee Appraisal Licensing Certificate of Completion prepare students to complete the educational requirements for various Real Estate Appraisal Licenses by providing them with these two required courses for the California Bureau of Real Estate Appraisers' (BREA) state licensing.

Courses	**Course Name/#**	**Name**	**Hours**	**Sequence**
Required core	VOC ED 197CE	Supervisory/Trainee Appraiser Course	Min 4 - Max 9	Semester 1: Fall / Spring
Required core	VOC ED 198CE	Federal & State Laws and Regulations for California Appraisers	Min 4 - Max 9	Semester 1: Fall / Spring

Required Core Total: 2 courses

Total Hours: Minimum = 8 hours / Maximum = 18 hours

Proposed Sequence:

Semester 1: Fall / Spring: VOC ED 197CE + VOC ED 198CE

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
2. Use current and emerging technologies and applications to conduct real estate transactions.
3. Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
4. Use of personal and business investment strategies and methods to advise clients and address customer needs.
5. Market, manage and direct the daily activities of a successful real estate agency.
6. Model effective and appropriate interactions and relationships that create good will and repeat business.
7. Model, adopt, and comply with ethical and moral business practices that maintain and sustain trust and integrity in the workplace and with clients, pursuant to DRE regulations and requirements.
8. Communicate oral and written thoughts in a clear and organized manner to effectively convey ideas in the workplace and with clients.

Resilient Leadership for College Engagement (Certificate of Completion)

This certificate program will provide students with the necessary knowledge and interpersonal, navigation, and leadership skills needed to effectively transition to and succeed in college and in the workplace.

Required or Elective	Course	Name	Hours	Sequence
Required core	BSICSKL 089CE	Resilient Leadership	18-36	Semester 1: Fall / Spring
Elective core	BSICSKL 044CE	Reading and Writing for College and Career Readiness	45	Semester 1: Fall / Spring
Required core	BSICSKL 078CE	Fundamentals for Workplace Success II – Effective Communications and Leadership	36	Semester 2: Fall / Spring
Elective core	BSICSKL 101CE	Introduction to Workforce Opportunities	9-18	Semester 2: Fall / Spring

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Recognize resilience practices, self-efficacy, and leadership skills that can be applied in a higher education setting and in a culturally competent manner.
2. Identify student support services to navigate college successfully
3. Demonstrate self-efficacy and leadership acumen via service-based, and/or project-based learning opportunities to engage the student body (ASO), the college community, and the larger surrounding community
4. Understand the importance of leadership and communication skills in getting hired, advancing, and being successful in the workplace
5. Incorporate effective reading, writing and verbal strategies to master learning and communicating one's ideas.

Self-Awareness & Resilience (Certificate of Completion)

This certificate program prepares students with the necessary skills and training in the importance of self-awareness in the context of social awareness. Students will also develop skills that enable students to build their resilience so they're ready to meet challenges at work, at home and other areas of their life. In addition, these courses give students education, development and training on how to improve professional manner by learning guidelines or rules of the work setting, such as clothing and ways of communicating.

Required or Elective	Course	Name	Hours	Sequence
Required	BSICSKL 114CE	21st Century Employability Skills: Self-Awareness	3-9	Yr 1, Fall/ Spring
Required	BSICSKL 115CE	21st Century Employability Skills: Resilience	3-9	Yr 2, Fall/Spring

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Knows own personality, strengths, and areas of knowledge, skills, or habits that can be improved.
2. Looks for work opportunities that would be a good match for personal strengths and skills.
3. Improves professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating
4. Believes in personal growth and change by seeing new knowledge and skills as a way of life, not just a one-time thing.
5. Listens to others' views while also speaking up for oneself in order to learn from feedback and resolve conflicts.

Tutor Training (Certificate of Completion)

This certificate program will prepare students to work as tutors and teaching assistants. The program will cover pedagogy, practices, and policies that will enable skillful practice of student tutoring and teacher assistance. Individuals will gain highly transferable skills for future employment both within Learning and/or tutoring centers and in pre-K-12th grade schools.

Requirements	Course Name/#	Name	Min. Hrs	Max Hrs	Sequence
Required core	VOC ED 088CE	Introduction to Tutor Training	9	18	Semester 1: Fall / Spring
Required core	VOC ED 089CE	Advanced Tutor Training	9	18	Semester 2: Fall / Spring
TOTAL			***18***	***36***	

Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Students will develop critical thinking skills to apply to working in the public sector or interacting with public entities.
2. Students will understand the laws and regulations regarding public information and transparency for meetings and decision-making.

COURSES

ANTHRO 116 Primate Lives: Behavior, Evolution, and Culture

Units: 3 CSU

This course provides an overview of the primate life cycle, including humans, from an evolutionary perspective. We will compare the biology and culture of each stage of life across living primate species, hominin evolution, and a variety of modern human cultures, to consider the evolutionary, environmental, and historical origins of these behaviors. Topics will include gestation and birth, childhood and adolescence, mating strategies, family and group dynamics, adulthood and aging.

ANTHRO 120 ANTHROPOLOGY OF LGBTQ IDENTITIES

Units: 3 CSU

This course will take a classic, comparative anthropological approach to understanding the construction of human sexual and gender identities. It will use classic and contemporary ethnographic literature to familiarize students with historical and cross-cultural variation in non-heterosexual sexual and gender identities. It will consider how sexual and gender identity construction interacts with and is shaped by traditional anthropological considerations such as kinship, marriage, religion, economics, and power.

ANTHRO 130 INTRODUCTION TO QUEER STUDIES

Units: 3 CSU

This introductory course examines a broad range of contemporary gay, lesbian, bisexual, transgender, and queer issues in various contexts including bio-medical, sociological, political, racial and sexual.

BUS 045 Facilities Management Essentials

Units: 3 CSU

This course provides an overview of what facilities management is and explains in detail the information needed to run an efficient facility. Furthermore, students will learn what building systems are, and what is needed to provide a safe and healthy building. Additionally, this course will explain how to maintain a cost-effective site and manage operations at peak performance levels while obtaining contractors and personnel to perform the duties necessary. Students will be introduced to key concepts of what it means to be a facility manager which range from the role they play in the organization to the skill sets and competencies required to effectively perform their work. This course introduces the student to the importance of how and what facilities professionals do to ensure that the building is healthy and safe for all occupants, contractors, and visitors.

