West
LA COLLEGE

2018 - 2020 CATALOG
SUMMER 2019 UPDATE

WEST LOS ANGELES COLLEGE

The West Los Angeles College (West) Catalog describes the policies, services, programs, and courses offered by the college for the 2018-2020 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at www.WLAC.edu. The catalog will be distributed in hard copy (limited quantities) and available online. Catalog corrections and addendums will be in the online version.

NOTE: Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines. It is the student's responsibility to read the information presented in this catalog and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

West Los Angeles College is a public tax-supported educational institution that offers post-secondary education opportunities and is administered by the Los Angeles Community College District.

West Los Angeles College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges - 10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.

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About the College and the District

LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

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

THE MISSION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

THE VISION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

BOARD OF TRUSTEES

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Tom Hall, Acting Chief Facilities Executive

WEST LOS ANGELES COLLEGE

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4200

OUR VISION

WEST: A gateway to success for every student.

OUR MISSION

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

At West, education enriches students with the knowledge and skills needed to earn certificates and undergraduate degrees, to transfer, to build careers, and to pursue lifelong learning.

OUR VALUES

Excellence
West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

Ethics
We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

Empowerment
At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement
To be fully engaged academically, locally and globally is to embrace learning with passion, commitment and energy.

THE COLLEGE

West Los Angeles College
9000 Overland Avenue, Culver City, CA 90230
(310) 287-4200 | www.WLAC.edu

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the "Oilers," which was selected because the campus neighbors an oil field on one side. Teams were referred to as the "Oilers." However, in 2008 as part of the college's 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcats.

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina Del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

The motto "GO WEST. GO FAR." was also adopted near the time of the 40th anniversary celebration. It speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

Administration
West Los Angeles College's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: "West: A gateway to success for every student."

Academic Divisions
The college features twelve divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Applied Technology; Arts & Performance; Behavioral Science; Business; Computer Science and Applications; Counseling; Health Sciences; Language Arts; Library Services; Mathematics; Science; and Social Sciences.

Support services of the College include: The Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning, Extended Opportunity Programs and Services/ Cooperative Agencies Resources for Education (EOP&S/CARE), Student Success and Support Program (SSSP), Student Services, Counseling, Financial Aid, and the Workforce Development Center.

Accreditation
The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally - oriented programs. The college is also accredited by the following:

The American Dental Association; the Federal Aviation Administration; the California Association of Alcohol and Drug Educators; and the Commission on Accreditation of Allied Health Education Programs.

The American Bar Association has given full approval to the Paralegal Studies Program.

Information on these accreditations can be found on the www.WLAC.edu/WLAC-Accreditation.

Educational Philosophy

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to the students and to the provision of education, which benefits students and enables them to contribute to society.

Our College, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

Institutional Student Learning Outcomes

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Assessment data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

C. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

D. Self-awareness/Interpersonal: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

E. Civic: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

F. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

I. Aesthetics: Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life

West's Equal Opportunity Statement

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability, and veteran status.

All programs and activities of the LACCD shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

For more information about our district's diversity and compliance programs, please contact our Office of Diversity Programs at 213-891-2315 or 213-891-2316.

Academic Freedom Statement

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed

upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a

profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

*For more information of Academic Rights and Responsibilities please visit the following link: http://www.laccd.edu/Board/Documents/BoardRules/Ch.I-ArticleII.pdf

Summary of Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (Board Rule 15001). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Title IX coordinator, Glenn Schenk, at (310) 287-4275 or the District Title IX coordinator, Cristy Passman, at (213) 891-2000 x 3113.

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the college. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

LACCD Discrimination Policy

It is the policy of WLAC to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, ethnic group identification, ancestry,

religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition, sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status.

All programs and activities of WLAC shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District and/or the College who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

If you feel you have been discriminated against by a student or a College employee, faculty, staff or administrator, you may contact the Los Angeles Community College District (LACCD) Office of Diversity, Equity, and Inclusion to file a complaint. The contact information for the LACCD Office of Diversity, Equity and Inclusion can be found below. You may also file a complaint with the Office for Civil Rights. The contact information for the Office for Civil Rights can be found below. If you have witnessed discrimination, you may contact the LACCD Office of Diversity, Equity, and Inclusion or the Office for Civil Rights to file a complaint.

LACCD Office of Diversity, Equity, and Inclusion
770 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017

Director: (213) 891-2316
Office: (213) 891-2315
(213) 891-2317
Fax: (213) 891-2295

Office for Civil Rights
50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102

Main: (415) 486-5555
TDY: (800) 877-8339
Fax: (415) 486-5570
ocr.sanfrancisco@ed.gov

Reference: LACCD Administrative Regulation C-14 – Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints
http://www.wlac.edu/dsps/Accommodation-Grievance.aspx

Accommodation Grievance

Grievance Procedure for Faculty Refusal to Provide Approved Accommodation

It is the obligation of the West Los Angeles College (WLAC or the College) faculty to render accommodations approved by the Disabled Student Program and Services (DSP&S) professionals in accordance with State and Federal laws, as applicable. The following process applies if a student is not receiving approved accommodations from any course of study at WLAC. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a complaint, and any individual who believes he/she/they have been subjected to retaliation may file a complaint under the formal resolution procedure below.

Informal Resolution of Faculty Refusal to Provide Approved Accommodation

If a WLAC faculty member is not implementing an accommodation approved by DSP&S, an aggrieved student may engage in the informal resolution procedure described in this section. Students are not required to engage the informal resolution procedure before filing a formal complaint for disability-related discrimination (see below). Throughout the implementation of informal resolution procedure and the formal resolution procedure, if an aggrieved student pursues formal resolution, the accommodation originally approved by DSP&S will be provided to the student.

1. Contact the DSP&S office for assistance, specifically the counselor or Dean in DSP&S:

Mr. Eric Wagner, *Counselor*
9000 Overland Ave.
Culver City, CA 90230
E: wagnerep@wlac.edu
P: (310) 287-4450

Christopher Sweetent, *Dean*
9000 Overland Ave.
Culver City, CA 90230
E: sweetect@wlac.edu
P: (310) 287-4423

2. Upon notification by the student that a member of the faculty is not implementing a DSP&S approved accommodation, a DSP&S staff member will attempt to resolve the matter within five (5) calendar days.

3. DSP&S will communicate with the instructor and, if needed, the Department Chair and/or Dean of the department for resolution.

4. If there is no resolution within five (5) calendar days, DSP&S will inform the student in writing of his/her rights to file a formal grievance for disability-related discrimination with:
   - WLAC through the formal resolution procedure (see below);
   - The LACCD Office of Diversity, Equity and Inclusion (https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx); and/or
   - The Department of Education, Office of Civil Rights (https://ocrcas.ed.gov/index.cfm).

Report an Issue with Receiving an Approved Accommodation

It is the obligation of the West Los Angeles College (WLAC or the College) faculty to render accommodations approved by the Disabled Student Program and Services (DSP&S) professionals in accordance with State and Federal laws, as applicable. The following process applies if a student is not receiving approved accommodations from any course of study at WLAC. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a complaint, and any individual who believes he/she/they have been subjected to retaliation may file a complaint by completing this form.

Formal Resolution of Complaints Alleging Disability Discrimination

All allegations of disability-based discrimination at WLAC shall be investigated and resolved in accordance with this formal resolution procedure. This formal resolution procedure applies to complaints by students or third parties that allege discrimination on the basis of disability, including complaints that allege that actions taken by WLAC employees, by students, or by third parties are discriminatory, such as an allegation that a faculty member is not implementing a DSP&S approved accommodation or an allegation that a WLAC policy or procedure (or lack thereof) is discriminatory.

1. The complainant will submit a written complaint to the College ADA Coordinator requesting resolution; if possible, the complainant's written complaint may include a list of witnesses. The contact information for the College ADA Coordinator can be found below. The College ADA Coordinator and designee(s) receive annual training in appropriate investigatory approaches and the applicable legal standards.

West Los Angeles College ADA Coordinator
Ms. Iris Ingram, *Vice President, Administrative Services*

9000 Overland Ave.
Culver City, CA 90230

E: ingramii@wlac.edu
P: (310) 287-4367

2. The College ADA Coordinator and designee(s) will immediately begin a reliable and impartial investigation, which includes an opportunity for the complainant to present documents and witnesses, and requires the College ADA Coordinator and designee(s) to gather relevant documentary evidence and interviewrelevant witnesses.

3. The College ADA Coordinator will issue a written notice of outcome to the complainant, Dean of Support Services, Dean of Academic Affairs, and respondent within sixty (60) calendar days of receiving the complainant's written complaint. The written notice of outcome will include:

   - A determination if discrimination occurred, thus violating the College's and LACCD's discrimination policies based on the preponderance of the evidence, and the rationale for this determination;
   - If discrimination is found to have occurred, the College will identify and implement remedies that stop the discrimination, prevent recurrence, and remedy discriminatory effects on the complainant and others, if appropriate; and,
   - Appeal rights (see below).

4. If the complainant or respondent disagrees with the determination by the College ADA Coordinator, the following appeal process is available:

   - The complainant or respondent may submit a written appeal to the College President within ten (10) calendar days of the date of the College ADA Coordinator's written notice of outcome. The written appeal should include the reason for appeal, such as the complainant or respondent feels there was an error in the College ADA Coordinator's investigation or would like to present new information/evidence.
   - The College President shall have ten (10) calendar days from the date of the appeal to issue his/her written decision on the appeal, including the findings of fact and rationale for the decision.
   - The College President can alter or change the determination and corrective measures in the College ADA Coordinator's written notice of outcome.
   - The College President's decision on the appeal is final.

> Copies of the policy and procedures may be obtained from the LACCD Office of Diversity Programs and District website at:
> www.laccd.edu/diversity

YOU HAVE THE RIGHT!

- To work and study in an atmosphere free of harassment and discrimination
- To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
- To complain, free of retaliation

General Institutional Information

In addition to the information contained in this Catalog about the college and our programs, further information is available online at the following web sites.

- Accreditation, Approval, and Licensure of Institution and Programs - http://wlac.edu/WLAC-Accreditation/index.aspx
- Career Services - http://wlac.edu/Career-Center/index.aspx
- O*Net Online Link - https://www.onetonline.org/
- Copyright Infringement Policies and Sanctions (see Board Rule 9803.12 - Dishonesty)
- Complaint Process - http://www.wlac.edu/Policies/Grievance.aspx
- Computer Labs - http://www.wlac.edu/Computer-Science/Facilities-Labs.aspx
- Educational Programs - http://wlac.edu/Academic/areas-of-study.aspx
- Facilities and Services for Students with Disabilities - http://wlac.edu/dsps/index.aspx
- Faculty - https://wdirectory.wlac.edu/employees/Show-Employees-Table.aspx
- Federal Student Financial Aid penalties for Drug law Violations - http://www.wlac.edu/getattachment/Financial-Aid/index/2018-19-HELPINGhand-BROchureFINAL4woHIGHLIGHTS-(sent2PRINTER)-new-ATM.pdf.aspx
- Instructional Facilities - http://wlac.edu/Transportation/index.aspx
- Net Price Calculator - https://misweb.cccco.edu/npc/749/npcalc.htm

- Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid - http://www.wlac.edu/getattachment/Financial-Aid/index/2018-19-HELPINGhand-BROchureFINAL4woHIGHLIGHTS-(sent2PRINTER)-new-ATM.pdf.aspx
- Student Activities - http://wlac.edu/ASO/index.aspx
- Student Code of Conduct - http://www.wlac.edu/Policies/Student-Discipline.aspx
- Student Diversity - http://www.wlac.edu/Research-Planning/Research/College-Profile.aspx
- Textbook Information - http://wlac.edu/Bookstore/index.aspx
- Transfer Information & Services - http://wlac.edu/Transfer-Programs/index.aspx

Accuracy Statement

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law. Please refer to the online catalog addenda for the most current version of this publication at www.wlac.edu/academic/index.aspx.

Admissions Policies and Information

Application for Admission

The Admissions Office is located in SSB 220 on the West Los Angeles Campus at 9000 Overland Ave, Culver City, CA 90230. Student application and registration should be completed through our Student Information System (SIS) at www.wlac.edu/News-SIS.

Admission Eligibility

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for any public California two-year community college. Persons who do not possess a high school diploma or its equivalent, but who meet additional criteria, are also eligible for admission.

Additional eligibility criteria include:

1. Being eighteen (18) years of age or older.
2. Being an apprentice, as defined by Section 3077 of the California Labor Code.
3. Being in grades K through 12, under special circumstances.

International F-1 Visa students may be required to show acceptable proof of ability in English and to provide other documents, as outlined in the international student application. See the college website at www.wlac.edu and click on International Students.

Admission to the Dental Hygiene Bachelor of Science Program

Admission to the Dental Hygiene Bachelor of Science Program requires an additional application. For more information about the application process, see http://www.wlac.edu/Allied-Health/DentalHygiene/Dental-Hygiene-Admissions.aspx

Registration Materials

New and returning students are issued registration information when the application for admission is processed.

Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

Readmission

Students who have not attended West for two or more semesters must file a new application. Students in grades K-12 applying to con- currently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

Information regarding other eligibility criteria and/or admissions procedures is available in the Office of Admissions and Records.

Residency Requirements

CALIFORNIA RESIDENCE REQUIREMENTS
To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is that day immediately preceding the opening day of instruction of the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement.

NON-RESIDENT
A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE
Non-resident students who are admitted as "Special Part-time Students Grades K-12" will be charged nonresident tuition fees for all units taken. The tuition fee for non-resident students must be paid at the time of registration.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE
A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may

request a refund of previously paid non-resident tuition in accordance with the schedule below.

Non-resident refunds will be computed as follows:

Class Type	Date Request Time-Stamped	Refund
Regular length	Through second week of instruction	Full tuition
Fall, Winter, Spring, Summer	After second week of instruction	No refund
Short term	Through 10 percent of class length	Full tuition
Less than regular length	After 10 percent of class length	No refund

AB 540 Exemptions

On October 12, 2001 the Education Code was modified to exempt certain non-resident students who attended and graduated from California high schools from non-resident tuition. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., EOP&S, California College Promise Grant [CCPG]). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).
3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in "1" and "2" shall be exempt from non-resident tuition even if he/she is a U.S. citizen or lawful immigrant.
4. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form, which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

International (F-1) Visa Students Admissions

West Los Angeles College is an institution approved by the U.S. Citizenship and Immigration Services to issue certificates of eligibility for non-immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and Associate degree curricula.

All applicants must meet the following admissions criteria:

1. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/ transcripts from a foreign university
2. English language proficiency to begin academic program OR start program at West for language training.

Proficiency is verified by one of the following:
- West assessment
- WLAC ESL assessment level 5 or above
- English is your native language
- Attendance at a U.S. high school for a minimum of two years
- Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
- International Baccalaureate with an English Language score of 3 or better
- TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
- IELTS minimum score of 5
- iTEP minimum score of 3
- STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
- Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
- Cambridge General Certificate of Education reflecting A Level Placement

3. Demonstrate the ability to pay the nonresident tuition and fees and personal living expenses estimated at $27,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

   International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization. Information is available in the International Student Services Office located in Building SSB.

International Student Medical Insurance Fee

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of $250,000 maximum benefit, with per incident maximum benefit of $100,000;

2. Repatriation of remains in the amount of $15,000;

3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000; and

4. A deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if admitted.

5. The maximum out-of-pocket expense is $5,000 if out-of- network medical services are used.

Student Identification Number

The Los Angeles Community College District maintains a student record system that uses a computer-generated number to identify an individual. For legal and privacy reasons, it no longer uses the social security number. Changes in a student's ID number may be made only in the Admissions Office.

Student Records and Directory Information and Family Education Right and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA also gives students the right to review their education records, seek to amend inaccurate information in their records, and provide consent for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

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

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

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the records officer.

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education

concerning alleged violations of Federal and State laws governing student records.

Transcripts

Upon written request by the student, a copy of the student's academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3 per copy. Students may request special processing to expedite their request for an additional fee of $10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (Board Rule 8401.10).

The student's transcript may be withheld if:

1. Any library books or other college property are charged to the student or are unreturned, or

2. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

Submitting Academic Transcripts
*   Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
*   No transcripts will be accepted directly from students.
*   This recommended policy shall remain in effect until further notice. (6/2/05)

We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

Student Fees

Note: the fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	$46/unit	$46/unit
Additional Enrollment Fees for Upper Division Courses in DENTAL HYGIENE Program	$84/unit	$84/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the $46* per unit enrollment fee) Capital Outlay Fee	$193/unit $25/unit	$193/unit $25/unit
Non-Resident Tuition for Out-of-State Residents Beginning 2015-16 Academic Year Capital Outlay Fee	$197/unit $25/unit	$197/unit $25/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the $46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	$251/unit $50 $25 $234 (Winter) $354 (Summer)	$251/unit $50 $25 $708
Audit Fee	$15	$15
Health Services Fee (Mandatory)	$8	$11
Associated Student Organization (ASO) Membership Fee (Optional)	$3	$7
Student Representation Fee (Mandatory)	$1	$1
Parking Fee –Standard All Student Lots	$7	$20
Parking Fee ASO Preferred	N/A	$27
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.) **Emergency Processing of Transcripts** (CSU/IGETC Certification is not available with Rush Transcript requests) First 2 transcripts ever requested Additional Rush Transcripts	$7 $10/copy	$7 $10/copy
Verification of Enrollment/Transcripts First 2 transcripts ever requested Additional copy	Free $3/copy	Free $3/copy

Payment Methods
There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the Cashier's Window:

> Business Office, Building SSB:
> Monday and Thursday 8:30 a.m. - 5:00 p.m.
> Tuesday and Wednesday 8:30 a.m. - 7:00 p.m.
> Friday 8:30 a.m. - 1:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.

On-Line: Pay by Visa, MasterCard, American Express, Discover Card.

If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.
Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A $10 handling fee will be charged for each check returned as not payable by the bank.

Enrollment Fee
Enrollment Fee Section 72252 of the Education Code requires community colleges to charge an enrollment fee to each student enrolling in college. All students are required to pay the enrollment fee after they have registered for classes. A hold will be placed on the student's permanent record until fees are paid by the time of registration each semester.

Board of Governors' Waiver and Enrollment Fee Assistance
West Los Angeles College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The California College Promise Grant (CCPG) is available to a student whose family is receiving Temporary Assistance for Needy Families (TANF) / CalWORKS, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standard. In addition, dependents of Veterans/National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and dependents of deceased law enforcement /fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. All other students must contact the Financial Aid Office to obtain a California College Promise Grant (CCPG) Application.

See Board of Governors Fee Waiver Program under "Financial Aid."

ENROLLMENT FEE REFUND POLICY
For full-term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that date, unless the student must drop a class due to cancellation or rescheduling by the college administration.

For short-term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that date, unless the student must drop a class due to its cancellation or rescheduling by the college administration.

1. All refund of fees paid MUST BE requested through the Business Office. Refund must be accompanied with the original copy of the register receipt and credit card slip. A picture I.D. is also required.

2. A waiting period of 15 working days for check payment will be observed before cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.
3. Non-resident tuition fee refund will be made by check.

Audit Fee
Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

Health Services Fee
The Board of Trustees shall require that each campus collect a mandatory fee for the administration of a college health program to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702 *(Board Rule 8502).*

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in district colleges exclusively at sites where student health services are not provided, (e)

students who are enrolled in district colleges exclusively through instructional television or distance education classes, (f) students who are enrolled in district colleges exclusively through contract education, (g) students admitted as special part-time students (k-12) or special summer school students under the provisions of board rule 81001.01 or 81001.02

Associated Students Organization (ASO) Fee
This student activity fee supports scholarships, enrichment programs and student events on campus.

Student Representation Fee
This is a mandatory per semester fee to provide support for representatives to state student view points before various governmental offices and agencies.

Parking Fee
Parking fee information is available at www.wlac.edu. All College parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit.

Parking passes can be ordered online at *www.wlac.edu/Transportation/Parking.aspx .*

Instructional Materials
Students may be required to provide their own additional instructional or other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Other Fees
Please visit www.wlac.edu/Admissions/Grades-Transcipts.aspx or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

Student Success and Support Programs (Matriculation)

Student Success & Support Program (SS&SP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up. "Matriculation" means a process that brings a college and an enrolled student into an

agreement for the purpose of realizing the student's educational goal and completing the student's course of study through the college's established programs, policies, and requirements. This agreement is to be implemented by means of the student's individual educational plan.

The institution's responsibility under the agreement includes the provision of student services to provide a strong foundation and support for their academic success and ability to achieve their educational goals. Services that are provided to ensure student success include: Orientation to the college programs and services, Assessment in English or English as a second language and math, Counseling that provides the development of an education plan leading to a course of study and guidance on course selection that is informed by, and related to, a student's academic and career goals, assistance to students in the exploration of educational and career interests and aptitudes, identification of educational objectives, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.

Additional services include referral to specialized support services as needed and available, including, but not necessarily limited to, federal, state, and local financial assistance; health services; career services; veteran support services; foster youth services; extended opportunity programs and services; campus child care services, programs that teach basic skills education and English as a second language; and disabled student services, evaluation of each student's progress and referral to appropriate interventions for students who are enrolled in basic skills courses, who have not declared an educational goal as required, or who are on academic probation.

The student's responsibilities under the agreement include, but are not necessarily limited to the identification of an academic and career goal upon application, the declaration of a specific course of study after a specified time period or unit accumulation, diligence in class attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress toward an educational goal and course of study identified in the student's education plan.

The focus of the Student Success and Support Program is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals, with a priority toward serving students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.

Effective Fall 2014, first time non-exempt students seeking priority registration shall be required to:

a. Identify a course of study

b. Participate in the assessment process

c. Complete an orientation activity provided by the college and

d. Participate in counseling, advising, or educational planning service to develop, at a minimum, an abbreviated student education plan.

Effective Fall 2015 all new non-exempt students shall complete the above requirements.

In addition, all new non-exempt students shall develop a comprehensive education plan after completing 15 units of degree applicable course work or prior to the third semester of enrollment whichever comes first. Failure to comply with the requirements above may result in a hold on the student's registration and or loss of registration priority until the services are completed.

Exemption Criteria for Student Success and Support Services:

a. The student has completed and Associate Degree or higher

b. Student has enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards or

c. Has enrolled at the college as a Special Admit student.

Any student exempted in accordance with this section shall be notified that he or she is exempted from participating in all or part of the matriculation process and shall be given an opportunity to choose whether or not to participate.

Registration Priority:
Students may register for no more than 19 units per semester (primary terms of Fall and Spring) and no more than 9 units during the Winter and Summer Sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest.

1. New and fully matriculated students as follows:
    - Members of the armed forces or veterans pursuant to Education Code 66025.8

- Cal WORKS recipients in good standing with fewer than 100 degree applicable units
- Disabled Student Programs and Services (DSP&S) students in good standing with fewer than 100 degree applicable units
- Extended Opportunity Programs and Services (EOP&S) students in good academic standing with fewer than 100 degree applicable units and Foster youth or former foster youth pursuant to Education code section 66025.9 regardless of academic standing and units taken.

2. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

3. Students who have lost their enrollment priority as set forth below.

4. Special K-12 students pursuant to Education code section 76001.

5. To be eligible for registration priority as listed above students must have completed orientation, assessment and developed student education plans. Please note that failure to comply with these requirements may result in a hold on registration and/or loss of priority registration until servers are completed.

Loss of Registration Priority
Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after;

a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.

b. Have earned one hundred (200) or more degree-applicable units in the District; however, non-degree applicable basic skills do not count toward the 100 units.

Appealing Loss of Registration Priority
Each college shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. College shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

a. The student has extenuating circumstances. Extenuating circumstances are verified cases of

accidents, illnesses or other circumstances beyond the student's control.

b. The student applied for reasonable accommodation for a disability; but did not receive it in a timely manner.

c. The student demonstrated significant academic improvement. Significant academic improvements as defines as achieving no less than a 2.0 grade point average in the prior term.

The college's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals committee shall be final.

Pre-Requisites, Co-Requisites and Advisories:

A Pre-requisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program

Co-requisite: Courses that a student is required to take simultaneously in order to enroll in another course.

Advisory: An advisory is a course that a student is advised, but not required to take in conjunction with or prior to a course or program.

Procedures for Challenging Pre/Co requisites and limitations on enrollment.

If a student believes a course taken at another college or university meets the prerequisite for a West Los Angeles College course in which he/she wishes to enroll, the student may submit a prerequisite clearance request. To submit a prerequisite clearance request, please visit the "Admissions and Expressway" page at www.wlac.edu.

If a student has not met a prerequisite at either West or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair. To learn more about the requirements to challenge a prerequisite, please visit the "Admissions" page and then the "Expressway" page at *www.wlac.edu*.

Limitations on Enrollment
All courses shall be open to enrollment, however enrollment in specific courses or programs may be limited as follows:

a. Students meeting pre-requisites

b. Health and safety considerations

c. First come-first served basis

d. Registration procedure

e. Intercollegiate competition, honors courses or public performance courses, allocating available seats to those students judged most qualified, or

f. Enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction,

g. Students on probation or students or subject to dismissal

h. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan.

Challenges to Limitations on Enrollment:
A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

2. The District is not following its policy on enrollment limitations, or

3. Basis upon which the District has established an enrollment limitation does not exist.

4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.

5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

Veterans Admissions

Admissions Requirements for Veterans
Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.

2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.

3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.

4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.

5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.

6. Apply each semester for continuous VA educational benefits.

Program Planning for Veterans
Veterans should select their major and choose courses from those listed under that major in the catalog. It is advisable to make an appointment with a counselor for academic assistance. The VA will not pay for courses that do not fit into a veteran's selected major.

Selective Service
Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

ELECTIVE CREDIT FOR MILITARY SERVICE
Through the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD21 4, school transcripts, and/or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See

Academic Policies, Credit for Military Service and Elective Credit for Military Training.

Adds and Drops for Veterans
Add permits or drop cards must be submitted to the Admissions Office, and the Veterans Clerk must be notified of program changes. Failure to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Academic Probation
In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

For additional information pertaining to academic status, see the Veterans Clerk in the Admissions Office, Building SSB.

STUDENT SERVICES AND ACADEMIC RESOURCES

Financial Aid

Contact the Financial Aid Office or most information is available at: www.wlac.edu/Financial-Aid

The Financial Aid Office is located in SSB 210. Check the web site for hours of operation as they may vary. Phone: (310) 287-4532

Financial Aid is made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These funds are available to make it possible for students to continue their education beyond high school.

How to Apply
Students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The college code for West is #008596.

Who is Eligible?
To be considered for federal financial aid, a student must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.

2. Demonstrate that they have financial need.

3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.

4. Not be in default on a Perkins Loan or Federal Direct Loan at any school they have attended.

5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), ACG, or State Student Incentive Grant.

6. Be registered with the Selective Service if required (males only).

7. Have a high school diploma or its equivalent, or provide documentation of "Ability to Benefit.". See "Satisfactory Academic Progress Policy for Financial Aid Recipients" later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

When to Apply
Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for fall and spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes a minimum of 6-8 weeks between the time you apply for aid and the time your award is completely processed.

Determining Financial Need
The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent's resources, and/or the student's own resources. Resources may include, but are not limited to, salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution's student expense budget to determine financial need.

A student's resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax transcript of the parent and/or student may be required. All information is confidential.

Types of Financial Aid Available

Grants
• FEDERAL PELL GRANT

- FEDERAL WORK STUDY (FWS)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS: CAL GRANT A CAL GRANT B CAL GRANT C
- CHAFEE GRANT
- California College Promise Grant (CCPG)

Scholarships
- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

Loans
- FEDERAL DIRECT LOAN PROGRAM
- BOOK LOANS

Federal Pell Grant
The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from $200 to $5775 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal government, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

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

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

In such cases, the student will need to contact the Financial Aid Office for assistance.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at West Los Angeles College generally range from $200 to $400 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with LACCD's Satisfactory Progress Standards. When students apply for federal financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to the students with the most need.

All applicants must file the Free Application for Federal Student Aid (FAFSA) before the priority deadline date in order to be considered for this program.

Bureau of Indian Affairs Grant (BIA)
BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

State Grants
The State of California, through the California Student Aid Commission (CSAC), sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through CSAC.

Cal Grants
To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or eligible non-citizen, be considered an AB540 student, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or

college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

Cal Grant A

Although this grant can only be used at four-year colleges, students are encouraged to apply for one while attending West Los Angeles College. Cal Grant A helps low- and middle-income students with tuition costs. Grant recipients are selected on the basis of financial need and grade point average.

Students who qualify for Cal Grant A and who want to attend a community college can have the CSAC hold their award until they transfer to a four-year college. The grant can be put on hold for no more than two years, provided that the student continues to qualify financially.

> **Dental Hygiene Students** enrolled in the Bachelor of Science program are eligible for the CAL Grant A.

To be eligible for a new (first-time) Cal Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and a GPA verification form by the deadline date.

*Students enrolled in the Bachelor of Science Degree Program in Dental Hygiene are eligible for Cal Grant A.

Cal Grant B

This grant provides a living allowance for students that come from low-income families. Because this grant is intended for students who would be unable to attend college without such help.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

Cal Grant C

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs.

Grants are limited at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

** STUDENT ALERT! **

FEDERAL REGULATION REQUIRES STUDENTS TO REPAY A PORTION OR THE FULL AMOUNT OF GRANTS IF YOU DO NOT COMPLETE YOUR PROGRAM.

If you receive a GRANT and then WITHDRAW from some or all of your classes, you may OWE money back to the federal program. Here's how it works:

Based on the date you withdraw the Financial Aid Office will calculate the portion of the grant that you have earned.

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

IF YOU ARE THINKING OF WITHDRAWING OR JUST LEAVING
-
PLEASE, THINK AGAIN

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (e.g., *tutoring, personal support*) that will help you stay. Talk to your instructors; see what advice and help they can offer.

DON'T LEAVE UNLESS YOU MUST -
BUT, IF YOU DO, TAKE CARE
OF BUSINESS BEFORE YOU GO.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will place a national HOLD on your student aid eligibility. You may also be referred to a debt collection agency if you do not take immediate action.

Chafee Grant

The California Student Aid Commission (CSAC) administers the California Chafee Program (CCGP). This program provides up to $5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least six units in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at *www.chafee.csac.ca.gov.*

Law Enforcement Personnel Dependents (LEPD) Grant Program

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chiefs of Police, Police Officers, Sheriffs, Deputy Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty.

For more information, contact California Student Aid Commission Phone: (888)224-7268, #3. Web site: *www.specialized@csac.ca.gov*.

California College Promise Grant (CCPG) [formerly known as the Board of Governors Fee Waiver (BOGFW)]

The California College Promise Grant (CCPG) is offered by the California Community Colleges to help low-income students waive enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. The CCPG does not waive the health fee. For further information, please see "California College Promise Grant and Enrollment Fee Assistance" (in the "Admissions Policies and Information" section).

Note: The Admissions Office makes the determination of whether a student is a California resident or a non- resident. Non- Resident students are not eligible for CCPGs with the exception of AB 540 students.

Federal Direct Loan Program

Eligibility for the Direct Loan Program is based on financial need. In order to apply, applicants must submit a Direct Loan Application as well as a Free Application for Federal Student Aid (FAFSA). To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Direct Loan. The

school which the applicant will attend must originate the Direct Loan Application before eligibility is established.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

Subsidized Loans

A subsidized loan in which the federal government will pay the interest on your loan while you are enrolled at least half time. Once you graduate, cease to be enrolled at least half time, or completely withdraw, you will be responsible to pay for the interest and begin making payments on your loan debt balance including interest payments. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov

Unsubsidized Loans

An unsubsidized loan is a loan in which the Federal Government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov.

Other Sources of Financial Aid

Employment - Federal Work-Study Program (FWS)
The FWS program is a Federal program which enables students to earn part of their financial aid award through part-time employment. To be eligible, students must be U.S. citizens or eligible noncitizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

Additional Information

The Student Financial Aid section of this catalog is intended to give students an overview of the financial aid programs at West Los Angeles College. A financial aid handbook, "Financial Aid Guide," is available from the Financial Aid Office. It was written specifically to inform West Los Angeles College students about matters pertaining to financial aid on this campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

How Student Financial Aid Is Determined

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution:

Student Services and Academic Resources

Cost of Attendance
- Expected Family Contribution
Need

A parent's or student's contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax transcript, and by agencies providing nontaxable income to the family.

Once the student's financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan funds.

The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

Satisfactory Academic Progress Policy for Financial Aid Recipients
To be eligible to receive financial aid, a student must meet all of the following criteria:

Initial Eligibility
In order to establish initial eligibility when applying for financial aid, students must meet all standards of satisfactory progress based on course work that is part of the Los Angeles Community College District's official student records.

If applicants have one semester in which progress was substandard, they will be placed on warning and considered for aid. Applicants with two or more semesters of substandard progress are not eligible and are expected to go through the appeal process to be considered.

Application of Standards
Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.
3. Review of the attempted units less than 150% of the number of units required for your academic program occur at the beginning of the semester. Students with fewer than 150% attempted units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

Failure to Meet the Standards of Satisfactory Progress
Students failing to meet any one or more of the standards will be disqualified from financial aid. Students will be notified of their status via their school issued LACCD email.

Disqualification
Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Satisfactory Progress Standards
1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 150% of the number of units required for your academic program within the LACCD at the start of the semester. The college may make exceptions for students who may require additional units to complete their educational goal.
3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

Type of Class	Financial Aid Eligibility	
	YES	NO
Pass/No Pass	X	
ITV	X	
Audited Classes		X
ON-LINE	X	

4. Students are allowed up to 150% attempted units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
5. Students must complete more than 67% of semester units attempted.

NOTE: Students should refer to this catalog for rules relating to repeatability of certain classes. Continued eligibility is based on progress at the institution from which aid is requested, except for total unit limitation.

Determination of Disqualification
1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have attempted more than 150% of the number of units required for your academic program with the LACCD are ineligible for further financial aid beyond the semester in which the 150% units required for your academic program were attempted.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
4. Students must complete at least 67% of the cumulative units attempted.
5. Students may not have earned an Associates of Arts (AA) or Associate of Science (AS) degree

outside of the Los Angeles Community College District nor have already earned a baccalaureate degree or higher.

Appeals

Students may appeal financial aid disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal is defined as:

1. Being enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree;
2. Being enrolled in a course leading to a Certificate upon completion; or
3. Being enrolled in a transfer program leading to a baccalaureate degree program.

Ability to Benefit

Students who have any of the qualifications listed below demonstrate the "Ability to Benefit" from a college education in accordance with applicable Federal Regulations:

1. Have received a high school diploma.
2. Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.
3. Have a homeschool completion credential.
4. Have taken and passed an approved Ability to Benefit exam or successful completion of a two-year program that is acceptable for full credit toward a bachelor's degree based on federal guidelines.

The Financial Aid Office is located in Building SSB, telephone (310) 287-4532. The Assessment Office is located in Building SSB, telephone (310) 287-4462.

Scholarships

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Student Activities Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

Updated information and scholarship applications will be available in the Student Activities Building (A5); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

Transfer Information

TRANSFER CENTER

Building SSB | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

Sherron Rouzan
Director of Transfer Center & Honors Program

Darrell Roberson
Student Services Assistant
(310) 287-4542

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four-year university. The goal of the Transfer Center is to engage students in the transfer process, and produce a successful transfer student. It is a place to relax and interact with other students who have similar goals.

Staff and student workers are available to assist you regarding the transfer process.

Students can meet with university representatives who can answer questions and provide information to increase transfer success.

Students can browse through literature and computer programs for transfer and career exploration.

The Transfer Center is your connection to your future.

Resources available include:
- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA, to explore career and transfer options.
- Transfer fairs highlighting the UC/CSU system, as well as private and out-of-state universities.
- Transfer Preparedness Workshops facilitated by counseling staff.
- Field Trips to four-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process, therefore producing a successful transfer student.

Student Services and Academic Resources

Transfer Honors Program

See Honors Programs section.

Accelerated College Transfer (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- Business Administration
- Liberal Arts and Sciences: Behavioral and Social Sciences
- Liberal Arts and Sciences: Health Professions
- Liberal Arts and Sciences: Math, Science and Computer Science

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings. Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks. The two-year pathways also include fully online courses to enable students to complete 15 units or more in any given semester. The mixed format of the ACT program grants students the flexibility to complete entire degree/certificate programs during evenings, on the weekend, and online! Please visit the website at **www.wlac.edu/Act/index.aspx** for details.

Special Instructional Programs

Distance Learning Program

Anytime, anywhere education is online at West Los Angeles College! Get connected with West's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the "Hybrid and Online Classes" section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at **www.wlac.edu/online**.

Online classes are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any up-to-date computer with Internet access. Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at **www.wlac.edu/Online** for specific course requirements.

Please visit **www.wlac.edu/online** for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact Eric Ichon, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by email at ichone@wlac.edu.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online

- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Science
- Spanish

Certificates of Achievement Available Completely Online

- Accounting
- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online

- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

Honors Programs

Honor Societies

Alpha Gamma Sigma / Phi Lambda Kappa

Alpha Gamma Sigma (AGS) is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Phi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean's Honor Reception, the Scholarship Reception, and Commencement.

Phi Theta Kappa – International Honor Society

The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership through service, for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. Membership is open to full time, part- time, and international students. PTK currently meets once per month. For further information, please see Thomas Harjuno.

Transfer Honors Program

The Transfer Honors Program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.

- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Priority in application for Transfer Alliance Program scholarships.
- Participation in the annual Honors Student Research Conference at UC Irvine.
- Bus trips and tours to Alliance universities.
- Opportunities for interaction and individual conferences, and mentoring.

To Qualify for the Transfer Honors Program:
For continuing WEST students:
- Be eligible for English 101
- Completed 12 transferable college units
- Minimum GPA 3.2

For entry of High School Graduates:
- Minimum GPA 3.2
- Eligible for English 101 by assessment or AP Scores

To Apply:
Obtain and complete an application from the Transfer Honors web page at http://www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx as well at the following:

- Unofficial transcripts from all institutions attended
- 500-word essay describing your academic experience thus far, your academic & professional goals for the future, and finally why you would like to be a part of the Transfer Honors Program.
- Submit your complete application packet to the Transfer Center/ Counseling office during the submission period listed on the Transfer Honors website. All applications are reviewed by the Transfer Honors Committee which is a minimum 10-day process after the start of each semester. Applicants will be notified of the committee's selection decision by the Transfer Honors Program Director.

Contract Honors Courses:
As a contract honors program any UC/CSU transferable course is eligible as honors with the instructors permission . The honors contract will reflect all requirements that must be met to earn the honor's credit. Students must earn an "A" or "B" in the course in order to have the "Honors" notation placed on their transcript.

To Complete the Honors Program:
- Complete a minimum of 18 transferable units at WEST, consisting of 5 or 6 designated "Honors Courses"
- Complete a 200 level Math Course
- Have a GPA of 3.0 or higher in all course work

Student Services and Academic Resources

- Complete and file an application for admissions to your intended transfer university when appropriate.

For More Information, please contact the Transfer Center:
SSB – 3rd Floor | (310) 287-4542

Dean's Honor
West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Dean's List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a grade- point average of 3.5 or better and additionally for each semester's increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean's List achievement is made on the students' permanent record.

Honor Cords
Braided gold honor cords are awarded to those students who graduate "Summa Cum Laude" with a GPA of 3.70-4.0.

Braided gold and blue honor cords are awarded to those students who graduate "Magna Cum Laude" with a GPA of 3.50-3.69.

Braided blue honor cords are awarded to those students who graduate "Cum Laude" with a GPA of 3.00-3.49.

Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

Westside Extension

(West Community Services)
Westside Extension offers an array of elective, not- for-credit classes, workshops and one-day seminars in a wide variety of topics, including career training and preparation, arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are taken for career development, personal growth or simply enjoyment, and there are usually no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only.

The office is located in Fine Arts Building, room 202. See the web site for office hours, as they vary throughout the year.

You can view Westside Extension's offerings at www.westside.wlac.edu Contact the office by emailing westside@wlac.edu or calling (310) 287-4475.

Educational Support Services

Campus and Community Programs
Eligibility requirements must be met to participate in CalWORKs, TRIO, SSS, and EOP&S programs.

CalWORKS
The program serves eligible students and their families with educational and career support and opportunities that include a variety of resources that facilitate and enable students to complete a program of study that leads to employment and or college completion

TRIO Programs
TRIO Programs are federally funded programs that support student success.

Student Support Services
Provides resources and academic services to eligible West Los Angeles College students, increasing persistence, transfer and graduation from postsecondary institutions. Participants receive stipends.

Educational Opportunity Center
This outreach program serves eligible participants with a comprehensive array of services designed to counteract the enormous socio-economic and educational disadvantages constituents face. Participants receive assistance with college admissions and financial aid applications; assistance in preparing for college entrance exams; information and workshops on financial and economic literacy; guidance on secondary school entry and reentry and referrals to GED programs; individualized personal, career, and academic advisement; tutorial services; workshops; assistance with course selection; and mentoring.

Computer Science Information Technology (CSIT) Division Computer Center
The Computer Science Information Technology (CSIT) Division provides a number of computer labs to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs include; a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, and three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including; Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Students will have access to Mac minis, iMacs, and Mac Pros.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances, students and faculty have access to software and training resources free of charge or at significant discounts.

Disabled Student Programs & Services

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. Disabled Students Programs and Services (DSP&S) has been established to provide support services for all students with verified disabilities pursuing a college education. All services and equipment are provided free of charge to any qualifying student with a disability.

The DSP&S office is located in the Student Services Building (SSB). Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 4:00 p.m. The telephone number is (310) 287-4450.

The following services are offered:
- Note taking assistance.
- Classroom accommodations for students with disabilities.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Adapted computer labs.
- Test proctoring and related accommodations.

Extended Opportunity Programs and Services (EOP&S)

The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Who Is Eligible?
Students may be eligible for the EOP&S program if they satisfy the following requirements. They must:

- Be a California resident or CA DREAMER/DACA/AB540.
- Qualify for the California College Promise Grant (formerly Board of Governors Grant) method A, B, or C with a 0 EFC (Expected Family Contribution.
- Must be a full-time student (12+ units).
- Not have completed more than 70 units.
- Be educationally disadvantaged.

Quality Services
Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve. Services available include:

- Book voucher assistance
- Academic, personal and educational counseling
- Priority registration
- One-on-one tutoring
- University field trips
- Supplies
- Letters of recommendations
- University fee waivers
- Scholarships and other related services

Priority Registration
EOP&S students have an opportunity to register prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, and community services).

Transfer Assistance
EOP&S students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

Workshops

Student Success Workshops are designed to enhance student personal development and success in higher education. All workshops are scheduled in advance, and students may attend without an appointment.

Book Voucher Program
EOP&S students in good standing are given a book voucher to purchase or rent books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/ Class listed in syllabus and approved by the EOP&S counselor.

Counseling
The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least three times per semester to update or revise the Student Educational Plan.

In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

Cooperative Agencies Resources For Education (CARE)

CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, heads-of-household, and receiving public assistance from CalWORKS or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?
Students may be eligible for the CARE program if they satisfy the following requirements:
- Full-time EOP&S students (12+ units).
- Single parent head of household.
- Current recipient of CalWORKS/TANF.

Library and Learning Resources

The Library actively seeks to help students in achieving their ultimate educational goals—academic success. Thus, it seeks to accommodate and to support the variety of learning styles that students develop to achieve that success.

A student, for example, may want to study alone or in a group; accomplish research in the traditional method or learn about online methods of research; supplement subject-content courses (e.g., Chemistry, Foreign Language, History, and Political Science) in a computer-assisted instructional environment. Students can

accomplish any combination of these modes of learning in the Library.

The Library is located in the Heldman Learning Resource Center (HRLC) building. Free Wi-Fi access points are strategically located throughout the Library building to allow internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Reference Desk (x4269), or visit the Library website www.wlac.edu/Library/index.aspx for current information.

Library

24/7 Online Reference Services
West Los Angeles College Library offers 24/7 online live chat reference services to answer research questions 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services
Library staff assist faculty and students to access and use the audio-visual & multimedia resources in the Library. Staff also provides instructional media support to faculty.

Book Collection and Other Library Resources
The Library collection consists of approximately 63,000 print titles and approximately 100,000 e-book collection titles. Most of the print titles are available for general circulation. Others are held in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of over 60 titles.

The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)
Information Competency "is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information," according to the American Library Association. The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nationwide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication;

college-level quantitative skills, information literacy, and the habit of critical analysis of data and argument.

To address this core competency, the Library provides Library Science courses. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many of which are transferable to CSU and/or UC. Please consult the current Schedule of Classes for Library Science courses.