BUS 046 Introduction to Facilities Project Management

Units: 3 CSU

This course will introduce and explain all the phases of project management in a facilities setting. Students will learn what a facility project is, and the tasks to be completed for a project to be successful. Part of the tools for completing a successful facility project include: defining a project; understanding the role(s) of a project manager and a project team; defining the project problem statement and charter; developing a breakdown structure; creating a scope of work, project budget, and schedule. Students will also learn how to develop a risk analysis, and develop contingency plans as well as learn how to monitor the project and project team. Lastly, students will ensure project is completed on time and within the determined budget.

CHEM 240 FUNDAMENTALS OF NANOTECHNOLOGY

Units: 4 CSU

Prerequisite: Math 125

This course teaches the fundamental scientific principles of nanoscience and nanotechnology and introduces its many practical applications. Students will learn how to design advanced materials for the next generation of medical treatments, air/water purification, flexible electronics, personalized healthcare, energy production devices, and energy storage units, and even skin-rejuvenating cosmetics, to name a few.

CHEM 241 APPLICATIONS OF NANOTECHNOLOGY

Units: 4 CSU

Prerequisite: Chem 240

This course introduces students to the advanced materials and technologies that are foundational for the high-tech economy of the 21st century, with an emphasis on applications of nanotechnology. Nanotechnology is one of the most prominent emerging technologies with high potential across nearly every sector of the economy. Students will learn how you can apply these technologies to solve some of the most complex problems in medicine, electronics, energy production, and energy storage.

CHEM 242 ENVIRONMENTAL, HEALTH, & SAFETY OF NANOTECHNOLOGY

Units: 2 CSU

Prerequisite: Chem 240

The high-tech economy of the 21st century will also be based on the applications of advanced materials with nanoscale dimensions. These materials must be manufactured and handled in ways that are safe for the environment, the workforce, and the general population. Students will acquire knowledge of environmental, safety, and health (EHS) standards. This course also builds the skills necessary for employment in a nanotechnology division at technology corporations or research laboratories, such as quality control practices, proper documentation, and good-practices for lab/manufacturing.

CHICANO 505 CHICANA/O/X ART, LITERATURE, AND FILM

Units: 3

This advanced course prepares students to discuss and analyze late twentieth and early twenty first centuries Chicana/o/x cultural productions in the areas of art, literature and film. Beginning with the Chicana/o Movement of the 1960s to present-day, the course it includes historical background, content and close-reading analysis along with social implications of selected artwork, literature, and films. This course is an upper division GE course for students earning a BA at a community college.

CINEMA 011 INTRODUCTION TO ELECTRONIC MEDIA

Units: 3

This course introduces the structure, function, economics, and evolution of electronic media in the United States, which encompasses the radio, television, and film industries as well as emerging media platforms such as streaming services, mobile delivery and immersive media. Students will investigate these industries through the lens of their political, regulatory, ethical and occupational impact, both historically and in the present day.

CIS 112 Operating Systems - Beginning Linux

Units: 3 CSU

This course is the first in a series of two courses designed to prepare the student to take Linux certification exam. Subjects covered: Linux overview, Linux files & directories, users & groups management, storage management, file systems, process & task management, software & hardware installation, system logging & resource monitoring, networking and security.

CIS 124 Data Analytics (Advanced Excel and Access)

Units: 3 CSU

Data analytics and data-mining using Excel spreadsheets and Access databases. Both programs can store large amounts of data, run powerful queries and analysis tools to slice and dice that data, and perform sophisticated calculations that return the data you need. The course includes using databases and spreadsheets to gather data, analyze, and interpret complex data. Excel and the built-in pivot tables are the common tools for data analysis. Access queries offer basic data analysis, database management and reporting. The ability to analyze data is a powerful skill that helps make better decisions.

CIS 225 ENTERPRISE NETWORKING, SECURITY, & AUTOMATION

Units: 3 CSU

Advisory: Computer Information Systems 229 or 230

With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, secure, scale, and troubleshoot switched and routed

internetworks. Students use technologies that include multi-area OSPF, Access Control Lists (ACLs), link aggregation, and LAN redundancy to create larger-scale internetworks. Students will also assess security threats and mitigation strategies. This course is the third course in the Cisco CCNA preparation program and is based upon the new requirements enforced in February 2020.

Computer Science course realignment

Updated on Oct 1, 2020

Computer Science Realignment: Students should enroll the new course number effective spring 2020 CS=Computer Science, CIS=Computer Information System, MIT=Manufacturing Industrial Technology

Formerly	New Course Number	Course Title	Pre-requisite
Co Sci 902	CS 101	Intro to Computer Science	
Co Sci 903	CS 119	Programming in Python	(CS 101)
Co Sci 938	CS 111	Programming in Visual Basic	
Co Sci 939	CS 116	Programming in C++	(CS 101)
Co Sci 917	CS 118	Microcomputer Assembly Language	(CS 101)
Co Sci 940	CS 216	Object Oriented Programming in C++	(CS 116)
Co Sci 990	CS 213	Advanced Programing in Java	(CS 116)
Co Sci 942	CS 131	Discrete Structure for Computer Science	(CS 116)
Co Sci 936	CS 136	Introduction to Data Structure	(CS 213)
Co Sci 955	CS 140	Programming for Mobile Devices	
Co Sci 959	CS 141	Advanced Programming for Mobile Devices	
Co Sci 962	CS 112	Programming in Java Script	

Formerly	New Course Number	Course Title	Advisory
Co Sci 900	MIT220	Introduction to Robotics	
Co Sci 185	CIS 185	Directed Study-Computer Information Systems	
Co Sci 285	CIS 285	Directed Study-Computer Science Information Technology	
Co Sci 901	CIS 101	Introduction to Computers and Their Uses	
Co Sci 916	CIS 212	A+ Certification Preparation -Hardware	
Co Sci 922	CIS 166	Computer Forensics I	(CIS 213)
Co Sci 930	CIS 104	Microcomputer Applications Software	(CIS 101)
Co Sci 933	CIS 120	Introduction to Databases	
Co Sci 934	CIS 213	A+ Certification Preparation -Software	
Co Sci 935	CIS 113	Intermediate Linux	(CIS 213)
Co Sci 937	CIS 190	E-Commerce Essentials	
Co Sci 951	CIS 110	Apple Administration	
Co Sci 952	CIS 147	CIWA Web Page Authoring Fundamentals	
Co Sci 953	CIS 219	Intro to Oracle: SQL and PL/SQL	
Co Sci 957	CIS 148	Intro to Web Development using HTML and CSS	
Co Sci 958	CIS 150	Advanced Website Dev. using Java script and Ajax	(CIS148)
Co Sci 965	CIS 214	Intro to Network +	
Co Sci 967	CIS 115	Advanced Linux and Application	(CIS 113)
Co Sci 972	CIS 229	Intro to CISCO Network Fundamentals	(CIS 214)
Co Sci 973	CIS 231	Virtualization and Cloud Computing Essentials	
Co Sci 974	CIS 230	Intro to CISCO Routers	(CIS 229)
Co Sci 975	CIS 232	Information Storage and Management for Computer Networks	
Co Sci 976	CIS 233	vSphere Install, Configure and Management	(CIS 231 & CIS 232)
Co Sci 980	CIS 211	Security+ Certification Preparation	(CIS 213)

Co Sci 982	CIS 227	Server Administration and Network Security	(CIS 213)
Co Sci 983	CIS 217	Microsoft Network Infrastructure Admin	(CIS 227)
Co Sci 984	CIS 218	Intro to Windows Active Directory Services	(CIS 227)
Co Sci 985	CIS 215	Network Security Fundamentals	(CIS 211)
Co Sci 986	CIS 236	Palo Alto Cyber Security Essentials	(CIS 214)
Co Sci 987	CIS 235	VMware vSphere: Install, Config and Management	(CIS 233)
Co Sci 988	CIS 237	Install, Configure and Administer Microsoft SLQ	(CIS120)
Co Sci 991	CIS 300	Computer Laboratory	
Co Info 923	CIS 192	Intro to Cloud Computing	
Co Info 924	CIS 193	Database Essentials in Amazon Web Services	(CIS 192)
Co Info 925	CIS 194	Computing Engines in Amazon Web Services	(CIS 192)
Co Info 926	CIS 195	Security in the Cloud	(CIS 192)

COOP ED 195 Work Experience - General I

Units: 1 CSU

General Cooperative Education is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. *Title 5, section 55253 states that a student may earn up to a maximum of 16-semester units or 24 quarter units of General & Occupational work experience education combined (Board Rule 6405.10). Students must work 75 paid hours or 60 volunteer hours during the semester to earn one unit for this course.

COOP ED 295 Work Experience - General I

Units: 2 CSU

General Cooperative Education is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid internship or job. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. *Title 5, section 55253 states that a student may earn up to a maximum of 16 semester units or 24 quarter units of General & Occupational work experience education combined (Board Rule 6405.10). Students must work 150 paid hours or 120 volunteer hours during the semester to earn the two units for this course.

COOP ED 395 Work Experience - General I

Units: 3 CSU

General Cooperative Education is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. *Title 5, section 55253 states that a student may earn up to a maximum of 16 semester units or 24 quarter units of General & Occupational work experience education combined (Board Rule 6405.10). Students must work 225 paid hours or 180 volunteer hours during the semester to earn 3 units for this course.

CS 111 PROGRAMMING IN VISUAL BASIC

Units: 3 CSU

Advisory: Computer Science 101

This course (formerly Co Sci 938) covers fundamental principles of event-driven programming for Windows applications using Visual Basic and Windows applications with graphical user interfaces. Topics covered by the course include controls and their properties, methods and events; basic data types and variables; subroutines and functions; scope; control structures; building graphical user interfaces; and interfacing with the Windows operating system. Object linking and embedding (OLE) and multimedia also are introduced.

CS 112 PROGRAMMING IN JAVASCRIPT

Units: 3 CSU

This course (formerly Co Sci 962) introduces JavaScript to Web developers with HTML and CSS background who want to create dynamic Web pages and to Server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

CS 122 Python Applications in Precalculus

Units: 3 CSU/UC

This course builds on a first level course in python exposing students to more advanced topics in mathematic using python such as matplotlib and lambda function. Students will use these tools to solve precalculus problems and analyze other mathematical topics to aid preparation for Calculus. These topics include but not limited to graphing by transformations, exponential growth and decay, and solving systems of equations.

DEN HY 251 CLINICAL DENTAL HYGIENE IV

Units: 5

Students apply specific knowledge and skills learned in didactic courses in clinical settings. Treating a variety of patients with moderate-advanced active periodontal involvement. Achievement of a higher level of clinical experience is expected.

EDUC 211 Introduction to Educational Issues

Units: 3 CSU

This course serves as an introduction to the broad landscape of public education in the United States. It is applicable to students with interests in educational research, policy, or teaching in both formal and informal educational contexts. The course will provide context to answer the question, 'What is the purpose of public education?' Educators, students, parents, politicians, and community members may have varying answers to this question. Their respective answers have implications for how we organize schools as social and cultural institutions, how we think about teaching and learning, and how we determine the intended outcomes of education. Students will examine this question in relation to contemporary issues in the landscape of public education; understanding education and educational institutions in social, cultural, and historical contexts; and understanding the science of learning and human development in educational settings. The course readings highlight the work of educational researchers from UCLA's Department of Education, especially the ways their scholarship intersects with policy and practice. To complement the weekly reading and class discussion, students will work in groups to identify a real-life problem affecting public education in Los Angeles. Students will study this problem from multiple perspectives throughout the course. The final project involves conceptualizing a socially just solution to this real-life educational problem. Students will be required to conduct a minimum of three hours observing in a public preK-16 classroom setting.

ENGLISH 101Y COLLEGE READING AND COMPOSITION I PLUS 2-HOUR LAB

Units: 3.5 CSU
Prerequisite: English 100 or English 028
This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university. Course content is identical to English 101 with two additional lab support hours for students who desire additional support.

ENGLISH 207 AMERICAN LITERATURE I

Units: 3 CSU
Prerequisite: English 101 Advisory: English 102
This course surveys American literature from 1608 to the Civil War, emphasizing the works of major writers, culturally diverse and under-represented writers, and writers who suggest the diversity of subject and opinion in American literature.

ENGLISH 208 AMERICAN LITERATURE II

Units: 3 CSU
Prerequisite: English 101 Advisory: English 102
This survey of American literature from the Civil War period to the present emphasizes major and under-represented writers and works in order to understand, appreciate, and investigate multicultural influences within national identity.

ENGLISH 245 QUEER LITERATURE

Units: 3 CSU
Prerequisite: English 101 Advisory: English 102
This course acquaints students with the work of queer (gay, lesbian, bisexual, transgender, or gender non-conforming) writers, historical and contemporary, who have made important contributions to literature. Queer issues and relationships (both overt and in subtext) are examined in both historical and contemporary contexts. Students read works by Whitman, Baldwin, Walker, Kushner, and Highsmith among others. In addition, students become familiar with queer theory and use the work of writers such as Foucault, Butler, and Rich to analyze texts and write critical essays that analyze recurrent themes in this literature.