Library Lab and Classroom
Library Science courses are taught online, and the workshops are conducted in the Library. All of the Library's online resources are available in the LLRC for students undertaking Library Science coursework or other formal instruction in information competency.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Reference and Circulation Services
The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting students with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

Learning Center
Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer assisted instruction facilitated by staff as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester- please contact (310) 287-4404, or visit the library web site.

Tutorial Services
A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is provided only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Joyce Jaffe Writing Lab
The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West

Los Angeles College (e.g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

Language Lab
Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

NEXTUP (Cooperating Agencies Foster Youth Educational Support)
NextUp is a supplemental, categorical component of Extended Opportunity Programs and Services (EOPS). The purpose of NextUp is to strengthen the capacity of community college districts to support the higher education success, health and well-being of some of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

Who is eligible? Students must …

- Be California resident
- Qualify to receive a California College Promise Grant (Formerly Board of Governors Fee Waiver) method A or B or C with an expected 0 EFC (Expected Family Contribution)
- Be a current of former foster youth in California whose dependency/Wardship was established after the youth's 16th birthday
- Be under 26 at the beginning of the academic year
- Be enrolled in at least nine units

Services available:

Outreach, orientation and registration services; academic and personal counseling; priority registration, tutoring services, transfer and career employment services; frequent in-person contact; service coordination; independent living and financial literacy skills support; book and supply grants; unmet need grants; transportation assistance; meal tickets and/or emergency food support; emergency housing referrals; health and mental health services payment assistance; referrals to health services, mental health services, housing assistance, food assistance and other related services.

Guardian Scholars Program
The **Guardian Scholars Program** is another resource for current and former foster youth enrolled at the

college. The Program offers comprehensive support services which are similar to the ones offered by the NextUp Program. The difference between the NextUp and Guardian Scholars Program is the eligibility criteria and other services available.

Who is eligible?
- Any current and former foster youth

Services available:

Outreach, orientation and registration assistance, financial aid and employment assistance, book vouchers, academic and personal counseling, life skills workshops, mentoring, on and off campus referrals, tutoring, supply grants, meal tickets, transportation, university fieldtrips and other related services.

High School Programs

Educational Talent Search
Provides services to participants at Webster and Marina Del Rey Middle Schools and Dorsey High School that build confidence through academic services and enrichment activities, grade level success, high school completion and supports post-secondary enrollment.

- **Upward Bound Classic 1** (Crenshaw & Dorsey High Schools)

- **Upward Bound Classic 2** (Los Angeles & Hamilton High Schools)

- **Upward Bound Math Science 1** (Crenshaw & Dorsey High Schools)

- **Upward Bound Math Science 2** (Los Angeles High School)

These programs provide academic and cultural experiences as prescribed by the funding sources for eligible participants within the partner schools who have the potential for success and acceptance into college. Programming and activities include afterschool tutoring, Saturday academies and summer programs. The Math Science programs promote STEM postsecondary enrollments. Participants receive stipends.

Veterans Services

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

In order to be eligible to receive assistance, students must apply to the college, meet all admission requirements, and complete the necessary "Veterans Educational Benefits" forms (obtained from and returned to the Veterans Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule.

The Veterans Affairs Office is located in the Fine Arts (FA) Building, 3rd Floor, Room 300, and provides information and services for all veterans.

Withdrawals
It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran's attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the Admissions Office represents official withdrawal from a class.

Counseling Center

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration by appointment. These services are provided by professional counselors through individual counseling and referrals to appropriate resources on and off campus.

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, and to make appropriate academic decisions.

2. An academic counseling session begins with educational goal setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal challenges or barriers that impede plans to fulfilling those educational goals.

3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/ counselor conferences are available by

appointment. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at www.wlac.edu, or in the Student Services Building – 2nd Floor, or by calling the Counseling Center directly at (310) 287-4257 / 4399.

4. Entering (first year) students are encouraged to enroll in Counseling 5, 17, and 40. Returning students and second year community college students are strongly encouraged to enroll in Counseling 4, 8, and 20. These courses are designed to help students become better acquainted with the educational opportunities at West Los Angeles College and will assist students in developing programs of study that will help them attain their educational and career objectives.

5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 4:00 p.m. on Fridays.

Summary of Counseling Services

•   Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
•   Work with students to develop individualized student educational plans for academic, transfer and career goals.
•   Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
•   Assist students in making career choices and provide an understanding of the different majors and certificate programs offered at West Los Angeles College.
•   Provide limited personal counseling and referrals on and off campus when appropriate.

The Counseling Center is located in the Student Entry Center, SSB Building. Students can obtain information by calling (310) 287-7242 or by visiting the West Los Angeles College website at www.wlac.edu.

Additional Counseling Services

Additional counseling services are also available through EOP&S/ CARE and DSP&S programs.

Student Services and Academic Resources

Student Activities

Associated Students Organization (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body's interests at the college, district, regional, state, and federal levels. On behalf of the Vice President of Student Services, the ASO Advisor oversees the Associated Student Organization Executive Council, Finance Committee, and Inter-Club Council.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO.

A $7 student activity fee supports enrichment programs and student events on campus. Those paying the fee are also entitled to park in designated preferred student parking spaces on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

Eligibility for Associated Student Organization Offices

Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link.

http://www.laccd.edu/About/Documents/AdministrativeRegulations/S-9.pdf

Athletics

West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include Allan Hancock College, Antelope Valley College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western State Conference of the California Community College Athletic Association (CCCAA), constitution and codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball cross-country, track & field, football, and baseball. Competition for women is offered in basketball, cross- country, track & field, soccer, softball, and volleyball.

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics at (310) 287- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

Student Clubs and Organizations

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice president of the ASO.

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of uncharted groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

Constitution & Citizenship Day Observance

The U.S. Constitution is one of the most influential legal documents in existence, created over 200 years ago. West Los Angeles College supports every effort to affirm the American Democratic process. Each year on September 17th, the college participates in the annual observance of American Constitution and Citizenship Day. On this day, there are special programs held in classes sponsored by the Political Science program including guest speakers, distribution of pocket constitutions, and similar activities.

Voter Registration

Online voter registration is available daily on dedicated computer stations in the Admissions area on the 2nd floor of the Student Services Building and voter registration drives occur on campus periodically. For information on voting, visit the U.S. Election Assistance Commission.

Student Trustee Election Procedure

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

Commencement Information

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for a Degree or Certificate.

Certificate candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West's Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters. *

Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.

Graduation Petition Process
Students who anticipate graduation must complete a Graduation Packet:

Step 1
To ensure you are eligible for graduation with an Associate's or Bachelor's Degree*, please confirm that the following items are in progress or have been completed:

- 12 units of residency completed at West
- A minimum 2.0 cumulative grade point average
- A "C" or better in English 101* and Math 125*
- A "C" or better in all major courses
- 60 degree applicable units

see additional requirements in the Bachelor's Degree section of this catalog.

Step 2
Students may choose a General Education Plan from the following:

- The Associate Degree Graduation Plan
- Plan CSU* - For all majors
- Plan IGETC* - For all majors

Step 3
Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4
Make an appointment with a Counselor.

Step 5
Submit the completed Graduation Packet to the Office of Admissions and Records.

Graduation Information can be found at our website:
www.wlac.edu/Graduation/index.aspx

Campus Resource Support Services

Bookstore

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore's textbook rental program saves students an average of 60% or more compared to new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B-4 which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms.

It is open five days a week, Monday through Thursday from 9:30am- 7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at
www.wlac.edu/Bookstore/index.aspx

Child Development Center

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The Center provides services which are free or low cost, are safe, and foster a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for elementary education.

Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college website.

Hours and Days
The Center offers services day and evening. It is open Monday – Thursday from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center offers a meal program to participants of the day program.

Ages of Children
Children aged 2-5 years are accepted into the Monday-Thursday 8:00 a.m.–4:00 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale for

student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

The Center is a teacher training program for students wishing to pursue a career in working with young children.

Health Center

The Student Health Center in Building A-9 offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. The student health center is closed weekends and all official holidays.

The mandatory Student Health Fee of $11 per semester ($8 during the Summer and Winter Intersessions, and subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center offers short term mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4478.

The Student Health Center requests everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 in Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area. Emergency call boxes are located throughout the campus.

For more information, please call (310) 287-4478, or go to: www.wlac.edu/Health-Center/index.aspx

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, West Los Angeles College offers services and referrals to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Contact the Student Health Center, the Employee EAP and/or the Welcome Center for more information.

Food Service

The Bookstore provides a wide variety of hot and cold "grab and go" food and beverages. The PAWS convenience store in building B-4, also offers an assortment of snacks and beverages for students on the go.

Café at West is located next to the Bookstore.

Housing

The college does not provide residence facilities. Rooms and apartments are available in nearby communities.

Sheriff's Services

The Los Angeles Community College District contracts with the County of Los Angeles Sheriff's Department (LASD) to provide law enforcement and security services on campus. The Deputy Sheriffs are peace officers of the State of California. They are teamed on campus with Security Officers hired and trained by the LASD. Police Cadets employed by the College are assigned to work with the Sheriff's officers.

The Sheriff's Station is located in Building C-3 on Freshman Drive, inside Parking Lot 5. The Sheriff's Station is open 24 hours a day throughout the year. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for the College.

Sheriff's Station: (310) 287-4314 Non-Emergency
Deputy Lee Davis
Email: davisl@wlac.edu | Phone: (310) 287-4557

Emergencies should be reported by calling 9-1-1. For more information about the campus Sheriff or related topics, including Cleary Act information, visit **www.wlac.edu/Sheriff/index.aspx**.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.

2. Yield the right of way to pedestrians at all times.

3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.

4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.

5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.

6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.

7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.

8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.

9. Always lock your car and set brakes when parking.

10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m.-9:00 p.m., Monday – Thursday and 8a.m.-4p.m., Friday–Saturday (excluding holidays). Sheriff's Office open 24 hours. For emergency calls: (310)287-4314, or (310) 287-4315.

Bicycle Safety Rules
1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.

2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.

3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.

4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.

5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.

6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.

7. Riding on grass is prohibited.

Roller-skates, in-line skates, scooters and skateboards are NOT permitted on campus.

Dogs are not permitted on campus. **However, valid** service animals are permitted.

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday-Thursday. 6:00 p.m. to 6:00 a.m. Friday and Saturday.

Non-District Sponsored Transportation
Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation of any person driving a personal vehicle who is not an agent of the District.

Parking

Campus Parking, Traffic, and Safety Regulations
The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard or are abandoned with no license towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away – no exceptions. Please check fences and curbs for tow-away signs. **All posted campus traffic and parking regulations will be enforced.** Parking on campus is a privilege, and permission to park may be revoked at any time.

West Los Angeles College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

Free parking is available on Stocker Street.

Metered parking stalls are used primarily for visitors. Students with a permit may use the meter, but they must pay.

A valid permit must be displayed at all times. A student's West Los Angeles College parking decal is valid at each

Los Angeles Community College District campus at which the student is currently enrolled in classes.

Student parking permits are also issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at www.wlac.edu/Business-Office/index.aspx.

The parking permit serves as permission to park and is not a guarantee of a parking space.

Spaces designated as ASO preferred are restricted to ASO members and employees of LACCD. Spaces designated as staff parking are restricted to employees of LACCD.

See STUDENT FEES section in this college catalog for more details. A two-week grace period to purchase parking permits is given for the Fall/Spring semesters. A one-week grace period is given for the Summer/Winter sessions.

ACADEMIC POLICIES AND REGULATIONS

Enrollment and Attendance District Policies

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

Units of Work/Study Load/ Study List Limitations
Maximum and minimum unit requirements may apply, as follows:

Unit Maximum: The maximum study load is 18 units during a regular semester and 9 units during a Summer or Winter Intersession. This includes enrollment at other LACCD campuses. The normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

Unit Minimum: A student must be enrolled in at least one course per term.

Attendance Statement
Only students who have been admitted to the college and are in approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students have excessive absences, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences.

If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. Students are encouraged to advise their instructors of anticipated absences.

Note: Students are responsible for officially dropping a class that they stop attending. See "Adding/Dropping/ Section Transfer of Classes" below.

Auditing
Students may be permitted to audit a class under the following conditions:

1. Single audit classes require a fee of $15 per unit. There is no withdrawal from an audit or refund of the audit fee.

2. Students who are enrolled in 10 units of credit or more may audit up to three units without charge.

3. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

4. Priority in class enrollment shall be given to students desiring to take the course for credit.

5. Permission to enroll in a class on an audit basis is at the instructor's discretion.

6. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation. (Board Rule 6706.00)

7. Financial Aid may not waive any fees for audited courses.

Concurrent Enrollment
A student may simultaneously enroll at both West Los Angeles College and a high school or another college.

The following, however, are not permitted:

• Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain classes on a limited basis.

• Enrolling in classes scheduled or conducted during overlapping times.

Violation of this regulation will result in exclusion from class and denial of course credit in both courses/ sections. Additionally, violators will be subject to

Academic Policies and Regulations

disciplinary action. See the "Student Conduct" section in this catalog.)

A limited number of eligible elementary and secondary school students (grades K-12) may be admitted as special part-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students.

Special part-time students:

- Will submit the "Supplemental Application for Admission for Students in Grades K-12" and additional documents requested by Admissions & Records prior to enrollment.

- Will not exceed 11 units per semester across the Los Angeles Community College District unless enrolled under an AB 288 agreement. Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision as a result of their special admission status.

Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early.

Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

Final Examinations

The college assumes that a student registers in good faith for a full semester's work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Office of Academic Affairs. No student will be excused from final examinations.

No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

Adding/Dropping/Section Transfer of Classes

Adding Classes
Only students who have been admitted to the college and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain a permission code number from the instructor.

Dropping Classes
Students wanting to drop one or more classes must do so through the Student Information System (SIS) at www.wlac.edu.

Please refer to the current schedule of classes for semester drop date deadlines.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with appropriate faculty.

Section Transfer
Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to. In addition, the class must have the same start and end dates.

Withdrawal from the College
The college recognizes that a student does not leave college for superficial reasons. Students in need of advice should see a counselor prior to withdrawal.

Official withdrawal requires that a student drop one or more classes through the online Student Information System (SIS) at www.wlac.edu. A student who does not comply with these requirements may receive failing grades.

Deadlines for withdrawal vary according to the term start/end dates. They are available online via the Student Portal. Information on class withdrawal policy is included under "Grading Symbols and Definitions Policy" below.

Please see "Limit of 3 Attempts" course repetition policy for more information.

Course for Prerequisites

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

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

Violation of this regulation will result in exclusion from class and denial of course credit.

Transfer Credit Policy

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to our Graduation Office.

AP Credit at WLAC and AA/AS Degree Pattern

AP EXAM	PASSING SCORE	WLAC COURSE EQUIVALENT
Art History	3,4,5	Art 101 & 102
AP Art Studio: Drawing	3,4,5	Art 201 & 202
AP Art Studio: Two-dimensional design	3,4,5	Art 501
AP Biology	3,4,5	Biology 3A & 3B
AP Calculus AB	3,4,5	Math 261
AP Calculus BC	3,4,5	Math 261 & 262
AP English Language and Composition OR English Literature and Composition	3,4,5	English 101
AP French Language	3,4,5	French 1
AP Government and Politics	3,4,5	Political Science 1
AP History: European	3,4,5	History 2
AP History: united States	3,4,5	History 11 & 12
AP History: World	3,4,5	History 86 & 87
AP Human Geography	3,4,5	Geography 2
AP Macroeconomics	3,4,5	Economics 2
AP Microeconomics	3,4,5	Economics 1
AP Music Theory	3,4,5	Music 101
AP Physics B	3,4,5	Physics 6 & 7
AP Physics C: Mechanics	3,4,5	Physics 37
AP Physics C: Electricity and Magnetism	3,4,5	Physics 38
AP Psychology	3,4,5	Psychology 1
AP Spanish Language	3,4,5	Spanish 1
AP Statistics	3,4,5	Math 227

Credit by Examination

A student may receive credit for courses (on the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination by the subject's division chairperson. (Board Rule 6704)

Eligibility:

1. Be currently registered and have a cumulative grade point average of 2.0 or higher.

2. Have completed 12 units or more within the Los Angeles Community College District and cleared all holds.

3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

A student may petition for credit by examination for only the subjects that are listed on the current approved list of Credit by Examination Courses (Board Rule 6704).

Approved Credit by Examination Courses:

Applied Technology Division
• All AVIATEK courses (Limited - must meet FAA rules)

Arts and Performance Division
• ART 101, 102
• MUSIC 101, 201, 211, 321

Behavioral Sciences Division
• ADM JUS 001, 002, 003, 004, 005, 006, 008, 014, 015, 067, 075
• ANTHRO 101, 102

Business Division
• BUS 001, 005, 038
• REAL ES 001, 003, 005, 007, 009, 021

Health Sciences Division
• All DEN AST courses
• DEN HY 357, 452
• All HLTHOCC courses
• All PHRMCTK courses

Language Arts Division
• HUMAN 001
• PHILOS 001
• Students may apply for an examination to establish advanced standing in a foreign language. However, no credit is allowed for these examinations. Arrangements for the examination need to be made through the chair of the language arts division.

Science Division
• ASTRON 001
• BIOLOGY 003A, 408
• ENV SCI 001, 002
• GEOLOGY 001
• OCEANO 001

Academic Policies and Regulations

Limitations on Petitioning for Credit by Examination
The maximum number of units for which a student may petition for credit by examination at the College is 15 units (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted.

The student's record shall be annotated "Credit by Examination", and Credit by Examination grades shall be entered on the student's record as "P" for passing and "NP" for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees.

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

Course Repetition

Dropping/Withdrawing & Repeating Classes
Limit of 3 Attempts -- Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a "W" in a class or earning a grade of "D" or "F" all count as attempts. If a class is dropped prior to the "No Penalty" withdrawal date so that no "W" is received, it will NOT count as an attempt at the class.

For more information on this policy, exceptions, and how to petition, visit www.WLAC.edu/SSSP/news-updates.aspx#course repetition. The web page also addresses making wise class selections and deciding when and whether to drop a class.

Dropping Classes
Students should use the online Student Information System to drop a class or classes they no longer plan to attend. Students should write down the confirmation number for their records or print it. It is the students' responsibility to drop a class. Failure to drop a class in a timely manner may result in a "W" or an "F" on your academic record. You may also be held accountable for payment of all fees whether you attend or do not attend class. Deadlines for dropping a class with no "W" or with a "W" are published in the class schedule every semester and online at www.wlac.edu.

Repeating Classes

Certain courses in the Class Schedule may be repeated for additional unit credit. These courses, marked "RPT" in the college catalog, are "active participation courses" in kinesiology, visual arts, and performing arts. Enrollment in "active participation courses" is limited to four enrollments per "family." Failures and withdrawals count as enrollments.

If you are enrolling in a class in Art, Dance Techniques, Kinesiology or Theater, please read below:

Course Families (aka, courses related in content)
Students enrolled in 'active participation courses' in kinesiology, visual arts or performing arts are limited to 4 enrollments per 'family.' Failures and withdrawals all count as enrollments.

If you are a student enrolling in classes in one of these areas, please check the academic department for updates on which restrictions apply to courses in your area.

Special Circumstances
Repetition of courses for which a grade of "C" or better has been recorded shall be permitted only upon advance petition of the student, and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

To Improve Substandard Grades
Students may repeat coursework in which substandard grades ("D," "F," or "NP") were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

Credit for Courses Taken at Institutions of Higher Learning Outside of the United States

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, a student may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an

institution of higher education outside the United States.

3. A student petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. Please see the Evaluation Office in Admissions and Records for a list of approved agencies

4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.

5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:

   a. No course taken outside the US may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication Requirement.

   b. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree's American Institutions requirement.

   c. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, students may petition to receive elective credit.

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

Credit for Military Service

Students who are currently serving in or have served in the military may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

Elective credit for military service will not include subject credit for a Health Education requirement. No grade points will be given for military credit. Students may petition for their one-unit activity requirement to the Kinesiology department.

Elective Credit For Military Training
Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:

1. Complete a minimum of 12 units at West Los Angeles College.
2. Are currently enrolled.
3. Serve 181 days or more in the armed services.
4. Present an Honorable Discharge (DD 214) form.

Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

1. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
2. Credits granted by an institution of higher education for basic recruit academy training under the above provisions shall not be identified as equivalent to any required course in the major.

Catalog Rights

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. At the time the student began such attendance at the college, or
2. At the time of graduation.

The college may develop a policy to:

1. Authorize or require substitutions for discontinued courses; or
2. Require a student changing his/her major to complete the major requirements in effect at the time of the change;
3. Allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

Academic Policies and Regulations

Continuous Attendance

"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination of a student's grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the College President or designee after the grievance procedure is completed.

See "Student Grievance Procedure" under the "Student Conduct" section.

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

Grades shall be averaged on the basis of point equivalencies to determine a student's Grade Point Average (GPA), using the following evaluative symbols:

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

The following symbols may be entered on a student's record:

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Passing *(Less than Satisfactory)*	1.00
F	Failing	0.00
I	Incomplete (units not counted in GPA)	0.00
W	Withdrawal (units not counted in GPA)	0.00
CR	Credit (replaced Fall 2009 by P-Pass)	0.00
P	Pass *(At least satisfactory - units not counted in GPA)*	0.00
SP	Satisfactory Progress	0.00
NCR	No Credit (replaced Fall 2009 by NP – No Pass)	0.00
NP	No Pass (less than satisfactory – units not counted in GPA)	0.00
NGG	No Grade Given (replaced Fall 2017 by *)	0.00
*	No Grade Given, non-credit course, non-graded	0.00
IP	In Progress (units not counted in GPA)	0.00
RD	Report Delayed (units not counted in GPA)	0.00
CRX	Credit by Exam (units not counted in GPA)	0.00
NCX	Credit by Exam not passed (units not counted in GPA)	0.00
MW	Military Withdrawal	0.00

Board Rule Chapter VI Article VII Section 6700

"I" Incomplete
Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term

may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. **The "I" may be made up no later than one year following the end of the term in which it was assigned.** The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

"IP" In Progress
The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await the course completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

"W" Withdrawal
Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less.

No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition

demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average.

"W's" will be used as factors in progress probation and dismissal.

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

A student may not withdraw and receive a "W" symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

"MW" Military Withdrawal
"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW".

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. MW shall not be counted towards the permitted number of withdrawals.

The District shall refund the entire enrollment fee unless academic credit has been awarded.

Academic Policies and Regulations

Pass/No Pass Option

Certain courses in the college catalog require that students be evaluated on a "Pass/No Pass" basis, or allow students to elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the Pass/ No Pass option.

1. **Usage for a Single Performance Standard**
    The Pass/No Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

    A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

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

3. **Recording of Grade**
    A student who is approved to be evaluated on the "Pass/No Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No Pass" (NP) grade.

4. **Grade Point Calculation**
    Units earned on a "Pass/No Pass" basis SHALL NOT be used to calculate grade point averages. However, units attempted for which "No Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

5. **Standards of Evaluation**
    The student who is enrolled in a course on a "Pass/No Pass" basis will be held responsible for all assignments and examinations required in the course, and must meet the standards of evaluation, which are identical for all students.

6. **Course Repetition**
    A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

Regulations for Pass/No Pass or Pass/Fail

Not all courses will be offered on a "Pass/No Pass" basis. Determination of courses will be made by the college President.

A maximum of 15 units of "Pass/ No Pass" work may be used towards the Associate's Degree.

A maximum of one course per semester may be taken for "Pass/No Pass." However, this restriction does not apply to students who already possess a bachelor's or higher degree. "Pass/No Pass" may not be used for courses required toward a certificate or transfer preparations for a major.

*   English 101 MAY NOT BE TAKEN for Pass/No Pass.
*   Course for CSU GENERAL EDUCATION required areas MAY NOT BE TAKEN for Pass/No Pass.
*   CSU will allow NO MORE THAN 30 units total "Credit" graded courses TOWARD THE BACHELOR'S DEGREE.
*   UC will allow ONLY 14 units of Pass/No Pass TOWARD TRANSFER

Students must notify the Admissions Office if they wish to take a course Pass/No Pass. Deadlines for Pass/No Pass are posted in the college calendar of your schedule. All courses are for a letter grade. Once Pass/No Pass is posted, this decision is irrevocable.

"Pass/No Pass" is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of "C" or better. Students electing "Pass/ No Pass" grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the Pass grade as the equivalent of "C." Consultation with a counselor is advisable before making such elections.

Approved Pass/No Pass Courses

Arts and Performance Division:
*   Art 101, 102, 103, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711
*   Dance 124
*   Music 101, 111, 141, 201, 211, 321, 501, 561, 775

Behavioral Science Division:
*   Adm Jus 321

Business Division:
*   Hosp 330, 340
*   Real Es 011, 039

College & Career Prep Division (Credit/No Credit Only):
- All Basic Skills (BSICSKL) Courses
- All ESL Non-Credit (ESL NC) Courses
- All Tutoring (TUTOR) Courses
- All Vocational Education (VOC ED) Courses

Computer Science and Applications Division:
- Co Sc 904, 991

Counseling Division:
- Counsel 006

Health Sciences Division:
- Ald Hth 022, 023, 051, 080, 081, 082, 285
- Den Hy 307, 309, 397
- Phrmctk 024, 025, 033, 034

Language Arts Division:
- English 127, 203, 204, 205, 206, 209, 215, 219
- French 101
- Human 030, 031
- Philosophy 001, 006, 008, 009, 020, 041

Library Division:
- Library Science 101, 102
- Lrnskil 002, 003, 005, 010, 015, 050

Mathematics Division:
- Math 107

Science Division:
- Biology 003,
- Earth 001
- Env Sci 001, 002
- Geog 001, 002,
- Geology 001, 006
- Oceano 001

Academic Standards and Credit Policies

Academic Renewal
A student may submit a petition to the Admissions and Records Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. A student must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university.

2. At least one calendar year must have elapsed from the time the course work to be removed was completed.

   If the above conditions are met, academic renewal shall be granted, consisting of:
   A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade-point average; and
   B. Annotating the student's academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

Note: Academic renewal actions are irreversible.

Graduation Honors and Awards
Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Academic Probation Policies
The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation (Board Rule 8200.10). A student shall be placed on probation if any one of the following conditions prevails:

a. Academic Probation - The student has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

b. Progress Probation - The student has enrolled in the Los Angeles Community College District in a total of at least 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent (50%).

c. Transfer Student - The student has met the conditions of Section a. or Section b. at another college within the Los Angeles Community College District.

d. Provisional Students - The student is admitted as a provisional student with probationary status pursuant to Board Rule 8100.

Academic Policies and Regulations

Appeal of Probation (Board Rule 8200.11).
A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation
(Board Rules 8201.10 and 8201.11).
A student shall be removed from probation upon meeting the criteria specified in this section.

a. Academic Probation: A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

b. Progress Probation: A student on progress probation because of excess units for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Standards for Dismissal
A student shall be subject to dismissal and subsequently dismissed under the conditions set forth within this section.

Academic Probation (Board Rule 8202.10).
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

Progress Probation (Board Rule 8202.11).
A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal (Board Rule 8202.13).
A student who is subject to dismissal shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

Exceptions to Dismissal (Board Rule 8202.14).
A student who is subject to dismissal may be continued on probation under the following conditions:

a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeal of Dismissal (Board Rule 8202.15).
A student who is subject to dismissal may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Re-admission after Dismissal (Board Rule 8202.16).
A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with Board Rules 8202.10 and 8202.11.

LACCD Board Rules

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

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Board Rules 9803 – Standards of Conduct

Board Rule 9803.10 - Willful Disobedience
Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11 - Violation of College Rules and Regulations
Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12 - Dishonesty
Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 - Unauthorized Entry
Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 - College Documents
Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 - Disruption of Classes
Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

Board Rule 9803.16 - Theft Of or Damage to Property
Theft of, or damage to, property belonging to the College, a member of the College Community, or a campus visitor.

Board Rule 9803.17- Interference with Peace of College
The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18 - Assault or Battery
Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19 - Alcohol and Drugs
Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section include, but are not limited to, the following drugs and narcotics:
A. opiates, opium and opium derivatives
B. mescaline
C. hallucinogenic substances
D. peyote
E. marijuana
F. stimulants and depressants
G. cocaine

Board Rule 9803.20 - Lethal Weapons
Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden to all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 9803.21 - Discriminatory Behavior
Behavior, while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran's status.

Board Rule 9803.22 - Unlawful Assembly
Any assemblage of two or more persons to
1) Do an unlawful act, or
2) Do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 - Conspiring to Perform Illegal Acts
Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24 - Threatening Behavior
A direct or implied expression of intent to inflict physical or mental/ emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25 - Disorderly Conduct
Conduct that may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Academic Policies and Regulations

Board Rule 9803.26 - Theft or Abuse of Computer Resources

Theft or abuse of computer resources including but not limited to:

A. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
B. Unauthorized transfer of a file.
C. Unauthorized use of another individual's identification and password.
D. Use of computing facilities to interfere with the work of a student, faculty member or College official, or to alter College or District records.
E. Use of unlicensed software.
F. Unauthorized copying of software.
G. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
H. Use of computing facilities to interfere with the regular operation of the College or District computing.

Board Rule 9803.27 - Performance of an Illegal Act

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

Board Rule 9803.28 - Academic Dishonesty

Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

Board Rule 9806 - Unsafe Conduct

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);

b. Failure to follow safety directions of District and/or College staff;

c. Willful disregard of safety rules as adopted by the District and or College; and/or

d. Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

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

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

Article IX - Freedom of Speech
Board Rule 9901 - Colleges as Non-Public Forums

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

Board Rule 9902 - Free Speech Areas

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

Board Rule 9902.10 - Responsibilities of Persons Using Free Speech Areas

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

Board Rule 9902.11 - Distribution of Materials
Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

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

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

C. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9902.12 - Forms of Speech
Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

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

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

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

Board Rule 9902.13 - Time Allotments for Speech
The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

Board Rule 9903 - Student Exercise of Free Speech in Areas Outside Of Designated Free Speech Area
The president of each college may designate areas outside of the Free Speech Areas where students, faculty and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

Board Rule 9903.10 - Bulletin Boards
Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

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

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

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

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

Board Rule 9903.11 - Posting Areas
The president of each college, or his/ her representative, may designate areas other than the bulletin boards for display of materials.

Board Rule 9904 - Student Use of Areas Not Designated For Free Speech Activities
Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this Article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 9905 - Visitor Use of Areas Not Designated For Free Speech Activities
Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Academic Policies and Regulations

Article X - Events And Activities Of Students And Student Groups

Board Rule 91002 - President's Authority to Create Additional Rules

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

Board Rule 91004.12 - Non-Censorship of Lecturers and Speakers

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

Drug-Free Campuses

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

Legal Sanctions

Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks

Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Counseling, Treatment and Rehabilitation

Students should contact the campus Counseling Office or the Student Health Center for assistance and referrals.

Employees should contact the Los Angeles Community College District Employee Assistance Program.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

Smoking Policy

Smoking is not permitted on campus except for designated smoking zones.

Student Discipline Procedures

Violation of the above Board Rules shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101.

Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration, and permanent expulsion.

Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, State, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct. The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

Student Responsibility

The College believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

Student Right to Know

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101 -542):

It is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students.

Beginning in fall 1996, a cohort of all certificates, degree- and transfer-seeking first-time, full-time students were tracked over a three-year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at: http://srtk.cccco.edu/index.asp.

Policy on Student and Public Complaints against Institution

The Los Angeles Community College District and West Los Angeles College have in place student grievance and public complaint policies and procedures that are reasonable, equitably administered, and shared openly with the public.

The District

Specifically, the Board Rules are accessible online at the District Website under the *Board of Trustees* link. Board Rule 15003 defines key terms for the complaint process (e.g. complaint and discrimination) and uses terms under federal and state laws and the categories of discrimination (see LACCD Board Rule 15003 at *http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx*). In addition to prohibited discrimination, other student complaints and grievances are described in Administrative Regulations promulgated under the rules which are available online at the District's website (see LACCD Board Rule 9803 at *http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf*).

Complaints are addressed in the following categories:

- Financial Aid: Describes the district appeals review process for college decisions regarding financial aid appeals;
- Admissions and Health (Nursing): Explains the program admissions, academic, and health requirements for the District's nursing programs. Dismissal and appeals procedures are detailed in this regulation as well;
- Grades: Details the procedures for resolving student grievances, including grade challenges;
- Student Grievance Procedures: Explains the appeal procedure at the district-level following certain types of grievances;
- Disability Services: Describes the criteria for serving students with disabilities, including appeals of eligibility determination and accommodations; and
- Miscellaneous: General categories of grievances not covered by established board

procedures (see the LACCD Administrative Regulations *https://www.laccd.edu/About/Documents/AdministrativeRegulations/B-8.pdf*; . *https://www.laccd.edu/About/Documents/AdministrativeRegulations/E-10.pdf* ; *https://www.laccd.edu/About/Documents/AdministrativeRegulations/E-55.pdf*)

The College

Key components of the procedures and processes for complaints and grievances include:

- Student Grievance Procedure
- Student Discipline
- Grade Complaints
- Students Right to Know (refer to the Students Right to Know section of this catalog) [4]

Students with grievances should contact the college ombudsperson appointed by the Office of the President (Administrative Regulation E-55) see *www.wlac.edu/Policies/Grievance.aspx*

Prohibited discrimination complaints (including sexual harassment claims) should be directed to the LACCD Office of Diversity (*https://www.laccd.edu/FacultyStaff/diversity/Pages/default.aspx*) for review and, if appropriate, investigation. If the complaint warrants an investigation, the compliance officer completes the investigation within 60 days and makes a written report to the College president for college-based matters. The College president independently assesses whether the "preponderance of the evidence" supports a violation of the prohibited discrimination policy. Prior to making a final decision, the complainant(s) and the alleged offender(s) are provided with a summary of the compliance officer's findings from the investigation, and they are provided an opportunity to make an oral statement to the College president.

Issues that are not resolved at the campus level may be presented to the Accrediting Commission for Community and Junior Colleges (ACCJC) for complaints associated with institutional compliance with academic program quality and accrediting standards. If the complaint cannot be resolved at the campus level and is unrelated to academic program quality and accrediting standards, it can be directed to the CCC Chancellor's Office.

Student Grievance Policies & Procedures

The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. The procedure enumerated in

Academic Policies and Regulations

Administrative Regulation E-55 shall be available to any student or applicant for admission who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. Education Code Section 76224(a) governs grievances relating to course grades.

Section 76224(a) provides:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Before filing a grievance, each student with a complaint should first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student should contact the appropriate department chairperson next, and then contact the appropriate Dean of Academic Affairs if the matter is not resolved.

If the complaint involves a staff member and is not resolved after discussing the matter with the staff member, the student should contact the person's immediate supervisor or manager.

The Student Grievance link on the college website explains the purpose of the student grievance and the process to resolve and initiate the grievance and other complaint processes (*visit* www.wlac.edu/Policies/Grievance.aspx*).* Students needing assistance with the grievance process can contact the ombudsperson for support. Students also have the option to request a student advocate who assists the complainant with the grievance process. In compliance with the recent Title IX regulations changes effective July 1, 2015, both the District and the College have designated Title IX compliance officers who students, faculty or staff may contact to collect resources or to submit Title IX-related complaints; both the District and College websites post contact information for the Title IX compliance officers.

Presidential Complaint Process

The College has a review process for complaints that do not fall under any of the enumerated categories. The procedure is outlined as an internal operational policy:

Within 90 days from the start of the investigation, a written decision is mailed to both the complainant(s) and the alleged offender(s) from the College president's office. Following the final written decision, the College president initiates discipline, if appropriate. If the complainant is not satisfied with the written decision, he or she may appeal to the District's governing board within

15 days by writing an appeal to the District chancellor's office. Records of these types of investigations, including the compliance officer's investigation report and the College president's written decisions are securely maintained in the College president's office.

To contact the President's Office, visit the Student Services Building room 440 or call (310) 287-4325.

GRADUATION REQUIREMENTS

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest.

1. **Unit Requirement** – at least 60 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

2. **Scholarship Requirement** – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based.

3. **Residence Requirement** – Completion of at least 12 units of course work in residence and attendance at the College during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

4. **Course Requirements** –The Graduation Plan is outlined in the West Los Angeles College General Education Requirements worksheet and a list of majors can be found at the end of the "Academics" section.

English and Math Competency

LACCD Administrative Regulation E-79

Continuing students with catalog rights from prior to fall 2019 who place into any transfer-level math course have met math competency for all AA/AS degrees. Students admitted fall 2019 or later may meet competency by verifying earning a grade of C- or higher in Algebra 2 or equivalent or higher at a

US regionally accredited high school or college, or through other means as defined below.

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

Mathematics Competency

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

1) Verification of passing with a grade of C or P or higher any course from a California Community College with 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, or

2) Verification of passing with a grade of C- or higher 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.

3) 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.

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

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

Written Expression Competency

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

1) Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent

Graduation Requirements

from any United States regionally accredited institution with a grade of C- or higher.

2) 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.

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

Catalog rights

Students who maintain continuous catalog rights (as defined in Board Rule 6203) may satisfy competency according to the requirements stated in college catalogs pursuant to relevant Board Rules and Administrative Regulations from the first term under those rights until the term all graduation requirements have been met or any intervening term.

II. The District Curriculum Committee shall establish whether a course meets the competency requirement as established in this administrative regulation.

Requirements for a Second Associate of Arts or Associate of Science Degree

A student who contemplates acquiring a second associate degree should discuss this matter with a counselor to determine whether the student's goal would better be met by either a baccalaureate degree or occupational certificate, or whether acquisition of a second associate degree meets a bona fide occupational requirement.

Transfer Requirements

(See Associate Degrees for Transfer)

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum

(IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be "transfer students."

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or

2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

NOTE: Students expecting to transfer to four-year institutions should visit the Transfer Center and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

Student Responsibility for Meeting Transfer Requirements

Students are strongly advised to gather as much information as possible about their chosen transfer college or university. The Transfer Center will assist students with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer institution, and then to choose the appropriate West Los Angeles College courses to satisfy the requirements for transfer to that college or university.

Courses Which May Be Used in IGETC or CSU plans:

1. Courses that are required for the major may also be used for general education.

2. A course found in more than one area may be counted only once.

3. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed at that college.

4. Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.

5. Courses required for the major must be completed with a grade of "C" or higher.

California State University (CSU) Certification of General Education Requirements

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for a baccalaureate degree at any one of the campuses in the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree neither to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with a counselor concerning these general education requirements as soon as they have determined the college they wish to attend, as the requirements are periodically revised.

NOTE: Every community college may apply its courses differently even if the course has the same title and number. See a counselor, particularly if taking courses elsewhere in the Los Angeles Community College District (LACCD). Areas A1, A2, A3 and B4 must be completed with a grade of "C-" or better before transfer to a CSU. Please refer to the California State University (CSU) worksheet at the end of this section.

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower-division general education requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division general education courses. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular

UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission.

Students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting any courses, please see a counselor for assistance in planning your program.

GPA Requirement
IGETC courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements.

Use of AP Exams
IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/ English Composition requirement.

Proficiency in a Language Other Than English
Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

• Complete two years of high school coursework in one language other than English with a grade of C or better. Student must provide official transcripts from High School.

• Complete a course at a college or university with a grade of C or better in each course. Refer to IGETC Area 6 for courses.

• Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

Chinese with Listening: not offered before 1995/520
French/French with Listening: 500/540
German/German with Listening: 500/510

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Hebrew (Modern): 500/470
Italian: 500/520
Japanese with Listening: 500/510
Korean/Korean with Listening: not offered before 1995/500
Latin: 500/530
Spanish/Spanish with Listening: 500/520

- Achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.
- Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- Satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- Earn a passing grade on the international A level or O level exam in a language other than English.
- If an appropriate achievement test is not available to assert a student's proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a West Los Angeles College counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

Foreign coursework from non-US regionally accredited institutions may not be used.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

Certification

Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. "Certified" community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. "Uncertified" UC and CSU transfer students will have their transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete lower division, general education units than are required of a "certified" transfer. For this reason, "fully certified" transfer is strongly recommended.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC OR CSU G.E. Coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. West Los Angeles College will verify that the student has completed the IGETC requirements prior to transfer to the UC or CSU system. It is the student's responsibility to request IGETC or CSU G.E certification during the last semester of attendance.

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

IGETC Certification

All IGETC coursework MUST be completed before a student's transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

CSU Certification

The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester.

WLAC GENERAL EDUCATION PLAN REQUIREMENTS

- This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a 4-year 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.
- These requirements are subject to change each year. Please see a counselor and check the college catalog for specific major requirements.
- A copy of the form is available in the Counseling Office, and online: www.wlac.edu

MAJOR REQUIREMENTS

Minimum of 18 units in a single or related field.

Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better, or a "P" if the course is taken "Pass/No Pass" basis.

NOTE: **Classes in this table with a "*" may only be used to meet 1 requirement**
C = Complete   IP = In Progress   N = Not Yet Completed

A. NATURAL SCIENCES Required: (3 SEMESTER/4 QUARTER UNITS MINIMUM)		C	IP	N
Anatomy 1 Anthropology 101 Astronomy 1 Biology 3 (3A&3B), 6, 7, 10 Chemistry 51, 56, 69, 66, 101, 102, 211, 212, 221 Earth science 1 Environmental Science 1, 2, 24	Geography 1, 3 Geology 1, 2, 12 Microbiology 20 Oceanography 1 Physics 6, 7, 12, 37, 38, 39 Physiology 1 Psychology 2			

B. SOCIAL & BEHAVIORAL SCIENCES and AMERICAN INSTITUTIONS Required: (6 SEMESTER/12 QUARTER UNITS MINIMUM)				
B1. American Institutions *(3 semester/4 quarter units minimum)* African American studies 4, 5 Economics 10 History 11, 12, 41, 42, 43, 44 Political Science 1	**B2. Social and Behavioral Sciences** *(3 semester/4 quarter units minimum)* Administration of Justice 1, 4, 67 Anthropology 102, 103, 104, 109, 121, 132 Art 117* Asian American Studies 3* Business 1, 5 Chicano Studies 2, 47* Child Development 1 Chinese 10* Communication Studies 122 Counseling 20, 40 Economics 1, 2, 11 Geography 2, 7 History 1, 2, 5, 6, 27, 29, 74, 86, 87 Law 1, 3 Library Science 101, 103 Political science 2, 4, 7, 14, 17, 60, 61 Psychology 1, 8, 13, 14, 41, 52, 64 Sociology 1, 2, 11 Any course not used in B1			

GRADUATION REQUIREMENTS: Page 2 of 2

C. HUMANITIES Required: (3 SEMESTER/4 QUARTER UNITS MINIMUM)	C	IP	N

American Sign Language 1, 2   Film Prd 100
Animation 218   French 1, 2, 3, 4
Arabic 1, 2   History 1, 2, 40, 86, 87
Art 101, 102, 103, 104, 107, 111, 114, 117,   Humanities 30, 31, 60
     141, 201, 300, 400, 501, 502,   Italian 1, 2, 10
     633, 635, 639, 708, 709, 806   Japanese 1, 2
Asian American Studies 3   Multimedia 100
Broadcasting 1   Music 101, 111, 121, 136, 141, 214
Chicano Studies 37, 47*   Philosophy 1, 12, 14, 20, 28, 33, 40, 41
Child Development 3   Photography 27A, 27B
Chinese 1, 10   Sociology 86
Cinema 1, 3, 4, 5, 18, 107   Spanish 1, 2, 3, 4, 10, 12,
Dance Studies 805   Theater Arts 100, 110, 114, 200, 232, 305
English 102, 127, 203, 204, 205, 206, 209,
     215, 219, 234, 239			

D. LANGUAGE & RATIONALITY Required: (6 SEMESTER/8 QUARTER UNITS MINIMUM)			
D1. English Composition (3 semester/4 quarter units minimum) *Effective FA '19 new student competency rules available under Administrative Regulation E-79. Please see pages 57 and 58 or consult with a counselor.* English 101*	*D2. Communication and Analytical Thinking* (3 semester/4 quarter units minimum) Communication studies 101, 104, 121, 151 Computer Science 901, 902, 933, 934, 935, 938 English 102, 103 Library Science 101, 102, 103, 104 Mathematics 123C, 125, 128 or higher Philosophy 6, 8, 9		

E. HEALTH AND PHYSICAL EDUCATION Required: (3 SEMESTER/4 QUARTER UNITS MINIMUM)			

E1. Health Education
 	
(2 semester units minimum)
 	
    Health 7, 11
    (Include one activity course from E2)
	E2. Physical Education Activity
	
	(1 semester unit minimum)
	
	    ANY Kinesiology activity (Formerly P.E.)
	    DanceST/DanceTQ may be counted		

CSU GENERAL EDUCATION CERTIFICATION

2019 – 2020 Requirements   Page 1 of 3

Every community college may apply its courses differently, even if the course has the same title and course number. Consult with a counselor for up to date information. **Areas A1, A2, A3, B4** must be completed with a grade of "C-" or higher before transferring to a CSU.