ESL NC 023CE English as a Second Language – Speech I

This beginning ESL noncredit course focuses on listening and speaking skill development exploring familiar topics within social and academic contexts. Students will be able to practice pronunciation skills and develop rhythm, stress, and intonation patterns for English conversation. Students will also develop skills to effectively engage in essential conversations and apply basic question and answer sentence formation and structure. Pass (P), Satisfactory Progress (SP), and No Pass(NP) are the progress indicators issued for this course. Students enrolled in ESL NC 007CE, ESL NC 008CE, and ESL NC 061CE are recommended to take this class.

ESL NC 024CE English as a Second Language – Speech II

This intermediate ESL noncredit course focuses on listening, speaking, and pronunciation skills exploring familiar topics within social and academic contexts through conversations, discussions, and lectures. Students will also develop skills in active listening, effective note-taking, and extended conversations on familiar topics. Pass(P), Satisfactory Progress (SP), and No Pass (NP) are the progress indicators issued for this course. Students enrolled in ESL NC 009CE, ESLNC 015CE, ESL NC 062CE, and ESL 063CE are recommended to take this class.

FLM PRD 201 INTRODUCTION TO IMMERSIVE MEDIA

Units: 3 CSU

Prerequisite: FLM PRD 100

This career-focused course provides a broad overview of immersive media which includes virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D story telling, 3D animation, and 3D gaming. Through lectures, demonstrations, and hands-on exercises, students will learn the immersive media workflow from pre-visualization, through production to post production. Students will become familiar with hardware such as 3D cameras and motion capture tools, software applications such as Maya and Unreal Engine, and applicable terminology. The history of immersive media, how it is changing our cultural landscape, and how it is projected to evolve, will also be explored.

FLM PRD 203 3D CAMERA TECHNOLOGY FOR IMMERSIVE MEDIA

Units: 3 CSU

Prerequisite: FLM PRD 100

This career-focused course provides an introduction to camera technology for virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D perceptive abilities, 3D cinematography and camera techniques, 3D story telling, and emerging technologies in 3D camera innovations. Through lectures, demonstrations, and hands-on exercises, students will learn 3D cinematography and camera techniques utilized to record 3D content and to transfer that content into an immersive technology pipeline. Safety and best practices for recording video and audio will also be addressed.

FLM PRD 206 MOTION CAPTURE FOR IMMERSIVE MEDIA

Units: 3 CSU

Prerequisite: FLM PRD 100

This career-focused course provides an introduction to motion capture for virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D perceptive abilities, cameras, software, sensors, and digitizing motions from acquisition to animation enhancement and file integration. Students will learn tracking, solving, integration, animation and motion mixing techniques, as well as current and emerging trends in motion capture technologies for immersive media.

History 005 History of the Americas I

Units: 3 UC/CSU

This course presents the major socio-cultural, political and economic developments that accompanied the discovery and colonization of the Americas from the pre-Columbian era through the period of U.S. and Latin American independence.

History 056 AMERICAN ENVIRONMENTAL HISTORY

Units: 3

Students will survey the environmental history of the United States from the pre-Columbian era to the present, including an examination of the economic, social and political consequences of environmental degradation and the responses to those disasters by governmental and other bodies. Students will relate events and express concerns when dealing with issues of the environment. They will apply this knowledge by calculating and assembling data while measuring the outcomes of the environment and how it is interpreted in American History.

History 058 THE ASIAN AMERICAN IN THE HISTORY OF THE UNITED STATES

Units: 3

This is an introductory history of Asians in the United States from the mid nineteenth century to the present. The course emphasizes the experiences of Asian immigrants and Asian Americans within the broader context of immigration and race relations throughout American history. An interdisciplinary approach will be taken to address the issues facing Asian Americans including gender, race, identity, politics, socialization, assimilation, and popular culture.

HLTHOCC 081 PHARMACOLOGY FOR THE HEALTHCARE PROVIDER

Units: 3 CSU

This course introduces the student to concepts related to pharmacological therapy and its effects on the human body. Pharmacological principles of drug therapy, nursing implications and guidelines for safe medication administration are emphasized. The nursing process and patient teaching principles of medication administration are discussed.

HOSPT 110Sanitation and Safety

Units: 2 CSU

This course provides students with a solid foundation about sanitation and safety within the hospitality industry. Areas emphasized include: food safety regulations, general food-handling and storage procedures, foodborne illnesses and prevention procedures, and maintaining workplace sanitation and personal hygiene.

KIN 185 Directed Study - Kinesiology

Units: 1 CSU/UC

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

KIN 285 Directed Study - Kinesiology

Units: 2 CSU

Students learn to participate professionally in a variety of fitness environments. Areas of study can include personal training, group fitness, senior classes and health. Students learn to pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

MGMT 031 Introduction to Human Relations

Units: 3 CSU

Students will apply the psychological and sociological principles to the study of human relations in business and industry. The students will examine case studies and teamwork scenarios. Students will identify communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

PALEGAL 046 Technology use for Paralegals

Units: 3 CSU

This course introduces the student to web-based skills and popular software packages used in the legal environment. Students will receive hands-on instruction that reflect the actual information and documents frequently found in legal practices using word processing software and various popular software packages. Topics include the development and production of client documents, briefs, motions, pleadings, time and billing records, rules-based calendaring, case, contact and document management, email management, document assembly, auto-fill court forms, case notes and e-filing. Students will also receive hands-on training in AbacusLaw, LexisNexis CaseMap, Summation, SmartDraw, Sanction, and more which will provide up-to-date skill sets required for today's paralegals.

POL SCI 020 Race and Ethnicity in Politics

Units: 3 CSU

This course is the first in a series of two courses designed to prepare the student to take Linux certification exam. Subjects covered: Linux overview, Linux files & directories, users & groups management, storage management, file systems, process & task management, software & hardware installation, system logging & resource monitoring, networking and security.

REAL ES 041 Real Estate Appraisal: Real Estate Foundations

Units: 2.5

This course offers an introduction to the fundamentals of appraising for property tax purposes. It reviews the various appraisal approaches and significant appraisal principles for all types of property. The course also covers the economic aspects and legal definitions of market value and California property tax laws. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 042 Real Estate Appraisal: Assessment Practice

Units: 2

This course offers a detailed introductory explanation of the California property taxation process. This course explains all of the governmental agencies involved and their individual roles in California property tax assessments. Proposition 13 and Senate Bill 813 are fully explained to the Trainees. The students are taught the procedures and policies of the Los Angeles County Assessor's Office in implementing property tax laws. Finally, the course ends with an explanation of the Statute of Limitations for assessing escapes or corrections of a prior year and/or current year assessments. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 043 Real Estate Appraisal: Residential Cost Approach

Units: 2.5

This course acquaints beginning appraisers with recommended methods and procedures to use when making replacement cost estimates of single and multiple-family residences. This course begins with a review of the cost concept and then provides instruction in the use of standard classification systems for residential buildings. Through case studies, the students will learn to select and apply unit costs from the Assessor's Residential Building Cost manuals. The course covers techniques for recognizing and estimating depreciation. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 044 Real Estate Appraisal: Sales Comparison Approach

Units: 2.5

This course provides instruction in appraisal procedures with an emphasis on the comparative sales approach. This course focuses on the appraisal of single-family residential property. Students learn to analyze and adjust sales to reflect market value and conditions, including cash equivalent procedures. They study methods of estimating land value and learn to make sales comparisons with properties selected for reappraisal. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 045 Real Estate Appraisal: Income Approach

Units: 2.5

This course offers an explanation of the basic assumptions of the income approach and takes the appraiser through the various steps of the capitalization process for both real and personal property. Students are shown recommended methods of collecting and recording information that is to be analyzed and processed in the income approach. They learn how to estimate the gross income of a property and to process that estimate into an estimate of net income. They learn the various techniques for extracting rates and income multipliers, and how to capitalize income estimates into indicators of value. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

SOC 031 SOCIOLOGY OF GENDER

Units: 3 CSU

This course is a sociological analysis of gender from both a micro and macro level perspective. This analysis will include the role of gender in socialization, cross-cultural expectations, interpersonal interactions, its expanding definition and the gender hierarchy. A particular emphasis is placed on the political, social and economic status of various genders from an intersectional perspective.

SOC 050 INTRODUCTION TO SOCIAL JUSTICE STUDIES

Units: 3 CSU

This course provides an introduction to principles and theories of social justice. Students will be introduced to key concepts, methodologies, and policies connected to the field of social justice studies. The course examines the dynamics of 1) power and privilege, 2) prejudice and discrimination, and 3) interlocking systems of oppression. It also explores forms of resistance and processes of empowerment through the examination of various social movements throughout U.S. history.

SPANISH 035 SPANISH FOR SPANISH SPEAKERS I

Units: 5 CSU

This course is intended for fluent Spanish speakers who have had no formal instruction in Spanish. Students are introduced to Spanish grammar and spelling rules with a focus on reading and writing skills and vocabulary expansion. Students practice the four language skills in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States. Credit is given for either Spanish 35 or Spanish 2, but not both.

VOC ED 252CE Exploration of Construction and Maintenance Careers

Units: 0

This course introduces students to careers, basic skills and common practices in the construction and maintenance industries; helping them discover their aptitudes and interests in the construction field and make more informed decisions about their future careers, education and training. Students will learn and perform basic carpentry, masonry and mechanical skills and tasks.

VOC ED 259CE O.S.H.A. Safety Standards: Construction & Industry

Units: 0

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, CPR/First Aid, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (10 hr.) safety-training certificate and CPR/First Aid certification.

VOC ED 353CE First Aid and Basic CPR Training

Units: 0

This course will provide basic foundational knowledge & instruction in First Aid, CPR, and AED emergency response skills which enable participants to give immediate care to a person who has been injured or is experiencing a sudden illness. Upon completion of the course, participants will perform and demonstrate knowledge of adult, child and infant CPR, obstructed airway, Automatic External Defibrillation (AED), comprehensive victim assessment, treatment for severe bleeding, wound care, shock, burns, bone, joint and muscle injuries, heat and cold exposure, and sudden illness. This course is informational only and will not lead to a First Aid or CPR certification or renewal. The practical skills acquired & knowledge-based competencies are meant to strengthen the student's overall course comprehension and foundational knowledge as an IHSS provider. This will result in well prepared candidates who will leverage high in demand job prospects.

Administrative Procedures Chapter 4: Instruction

Credit for Prior Learning

AP 4235

http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C23NTU603773

I. **Background**

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

a. Achievement of a satisfactory score on an Advanced Placement (AP) examination
b. Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
c. Achievement of a satisfactory score on the College Level Examination Program (CLEP)
d. Credit for Military Service/Training
e. Achievement of an examination administered by other agencies approved by the district
f. Evaluation of industry-recognized credential documentation
g. Evaluation of student-created portfolios
h. Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

II. **Determination of Eligibility for Credit for Prior Learning**

a. The student must be in good standing in the District
b. The student must have previously earned credit or noncredit from the District or be currently registered in the District
c. Current students must have an education plan on file
d. The course is listed in the current college catalog
e. The student is not currently enrolled in the course to be challenged

f. Credit by Examination:
    i. The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)
    ii. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
g. Except for the requirement that credits acquired by through assessment of Credit for Prior Learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree, there is no limit to the number of semester hours of credit that may be earned through assessment of Credit for Prior Learning.

III. **Prior Learning Assessment Grading Procedures**

a. Grading shall be according to the regular grading system in accordance with BP/AP 4230 Grading and Academic Record Symbols
b. Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
c. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols, and AP 4231 Grade Changes

IV. **Prior Learning Assessment Standards**

a. One or more than one method of assessment of Credit for Prior Learning may be used for a single course.
b. For each assessment method, and for each course, the appropriate discipline faculty in a department shall establish common department standards and grading criteria for evaluating Credit for Prior Learning, with the following additional requirements:

    i. Industry Recognized Credentials: A department-approved list of industry recognized credentials aligned with department courses and the resulting credit awarded for each course shall be created and kept on file with the department, Admissions and Records Office, and the Office of Academic Affairs.
    ii. Portfolio Assessment: A department approved portfolio assessment rubric established by the appropriate discipline faculty for the course is on file with the department and the Office of Academic Affairs.
    iii. Credit by Examination: For courses for which Credit by Examination is offered, the appropriate discipline faculty in a department shall develop a single common department examination instrument with common grading criteria established for each course.

c. Fees: Fees shall not be charged for students seeking course credit using Credit for Prior Learning (BP 5030 Fees).
d. Transcription of Credit for Prior Learning: The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of

prior learning

e. Publication of Eligible Courses: All courses eligible for Credit for Prior Learning and the assessment methods available for each course, as determined by the college Curriculum Committee, shall be identified in the college catalog, the schedule of classes, and the college website. The publications shall include information and instructions for students who wish to pursue Credit for Prior Learning. The Vice President of Academic Affairs or designee shall ensure the accuracy of the Credit for Prior Learning information provided in all official college publications.