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

This information is subject to change each year. Please consult with a Counselor.

NOTE: * = This course can only be counted in one area   + = Courses where transfer credit may be limited
^{L} = Lab
C = Complete   IP = In Progress   N = Not Yet Completed

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING Required: (9 SEMESTER/12 QUARTER UNITS MINIMUM)	C	IP	N
Select 1 course from each area. Must be completed with a "C-" or better to meet admissions requirements to a CSU campus. **A-1. Oral Communication**: Communications (Formerly Speech) 101, 121, 151 **A-2. Written Communication:** English 101 **A-3**. **Critical Thinking**: English 102*, 103; Philosophy 6, 8, 9; Comm 104			

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS Required: (9 SEMESTER/12 QUARTER UNITS MINIMUM)			

Select 3 courses to include one from B-1, one from B-2, and one from B-4. <u>A corresponding lab course is required</u>. Lecture courses with Lab included are marked ^{L}

B-1 Physical Science:
Astronomy 1
Chemistry 51^L+, 56^L; 60^L+, 66^L, 101^L, 102^L, 211^L, 212^{L}, 221
Earth Science 1
Environmental Science 1, 24
Geography 1
Geology 1,2, 12
Oceanography 1
Physical Science 1
Physics 6^{L+}, 7^{L+},12, 37^{L+}, 38^{L+}, 39^L
    *(+UC transfer credit limit : Credit given for one series Physics 6/7 **or** Physics 37/38/39)(+Chem 51 and 60 combined: max credit one course. No credit for Chem. 51 or 60 if taken after Chem. 101 or 102)*

B-2. Life Science:
Anatomy 1^L
Anthropology 101
Biology 3^L or 3A+3B (*to receive UC/CSU credit for 3A+, 3B must be completed),* 6^{L+}, 7^{L+} *(+No credit for Bio3, 3A,3B if taken after Bio 6 or 7)*10^L
Environmental Science 2
Microbiology 20^L
Physiology 1^L
Psychology 2

B-3 & B-4 on next page

CSU GENERAL EDUCATION CERTIFICATION: Page 2 of 3

	C	IP	N
B. PHYSICAL UNIVERSE AND ITS LIFE FORMS…continued Required: (9 SEMESTER/12 QUARTER UNITS MINIMUM)			

B-3. Laboratory Activity:

**This requirement may also be satisfied by completion of any lecture with lab course listed in area B1 or B2 above that is marked with a ^{L} :
Astronomy 5
Anthropology 111
Biology 3B (*to receive UC/CSU credit for 3A, 3B must be completed*)
Earth Science 2;
Environmental Science 13
Geography 15
Geology 6, 7
Physical Science 14

B-4. Mathematics / Quantitative Reasoning

Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admission to a CSU.

Math 215, 227,227S, 230, 235, 236, 241, 241S, 245, 260, 261, 262, 263, 270, 275
CompSci 942

C. ARTS AND HUMANITIES Required: 1 course from C-1, 1 course from C-2, and a third course from either C-1 or C-2			

C-1. Arts:

Art 101, 102, 103,104, 107, 111, 115, 141, 201, 501, 502, 708, 709
Cinema 3, 4,18, 107
Dance Studies 805
History 40
Music 101, 111, 121, 122,136, 141
Philos 40*
Photo 27A, 27B
Theater 100, 110, 200

C-2. Humanities:

Arabic 1, 2
Art 117*
American Sign Language 1, 2
Asian 3*
Chicano 37, 47*
Chinese 1,10*
English 102*,127, 203, 204 , 205, 206, 209, 215, 219*, 234*, 239
French 1, 2, 3, 4
History 1*, 2*, 86*, 87*
Humanities 30, 31, 60, 77
Japanese 1, 2
Philosophy 1, 12, 14, 20, 28, 33, 40*, 41
Spanish 1, 2, 3, 4, 12

D. SOCIAL SCIENCES Required: (9 SEMESTER/12 QUARTER UNITS MINIMUM)			

Courses must be chosen from at least **two disciplines**.

Not part of CSU G.E., *but may be completed prior to transfer. For CSU GE certification purposes, courses used in this box to satisfy this CSU graduation requirement may also be used to satisfy Subject Area D. However, if a course(s) is used to satisfy both CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.*

A. Political Science 1
B. African American Studies 4+, 5+ History 11, 12, 41+, 42+, 43, 44, Econ 10

Social Sciences continued on next page

CSU GENERAL EDUCATION CERTIFICATION: Page 3 of 3

D. SOCIAL SCIENCES…continued Required: (9 SEMESTER/12 QUARTER UNITS MINIMUM)	C	IP	N
Administration of Justice 1, 4, 67 Addiction Studies 64* African American Studies 4+, 5+ Asian 3* Anthropology 102,103, 104, 109, 121, 132, 134 Art 117* Business 1 Chicano 47* Child Development 1 Communications 122 Chinese 10* Geography: 2, 7 Economics 1, 2, 10, 11 English 219*, 234* History 1*, 2*, 5, 6, 11, 12, 27, 29, 41+, 42+, 43, 44, 74, 86*, 87 Law 3 Political Science 1, 2, 4, 7, 14, 17, 60, 61 Psychology 1,8, 13, 14*, 41,* 52 Sociology 1, 2, 11 Spanish 10			

E. PHYSICAL UNIVERSE AND ITS LIFE FORMS Required: (3 SEMESTER/4 QUARTER UNITS MINIMUM			
Addiction Studies 64* Counseling 20, 40 Family & Consumer St. 21 Health 7,11 Psychology 14*, 41*, 52* DanceST* 814-16, 822, 826 DanceTQ* 111,112,121-124,141,142,151-152,333, 437, 463 Kinesiology* 229,232,245,250-1-3, 251-1-3, 272,285-288,291,303-1-4, 326-1-2,327, 329,331, 334-1-2, 335-1, 345, 350-1-2, 351-1-3, 386-389, 391 Kinesiology Athletics* 503,504,506,508,511, 512, 516,552-558,563, 564, 571 *Only 1 unit of DANCEST, DANCETQ, KIN, KIN ATH activity may be counted in this area			

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

2019 – 2020 Requirements

General Education Plan for Transfer to the CSU / UC Systems

THIS FORM SUBJECT TO CHANGE EACH YEAR

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. Please consult with a Counselor as updates are made throughout the year.

NOTE: * = This course can only be counted in one area   + = Courses where transfer credit may be limited
      ᴸ = Lab

C = Complete   IP = In Progress   N = Not Yet Completed

I. ENGLISH COMMUNICATIONS AND CRITICAL THINKING Required: (2-3 COURSES; 6-9 SEM/8-12 QUARTER UNITS)	C	IP	N
CSU transfer – complete one course from each group. UC transfer – complete one course from groups **A** and **B** only. **A. English Composition**: English 101 **B. Critical Thinking/ English Composition**: English 103 C. **Oral Communication (CSU requirement only)**: Communications (formerly Speech)ß 101, 151			

II. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING Required: (1 COURSE; 3 SEMESTER/4 QUARTER UNITS MINIMUM)			
Computer Sci 942 **Math** 227, 227S, 230, 235+, 236+, 245+, 260+, 261+, 262+, 263, 270, 275 *Max UC credit for two courses: Math 235&236; 261&262* *Max UC credit: one course for Math 245 and 260*			

III. ARTS AND HUMANITIES Required: (3 COURSES; 9 SEMESTER/12 QUARTER UNITS MINIMUM			
Choose 1 course from A, 1 course from B, and a third course from A or B **A. Art**: Art 101,102,103,107,109,111,115, 141 Cinema 3,4,107 Dance Studies 805 Music 111, 121, 122, 136, 141 Philos 40 Photo 27A, 27B Theater 100,110 **B. Humanities**: Art 117* Asian 3* Chinese 10 English 102, 203, 204, 205, 206, 209, 215, 219, 234, 239 French 3,4 History 1*, 2*, 86*, 87* Humanities 30, 31, 60, 77 Philosophy 1, 12, 14, 20, 28, 33, 41 Spanish 2, 3, 4, 12			

IGETC CERTIFICATION: Page 2 of 2

IV. SOCIAL AND BEHAVIORAL SCIENCES Required: (3 COURSES; 9 SEMESTER/12 QUARTER UNITS MINIMUM)	C	IP	N

Choose 3 courses from at least two different disciplines.

Administration of Justice 1, 4, 67
African American Studies 4+*(same as History 41)*, 5+ *(same as History 42)*
Anthropology 102, 103, 104, 109, 121, 132, 134
Art 117*
Asian 3*
Child Dev 1
Chinese 10
Comm 122
Economics 1, 2, 10, 11

French 10
Geography 2,7
History 1*, 2*, 5, 6, 11, 12, 27, 29, 41+* (*same as Afro Am 4*) , 42+ *(same as Afro Am5)* 43+, 44+, 74, 86*, 87*
Political Science 1, 2, 7,17, 14, 60
Psychology 1,8,13,14, 41,52; Sociology 1, 2,11
Spanish 10
+*History 11,41; Afro Am 4 combined: max credit, one course* +*History 12 , 42, 43,44 African Am 5 combined: max credit, one course*

V. PHYSICAL AND BIOLOGICAL SCIENCES Required: (2 COURSES; 7 SEMESTER/9 QUARTER UNITS MINIMUM)			

Choose 1 course from A,
1 course from B.
At least 1 course must include a <u>corresponding lab</u>.
Lecture courses with Labs included are marked with (L).
Separate Lab course in area C.

A. Physical Science:
Astronomy 1;
Chemistry 51+^{L},56+^{L}, 60+^{L}, 66^L,101+^{L}, 102+^{L}, 211+^{L}, 212+^{L}, 221^L;
Earth Science 1
Environmental Science 1,24
Geography 1
Geology 1,2, 12
Ocean 1
Physical Science 1
Physics 6+^{L}, 7+^{L}, 37+^{L}, 38+^{L}, 39+^{L}
(+Chem 51 and 60 combined: max credit, one course. No credit for Chem 51 or 60 if taken after Chem101 or 102.)

B. Biological Sciences:
Anatomy 1^L
Anthropology 101
Bio 3^{L}or 3A+3B   (to receive UC/CSU credit both 3A&3B must be completed) 6+^{L}, 7+^{L};10^L
Environmental Sci 2
Micro 20+^{L}
Physiology 1^L
Psychology 2

C. Laboratory Activity: Requirement met by any corresponding lab to lecture in area 5A or 5B.
Anthro 111
Astron 5
Biology 3B
Earth 2
Geog 15
Geol 6, 7
Physical Sci 14

CSU REQUIREMENT ONLY | GRADUTION REQUIREMENT NOT PART OF IGETC AMERICAN INSTITUTION			

Courses must be chosen from at least **two disciplines.**

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.

Choose 1 course from A; 1 course from B

A. African American Studies 4, 5; History 11, 12, 41, 42, 43, 44; Econ 10
B. Political Science 1

DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

The following section details the required curriculum for degree and certificate program awards. Each program award will be listed by its title followed by the type of award:

BS   Bachelor of Science degree
AA-T Associate in Arts for Transfer degree
AS-T Associate in Science for Transfer degree
AA   Associate of Arts degree
AS   Associate of Science degree
CA   Certificate of Achievement
SC   Skills Certificate*
CN   Certificate of Completion (noncredit)
CY   Certificate of Competency (noncredit)

*Note: Skills certificates are issued directly by the departments offering them. They are not state-approved and do not appear on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate Degrees, Certificates of Achievement, or Skill Certificates.

Students should refer to "Graduation Requirements" (in the "Academics" section of this catalog) for additional information about each award type.

Students should consult a Counselor in order to develop an educational plan. Transfer students should consult the Transfer Center to ensure that their plan will fulfill major preparation and general education requirements at their intended transfer institution.

Bachelor of Science Degree (BS)

West Los Angeles College currently offers a Bachelor's of Science (BS) Degree in Dental Hygiene.

Associate Degrees for Transfer (AA-T and AS-T), Associate Degrees (AA/AS), Certificates of Achievement (CA), and Skill Certificates (SC)

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate degrees, Certificates of Achievement, or Skill Certificates.

Associate Degrees for Transfer (AA-T and AS-T)
California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to http://www.sb1440.org/ Counseling.aspx. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

An **Associate of Arts (AA)** or **Associate of Science (AS)** Degree is granted to recognize a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units including general education requirements and specific major requirements. A minimum GPA of 2.0 ("C") or better is required for an Associate Degree.

A **Certificate of Achievement (CA)** is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 8 or more semester units, and may be pursued on a full-time or part-time basis. Vocational certificate programs are usually one-year educational programs that offer courses needed to prepare students for employment. A Certificate of Achievement program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

A **Skill Certificate (SC)** is issued by the department offering the certificate for programs requiring 17 semester units or fewer. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Requirements

new employment. Courses that make up a Skill Certificate may apply toward a Certificate Program or Associate Degree. A grade of "C" or better is required in each course required for the major. Always consult a counselor for verification.

Departments offering skills certificates are responsible for their issuance.

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates of achievement may participate in commencement.

Students should petition the Admissions office for Associate Degrees or Certificates of Achievement during the final semester in which completion of requirements takes place. Units earned to-ward a Certificate may be applied toward an Associate Degree of the same major.

A 2.0 GPA and completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed are required for any certificate.

For both the degree and certificate programs, transcripts from all other colleges attended must be on file in the Admissions office.

NONCREDIT CERTIFICATES (CN/CY)

Noncredit Certificate of Completion (CN) and Certificate of Competency (CY)
West Los Angeles College has received approval from the California Community College Chancellor's Office to offer noncredit programs with certificates of completion and competency. These educational programs focus on career development or college preparation.

College Board Code for University Application 004964

For complete information on Transfer Associate Degree requirements, the student should refer to "Graduation Requirements" and to "Transfer Requirements" in this section. Lower-division requirements of four-year colleges and universities are found under "Transfer Requirements." Because baccalaureate institutions differ in their majors' requirements, it is vitally important for transfer students to consult with a counselor before registration to get the best available information about courses they need to take.

Degree and Certificate Program Descriptions

ASSOCIATE DEGREE FOR TRANSFER

The Associate Degrees for Transfer (AA-T and AS-T) are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing an Associate Degree for Transfer are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an Associate Degree for Transfer, students must complete:

1. 60 semester units that are eligible for transfer to the California State University.

2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education (CSU) – Breadth Requirements.

3. A minimum of 54 semester units in a major or area of emphasis, as determined by the community college district.

4. Obtainment of a minimum grade point average of 2.0.

5. A grade of "C" or better in all courses required for the major or area of emphasis.

Students who have completed an Associate Degree for Transfer will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with a West Los Angeles College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the Associate Degree for Transfer.

Information on which campuses accept this degree can be found at http://www.sb1440.org/

Once admitted and enrolled in a designated similar degree program at a CSU, you can complete your bachelor's degree with as few as 60 additional semester units or 90 additional quarter units of coursework.

West Los Angeles College offers 24 Associate Degrees for Transfer:

Administration of Justice	History
Anthropology	Kinesiology
Art History	Law, Public Policy & Society
Art - Studio Arts	Mathematics
Biology	Philosophy
Business Administration	Physics
Communication Studies	Political Science
Early Childhood Education	Psychology
Economics	Public Health
Elementary Teacher Education	Sociology
English	Spanish
Family & Consumer Studies (Nutrition & Dietetics)	Theater Arts

Requirements for each of these degrees can be found on the following pages in alphabetical order.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

DEGREE AND CERTIFICATE PROGRAM DESCRIPTIONS

ACCOUNTING
BUSINESS DIVISION

ACCOUNTING (AA)
MAJOR CODE: 0502.00

The Associate of Arts degree in Accounting is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught. Students interested in transferring to a four-year college or university with a major in Accountancy or Business Administration (Accounting-related option) may consider the Associate of Science Degree for Transfer (AS-T) in Business Administration.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.
- Collect and compile financial data for management analysis of service, retail, and manufacturing status of a business.
- Review, refine, and make adjustments in calculations for completion of financial transactions, records, and forms.
- Communicate oral and written thought in a clear and organize manner to effectively inform, persuade, and convey ideas in the workplace.

Required courses		26
ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
BUS 005*	Business Law I	3
CO SCI 901*	Introduction to Computers and Their Use	3
CO SCI 930*	Microcomputer Application Software	4
ECON 001*	Principles of Economics I	3
ECON 002*	Principles of Economics II	3

Elective units (chosen from the following)		9
ACCTG 015	Tax Accounting I	3

ACCTG 020	Managerial Accounting	3
ACCTG 025	Automated Accounting	3
BUS 001*	Introduction to Business	3
BUS 032	Business Communications	3
MGMT 001	Principles of Management	3

Additional LACCD GE plan units	18
(21 units, minus 3 major units that may be double-counted as GE)	

Additional degree-applicable elective units	7

TOTAL	60

ACCOUNTING (CA)
MAJOR CODE: 0502.00

All courses must be completed with a grade of "C" or better to count towards the Certificate of Achievement in Accounting. Upon completion of the requirements, a petition for the Certificate of Achievement needs to be filed in the Office of Admissions and Records.

Required courses		26
ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law I	3
CO SCI 901*	Introduction to Computers and Their Use	3
ECON 001*	Principles of Economics I	3
ECON 002*	Principles of Economics II	3

Elective units (chosen from the following)		9
ACCTG 015	Tax Accounting I	3
ACCTG 020	Managerial Accounting	3
ACCTG 025	Automated Accounting	3
BUS 032	Business Communications	3
MGMT 001	Principles of Management	3

TOTAL UNITS	35

Recommended for students also pursuing the Business Administration Degree for Transfer AS-T. It is recommended that students meet with a counselor to develop a Student Educational Plan to align with the Accounting degree and certificate of achievement.

Degree and Certificate Program Descriptions

ADDICTION STUDIES

HEALTH SCIENCES DIVISION

(Formerly Alcohol and Drug Studies)

(Also see any of the following health industry programs)
> ALLIED HEALTH
> DENTAL ASSISTING
> DENTAL HYGIENE (BS)
> HEALTH SCIENCE
> MEDICAL ASSISTING
> PARAMEDICINE
> PUBLIC HEALTH

ADDICTION STUDIES (AA)
MAJOR CODE: 2104.40

The Associate of Arts degree in Addiction Studies is primarily designed for career and technical education and workforce training/ development.

The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

Students interested in transferring to a four-year college or university should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Practice Professional ethics and cultural acceptance in a work setting.
- Utilize various counseling techniques and theories to build rapport and create healthy relationships with each client, using skills of effective one-on-one and group counseling to promote self-responsibility and encourage positive change in client.
- Teach effective life, coping, and adjustment strategies.
- Utilize knowledge of the Diagnostic and Statistical Manual and data from intake procedures to identify mental illnesses.
- Assist with creation and implementation of a treatment plan that identifies needs, realistic expectations to be achieved, and necessary referrals.
- Continually self-assess one's psychological state and critically analyze, evaluate, and adopt a variety of solutions that support one's mental and emotional wellness, effectively manage stress, and avoid burnout.
- Draw on research and knowledge of psychoactive drugs and addiction to serve the needs of the counseling position, the client, and the community.
- Perform administrative tasks, continue to engage with licensing agencies, and maintain continuing education credits.

Required courses		36
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 002	Biopsychology of Chemical Dependency: Drugs, Behavior, and Health	3
ADDICST 004	Clinical Counseling Law and Ethics	3
ADDICST 005	Principles of Group Dynamics	3
ADDICST 007	Intervention, Treatment, and Recovery	3
ADDICST 010	Addiction and the Family	3
ADDICST 016	Cont. Recovery: Strategies and Skills	3
ADDICST 084	Fieldwork Practicum	3
ADDICST 085	Advanced Fieldwork Practicum	3
PSYCH 001	General Psychology	3
PSYCH 014	Abnormal Psychology	3
SOC 011	Race and Ethnic Relations	3

Additional LACCD GE plan units	**18**

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	**6**

TOTAL	**60**

ADDICTION STUDIES (CA)
MAJOR CODE: 2104.40

Students may also earn a Certificate of Achievement in Addiction Studies by completing the 36 unit course requirements listed below. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

Required courses		36
ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 004	Clinical Counseling Law and Ethics	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

ADDICST 007	Intervention, Treatment, and Recovery	3
ADDICST 010	Addiction and the Family	3
ADDICST 016	Cont. Recovery: Strategies and Skills	3
ADDICST 084	Fieldwork Practicum	3
ADDICST 085	Advanced Fieldwork Practicum	3
PSYCH 001	General Psychology	3
PSYCH 014	Abnormal Psychology	3
PSYCH 043	Principles of Group Dynamics	3
PSYCH 068	Biopsychology of Chemical Dependency: Drugs, Behavior, and Health	3
SOC 011	Race and Ethnic Relations	3

ADMINISTRATION OF JUSTICE

BEHAVIORAL SCIENCE DIVISION

(Also see CORRECTIONS)

The Administration of Justice program is a study of the United States of America's criminal justice system used by local, state, and federal level government. Students will learn about the inter- action and relationship of the criminal justice system's three major components: law enforcement, judiciary and corrections If your goal is to work within the Criminal Justice field, this program will equip you to meet high academic standards and develop professional skills.

West Los Angeles College Administration of Justice program is a state recognized program Students intending to transfer are advised to pursue the Associate of Science Degree for Transfer (AS-T) in Administration of Justice. In addition to the Associate of Arts Degree in Administration of Justice, we offer other public safety options in both Corrections and Fire Technology. The curriculum is designed to provide students with the education necessary to gain entry into and for career promotion in the criminal justice field. The curriculum is offered on campus or online format.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in

assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

ADMINISTRATION OF JUSTICE (AS-T)
MAJOR CODE: 2105.00

The Associate in Science for Transfer degree in Administration of Justice is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement.

The program is an interdisciplinary approach with academic and professional coursework to enhance the students' training. Therefore, the program provides preparation for employment as well as transfer to the CSU.

Students who successfully complete this degree will be admitted to the CSU with a major in Criminal Justice or Criminology, or other closely-related major.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		6
ADM JUS 001	Introduction to Administration Justice	3
ADM JUS 002	Concepts of Criminal Law	3

Degree and Certificate Program Descriptions

Electives, list A (two of the following courses)   **6**

ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles & Procedures Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 008	Juvenile Procedures	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3

Electives, list B (two courses of the following courses)   **6-7**

MATH 227	Statistics	4
PSYCH 001	General Psychology I	3
SOC 001	Introduction to Sociology	3

Additional CSU GE or IGETC units   **30-33**
(37-39 units, minus 6-7 major units that may be double-counted as GE)

CSU-transferable elective units   **8-12**

TOTAL   **60**

ADMINISTRATION OF JUSTICE (AA)
MAJOR CODE: 2105.00

Required courses   **30**

ADM JUS 001	Introduction to Administrative Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles & Procedures Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 008	Juvenile Procedures	3
ADM JUS 014	Report Writing for Peace Officers	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3
ADM JUS 160	Police Organization & Administration	3

Elective units (chosen from the following)   **6**

ADM JUS 006	Patrol Procedures	3
ADM JUS 060	Arrest, Search, and Seizure	3
ADM JUS 062	Fingerprint Classification	3

Additional LACCD GE plan units   **18**
(21 units, minus 3 major units that may be double-counted as GE)

CSU-transferable elective units   **6**

TOTAL   **60**

FINGERPRINT CLASSIFICATION (SC)
MAJOR CODE: 2105.01

Required course   **3**

ADM JUS 062	Fingerprint Classification	3

PENAL CODE 832 ARREST COURSE (SC)
MAJOR CODE: 2105.11

Required course   **3**

ADM JUS 060	Arrest, Search, and Seizure	3

POLICE ORIENTATION AND PREPARATION I (SC)
MAJOR CODE: 2105.50

Required courses   **15**

ADM JUS 001	Intro to Administration of Justice	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 014	Report Writing for Peace Officers	3
POLI SCI 001	The Government of the U.S.	3
SOC 002	American Social Problems	3

POLICE ORIENTATION AND PREPARATION II (SC)
MAJOR CODE: 2105.51

Required courses   **15**

ADM JUS 005	Criminal Investigation	3
ADM JUS 006	Patrol Procedures	3
ADM JUS 067	Community Relations I	3
ECON 001	Principles of Economics I	3
PSYCH 001	General Psychology	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

POLICE ORIENTATION AND PREPARATION III (SC)
MAJOR CODE: 2105.52

Required courses		15
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 008	Juvenile Procedures	3
BIOLOGY 003A	Intro to Biology-Lecture	3
CO SCI 901	Intro to Computers and Use	3
HEALTH 11	Principles of Healthy Living	3

POLICE ORIENTATION AND PREPARATION IV (SC)
MAJOR CODE: 2105.53

Required courses		14
ADM JUS 004	Principles/Procedures of Justice	3
ADM JUS 060	Arrest, Search, and Seizure	3
ADM JUS 075	Introduction to Corrections	3
BIOLOGY 003B	Introduction of Biology– Lab	1
HUMAN 060	People and Their World	3
KIN 229	Body Conditioning Skills I	1

ALLIED HEALTH
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)
>ADDICTION STUDIES
>DENTAL ASSISTING
>DENTAL HYGIENE (BS)
>HEALTH SCIENCE
>MEDICAL ASSISTING
>PARAMEDICINE
>PHARMACY TECHNICIAN
>PUBLIC HEALTH

ANTHROPOLOGY
BEHAVIORAL SCIENCE DIVISION

ANTHROPOLOGY (AA-T)
MAJOR CODE: 2202.00

Anthropology is the study of people, both ancient and contemporary, in their biological, archaeological, cultural, and linguistic context. Anthropology uses a holistic approach to integrate findings from the social sciences, natural sciences, and the humanities. The Associates of Arts in Anthropology for Transfer is designed to impart to the student the critical importance of understanding the human condition and its relevancy to an increasingly diverse world. Anthropology can lead to professional opportunities within the field, including cultural resource management, conservation, and forensics as well as in research and teaching in university and museum settings. More often it provides a background for further work in other disciplines of the social sciences, humanities, and biological sciences, as well as for professional careers in government, business, law, medicine, social services, and other fields.

Students interested in transferring to a four-year college or university with a major in Anthropology are encouraged to pursue the Associate in Arts for Transfer (AA-T) in Anthropology. Consult the Counseling Office for individualized educational planning and the Transfer Center for complete information regarding transfer requirements.

Professional opportunities include careers in archaeology, linguistics, the social and natural sciences, health care, international affairs, urban renewal, social welfare, museum work, the National Park Service, conservation programs, ergonomics, and forensics.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Critically analyze anthropological topics.
- Collect and synthesize research data using credible sources to write a cohesive document.
- Demonstrate knowledge necessary to advance academically and professionally in the discipline.
- Collect and synthesize research data using credible sources to write a cohesive document.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at *http://www.sb1440.org/.*

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the

AA-T Associate in Arts Degree for Transfer CA Certificate of Achievement
AS-T Associate in Science Degree for CN Certificate of Completion
Transfer (noncredit)
AA Associate of Arts degree CY Certificate of Competency
AS Associate of Science degree (noncredit)
SC Skills Certificate (non-transcripted)

requirements of an approved transfer model
curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		9
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life:	
	Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing	
	The Human Past	3

Elective list A (one of the following courses)		3-4
ANTHRO 104	Human Language and Communication	
		3
MATH 227	Statistics	4

Elective list B (one of the following pairs of courses)		3-5
GEOLOGY 001	Physical Geology 1	3
	AND	
GEOLOGY 006	Physical Geology Laboratory	2
	OR	
EARTH 001	Earth Science 1	3
	AND	
EARTH 002	Earth Science 2 Laboratory	2

Elective units list C (chosen from the following)		3
ANTHRO 121	Anthropology of Religion, Magic &	
	Witchcraft	3
ANTHRO 132	Native People of North America	3

Additional CSU GE or IGETC units   23-29
(37-39 units, minus 9-16 major units that may be double-
counted as GE)

CSU-transferable elective units   11-15

TOTAL   60

ANTHROPOLOGY (AA)
MAJOR CODE: 2202.00

Required courses		14
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural	
	Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the	
	Human Past	3
ANTHRO 104	Human Language and	
	Communication	3
ANTHRO 111	Human Biology Lab	2

Elective units, list A (chosen from the following)		5-6
ANTHRO 109	Gender, Sex, and Culture	3
ANTHRO 119	Introduction to Forensic Anthropology	2
ANTHRO 121	Anthro of Religion, Magic, Witchcraft	3
ANTHRO 132	Native Peoples of North America	3

Elective units, list B (chosen from the following)		3-5
EARTH 001	Earth Science 1	3
EARTH 002	Earth Science 2 Laboratory	2
GEOLOGY 001	Physical Geology	3
GEOLOGY 006	Physical Geology Lab	2

Recommended Courses		3-4
MATH 227	Statistics	4
PHILOS 008	Deductive Logic	3
PHILOS 009	Symbolic Logic	3

Additional LACCD GE plan units   12-15
(21 units, minus 6-9 major units that may be double-
counted as GE)

Degree-applicable elective units   21-25

TOTAL   60

ART
ARTS & PERFORMANCE DIVISION

(Also see ART HISTORY)

STUDIO ARTS (AA-T)
MAJOR CODE: 1002.00

The Associate in Arts in Studio Arts for Transfer (AA-T)
Degree includes coursework that aligns with lower-division
requirements for transfer to various universities within the
University of California (UC) and California State University
(CSU) systems. Completion of this AA-T program will provide
students the ability to demonstrate critical thinking and
communication skills.

This degree is designed to provide a clear pathway 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 coursework will satisfy the lower division
Communication Studies requirements at some of the CSU
campuses.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate Program Descriptions

Completion of this AA-T program will provide students the foundation to pursue careers in Therapy, library arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Learn the fundamentals of craftsmanship and exemplify competence in the use of tools, materials and concepts.
- Evaluate works of art and design and possess knowledge and mastery of a variety of art making skills.
- Identify major movements in art and architecture and learn to appreciate the diversity of world art and its contribution to the human experience.
- Convey ideas and concepts about artwork through critical discussion and written assignments.
- Explore artistic expression through the analysis of aesthetic and cultural values in two and three dimensional media and convey ideas and concepts about artwork.

Required courses		15
ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3

Elective units (chosen from the following)		9
ART 202	Drawing II	3
ART 204	Life Drawing	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3

Additional CSU GE or IGETC units	31-33

(37-39 units, minus 6 major units that may be double-counted as GE)

CSU-transferable elective units	3-5

TOTAL	60

ASSOCIATE IN ARTS DEGREES IN ART

The Associate Degree program in Art is designed for students intending to enter the fields of design, illustration, art history, and art education. The program offers two state-approved degrees: 1) Ceramics, and 2) Drawing and Painting. The program also offers coursework in Computer Graphics/Multimedia and
Students interested in transferring to a four-year college or university with a major in Art are encouraged to pursue the Associate in Arts Degrees for Transfer (AA-T) in Art History or Studio Art. Consult the Counseling Office for individualized educational planning and the Transfer Center for complete information regarding transfer requirements.
Design.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Understand form, apply elements of form, demonstrate accuracy, maintain harmony two and three dimensionally, vertically and horizontally. Become confident in fundamentals, placement, and   Control. Converse with the language of the arts. Don't be dull. Be original-unique. Secure your technique to equalize and integrate practices.
- Explore new areas of expression. Expose yourself to other fields through art and music. Work in collaboration. Learn to accept criticism. Enhance work with understanding of other areas.
- Be creative. Prepare all aspects personal and professional. Willingness to take risks in work. Be ready for surprises. Risk it all now. Create a competitive portfolio/repertoire. Rearrange everything. Always look at new and old innovative expression.
- Be confident in your area. Self-confidence. Self-esteem. Practice all lessons to mastery. Keep looking. Be aware and learn program upgrades. Learn time-management. Develop discipline of working every day. Have fun with problem solving. Solve your problems with fresh combinations. Illustrate with color. Develop individual creative routine.
- Analyze everything you see in the real world. Always experiment with new visual/aural combinations. Overlap and combine elements. Refine your work. Use imagination. Trust inspiration-breathe.

Degree and Certificate Program Descriptions

- Assessment will be by a portfolio of student work evaluated by the instructor.

ART – CERAMICS (AA)
MAJOR CODE: 1002.30

Required courses		30
ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 201	Drawing I	3
ART 202	Drawing II	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3
ART 710	Ceramics II	3
ART 711	Ceramics III	3

Additional LACCD GE plan units	**18**

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	**12**
TOTAL	**60**

ART – DRAWING & PAINTING (AA)
MAJOR CODE: 1002.10

Required courses		18
ART 101 Survey of Art History I		3
ART 102 Survey of Art History II		3
ART 201 Drawing I	3	
ART 202 Drawing II	3	
ART 501 Beginning Two-Dimensional Design		3
ART 502 Beginning Three-Dimensional Design		3

Elective units (chosen from the following)		12
ART 117*	Meso-American Art: Olmec to Aztec	3
ART 115*	History of Modern Art	3
ART 103*	Art Appreciation	3
ART 111*	History of Contemporary Art	3
ART 204*	Life Drawing I	3
ART 205	Life Drawing II	3
ART 300	Introduction to Painting	3
ART 301	Water Color Painting I	3
ART 302	Water Color Painting II	3
ART 307	Oil Painting I	3

* Courses align with the Studio Arts Associate Degree for Transfer

Additional LACCD GE plan units	**18**

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	**12**
TOTAL	**60**

COMPUTER GRAPHIC ARTS (SC)
MAJOR CODE: 1030.22

Required courses		15
ART 201	Drawing I	3
	OR	
ART 501	Beginning Two-Dimensional Design	3
ART 633	Introduction to Computer Graphics	3
ART 635	Desktop Publishing Design	3
ART 639	Introduction to Digital Imaging	3
ART 641	Advance Desktop Publishing	3

ART HISTORY
ARTS AND PERFORMANCE DIVISION

(Also see ART)

ART HISTORY (AA-T)
MAJOR CODE: 1001.00

The Associate in Arts in Art History for Transfer (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 Art History. This degree is designed to provide a clear pathway to a CSU and guarantee admission to a CSU. Although, students are guaranteed admission, 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 coursework will satisfy the lower division Art History requirements at some of the CSU campuses.

Completion of this AA-T program will provide students the foundation to pursue careers in Therapy, library arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

campuses accept this degree can be found at
http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Demonstrate an understanding of works of art and architecture from diverse genres and historical periods.
- Demonstrate familiarity with more than one artistic culture of a particular time and place.
- Utilize critical thinking to discuss and explore basic historical art concepts and terminology.
- Demonstrate mastery of analytical skills such as observation and inductive reasoning in interpreting works of art.
- Learn to apply fundamental art historical terminology when analyzing the principle developments and primary problems of interpretation and an awareness of critical and theoretical perspectives.

Required courses		12
ART 101	Survey of Art History I	3
ART 102	Survey of art History II	3
ART 117	Meso-American Art: Olmec to Aztec	3
ART 201	Drawing I	3

Elective units, list A (chosen from the following)		3
ART 107	Mexican Art Modern	3
ART 111	History of Contemporary Art	3
ART 501	Beginning Two- Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
ART 204	Life Drawing	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3

Elective units, list B (chosen from the following)		3
Any course from List A not already used, or		
ART 115	History of Modern Art	3
ART 103	Art Appreciation	3
ART 111	History of Contemporary Art	3

Additional CSU GE or IGETC units	31-33

(37-39 units, minus 3-6 major units that may be double-counted as GE)

CSU-transferable elective units	9-11
TOTAL	**60**

AVIATION MAINTENANCE TECHNICIAN
APPLIED TECHNOLOGY DIVISION

The Associate of Science degree and certificates in Aviation Maintenance Technician is primarily designed for career and technical education and workforce training/development. NOTE: Students may receive transfer credit for courses at Cal State San Jose and Cal State Los Angeles, as well as at National University after transfer with an Associate of Science degree.

AVIATION MAINTENANCE TECHNICIAN (AS)
MAJOR CODE: 0950.00

To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers an Aviation Maintenance Technician Associate Degree, an Airframe Maintenance Technician Certificate, and an Aircraft Power Plant Technician Certificate. Upon qualifying by written, oral, and practical examinations, students are issued Federal Aviation Administration (FAA) certificates by the FAA.

The Aircraft Maintenance program is a cohort sequenced program with classes starting every eight weeks, with full-time, evening schedules.

Students seeking Federal Aviation Administration (FAA) certification must grant the FAA permission to review their college transcripts for certification purposes.

CREDIT FOR FAA CERTIFICATES
Please consult with the Chair of the Aviation Department regarding credit for FAA Airframe and/or Power plant license.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.

Degree and Certificate Program Descriptions

AA-T	Associate in Arts Degree for Transfer
AS-T	Associate in Science Degree for Transfer
AA	Associate of Arts degree
AS	Associate of Science degree
CA	Certificate of Achievement
CN	Certificate of Completion (noncredit)
CY	Certificate of Competency (noncredit)
SC	Skills Certificate (non-transcripted)

- To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
- To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
- Apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multi-meter is now a FAA requirement.
- To properly inspect, check, service, repair and overhaul airframe and airframe components.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
- Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
- The student must review the information that will be required by the FAA to pass their required examinations for certification.

Required courses*		72
AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems	4
AVIATEK 008	Electrical and Instrument Systems Lab	2
AVIATEK 009	Assembly, Rigging, and Inspection	4
AVIATEK 010	Assembly, Rigging, and Inspection Lab	2
AVIATEK 011	Aircraft Metal Assembly	4
AVIATEK 012	Aircraft Metal Assembly Lab	2
AVIATEK 013	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 015	Propeller and Power Plant Systems	4
AVIATEK 016	Propeller and Power Plant Systems Lab	2
AVIATEK 017	Ignition and Fuel Metering Systems	4
AVIATEK 018	Ignition and Fuel Metering Systems Lab	2
AVIATEK 019	Reciprocating Power Plant Overhaul	4
AVIATEK 020	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 021	Power Plant Troubleshooting & Testing	4
AVIATEK 022	Power Plant Troubleshooting & Testing Lab	2
AVIATEK 023**	Inspection and Evaluation	4
AVIATEK 024**	Inspection and Evaluation Lab	2

Additional LACCD GE plan units	18

(21 units, minus 3 units that may be waived from area E for this "high-unit" major)

TOTAL	90

* Must be completed with a grade of "C" or better.
** Minimum GPA in all AVIATEK courses of 2.0 is required prior to enrollment in these courses.

AIRCRAFT POWER PLANT TECHNICIAN (CA)
MAJOR CODE: 0950.20

The Power Plant Maintenance Technician program is designed for workforce training and transfer. To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers a Power Plant Maintenance Technician Certificate. Upon completion, students qualifying by written, knowledge (oral), and skill (practical) examinations, students are issued Federal Aviation Administration (FAA) certificate by the FAA.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		54
AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems	4
AVIATEK 008	Electrical and Instrument Systems Lab	2
AVIATEK 015	Propeller and Power Plant Systems	4
AVIATEK 016	Propeller and Power Plant Systems Lab	2
AVIATEK 017	Ignition and Fuel Metering Systems	4
AVIATEK 018	Ignition and Fuel Metering Systems Lab	2
AVIATEK 019	Reciprocating Power Plant Overhaul	4
AVIATEK 020	Reciprocating Power Plant Overhaul Lab	2

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

AVIATEK 021	Power Plant Troubleshooting & Testing	4
AVIATEK 022	Power Plant Troubleshooting & Testing Lab	2
AVIATEK 023**	Inspection and Evaluation	4
AVIATEK 024**	Inspection and Evaluation Lab	2

AIRFRAME MAINTENANCE TECHNICIAN (CA)
MAJOR CODE: 0950.10

This coursework is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the aircraft maintenance industry. Training is given in servicing and overhauls various power plant systems and its components. Aviation Maintenance students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequences of courses. This program is certified by the Federal Aviation Association (FAA).

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		48
AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems	4
AVIATEK 008	Electrical and Instrument Systems Lab	2
AVIATEK 009	Assembly, Rigging, and Inspection	4
AVIATEK 010	Assembly, Rigging, and Inspection Lab	2
AVIATEK 011	Aircraft Metal Assembly	4
AVIATEK 012	Aircraft Metal Assembly Lab	2
AVIATEK 013	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 023	Inspection and Evaluation	4
AVIATEK 024	Inspection and Evaluation Lab	2

BIOLOGY
SCIENCE DIVISION

BIOLOGY (AS-T)
MAJOR CODE: 0401.00

The Associate in Science in Biology for Transfer (AS-T) is designed to provide a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Biology 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 coursework will satisfy the lower division Biology 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 an Associate Degree for Transfer, 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 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) Obtainment of a minimum grade point average of 2.0
(3) A grade of "C" or better in all courses required for the major or area of emphasis.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Explain how scientists investigate causes of natural biological phenomena.
- Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
- Perform basic biological lab procedures.

Required Courses		10
Biology 006	General Biology I	5
Biology 007	General Biology II	5

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA   Associate of Arts degree
AS   Associate of Science degree

CA   Certificate of Achievement
CN   Certificate of Completion (noncredit)
CY   Certificate of Competency (noncredit)
SC   Skills Certificate (non-transcripted)

LIST A:		25
Chemistry 101	General Chemistry I	5
Chemistry 102	General Chemistry II	5
Math 261	Calculus I	5
Physics 37	Physics for Engineers & Scientists I	5
Physics 38	Physics for Engineers & Scientists II	5
TOTAL MAJOR UNITS		**35**

		CSU	IGETC
Total Double Counted Units		9	9
General Education (CSU GE or IGETC for STEM) Units		33	31
Elective (CSU Transferable) Units		1	3
TOTAL DEGREE UNITS			**60**

BIOLOGY (AS)
MAJOR CODE: 0401.00

The Associate of Arts degree in Biology includes coursework that aligns with specific lower-division major requirements for the Biology, Biological Science, and related majors at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Biology or related fields of study may also consider the Associate in Science in Biology for Transfer degree. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

The Associate of Science degree in Biology will provide the student with a strong basic foundation in this science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre- veterinary students.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Explain how scientists investigate causes of natural biological phenomena.
- Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
- Perform basic biological lab procedures.

Required courses		30
BIOLOGY 006	General Biology I	5
BIOLOGY 007	General Biology II	5
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
MATH 260	Pre-Calculus	5
MATH 261	Calculus I	5

Elective courses (chosen from the following)		8-10
CHEM 101	General Chemistry I AND	5
CHEM 102	General Chemistry II OR	5
PHYSICS 006	General Physics I AND	4
PHYSICS 007	General Physics II	4

Additional LACCD GE plan units	18

(21 units, minus 3 units that may be waived from area E for this "high-unit" major)

Degree-applicable elective units	2-4

TOTAL	**60**

BUSINESS
BUSINESS DIVISION

(Also see BUSINESS ADMINISTRATION, MANAGEMENT)

The Business Associate of Arts degree is a survey of the fundamental aspects of all phases of business including entrepreneurship, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets.

The Associate of Arts degree in Business is primarily designed for career and technical education and workforce training/development. The Associate of Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

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

- Use business formulas to calculate and solve quantitative problems. Analyze financial operations of a typical business. (Corporate Math)
- Adopt a variety of practices that adhere to a company's culture of moral business principals. Maintain trust, confidentiality and business integrity in the workplace. (Corporate Human Resources-HR)
- Maneuver in the operational workflow of an organization through effective use of time management and utilization of appropriate resources. (Corporate Workflow)

BUSINESS (AA)
MAJOR CODE: 0501.00

Required courses		35-36
ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
CO SCI 901*	Intro to Computers and Their Use	3
BUS 001*	Introduction to Business	3
BUS 005	Business Law I	3
MGMT 001	Principles of Management	3
MGMT 013	Small Business Entrepreneurship	3
MKTG 001	Principles of Selling	3
MKTG 021	Principles of Marketing	3

Elective units (chosen from the following)		3
BUS 031	Business English	3
BUS 032	Business Communications	3
BUS 038	Business Computations	3
MGMT 2	Organization and Management Theory	3
FINANCE 2	Investments	3

* Recommended for students also pursuing Business Administration Associate Degree for Transfer AS-T

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	3-4

TOTAL	60

BUSINESS (CA)
MAJOR CODE: 0501.00

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		29
ACCTG 001	Introductory Accounting I	5
CO SCI 901	Intro to Computers and Their Use	3
BUS 001	Introduction to Business	3
BUS 031	Business English	3
BUS 032	Business Communications	3
BUS 038	Business Computations	3
BUS 005	Business Law I	3
MGMT 001	Principles of Management	3
MKTG 001	Principles of Selling	3
MKTG 021	Principles of Marketing	3

BUSINESS ADMINISTRATION
BUSINESS DIVISION

(Also see BUSINESS, MANAGEMENT)

BUSINESS ADMINISTRATION (AS-T)
MAJOR CODE: 1001.00

The Associate in Science in Business Administration 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 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. 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree		
		SC	Skills Certificate (non-transcripted)

baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		19
ACCTG 001	Introductory Accounting I	5
ACCTG 002	Introductory Accounting II	5
ECON 001	Principles of Economics I	3
ECON 002	Principles of Economics II	3
BUS 005	Business Law I	3

Elective units, list A (chosen from the following)		4-5
MATH 236	Calculus for Business and Social Science	5
MATH 227	Statistics	4

Elective units, list B (chosen from the following) **5-6**
And any course from List A not already used.