V. **Advanced Placement**: See AP 4236 on Advanced Placement Credit

VI. **International Baccalaureate**: See AP 4237 on International Baccalaureate Credit

VII. **College Level Examination** Program: See AP 4238 on College Level Examination Program Credit

VIII. **Credit for Military Service/Training**

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

a. The student shall complete the college Credit for Prior Learning assessment petition
b. Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
c. Credit course equivalency shall be determined by the faculty of the appropriate discipline through appropriate college processes.

IX. **Industry Recognized Credentials**

Students interested in Credit for Prior Learning using industry recognized credential(s)shall receive credit as recommended by the appropriate department chair or faculty designee

a. The student shall complete the college Credit for Prior Learning assessment petition
b. The Admissions and Records Office shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
c. If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

i. The student shall meet with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
ii. The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
iii. If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

d. The department shall annually review and update as needed its list of industry-recognized credentials.

X. **Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

a. The student shall complete the college Credit for Prior Learning assessment petition
b. The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
c. The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
d. If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript

XI. **Credit by Examination**

Credit by Examination is a form of Credit for Prior Learning assessment in which a student completes a department course examination in lieu of completing the course. The format, content, and grading criteria of common department course examinations is determined solely by the appropriate discipline faculty in the department. Because credit by examination is an alternative method for awarding credit for a course, it is required that the examination fully address the course content and objectives, including any laboratory or activity components of a course, such that satisfactory completion of the examination is equivalent to satisfactory completion of the course.

In order to permit students to demonstrate that they have the knowledge and/or skills to meet the objectives of a course through knowledge and/or skills gained through prior experiences, students may earn course credit by receiving grade on an examination developed and administered by the appropriate instructional department/program. The completion of Credit by Examination

may require the demonstration of other skills or the completion of assignments in addition to an examination.

The Department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of the student's previous course work and/or experience. Students wishing to take a course through Credit by Examination are strongly encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. If the student decides to pursue Credit by Examination, the Petition for Credit by Examination must be completed prior to the end of the semester or session for which credit is being sought.

The college will award credit for the completion of the appropriate department examination administered and graded by the appropriate departmental faculty, in lieu of completion of a course listed in the college catalog. The student shall be given the opportunity to accept, decline, or appeal the grade.

a. Basic Procedure - Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances described in the following basic procedures for administering Credit by Examination:

    i. The student shall complete the Credit for Prior Learning assessment petition form.
    ii. The student meets with the department chair or faculty designee for further instructions for Credit by Examination.
    iii. If the department chair or faculty designee determines that the student is eligible for Credit by Examination, the department chair or faculty designee will work with the student to make a mutually agreeable appointment to complete the examination.
    iv. If the department chair or faculty designee determine the Credit by Examination assessment completed by the student measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

b. Credit by Examination Procedures for Articulated High School and Adult Education Consortium Classes

    College credit may be earned for articulated high school and adult education consortium courses, pursuant to AP 4052. In all cases, credit by examination assessment shall be used to award course credit using the credit by examination requirements established in this Administrative Procedure and the following process:

    i. Students shall complete the college petition for adult education and

high school Credit by Examination. The petition shall be forwarded to the appropriate Division/Department for approval.

ii. In order for an adult education or high school student to earn course and unit credit for degree-applicable courses offered by a District college, the student must:

1. Complete an adult education or high school course articulated with a degree-applicable credit course offered by the college during the period which approved articulation agreements are in force.
2. The student must meet all other eligibility requirements for Credit by Examination stated in this Administrative Procedure.
3. Complete the Credit by Examination assessment process and earn the minimum grade requirement stated in the articulation agreement.
4. Meet all other requirements pursuant to AP 4052.

iii. A letter grade will be assigned, and the course will be identified as Credit by Examination on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible, except that it may be appealed pursuant to AP 5530 Student Rights and Grievances. The letter grade will be posted on the transcript in the semester the petition was approved.

iv. Students who are unsuccessful in obtaining the required minimum grade or better will not be granted credit for the articulated college course, and no record of the attempt for Credit by Examination will appear on a student's transcript.

v. The enrollment fee for Credit by Examination will not be charged for credit awarded under this provision (see BP 5030 Fees).

XII. College Protocols

College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making).

Legal	Title 5 Sections 55002, 55023, 55021, 55025, and 55052 Education Code Sections 66025.71, 66700, 70901, and 70902
Cross References	BP/AP 2510 Participation in Local Decision-Making

Administrative Procedures

Chapter 4: Instruction

http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=BZSLG955BCD2

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5 Sections 55060 et seq.

Los Angeles Community College District (LACCD) Graduation Requirements
The Graduation Requirements for programs at each of the nine colleges in the Los Angeles Community College District are published in the college's catalogs.

Associate Degree Requirements

Unit Requirement

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.

Associate Degrees for Transfer, as defined in Education Code Section 66746, must be aligned with transfer model curricula as approved by the Chancellor of the California Community Colleges and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan) or their variations as required for approval by the California Community Colleges Chancellor's Office.

Residency Requirement

Students must complete no fewer than 12 units at the college conferring the degree.

Exceptions to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

Scholarship Requirement

Local Associate Degrees: A "C" (2.0) cumulative grade point average or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A “C” (2.0) cumulative grade point average in all CSU transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Competency Requirement

Students must satisfy the requirements for meeting competency in written expression and mathematics. Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining competency.

I. The competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees are met by the following criteria:

    a. **Mathematics Competency**

        The competency requirement in mathematics for the Associate Degree may be met by completion of any of the following:

        i. Verification of passing with a grade of C or P or higher any course from a California Community College Chancellor’s Office (CCCCO) Course Basic (CB) Code of “One Level Below Transfer” or higher with a TOP code beginning with 17.

        ii. Verification of passing with a grade of C- or higher, or Credit/Pass /Satisfactory if equivalent to a grade of C- or higher per sending institution’s transcript key, a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post- secondary institution.

        iii. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4:

Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.

iv. Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.

v. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

b. **Written Expression Competency**

The competency requirement in written expression for the Associate Degree may be met by completion of any of the following:

i. Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key.

ii. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition.

iii. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

c. Students who maintain continuous catalog rights as defined in this administrative procedure may satisfy competency according to the requirements stated in college catalogs.

d. The District Curriculum Committee shall establish whether the course meets the competency requirement as established in this administrative procedure.