COS 901	Computers and Their Use	3
BUS 001	Introduction to Business	3

Additional CSU GE or IGETC units	28-30
(37-39 units, minus 9 major units that may be double-counted as GE)

CSU-transferable elective units	0-4

TOTAL	60

BUSINESS ADMINISTRATION (AA)
MAJOR CODE: 0505.00

The Associate of Arts degree in Business Administration includes coursework that aligns with specific lower-division major requirements for Business Administration and related majors at various universities within the University of California (UC) and California State University (CSU) systems.

 Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Career opportunities in Business Administration are available for multiple professions including accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers and computer specialists. In addition, a prospective professor of business may get a start in the associate and baccalaureate programs in business administration.

Required courses		26-27
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
BUS 005	Business Law I	3
CO SCI 901	Introduction to Computer and Their Use	3
ECON 001	Principles of Economics I	3
ECON 002	Principles of Economics II	3
MATH 227	Statistics	4
	OR	
MATH 236	Calculus for Business & Social Science	5

Additional LACCD GE plan units	18
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	5-6

TOTAL	60

CHEMISTRY
SCIENCE DIVISION

CHEMISTRY (AA)
MAJOR CODE: 1905.00

The Associate of Arts degree in Chemistry includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities within the University of California (UC) and California State University (CSU) systems. Additional coursework in Math and Physics is required at some UC and CSU campuses.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

The Associate Degree in Chemistry is designed to provide students with a strong basic foundation for baccalaureate study in Chemistry.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living.
- Explain and analyze the chemical world –as chemistry is a basic science with connections to many careers
- Research and interpret scientific literature.

Required courses		45
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5

Additional LACCD GE plan units	15

(21 units, minus 3 units that may be waived from area E for this "high-unit" major; and minus 3 major units that may be double-counted as GE)

TOTAL	60

CHILD DEVELOPMENT
BEHAVIORAL SCIENCE DIVISION

The Child Development program is designed for students who are interested in working with young children. The program centers on continuing experiences in a wide variety of pre-school settings and will also meet the needs of persons who are currently employed in pre-school centers, but who want to increase their professional skills. Young children are society's most valuable resource, and they must be nurtured with this judgment clearly in view. Students in the Child Development program strive to gain a deep understanding of the total development and potential of young children. The field is expanding, with excellent job opportunities existing throughout the nation.

The Child Development Program serves those entering and currently employed in the rapidly expanding field of Early Childhood Education. Students will be prepared to teach in pre- school programs, including private schools, children's centers, Head Start programs, parent cooperatives and parochial schools, as well as serving as educational aides in elementary schools. The Child Development Program at West Los Angeles College prepares those individuals that are interested in opening their own Child Care facility. The program also benefits anyone interested in understanding children, their development, and their behavior.

All students must make an appointment for advisement in the Child Development Office (GC 180). Applications and a student profile record must be on file. Students will be advised to take a Math and an English assessment test.

There are residency requirements at West Los Angeles College for the awarding of Skills Certificates, Certificates of Achievement, and Associate of Arts Degree in Child Development. Any student who has completed Child Development courses at colleges within the Los Angeles Community College District is eligible for a Child Development Skills Certificate, Certificate of Achievement, or an Associate of Arts Degree in Child Development at West Los Angeles College. However, there is a 12-unit residency requirement of coursework that must be completed at West Los Angeles College. These 12 units of coursework do not have to be in the field of Child Development.

Students who have taken courses outside the Los Angeles Community College District and are applying for one of the certificates or the degree must not only meet the 12-unit residency requirement, but must also meet the following additional requirements:

Students who are applying for a Skills Award, a Certificate of Achievement, or an Associate of Arts Degree in Child Development must complete a majority of the required coursework within the Los Angeles Community College District. Courses taken outside of the Los Angeles Community College District must be evaluated by the Department Chairperson.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Understanding Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
- Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
- Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they

Degree and Certificate Program Descriptions

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree	SC	Skills Certificate (non-transcripted)

systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.

- Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
- Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.
- Multiple Teaching Strategies for Meaningful Learning: Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

EARLY CHILDHOOD EDUCATION (AS-T)

MAJOR CODE: 1305.00

The AS-T in Early Childhood Education for transfer is intended for students who are planning to transfer to a California State University (CSU) into a Bachelor of Child Development, Child and Adolescent Development, Human Development, or Educational programs; guaranteeing admission to the CSU system but not to a specific campus or major. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Career options available to students following completion of a four-year Bachelor's degree in Early Childhood Education include Head Start Teacher, Program Director, Site Supervisor, and Educational Specialist.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...
- Design and implement an early childhood education curriculum that is developmentally appropriate, culturally aware, and encourages parent involvement.
- Demonstrate the use of developmentally appropriate practices for young children.
- Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
- Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.

- Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- Implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- Develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		24
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Intro. To Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Child, Family and Community	3
CH DEV 022	Practicum in Child Development	4
CH DEV 034	Observation & Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3

Additional CSU GE or IGETC units	34-36

(37-39 units, minus 3 major units that may be double-counted as GE)

CSU-transferable elective units	0-2

TOTAL	60

Degree and Certificate Program Descriptions

CHILD DEVELOPMENT (AA)
MAJOR CODE: 1305.00

Required courses		34
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum ECE	3
CH DEV 008	Curriculum in ECE	3
CH DEV 010	Health Safety, and Nutrition	3
CH DEV 011	Child, Family, and Community	3
CH DEV 022	Practicum in Child Development I	4
CH DEV 023	Practicum in Child Development II	4
CH DEV 034	Observing and Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 065	Adult Supervision and Early Childhood Mentoring	2

Specialization electives (any one of the following sets)   **6**

Child Health, Safety, and Nutrition:

CH DEV 010	Health, Safety, and Nutrition	3
	AND	
FAM &CS 021	Nutrition	3

Infant Studies:

CH DEV 030	Infant and Toddler Studies I	3
	AND	
CH DEV 031	Infant Studies II	3

Administration and Supervision:

CH DEV 038	Admin & Supervision Early Childhood Programs I	3
	AND	
CH DEV 039	Admin & Supervision Early Childhood Programs II	3

Special Needs:

CH DEV 044	Early Intervention Children w/Special Needs	3
	AND	
CH DEV 045	Programs for Children w/Special Needs	3

School Age Programs:

CH DEV 046	School Age Programs I	3
	AND	
CH DEV 047	School Age Programs II	3

Additional LACCD GE plan units	**18**
(21 units, minus 3 major units that may be double-counted as GE)	

| **Degree-applicable elective units** | **2** |
| **TOTAL** | **60** |

CHILD DEVELOPMENT (CA)
MAJOR CODE: 1305.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		28
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum ECE	3
CH DEV 008	Curriculum in ECE	3
CH DEV 010	Health, Safety, & Nutrition	3
CH DEV 011	Child, Family, and Community	3
CH DEV 022	Practicum in Child Development I	4
CH DEV 042	Teaching in a Diverse Society	3
FAM &CS 021	Nutrition	3

Elective units (chosen from the following)		3-4
CH DEV23	Practicum in Child Development II	4
CH DEV30	Infant and Toddler Studies I	3
CH DEV31	Infant and Toddler Studies II	3
CH DEV34	Observing and Recording Children's Behavior	3
CH DEV38	Administration & Supervision of Early Childhood Programs I	3
CH DEV39	Administration & Supervision of Early Childhood Programs II	3
CH DEV46	School Age Programs I	3
CH DEV47	School Age Programs I	3

TOTAL	**31-32**

ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS (SC)
MAJOR CODE: 1305.13

Required courses		17
CH DEV 007	Introduction to Curriculum ECE	3
	OR	
CH DEV 008	Curriculum in ECE	3
CH DEV 010	Health, Safety, & Nutrition	3
CH DEV 038	Admin & Supervision Early Childhood Programs I	3
CH DEV 039	Admin & Supervision Early Childhood Programs II	3
CH DEV 065	Adult Supervision/Early Childhood Mentoring	2

Degree and Certificate Program Descriptions

HEALTH, NUTRITION, AND FOOD SANITATION IN EARLY CHILDHOOD PROGRAMS (SC)
MAJOR CODE: 1305.20

Required courses		12
CH DEV 001	Child Growth and Development	3
CH DEV 010	Health, Safety, & Nutrition	3
FAM &CS 021	Nutrition	3
HEALTH 011	Principles of Healthy Living OR	3
HEALTH 012	Safety Education and First Aid	3

INFANT AND TODDLER STUDIES (SC)
MAJOR CODE: 1305.13

Required courses		15
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 011	Child, Family, and Community	3
CH DEV 030	Infant and Toddler Studies I	3
CH DEV 031	Infant Studies II	3

PRESCHOOL ASSOCIATE TEACHER (SC)
MAJOR CODE: 1305.01

Required courses		12
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum ECE OR	3
CH DEV 008	Curriculum in ECE	3
CH DEV 011	Child, Family, and Community	3

SCHOOL AGE PROGRAMS (SC)
MAJOR CODE: 1305.01

Required courses		15
CH DEV 007	Introduction to Curriculum ECE	3
CH DEV 008	Curriculum in ECE	3
CH DEV 011	Child, Family, and Community	3
CH DEV 046	School Age Programs I	3
CH DEV 047	School Age Programs II	3

SPECIAL NEEDS CHILDREN (SC)
MAJOR CODE: 1305.20

Required courses		15
CH DEV 030	Infant and Toddler Studies I	3
CH DEV 031	Infant Studies II	3
CH DEV 034	Observing and Recording Children's Behavior	3
CH DEV 044	Early Intervention Children w/Special Needs	3
CH DEV 045	Programs for Children w/Special Needs	3

CINEMA
ARTS & PERFORMANCE DIVISION

CINEMA (SC)
MAJOR CODE: 0612.00

Students earning a skill certificate in Cinema acquire a broad, general understanding of film theory, history, and production. Students will get hands-on experience in film production and be instructed in the mechanics of writing for film. They will have the opportunity to analyze screenplays, write a script, and/or produce their own short video or film. Courses are offered in screen writing, script treatment, content development, film history, and analysis, and producing and editing of a short digital film.

Required courses		9
CINEMA 001	Introduction to Motion Picture Production	3
CINEMA 003	History of Motion Pictures	3
CINEMA 005	Introduction	3

Elective units (chosen from the following)		6
ART 639	Introduction to Digital Imaging	3
CINEMA 018	Main Currents in Motion Pictures	3
CINEMA 107	Understanding Motion Pictures	3
CINEMA 111	Cinema: Developing Content for Movies	3
CINEMA 112	Script Analysis	3
MULTIMD 100	Intro to Multimedia Computer Applications	3
MULTIMD 210	Digital Editing	3
MULTIMD 320	Web Design	3

TOTAL		15

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES SCIENCE DIVISION

The Associate in Arts degree in Climate Change and Environmental Studies 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 degree is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four- year universities, or for students wishing to bring new expertise to their current careers. The Climate Change and Environmental Studies Associate Degree of Art requires satisfactory completion of all courses with a grade of "C" or better.

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

- Explain how the climate system operates and how we can use data from the past and today to model future changes.
- Discuss the impact of human activity on the climate system.
- Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES (AA)

MAJOR CODE: 1901.00

Required courses	**10**
ENV SCI 024 Global Climate Change	3
PHILOS 028 Environmental Ethics	3
MATH 227 Statistics	4
Elective units list A	**4**
BIOLOGY 003 Introduction to Biology	4
BIOLOGY 010 Natural History I	4
Elective units list B	
(must include a lab component) **4-5**	
CHEM 056 Chemistry for Non-science Majors	4
CHEM 060 Introduction to General Chemistry	5

EARTH 001 Earth Science 1	3
AND	
EARTH 002 Earth Science 2 Laboratory	2
GEOG 001 Physical Geography	3
AND	
GEOG 015 Physical Geography Lab	2
GEOLOGY 001 Physical Geology 1	3
AND	
GEOLOGY 006 Physical Geology Laboratory	2
Elective units list C	**6**
ANTHRO 102 Human Ways of Life:	
Cultural Anthropology	3
COMM 122 Intercultural Communication	3
ECON 001 Principles of Economics	3
ECON 011 Economics of Globalization	3
GEOG 002 Cultural Elements of Geography	3
GEOG 007 World Regional Geography	3
POL SCI 060 Introduction to Globalization	3
SOC 002 American Social Problems	3
Additional CSU GE or IGETC units	**15-18**
(37-39 units, minus 21-22 major units that may be double-counted as GE)	
CSU-transferable elective units	
17-21	
TOTAL UNITS	**60**

COMMUNICATION STUDIES

LANGUAGE ARTS DIVISION

COMMUNICATION STUDIES (AA-T)
MAJOR CODE: 1506.00

The Associate of Arts degree in Communication Studies includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Degree and Certificate Program Descriptions

AA-T	Associate in Arts Degree for Transfer
AS-T	Associate in Science Degree for Transfer
AA	Associate of Arts degree
AS	Associate of Science degree
CA	Certificate of Achievement
CN	Certificate of Completion (noncredit)
CY	Certificate of Competency (noncredit)
SC	Skills Certificate (non-transcripted)

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

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

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

Required course		3
COMM 101	Oral Communication	3

Elective units, list A (chosen from the following)		6
COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

Elective units, list B (chosen from the following)		6
Any course from List A that has not already been used		
ART 635	Desktop Publishing Design	3
CINEMA 100	Intro to Motion Picture Production	3
COMM 122	Intercultural Communication	3

Elective units, list C (chosen from the following)		3
Any course from List A that has not already been used		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
COMM 111	Voice and Articulation	3
ENGLISH 102	College Reading and Composition II	3
PSYCH 001	General Psychology	3
SOC 001	Introduction to Sociology	3

Additional CSU GE or IGETC units	25-36
(37-39 units, minus 3-12 major units that may be double-counted as GE)	

CSU-transferable elective units	6-17

TOTAL	60

COMMUNICATION STUDIES (AA)
MAJOR CODE: 1506.00

The Associate of Arts degree in Communication Studies includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems.

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

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

Required courses		12
COMM 101	Oral Communication	3
COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

Electives units (chosen from the following)		9
ENGLISH 102	College Reading & Comprehension II	3
THEATER 200	Introduction to Acting	3
CINEMA 001	Intro to Motion Picture Production	3
ART 635	Desktop Publishing	3
ANTHRO 102	Human Ways of Life: Cultural Anthro	3
PSYCH 001	General Psychology	3
SOC 001	Introduction to Sociology	3
COMM 122	Intercultural Communication	3

Additional LACCD GE plan units	15

(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units	24

TOTAL	60

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES
COMPUTER SCIENCE & APPLICATION DIVISION

CAOT – GENERAL OFFICE (CA)
MAJOR CODE: 0514.00

This program is primarily designed for career & technical education and workforce training. This program prepares students for office administration occupation with emphasis on computer application office technologies such as word processing, electronic spreads sheet and computerized accounting.

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

- Use current and emerging computing technology to enhance business and individual productivity.
- Be proficient in the use of general computer application office technologies.
- Use Office suite of programs to solve typical business programs.

Required courses		27
ACCTG 001	Introductory Accounting I	5
ACCTG 025	Automated Accounting Methods and Procedures	3
BUS 001	Introduction to Business	3
BUS 031	Business English	3
BUS 032	Business Communications	3
CAOT 079	Word Processing Applications	3
CO SCI 901	Intro to Computers and Their Use	3
CO SCI 930	Microcomputer Application Software	4

LEGAL SECRETARY (CA)
MAJOR CODE: 0514.10

This program prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office.

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

- Use current and emerging computing technology to enhance business and individual productivities.
- Be proficient in the use of general and specialized computer software and used in law offices and the courts.
- Attend to details accurately in the preparation, perfection and assembly of appropriate forms, document, exhibits, and records.
- Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		17
CAOT 023A	Legal Secretarial Procedures IA	1
CAOT 023B	Legal Secretarial Procedures IB	1
CAOT 023C	Legal Secretarial Procedures IC	1

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for
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      (noncredit)
SC   Skills Certificate (non-transcripted)

CAOT 039	Word Processing: Keyboarding and Operations OR	3
CO SCI 901	Introduction to Computers and Their Use	3
CAOT 084	Microcomputer Office Applications: Word Processing OR	3
CAOT 085	Microcomputer Office Applications: Spreadsheet	3
CAOT 079	Word Processing Applications	3
CAOT 93	Legal Document Production	2
PARALEGAL 010	Intro to Law and Legal Profession	3

COMPUTER NETWORK AND SECURITY MANAGEMENT

COMPUTER SCIENCE & APPLICATION DIVISION

The Computer Science Information Technology programs provide instruction to students interested in careers in computing, systems administration, computer network & security, business application, web design & development and database administration.

A Computer Science Information Technology option, Computer Network & Security Management option and Web Support & Database Administration option are offered.

The degree and certificate program in Computer network and Security Management combines CompTIA, Microsoft system administration, CISCO networking, VMware virtualization technology and other in-demand IT certification training to help students develop skills to manage and maintain industry leading computer operating and network system with security emphasis.

Microsoft and Cisco network training at WLAC prepare students to pass Microsoft and Cisco certification exams. These industry-demand certifications are important to those who wish to pursue a career working with Microsoft and CISCO network. This program helps students build core foundation for Microsoft domain network and learn Cisco router configuration techniques.

These programs are also intended to help students develop skills to administer industry standards network and information system with security emphasis. The courses examine and illustrate network security with industry leading network operating system.

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

- Install, configure and manage industry standard computer operating system with security emphasis-Install, configure, manage and troubleshoot industry leading network systems
- Install and configure routers and switches internetwork operating systems
- Administer server network operating systems and infrastructure
- Understand a full range of security concepts & techniques and apply them to the network, application and information system
- Learn cloud technology and manage virtualized environments.

COMPUTER NETWORK AND SECURITY MANAGEMENT (AA)

MAJOR CODE: 0708.10

Required courses		21
CO SCI 934	Operating System	3
CO SCI 965	Intro to Computer Networks	3
CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 974	Intro to Cisco Routers	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 982	Intro to Microsoft Server OS	3
CO SCI 985	Network & Info Security System	3

Electives units (chosen from the following)		9
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 922	Computer Forensics	3
CO SCI 935	Introduction to Linux +	3
CO SCI 951	Apple Administration	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 973	Virtualization and Cloud Computing Essentials	3
CO SCI 975	Information Storage and Management for Computer Networks	3
CO SCI 976	Vsphere Install, Configure, and Management	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

CO SCI 977	Implementing a Virtual Desktop Infrastructure	3
CO SCI 983	Microsoft Network Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 986	Palo Alto Network Cybersecurity Essentials	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3
CO SCI 991	Computer Laboratory	1

| **Additional LACCD GE plan units** | | **21** |

| **Degree-applicable elective units** | | **9** |

| **TOTAL** | | **60** |

COMPUTER NETWORK AND SECURITY MANAGEMENT (AS)
MAJOR CODE: 0708.10

Required courses		**21**
CO SCI 934	Operating System	3
CO SCI 965	Intro to Computer Networks	3
CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 974	Intro to Cisco Routers	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 982	Intro to Microsoft Server OS	3
CO SCI 985	Network & Info Security System	3

Electives units (chosen from the following)		**9**
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 922	Computer Forensics	3
CO SCI 935	Introduction to Linux +	3
CO SCI 951	Apple Administration	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 973	Virtualization and Cloud Computing Essentials	3
CO SCI 975	Information Storage and Management for Computer Networks	3
CO SCI 976	Vsphere Install, Configure, and Management	3
CO SCI 977	Implementing a Virtual Desktop Infrastructure	3

CO SCI 983	Microsoft Network Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 986	Palo Alto Network Cybersecurity Essentials	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3
CO SCI 991	Computer Laboratory	1

| **Additional LACCD GE plan units** | | **21** |

| **Degree-applicable elective units** | | **9** |

| **TOTAL** | | **60** |

COMPUTER NETWORK AND SECURITY MANAGEMENT (CA)
MAJOR CODE: 0708.10

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		**21**
CO SCI 934	Operating System	3
CO SCI 965	Intro to Computer Networks	3
CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 974	Intro to Cisco Routers	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 982	Intro to Microsoft Server OS	3
CO SCI 985	Network & Info Security System	3

Electives units (chosen from the following)		**9**
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 922	Computer Forensics	3
CO SCI 935	Introduction to Linux +	3
CO SCI 951	Apple Administration	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 973	Virtualization and Cloud Computing Essentials	3

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree		
		SC	Skills Certificate (non-transcripted)

CO SCI 975	Information Storage and Management for Computer Networks	3
CO SCI 976	Vsphere Install, Configure, and Management	3
CO SCI 977	Implementing a Virtual Desktop Infrastructure	3
CO SCI 983	Microsoft Network Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 986	Palo Alto Network Cybersecurity Essentials	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3
CO SCI 991	Computer Laboratory	1
TOTAL		**30**

COMPUTER SCIENCE INFORMATION TECHNOLOGY

COMPUTER SCIENCE & APPLICATION DIVISION

Computer programmers write, test, and maintain the detailed instructions, called programs that computers must follow to perform their functions. Programmers also conceive, design, and test logical structures for solving problems by computer. Many technical innovations in programming—advanced computing technologies and sophisticated new languages and programming tools—have redefined the role of a programmer and elevated much of the programming work done today.

This major provides the student with the basic skills required of core computer science. Courses include programming in low-level and essential languages, data structures, database and web programming and network operating system fundamentals.

Students finishing this major are well equipped to work in the field of computer science as well as transfer to a four-year degree program in the area of Computer Science, Mathematics or Engineering.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Understand the system, assess the need, develop algorithm and create a program using computing technology.
- Design, administer and maintain a database system for an organization.
- Use current and emerging computing technology to enhance business and individual productivities.
- Install, configure and administer computer network system.
- Install, configure and manage computer operating system with security settings.
- Design and develop web page, web site and web application
- Design, develop and administer an e-commerce system.
- Pursue continuing educational opportunities within the emerging field of computer technology.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (AA)

MAJOR CODE: 0702.00

Computer science program is designed to give students a strong background in the fundamentals of Computer Science, software design and development. Students will be able to document Software System requirements and use different programming languages to design, implement, test and deploy Software Solutions to solve technical/business problems. The program also covers design, administer, and maintaining databases.

Required courses		**22**
CO SCI 902	Introduction to Computer Science	3
CO SCI 917	Beginning Micro-Assembly Language	3
CO SCI 934	Operating System	3
	OR	
CO SCI 935	Introduction to Linux+	3
CO SCI 936	Introduction to Data Structures	3
CO SCI 939	Programming in C	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 990	Object-Oriented Programming in Java	4

Electives units (chosen from the following)		**8**
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 900	Introduction to Robotics	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 902	Introduction to Computer Science	3
CO SCI 903	Introduction to Python Programming	3
CO SCI 933	Database Design and Programming	3
CO SCI 934	Operating Systems	3
CO SCI 935	Introduction to Linux +	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 940	C++ Programming II	3
CO SCI 942	Discrete Structure	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 957	Introduction to Web Development HTML5 & CSS	3
CO SCI 958	Web Page Development	4
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 962	Web Programming Using JavaScript	4
CO SCI 963	Advanced Web Application Programming	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3

Additional LACCD GE plan units	**21**
Degree-applicable elective units	**9**
TOTAL	**60**

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CA)
MAJOR CODE: 0702.00

Computer science program is designed to give students a strong background in the fundamentals of Computer Science, software design and development. Students will be able to document Software System requirements and use different programming languages to design, implement, test and deploy Software Solutions to solve technical/business problems. The program also covers design, administer, and maintaining databases.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		**22**
CO SCI 902	Introduction to Computer Science	3
CO SCI 917	Beginning Micro-Assembly Language	3
CO SCI 934	Operating System	3
	OR	
CO SCI 935	Introduction to Linux+	3

CO SCI 936	Introduction to Data Structures	3
CO SCI 939	Programming in C	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 990	Object-Oriented Programming in Java	4

Electives units (chosen from the following)		**8**
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 900	Introduction to Robotics	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 902	Introduction to Computer Science	3
CO SCI 933	Database Design and Programming	3
CO SCI 934	Operating Systems	3
CO SCI 935	Introduction to Linux +	3
CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 942	Discrete Structure	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 957	Introduction to Web Development HTML5 & CSS	3
CO SCI 958	Web Page Development	4
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 962	Web Programming Using JavaScript	4
CO SCI 963	Advanced Web Application Programming	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3

TOTAL	**30**

COMPUTER RETAIL SALES AND SUPPORT (CA)
MAJOR CODE: 0708.00

The Computer Retail Sales and Support Certificate of Achievement is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment. Upon completion of this program, students would be qualified for entry level IT positions such as Retail

Degree and Certificate Program Descriptions

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree		
		SC	Skills Certificate (non-transcripted)

Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives.

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

- Use current and emerging computing technology to enhance business and individual productivities.
- Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
- Install and set up modern operating system, manage system resources and configure security settings.
- Install and set up modern operating system, manage system resources and configure security settings.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		22
BUS 001	Introduction to Business	3
BUS 032	Business Communication	3
CAOT 048	Customer Service	3
CO SCI 901	Introduction to Computers and Their Uses	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 930	Microcomputer Application Software	4
CO SCI 934	Operating Systems	3

CLOUD COMPUTING – AMAZON WEB SERVICES (CA)
MAJOR CODE: 0708.00

As cloud technologies continue to help organizations transform their businesses at a rapid pace, employees with the necessary cloud skills are in high demand. Industry research from Global Knowledge shows that two-thirds of IT decision-makers are reporting a gap between their team's skill levels and the knowledge required to achieve organizational objectives. AWS Academy is working to solve that problem. AWS Academy enables educational institutions like West to deliver curriculum and hands on learning experiences to prepare students for employment in cloud roles. Students will acquire AWS Cloud computing skills through hands-on practical experience and can prepare for AWS Certification needed to pursue industry jobs.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		12
CO SCI 923	Introduction to Amazon Web Services	3
CO SCI 924	Amazon Web Services – Data Storage	3
CO SCI 925	Amazon Web Services – Computing Services	3
CO SCI 926	Amazon Web Services - Security	3

COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION
COMPUTER SCIENCE & APPLICATION DIVISION

COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION (AA)
MAJOR CODE: 0709.00

This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, and marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database.
This program is also intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

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

- Understand how the Internet uses HTML, Client side and Server side scripting to build modern web sites.
- Design and maintain websites using HTML, CSS, and JavaScript.
- Design and develop web applications using ASP.Net, JavaScript and HTML5 technologies.
- Design and maintain databases that are used to server dynamic data to websites.
- Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL Server and MySQL.

- Understand the core concepts in building an E-Commerce site that is published on the Internet.

Required courses		20
CO SCI 933	Database Design & Programming	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Development	3
CO SCI 958	Web Page Development	4
CO SCI 962	Web Development with JAVA Script	4
CO SCI 988	Microsoft SQL Server	3

Elective units (chosen from the following)		11
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 937	E-commerce Essentials	3
CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 952	Introduction to Web Technology and Design	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 963	Web Application Using ASP.net	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	11

TOTAL	60

COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION (AS)
MAJOR CODE: 0709.00

Required courses		20
CO SCI 933	Database Design & Programming	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Development	3
CO SCI 958	Web Page Development	4
CO SCI 962	Web Development with JAVA Script	4
CO SCI 988	Microsoft SQL Server	3

Elective units (chosen from the following)	11

CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Uses	3
CO SCI 937	E-commerce Essentials	3
CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 952	Introduction to Web Technology and Design	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 963	Advanced Web Application Programming	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	11

TOTAL	60

COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION (CA)
MAJOR CODE: 0709.00

This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, and marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database.

This program is also intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree	SC	Skills Certificate (non-transcripted)

Required courses   **20**

CO SCI 933	Database Design & Programming	3
CO SCI 953	Database Management Using Oracle	3
CO SCI 957	Introduction to Web Development	3
CO SCI 958	Web Page Development	4
CO SCI 962	Web Development with JAVA Script	4
CO SCI 988	Microsoft SQL Server	3

Elective units (chosen from the following)   **11**

CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Uses	3
CO SCI 937	E-commerce Essentials	3
CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 952	Introduction to Web Technology and Design	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 963	Advanced Web Application Programming	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 988	Installing, Configuring, and Administering Microsoft SQL	3

TOTAL   **31**

BUSINESS APPLICATION & DATABASE MANAGEMENT (CA)

MAJOR CODE: 0701.00

This program is intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses   **9**

| CO SCI 933 | Database Design & Programming | 3 |
| CO SCI 953 | Database Management Using Oracle | 3 |

| CO SCI 988 | Microsoft SQL Server | 3 |

Elective units (chosen from the following)   **7**

CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 901	Introduction to Computers and Their Uses	3
CO SCI 930	Microcomputer Application Software	4
CO SCI 937	E-Commerce Essentials	3
CO SCI 938	Web Application Programming Using Visual Basic VB.NET	3
CO SCI 948	Advanced Spreadsheet	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 958	Web Page Development	4
CO SCI 959	Advanced Programming for Mobile Devices	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3

TOTAL   **16**

COMPUTER NETWORK MANAGEMENT (CA)

MAJOR CODE: 0708.10

Microsoft and Cisco network training at WLAC prepare students to pass Microsoft and Cisco certification exams. These industry-demand certifications are important to those who wish to pursue a career working with Microsoft and CISCO network. This program helps students build core foundation for Microsoft domain network and learn Cisco router configuration techniques.

Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses   **9**

CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 982	Intro to Microsoft Server OS	3
CO SCI 974	Intro to Cisco Routers	3

Elective units (chosen from the following)   **8**

| CO SCI 185 | Directed Study – Computer Science-Information Technology | 1 |
| CO SCI 285 | Directed Study – Computer Science-Information Technology | 2 |

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

CO SCI 385	Directed Study – Computer Science-Information Technology	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 934	Operating Systems	3
CO SCI 951	Apple Administration	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 973	Virtualization and Cloud Computing Essentials	3
CO SCI 975	Information Storage and Management for Computer Networks	3
CO SCI 976	Vsphere Install, Configure, and Management	3
CO SCI 977	Implementing a Virtual Desktop Infrastructure	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 983	Microsoft Network Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 985	Network and Information System Security	3
CO SCI 986	Palo Alto Network Cybersecurity Essentials	3
CO SCI 987	VMware VSphere: Installation, Configuration and Management	3
CO SCI 991	Computer Laboratory	1

TOTAL   **17**

MOBILE APPLICATION DEVELOPMENT (CA)
MAJOR CODE: 0707.10

The Certificate of Achievement in Mobile Application Development provides students with a high quality education that prepares them for professional career in mobile Application development. The curriculum prepares students to develop mobile application for popular platforms such as Android and Apple IOS. Students will be able to pursue careers in the following areas such as software engineer, web and mobile application developer.
This program of study is designed to prepare students to work successfully as a member of a Mobile Application Development team. Upon completion of the required courses, the students can apply for Certificate of Achievement in Mobile Application Development.

Required courses   **15**

CO SCI 939	Programming in C	3
CO SCI 955	Programming for Mobile App	3
CO SCI 957	Intro to Web Develop HTML & CSS	3
CO SCI 959	Advanced Programming for Android	3
CO SCI 990	Object Oriented Programming Java	3

NETWORK & INFORMATION SYSTEM SECURITY (CA)
MAJOR CODE: 0708.10

This program is intended to help students develop skills to administer industry standards network and information system with security emphasis. The courses examine and illustrate network security with industry leading network operating system. This program is also designed to help students prepare to complete CompTIA security+ certification exam.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses   **9**

CO SCI 965	Introduction to Computer Networks	3
CO SCI 980	Intro to Computer & Info Security I	3
CO SCI 985	Network & Info System Security	3
CO SCI Electives	Choose CO SCI Electives*	7

Elective units (chosen from the following)   **7**

CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 385	Directed Study – Computer Science-Information Technology	3
CO SCI 916	Introduction to Computer Hardware	3
CO SCI 922	Computer Forensics	3
CO SCI 934	Operating Systems	3
CO SCI 951	Apple Administration	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 973	Virtualization and Cloud Computing Essentials	3
CO SCI 975	Information Storage and Management for Computer Networks	3
CO SCI 976	VSphere Install, Configure, and Management	3
CO SCI 977	Implementing a Virtual Desktop Infrastructure	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 983	Microsoft Network Infrastructure Administration	3
CO SCI 984	Introduction to Windows Active Directory Services	3
CO SCI 985	Network and Information System Security	3

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree	SC	Skills Certificate (non-transcripted)

CO SCI 986	Palo Alto Network Cybersecurity Essentials	3
CO SCI 991	Computer Laboratory	1
TOTAL		**16**

WEB SUPPORT & ADMINISTRATION (CA)
MAJOR CODE: 0709.00

This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, and marketing, supporting and managing websites. This program also improves students with the knowledge and skills to administer web site security and to manage client-server database.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		11
CO SCI 957	Intro to Web Page Development	3
CO SCI 958	Web Development Using HTML	4
CO SCI 962	Web Programming Using JavaScript	4

Elective units (chosen from the following)		6
CO SCI 185	Directed Study – Computer Science-Information Technology	1
CO SCI 285	Directed Study – Computer Science-Information Technology	2
CO SCI 937	E-commerce Essentials	3
CO SCI 938	Web Application Programming VB.net	3
CO SCI 948	Advanced Spreadsheet	3
CO SCI 952	Introduction to Web Technology and Design	3
CO SCI 955	Programming for Mobile Application	3
CO SCI 963	Advanced Web Application Programming	3
CO SCI 967	Advanced Linux operating System and Applications	3
CO SCI 980	Introduction to Computer and Information Security I	3
CO SCI 990	Object Oriented Programming Java	3
TOTAL		**17**

CORRECTIONS
BEHAVIORAL SCIENCE DIVISION

(Also see ADMINISTRATION OF JUSTICE)

CORRECTIONS (SC)
MAJOR CODE: 2105.10

Required courses		15
ADM JUS 008	Juvenile Procedures	3
ADM JUS 039	Probation and Parole	3
ADM JUS 075	Introduction to Corrections	3
ADM JUS 309	Correctional Interviewing & Counseling	3
CORR 002	Correctional Institutions	3

DENTAL ASSISTING
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)
> ADDICTION STUDIES
> ALLIED HEALTH
> DENTAL HYGIENE (BS)
> HEALTH SCIENCE
> MEDICAL ASSISTING
> PARAMEDICINE
> PARAMEDIC
> PUBLIC HEALTH

The Dental Assistant Program is designed to prepare students to work successfully as a member of the dental team.

Dental Assistants can work in a variety of settings such as dental offices of general dentists and dental specialists, dental schools, private and government hospitals and clinics, state and local public health departments.

Upon completion of the program the dental assistant student will be prepared to:
- Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
- 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

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

procedures within the scope of dental assisting practice in the state of California.

- 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.
- 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 second semester of the 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.

NOTE: In order to be admitted into the Dental Assistant Program, students must submit an application for admission directly to the Health Science Division. For additional information, application procedures, and entry requirements please contact a college counselor or call (310) 287-4464 or visit the West Los Angeles College website Health Science Division Dental Assistant Program at http://www.wlac.edu/Dental/Dental-Assistant.aspx.

DENTAL ASSISTANT (AS)
MAJOR CODE 1240.10

The Associate in Science in Dental Assisting (ASDA) program provides students with a high quality education that prepares them to be highly competent, professional, and caring licensed dental assistants.

Prerequisite courses		8.5
ALL HTH 021	Basic Life Support for the Healthcare Provider	0.5
ENGLISH 101	College Reading and Composition	3
OR		
Placement through Multiple Measures		
MATH 125	Intermediate Algebra	5
OR		
Placement through Multiple Measures		

Required courses		29
DEN AST 001	Orientation to Dental Assisting	2
DEN AST 003	Dental Seminar	1
DEN AST 005	Preclinical Chairside Assisting	5
DEN AST 006	Dental Sciences for the Dental Assistant	2
DEN AST 007	Infection Control for the Dental Setting	1
DEN AST 008	Introduction to Dental Radiology	3

DEN AST 009	Medical Emergencies	2
DEN AST 010	Intermediate Chairside Assisting	3
DEN AST 012	Dental Assisting Clinical Science	3
DEN AST 013	Practice Management	2
DEN AST 015	Advanced Chairside Assisting	5

Additional LACCD GE plan units	21
Degree-applicable elective units	10

TOTAL	60.5

DENTAL ASSISTANT (CA)
MAJOR CODE 1240.10

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		29
DEN AST 001	Orientation to Dental Assisting	2
DEN AST 003	Dental Seminar	1
DEN AST 005	Preclinical Chairside Assisting	5
DEN AST 006	Dental Sciences for the Dental Assistant	2
DEN AST 007	Infection Control for the Dental Setting	1
DEN AST 008	Introduction to Dental Radiology	3
DEN AST 009	Medical Emergencies	2
DEN AST 010	Intermediate Chairside Assisting	3
DEN AST 012	Dental Assisting Clinical Science	3
DEN AST 013	Practice Management	2
DEN AST 015	Advanced Chairside Assisting	5

TOTAL	29

DENTAL HYGIENE
HEALTH SCIENCES DIVISION

(See the BACHELOR OF SCIENCE DEGREE in DENTAL HYGIENE)

(Also see any of the following health industry programs)
ADDICTION STUDIES
ALLIED HEALTH
CERTIFIED NURSE ASSISTANT
HOME HEALTH AIDE

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree		
		SC	Skills Certificate (non-transcripted)

DENTAL ASSISTING
HEALTH SCIENCE
MEDICAL ASSISTING
PARAMEDICINE
PHARMACY TECHNICIAN
PUBLIC HEALTH

EARLY CHILDHOOD EDUCATION

BEHAVIORAL SCIENCE DIVISION

(See CHILD DEVELOPMENT)

ECONOMICS

BEHAVIORAL & SOCIAL SCIENCES DIVISION

ECONOMICS (AA-T)

MAJOR CODE: 2204.00

The study of economics is essential for understanding our society. The study of Economics utilizes historical data, theoretical models, and empirical evidence to explain real-world behavior of individuals, firms, and nations making production and consumption decisions.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, finance, urban planning, and federal, state and local government. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

The Associate in Arts in Economics for Transfer (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 Economics. 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 coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/.

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

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
- Effectively communicate economic ideas, problems, and findings.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		15
ECON 001	Principles of Economics I	3
ECON 002	Principles of Economics II	3
MATH 227	Statistics	4
MATH 236	Calculus for Business and Social Science	5
	OR	
MATH 261	Calculus I	5

Elective units, list A (chosen from the following)		3-5
ACCTG 001	Introductory Accounting I	5
ACCTG 002	Introductory Accounting II	5
ECON 010	Economic History of the United States	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

MATH 262	Calculus II	5

Elective units, list B (chosen from the following)		**3-5**
ECON 010	Economic History of the United States	
		3
	OR	
ECON 011	Economics of Globalization	3
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3

Additional CSU GE or IGETC units   **28-30**
(37-39 units, minus 9 major units that may be double-counted as GE)

CSU-transferable elective units   **5-11**

TOTAL   **60**

ECONOMICS (AA)
MAJOR CODE: 2204.00

The Associate of Arts degree in Economics includes coursework that aligns with specific lower-division major requirements for the Economics major at various universities within the University of California (UC) and California State University (CSU) systems.
Students interested in transferring to a four-year college or university with a major in Economics may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Careers in business, education, writing, and government are open to individuals with advanced study in the field of Economics.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.

- Effectively communicate economic ideas, problems, and findings.

Required courses		**20**
ACCTG 1*	Introductory Accounting I	5
ECON 1*	Principles of Economics I	3
ECON 2*	Principles of Economics II	3
MATH 227*	Statistics	4
MATH 235	Finite Math	5
MATH 236	Calculus for Business and Social	
	Science	5
	OR	
MATH 261	Calculus I	5

Elective Units (chosen from the following)		**3-5**
ACCTG 002	Introductory Accounting II	5
ECON 010	Economic History of the United States	
		3
MATH 262	Calculus II	5

* Recommended for students also pursuing Business Administration or Economics Associate Degree for Transfer. Students are encouraged to meet with a counselor to align and develop a Student Educational Plan.

Additional LACCD GE plan units   **15**
(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units   **25**

TOTAL   **60**

ELEMENTARY TEACHER EDUCATION
BEHAVIOR SCIENCE DIVISION

ELEMENTARY TEACHER EDUCATION (AA-T)
MAJOR CODE: 4901.00

The program is designed for students who wish to earn a multiple-subject teaching credential authorizing them to teach in grades K-5. Students will study a broad range of subjects to prepare them for teaching, including English, mathematics, science, social science, visual and performing arts, and human development. Upon successful completion of the program, students will be prepared to transfer to a CSU and major in Liberal Studies. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations.

Degree and Certificate Program Descriptions

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

1. Completion of 60 semester units that are eligible for transfer to the California State University.

2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education (CSU) – Breadth Requirements.

3. A minimum of 54 semester units in a major or area of emphasis, as determined by the community college district.

4. Obtainment of a minimum grade point average of 2.0.

5. A grade of "C" or better in all courses required for the major or area of emphasis.

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with a West Los Angeles College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Information on which campuses accept this degree can be found *at http://www.sb1440.org/*

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Implement various environmental rating scales and assessment tools for school-age programs.
- Be able to design and implement age appropriate activities.
- Identify opportunities that support school-age student learning and development.

Required courses		54
EDUC 001	Intro to Teaching	3
CH. DEV 001	Child Growth and Development	3
BIO 003A/B	Intro to Biology	4
CHEM 051	Fundamentals of Chemistry	5
OR		
CHEM 060	Introductory General Chemistry	5
AND		
PHYS SCI 001	PHYSICAL SCIENCE I	3
AND		
PHYS SCI 014	PHYSICAL SCIENCE LAB	1
EARTH SCI 001	Earth Science	3
AND		
EARTH SCI 002	Earth Science Laboratory	2
MATH 215	Principles of Math	3
COMM 101	PUBLIC SPEAKING	3
ENG 101	College Reading and Composition I	3
ENG 102	College Reading and Composition II	3
GEOG 007	WORLD REGIONAL GEOGRAPHY	3
HIST 086	Intro to World Civilization I	3
HIST 011	Political and Social History of the US I	3
POL SCI 001	The Government of the United States	3

Elective units, list A (chosen from the following)		3
ENG 103	Composition and Critical Thinking	3

Elective units, list B (chosen from the following)		3
ART 103	Art Appreciation	3
MUSIC 111	Music Appreciation	3
THEATER 100	Intro to the Theater	3
ART 101	SURVEY OF ART HISTORY I	3
ART 102	SURVEY OF ART HISTORY II	3

Total Units for major 54

	IGETC	CSU
Total Units that may be double counted	34	33
IGETC / CSU- Breadth / LOCAL general education pattern	37	39
Transferable Electives (as needed):	3	3
Degree Total:	**60**	**60**

ENGLISH
LANGUAGE ARTS DIVISION

ENGLISH (AA-T)
MAJOR CODE: 1501.00

Students who successfully complete the AA-T in English for Transfer degree meet the requirements for SB 1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSUs. The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both

nonfiction and fiction, and identify their distinguishing characteristics.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required courses		6
ENGLISH 102	College Reading and Composition II	3
ENGLISH 103	Composition and Critical Thinking	3

Elective units, list A (chosen from the following)		6
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3

Elective units, list B (chosen from the following)		3
Any course from list A not already used		3
ENGLISH 127	Creative Writing	3

Elective units, list C (chosen from the following)		3
ENGLISH 215	Shakespeare	3
ENGLISH 219	Literature of American Ethnic Groups	3
ENGLISH 234	African American Literature	3
ENGLISH 239	Woman in Literature	3

Additional CSU GE or IGETC units	28-30

(37-39 units, minus 9 major units that may be double-counted as GE)

CSU-transferable elective units	12-14

TOTAL	60

FILM/TV PRODUCTION CRAFTS
ARTS & PERFORMANCE DIVISION

FILM/TV PRODUCTION CRAFTS (CA)
MAJOR CODE: 0612.20

The Certificate of Achievement in Film/TV Production Crafts provides education and training in essential entry-level skills in the arts, crafts, and technicians' departments of film, television and stage crafts. Upon completing the program, students will be able to apply for entry level positions in Film, Television, Internet, Multi-Media, Entertainment Production, Animation, Visual Effects, Gaming, Virtual Reality, Stagecraft, Set Dressing, Grip/ Craft Service, Camera Loader, Apprentice/Assistant Editor, Sound Utility, Costume Manufacturing, Set Lighting, Set Painting, and Scenic/Graphic Arts.

West Los Angeles College has a partnership with Hollywood Cinema Production Recourses "Hollywood CPR". Hollywood CPR has the only IATSE & AMPTP recognized Entertainment Artists, Crafts and Technicians Certificate which provides a pathway into careers in the entertainment industry. **The Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate** is an additional merit-based distinction above and beyond the West Los Angeles College Film/TV Crafts Certificate of Achievement that signifies a proficiency of entry-level skills to employers and trade unions. In order to be eligible to apply to Hollywood CPR, students need to complete the Film/TV Production Crafts certificate with a GPA of 3.0 or better, and additional criteria including granting Hollywood CPR permission to review their grades and records for certification purposes.

Please consult with the Chair of Arts & Performance if you are interested in the Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required core course		3
FLM PRD 100	Intro to Film, TV, and Video Production Crafts	3

Degree and Certificate Program Descriptions

Elective Units

24

FLM PRD 101	Production Skills	3
FLM PRD 103	Tools and Rigging for Production Crafts	3
FLM PRD 105	Stagecraft	6
FLM PRD 106	Tech Literacy for Production & Post	3
FLM PRD 110	Set Dressing Crafts	6
FLM PRD 110A	Set Dressing Crafts A	4
FLM PRD 110B	Set Dressing Crafts B	3
FLM PRD 115	Grip Crafts	6
FLM PRD 115A	Grip Crafts A	4
FLM PRD 115B	Grip Crafts B	3
FLM PRD 120	Camera/Digital Utility Crafts	6
FLM PRD 121	Camera/Digital Utility Crafts	1
FLM PRD 125	Editing Crafts in Film, TV, and Video	6
FLM PRD 126	Introduction to Editing Crafts	3
FLM PRD 127	Editing Crafts Lab 1	2
FLM PRD 128	Editing Crafts Lab 2	1
FLM PRD 129	Intermediate Editing Crafts	3
FLM PRD 130	Costume Manufacturing Crafts	6
FLM PRD 140	Set Lighting Crafts	6
FLM PRD 140A	Set Lighting Crafts A	4
FLM PRD 140B	Set Lighting Crafts B	3
FLM PRD 145	Set Painting Crafts	6
FLM PRD 146	Set Painting Crafts	3
FLM PRD 147	Set Painting Lab 1	3
FLM PRD 148	Set Painting Lab 2	2
FLM PRD 150	Scenic Artists Crafts	6
FLM PRD 200	Introduction to Photoshop & Illustrator	3
FLM PRD 202	Visual Effects and Motion Graphics	3
FLM PRD 205	2D Digital Production	3
FLM PRD 207	CG Production	3
FLM PRD 212	Production Team	3
FLM PRD 215	Demo Reel	2
FLM PRD 290A	Production Crafts Lab A	1
FLM PRD 290B	Production Crafts Lab B	1
FLM PRD 291A	Post Production Lab A	1
FLM PRD 291A	Post Production Lab B	1
FLM PRD 185	Directed Study	1
FLM PRD 285	Directed Study	2
FLM PRD 385	Directed Study	3

TOTAL REQUIRED CERTIFICATE UNITS   27

FIRE TECHNOLOGY
BEHAVIORAL SCIENCE

FIRE TECHNOLOGY (AS)
MAJOR CODE: 2133.00

The Associate of Science degree in Fire Technology is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Fire Technology degree program at West Los Angeles College is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

The majority of courses within the Fire Technology discipline meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee, and the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. West offers coursework to meet requirements for an associate's degree and/or a certificate of achievement in Fire Technology. Students completing the Hazardous Materials course (FIRETEK 216) may also be eligible for a State certificate in that area.

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

- Describe the NFPA Standards for all various types of fire sprinkler systems.
- Describe the components of a fire sprinkler system. Include the required earthquake provisions.
- Compare and contrast the difference between the five types of fires.
- Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
- Demonstrate an awareness of cultural diversity.

Required courses		18
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3

Elective units (chosen from the following)		6
FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

| FIRETEK 213 | Fire Investigation | 3 |
| FIRETEK 217 | Fire Apparatus | 3 |

Additional LACCD GE plan units		**21**
Degree-applicable elective units		**15**
TOTAL		**60**

FIRE TECHNOLOGY (CA)
MAJOR CODE: 2133.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		**15**
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3

Elective units (chosen from the following)		**3**
FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer	3
FIRETEK 213	Fire Investigation	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3
FIRETEK 217	Fire Apparatus	3

| **TOTAL** | | **18** |

FRENCH
LANGUAGE ARTS DIVISION

FRENCH (AA)
MAJOR CODE: 1102.00

The Associate of Arts degree in French includes coursework that aligns with specific lower-division major requirements for the French major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in French may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

A degree in French can open doors to such professional opportunities as a career in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in Art, Music, Cinema, and Literature.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Listen with understanding to French conversations.
- Respond meaningfully in personal and community situations.
- Speak the target language effectively and articulately in personal, community, and work settings.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight an understanding of the culture.
- Interact sensitively and respectfully with the cultures mores, beliefs, and traditions in the target language.

Required courses		**21**
FRENCH 001	Elementary French I	5
FRENCH 002	Elementary French II	5
FRENCH 003	Intermediate French I	5
FRENCH 004	Intermediate French II	5
FRENCH 101	French Language Laboratory	1

Additional LACCD GE plan units		**21**
Degree-applicable elective units		**16**
TOTAL		**60**

GENERAL EDUCATION
ACADEMIC AFFAIRS

CSU GE (CA)
MAJOR CODE: 4901.10

This general education certificate of achievement is awarded to students who receive full certification of the California State

Degree and Certificate Program Descriptions

University General Education Breadth Transfer (CSU GE) Requirements. A course can be used only if it is on the list when it is taken. (A list of courses eligible at the time of the printing of this catalog is available on the pages just prior to the Degrees and Certificates section.) Courses on the CSU GE list are approved for a specific academic year.

Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Check the ASSIST website (www.assist.org) regularly for the most current information about approved general education courses. ASSIST is the official repository of course articulation for California's public colleges and universities. CSU GE may not be appropriate for some programs or high unit majors.

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A course may not be used to satisfy more than one general education requirement.

NOTE: Students who are awarded this Certificate of Achievement must also request CSU GE certification at the Admissions and Records Office when sending their final transcript to the four-year school.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
- Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
- Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
- Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.

- Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

IGETC (CA)
MAJOR CODE: 4901.10

This general education certificate of achievement is awarded to students who receive full certification of the Intersegmental General Education Transfer Curriculum (IGETC) Requirements. A course can be used only if it is on the list when it is taken. (A list of courses eligible at the time of the printing of this catalog is available on the pages just prior to the Degrees and Certificates section.) Students should meet with a counselor to make sure this is their best option for transfer and to create an education plan. Courses on this IGETC list are approved for a specific academic year. Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. The ASSIST website (www.assist.org) regularly for the most current information about approved general education courses. ASSIST is the official repository of course articulation for California's public colleges and universities. IGETC may not be appropriate for some programs or high unit majors.

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A course may not be used to satisfy more than one general education requirement.

NOTE: Students who are awarded this Certificate of Achievement must also request IGETC certification at the Admissions and Records Office when sending their final transcript to the four-year school.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
- Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
- Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

- Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
- Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
- Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

GLOBAL STUDIES
SOCIAL SCIENCE DIVISION

GLOBAL STUDIES (AA)
MAJOR CODE: 2210.00

The Associate in Arts in Global Studies cultivates global citizens who study the world from an international/global perspective. Integral to this is to be conversant with global politics and governance, markets, culture and society, and languages and area studies.

Student learning outcomes promote knowledge of Global Studies as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

By obtaining the degree, students will be able to use their knowledge of Global Studies to enter into career pathways leading to university teaching and research, governmental and non-governmental organizations, business and commerce, journalism, and other personal or professional pursuits.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Develop a process that can lead to insights in understand a culture other than your own.
- Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
- Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
- Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.

- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
- Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
- Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
- Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended.*

Required courses		15
ECON 011	Economics Globalization	3
ENGLISH 204	World Literature	3
PHILOS 033	Comparative Study of World Religions	3
POLI SCI 007	International Relations	3
POLISCI 060	Intro to Globalization	3

Elective units (chosen from the following)		12
ART 141	Introduction of African Art	3
ASIAN 003	People and Cultures of Asia	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 027	History of Africa	3
HISTORY 087	Intro to World Civilization II	3
POLI SCI 014	Politics of the Middle East	3
POLI SCI 002	Comparative Politics	3
POLISCI 017	Gov't Politics of Latin America	3
SPANISH 010	Latin American Civilization	3

Additional LACCD GE plan units	15

(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units	18

TOTAL	60

*Recommended foreign language courses:

ARABIC 001	Elementary Arabic I	5
ARABIC 002	Elementary Arabic II	5
FRENCH 001	Elementary French I	5
FRENCH 002	Elementary French II	5
JAPAN 001	Elementary Japanese I	5
JAPAN 002	Elementary Japanese II	5
SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5

Degree and Certificate Program Descriptions

HEALTH SCIENCE
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)

    ADDICTION STUDIES
    ALLIED HEALTH
    CERTIFIED NURSE ASSISTANT
    DENTAL ASSISTING
    DENTAL HYGIENE (BS)
    MEDICAL ASSISTING
    PARAMEDICINE
    PHARMACY TECHNICIAN
    PUBLIC HEALTH

HEALTH SCIENCE (AS)
MAJOR CODE: 1260.00

The Associate of Science in Health Science (ASHS) is a degree for students who wish to transfer to a four-year institution or complete entrance requirements for health career programs. These career options include, but are not limited to, nursing, radiological sciences, physical therapy, occupational therapy, respiratory therapy and dental hygiene. The degree offers students a broad general education, and provides basic knowledge in microbiology, human anatomy, chemistry, physiology, and nutrition. Students should consult with a counselor regarding specific course requirements for the particular educational and career goal.

To earn an Associate of Science Degree in Health Science, students must complete each required course with a "C" grade or higher and complete all general education requirements as listed in the catalog.

Students are encouraged to consult with a counselor to develop a Comprehensive Educational Plan for the ASHS degree and general education requirements. It is recommended that students who intend to transfer select the IGETC or CSU GE educational plan.

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

- Apply evidence based models to evaluate scientific literature and other health related concepts.
- Critically analyze factors that influence human health, public health policy, socio-economics, and scientific data that contribute to health disparities.
- Use scientific knowledge to efficaciously affect change in the health of local and global communities.
- Integrate professional and ethical standards with a commitment to lifelong learning.

Required courses		24
ANATOMY 001	Introduction to Human Anatomy	4
BIOLOGY 003	Introduction to Biology OR	4
BIOLOGY 003A	Introduction to Biology AND	3
BIOLOGY 003B	Introduction to Biology Lab	1
CHEM 060	Introduction to General Chemistry OR	5
CHEM 051	Fundamentals of Chemistry OR	5
CHEM 101	General Chemistry	5
MCRO 020	General Microbiology	4
PHYSIOL 001	Introduction to Human Physiology	4
FAM &CS 021	Nutrition	3

Additional LACCD GE plan units*	15

(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units*	21
TOTAL	60

*The following courses are recommended:

ANTRO 102	Cultural Anthropology	3
COMM 101	Public Speaking	3
MATH 125	Intermediate Algebra	5
PSYCH 001	General Psychology	3
PSYCH 041	Life Span Psychology	3 93
SOC 001	Introduction to Sociology	3

HISTORY
SOCIAL SCIENCE DIVISION

HISTORY (AA-T)
MAJOR CODE: 2205.00

The Associate in Arts in History for Transfer (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 History. 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 coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Degree and Certificate Program Descriptions

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
Evaluate how the past relates to the present.

- Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.
- Attain cultural/historic literacy: student will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.
- Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work and attend class punctually, and follow a syllabus.
- Be informed citizens who play active roles in the improvement of society at the local, state, and national levels.

Required courses		6
HISTORY 011	Political and Social History of the U.S. I	3
HISTORY 012	Political and Social History of the U.S. II	3

Elective units, list A (chosen from the following)		6
HISTORY 001	Introduction to Western Civilization I	3
	OR	
HISTORY 086	Introduction to World Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
	OR	
HISTORY 087	Introduction to World Civilization II	3

Elective units, list B (one course chosen from each area)		6
Area 1		**3**
HISTORY 043	The Mexican American in the History of the U.S. I	3
HISTORY 044	The Mexican American in the History of the U.S. II	3
HISTORY 086	Introduction to World Civilization	3
	OR	
HISTORY 087	Introduction to Western Civilization	3
Area 1		**3**
PSYCH 001	General Psychology	3
	OR	
SOC 001	Introduction to Sociology	3

Additional CSU GE or IGETC units	22-27

(37-39 units, minus 12-15 major units that may be double-counted as GE)

CSU-transferable elective units	15-20

TOTAL	**60**

HISTORY (AA)
MAJOR CODE: 2205.00

The Associate of Arts degree in History includes coursework that aligns with specific lower-division major requirements for the History major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in History may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Required courses		12
HISTORY 001	Introduction to Western Civilization I	3
	OR	
HISTORY 086	Introduction to World Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
	OR	
HISTORY 087	Introduction to World Civilization II	3
HISTORY 011	Political & Social History of the U.S. I	3
	OR	
HISTORY 041	African American in the History of U.S. I	3

Degree and Certificate Program Descriptions

AA-T	Associate in Arts Degree for Transfer	CA Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY Certificate of Competency (noncredit)
AS	Associate of Science degree	SC Skills Certificate (non-transcripted)

HISTORY 012	Political & Social History of the U.S. II	3
	OR	
HISTORY 42	African American in the History of U.S. II	3

Elective units (chosen from the following)		**6**
ANTHRO 101	Human Biological Evolution	3
	OR	
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 001	Principles of Economics I	3
GEOG 001	Physical Geography	3
POL SCI 001	The Government of the United States	3
HISTORY 029	Asian Civilization: The Middle East	3

Additional LACCD GE plan units	**15**

(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units	**27**
TOTAL	**60**

HOSPITALITY
BUSINESS DIVISION

HOSPITALITY (AA)
MAJOR CODE: 1307.00

The Associate of Arts degree in Hospitality is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

Students interested in transferring to a four-year college or university with a major in Hospitality or a related major should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

The Hospitality program at West prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Learn Travel Industry areas of general interest.
- Learn places of greatest geographical interest for travelers, in various world areas.
- Utilize sales and marketing techniques to attract travelers.
- Learn how to properly research travel and hospitality subjects for client assistance and counsel.
- Learn and apply quantitative aspects of airline ticketing and fares for client benefits.
- Learn skills to enable them to operate a home-based travel agency successfully.

Required courses		**30**
BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality	3
HOSPT 135	Meeting, Convention Planning	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 310	Hospitality Sales	3
	OR	
MARKET 001	Principles of Selling	3
HOSPT 311	Hospitality Marketing or Marketing 21	3
HOSPT 320	Hospitality Law	3
	OR	
BUS 005	Business Law	3
HOSPT 325	Guest Relations Management	3
HOSPT 330	Managing Technology & E-Commerce	3

Additional LACCD GE plan units	**18**

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	**22**
TOTAL	**60**

EVENT & CONVENTION PLANNING (CA)
MAJOR CODE: 1307.08

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		**15**
BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality Industry	3
HOSPT 135	Meeting, Convention Planning	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

HOSPT 302	Introduction to Hotel/Motel Operations	
		3
HOSPT 320	Hospitality Law	3

HOSPITALITY (CA)
MAJOR CODE: 1307.05

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		30
BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality	3
HOSPT 135	Meeting, Convention Planning	3
HOSPT 302	Introduction to Hotel/Motel Operations	
		3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 310	Hospitality Sales	3
	OR	
MARKET 001	Principles of Selling	3
HOSPT 311	Hospitality Marketing or Marketing 21	3
HOSPT 320	Hospitality Law or Law 1	3
HOSPT 325	Guest Relations Management	3
HOSPT 330	Managing Technology & E-Commerce	
		3

HOTEL FRONT DESK & BACK OFFICE OPERATIONS (CA)
MAJOR CODE: 1307.06

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		18
HOSPT 100	Introduction to Hospitality Industry	3
HOSPT 302	Introduction to Hotel/Motel Operations	
		3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 325	Guest Relations Management	3
HOSPT 330	Managing Technology and E-Commerce	3
HOSPT 310	Hospitality Sales or Marketing 1	3

HOTEL SALES & MARKETING (CA)
MAJOR CODE: 1307.07

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		18
BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality Industry	3
HOSPT 310	Hospitality Sales or Marketing 1	3
HOSPT 302	Introduction to Hotel/Motel Operations	
		3
HOSPT 325	Guest Relations Management	3
HOSPT 311	Hospitality Marketing	
	OR	
MARKET 021	Principles of Marketing	3

INTERNATIONAL AREA STUDIES
SOCIAL SCIENCE DIVISION

INTERNATIONAL AREA STUDIES – AFRICA (AA)
MAJOR CODE: 2210.10

The Associate in Arts International Area Studies—Africa cultivates global citizens who specialize in Africa and who study the world from an international/global perspective. Integral to this is to be conversant with African and global politics and governance, markets, culture and society, languages and area studies.

Student learning outcomes promote knowledge of Africa as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

The Associate in Arts in International Area Studies- Africa degree will enable students to pursue multiple pathways to transfer or careers with a strong understanding of one of the most dynamic regions of the world, Africa. The Student

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA Associate of Arts degree
AS Associate of Science degree

CA Certificate of Achievement
CN Certificate of Completion (noncredit)
CY Certificate of Competency (noncredit)
SC Skills Certificate (non-transcripted)

Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies.

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

- Develop a process that can lead to insights in understand a culture other than your own.
- Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
- Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
- Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
- Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
- Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
- Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended.*

Required courses		27
ANTHRO 102	Cultural Anthropology	3
ART 141	Introduction of African Art	3
ECON 002	Macro Economics	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 027	History of Africa	3
HISTORY 087	Intro to World Civilization II	3
POL SCI 002	Comparative Politics	3
POL SCI 007	International Relations	3
POL SCI 060	Intro to Globalization	3

Additional LACCD GE plan units   18
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   15

TOTAL   60

*Recommended foreign language courses:

FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5

INTERNATIONAL AREA STUDIES – ASIA (AA)
MAJOR CODE: 2210.10

The Associate in Arts International Area Studies—Asia cultivates global citizens who specialize in Asia and who study the world from an international/global perspective. Integral to this is to be conversant with Asian and global politics and governance, markets, culture and society, languages and area studies.

Student learning outcomes promote knowledge of Asia as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

The Associate in Arts International Area Studies—Asia degree will enable students to pursue multiple pathways to transfer or careers with a strong understanding of one of the most dynamic region of the world, Asia. The Student Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies.

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

- Develop a process that can lead to insights in understand a culture other than your own.
- Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
- Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
- Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
- Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
- Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
- Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Required courses		27
ANTHRO 102	Cultural Anthropology	3
CHINESE 010	Chinese Civilization	3
ECON 002	Macro Economics	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 074	Asian Civilizations	3
HISTORY 087	Intro to World Civilization II	3
POL SCI 002	Comparative Politics	3
POL SCI 007	International Relations	3
POL SCI 060	Intro to Globalization	3

Additional LACCD GE plan units   **18**
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   **15**

TOTAL   **60**

INTERNATIONAL AREA STUDIES – LATIN AMERICA (AA)
MAJOR CODE: 2210.10

The Associate in Arts International Area Studies—Latin America cultivates global citizens who specialize in Latin America and who study the world from an international/global perspective. Integral to this is to be conversant with Latin American and global politics and governance, markets, culture and society, languages and area studies.

Student learning outcomes promote knowledge of Latin America as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

The Associate in Arts International Area Studies—Latin America degree will enable students to pursue multiple pathways to transfer or careers with a strong understanding of one of the most dynamic region of the world, Latin America. The Student Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies:

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Develop a process that can lead to insights in understand a culture other than your own.
- Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
- Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.

- Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
- Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
- Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
- Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended.*

Required courses		27
ANTHRO 102	Cultural Anthropology	3
ECON 002	Macro Economics	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 087	Intro to World Civilization II	3
POL SCI 002	Comparative Politics	3
POL SCI 007	International Relations	3
POL SCI 017	Gov't & Politics of Latin America	3
POL SCI 060	Intro to Globalization	3
SPANISH 010	Latin American Civilization	3

Additional LACCD GE plan units   **18**
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   **15**

TOTAL   **60**

*Recommended foreign language courses:

SPANISH 1	Elementary Spanish I	5
SPANISH 2	Elementary Spanish II	5
SPANISH 3	Intermediate Spanish I	5
SPANISH 4	Intermediate Spanish II	5

INTERNATIONAL AREA STUDIES – MIDDLE EAST (AA)
MAJOR CODE: 2210.10

The Associate in Arts International Area Studies—Middle East cultivates global citizens who specialize in the Middle East and who study the world from an international/global perspective. Integral to this is to be conversant with Middle East and global

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for
Transfer
AA Associate of Arts degree
AS Associate of Science degree

CA Certificate of Achievement
CN Certificate of Completion
(noncredit)
CY Certificate of Competency
(noncredit)
SC Skills Certificate (non-transcripted)

politics and governance, markets, culture and society, languages and area studies.

Student learning outcomes promote knowledge of the Middle East as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

The Associate in Arts International Area Studies—Middle East degree will enable students to pursue multiple pathways to transfer or careers with a strong understanding of one of the most dynamic region of the world, the Middle East. The Student Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies:

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Develop a process that can lead to insights in understand a culture other than your own.
- Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
- Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
- Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
- Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
- Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
- Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended.*

Required courses		27
ANTHRO 102	Cultural Anthropology	3
ANTHRO 134	Peoples & Culture of the Middle East	3
ART 141	Introduction of African Art	3
ECON 2	Macro Economics	3
GEOG 2	Cultural Elements of Geography	3
HISTORY 87	Intro to World Civilization II	3
POLI SCI 2	Comparative Politics	3
POLI SCI 7	International Relations	3
POLISCI 60	Intro to Globalization	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	15

TOTAL	60

*Recommended foreign language courses:
ARABIC 1	Elementary Arabic I	5
ARABIC 2	Elementary Arabic II	5

KINESIOLOGY
KINESIOLOGY & ATHLETICS DIVISION

KINESIOLOGY (AA-T)
MAJOR CODE: 0835.00

The West Los Angeles College curriculum for the Associate in Art in Kinesiology Transfer Degree is designed to prepare students for transfer to bachelor degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching or Fitness Management. Kinesiology courses align with lower-division major requirements at various institutions within the California State University (CSU) system and provide students with an opportunity to complete the first two years of study in the CSU system. Students are required to complete 60 units of degree-applicable courses, with a minimum grade point average of 2.0. Students must earn a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breath. Students interested in transferring are encouraged to visit the Counseling Office for individualized educational planning.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Understand, recognize, and appreciate the maximum benefits provided by physical movement for developing individual health and wellness.
- Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
- Assess the risk factors of specific training activity and practice safety precautions.
- List activities that are beneficial for modifying body composition.
- List activities that benefit the cardiovascular system.
- Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Required courses		11
ANATOMY 001	Introduction to Human Anatomy	4
KIN MAJ 100	Introduction to Kinesiology	3
PHYSIOL 001	Introduction to Human Physiology	4

Elective units
(chosen from any three of the following sets) **3**

Aquatics:

KIN 303-1	Aqua Aerobics I	1
KIN 303-2	Aqua Aerobics II	1
KIN 303-3	Aqua Aerobics III	1
KIN 303-4	Aqua Aerobics IV	1

Dance:

DANCETQ 111	Ballet Techniques I	1
DANCETQ 121	Jazz Dance Techniques I	1
DANCETQ 141	Modern Dance Techniques I	1
DANCETQ 151	Dance for Film and Stage I	1
DANCETQ 171	Hip-Hop Techniques I	1

Fitness:

KIN 229	Body Conditioning	1
KIN 251	Yoga Skills	1
KIN 334-1	Walking for Fitness I	1
KIN 345	Body Dynamics Activity	1
KIN 350-1	Weight Training I	1

Individual Sports:

KIN 251	Yoga Skills	1
KIN 251-1	Yoga Skills I	1

Team Sports:

KIN 272	Track and Field Skills	1
KIN 286	Baseball Skills	1
KIN 287	Basketball Skills	1
KIN 288	Flag/Touch Football Skills	1
KIN 291	Volleyball Skills	1
KIN 386	Baseball Skills Activity	1
KIN 387	Basketball	1
KIN 389	Soccer	1
KIN 391	Volleyball	1

List A: Select Two Courses		6
MATH 227	Statistics	4
BIOLOGY 3A & 3B	Introduction to Biology	4
	OR	
BIOLOGY 3	Introduction to Biology	4
CHEM 51	Fundamental Chemistry I	5
	OR	
CHEM 60	General Chemistry I	5
	OR	
CHEM 101	General Chemistry I	5
PHYS 006	General Physics I	4
HEALTH 012	Safety Education and First Aid	3

Additional LACCD GE plan units	18
(21 units, minus 3 major units that may be double-counted as GE)	

Degree-applicable elective units	12

TOTAL	60

KINESIOLOGY (AA)
MAJOR CODE: 0835.00

The curriculum for the Associate of Arts degree in Kinesiology includes coursework that aligns with lower-division major requirements at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring are encouraged to visit the Counseling Office for individualized educational planning.

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

- Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
- Assess the risk factors of a specific training activity and practice safety precautions.
- Distinguish how different types of activities (ex. Jazz Dance vs. Weight Training) relate to the five components of fitness.
- List activities that are beneficial for modifying body composition.
- List activities that benefit the cardiovascular system.
- Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.
- Demonstrate increased movement vocabulary.

Required courses		20
ANATOMY 001	Introduction to Human Anatomy	4
HEALTH 012	Safety Education & First Aid	3
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 126	Fundamentals of Athletic Training	3
PHYSIOL 001	Introduction to Human Physiology	4

Elective units (chosen from any three of the following sets) **3**

Aquatics:

KIN 303-1	Aqua Aerobics I	1
KIN 303-2	Aqua Aerobics II	1
KIN 303-3	Aqua Aerobics III	1
KIN 303-4	Aqua Aerobics IV	1

Dance:

DANCETQ 111	Ballet Techniques I	1
DANCETQ 121	Jazz Dance Techniques I	1
DANCETQ 141	Modern Dance Techniques I	1
DANCETQ 151	Dance for Film & Stage	1

Degree and Certificate Program Descriptions

AA-T Associate in Arts Degree for Transfer	CA Certificate of Achievement
AS-T Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA Associate of Arts degree	CY Certificate of Competency (noncredit)
AS Associate of Science degree	SC Skills Certificate (non-transcripted)

DANCETQ 171	Hip Hop Techniques I	1

Fitness:

KIN 329	Body Conditioning	1
KIN 329-2	Body Conditioning II	1
KIN 232	Step Aerobics Activity	1
KIN 350	Weight Training	1
KIN 350-1	Weight Training I	1
KIN 350-2	Weight Training II	1

Individual Sports:

KIN 351-1	Yoga Skills I	1
KIN 351-2	Yoga Skills II	1
KIN 351-3	Yoga Skills III	1

Team Sports:

KIN 272	Track and Field Skills	1
KIN 286	Baseball Skills	1
KIN 287	Basketball Skills	1
KIN 288	Flag/Touch Football Skills	1
KIN 291	Volleyball Skills	1
KIN 386	Baseball Skills Activity	1
KIN 387	Basketball	1
KIN 389	Soccer	1
KIN 391	Volleyball	1

Additional LACCD GE plan units	**18**

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	**12**

TOTAL	**60**

LAW, PUBLIC POLICY AND SOCIETY

LAW, PUBLIC POLICY AND SOCIETY (AA-T)

MAJOR CODE: 1401.00

The Associate in Arts in Law, Public Policy and Society for Transfer Degree (AA-T) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Public Policy, Law, Sociology, Economics 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 encouraged to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Law, Public Policy and Society requirements at some of the CSU campuses.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). To earn an Associate Degree for Transfer, 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 the following:
   A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   B) A minimum of 31 semester units or 47 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
3) A grade of "C" or better in all courses required for the major or area of emphasis.

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

- Analyze social science concepts and theories
- Evaluate diverse viewpoints related to the human experience
- Produce evidence-based arguments.

Required Courses		24
ADM JUS 001	Introduction to Administration of Justice	3
	OR	
BUS 005	Business Law I	3
PHILOS 020	History of Greek Philosophy	3
COMM 101	Public Speaking	3
	OR	
COMM 104	Argumentation and Debate	3
	OR	
COMM 151	Small Group Communication	3
ENGLISH 101	College Reading and Composition I	3
COMM 104	Argumentation and Debate	3
	OR	
ENGLISH 103	Composition and Critical Thinking	3
	OR	
PHILOS 008	Deductive Logic	3
MATH 227	Statistics	4
HIST 011	Political & Social History of the United States I	3
	OR	
HIST 012	Political & Social History of the United States II	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

POL SCI 001   The Government of the United States   3

Elective units
(Select two courses from two of the areas listed below. *Note: courses must not have been used above.*)

Area 1:
ADM JUS 002 Concepts of Criminal Law   3
ADM JUS 003 Legal Aspects of Evidence   3
ADM JUS 067 Community Relations I   3
ADM JUS 075 Introduction to Corrections   3
ADM JUS 008 Juvenile Procedures   3

Area 2:
BUS 005   Business Law 1   3

Area 3:
ECON 001   Principles of Economics I   3
   OR
ECON 002   Principles of Economics II   3

Area 4:
POL SCI 002 Modern World Governments   3
   OR
POL SCI 007 Contemporary World Affairs   3

Area 5:
POL SCI 060 Introduction to Globalization   3
   OR
SOC 002   American Social Problems   3
   OR
ALD HTH 102 Health and Social Justice   3
   OR
ALD HTH 103 Introduction to Public Health   3

Area 6:
ANTHRO 102 Human Ways of Life: Cultural Anthropology
   3
   OR
COMM 122   Intercultural Communication   3
   OR
SOC 011   Race and Ethnic Relations   3

Area 7:
COUNS 040   College Success Seminar   3

TOTAL MAJOR UNITS   31

Additional CSU GE or IGETC units   15-18

(37-39 units, minus 21-22 major units that may be double-counted as GE)

CSU-transferable elective units   11-14

TOTAL   60

LIBERAL ARTS & SCIENCES
ACADEMIC AFFAIRS

The Liberal Arts and Sciences degree program provides students with an opportunity to earn an Associate of Arts degree in one of four major areas of emphasis: Math, Sciences, and Computer Science; Behavioral and Social Sciences; Arts and Humanities; and Health Professions. It is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer and wish to earn a degree in a particular area of study that interests them.

Each area of emphasis for the Liberal Arts and Sciences degree includes coursework that aligns with lower-division major requirements for various majors at universities within the University of California (UC) and California State University (CSU) systems.
Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for specific majors at the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

LIBERAL ARTS & SCIENCES: ARTS & HUMANITIES (AA)
MAJOR CODE: 4903.10

This area of emphasis provides students with a broad-based introduction to the Arts and Humanities. Students will evaluate, research, and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural expression. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Art, English, Liberal Studies, Spanish, and French.

Elective units (chosen from the following with no more than 6 units in any single discipline)   **18**
A S L   001
ART   101, 102, 103, 201, 202, 300, 301, 302, 304,
   305, 307, 501, 502, 503

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA Associate of Arts degree
AS Associate of Science degree

CA Certificate of Achievement
CN Certificate of Completion (noncredit)
CY Certificate of Competency (noncredit)
SC Skills Certificate (non-transcripted)

CHINESE	001
CINEMA	003, 107
COMM	101, 104, 121
ENGLISH	101, 102, 103, 203, 204, 205, 206, 209, 215, 219, 234
FRENCH	001, 002, 003, 004
HISTORY	001, 002
HUMAN	030, 031, 060, 077
JAPAN	001
MUSIC	101, 111, 141, 180, 181, 182, 183, 321, 322, 324, 411, 412, 413, 414, 501, 775
PHILOS	001, 020, 033, 041
THEATER	100, 110
SPANISH	001, 002

Additional LACCD GE plan units
15-18
(21 units, minus 3-6 major units that may be double-counted as GE)

Degree-applicable elective units 24-27

TOTAL 60

LIBERAL ARTS & SCIENCES: BEHAVIORAL & SOCIAL SCIENCES (AA)
MAJOR CODE: 4901.00

This area of emphasis provides students with a broad-based introduction to the Behavioral and Social Sciences. These courses are designed to stimulate critical thinking and to encourage students to explore a variety of theories, perspectives, and experiences about how societies behave in response to particular times, places, events, and societies in the world. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as History, Political Science, Psychology, Sociology, and Child Development.

Elective units (chosen from the following with no more than 6 units in any single discipline) **18**

ADM JUS	001, 002
AFRO AM	004, 005
ANTHRO	102, 103, 109
BUS	005
CH DEV	001, 002, 022, 030, 034
COMM	101, 121
COUNSEL	020, 040
ECON	001, 002
ENGLISH	101
ENV SCI	001, 002

GEOG	002
HISTORY	011, 012, 041, 042, 043, 044, 086, 087
LIB SCI	101, 104
MATH	227, 236
POL SCI	001, 007
PSYCH	001, 002, 013, 014, 064, 065
SOC	001, 002, 011

Additional LACCD GE plan units 12-18
(21 units, minus 3-9 major units that may be double-counted as GE)

Degree-applicable elective units 24-30

TOTAL 60

LIBERAL ARTS & SCIENCES: HEALTH PROFESSIONS (AA)
MAJOR CODE: 4901.00

This area of emphasis provides students with a broad-based introduction to the Allied Health professions, pre-nursing, and Health Sciences. Students will learn about health care delivery systems and methodologies of science to understand the influence of medical science on society. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Health Science, Human Services, Kinesiology, and Nursing.

Elective units (chosen from the following with no more than 6 units in any single discipline) **18**

ALD HTH	033, 043CO, 044CO, 045CO, 046CO, 047CO, 048CO, 049CO, 052
ANATOMY	001
BIOLOGY	003A & 003B
CH DEV	001
CHEM	051, 060, 101
CO SCI	901
COMM	101
ENGLISH	101
FAM &CS	021
MICRO	020
PHYSIOL	001
PSYCH	001, 041
SOC	001

Additional LACCD GE plan units 9-18
(21 units, minus 3-12 major units that may be double-counted as GE)

Degree-applicable elective units 24-36

TOTAL 60

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

LIBERAL ARTS & SCIENCES: MATH, SCIENCE, & COMPUTER SCIENCE (AA)
MAJOR CODE: 4902.00

This area of emphasis prepares students for future study within the many fields of science, computer science, and mathematics. The traditional science courses examine the physical universe, its life forms and its natural phenomena; computer science courses emphasize the concepts of computer science and programming. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Biology, Biological Sciences, Chemistry, Computer Science, Engineering, and Mathematics. In addition, coursework in this area of emphasis can be used to fulfill lower division requirements for the Psychology major at UCLA.

Elective units, list A (chosen from the following with no more than 6 units in any single discipline)   12
ANATOMY   001
ANTHR   101, 111L
BIOLOGY   003A & 003B, 006, 007
CHEM   051, 060, 101
CO SCI   902, 917, 933, 935, 936, 939, 990
GEOG   001, 015L
GEOLOGY   001, 006L
OCEANO   001
MICRO   020
PHYSIOL   001
PHYSICS   006, 007, 037

Elective units, list B (chosen from the following with no more than 6 units in any single discipline)   6
MATH   215, 227, 241, 260, 261, 262, 263, 270, 275

Additional LACCD GE plan units   15
(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units   27

TOTAL   60

MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP
BUSINESS DIVSION

(Also see BUSINESS, BUSINESS ADMINISTRATION)

MANAGEMENT - SMALL BUSINESS (AA)
MAJOR CODE: 0506.40

The Associate of Arts degree in Management - Small Business is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Small Business Management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Use a variety of resources, market analyses, accounting and financial data, to create short and long term business and marketing plans.
- Use current and emerging technologies to create, document, analyze and manipulate data that supports management of business operations.
- Promote a collaborative environment for co-workers with clear articulation to produce teamwork and flexibility in a diverse workplace.
- Manage and direct daily work activities that support business productivity.

Required courses		32
ACCTG 001	Introductory Accounting 1	5
BUS 001	Introduction to Business	3
BUS 005	Business Law	3
BUS 031	Business English	3
BUS 038	Business Computations	3
MARKET 001	Principles of Selling	3
MARKET 021	Principles of Marketing	3
MGMT 001	Principles of Management	3
MGMT 002	Organization & Management Theory	3
MGMT 013	Small Business Entrepreneurship	3

Elective units (chosen from the following)		3
BUS 32	Business Communications	3
CO SCI 901*	Introduction to Computers & Use	3
MGMT 6	Public Relations	3

Additional LACCD GE plan units   18
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   7

TOTAL   60

Degree and Certificate Program Descriptions

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA   Associate of Arts degree
AS   Associate of Science degree

CA   Certificate of Achievement
CN   Certificate of Completion (noncredit)
CY   Certificate of Competency (noncredit)
SC   Skills Certificate (non-transcripted)

MANAGEMENT - SMALL BUSINESS (CA)

MAJOR CODE: 0506.40

Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		32
ACCTG 001*	Introductory Accounting 1	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law	3
BUS 031	Business English	3
BUS 038	Business Computations	3
MARKET 001	Principles of Selling	3
MARKET 021	Principles of Marketing	3
MGMT 001	Principles of Management	3
MGMT 002	Organization & Management Theory	3
MGMT 013	Small Business Entrepreneurship	3
Elective units (chosen from the following)		**3**
BUS 32	Business Communications	3
CO SCI 901*	Introduction to Computers & Use	3
MGMT 6	Public Relations	3
TOTAL		**35**

* Recommended for students also pursuing Business Administration Associate Degree for Transfer AS-T.

MARKETING

BUSINESS DIVISION

MARKETING (AA)

MAJOR CODE: 0509.00

The Associate of Arts degree in Marketing is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales professional.

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

- Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications) • Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)
- Develop sales and marketing plans, using buyer trends, patterns, and demographics to target current and emerging (new) markets. (Themes: market trends, demographics)
- Plan and organize daily work activities including the allocation of budget constraints that promote the development of a realistic and effective marketing and sales strategy. Theme: (Marketing Implementation; Budget Constraints)
- Investigate and assess the overall business model and industry position of an organization, including articulation of its' marketing strategy and marketing implementation approach. (Theme: Business Strategy, Marketing Strategy)

Required courses		35
ACCTG 001*	Introductory Accounting 1	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law	3
BUS 031	Business English	3
BUS 032	Business Communications	3
BUS 038	Business Computations	3
FINANCE 002	Investments	3
MARKET 001	Principles of Selling	3
	OR	
MGMT 013	Small Business Entrepreneurship	3
MARKET 021	Principles of Marketing	3
MGMT 001	Principles of Management	3
MGMT 006	Public Relations	3

* Recommended for students also pursuing Business Administration Associate Degree for Transfer AS-T.

Additional LACCD GE plan units	**18**
(21 units, minus 3 major units that may be double-counted as GE)	
Degree-applicable elective units	**7**
TOTAL	**60**

MATHEMATICS

MATHEMATICS DIVISION

MATHEMATICS (AS-T)

The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the

Degree and Certificate
Program Descriptions

related fields such as Engineering, Physics or Statistics, with a strong academic background in mathematics. The courses taken by students in the pursuit of this degree will help develop students' ability to approach and solve problems in pure or applied mathematics where this is required. By successfully completing the Associate in Science in Mathematics for Transfer degree requirements at West Los Angeles College, students are prepared to transfer to a four-year Mathematics program. Completion of coursework in single and multivariable Calculus, Linear Algebra, Differential Equations and Statistics will meet the lower division mathematics requirements of the California State University. CSU is required to "guarantee admission with junior status to any community college student who meets all of the requirements". This degree is intended for students who are interested in transferring to a four-year university and majoring in Mathematics, Engineering, Physics and Statistics.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

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

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, division) to solve common academic, workplace, and family problems.   (Theme: Quantitative thinking; mathematical operations)
- Analyze and interpret spatial and graphic data (schedules, maps, tables, graphs, and geometric figures). (Theme: spatial and graphic data).
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)

- Apply advanced mathematical concepts and tools (algebra, calculus) essential in upper division academic work and/or workplace tasks. (Theme: advanced mathematical operations—algebra, calculus)
- Select appropriate math strategies for solving and handling application problems involving (for example) finance, science, economics, and family issues. (Theme: mathematical problem-solving)

Required courses		15
MATH 261	Calculus with Analytic Geometry I	5
MATH 262	Calculus with Analytic Geometry II	5
MATH 263	Calculus with Analytic Geometry III	5

Elective units, list A (chosen from the following)		3
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3

Elective units, list B (chosen from the following)		3-5
Any course from list A not already used		
MATH 227	Statistics	4
PHYSICS 037	Physics for Engineers & Scientists I	5
PHYSICS 038	Physics for Engineers & Scientists II	5
PHYSICS 039	Physics for Engineers & Scientists III	5

Additional CSU GE or IGETC units	29-35
(37-39 units, minus 4-8 major units that may be double-counted as GE)	

CSU-transferable elective units	2-10

TOTAL	60

MATHEMATICS (AA)
MAJOR CODE: 1701.00

The Associate of Arts degree in Mathematics includes coursework that aligns with specific lower-division major requirements for the Mathematics major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Mathematics are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Required courses		15
MATH 261	Calculus with Analytic Geometry I	5
MATH 262	Calculus with Analytic Geometry II	5
MATH 263	Calculus with Analytic Geometry III	5

Elective units (chosen from the following)		3-4
MATH 227	Statistics	4

AA-T	Associate in Arts Degree for Transfer
AS-T	Associate in Science Degree for Transfer
AA	Associate of Arts degree
AS	Associate of Science degree

CA	Certificate of Achievement
CN	Certificate of Completion (noncredit)
CY	Certificate of Competency (noncredit)
SC	Skills Certificate (non-transcripted)

MATH 227S	Statistics with Support	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3

Additional LACCD GE plan units   18-19
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   23-24

TOTAL   60

MEDICAL ASSISTING
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)
ADDICTION STUDIES
ALLIED HEALTH
DENTAL ASSISTING
DENTAL HYGIENE (BS)
HEALTH SCIENCE
PARAMEDICINE
PUBLIC HEALTH

MEDICAL ASSISTING (AS)
MAJOR CODE: 1208.00

The West Los Angeles College Medical Assisting Program prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

See division website for more details at http://www.wlac.edu/allied-health/medical-assistant.aspx.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Perform medical office procedures including patient scheduling and billing insurance companies for services.
- Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
- Perform medical office laboratory procedures.

Required courses   38.5
ALD HTH 033	Medical Terminology	3

ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3

Additional LACCD GE plan units   21

Degree-applicable elective units   0.5

TOTAL   60

MEDICAL ASSISTING - ADMINISTRATIVE (CA)
MAJOR CODE: 1208.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses   22
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 061	Medical Insurance	3

MEDICAL ASSISTING - ADMINISTRATIVE & CLINICAL (CA)
MAJOR CODE: 1208.00

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		38.5
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3

MEDICAL ASSISTING - CLINICAL (CA)
MAJOR CODE: 1208.00

Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		31.5
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3

NUTRITION & DIETETICS
BEHAVIORAL SCIENCE DIVISION

NUTRITION AND DIETETICS (AS-AT)
MAJOR CODE: 1306.00

The Associate in Science in Nutrition and Dietetics 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 Nutrition and Dietetics. 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 Nutrition and Dietetics for Transfer degree requirements at some of the CSU campuses.

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

- Critically analyze the consequences of obesity including health, social, and psychological problems and develop an eating and exercise plan for a person with health risk factors.
- Assess the safety of food additives. Identify microbes and their role in food cause illness in the body.
- Use scientific knowledge to analyze the potential advantages and disadvantages associated with organic foods.
- Design daily diets that provide adequate amounts of the essential nutrients throughout the life span.
- Use scientific knowledge to efficaciously affect change in the health of local and global communities.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 both of the following:
    a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

Degree and Certificate
Program Descriptions

AA-T Associate in Arts Degree for Transfer	CA Certificate of Achievement
AS-T Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA Associate of Arts degree	CY Certificate of Competency (noncredit)
AS Associate of Science degree	SC Skills Certificate (non-transcripted)

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 and meeting the requirements of an approved transfer model curriculum.