General Education Requirement

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

Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

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

General Education Transfer Curriculum (IGETC); the Interstate Passport. The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan, IGETC, or Interstate Passport requirements, including any local college or district requirements, for students completing any of these general education plans for an associate degree.

Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use the CSUGE Breadth plan or the IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.

I. **LACCD General Education Plan**

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a baccalaureate granting institution.

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

a. Area A: Natural Sciences (3 semester/4 quarter units minimum)

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

b. Area B: Social and Behavioral Sciences and American Institutions (6 semester/8 quarter units minimum)

Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

i. B1: American Institutions (3 semester/4 quarter units minimum)

ii. B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)

c. Area C: Humanities (3 semester/4 quarter units minimum)

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

d. Area D: Language and Rationality (6 semester/8 quarter units minimum)

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system

the student uses. Such courses include:

i. D1: English Composition (3 semester/4 quarter units minimum)

ii. D2: Communication and Analytical Thinking (3 semester units/4 quarter units minimum)

e. Area E: Health and Physical Education (3 semester units/4 quarter units minimum)

i. E1: Health Education (one course minimum)

ii. E2: Physical Education Activity (1 semester/1 quarter unit minimum)

Area E waivers for Prior Learning and high-unit Majors

1. Area E shall be waived for students who complete a degree in Nursing.

2. Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.

3. Area E shall be satisfied with credit for military service:

   a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty

   b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty

4. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas:	Units in LACCD Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

II. **California State University General Education Breadth Plan (CSU GE-Breadth Plan)**

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

Additionally, varied forms of the CSU GE Breadth plan approved by the CSU (such as, but not limited to "CSU GE for STEM") may be used in lieu of the standard CSU GE Breadth plan defined above for any major for which it is approved.

a. Guidelines for CSUGE Breadth Certification

i. A student must petition in order to obtain CSUGE Breadth Certification.

ii. LACCD colleges shall provide CSUGE Breadth Certification to students regardless of last California community college attended.

iii. CSUGE Breadth Certifications will be processed without regard to the student's current enrollment status or number of units accrued at the certifying college.

III. **Intersegmental General Education Transfer Curriculum (IGETC)**

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This policy is governed by the Intersegmental Committee of the Academic Senates (ICAS).

Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to "IGETC for STEM") may be used in lieu of the standard IGETC plan defined above for any major for which it is approved.

Guidelines for IGETC Certification (see the IGETC Standards)

IV. **WICHE Interstate Passport**

Students holding a WICHE Interstate Passport have satisfied the LACCD general education requirements and the Reading and Written Expression and Mathematics Competency Requirements.

Degrees Earned from Other United States Regionally Accredited Postsecondary Institutions

I. **Associate Degrees**

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

II. **Bachelor's Degrees**

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree or higher from a United States Regionally Accredited Postsecondary Institution.

III. **California Community College Graduation Requirement in Ethnic Studies**

All students must meet the Ethnic Studies graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

Graduation Requirements for Associate Degree in Nursing

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States Regionally Accredited Postsecondary Institution are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

Double-Counting of Coursework

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

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

Associate Degrees for Transfer and Local Associate Degrees

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

Conferring the Degree when offered at multiple LACCD Colleges

A student may choose to earn a degree from any college in the LACCD regardless of home college status provided that the student meets the associate degree residency requirement at the college selected by the student to confer the degree. While students may meet all requirements at multiple LACCD colleges, including residency, for the same degree, as defined by degree type and major title, only one degree will be awarded by the LACCD

Additional and Concurrent Associate Degrees

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

Pursuant to catalog rights, described herein, completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major

requirements.

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework

There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of the Academic Senate and the Board of Trustees Shared Governance Board Policy (BP/AP 2510, Participation in Local Decision Making).

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

- Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.
- There is no maximum number of concurrent degrees that a student may be awarded.
- If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

Certificate of Achievement Requirements

Residency Requirement

There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

Scholarship Requirement

A "C" (2.0) grade average or better, or a “P” if the course is taken on a “pass-no pass” basis, in all work attempted in the curriculum upon which the certificate of achievement is based. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

Conferring the Certificate when offered at multiple LACCD Colleges

A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate

at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

Automatic Awarding of Certificates of Achievement

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

Catalog Rights and Continuous Attendance

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD). A student remaining in continuous attendance in the LACCD colleges may elect to satisfy the program requirements in effect at the college from which the student will earn his/her degree, certificate:

- At the time the student began attendance in the LACCD; or
- At the time all graduation requirements are met; or
- Any intervening catalog term between the time the student began continuous attendance and the time all graduation requirements were met.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a "W" (withdrawal) count towards determining continuous attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Retroactive Awards

Students who are no longer enrolled in the LACCD and who have previously met all the requirements for a degree or certificate, but never applied for graduation shall, upon request:

- be awarded the degree or certificate without the need to re-enroll in the LACCD.
- be awarded retroactively the degree or certificate in the last term in which the student maintained catalog rights.

Legal Title 5 Sections 55060 et seq.

West Los Angeles College
Free Speech Area
Time, Place, and Manner Regulation

Updated by Dean: Abraham, Student Services

The West Los Angeles College Free Speech Area(s) is/are identified on the attached campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

1. **Time:**

   The Free Speech Area(s) is/are open from 8:30 am to 8:00 pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

2. **Place:**

   The Free Speech Area(s) is/are the space(s) identified on the attached campus Map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem Necessary.