2. Obtainment of a minimum grade point average of 2.0.

Required units		20
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
FAM &CS 021	Nutrition	3
MICRO 020	General Microbiology	4
PSYCH 001	General Psychology	3

Elective units, list A (chosen from the following)		3
ANAT 001	Intro to Human Anatomy	4
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
CHEM 211	Organic Chemistry-Science Majors	5
MATH 227	Statistics	4
PHYSIOL 001	Intro to Human Physiology	4

Elective units, list B (chosen from the following)		3
ANTHRO 102	Cultural Anthropology	3
MATH 245	College Algebra	3

Additional CSU GE or IGETC units	21-26

(37-39 units, minus 13-16 major units that may be double-counted as GE)

CSU-transferable elective units	3-8

TOTAL	60

PARALEGAL
SOCIAL SCIENCES DIVISION

West Los Angeles College offers a Paralegal Studies program that is approved by the American Bar Association (ABA). The program is designed to prepare students for work as a paralegal. A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects.

(http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm)

NOTE: This program is not designed for preparation for law school admission. Students should consult catalogs of law schools of their choice or a counselor when planning to attend law school.

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

- The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
- To insure quality paralegal education at the community college level
- To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
- To train students to be prepared to use and apply the most current paralegal skills.
- To educate students to intelligently and ethically serve the legal community.
- To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
- To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
- To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
- To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code ß6450.
- To encourage students to contribute to the advancement of the legal profession.
- To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

PARALEGAL (AA)
MAJOR CODE: 1402.00

The Associate of Arts degree in Paralegal Studies is primarily designed for career and technical education and workforce training/ development and is approved by the American Bar Association (ABA). The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Required courses		29
BUS 005	Business Law I	3
	OR	
PALEGAL 041	Contract Law for Paralegals	3
CAOT 093	Legal Document Production	2
ENGLISH 101	College Reading and Composition I	3
PALEGAL 004	Legal Internship	3
PALEGAL 010	Intro to Law and Legal Profession	3
PALEGAL 011	Introduction to Civil Litigation	3
PALEGAL 014	Law Office Management and	
	Procedures	3
PALEGAL 017	Legal Writing	3
PALEGAL 044	Business Organization for Paralegals	3
PALEGAL 051	Legal Research for Paralegals	3

Elective units (chosen from the following)		12
PALEGAL 012	Tort Law	3
PALEGAL 013	Wills, Trusts, and Probate	
	Administration	3
PALEGAL 016	Civil and Criminal Evidence	3
PALEGAL 018	Family Law	3
PALEGAL 019	Property and Creditor Rights	3
PALEGAL 020	Probate Procedures	3
PALEGAL 033	Entertainment Law	3
PALEGAL 035	Immigration Law	3
PALEGAL 042	Workers' Compensation for Paralegals	
		3
PALEGAL 043	Electronic Discovery for Paralegals	3
PALEGAL 045	Litigation Document Preparation	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	1
TOTAL	60

PARALEGAL (CA)
MAJOR CODE: 1402.00

Required courses		29
BUS 005	Business Law I	3
	OR	
PALEGAL 041	Contract Law for Paralegals	3
CAOT 093	Legal Document Production	2
ENGLISH 101	College Reading and Composition I	3
PALEGAL 004	Legal Internship	3
PALEGAL 010	Intro to Law and Legal Profession	3
PALEGAL 011	Introduction to Civil Litigation	3
PALEGAL 014	Law Office Management and	
	Procedures	3
PALEGAL 017	Legal Writing	3
PALEGAL 044	Business Organization for Paralegals	3
PALEGAL 051	Legal Research for Paralegals	3

Elective units (chosen from the following)		12
PALEGAL 012	Tort Law	3

PALEGAL 013	Wills, Trusts, and Probate	
	Administration	3
PALEGAL 016	Civil and Criminal Evidence	3
PALEGAL 018	Family Law	3
PALEGAL 019	Property and Creditor Rights	3
PALEGAL 020	Probate Procedures	3
PALEGAL 033	Entertainment Law	3
PALEGAL 035	Immigration Law	3
PALEGAL 042	Workers' Compensation for Paralegals	
		3
PALEGAL 043	Electronic Discovery for Paralegals	3
PALEGAL 045	Litigation Document Preparation	3

TOTAL	41

PARAMEDICINE
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)
ADDICTION STUDIES
ALLIED HEALTH
DENTAL ASSISTING
DENTAL HYGIENE (BS)
HEALTH SCIENCE
MEDICAL ASSISTING
PUBLIC HEALTH

PARAMEDICINE (AS)
MAJOR CODE: 1251.00

West Los Angeles College has partnered with the UCLA Center for Prehospital Care Paramedic Education Program to offer students the opportunity to earn an associate degree while becoming licensed Paramedics.

Paramedics are advanced providers of emergency medical care and receive education in anatomy and physiology, cardiology, pharmacology, medicine and trauma. They build on their Emergency Medical Technician certification and learn additional skills including administering medications, starting intravenous lines, providing advanced airway management, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas. Paramedics work for fire departments and ambulance companies.

The Paramedic Program is a 7-month full-time program (36 units). It is divided into three phases: didactic, includes lecture and hands-on skills training; clinical, in-hospital rotations; and field internship, assignment to an active paramedic unit.

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit www.cpc.mednet.ucla.edu or call (310) 267-5959.

The Paramedic Program consists of 8 courses in Allied Health (43-50) and is managed through a formal contract education

Degree and Certificate Program Descriptions

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA Associate of Arts degree
AS Associate of Science degree
CA Certificate of Achievement
CN Certificate of Completion (noncredit)
CY Certificate of Competency (noncredit)
SC Skills Certificate (non-transcripted)

relationship with the UCLA Center for Prehospital Care who provides the facilities, instructors, equipment and coordinates acceptance into the program. The Paramedic Program is offered three to four times each year with cohorts beginning in Fall, Winter, and Spring semesters. The accelerated format is requested by both employers and students. The course has an 88% completion rate, 94% licensing rate, and 99% of the students have full time employment within 6 months of graduation. Prerequisites: ALD HTH 52 and a criminal background check.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certification to be eligible to participate, 6 months work experience as an EMT, valid driver's license (class C) required. It is also strongly recommended that the students complete the Pre-Paramedic Course (Allied Health 53) prior to enrollment into the Paramedic Program. (1) Possess a high school diploma or general education equivalent; and (2) possess a current basic cardiac life support (CPR) card equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

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

- Understand the roles and responsibilities of the paramedic within an EMS system.
- Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
- Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
- Obtain take a proper history and perform a comprehensive physical exam on any patient, and
- Communicate the findings to others.
- Properly administer medications.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the following types of patients: trauma, medical, neonatal, pediatric, geriatric, chronically ill, and common-complaint.
- Safely manage the scene of an emergency.

Required courses		36
ALD HTH 43CO	Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 44CO	Intro to Emergency Medical Services	2
ALD HTH 45CO	Patient Assessment & Airway Management	2
ALD HTH 46CO	Cardiology Assessment & Medical Emergencies	6
ALD HTH 47CO	Emergency Response to Crisis	4

ALD HTH 48CO	Medical Emergencies & Pharmacological Interventions	5
ALD HTH 49CO	Clinical Internship	4
ALD HTH 50CO	Field Internship	9

Additional LACCD GE plan units	21

Degree-applicable elective units	3

TOTAL	60

PARAMEDIC (CA)
MAJOR CODE: 1251.00

The Paramedic Certificate of Achievement will qualify students for licensure as Paramedics in the State of California. The certificate of achievement is comprised of eight courses in three distinct learning phases: didactic, clinical and field internship. During the didactic phase, lecture presentations, return demonstrations, and workshops are utilized. In the clinical segment students are rotated through hospital clinical areas and function on a one-to-one basis under direct supervision of a nurse or physician. During the field internship phase, the student is assigned to an active paramedic squad. While in this rotation, the student will perform the full scope of practice of a Paramedic under the supervision of licensed professional. Upon completion of this program students will demonstrate the following Program Learning Outcomes.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certification to be eligible to participate, 6 months work experience as an EMT, valid driver's license (class C) required. It is also strongly recommended that the students complete the Pre-Paramedic Course (Allied Health 53) prior to enrollment into the Paramedic Program. (1) Possess a high school diploma or general education equivalent; and (2) possess a current basic cardiac life support (CPR) card equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Understand the roles and responsibilities of the paramedic within an EMS system.
- Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
- Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
- Obtain take a proper history and perform a comprehensive physical exam on any patient, and
- Communicate the findings to others.
- Properly administer medications.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the following types of patients: trauma, medical, neonatal, pediatric, geriatric, chronically ill, and common-complaint.
- Safely manage the scene of an emergency.

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		36
ALD HTH 43CO	Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 44CO	Intro to Emergency Medical Services	2
ALD HTH 45CO	Patient Assessment & Airway Management	2
ALD HTH 46CO	Cardiology Assessment & Medical Emergencies	6
ALD HTH 47CO	Emergency Response to Crisis	4
ALD HTH 48CO	Medical Emergencies & Pharmacological Interventions	5
ALD HTH 49CO	Clinical Internship	4
ALD HTH 50CO	Field Internship	9

PHARMACY TECHNICIAN
HEALTH SCIENCES DIVISION

PHARMACY TECHNICIAN (AS)
MAJOR CODE: 1221.00

The Associate of Science degree in Pharmacy Technician is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The West Los Angeles College Pharmacy Technician Program prepares a student for an exciting career in pharmacy. Students completing the required course work are able to obtain a State of California Pharmacy Technician license and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

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

- Critical Thinking: Upon graduation the Pharmacy Technician student should be able to analyze situations and respond to the given situations using the evidence

presented in a manner which adheres to the laws and ethics of the profession.
- Communication: Upon graduation from the program the Pharmacy Technician student should be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
- Technical: Upon graduation the Pharmacy Tech students should be able to follow the workflow of pharmacy practice in various pharmacy settings.
- Ethics: Upon graduation Pharmacy Technician students should exhibit professionalism, competence, growth, and development when practicing the profession.
- Civic Responsibility: Upon graduation the Pharmacy Technician students should be able to effectively work as a member of a team.
- Cultural Diversity: Upon graduation the Pharmacy Technician student should know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

Required courses		32
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.5
PHRMCTK 34	Community Pharmacy Externship	2
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externship	2
PHRMCTK 37	Sterile Products	4.5
PHRMCTK 38	Sterile Products Externship	2
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1

Elective units (chosen from the following)		6
FAM & CS 021	Nutrition	3
PSYCH 001	General Psychology	3
SOC 001	Introduction to Sociology	3
COMM 101	Public Speaking	3

Elective units (chosen from the following)		4
ALD HTH 033	Medical Terminology	3
BIOLOGY 003A	Intro to Biology Lecture AND	3
BIOLOGY 003B	Intro to Biology Laboratory	1
CHEM 051	Fundamentals of Chemistry I	5
MICRO 020	General Microbiology	4
PHYSIOL 001	Intro to Human Physiology	4
HLTHOCC 062	Skill Set for Health Care Prof	2
HLTHOCC 063	Basic Medical Terminology	2
HLTHOCC 064	Cultural & Legal Topics for Prof	1
HLTHOCC 065	Fundamentals for Health Care Prof	2.5

Degree and Certificate Program Descriptions

AA-T Associate in Arts Degree for Transfer	CA Certificate of Achievement
AS-T Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA Associate of Arts degree	CY Certificate of Competency (noncredit)
AS Associate of Science degree	
	SC Skills Certificate (non-transcripted)

Additional LACCD GE plan units   18

TOTAL   60

Pharmacy Technician Basic (CA)
MAJOR CODE: 1221.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.5
PHRMCTK 34	Community Pharmacy Externship	2

TOTAL   16.5

Pharmacy Technician Advanced (CA)
MAJOR CODE: 1221.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses   30
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.5
PHRMCTK 34	Community Pharmacy Externship	2
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externship	2
PHRMCTK 37	Sterile Products	4.5
PHRMCTK 38	Sterile Products Externship	2

PHILOSOPHY
LANGUAGE ARTS DIVISION

Physics is the general analysis of nature, involving the study of matter and its motion through space and time. Advance in physics can dramatically transform modern-day society, through its application toward development of new technology.

PHILOSOPHY (AA-T)
MAJOR CODE: 1509.00

The Associate in Arts in Philosophy for Transfer (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 Philosophy. 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 coursework will satisfy the lower division Sociology 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

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

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

- Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy.
- Articulate clearly and verbalize an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues.
- Articulate clearly using carefully chosen words and language to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias.
- Develop validity and proof for a moral, political, or social issue by reasoning and arguing from a general to a specific principle and/or from a premise or hypothesis to a logical and specific conclusion.
- Develop validity and proof for a moral, political, or social issue by reasoning and arguing from a set of particular facts or individual cases to a general conclusion.
- Through analysis of historical and current understanding of metaphysics, sciences, and religions, design and develop a personal philosophy that expresses one's view and meaning of life, (including the existence of God, good vs. bad, pleasure vs. pain, friends vs. enemies, and the search for happiness).

Required courses		9
PHILOS 001	Introduction to Philosophy	3
	OR	
PHILOS 020	Ethics	3
PHILOS 008	Deductive Logic	3
PHILOS 041	Intro to Philosophy and Literature	3

Elective units, list A (chosen from the following)		3
PHILOS 006	Logic in Practice	3
PHILOS 012	History of Greek Philosophy	3

Elective units, list B (chosen from the following)		6
HISTORY 001	Intro to Western Civilization I	3
HISTORY 002	Intro to Western Civilization II	3
PHILOS 033	Comparative Survey of World Religions	3

Additional CSU GE or IGETC units	28-33

(37-39 units, minus 6-9 major units that may be double-counted as GE)

CSU-transferable elective units	9-14

TOTAL	60

PHILOSOPHY (AA)
MAJOR CODE: 1509.00

The Associate of Arts degree in Philosophy includes coursework that aligns with specific lower-division major requirements for the Philosophy major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Philosophy may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Required courses		9
PHILOS 001	Introduction to Philosophy	3
PHILOS 008	Deductive Logic	3
	OR	
PHILOS 009	Symbolic Logic	3
PHILOS 020	Ethics	3

Elective units (chosen from the following)		9
ANTRO 101	Human Ways of Life: Cultural Anthropology	3
ECON 001	Principles of Economics I	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
HISTORY 001	Introduction to Western Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	24

TOTAL	60

PHYSICS
SCIENCE DIVISION

PHYSICS (AS-T)
MAJOR CODE: 1902.00

The Associate in Science in Physics 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 Physics. 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.

AA-T Associate in Arts Degree for Transfer
AS-T Associate in Science Degree for Transfer
AA   Associate of Arts degree
AS   Associate of Science degree
CA   Certificate of Achievement
CN   Certificate of Completion (noncredit)
CY   Certificate of Competency (noncredit)
SC   Skills Certificate (non-transcripted)

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

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

- Develop critical thinking skills and move toward autonomous learning.
- Comprehend, describe, and apply the procedures of physics and understand their limitations.
- Demonstrate competence in applying the methods of scientific inquiry.
- Apply the basic physics principles to a wide/diverse range of problems.

Required courses		30
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5
PHYSICS 039	Physics for Engineers and Scientists III	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5

Additional IGETC units	30

(37 units, minus 7 major units that may be double-counted as GE)

TOTAL	60

PHYSICS (AS)
MAJOR CODE: 1902.00

The Associate of Science degree in Physics includes coursework that aligns with specific lower-division major requirements for the Physics major at various universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Required courses		40
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 037	Physics for Engineers/Scientists I	5
PHYSICS 038	Physics for Engineers/Scientists II	5
PHYSICS 039	Physics for Engineers/Scientists III	5

Additional LACCD GE plan units	15

(21 units, minus 6 major units that may be double-counted as GE)

Degree-applicable elective units	5

TOTAL	60

POLITICAL SCIENCE
SOCIAL SCIENCE DIVSION

POLITICAL SCIENCE (AA-T)
MAJOR CODE: 2207.00

The Associate in Arts in Political Science for Transfer (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 Political Science. 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 coursework will satisfy the lower division Sociology 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Required course		13
MATH 227	Statistics	4
POL SCI 001	The Government of the United States	3
POL SCI 002	Modern world Governments	3
POL SCI 007	Contemporary World Affairs	3

Elective units (chosen from the following)		*6*
ECON 001	Principles of Economics I	3
ECON 002	Principles of Economics II	3
HISTORY 011	Political and Social History of the U.S. I	3
HISTORY 012	Political and Social History of the U.S. II	3

Additional CSU GE or IGETC units	**22-27**

(37-39 units, minus 12-15 major units that may be double-counted as GE)

CSU-transferable elective units	**14-19**

TOTAL	**60**

POLITICAL SCIENCE (AA)
MAJOR CODE: 2207.00

The Associate of Arts degree in Political Science includes coursework that aligns with specific lower-division major requirements for the Political Science major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Political Science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Critically analyze political institutions, systems, processes, events and constitutional principles in order to exercise one's rights and to defend civil liberties.
- Take an informed position on a political issue, candidate or situation and support your position with objective, logical, effective debate and discussion.
- Seek out and engage in civic opportunities that broaden perspectives and increase one's responsibility to family and community.
- Utilize a variety of media sources to research, organize, evaluate, and assimilate information pertaining to a political issue, event, or person.
- In one's family, community and work settings, conduct activities in an ethical manner that reflects knowledge of the law and that adhere to common sense.
- Examine and interpret quantitative and graphic data to prepare the student to distinguish and choose among policy alternatives.

Required courses		15
HISTORY 011	Political & Social History of the U.S. I	3
	OR	
HISTORY 041	The African American in the History of the U.S. I	3
HISTORY 012	Political & Social History of the U.S. II	3
	OR	
HISTORY 042	The African American in the History of the U.S. II	3
POL SCI 001	The Government of the United States	3
POL SCI 002	Modern World Governments	3
POL SCI 007	Contemporary World Affairs	3

Elective units (chosen from the following)		**3**
ANTHRO 101	Human Biological Evolution	3
ECON 001	Principles of Economics I	3
HISTORY 001	Intro to Western Civilization I	3
HISTORY 002	Intro to Western Civilization II	3
POL SCI 014	Government & Polities in the Middle East	3
SOC 001	Introduction to Sociology	3

Additional LACCD GE plan units	**9-15**

(21 units, minus 6-12 major units that may be double-counted as GE)

Degree-applicable elective units	**27-33**

TOTAL	**60**

Degree and Certificate
Program Descriptions

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree	SC	Skills Certificate (non-transcripted)

PSYCHOLOGY
SOCIAL SCIENCES DIVISION

PSYCHOLOGY (AA-T)
MAJOR CODE: 2001.00

The Associate of Arts degree in Psychology for Transfer The Associate of Arts degree in Psychology for Transfer provides students an overview of the major fields in psychology and examines behavior, growth, development and the well-being of individuals. The program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons.

The curriculum also serves as an introduction to the helping professions for students planning to transfer to majors in Health Science, Human Services, Counseling, Social Work, Substance Abuse Counseling, and other majors.

Students who successfully complete the Associate of Arts degree in Psychology for Transfer will be guaranteed admission to a California State University. The AA degree in Psychology for Transfer meets the requirements for SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
- Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
- Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
- Demonstrate and apply knowledge of biological issues as a major factor in Psychology.
- Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

Required courses		16
MATH 227	Statistics	4
PSYCH 001	General Psychology I	3
PSYCH 002	Biological Psychology	3
PSYCH 041	Life Span Psychology: From Infancy	3
PSYCH 074	Research Methods in Behavior Science	3

Elective units (chosen from the following)		3
PSYCH 013	Social Psychology	3
PSYCH 014	Abnormal Psychology	3
PSYCH 052	Psychological Aspects of Sexuality	3

Additional CSU GE or IGETC units	30-32

(37-39 units, minus 7 major units that may be double-counted as GE)

CSU-transferable elective units	14-19

TOTAL	**60**

PSYCHOLOGY (AA)
MAJOR CODE: 2001.00

The Associate of Arts degree in Psychology includes coursework that aligns with specific lower-division major requirements for the Psychology major at various universities within the University of California (UC) and California State University (CSU) systems.
Students interested in transferring to a four-year college or university with a major in Psychology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Professional opportunities for psychology majors include: counseling, social work, management, and public health. Psychology also provides valuable background for those seeking careers in such fields as law, medicine, nursing, and child development.

Required courses		10
PSYCH 001	General Psychology I	3
PSYCH 002	Biological Psychology	3
MATH 227	Statistics	4

Elective units, list A (chosen from the following)		9
PSYCH 013	Social Psych	3
PSYCH 014	Abnormal Psychology	3
PSYCH 041	Life Span Psychology: From Infancy	3
PSYCH 052	Psychological Aspects of Sexuality	3

Elective units, list B (chosen from the following)		3
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
PHILOS 001	Intro to Philosophy	3
SOC 001	Intro to Sociology	3

Additional LACCD GE plan units	12-15

(21 units, minus 6-9 major units that may be double-counted as GE)

Degree-applicable elective units	24-27

TOTAL	60

PUBLIC HEALTH
HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)
ADDICTION STUDIES
ALLIED HEALTH
DENTAL ASSISTING
DENTAL HYGIENE (BS)
HEALTH SCIENCE
MEDICAL ASSISTING
PARAMEDICINE

PUBLIC HEALTH (AS-T)
MAJOR CODE:

The Associate in Science in Public Health Science for Transfer (AS-T) degree provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Health Science with Health Education option, Health Science with

Public Health option, Health Science with Community Health Option, Health Science with Health Promotion & Disease Prevention, Health Education, Public Health, Kinesiology with Health Education, Kinesiology with Health Science option, Kinesiology with Health and Wellness option, Kinesiology with Health Promotion and Disease Prevention and Collaborative Health and Human Services with Community Health option. 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 Public Health Science 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
   • Describe public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
   • Applies knowledge of various approaches to improving population-based health
   • Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
   • Analyze, disseminate and integrate health research and statistics into health promotion.
   • Describe the leading causes of morbidity, mortality, and health disparities.

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree		
		SC	Skills Certificate (non-transcripted)

Required courses		29-30
ALD HTH 103	Introduction to Public Health	3
ANATOMY 001	Introduction to Human Anatomy with Lab	4
BIOLOGY 003	Introduction to Biology	4
	OR	
BIOLOGY 003A	Introduction to Biology	3
	AND	
BIOLOGY 003B	Introduction to Biology Lab	1
CHEM 101	Introduction to General Chemistry	5
HEALTH 011	Personal Health and Wellness	3
MATH 227	Statistics	4
PHYSIOL 001	Introduction to Human Physiology with Lab	4
PSYCH 001	Introduction to Psychology	3

Elective units (chosen from the following)		3
ALD HTH 102	Health and Social Justice	3
ECON 001	Principles of Economics I	3
ECON 002	Principles of Economics II	3
FAM &CS 021	Nutrition	3
PSYCH 052	Psychological Aspects of Human Sexuality	3
SOC 001	Introduction to Sociology	3

Additional CSU GE or IGETC units	19-24

(37-39 units, minus 15-18 major units that may be double-counted as GE)

CSU-transferable elective units	6-12

TOTAL	60

REAL ESTATE
BUSINESS DIVISION

REAL ESTATE (AA)
MAJOR CODE: 0511.00

The Associate of Arts degree in Real Estate is primarily designed for career and technical education and workforce training/development.

The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The Associate of Arts degree in Real Estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic program exploring all facets of the real estate profession.

Completion of the degree program fulfills the education requirements for the California Real Estate Broker's License.

NOTE: Students should verify broker's license requirements with the California State Department of Real Estate.

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

- Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
- Use current and emerging technologies and applications to conduct real estate transactions.
- Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
- Use of personal and business investment strategies and methods to advise clients and address customer needs.
- Market, manage and direct the daily activities of a successful real estate agency.
- Model effective and appropriate interactions and relationships that create good will and repeat business.
- 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.
- Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.

Required courses		18
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
	OR	
ECON 001	Principles of Economics	3

Elective units (chosen from the following)		12
BUS 005	Business Law	3
MGMT 002	Organization & Management Theory	3
REAL ES 004	Real Estate Office Administration	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 018	Real Estate Investments I	3

Additional LACCD GE plan units	18

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units	12

TOTAL	60

Degree and Certificate Program Descriptions

REAL ESTATE (CA)
MAJOR CODE: 0511.00

Gainful Employment
To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: *http://wlac.edu/Gainful-Employment/index.aspx.*

Required courses		18
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
	OR	
ECON 001	Principles of Economics	3

Elective units (chosen from the following)		6
BUS 005	Business Law	3
CO SCI 901	Intro to Computers and Their Use	3
REAL ES 004	Real Estate Office Administration	3
REAL ES 010	Real Estate Appraisal II	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 018	Real Estate Investments I	3

TOTAL		24

REAL ESTATE ASSISTANT (SC)
MAJOR CODE: 0511.11

This skill certificate prepares individuals with the essential skills and abilities to work as assistants in real estate offices. Assistants support agents, brokers, appraisers, and escrow officers in the conduct of real estate office business.

Required courses		20
ACCTG 001	Introductory Accounting	5
BUS 038	Business Computations	3
CO SCI 901	Intro to Computers and Their Use	3
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practices	3
REAL ES 004	Real Estate Office Administration	3

REAL ESTATE APPRAISER TRAINEE (SC)
MAJOR CODE: 0511.11

The California Office of Real Estate Appraisers (OREA) currently requires 150 hours of education in real estate appraisal to qualify for the Trainee Appraiser License. The required courses listed below can be used to satisfy that requirement. In certain cases, the courses below may also be used to satisfy both the Department of Real Estate (DRE) and OREA requirements for licensing. Students should consult with the DRE to verify current broker's license requirements.

Required courses		10
REAL ES 9	Real Estate Appraisal I	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 39	Uniform Standards of Appraisal	1
REAL ES 40	Report Writing & Case Studies	3

Elective units (chosen from the following)		6
REAL ES 1	Real Estate Principles	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 21	Real Estate Economics	3

TOTAL		16

SOCIOLOGY
SOCIAL SCIENCES

SOCIOLOGY (AA-T)
MAJOR CODE: 2208.00

The Associate in Arts in Sociology for Transfer (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 Sociology. 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 coursework will satisfy the lower division Sociology requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at http://www.sb1440.org/

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 both of the following:

Degree and Certificate Program Descriptions

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 and meeting the requirements of an approved transfer model curriculum.

2. Obtainment of a minimum grade point average of 2.0.

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

- Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion, and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is "academically sound and viable."
- Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.
- Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

Required courses		16
MATH 227	Statistics	4
PSYCH 013	Social Psychology	3
SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems	3
SOC 011	Ethnic and Racial Minorities in the U.S.	3

Elective units (chosen from the following)		3
ADM JUST 001	Introduction to Administration of Justice	3
PSYCH 001	Introduction to Psychology	3

Additional CSU GE or IGETC units	21-28

(37-39 units, minus 11-16 major units that may be double-counted as GE)

CSU-transferable elective units	13-20

TOTAL	60

SOCIOLOGY (AA)
MAJOR CODE: 2208.00

The Associate of Arts degree in Sociology includes coursework that aligns with specific lower-division major requirements for the Sociology major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Sociology or a related major may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

A background in Sociology is useful in almost any career in government, law, business, or non-profit organizations. Advanced degrees in Sociology prepare one to do research or analysis of data for government agencies from the Census Bureau to the Center for Disease Control, from city planning agencies to local police forces. Sociologists are employed by large businesses, advertisers, management consultants, and life insurance companies. They work in "think tanks," do individual and family counseling, work in education at the secondary grade level, and in colleges and universities as well.

Required courses		9
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
SOC 11	Race & Ethnic Relations	3

Elective units (one course chosen from each of the following sets)		18
Set 1		
ANTHRO 101	Human Biological Evolution	3
PSYCH 013	Social Psychology	3
Set 2		
ECON 001	Principles of Economics I	3
PSYCH 001	Introduction fo Psychology	3
POL SCI 001	The Government of the United States	3
Set 3		
HISTORY 012	Political & Social History of US II	3
HISTORY 041	The African-American in the US I	3
HISTORY 042	The African-American in the US II	3
HISTORY 044	The Mexican-American in the US II	3
Set 4		
PHILOS 001	Introduction to Philosophy	3
PHILOS 020	Ethics	3
Set 5		
PSYCH 001	General Psychology I	3
PSYCH 041	Life Span Psychology: From Infancy	3

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Set 6

CO SCI 901	Intro to Computers and Their Use	3
MATH 227*	Statistics	4
PHILOS 006	Logic in Practice	3
PHILOS 008	Deductive Logic	3
PHILOS 009	Symbolic Logic	3

*Required by most CSUs and UCLA

Additional LACCD GE plan units	**15-18**

(21 units, minus 3-6 major units that may be double-counted as GE)

Degree-applicable elective units	**15-18**

TOTAL	**60**

SPANISH
LANGUAGE ARTS DIVISION

SPANISH (AA-T)
MAJOR CODE: 1105.00

The Associate in Arts in Spanish for Transfer (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 Spanish. 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 coursework will satisfy the lower division Spanish 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
- Listen with understanding to Spanish conversations.
- Respond meaningfully in personal and community situations.
- Speak the target language effectively and articulately in personal, community, and work settings.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight an understanding of the culture.
- Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

Required courses		**20**
SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5
SPANISH 003	Intermediate Spanish I	5
SPANISH 004	Intermediate Spanish II	5

Elective courses (chosen from the following)		**3**
SPANISH 007	Spanish Conversation	3
SPANISH 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 043	The Mexican American in the U.S. I	3
HISTORY 044	The Mexican American in the U.S. II	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3

Additional CSU GE or IGETC units	**28-33**

(37-39 units, minus 6-9 major units that may be double-counted as GE)

CSU-transferable elective units	**4-9**

TOTAL	**60**

SPANISH (AA)
MAJOR CODE: 1105.00

The Associate of Arts degree in Spanish includes coursework that aligns with specific lower-division major requirements for

AA-T	Associate in Arts Degree for Transfer	CA	Certificate of Achievement
AS-T	Associate in Science Degree for Transfer	CN	Certificate of Completion (noncredit)
AA	Associate of Arts degree	CY	Certificate of Competency (noncredit)
AS	Associate of Science degree	
		SC	Skills Certificate (non-transcripted)

the Spanish major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Spanish are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

A degree in Spanish facilitates professional opportunities in business, industry, education, and government, as well as provides personal enrichment in understanding Spanish language and culture.

Required courses		18
SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5
SPANISH 003	Intermediate Spanish I	5
	OR	
SPANISH 004	Intermediate Spanish II	5
SPANISH 010	Latin American Civilization	3

Additional LACCD GE plan units   **18**
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units   **24**

TOTAL   **60**

STUDIO ARTS
ARTS & PERFORMANCE DIVISION

(See ART)

THEATER ARTS
ARTS & PERFORMANCE DIVISION

THEATER ARTS (AA-T)
MAJOR CODE: 1002.00

The Associates in Arts in Theatre Arts (AA-T) Degree prepares students for transfer to a Bachelor program in Theatre Arts or Drama at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

The Associate in Arts in Theatre Arts 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 Theatre Arts or Drama. 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 coursework will satisfy the lower division Theater Arts 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). Information on which campuses accept this degree can be found at http://www.sb1440.org/.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to 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 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 and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

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

- Critique and evaluate the role of the theatre arts and its relationship to other parts of society.
- Evaluate the historical, artistic, and social and philosophical environments in which theatre exists.
- As a theatre patron, analyze and critique dramatic literature and performance.
- As a participant in theatre productions, work and collaborate as part of a team, problem solve and form alternative solutions to theatrical production situations.
- Create new works, audition and perform in community, educational, and/or professional theatres.
- Prepare to work as a theatre technician in community, educational, and/or professional theatres.

Consult a counselor to develop an educational plan.
Visit the Transfer Center for additional information about transferring.

Degree and Certificate
Program Descriptions

Required courses		18
THEATER 100	Introduction to Theater	3
	OR	
THEATER 110	History of World Theater	3
THEATER 114	Script Study Performance & Production	3
THEATER 233	Play Production	3
THEATER 270	Beginning Acting	3
THEATER 271	Intermediate Acting	3
THEATER 305	Intro to Design for the Theater	3
Additional CSU GE or IGETC units		**31-33**

(37-39 units, minus 6 major units that may be double-counted as GE)

CSU-transferable elective units		**9-11**
TOTAL		**60**

THEATER ARTS (SC)
MAJOR CODE: 1007.11

Required courses		9
THEATER 100	Introduction to Theater	3
THEATER 110	History of the World Theater	3
THEATER 200	Introduction to Acting	3

Elective units (chosen from the following)		**6**
THEATER 130	Playwriting	3
THEATER 233	Play Production	3
THEATER 240	Voice and Articulation for Theater	3
THEATER 265	Movement for the Actor	2
THEATER 271	Intermediate Acting	2
THEATER 275	Scene Study	2
THEATER 278	Film and Television Acting	3
THEATER 285	Directed Study -Theater	2
THEATER 300	Introduction to Stage Craft	3
THEATER 501	Intro to Motion Picture Production	3
THEATER 505	History of Motion Pictures	3

TOTAL		**15**

COURSE DESCRIPTIONS

Interpreting Course Listings

Subject and Number

Each course within a subject appears under its subject heading, arranged alphabetically.* Underneath each heading in capital letters in parentheses is the subject abbreviation that will appear before the course and in the course schedule and on transcripts. All course numbers appear as three digits. In some cases, a number may be followed by one or more letters indicating special features: "A," "B," "C," etc. for courses broken into modules or into lecture/lab pairs; "CE" for community education, "CO" for contract education; "L" for laboratory; "NC" for noncredit; "T" for tutoring; or "U" for some science lecture courses. For example: "Tutoring 1" is listed under the "Tutoring" heading, with the abbreviation "TUTOR " followed by the number "001" and the letter "T," or "TUT 001T." Course numbers may also be followed by a dash number, indicating that they are part of a sequence of courses closely-related in content. For example, "Agua Aerobics 1" and "Agua Aerobics 2," both Kinesiology courses, appear as "KIN 303-1" and "KIN 303-2."

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*Note: some subjects and their abbreviations appear in different places in the alphabet. For example, the heading "Chemistry" appears ahead of "Child Development," alphabetically. However, their abbreviations are the opposite: CH DEV, followed by CHEM. To search by subject abbreviation, consult the courses subject abbreviation index.

When a course has formerly been listed by a different subject abbreviation, number and/or title, the former designation will appear in italics in parentheses after the phrase "Formerly…"

Some courses have identical content as another course in a different subject. These are called cross-listed courses. In such cases, the cross-listed courses will appear after the phrase "Same as…"

Units

The number in parentheses following the course title indicates the credit value of the course in semester units. Each unit represents one hour per week for lecture or recitation, or two to three hours per week of laboratory work. In addition, each unit assumes a total of 3 hours per week of student learning, split between the hours spent in class and additional hours spent on out-of-class activities such as assignments, study, etc. For example, a 3-unit course based on 3 weekly hours of "lecture" contact would require 6 hours of activities outside of class for a total of 9 weekly student learning hours (3 for each unit). A 1-unit course based on 2 weekly hours of "lab" contact would require an additional 1 hour per week of activities outside of class for a total of 3 weekly student learning hours.

Degree-applicability

All courses that meet a major requirement of an academic program listed in this catalog may be applied towards graduation requirements for an associate degree unless the course is otherwise indicated as NDA (non-degree applicable).

Course Transferability

Many courses are transferable to four-year institutions. All transfer courses may be applied to the Associate Degree. Transfer courses are acceptable for credit at University of California (UC) and California State University (CSU) campuses according to the following codes:

University of California (UC)
Courses so designated are acceptable for credit at campuses of the University of California.

California State University (CSU)
Courses so designated are acceptable for credit at least one of the campuses of the California State University. Courses designated (CSU) are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer student.

If there is no notation in parentheses after the course title, then the course is not transferable for UC or CSU credit. UC and CSU transferability is based on 2017-2018 transfer course agreements and is subject to change. For updated information regarding course transferability, consult the Transfer Center or the Counseling Office.

Course Repeatability for Credit

The symbol RPT identifies courses which may be taken more than once (up to four times) for credit.

Course Pre/Corequisites

Some courses list required prerequisites or corequisites, or recommended coursework. If so, they will be listed under the subject and number in italics. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as recommended. If a course lists any prerequisites, all such prerequisites must be completed prior to taking the course.

Corequisites may be completed concurrently. Students who have questions about prerequisite should consult a college counselor or an instructor before registration.

Students may petition to challenge a prerequisite and/or corequisite for the following reasons:

- The prerequisite course is not available.
- The student has reason to believe the prerequisite/corequisite has not been validly established and is in violation of Title 5 regulations.
- The student has the knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.
- The student believes the prerequisite/ corequisite is discriminatory or being applied in a discriminatory manner.

A waiver requires written explanation of alternative course work, background, or abilities which adequately prepare students for the course. Prerequisite/corequisite challenge petitions are available in the Admissions Office, Student Entry Center, or Assessment Office. Also see the section on Matriculation for additional information about challenging prerequisites and/or corequisites.

Course Descriptions

SUBJECT ABBREVIATION INDEX

Asterisks (*) denote abbreviations that appear in a different alphabetical order than their subjects.

Abbreviation	Subject
ACCTG	Accounting
ADDICST	Addiction Studies
ADM JUS	Administration of Justice
AFRO AM	African-American Studies
ALD HTH	Allied Health
A S L	American Sign Language
ANATOMY	Anatomy
ARABIC	Arabic
ARC	Architecture
ART	Art
ASIAN	Asian American Studies
ASTRON	Astronomy
AVIATEK	Aviation Maintenance Technician
BSICSKL	Basic Skills – Noncredit
BIOLOGY	Biology
BIOTECH	Biotechnology
BRDCSTG	Broadcasting
BUS	Business
CHEM	Chemistry
CHICANO	Chicano Studies
CH DEV	Child Development
CINEMA	Cinema
CHINESE	Chinese
COMM	Communication Studies
* CAOT	Computer Applications and Office Technologies
CO INFO	Computer Information Systems
* CO SCI	Computer Science Information Technology
COUNSEL	Counseling
CORR	Corrections
DANCEST	Dance Studies
DANCETQ	Dance Techniques
DEN AST	Dental Assistant
DEN HY	Dental Hygiene
EARTH	Earth Science
ECON	Economics
EDUC	Education
EET	Engineering, Electrical Technology
ENG GEN	Engineering, General
EGD TEK	Engineering Graphics & Design
ENGLISH	English
E.S.L.	English as a Second Language (credit)
ESL NC	English as a Second Language – Noncredit
ENV	Environmental Design
ENV SCI	Environmental Science
FAM &CS	Family and Consumer Studies
FLM PRD	Film Production
FINANCE	Finance
FIRETEK	Fire Technology
FRENCH	French
GEOG	Geography
GEOLOGY	Geology
HEALTH	Health
HLTHOCC	Health Occupations
HISTORY	History
HOSPT	Hospitality
HUMAN	Humanities
INTRDGN	Interior Design
JAPAN	Japanese
KIN	Kinesiology
KIN ATH	Kinesiology Athletics
KIN MAJ	Kinesiology Major
LRNSKIL	Learning Skills
LIB SCI	Library Science
MGMT	Management
MIT	Manufacturing & Industrial Technology
MARKET	Marketing
MATH	Mathematics
MICRO	Microbiology
MULTIMD	Multimedia
MUSIC	Music
NURSING	Nursing
OCEANO	Oceanography
PALEGAL	Paralegal Studies
PHRMCTK	Pharmacy Technician
PHILOS	Philosophy
PHOTO	Photography
PHYS SC	Physical Science
PHYSICS	Physics
PHYSIOL	Physiology
POL SCI	Political Science
PSYCH	Psychology
REAL ES	Real Estate
SOC	Sociology
SPANISH	Spanish
THEATER	Theater
TUTOR	Tutoring
VOC ED	Vocational Education

Courses

ACCOUNTING
(ACCTG)

ACCTG 001 Introductory Accounting I (5) UC/CSU
This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, the voucher system, periodic adjustments, worksheets, financial statements, and closing the ledger.

ACCTG 002 Introductory Accounting II (5) UC/CSU
Prerequisite: ACCTG 001 or ACCTG 022 with a grade of "C" or better, or equivalent.
Accounting principles and procedures relating to partnerships and corporations, accounting for manufacturing, cost accounting, branch and departmental accounting, interpretation of financial statements, supplementary statements, data processing and management controls are covered.

ACCTG 015 Tax Accounting I (3) CSU
Prerequisite: ACCGT 001 or equivalent.
In this course, tax laws, accounting procedures, and preparation of returns required for Federal and California State individual income taxes are covered.

ACCTG 016 Tax Accounting II (3) CSU
Prerequisite: ACCTG 015.
This course deals with tax laws, accounting procedures and preparation of state and federal tax returns required for partnerships, corporations, estates and trusts. Federal and state tax returns for inheritance and gift taxes will also be considered, along with a review of individual tax returns to update students on new tax laws and forms.

ACCTG 017 Payroll Accounting (2) CSU
Students learn the procedures and practices involved in a firm's payroll system, including familiarizing students with current laws regarding computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

ACCTG 025 Automated Accounting Methods and Procedures (3) CSU
Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting, with a grade of "C" or better.
Using the computer, this introduction to accounting will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

ADDICTION STUDIES
(ADDICST)

ADDICTST 001 Understanding Addiction and Counseling (3) CSU
This survey course includes the nature of addiction, history and theories of treatment, dual diagnosis, recovery, and rehabilitation. The knowledge, skills, and attitudes required in professional practice as a competent, educated, trained addiction counselor are also covered. This course is the introductory course for addiction counseling programs.

ADDICST 002 Physiology and Pharmacology of Psychoactive Drugs (3)
This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including a detailed review of the nervous system. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption of psychoactive substances are explored as well as cultural and social implications of substance use. *This course was formerly Psychology 68.*

ADDICTST 004 Clinical Counseling Laws and Ethics (3)
Students are trained in the application of legal and ethical issues that impact the profession of addiction treatment. This course also emphasizes the assessment of co-occurring disorders as they apply to the scope of competence for addiction treatment counselors.

ADDICTST 005 GROUP SKILLS FOR ADDICTION COUNSELORS (3)
This course trains students in the skills and principles fundamental to facilitating a group, including group process, establishing goals, curative factors, starting a counseling group, observing a group, and making interventions, with special emphasis upon addiction-specific issues in a group setting. *This course was formerly Psychology 43.*

ADDICTST 007 Addiction Treatment and Recovery (3) CSU
Students examine intervention, treatment, and recovery, including assessment, case management, treatment orientation, treatment planning, relapse prevention, and after care planning.

ADDICTST 010 Addiction and the Family (3) CSU
Students analyze addiction as a family disease focusing on many theoretical and practical issues including: assessment, treatment, recovery, interventions, family counseling and addictions' impact on children and the family system.

Course Descriptions

ADDICTST 016 Continuing Recovery: Strategies and Basic Skills (3) CSU
Students examine applied methodology and counseling skills with respect to chemical dependency and other addictive disorders. Students may engage in role play, case studies, interventions, demonstrations, 12-step model of recovery, reality therapy, rational emotive behavioral therapy, family systems analysis, and relapse prevention theory and techniques.

ADDICTST 084 Field Work Practicum (3) CSU
Prerequisites: ADDICTST 001, 004, 016, and 043
This is a supervised practicum course. Participants must be knowledgeable about addiction and treatment. The course provides observation, interaction, and counseling opportunities with clients and counselors at rehabilitation clinics. This course satisfies half of the fieldwork hours (125) required by CAADE in addition to the classroom hours.

ADDICTST 085 Advanced Field Work Practicum (3) CSU
Prerequisites: ADDICTST 001, 004, 016, and 043
This is a supervised practicum course that includes an advanced internship at an addiction treatment and recovery facility to acquire 125 of the 250 hours required by the California Association of Alcohol and Drug Educators (CAADE). Internship hours must be completed during the semester of enrollment.

ADMINISTRATION OF JUSTICE
(ADM JUS)

ADM JUS 001 Introduction to Administration of Justice (3) UC/CSU
This course examines the characteristics of the philosophy, history, theories of the criminal justice system. This course focuses on examining crime measurement, theoretical explanation of crime, responses to crime components of the criminal justice system and the current challenges. It examines cross-cultural roles, functions, and interrelationships among criminal justice agencies context and emphasis is placed on the structure, function of the United States police, courts, corrections and the social impact on crime. A research paper in APA or ASA format is required.

ADM JUS 002 Concepts of Criminal Law (3) UC/CSU
This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

ADM JUS 003 Legal Aspects of Evidence (3) CSU
This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

ADM JUS 004 Principles and Procedures of the Justice System (3) UC/CSU
This course will provide an in-depth study of the law enforcement procedures from an incident or happening, through investigation, detention, arrest, prosecution, trial, and final disposition. The rules of criminal procedure, arrest, search and seizure will be examined.

ADM JUS 005 Criminal Investigation (3) CSU
This course covers the fundamentals of investigation; crime scene search and recording, collection and presentation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow p, and case preparation.

ADM JUS 006 Patrol Procedures (3) CSU
Prerequisite: ADM JUS 001.
This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pullover and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, procedures in the handling of calls for police service and special police problems.

ADM JUS 008 Juvenile Procedures (3) CSU
This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes, and court procedures.

ADM JUS 014 Report Writing for Peace Officers (3) CSU
This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing skills, technical and legal terminology, and the requirements for preparation of legally admissible documents.

ADM JUS 015 Police Supervision (3) CSU
Prerequisite: Employment in law enforcement.
This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of a police supervisor. The course is primarily concerned with supervisory functions, employee evaluations, discipline, human relations, field operations and understanding police resources. This is an excellent class for employees preparing for promotion.

ADM JUS 016 Recruitment Selection Process (3) CSU
This course provides an in-depth coverage of the legal selection for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written exam, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and agility qualification. Employment opportunities will be presented, and ways to assist the student will be explained. *Note: When course is offered on-line, instructor may require three class meetings on campus.*

ADM JUS 039 Probation and Parole (3) CSU
This course provides students with the history and development of probation and parole. Special emphasis will be placed on the relationships between the police, courts and corrections.

ADM JUS 042 Advanced Criminal Law (3) UC/CSU
An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

ADM JUS 060 Arrest, Search and Seizure (3) CSU
This course covers information regarding powers of arrest, search and seizure for peace officers with limited police powers. The main topics for this course are laws of arrest, arrest and control methods, and communication.
This course meets the curriculum requirements for the Commission on Peace Officer Standards and Training (POST), P.C. 832 Laws of Arrest, and Board of Corrections, Standards and Training for Corrections (STC) when certified.

ADM JUS 062 Fingerprint Classification (3) CSU
This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation and classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A skills award will be awarded on successful completion of this course.

ADM JUS 067 Community Relations I (3) UC/CSU
This course offers an in-depth exploration of the roles of Administration of Justice practitioners and their agencies. Through interaction and study, students become aware of the interrelationships and role expectations among the various agencies and the public. Primary emphasis is placed upon the professional image of the Justice Administration system, and the development of positive relationships between members of the system and the public.

ADM JUS 075 Introduction to Corrections (3) CSU
This basic course deals with the nature of correctional work; the aims and objectives of Correctional Administration; probation and practices; skills, knowledge and attitudes required for employment in this field; types of institutions and services; and career opportunities.

ADM JUS 160 Police Organization and Administration (3) CSU
The effect of the organizational structure and administrative procedures on the implementation of police functions, assessment of the recruitment and hiring process, career advancement and leadership, and administrative problems of staffing and morale as a law enforcement employer are examined.

ADM JUS 261 Probation Officer Core Course (9.75) CSU
Prerequisite: ADM JUS 102.
This is a basic training course for entry-level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and housing, casework, visitation, report writing, handling disputes, tactics and procedures. May be certified by Board of Corrections, Standards and Training for Corrections (STC).

ADM JUS 285 Directed Study - Administration of Justice (2) CSU
This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

ADM JUS 306 Correctional Report Writing (3) CSU
This is an introductory course dealing with all aspects of public safety communication. It will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e., crime/violation/incident reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying.

ADM JUS 307 Street Gangs/Prison Gangs (3) CSU
This course will provide an introduction to the history and sociology of a gang. Topics will include a discussion on the problems law enforcement and the community have with gangs, the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and the unwritten rules of gangs and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

ADM JUS 308 Control and Supervision in Corrections (3) CSU
This course offers an overview of the methods, practices, and theories related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day to day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

ADM JUS 309 Correctional Interviewing and Counseling (3) CSU
This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

Course Descriptions

ADM JUS 321 P.C. 832 Arrest Course (2)
This course covers information regarding powers of arrest, search and seizure for peace officers with limited powers. When certified, this course satisfies the curriculum requirements for Peace Officer Standards and Training (POST) P.C. 832 Arrest Course and by the Board of Corrections, Standards and Training for Corrections (STC).

ADM JUS 385 Directed Study – Administration of Justice (3) CSU
This course allows students to pursue directed study in Administration of Justice on a contract basis under the direction of a supervising instructor.

AFRICAN-AMERICAN STUDIES
(AFRO AM)

AFRO AM 004 The African-American in the History of the United States I (3) UC/CSU
(Same as HISTORY 041)
African-American Studies 4 is a survey of United States history from the early Colonial era to the Reconstruction Period, with special emphasis on the contribution of the African-American to the political, economic and social development of the nation. This course also surveys the U.S. Constitution and California State and local government.
UC Transfer Credit Limit: A maximum of one course from African American Studies 4; History 11, 41, 43.

AFRO AM 005 The African American in the History of the United States II (3) UC/CSU
(Same as HISTORY 042)
This course provides a survey of United States history from the end of the Civil War to the present, with emphasis on the contributions of African- Americans to the social, cultural, political, and economic development of the United States. Also included is a continued survey of the United States Constitution.
UC Transfer Credit Limit: A maximum of one course from African American Studies 5; History 12, 13, 42, 44.

ALLIED HEALTH
(ALD HTH)

ALD HTH 021 Basic Life Support for the Healthcare Provider* (.5) CSU (P/NP)
This course covers infant, child and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention are also included.

ALD HTH 022 Advanced Cardiovascular Life Support (1) CSU (P/NP)
Prerequisites: ALD HTH 021, and must be a licensed health care provider.

This course provides information for advanced cardiovascular life sup- port. Lecture topics include acute cardiac care, pathophysiology, treatment modalities, and pharmacology.

ALD HTH 023 Pediatric Advanced Life Support (1) CSU (P/NP)
Prerequisites: ALD HTH 021, and must be a licensed health care provider.
This course provides information for Pediatric Advanced Life Support. Lecture topics include interactive teaching stations related pediatric life support.

ALD HTH 025 Qualified Autism Service Paraprofessional (3)
Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.
Recommended: PSYCH 001
This course prepares students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete this course successfully will have the knowledge and experience to become qualified autism service paraprofessional (QAS). The course will provide students with foundational knowledge in autism spectrum disorders, applied behavior analysis, and evidence-based intervention techniques. The curriculum focuses on four fundamental areas of knowledge: Understanding Autism; Using the Principles of Applied Behavior Analysis; Teaching Skills to Children with Autism Spectrum Disorders; and Managing Challenging Behaviors.

ALD HTH 025A Qualified Autism Service Paraprofessional-Didactic (2.5) CSU
Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about

completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.
Corequisite: ALD HTH 025B
The Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 025A and 025B). These courses prepare students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete these courses successfully will have the knowledge and experience to become a QAS. This course (ALD HTH 025A) will provide students with foundational knowledge in autism spectrum disorders and applied behavior analysis. The curriculum focuses on two fundamental areas of knowledge: understanding autism and using the principles of applied behavior analysis.

ALD HTH 025B Qualified Autism Service Paraprofessional-Practical (.5) CSU
Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.
Corequisite: ALD HTH 025A
The Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 025A and 025B). These courses prepare students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete these courses

successfully will have the knowledge and experience to become a QAS. This course (ALD HTH 025B) will provide students with applied behavior analysis and evidence-based intervention techniques. The curriculum focuses on two fundamental areas of knowledge: teaching skills to children with autism spectrum disorders and managing challenging behaviors.

ALD HTH 026 Advanced Autism Service Technician (3) CSU
Prerequisite: ALD HTH 025, Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and possess a current Basic Life Support CPR completion card. Students will receive information about completing the background check, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.
Corequisite: ALD HTH 027
The Advanced Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 026 and 027). These courses build upon two previous courses in the series (ALD HTH 025A and 025B). Students who complete these courses successfully will have the knowledge and experience to progress in the field of autism treatment. This course (ALD HTH 026) will provide students with more in-depth knowledge of autism spectrum disorder and applied behavior analysis.

ALD HTH 027 Advanced Autism Service Technician Practicum (1) CSU
Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and possess a current Basic Life Support CPR completion card. Students will receive information about completing the background check, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the

Course Descriptions

availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.
Corequisite: ALD HTH 026
The Autism Service Technician program is comprised of two required courses (ALD HTH 26 and 27). These courses build upon two previous courses in the series (ALD HTH 25A and 25B). Students who complete these courses successfully will have the knowledge and experience to progress in the field of autism treatment. This course (ALD HTH 026A) will provide students with more in-depth knowledge of autism spectrum disorder and applied behavior analysis.

ALD HTH 033 Medical Terminology (3) CSU
Prerequisite: ENGLISH 028 or equivalent
This course is designed for students interested in learning more about medical terminology and basic anatomy and applying this knowledge to a variety of allied health professions. Students will develop a comprehensive medical vocabulary applicable to all specialties of medicine through the study of Greek and Latin prefixes, suffixes and root words. Students will also develop a basic understanding of anatomy and the function of major body systems.

ALD HTH 043CO Anatomy and Physiology for Emergency Health Care Personnel (4) CSU
Prerequisites: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605. Title 22 section § 100158 states that students must possess a current EMT certificate to be eligible to become a Paramedic. Students admitted through the UCLA Center for Prehospital Care.
This course will provide an overview of the structure and function of all bodily systems. Emphasis will be placed on knowledge that will enhance the student's ability to treat medical emergencies.

ALD HTH 044CO Introduction to Emergency Medical Service Systems (2) CSU
Prerequisite: Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
Corequisites: ALD HTH 052
This course provides an overview of Emergency Medical Service Systems, the ethics of patient care management and the law and policies of emergency services, including the relationship between the emergency care provider and other health care professionals. Verbal and nonverbal behavior and communications related to the delivery of emergency medical

services are also discussed.

ALD HTH 045CO Patient Assessment and Airway Management (2) CSU
Prerequisites: ALD HTH 052. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course gives an overview of prehospital patient assessment for Emergency Health Care. This course provides foundational knowledge and skills to effectively assess and treat patients in a prehospital setting.

ALD HTH 046CO Cardiology Assessment and Medical Emergencies (6) CSU
Corequisites: ALD HTH 052. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
Through lectures and discussions, this course will cover the pathophysiological principles and assessment findings in cardiology, neurology, and respiratory emergencies.

ALD HTH 047CO Emergency Response to Crisis (4) CSU
Prerequisites: ALD HTH 052.
This course will focus on techniques of immediate intervention in a variety of field crises including shock, pediatric emergencies, abuse, and trauma to various body systems, obstetrics, and burns.

ALD HTH 048CO Medical Emergencies and Pharmacological Interventions (5) CSU
Prerequisites: ALD HTH 052. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course emphasizes pathophysiology, assessment and management of patients with various systematic diseases, and the application of advanced life support techniques in medical emergencies. Formulation of a field impression and implementation of pharmacological intervention in a laboratory setting are also studied.

ALD HTH 049CO Clinical Internship* (4) CSU
Prerequisites: Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning

or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605. NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

This course presents the coordination of advanced emergency medical service training within a hospital setting. Students will be able to participate in multiple departments within the hospital: critical care units, OB/ GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatrics. This will assure a variety of patient presentations and complaints. NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

ALD HTH 050CO Field Internship (9) CSU
Prerequisites: ALD HTH 049CO. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
Coordination of advanced emergency medical service training with a field advanced life support unit. Students will be able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply knowledge and skills to the field environment.

ALD HTH 052 Emergency Medical Training – Basic (9) CSU
Prerequisite: ALD HTH 021. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course provides basic emergency medical care training for firefighters and ambulance attendants. Successful course completion results in NREMT-B certification granted from the State of California, through the Los Angeles County EMS Agency.

ALD HTH 053 Emergency Care Technician/Pre-paramedic (3.5) CSU
Prerequisite: ALD HTH 052. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course is designed to increase the depth and breadth of of knowledge for certified Emergency Medical Technicians preparing for additional knowledge and certification. The

topics covered in the course include: medical terminology, anatomy and physiology, respiratory system, cardiovascular system, nervous system, pharmacology, trauma, electrophysiology and the pathophysiology of shock. Case studies and patient simulations will be utilized to reinforce student objectives.

ALD HTH 056 Communication & Customer Service Skills in Healthcare (1)
Corequisite: PHRMCTK 021, 023
Recommended: ENGLISH 028 or equivalent
This course will introduce students to the workplace skills necessary to succeed in healthcare professions. The focus will be on professional behavior, communication techniques and HIPPA regulations.

ALD HTH 057 Computers in Health Occupations (1)
Recommended: ENGLISH 028 or equivalent
This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospitals.

ALD HTH 080 Pharmacy Services Associate In-service Training (3.5)
This course is designed for Pharmacy Clerks working in community pharmacies. This course provides the students with additional job skills to perform third party billing, understand workflow and work station procedures, operate a cash register, utilize pharmacy software, understand drive-thru procedures and understand quality systems in a community pharmacy.

ALD HTH 081 Pharmacy Technician In-service Training (4)
This course is designed for newly hired Pharmacy Technicians working in community pharmacies. This course meets employer orientation requirements and provides the students with the specific job and technical skills to work as a Pharmacy Technician.

ALD HTH 082 Land Pharmacy Technician In-service Training (3.5)
This course is designed for newly hired Lead Pharmacy Technicians working in community pharmacies. This course meets employer orientation requirements and provides the students with the specific job and technical skills to work as a Lead Pharmacy Technician.

ALD HTH 102 Health and Social Justice (3) CSU
Recommended: ENGLISH 101 or placement exam
This course provides an introduction to health inequities in the United States which stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. The basic skills necessary for advocating for health and social justice will be theoretically demonstrated.

ALD HTH 103 Introduction to Public Health (3) CSU
Recommended: ENGLISH 101 or placement exam

Course Descriptions

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

ALD HTH 285 Directed Study – Allied Health (2) UC/CSU
This course allows students to pursue Directed Study in Allied Health on a contract basis under the direction of the supervising instructor.

AMERICAN SIGN LANGUAGE
(A S L)

A S L 001 American Sign Language (4) UC/CSU
Develops basic vocabulary and grammar of American Sign Language. Emphasis is placed on receptive and comprehension skills. Incorporates vital aspects of the Deaf culture and community.

A S L 002 American Sign Language II (4) UC/CSU
Prerequisite: A S L 001 with a grade of "C" or better
Completes the study of elementary vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns. There will also be extensive study on the Deaf Culture and Community within receptive and expressive conversation.

ANATOMY
(ANATOMY)

ANATOMY 001 Introduction to Human Anatomy (4) UC/CSU
Prerequisite: BIOLOGY 003 or BIOLOGY 003A and BIOLOGY 003B
Recommended: Math 115 and ENGLISH 100 or 028
This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is studied from the microscopic level to the gross level. Laboratory exercises include the study of histology, human models and dissected specimens. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, physical therapy or for those wishing to extend their knowledge of the human body.

ANTHROPOLOGY
(ANTHRO)

ANTHRO 101 Human Biological Evolution (3) UC/CSU
Students in this course will focus on the relationship between human biology, culture and the physical environment as interpreted within the frameworks of evolutionary theory and the science of genetics. Students will trace humans place in the animal kingdom, with special emphasis on primates. They will examine archeological evidence associated with human fossils and probe human physical variability within the context of Mendelian and population genetics.

ANTHRO 102 Human Ways of Life: Cultural Anthropology (3) UC/CSU
This course presents students with an anthropological understanding of the varieties of lifestyles in human societies throughout the world, from nomadic foragers to complex state-level societies such as our own. The varied forms of marriage and the family, economic, political, and legal arrangements, religious expressions and art forms are examined in their own contexts and compared with others.

ANTHRO 103 Archaeology: Reconstructing the Human Past (3) UC/CSU
Students of this course will focus on the discovery and reconstruction of the life ways of extinct societies through the excavation, analysis and interpretation of the material remains, including refuse, stone tools, pottery, burials, and housing. By examining these remains within the context of their environments and changes over time, students acquire a means of understanding the human past.

ANTHRO 104 Human Language and Communication (3) UC/CSU
This course offers students an introduction to Linguistic Anthropology. This course surveys the great variety of ways humans communicate both verbally and non-verbally. The course focuses on the structure, function, history, and evolution of language.

ANTHRO 109 Gender, Sex and Culture (3) UC/CSU
This course presents students with a cross-cultural comparison of gender roles as viewed from biological/evolutionary, cultural, psychological, prehistoric and historic perspectives as they relate to the status of women and men in all levels of society, from bands to the modern state.

ANTHRO 111 Human Biology Lab (2) UC/CSU
This laboratory class offers students an exploration of selected topics in biologic anthropology including genetics, human variation, the living primates, human osteology and paleoanthropology.

ANTHRO 119 Introduction to Forensic Anthropology (2) CSU/UC
This course provides students with a hands-on study of the types and nature of information that can be recovered from

bones and teeth including age, sex, size, population affinity, pathology, diet, and demography.

ANTHRO 121 Anthropology of Religion, Magic, and Witchcraft (3) UC/CSU
This course provides students with a broad view of anthropological ways of looking at religion. Students will gain a socio-cultural understanding of religious behaviors through the exploration of core topics within the subject, such as myth, ritual, and various types of religious specialists as well as related practices including magic, witchcraft, and divination.

ANTHRO 132 Native People of North America (3) UC/CSU
This course offers students a broad survey of Native Americans living north of Mexico, with emphasis on the natives of California. The survey of the various native groups will be from the ethnographic present and include an examination of the issues facing indigenous groups today.

ANTHRO 134 People and Cultures of the Middle East (3) UC/CSU
Through this course, students will explore diversity, complexity, and dynamism of social life in the region known as the Middle East. From the holistic and comparative nature of anthropological study, the course offers students a broad survey of peoples living in the region. Included in this study are a variety of interconnected topics that have been important in the anthropological literature on the region. The diverse social forms of nomads, tribes, villages, and cities and the associated social and economic intricacies will be examined. Also explored will be the systems of values, norms, and religious beliefs as part of social processes. The region will be defined in both a geographic and cultural framework.

ARABIC
(ARABIC)

ARABIC 001 Elementary Arabic I (5) UC/CSU
Corequisite: ARABIC 101.
This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Arabic. It includes an introduction to Arabic civilization and culture.

ARABIC 002 Elementary Arabic II (5) UC/CSU
Corequisite: ARABIC 101.
This course completes the elementary Arabic grammar and begins the reading and writing of more advanced elementary texts. It continues with the study of the Arabic culture.

ARCHITECTURE
(ARC)

ARC 110 Introduction to Architecture (1)

This is an introductory lecture course on the profession of architecture and related fields which provides a general overview of the profession of architecture in terms of its history and development, the education process, the practice of architecture and allied professionals in the construction industry, and environmental design.

ARC 130 History of Architecture I (2)
This course covers the study of architecture history from the prehistoric times to the Renaissance, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seeing through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition, each period identities technological innovation that characterized the historical roots in numerous civilizations.

ARC 131 History of Architecture II (2)
This course covers the study of architecture history from the Renaissance to our current times, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seeing through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition, each period identities technological innovation that characterized the historical roots in numerous civilizations.

ARC 160 Computer for Designers (3) UC/CSU
This course is an introduction to Photoshop, InDesign and Illustrator geared toward architects, and interior designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry.

ARC 161 Introduction to Computer Aided Architectural Design (2) UC/CSU
(Formerly ARCH 036)
This is an introductory course in two-dimensional computer-aided drafting. Students learn the basic concepts involved in making computer-aided drawings, which are constructed using a microcomputer with appropriate software such as AutoCAD. Students use workstations equipped with a microcomputer, monitor, disk drives, digitizer, plotter, and printer.

ARC 162 Computer-Aided Design and Drafting (3) CSU
(Formerly ARCH 037)
This second-semester course provides instruction in computer- aided drafting. Students use concepts learned in the introductory course and apply the fundamentals of two-dimensional concepts to three-dimensional concepts.

Course Descriptions

Drawings are constructed using a microcomputer with appropriate software such as AutoCAD.

ARC 172 Architectural Drawing I (3) CSU
(Formerly ARCH 005)
This course explores the nature and limitations of materials using two and three-dimensional studies of form and composition. The study of architectural plan and section drawings, model making and finishing skills, materials studies, painting and finishes are also included.

ARC 180 Architectural Laboratory (1) CSU
(Formerly ARCH 039)
This course is designed to reinforce the lectures presented in each computer-aided architecture class. It gives students the needed practice in applying software programs to various class assignments.

ARC 201 Basic Architectural Design I (3) UC/CSU
(Formerly ARCH 033)
Prerequisites: ARC 172.
An introduction to the formal and spatial language of architecture explored through studio projects, informed by case study projects.

ARC 202 Basic Architectural Design II (3) UC/CSU
(Formerly ARCH 034)
This course further extends the theories of space, form and vision, and applies them to architectural problem solving. Horizontal and vertical flow are studied. Computer application to design is also studied.

ART
(ART)

ART 101 Survey of Art History I (3) UC/CSU
This course introduces students to some of the great ancient civilizations of the world. By studying the visual arts created during these times, students will come to understand the beliefs and aspirations of cultures such as the Ancient Egyptians, Greeks and Romans, and civilizations in geographic areas such as Africa, India, and Central America prior to the Spanish Conquest.

ART 102 Survey of Art History II (3) UC/CSU
Note: ART 101 is not a prerequisite to ART 102.
This course introduces students to the visual arts of Western Europe and the United States, beginning with the Renaissance and ending in the late twentieth century. The constantly-changing world view of this period will be studied in the works of such artists as Michelangelo and Rembrandt, and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

ART 103 Art Appreciation I (3) UC/CSU
This broad introduction to the nature, vocabulary, media, and history of art, with selections from Western and non-Western culture, is designed to expand awareness and understanding of the visual arts as a unique medium for human interrelationships.

ART 107 Mexican Art - Modern (3) UC/CSU
This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan.

ART 111 History of Contemporary Art (3) UC/CSU
This course traces the development of twentieth century European and North American painting, sculpture and architecture. Beginning with the late nineteenth century art movements of Impressionism and Post- Impressionism, this course attempts to reveal the meaning behind such visually challenging 'isms' as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

ART 115 History of Modern Art (3) UC/CSU
An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross- cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

ART 117 Art: From Olmec to Aztec (3) UC/CSU
This introductory course covers the history of pre-Columbian art in Mexico, Guatemala, Honduras, and Belize from the Olmec to the Aztec periods (1500 BC - 1519 AD). Also included will be a survey of the art of the Late Formative Period, the city of Teotihuacan, the Classic Cities, and the Maya.

ART 141 Introduction to African Art (3) CSU/UC
Upon successful completion of this course, students will be able to demonstrate an understanding of transitions in the national geography of the African continent from the 17th century to the present through demonstrating an understanding of the ethnic diversity and distinct cultural traditions among the peoples of Africa. The above will be accomplished through research, writing and discussion of materials and techniques employed in the creation of African artistic and architectural works that serves as a function and add meaning to the full range of African art forms, and traditional style within particular cultural groups.

ART 201 Drawing I (3) UC/CSU
This course can teach you how to draw. Students learn to draw the world around them while developing their personal expressive visions. Various media, including pencil, ink, and charcoal is used. Students are expected to complete an additional two hours per week of studio homework.

ART 202 Drawing II (3) UC/CSU
Prerequisite: ART 201 with a grade of "C" or better, or equivalent.
Compositional aspects of drawing as applied to still lives, natural forms, landscapes and human figures are explored. Students are expected to complete an additional two hours per week of studio homework.

ART 203 Drawing III (3) UC/CSU
Prerequisite: ART 202 with a grade of "C" or better, or equivalent.
Working primarily from a nude model, students learn to render the human figure in expressive and aesthetic ways, and a variety of media are used. Students are expected to complete an additional two hours per week of studio homework.

ART 204 Life Drawing I (3) UC/CSU
An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media, with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional two hours per week of studio homework.

ART 205 Life Drawing II (3) UC/CSU
This course consists of drawing from the human figure, with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional two hours per week of studio homework.

ART 206 Life Drawing III (3) UC/CSU
This course is a continuation of ART 205. Students are expected to complete an additional two hours per week of studio homework.

ART 300 Introduction to Painting (3) UC/CSU
Recommended: ART 201 or 501 with a grade of "C" or better, or equivalent.
This course provides a solid foundation for success in painting. Using a variety of media and techniques, students learns to paint aesthetically and expressively. Students are expected to complete an additional two hours per week of studio homework.

ART 301 Watercolor Painting I (3) UC/CSU
Prerequisite: ART 300 with a grade of "C" or better, or equivalent.
This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional two hours per week of studio homework.

ART 302 Watercolor Painting II (3) UC/CSU
Prerequisite: ART 301 with a grade of "C" or better, or equivalent.
This is a continuation of ART 301. Students are expected to complete an additional two hours per week of studio homework.

ART 304 Acrylic Painting I (3) UC/CSU
This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional two hours per week of studio homework.

ART 305 Acrylic Painting II (3) UC/CSU
This course is a continuation of ART 304. Students are expected to complete an additional two hours per week of studio homework.

ART 306 Acrylic Painting III (3) UC/CSU
This continuation of ART 305 emphasizes concepts and subject matter.

ART 307 Oil Painting I (3) UC/CSU
Prerequisites: Art 201 and ART 501 with a grade of "C" or better, or equivalent.
Students learn the tools, materials, and techniques of painting with the oil painting medium. Students expand their knowledge of composition and color while developing art concepts, content and imagery from still life, landscape and the human figure.

ART 400 Introduction to Printmaking (3) UC/CSU
An introductory course in basic fine art printmaking processes.

ART 407 Relief Printmaking I (3) UC/CSU
An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

ART 408 Relief Printmaking II (3) UC/CSU
A more advanced course in relief printmaking processes. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

ART 411 Printmaking Studio (1) UC/CSU
This course provides serious beginning and more advanced printmaking students the opportunity to explore processes in greater depth with the full resources of the printmaking laboratory.

ART 501 Beginning Two-Dimensional Design (3) UC/CSU
This course lays the foundation for all the arts. By learning how to organize two-dimensional space, students will be prepared to successfully work in such other areas such as painting, drawing, and graphic design. Students are expected

Course Descriptions

to complete an additional two hours per week of studio homework.

ART 502 Beginning Three-Dimensional Design (3) UC/CSU
This is a fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.
ART 503 may be taken concurrently.

ART 503 Intermediate Design (3) UC/CSU
This course teaches students how to organize three-dimensional space, and lays the foundation for such other areas as sculpture, ceramics, and architecture. Students are expected to complete an additional two hours per week of studio homework.

ART 520 Design Workshop (3) CSU
This is a course in the principles of design. Emphasis is placed on individual research, experimentation and the development of style. Students work with a variety of art materials.

ART 521 Art Gallery Techniques (3) CSU
This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions list, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

ART 604 Graphic Design I (3) CSU
This is an introductory course in graphic design. Students learn to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate type styles and sizes for headings and body copy, crop marks and presentation of the layout will also be covered. Students will prepare a camera-ready mechanical and have it printed in one color.

ART 605 Graphic Design II (3) CSU
This is a course in graphic design concentrating on full color applications of graphic art. Students learn to develop ad campaigns for print media, and to develop a series for advertising. Students will also create a mechanical for color printing.

ART 633 Introduction to Computer Graphics (3) UC/CSU
This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system, and applications used as tools by artists and graphic designers.

ART 635 Desktop Publishing Design (3) CSU
This is an introductory course in desktop publishing design. The course is designed for students of design, fine art,

computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concepts relating to type fonts, type styles, page design, readability, digital output, laser printers, and typesetters will be explored.

ART 639 Introduction to Digital Imaging (3) CSU
This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

ART 641 Advanced Desktop Publishing (3) CSU
This course presents the advanced use of "grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, pre-press and image setters will be explored.

ART 642 Audio/Video Post-Production (3) CSU
This course will introduce students to editing techniques using non- linear computerized editing software.

ART 708 Introduction to Ceramics (3) UC/CSU
This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Analysis of form, function, and decoration emphasizing the proper use of materials and tools is presented. Focus is placed on developing skills in forming and decorating. The class will consist of lectures, demonstrations of traditional hand building techniques, and surface treatment (decoration), studio work time, and critiques and individual consultation.

ART 709 Ceramics I (3) UC/CSU
This course is an introduction to the use of the potter's wheel. Continued utilization and expansion of skills developed in Art 708. Forms included for investigation: cylinder forms, bowl forms, the cylinder bottle form, lidded containers, and forms requiring pulled handles. Continued exploration of surface treatment and glazing techniques.

ART 710 Ceramics II (3) UC/CSU
This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

ART 711 Ceramics III (3) UC/CSU
This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

ART 806 Fine Art Photography I (3) UC/CSU
Corequisite: Art 639
This course uses digital programs such as Adobe Photoshop to develop, edit and print high quality fine art photography. Students will focus on lighting, form and composition in addition to other image manipulation techniques. Projects will emphasize content and context.

ASIAN AMERICAN STUDIES
(ASIAN)

ASIAN 003 The People and Cultures of Asia (3) UC/CSU
All areas of modern astronomy are discussed in this introductory course. Major topics include the history of astronomy, the sun, moon and planets, stars, constellations and galaxies, telescopes and other instruments.

ASTRONOMY
(ASTRON)

ASTRON 001 Elementary Astronomy (3) UC/CSU
Recommended: MATH 105 or equivalent
A conceptual survey of the basic principles and science of astronomy. Topics include the history of astronomy, the solar system, the Sun, galaxies, cosmology, and life in the universe. This introductory course is designed for the non-technical student.

ASTRON 005 Fundamentals of Astronomy Lab (1) UC/CSU
Corequisite: ASTRON 001
ASTRON 005 laboratory course offers an introductory presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non-science and/or science majors. When taken together with either ASTRON 001, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in ASTRON 005 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including star wheels, star atlases, astronomical binoculars and computer planetarium software.

ASTRON 185 Directed Study Astronomy (1) CSU
Students study Astronomy on a contract basis under the direction of a supervising instructor.

ASTRON 285 Directed Study Astronomy (2) CSU
Students study Astronomy on a contract basis under the direction of a supervising instructor.

AVIATION MAINTENANCE TECHNICIAN
(AVIATEK)

AVIATEK 001 Maintenance Procedures (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 002.
Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

AVIATEK 002 Maintenance Procedures Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 001.
Instruction and practice are offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

AVIATEK 003 Basic Aircraft Science (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 004.
Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

AVIATEK 004 Basic Aircraft Science Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 003.
Instruction and practical application are offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice are also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

AVIATEK 005 Basic Electricity and Auxiliary Systems (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 006.
Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

AVIATEK 006 Basic Electricity and Auxiliary Systems Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 005.
This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air conditioning, communication and navigation, and ice and rain control.

AVIATEK 007 Electrical and Instrument Systems (4) CSU
Prerequisite: AVIATEK005. Corequisite: Must be taken concurrently with AVIATEK 008.
Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments

Course Descriptions

including flight, navigation, engine instrumentation, and position and warning systems.

AVIATEK 008 Electrical and Instrument Systems Laboratory (2) CSU
Prerequisite: AVIATEK006. Corequisite: Must be taken concurrently with AVIATEK 007.
An analysis is made of series, parallel and complex electrical circuitry in DC and AC supplemented by discussions of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained, as well as position and warning systems.

AVIATEK 009 Assembly, Rigging and Inspection (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 010.
Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

AVIATEK 010 Assembly, Rigging and Inspection Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 009.
Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

AVIATEK 011 Aircraft Metal Assembly (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 012.
This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

AVIATEK 012 Aircraft Metal Assembly Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 011.
Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

AVIATEK 013 Hydraulic, Landing Gear, and Fuel Systems (4) CSU
Corequisite: Must be taken concurrently AVIATEK 014.
Instruction is offered in the study of hydraulic landing gear and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and systems troubleshooting.

AVIATEK 014 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 013.
Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedures and techniques, troubleshooting and diagnosis.

AVIATEK 015 Propeller and Powerplant Systems (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 016.

Instruction is offered in propellers and powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

AVIATEK 016 Propeller and Powerplant Systems Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 015.
Instruction and practice are offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

AVIATEK 017 Ignition and Fuel Metering Systems (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 018.
Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

AVIATEK 018 Ignition and Fuel Metering Systems Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 017.
Instruction and practice are offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

AVIATEK 019 Reciprocating Powerplant Overhaul (4) CSU
Prerequisites: AVIATEK015 and 17.
Corequisite: Must be taken concurrently with AVIATEK 020.
Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

AVIATEK 020 Reciprocating Powerplant Overhaul Laboratory (2) CSU
Prerequisites: AVIATEK 016 and 018. Corequisite: Must be taken concurrently with AVIATEK 019.
Instruction and practice are offered in the use of maintenance publication records relative to overhaul procedures. Complete engine over- haul procedures, methods and practice are presented.

AVIATEK 021 Powerplant Troubleshooting and Testing (4) CSU
Prerequisite: AVIATEK 019.
Corequisite: Must be taken concurrently with AVIATEK 022.
Instruction is offered in powerplant inspection and troubleshooting procedures. Course includes turbine engine theory and operation.

AVIATEK 022 Powerplant Troubleshooting and Testing Laboratory (2) CSU
Prerequisite: AVIATEK 020. Corequisite: Must be taken concurrently with AVIATEK 021.
Instruction and practice are offered in the installation, operation, and troubleshooting of aircraft powerplants.

AVIATEK 023 Inspection and Evaluation (4) CSU
Corequisite: Must be taken concurrently with AVIATEK 024.
Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AVIATEK 023 and 024.

AVIATEK 024 Inspection and Evaluation Laboratory (2) CSU
Corequisite: Must be taken concurrently with AVIATEK 023.
Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant, using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general practical airframe and powerplant projects. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AVIATEK 023 and AVIATEK 024.

AVIATEK 075 Introduction to Unmanned Aircraft Systems (4)
Corequisite: Must be taken concurrently with AVIATEK 076.
This course covers the study of architecture history from the Renaissance to our current times, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seeing through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition, each period identities technological innovation that characterized the historical roots in numerous civilizations.

AVIATEK 076 Introduction to Unmanned Aircraft Systems Lab (2)
Corequisite: Must be taken concurrently with AVIATEK 075.
This is a hands-on laboratory accompanying AVIATEK 075: Introduction to Unmanned Aircraft Systems (UAS). Students will practice proper procedures for flying a variety of UAS according to 14 CFR Part 107 in order to master essential flight characteristics.

BIOLOGY
(BIOLOGY)

(Also see Anatomy, Environmental Science, Microbiology, and Physiology.)

BIOLOGY 003 Introduction to Biology (4) UC/CSU
(Same as BIOLOGY 003A and 003B combined)

This course is designed for non-biology majors and emphasizes the basic principles in biology and the fundamental characteristics of organisms. Topics covered in lecture and in lab include the scientific method, basic biological molecules, cell structure and function, energy acquisition, reproduction, gene expression, genetics, evolution, and ecology. This course fulfills the general education (GE) requirement for a biological science course with laboratory. When offered, a hybrid class section offers an on-line lecture combined with on-campus lab.

BIOLOGY 003A Introduction to Biology - Lecture (3) UC/CSU
Recommended: ENGLISH 028 and MATH 105. May be taken concurrently with this course.
This course emphasizes the basic principles in biology and the fundamental characteristics of organisms. Topics covered include the scientific method, basic biological molecules, cell structure and function, energy acquisition, reproduction, gene expression, control of gene expression, evolution, and ecology. BIOLOGY 003A and 003B combined is the same as BIOLOGY 003.

BIOLOGY 003B Introduction to Biology - Laboratory (1) UC/CSU
Prerequisite: BIOLOGY 003A. May be taken concurrently with this course.
Recommended: ENGLISH 028 and MATH 105. May be taken concurrently with this course.
This laboratory course will enable students to practice the scientific method and to observe biological structures and processes covered in BIOLOGY 3A. This course, in combination with BIOLOGY 3A, fulfills the laboratory science general education requirement. This course is designed for non-biology majors. BIOLOGY 003A and 003B combined is the same as BIOLOGY 003.

BIOLOGY 006 General Biology I (5) UC/CSU
The principles of molecular biology, cell structure and function, bioenergetics, genetics and development are studied in this course. Together, BIOLOGY 006 and 007 satisfy requirements of lower-division biology for biological science majors, along with pre-medical, pre-dental, and pre-pharmacy majors. Note: Many four year institutions recommend the completion of both Biology 6 and BIOLOGY 007 as a core program.

BIOLOGY 007 General Biology II (5) UC/CSU
Prerequisite: BIOLOGY 003 or BIOLOGY 003A and 003B, and MATH 125
Recommended: BIOLOGY 006
This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included. Note: Many four-year institutions recommend the completion of both BIOLOGY 006 and 007 as a core program.

UC Transfer Credit Limit: No transfer credit will be given for BIOLOGY 003A or 003B if taken after BIOLOGY 006 or 007.

Course Descriptions

BIOLOGY 010 Natural History I (4) UC/CSU
Students examine biological principles including evolution, adaptation and scientific methods using the local environment. Includes the role of climate in the distribution of plant and animal species and a systematic survey of the common local plants, aquatic and terrestrial invertebrates, birds, and mammals.

BIOLOGY 110 General Biology –Genetic Analysis and Biotechnology (4) UC/CSU
Prerequisites: BIOLOGY 006, and CHEM 101
This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to molecular genetics, genomics and genetic analysis, whereby students examine topics such as the molecular biology of DNA and RNA, chromosome analysis, population genetics and genomes. This course also provides a comprehensive introduction to the science of biotechnology by providing the theory of current laboratory procedures, together and hands-on laboratory experience.

BIOLOGY 185 Directed Study – Biology (1) CSU
Methodology of Science-An introductory course in the methodology of science. Topics include discussions on the following: Critical thinking, framing the question and constructing the hypothesis, the experimental plan and prospectus, the role of statistics in gathering of data, data analysis, conducting the study, graphical presentation of data, scientific journal style in writing the report, and the presentation of findings in seminar.

BIOLOGY 208 Pharmacology (2) CSU
Prerequisites: CHEM 051 or 060
Recommended: ANATOMY 001
This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contra-indications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infectives, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

BIOLOGY 285 Directed Study – Biology (2) CSU
Recommended: BIOLOGY 185
Microecology of Small Desert Mammals-This course is about the population demographics and diversity of two different Mojave Desert microhabitats (Sandy Creosote Scrub and Rocky Buttes). Students will learn about desert geology, geography, biology and desert mammal energetics, foraging strategies, and behavior. Students will learn the use of various field study techniques (binoculars, live-traps, game cameras, biolume tags, and radiotelemetry) and how to safely capture, handle, identify, and sex small mammals. Data recorded will be analyzed and the two microhabitats compared. Anatomical, behavioral, and foraging differences of the various species will be discussed to explain species habitat selection choices. Using a generalized scientific journal format, the student will submit a written report of findings and present such findings to the class.

BIOLOGY 408 Pharmacology (3)
Prerequisites: DEN HY 327, 351, 352, 354, 356, 357, 388
Corequisites: DEN HY 451
This course is designed to classify and study therapeutic agents commonly encountered when treating medically compromised patients. Students learn chemical and physical properties, therapeutic effects, and methods of administration, dosage, contraindications and side effects of these agents. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infective, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

BIOTECHNOLOGY
(BIOTECH)

BIOTECH 001 Fundamentals of Biotechnology (3) CSU
Recommended: MATH 125, 227
This class offers an introduction to the fundamentals of biotechnology. Students will be given theoretical instruction in many concepts important to working in a biotechnology lab. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 002 Biotechnology I (3) CSU
This course expands concepts introduced in Biotech 001. Students will be given theoretical instruction and hands-on experience in many of the basic skills used in biotechnology labs, including the preparation of solutions and buffers, pipetting techniques, microscopy and cell counting, spectroscopy, centrifugation techniques and the proper measurement of pH, mass and volume. Students will learn and practice proper aseptic techniques in their preparation of solutions, buffers and culture media. The proper validation and maintenance of lab equipment will be explained. Instruction on good laboratory practice (GLP), good clinical practice (GCP) and good manufacturing practice (GMP) will be given. Students will learn how to write standard operating procedures (SOPs) and how to maintain a laboratory notebook. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 003 Biotechnology II (4) CSU
Prerequisites: BIOTECH 002
This course expands on the concepts and techniques introduced in Biotech 001 and Biotech 002. Students will be introduced to modern biology techniques for the analysis of nucleic acids and proteins. Students will be taught how to analyze DNA and RNA using techniques such as gel electrophoresis, restriction digests, PCR, sequencing, northern blotting and microarrays. Analysis of proteins will also be covered, including Western blotting, immunohistochemistry, immunofluorescence, ELISA analysis, spectrophotometric quantitation and isolation through chromatography.

BIOTECH 102 Cell Culture (4)
Prerequisites: BIOTECH 001
This course provides an introduction to techniques for culturing cells, including media preparation, sterile technique, freezing, thawing, subculturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Practical experience includes the proper use and care of equipment for culturing cells. Stem cell technology is also examined.

BUSINESS
(BUS)

(Also see Accounting, Business, Computer Applications and Information, Technology, Finance, Law, Management, Marketing, and Real Estate.)

BUS 001 Introduction to Business (3) UC/CSU
This course is a survey of the fundamental aspects of all phases of business including entrepreneurship alternatives, management/ leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. Note: Students who are Business majors, or who are considering a change to this major, are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.

BUS 005 Business Law I (3) UC/CSU
This course covers the essentials of the law of contracts: agency, employment, personal property, bailment, sales, and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts are covered. UC Transfer Credit Limit: A maximum of one course from LAW 001, LAW 002, BUS 005.

BUS 012 Entrepreneurial Finance (3) CSU
Entrepreneurial Finance examines the elements of entrepreneurial finance, focusing on technology based startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company; and, how should funding, employment contracts and exit decisions be structured. It aims to prepare students for these decisions, both as entrepreneurs and venture capitalists.

BUS 031 Business English (3) CSU
This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proofreaders' symbols, and web-site reference tools as specifically applied to the field of business. Note: Required of all Business and CAOT majors.

BUS 032 Business Communications (3) CSU
This course covers the principles and techniques of effective business writing which includes the development of the ability to analyze, organize and compose various types of written and oral business communications. Emphasis is placed on writing clear, concise and persuasive letters, memos and reports, and the psychology of business letter composition and communications.

BUS 038 Business Computations (3) CSU
This course provides a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, the mathematics of buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. This course is intended for students interested in pursuing careers in business.

BUS 041 Negotiation Tactics (3) CSU
This course introduces students to the theory and practice of negotiation, focusing on empowering them with useful tactics, closing techniques, and effective planning. This course will present a set of conceptual frameworks that analyze future negotiation situations, and focus on effective preparation. Through planning, analysis, and participation in negotiation simulations, students will have the opportunity to exercise powers of communication and persuasion and to experiment with a variety of negotiation tactics and strategies.

BUS 042 Advanced Negotiations (3) CSU
Prerequisite: BUS 041
This course builds on the foundation provided by 'Negotiation Tactics', and introduce students to a greater number of advanced negotiation tactics, closing techniques, non-verbal communication practices, negotiation planning, creative problem solving, through a number of role playing opportunities, more detailed game scenarios and reporting.

BUS 185 Directed Study - Business (1) CSU
This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

Course Descriptions

BUS 285 Directed Study - Business (2) CSU
This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

BUS 385 Directed Study - Business (3) CSU
This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

CHEMISTRY
(CHEM)

CHEM 051 Fundamentals of Chemistry I (5) UC/CSU
Recommended: One year of high school algebra, or MATH 115.
This course is a descriptive course in inorganic and organic chemistry. Topics include the metric system of measurement; chemical symbols, formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties; acids, bases, buffers and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohols, ketones, acids, esters, amines, carbohydrates, lipids and proteins. This course is designed for Nursing and other Allied Health majors, students in environmentally hazardous materials, elementary education or liberal arts who do not intend to take CHEM 101.
UC Transfer Credit Limit: A maximum of one course from CHEM 051 or 060. No credit for CHEM 051 or 060 if taken after CHEM 101.

CHEM 056 Chemistry for Non-chemistry Majors (4) CSU
This course presents inorganic and biochemical chemistry for non-science majors; students learn about basic chemical principles and how they relate to current environmental issues that shape society, both globally and locally. As they gain a scientific understanding of some challenges that face humanity, such as climate change, our growing energy demands, and future health needs, students analyze how problems and solutions are impacted by human activity. Students perform experiments where they learn common laboratory techniques, including safe handling of chemicals and proper use of laboratory equipment to gain hands-on experience with how humans affect the chemistry of the Earth's natural systems.

CHEM 060 Introduction to General Chemistry (5) UC/CSU
(Formerly CHEM 010)
Prerequisites: One year of high school algebra or Math 115 or equivalent.
This course presents the elementary principles of general chemistry, including nomenclature, stoichiometry, chemical compositions, problem solving etc. It is designed to prepare students whose previous chemistry back ground is inadequate to take CHEM 101. This course is also recommended to students who have taken high school chemistry more than two years ago. UC Transfer Credit Limit: A student can transfer only CHEM 051 or CHEM 060. No credit is given for CHEM 051 and 060 if taken after CHEM 101.