3. **Manner:**

   - There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) **shall not**:

- Use any means of amplification.
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations

- All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

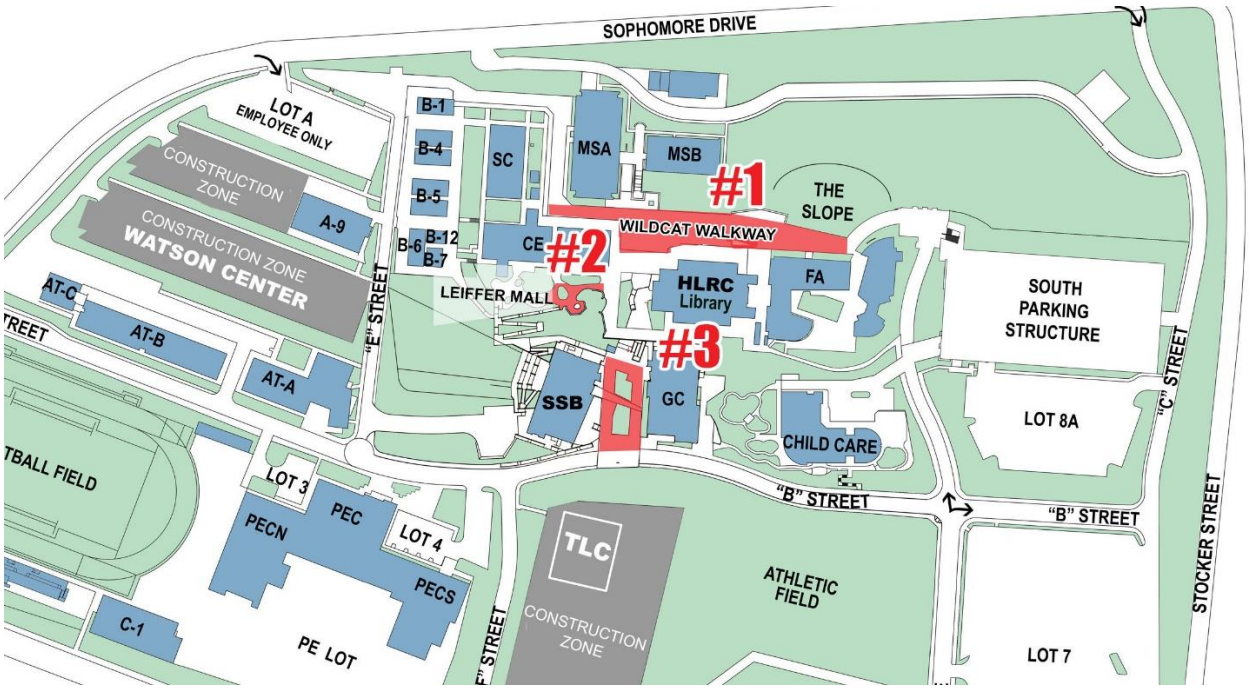
- There are three Free Speech Areas on campus. The first is marked off between the MSB building and the Library (HLRC) on the concrete near the bike racks. The second free speech area is located in front of the College Vice President's Office (CE Building) on the grassy and sidewalk area near the Globe structure. The third is located in the lower terrace area by the General Classrooms. Necessary campus rules governing the operation of such areas shall govern only the time, place, and manner in which said area is to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Area.

- All persons who wish to use a table or place any large object, must obtain permission from the Student Activities or Administration Services Office only to ensure that the placement of the table or large object will not obstruct the MSB building and the Library (HLRC) on the concrete near the bike racks and in front of the College Vice President's Office (CE Building) on the grassy and side walk area near the Globe structure.

- The Student Activities or Administration Services Office should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure: there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the MSB building and the Library (HLRC) on the concrete near the bike racks and in front of the College Vice President's Office (CE Building) on the grassy and side walk area near the Globe structure. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Student Engagement Office with as much advance notice as circumstances reasonably permit.

- No unauthorized vehicles are allowed on the MSB building and the Library (HLRC) on the concrete near the bike racks and in front of the College Vice President's Office (CE Building) on the grassy and side walk area near the Globe structure.

Map of Free Speech Areas for West LA College



West Los Angeles College Free Speech Areas are available to students and the public at:

1. Wildcat Walkway- Student & Public Speech
2. CE Globe Sculpture Area - Public Speech
3. GC/SSB Courtyard - Student Speech

View full campus map on the web page at WLAC.edu/Transportation

West Los Angeles College
West LA Student Speech Area
Time, Place, and Manner Regulation

The West Los Angeles College Student Speech Areas are identified on the attached campus map.

Student Speech Areas are accessible to students and are intended for student use for expressive activity. Use by students of Student Speech Areas are in addition to student access to campus facilities through other applicable procedures.

The use of the campus Student Speech Areas is subject to the following restrictions:

1. **Time:**

   The Student Speech Areas are open from 8:30 am to 8:00 pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Student Speech Areas, and to minimize disruption of educational activities if occurring in or near an area identified for Student Speech.

2. Place:

The Student Speech Areas are the open spaces on the attached campus map. Any speech activity in these Areas must be at least 25 feet from the buildings, to permit reasonable ingress and egress to and from the buildings, and to avoid disruption from noise of ongoing business inside the buildings. The College President, or designee, may expand or relocate the Student Speech Areas, or may open additional temporary space(s) as he/she may deem necessary, to minimize disruption of educational activities on campus.

3. Manner:

- There are no restrictions on the subject matter or viewpoint that may be expressed by users.
- Students may distribute non-commercial materials only via hand-to-hand distribution and may solicit signatures for petitions in a similar manner.

Persons using the Student Speech Areas **shall not:**

- Use any means of amplification. Noise levels may not interfere with classes, meetings, quiet areas reserved for study such as libraries, or other College activities.
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or materially interferes with the education activities of the College

- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or College rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations
- Set up tables or other physical structures
- All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.
  Demonstrations, picketing, marches, and similar activity should be held in the Free Speech Area or in another location secured via applicable procedures for student access to campus facilities.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION B-38

TOPIC: Free Speech Areas and Campus Access

I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services, or similar office, is also identified on the campus map. A copy of the campus map is available online on each College's website.

Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete the attached "*Voluntary Acknowledgement Form*." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the "Voluntary Acknowledgement Form" is completely voluntary. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgement Form." The form is not a permit to use a Free Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

Original Issue Date: January 14, 2019 Initiated by: Office of General Counsel

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: Diversity-Programs@email.laccd.edu.

Los Angeles Community College

District Free Speech Area

Voluntary Acknowledgement Form

Name of Individual/Organization: _____

Organization Contact Person: _____

Address:

_____

Date/Timeframe of Requested Use: Date:_____Time:_____to

_____

If organization, number of persons: ___

Any person requesting the use of a Free Speech Area(s) does so in accordance with all applicable California law and Los Angeles Community College campus rules and regulations.

As an individual, and/or on behalf of the group that I represent, I/we hereby agree to abide by all applicable California law and Los Angeles Community College campus rules and regulations pertaining to the use of the Free Speech Area(s) to which I am/(we are) seeking access.

_____

Signature Date