CHEM 066 Organic and Biochemistry for Allied Health (5) UC/CSU
This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.

CHEM 101 General Chemistry I (5) UC/CSU
(Formerly CHEM 001)
Prerequisites: (1) High school chemistry or CHEM 060 with a grade of "C" or better; (2) A minimum of two years of high school mathematics or MATH 125 or equivalent.
This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquids, solids, solutions, oxidation reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships. UC Transfer Credit Limit: No credit for CHEM 051 or 060 if taken after CHEM 101.

CHEM 102 General Chemistry II (5) UC/CSU
(Formerly CHEM 002)
Prerequisite: CHEM 101 with a grade of "C" or better.
This course is a continuation of CHEM 101, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis. Note: No UC credit for CHEM 051 or 060 if taken after CHEM 101.

CHEM 185 Directed Study – Chemistry (1) CSU
This course allows students to pursue directed study in selective chemistry topics under the contractual obligation of being independent scholars. Students perform both literature and laboratory research.

CHEM 211 Organic Chemistry for Science Majors I (5) UC/CSU
(Formerly CHEM 014)
Prerequisite: CHEM 102 with a grade of "C" or better.
Students learn about bonding, molecular structure, stereochemistry and nomenclature of organic compounds, the chemistry of functional groups with emphasis on reactions and reaction mechanisms. In the laboratory, students learn the essential skills of synthesis, purification, extraction, and identification of organic compounds, as well as the use and application of state-of -the art analytical instruments such as GC, FT-IR, NMR, etc. Chemistry 211 is required as one of the premed, predental, prepharmacy etc. courses.

CHEM 212 Organic Chemistry for Science Majors II (5) UC/CSU
(Formerly CHEM 018)
Prerequisite: CHEM 211.
CHEM 212 is a continuation of CHEM 211 with additional emphasis on the remaining functional groups as well as on multi- step Chemistry 212 is a continuation of Chemistry 211 with additional emphasis on the remaining functional groups as well as on multi-step synthesis, reaction mechanisms, stereo chemistry and modern instrumental and analytical methods. Special attention is given to the molecular structures and reactions of organic compounds with biological importance. Significant laboratory time is devoted to synthesis and analysis of complex organic compounds.

CHEM 221 Biochemistry for Science Majors II (5) UC/CSU
Prerequisite: CHEM 211 with a grade of "C" or better.
This course will provide a detailed introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biological molecules, the role of metabolism in energy production and common biochemical laboratory techniques. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (glycolysis, glycogenosis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include electrophoresis, spectroscopic analysis, spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays. This course prepares students for careers in physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural sciences, nutrition and food chemistry, and related fields.

CHEM 285 Directed Study –Chemistry (2) CSU

This course allows students to pursue directed study in chemistry on a contract basis under the direction of a supervising instructor.

CHICANO STUDIES
(CHICANO)

CHICANO 002   The Mexican-American in Contemporary Society (3)
The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention is given to the social, cultural, literary, artistic, economic, and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

CHICANO 037 Chicano Literature (3)
This course is an introductory analysis of the literary, social, and cultural aspects of the novel, short story, essay, poetry, and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

CHICANO 047 The Mexican-American Woman in Society (3)
This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing an interdisciplinary framework from which to analyze the experiences and treatment of Mexican-American women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included.

CHILD DEVELOPMENT
(CH DEV)

CH DEV 001 Child Growth and Development (3) UC/CSU
Note: This course is a prerequisite for CH DEV 007, 008, 022, and 023. Required for Teaching Permit.
This course examines the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. The course will emphasize interactions between maturational process and environmental factors. While studying developmental theory and investigating research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages.

CH DEV 002 Early Childhood: Principles and Practices (3) CSU
Requirement: Verification of an annual tuberculosis test. Required for Teaching Permit. Includes fingerprint clearance through the California Department of Justice (DOJ)
This course provides a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Course Descriptions

CH DEV 007 Introduction to Curriculum in Early Childhood Education (3) CSU
Prerequisite: CH DEV 001 and 002. Required for Teaching Permit.
Students learn and develop the knowledge and skills to provide appropriate curriculum and environments for young children from birth to age 8. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences. *(This course was formerly CH DEV 004.)*

CH DEV 008 Curriculum in Early Childhood Education (3) CSU
Prerequisite: CH DEV 001 and 002. Required for Teaching Permit.
Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences. *(This course was formerly CH DEV 004.)*

CH DEV 010 Health, Safety, and Nutrition (3) CSU
This course is an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Information dealing with children with special needs and cultural values and traditions that affect and support the well-being of children birth to adolescence is explored.

CH DEV 011 Child, Family, and Community (3) CSU
Recommended: CH DEV 001 and 002.
This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be
relationships that support and empower families. Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences and to perceive parents as partners in their child's educational experience.

CH DEV 022 Practicum in Child Development I (4) CSU
Prerequisites: CH DEV 001, 002, 007, 011, and 034 with a grade of "C" or better. TB test clearance is required.
Corequisite: CH DEV 042.
This course is a supervised practicum experience in an approved Early Childhood educational program, such as a preschool, child development center, elementary school, special education center or other early care/early intervention natural environments. Practicum students will be expected to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child- centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art, crafts music, movement, dramatic play, small and large motor, as well as group time. Students will design and implement lesson plans under the supervision of a college instructor and a Master teacher at their Practicum site.

CH DEV 023 Practicum in Child Development II (4) CSU
Prerequisite: Child Development 022.
Corequisite: Child Development 065.
A tuberculosis test and fingerprinting are required.
This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision in a preschool, child development center, elementary school, special education center, or other early care/early intervention natural environments and educational setting. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for children. Students will choose an area of specialization from the following areas: all-inclusive preschool program, infants and toddlers, special needs or school age programs to do their internship during this specialization practicum course.

CH DEV 030 Infant and Toddler Studies I (3) CSU
Prerequisite: CH DEV 001.
This course provides an in-depth study of cognitive/language, social/ emotional and perceptual/motor development domains and milestones of infants from birth to 36 months, as well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy

environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

CH DEV 031 Infant and Toddler Studies II (3) CSU
Prerequisite: CH DEV 001. Advisory: CH DEV 030.
This course implements the principles of inclusive, respectful caregiving for infants and toddlers within a variety of program designs, routines and schedules. Topics cover typical and atypical development, principles of early intervention, preschool transition services, design, implantation and assessment of developmentally appropriate curriculum and environment; health and safety and licensing issues. Coursework includes documentation of learning through observation, guidance toward self-regulation, family communications and community resources. Current research related to benefits of early intervention services and treatments will be addressed.

CH DEV 034 Observing and Recording Children's Behavior (3) CSU
This course includes observing, recording and interpreting children's behavior in a variety of settings. Dairies, anecdotes and other forms of written and oral records are explored and used. This course includes observing children from the ages of 1 month through school aged children. The student will be expected to become familiar with tools such as: Desired Results and DLM for purposes of assessing the growth and development of children. The students will also become familiar with the Environmental Rating Scale for: infants and Toddlers, Early Childhood and School Aged children. This course will provide the student with information dealing with full inclusion and children with special needs as well.

CH DEV 038 Administration and Supervision of Early Childhood Programs I (3) CSU
Recommended: CH DEV 001, 002 and 011.
This course examines and defines the principles and practices of Early Childhood programs organizational structure and administrative responsibilities. It will provide students with the opportunity to study and design budgets, personnel policies, record keeping, reporting techniques and utilizing community resources in preparation for administering and either starting a program or understanding how to operate an established pro-gram. The course will expose students to licensing requirements (Title 5 and Title 22), Early Childhood Environment Rating Scale, Program Administration Scale, Desired Results, NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 039 Administration and Supervision of Early Childhood Programs II (3) CSU
Recommended: CH DEV 038.
This course is designed to reinforce the concepts that were studied in CH DEV 038 and to give the student an opportunity to implement the knowledge that they acquired. The course builds on the materials that the student studied and expands into more detail and complexity the responsibility of administering an Early Childhood program. The course will provide information that will assist them in designing a proposal for operating an experimental program. Every area that is involved in operating a program will be included in the content of the course. The course will require the student to write a grant proposal with all the elements involved in developing a Child Care facility.

CH DEV 042 Teaching in a Diverse Society (3) CSU
Corequisite: CH DEV 022.
This course presents the philosophy and methods related to working with young children and families within a diverse society, including race, language, culture, gender, age social class and children with special needs. Curriculum development and environmental designs will be studied from an inclusive perspective. This course takes an in depth and retrospective approach in processing the student to a position where they have the skills and knowledge necessary to infuse multicultural activities and literature as well as anti-bias perspective into the fabric of the curriculum, teaching modalities, and materials in an Early Childhood educational program.

CH DEV 044 Early Intervention for Children with Special Needs (3) CSU
This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families. Legal mandates and the impact of laws and legislation will be examined in respect to the impact on children and their families. Understanding the process of assessment and developing an Individual Family Service Plan will be analyzed and discussed. This course covers the theoretical aspects of working with children with special needs. This course will focus on children ages 0-8 to encompass school age children as well infants through pre-school age children.

CH DEV 045 Programs for Children with Special Needs II (3) CSU
Overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed, designed and implemented in the class projects. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

Course Descriptions

CH DEV 046 School Age Programs I (3) CSU
The student will be introduced to school-age programs. It is designed for those planning to work in before and after school childcare. Topics to be covered will include growth and development, creative experiences, and developmentally appropriate practices and environments. Techniques for guiding children's behavior and communication will be discussed. Appropriate administration and staffing for school age programs will be analyzed and discussed. This course deals with children kindergarten through school age.

CH DEV 047 School Age Programs II (3) CSU
Students will be introduced to the different types of school age childcare programs. Topics to be covered will include the child in context to the family, community and society. The physical environment and the modalities for facilitating learning will be discussed and analyzed. Opportunities to develop and implement age and content appropriate curriculum activities for school aged children will be executed in classroom projects. Students will be required to create curriculum activities in the format of lesson plans for school age children.

CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (2) CSU
This course is a study of the modalities and principles of supervising teachers, staff and student-teachers in an early childhood program. Emphasis is placed on the role of the director, teacher, staff and student-teacher. The course will review leadership styles, communication skills, conflict resolution techniques, as well mentoring responsibilities and techniques. This course includes reviewing and utilizing the ECERS Rating Scale in evaluating and assessing the classroom and teacher effectiveness and appropriateness. This course will discuss the NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 172   Introduction to Careers in Child Development   (1)
Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

CINEMA
(CINEMA)

(Also see Film Production and Theater.)

CINEMA 001 Introduction to Motion Picture Production (3) UC/CSU
A comprehensive introduction to film video production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stocks, lights, microphones, audio recorders, and other motion editing picture equipment. Attention is also given to production planning and postproduction as well.

CINEMA 002 Beginning Motion Picture Workshop (3) CSU
This is an introductory course in practical filmmaking, including script, storyboard, direction, cinematography, sound and editing techniques. Each student will be responsible for the making of short films.

CINEMA 003 History of Motion Pictures (3) UC/CSU
History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

CINEMA 004 History of the Documentary Film (3) UC/CSU
The development of films dealing with the truth. Films types seen and discussed include: historical, animated, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

CINEMA 005 Introduction to Screenwriting (3) UC/CSU
Course work consists of writing screenplays based on the Hollywood technique known as "The Heroes Journey." Students will pitch their script to a studio and/or network executive.

CINEMA 006 Introduction to Cinematography (3) UC/CSU
Prerequisite: CINEMA 001 and 003 with a grade of "C" or better.
Introduction to cinematography, including optics, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using digital video camera equipment.

CINEMA 007 Advanced Cinematography and Creative Techniques (3) CSU
Prerequisite: CINEMA 006 with a grade of "C" or better.
An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

CINEMA 009 Motion Picture Sound (3) CSU
Prerequisite: CINEMA 001 with satisfactory grades or better.
Students learn the basics of motion picture production and postproduction sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

CINEMA 010 Introduction to Film Directing (3) UC/CSU
Prerequisite: CINEMA 001 and 003 with satisfactory grades or better.
Introduction to the crafts of acting and directing for the film medium; with emphasis on the visualization of the screen play, the junction of the actor in interpreting the script, and the role of the director in handling actors in the production of a film.

CINEMA 015 Advanced Motion Picture Workshop (3) CSU
Prerequisites: CINEMA 001, 002.
Advanced Students perform practical work in film or digital video production. This lecture and laboratory workshop emphasizes the creative use of the camera, editing, sound, and production activities in relation to the fiction or documentary film format. Each student will be responsible for making a short film.

CINEMA 018 Main Currents in Motion Pictures (3) UC/CSU
In this course, students will explore the major categories of movies, including comedy, science fiction, suspense, the western, horror, and the musical. Most weeks feature in-class screenings of significant feature films.

CINEMA 020 Business Aspects of Motion Picture Production (3) CSU
A survey of the business aspects of motion pictures ranging from the production, distribution and exhibition of a film, this course will provide students with a working knowledge of the necessary management skills. This information is presented from the perspective of the film industry.

CINEMA 025 Producing Motion Picture Features (3) CSU
Digital video has transformed traditional feature film production and has broadened distribution possibilities for independent productions. Students explore new frontiers and requirements for intellectual property, financing, contracts, production, formats, marketing and alternative distribution outlets.

CINEMA 032 Editing Fundamentals (3) CSU
Prerequisite: CINEMA 001 with satisfactory grades or better.
This course will explore the pivotal role that editing plays in film and TV. The course will introduce students to the history, principles and practice of editing from early film-based editing systems to modern day non-linear editing software. Coursework will include hands on activities using industry standard editing software and techniques.

CINEMA 033 Digital Video Production Workshop I (3) CSU
Prerequisite: CINEMA 001 with satisfactory grades or better.
Intermediate film and television students produce short video projects using digital video cameras and editing systems.

CINEMA 034 Motion Pictures Soundstage Production Practicum (3) CSU
Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

CINEMA 060 Entertainment Industry Careers Below-the-Line Production Skills (3) CSU
Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department.

CINEMA 107 Understanding Motion Pictures (3) UC/CSU
Analysis of the elements that make motion pictures an art form, including visual composition, color, music, acting, editing, lighting, story and sound. This course includes regular screening of classic and contemporary motion pictures, television programs and other videos.

CINEMA 111 Cinema: Developing Content for Movies (3) CSU
This course will enable students to gain a practical knowledge of how mass media is created, produced and marketed. It will enable the student to develop their own original concept, or other source material for a fil, TV or internet project into a professional written proposal and oral "pitch". The course will survey the art and business of major media production, including network, cable, studio and independent film production. It will discuss the creative steps and commercial practices of project development from the creation or acquisition of source material through script development, production, marketing, distribution and exhibition. The course will survey the power and influence of mass entertainment on society, and its place in popular culture.

CINEMA 112 Script Analysis (3) CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course will enable students to analyze screenplays and other literary material that is considered for production by studios, and other producers of mass entertainment. Students will be required to read classic screenplays, and screen the films on which they are based to understand and identify the strengths and weaknesses of source material. They will learn the critical and writing skills necessary to write a professional evaluation of scripts and treatments, known as "coverage." The course will instruct the student in the skills of the "reader," or "Story Analyst," so the student recognizes how material is selected, evaluated and revised in the feature film and TV series development. Student's sample coverage may be used for their professional portfolio.

COMMUNICATION STUDIES
(COMM)

COMM 101 Public Speaking (3) UC/CSU
This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principle and practice of effective

Course Descriptions

speech composition and delivery. (*This course was formerly SPEECH 101.*)

COMM 104 Argumentation and Debate (3) UC/CSU
This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions as we do. Topics covered include claims, logic, definitions, evidence, reasoning, fallacies and persuasion. (*This course was formerly SPEECH 104.*)

COMM 111 Voice and Articulation (3) UC/CSU
This introductory course teaches effective voice production, accurate American English pronunciation and effective sound identification using the International Phonetic Alphabet. Discovery of one's natural voice coordinated with proper breathing techniques through group and individual exercises is emphasized through sense-memory techniques. (*This course was formerly SPEECH 111.*)

COMM 121 Interpersonal Communication (3) UC/CSU
This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined. (*This course was formerly SPEECH 121.*)

COMM 122 Intercultural Communications (3) UC/CSU
This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication, similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication. This course is an introduction to intercultural communication in domestic and/or global contexts. The influence of cultures, languages, and social patterns on how members of groups relate with members of different ethnic and cultural groups is examined. The course also studies the theory and knowledge of effective communication within and between cultures. Focus will also include appreciation and comparison of communication among diverse groups within the larger context of American culture.

COMM 151 Small Group Communication (3) UC/CSU
This course provides an analysis of the purposes, principles and types of discussions. Emphasis is placed on developing skills to assume roles of leadership and active participation. Creative decision making, groupthink, the nature of power, conflict management, anger management and problem solving are explored. (*This course was formerly SPEECH 151.*)

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT)

(Formerly Office Administration)

CAOT 001 Computer Keyboarding and Document Applications I (3) CSU
Mastery of the keyboard and the operations of computers are developed. Emphasis is placed on formatting and producing letters and tables using a popular word processing program.

CAOT 001A Computer Keyboarding and Document Applications IA (1) CSU
This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy.

CAOT 023 Legal Office Procedures I (5) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 023A Legal Secretarial Procedures IA (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 023B Legal Secretarial Procedures IB (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 023C Legal Secretarial Procedures IC (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 039 Word Processing: Keyboarding and Operations (3) CSU
This course teaches word processing skills, including inputting, editing, formatting and printing documents using word processing programs.

CAOT 048 Customer Service (3) CSU
This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

CAOT 079 Word Processing Applications (3)
Advanced word processing skills such as mail merge, advanced formatting, tables, & graphics will be taught utilizing a popular word processing program on PC compatible computers. Students choose either MS Word or WordPerfect. CAOT 39 or CAOT 84 should be completed in preparation for this course.

CAOT 084 Microcomputer Office Applications: Word Processing (3) CSU
This course teaches word processing skills, including inputting, editing, formatting and printing documents using Microsoft Word.

CAOT 085 Microcomputer Office Applications: Spreadsheet (3) CSU
Students learn office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print worksheets, construct graphs, and build databases that use the data table function.

CAOT 093 Legal Document Production (2) CSU
Selection and preparation of formatted documents specific to law offices.

CAOT 114 Adobe Acrobat for the Office and Web (2)
Use Adobe Acrobat to create, review, and modify PDFs (Portable Document Files) from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasizes the use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

COMPUTER INFORMATION SYSTEMS
(CO INFO)

CO INFO 923 Introduction to Amazon Web Services (3) CSU
This course introduces the fundamentals of cloud computing including the different cloud computing models; Infrastructure as a Service, Platform as a Service and Software as a Service on the Amazon Web Services platform. This course reviews the basic concepts of server, networking, and storage virtualization. We will go over what are the current industry trends of computing, storage and application migration to cloud computing. The course will cover the advantages and disadvantages of cloud computing. Students will also study cloud careers and discusses industry demand for cloud computing skills.

CO INFO 924 Amazon Web Services-Data Storage (3) CSU
This course introduces Amazon Web Services data storage services. The course will cover both an introduction of AWS database technologies and AWS block and object-based storage services. A range of AWS SQL and NoSQL database technologies will be covered, including the principles of database design and management. In addition, AWS block and object-based storage options will be introduced which includes the principles of block and object-based storage options and the various use case scenario for AWS data storage services.

CO INFO 925 Amazon Web Services-Computing Services (3) CSU
This course introduces Amazon Web Services computing related services. Students will learn the core computing technologies offered by Amazon Web Services. The computing services students will learn will follow the computing models: Infrastructure as a Service, Platform as a Service, Function as a Service or Micro-services. You will learn how to set up and manage computing services, auto scale computing services and configure computing load balancing. You will also learn how to code auto deployment scripts for the AWS infrastructure.

CO INFO 926 Amazon Web Services-Security (3) CSU
This course explores Amazon Web Services security at both the AWS services layer and Amazon data center infrastructure layer. This course will go over how Amazon Web Services implemented security measures in their global data center infrastructure. The course will also look at the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. The course will provide an understanding of how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services and an introduction to implementing private and public subnets.

Course Descriptions

COMPUTER SCIENCE INFORMATION TECHNOLOGY
(CO SCI)

For all Computer Science Information Technology courses, a maximum of six courses is acceptable for transfer to UC campuses.

CO SCI 185 Directed Study (1) CSU
Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science, computer network & security management, web support & database administration topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CO SCI 285 Directed Study (2) CSU
Computer science students will pursue their own, an in-depth study of a subject of special interest, in the field of Computer Science Information Technology and Computer Application topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CO SCI 385 Directed Study - Computer Science-Information Technology (3) CSU
Computer science students will pursue their own, an in-depth study of a subject of special interest, in the field of Computer Science Information Technology and Computer Application topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CO SCI 900 Introduction to Robotics (3) CSU
SEE ALSO MIT 220
This is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

CO SCI 901 Introduction to Computers and Their Use (3) UC/CSU
This course examines information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. This course covers the application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

CO SCI 902 Introduction to Computer Science (3) UC/CSU
This course is designed to take the student through the various aspects of writing algorithms to be used in computer programming. It introduces students to programming language Python, computer architecture and number systems. It covers

functions, arrays, loops, Boolean logic, branching instructions and basic data types.

CO SCI 903 Introduction to Python Programming (3) CSU
Students will learn topics of the Python language such as data types, variables, control structures, Python Objects and Oriented Design, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries.

CO SCI 904 Internet Security Awareness (1) CSU
This course presents a basic introduction to practical computer security for all users, from students to home users to business professionals. Topics include Privacy and Property in Cyberspace, E-mail Vulnerabilities, Web-browsing Vulnerabilities and other Cyber Vulnerabilities and Landmines. This course provides Cyber Advice to reduce the risk of internet attacks and clearly explains how to work defensively to safeguard a computer system, how to keep alert, how to prepare for attacks, and what to do when attacks occur.

CO SCI 916 Introduction to Computer Hardware (3) CSU
Students will learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. Computer and networking hardware offers hands-on training in state-of-the-art computer hardware and software systems. In this class we will develop skills such as installation and troubleshooting of CPU, hard drives, CD drive, network cards, Ram memory, floppy drive, system controller & the I/O controller card, peripherals, etc. Computer safety & maintenance, BIOS & CMOS settings and network cabling techniques are also covered.

CO SCI 916A Computer A+ Hardware (1) CSU
Students learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. Computer and networking hardware offers hands-on training in state-of-the-art computer hardware and software systems. In this class we will develop skills such as installation and troubleshooting of CPU, hard drives, CD drive, network cards, Ram memory, floppy drive, system controller & the I/O controller card, peripherals, etc. Computer safety & maintenance, BIOS & CMOS settings and network cabling techniques are also covered.

CO SCI 917 Beginning Micro Assembly Language (3) UC/CSU
Prerequisite: CO SCI 902 or equivalent experience.
This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the

various data representation errors and potential procedural errors.

CO SCI 922 Computer Forensics (3) CSU
This course is an introduction to the methods used to properly conduct a computer forensics investigation and handling of evidence from both corporate and criminal perspectives. It begins with a discussion of ethics while mapping to the objectives of the International Association of computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

CO SCI 930 Microcomputer Application Software (4) CSU
Recommended: CO SCI 901 or equivalent experience.
This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with WORD. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational data base management will be taught with Access. Integration of multiple applications like SharePoint will be covered. This class will prepare students to pass the Microsoft Office Users certification tests at the proficient level.

CO SCI 933 Database Design and Programming (3) CSU
Recommended: CO SCI 930 or equivalent experience.
This course explains the concept of a relational database management system. It illustrates how the Microsoft Access database management system may be used in common business applications such as report and screen design, data-base design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

CO SCI 934 Operating Systems (3) CSU
Recommended: CO SCI 901 or equivalent experience.
This course provides students with the technical foundation in current operating system technologies. It covers PC architecture, preventive maintenance and troubleshooting. It covers operating system installation, configuration, and administration and performance optimization. This course also gives students a solid grounding in the fundamentals of computer security like access control, file and folder permission, auditing and encryption. Students will learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming.

CO SCI 935 Introduction to Linux+ (3) CSU
Recommended: CO SCI 934 or equivalent experience.
This course gives students a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in academic and corporate computing. In fact, Unix/Linux powers more Internet server and corporate networks than Microsoft. The topics include Linux Overview and Architecture, The Kernel and Shell, File System, Users and Groups Management, Permission and Ownership Management, Services and Processes Management. Students gain system-level experience through problem solving hands-on lab exercises at the command line and in the graphical user interface.

CO SCI 936 Introduction to Data Structures UC/CSU
Prerequisite: CO SCI 990 or equivalent experience.
This course introduces the student to the concept of 'software engineering' which is a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data design, encapsulation and information hiding will be emphasized. Arrays, stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. Techniques of the Object-Oriented Programming paradigm will be used to develop data structures using Java programming language.

CO SCI 937 E-Commerce Essentials (3) CSU
Recommended: CO SCI 957 or equivalent experience.
This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to- Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

CO SCI 938 Web Application Programming Using Visual Basic VB.net (3) CSU
Recommended: CO SCI *902 and 933.*
Web application programming has become very popular. Visual Basic is a popular language and can be used to create Web applications that work on any Web browser without the complexity of installing applications. With very little effort, the programmer can design a screen that holds standard elements such as buttons, check boxes, radio buttons, text boxes, and list boxes. Each of these objects operates as expected, producing a "standard" Web user interface. With the popularity of tablets used in personal and business use, Web application can run on all types of mobile devices that use standard web browsers.

CO SCI 939 Programming in C (3) UC/CSU
Prerequisite: CO SCI 902 or equivalent experience.
This course teaches the student to write programs in the C++ language and introduces the object-oriented programming paradigm. After reviewing basic statement types, students learn to write functions utilizing pass by value and pass by

Course Descriptions

reference. Then students are introduced to structures, classes, and objects. Students then learn how to use objects effectively in writing programs. Students learn how operator overloading and inheritance facilitate the use of objects. Pointers, memory management techniques, friend, and virtual functions are described. Finally, students examine streams and files as an example of the application of complex object-oriented programming in the C++ language.

CO SCI 940 C++ Programming II (3) UC/CSU
Prerequisite: CO SCI 939
Student learns Object-Oriented and Advanced programming with C++ including Classes, Data Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

CO SCI 942 Discrete Structure (3) UC/CSU
Prerequisite: CO SCI 939 and MATH 260.
This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Login; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

CO SCI 948 Advanced Spreadsheet (3) CSU
This course is designed to expose students to some of the advanced features of Microsoft Excel. Students will learn everything from basic skills such as creating professional worksheets, using charts and graphs to more advanced skills like creating and using pivot tables, creating Excel applications, using scenario manager and solver.

CO SCI 951 Apple Care Administrator (3) CSU
Recommended: CO SCI 934.
Apple Care Administrator provides a comprehensive curriculum covering Apple products and technologies. The course includes Apple developed diagnostic tools to help diagnose and prevent problems on Apple hardware running Mac OS X. The information will also cover the Mac OS X operating system, Apple architecture, and system components. The course will also include setup, configuration, customization and troubleshooting on the Apple iPad and associated hardware. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain a computer system running Mac OS X and IOS operating systems. The course will also provide the background needed to become an Apple Certified Support Professional. Each student will be assigned a Mac computer for use during class.

CO SCI 952 Introduction to Web Technology and Design (3) CSU
Recommended: CO SCI 901 or equivalent experience.
This course is designed to take the students through introductory technical phases of website development. Students will learn basic skills such as creating web pages, tables, and forms plus an introduction to more to advanced skills like working with templates, Cascading Style Sheets

(CSS), interactive content, and publishing a site on the Internet. This is the first course in a series of courses in web site design, development, and e-commerce.

CO SCI 953 Database Management using Oracle (3) CSU
Recommended: CO SCI 933 or equivalent experience.
This course provides a rich environment for illustrating multi-user and client/ server database concepts using Oracle, such as managing concurrent users and sharing database resources, and allows users to develop database applications in a production environment using the database developer utilities. This course addressed database development activities including using SQL commands to create tables and insert, update, delete, and view date values.

CO SCI 955 Programming for Mobile Application (3) CSU
Recommended: CO SCI 902.
This course provides students with a solid grounding in the fundamentals of mobile application development. Students will learn how to create applications to deploy and run on mobile devices such as iPhone or Android. The latest technology will be introduced in the class and student will learn to use the latest programming language to write software to run under iOS or Android and develop their programs.

CO SCI 957 Introduction to Web Development HTML5 & CSS (3) CSU
Recommended: CO SCI 952 or equivalent experience.
This course teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, and forms, tables, and media elements. The advance topics such as Cascading Style sheets and publishing to the web site are also covered.

CO SCI 958 Web Page Development (4) CSU
Recommended: CO SCI 957.
This course teaches students to build web pages using current web languages. It will give students hands-on experience in building web pages from scratch. The topics covered include building web pages with tables, image maps, frames, and forms. This course covers topics such as Pop-Up windows and Validating forms. This course also covers integrating HTML with Javascript, XML and PHP, popular web programming languages.

CO SCI 959 Advanced Programming for Mobile Devices (3)
Prerequisite: CO SCI 957, and 990 or equivalent experience
This course provides students with advanced programming concepts and skills for creating mobile applications for today's most popular platforms. Students will learn to create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based services programmatically; develop services; create a home

screen widget. Students will learn about exception handling, will create manageable user preferences and will learn to incorporate security and permissions. Students will learn to sign, publish and distribute developed applications.

CO SCI 962 Web Programming Using JavaScript (4) CSU
Recommended: CO SCI 957, or equivalent experience.
This course teaches students to create dynamic Web pages using the popular Web scripting language, JavaScript. This is the course for beginning web programmers with prior knowledge of HTML. JavaScript, a popular scripting language, adds interactive functions to HTML pages and is widely supported in Web browsers and other Web tools. This course also discusses the Document Object Model (DOM) specification published by the World Wide Web Consortium (W3C). This course features hands-on projects, a step-by-step methodology, as well as additional exercises.

CO SCI 963 Advanced Web Application Programming (3) CSU
Prerequisite: CO SCI 957, or equivalent experience.
Microsoft is revolutionizing the way Internet applications are developed. Microsoft has added new functionality to Web application development making it more user friendly. This comprehensive course will cover creating dynamic web pages; client-side and server-side controls; data binding and validation; and integration with other web development technologies. This course guides the student from beginning Web applications, to object-oriented programming, to using advanced server controls.

CO SCI 965 Introduction to Computer Networks (3) CSU
Recommended: CO SCI 934 or equivalent experience.
This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

CO SCI 967 Advance Linux Operating System and Applications (3) CSU
Recommended: CO SCI 935 or equivalent experience.
This course intends to provide students hands-on experience working with the Linux operating system using popular open source software bundles – LAMP, Server Virtualization and Openstack cloud computing. This is an advanced hands-on Linux course, using Enterprise Linux (CentOS) as base operating system, discussing Linux concepts, directories, permissions, file systems, package management, networking, host based security, shell scripting as well as Web development with LAMP (Linux, Apache, MySQL & PHP), server virtualization, virtual machine deployment with kickstart. Students will also build working Openstack cloud, create virtual machine image, deploy virtual machines in the cloud, create and manage EBS volumes for the virtual machines in the cloud.

CO SCI 972 Introduction to Cisco Network Fundamentals (3) CSU
Recommended: CO SCI 965, or equivalent experience.
This course is equivalent to Semester I & II of the Cisco Network Academy. Part 1 of this course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of Part 1, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Part 2 of this course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of Part II, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students completing this course prepared to take the Cisco ICND1 and/or CCENT certification exam.

CO SCI 973 Virtualization and Cloud Computing Essentials (3) CSU
Recommended: CO SCI 972 and 982.
This course introduces the foundational capabilities and features of virtualization and VMware vSphere®. It also provides a brief overview of the array of products available from VMware®. The course also demonstrates how you can extend an existing VMware vSphere™ infrastructure to deliver IT services in a private or public cloud based on VMware products. This is the first of four courses for students pursuing a WLAC virtualization and cloud computing certificate. Successful completion of this course will prepare students for the VMware Certified Associate (VCA) industry certification. West Los Angeles is an authorized VMware IT Academy.

CO SCI 974 Introduction to Cisco Routers (3)
Recommended: CO SCI 972.
This course is equivalent to Semester III & IV of the Cisco Network Academy. Part 3 of this course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of Part 3, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Part IV of this course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex net-

Course Descriptions

work. Students completing this course are prepared to take the Cisco ICND2 and/ or CCNA 200-120 certification exams.

CO SCI 975 Information Storage and Management for Computer Networks (3) CSU
Recommended: CO SCI 972 and 973.
This course focuses on information storage and management in classic, virtualized and cloud environments. It includes data center key elements, intelligent storage systems, storage networking technologies, and various business continuity options – along with security and management of a storage infrastructure. It also covers various aspects of cloud computing. Successful completion of this course prepares students for the EMC Information Storage Associate (EMCISA) v2 certification and supports the new E10-001 Information Storage and Management Version 2 Exam. This is the second of four courses required for the West LA College Virtualization and Cloud Computing certificate.

CO SCI 976 Vsphere Install, Configure, and Management (3) CSU
Recommended: CO SCI 972, 982 and 985.
This course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. The course is based on ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, VMware infrastructure access, vCenter Server resource monitoring and scalability, and storage technologies, such as SAN, IP-SAN (iSCSI), NAS as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce virtualization concepts and theories. Completion of this course authorizes and helps students prepare for the VMware Certified Associate (VCA-DCV) and VMware Certified Professional – Data Center Virtualization (VCP-DCV) certification exams. This is the third of four courses required for the West Los Angeles College (WLAC) Virtualization and Cloud Computing certificate. WLAC is an authorized VMware IT Academy. PLEASE NOTE: VMware Training at WLAC is only available to full or part time students, unemployed individuals, or career changers, who are paying for the training themselves. This training is not for companies or corporate entities looking to train their employees.

CO SCI 977 Implementing a Virtual Desktop infrastructure (3) CSU
Recommended: CO SCI 976
This course helps students build their skills related to installing, configuring, and managing VMware® Horizon View™ suite of products: VMware® View Manager™, VMware® View Composer™, and VMware® ThinApp®. This course utilizes hands-on lab exercises and demonstrations to reinforce virtual desktop concepts and theories. Completion of this course helps students prepare for the VMware Certified Profession Desktop (VCP-DT) certification exam. This is the fourth of four courses required for the West Los Angeles College Virtualization and Cloud Computing certificate. WLAC is an authorized VMware IT Academy.

CO SCI 980 Introduction to Computer and Information Security I (3) CSU
Prerequisite: CO SCI 965 or equivalent experience.
This course provides students with a solid grounding in the fundamentals of computer security. Students will learn a full range of security concepts and techniques and how to apply them to the most popular operating systems and application used today. Topics include network vulnerabilities, access control, cryptography & public key infrastructure, security policy & management, network & communication security. Lab simulation involves security settings on client & server operating system.

CO SCI 982 Introduction to Microsoft Server Operating System (3) CSU
Recommended: CO SCI 934 and 965, or equivalent experience.
This is the first of three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA) Exam 410: Installing and Configuring Windows Server 2012, which is the first of three exams required for MCSA: Windows Server 2012 certification.

CO SCI 983 Microsoft Network Infrastructure Administration (3) CSU
Recommended: CO SCI 982 or equivalent experience.
This is the second of three courses that collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (ADDS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 411: Administering Windows Server 2012, which is the second of three exams required for MCSA: Windows Server 2012 certification.

CO SCI 984 Introduction to Windows Active Directory Services (3) CSU
Recommended: CO SCI 982 and 983 or equivalent experience.
This is the third and final course collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses CS982, CS983, and CS984, this course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with ADFS and Workplace Join. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 412: Configuring Advanced Windows Server 2012 Services, which is the third of three exams required for MCSA: Windows Server 2012 certification.

CO SCI 985 Introduction to Computer and Information Security II (3) CSU
Prerequisite: CO SCI 980.
This course provides a complete guide to Windows based network security management. It focuses primarily on the skills necessary to implement and administer a network security infrastructure. Today's networks are constantly under attack by a variety of sources; protecting a network against them requires implementing and administering an up to date management infrastructure. Students will learn firewalls and other network security components to create an in depth defensive perimeter in a computer networking environment. Topics include: Access Control List, Authentication, Security Policy, Certification Services, Encryption, Firewalls, Active Directory Services and IP Security.

CO SCI 986 Palo Alto Network Cybersecurity Essentials (3) CSU
Recommended: CO SCI 965 & 980
This course covers installing, configuring and managing next generation firewalls from Palo Alto Networks as well as security, threats, networking, logging and reporting. This course begins at an introductory level and builds to an intermediate level. Aspects of configuration include security, networking threat prevention, logging, reporting of the Palo Alto Netowrk Operating System (PANOS). Higher level concepts include Global Protect, an extension of the corporate firewalls rules to laptops outside the network, Active/Active High Availability and control over user applications and content. Security engineers, network engineers, and support staff are the targeted audience for this course.

CO SCI 988 Installing, Configuring, and Administering Microsoft SQL (3) CSU
Recommended: CO SCI 933 and 982, or equivalent experience.
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel. This course is one of the required elective courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

CO SCI 989 Implementing and Managing Microsoft Exchange Server (3)
Recommended: CO SCI 982, 983 or equivalent experience.
This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium sized to large sized (250 to 5,000 users) messaging environment.

CO SCI 990 Object Oriented Programming in Java (4) UC/CSU
Prerequisite: CO SCI 939 or equivalent experience.
This course is designed to take the student through the various phases of Java programming, from applications and applets to database programming using JDBC. The course will cover Java Foundation Classes (JFC), detailed exposure to Util and Lang packages. The course also covers Object-Oriented Programming Analysis and Design/Development using inheritance and polymorphisms.

CO SCI 991 Computer Laboratory (1)
Recommended: CO SCI 972 or equivalent experience
This is an intermediate to advanced networking lab for any current or previous Cisco and VMware students. The primary goal is to help students prepare for their Cisco ICND/CCNA or VMware VCA/VCP-DCV certifications. Cisco students will perform routing and switching labs, as well as, review Ethernet, IPv4, IPv6, NAT, VLANs, STP, OSPF, EIGRP, and security concepts. VMware students will conduct labs and review concepts related to installation, configuration and management of ESXi servers and vCenter. Instructor will conduct weekly boot camp exam prep sessions. Lab assignments can be scheduled and conducted independently. All students will have 24/7 Internet access to real Cisco hardware and VMware ESXi based pods.

CO SCI 992 Computer A+ Hardware Laboratory (1)
The rapid expansion of the computer industry has generated a growing need for highly skilled workers to repair, network, and support these increasingly complex computer systems. Computer Repair and Networking offers hands-on training in state-of-the-art computer hardware and software systems. In this class we will develop skills such as installation and troubleshooting of CPU, hard drives, CD drive, network cards, Ram memory, floppy drive, system controller & the I/O

Course Descriptions

controller card , peripherals, etc. Computer safety & maintenance, BIOS & CMOS settings and network cabling techniques are also covered.

COUNSELING
(COUNSEL)

COUNSEL 001 Introduction to College (1) CSU
Provides students with important information about the college and its resources, introduces them to the required skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

COUNSEL 004 Career Planning (1) CSU
This class examines the career developmental concepts of awareness and implementation (decision-making) as they relate to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

COUNSEL 005 College Survival (2) CSU
This course will provide students with strategies for a successful first-year experience. Emphasis will be placed on WLAC policies, student support services, study skills, time management, test taking strategies, note-taking skills, stress management, and making informed decisions. This course is highly recommended for new and returning students.

COUNSEL 006 Career Planning for Students with Disabilities (1) CSU
This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, résumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

COUNSEL 008 Career Planning and Development (2) CSU
This course is an introduction to career planning and is designed for students who are contemplating a job change or who are undecided about their career or vocational choices. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

COUNSEL 017 College Survival Skills Development (1) CSU
This course provides the student with a variety of survival skills necessary to become a successful college student.

Topics include the matriculation process, library resources and usage, study skills strategies, self-esteem, time and stress management and goal setting.

COUNSEL 020 Post-Secondary Education - The Scope of Career Planning (3) UC/CSU
This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan.

COUNSEL 040 College Success Seminar (3) UC/CSU
This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

CORRECTIONS
(CORR)

(Also see Administration of Justice.)

CORR 002 Correctional Institutions (3) CSU
This course deals with the philosophy and history of corrections, including the municipal jails, state penitentiaries, federal prisons, and private prisons. Also covered is an overview of the criminal law, constitutional law, crime theories, punishment and rehabilitation. Other topics include the organization and jurisdiction of local, state and federal law enforcement agencies, role expectations and their interrelationships, a survey of professional career opportunities and the minimum qualifications required for employment as a corrections officer.

CORR 005 Legal Aspects of Corrections (3) CSU
This course offers a thorough study of the system of justice used in the United States: civil, criminal, juvenile, and therapeutic. It is designed for courses on the law and judicial process that transcend the disciplines of political science, sociology, and criminal justice.

DANCE STUDIES
(DANCEST)

(Also see Dance Techniques.)

DANCEST 185 Directed Study - Dance (1) CSU
This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

DANCEST 301 Choreography I (1) UC/CSU
This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

DANCEST 805 History and Appreciation of Dance (3) UC/CSU
This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. This course will focus on how dance reflects the historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

DANCEST 814 Dance Production I (2) UC/CSU
This course offers instruction in choreographic techniques culminating in a student dance production. Students will be responsible for choreographing and performing a variety of dances. This course is open to all levels.

DANCEST 815 Dance Production II (2) CSU
This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

DANCEST 816 Dance Production III (2) CSU
This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including rehearsal planning, publicity, lighting, music/audio, marketing, costuming, audition and performance skills, and dance critique and assessment.

DANCEST 822 Dance Rehearsals and Performances (3) UC/CSU
Traditional and contemporary dance techniques will be explored and presented in dance concerts and site-specific locations. Emphasis is place on developing skills in choreographic design, performance dynamics and movement analysis.

DANCEST 826 Dance Performance Company (3) UC
This course develops knowledge and techniques for students to perform in college-based dance companies. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the Los Angeles Community College Dance Consortium as well as opportunities for master classes, community outreach, performances and college sponsored events.

DANCE TECHNIQUES
(DANCETQ)

(Also see Dance Studies.)

DANCETQ 111 Ballet Techniques I (1) UC/CSU
This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

DANCETQ 112 Ballet Techniques II (1) UC/CSU
This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises.

DANCETQ 113 Ballet Techniques III (1) CSU
This course offers instruction in traditional ballet techniques and principles, emphasizing placement and intermediate level barre and center floor exercises.

DANCETQ 114 Ballet Techniques IV (1) CSU
This course offers instruction in traditional ballet techniques and principles, emphasizing placement and advanced intermediate level barre and center floor exercises.

DANCETQ 121 Jazz Dance Techniques I (1) UC/CSU
This fundamental course in Jazz dance techniques provides a performance-based foundation by introducing basic steps, step sequencing, combinations and terminology. Students will develop an appreciation of the evolution of Jazz dance as a performing art form while preparing for further study in Jazz dance techniques.

DANCETQ 122 Jazz Dance Techniques II (1) CSU
This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology while utilizing a diverse selection of musical rhythms and phrasing. The student's appreciation of Jazz dance increases through viewing and practice of Jazz dance techniques while preparing for further study at higher levels.

DANCETQ 123 Jazz Dance Techniques III (1) UC/CSU
This course teaches the technique, principles, terminology and practice of jazz dance at the intermediate level. The course will emphasize the correct placement and execution of a wide

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variety of jazz movements, and will also teach various styles, and the history of the movements.

DANCETQ 124 Jazz Dance Techniques III (1) UC/CSU
This course teaches the technique, principles, terminology and practice of Jazz dance at the intermediate advanced level. The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements.

DANCETQ 141 Modern Dance Techniques I (1) UC/CSU
This course teaches technique, principles, terminology and the practice of modern contemporary and lyrical dance at the introductory level. Students will undergo an in-depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, movement organization and sequencing. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

DANCETQ 142 Modern Dance Techniques II (1) UC/CSU
This course teaches beginning technique, principles, terminology and the practice of modern contemporary and lyrical dance. Emphasis is on the correct placement and execution of modern dance movements and will include improvisational and choreographic exercises. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

DANCETQ 143 Modern Dance Techniques III (1) CSU
This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of modern dance movements, along with an integrated use of the arms. Students will increase coordination, flexibility, and cardiovascular strength using various movement combinations.

DANCETQ 144 Modern Dance Techniques IV (1) CSU
This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the advanced level. Emphasis is on the correct placement and execution of advanced level modern dance movements, along with a more integrated use of the arms, head and torso. Students will increase coordination, flexibility, and cardiovascular strength using complex movement combinations.

DANCETQ 151 Dance for Film and Stage I (1) CSU
This course introduces students to choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage.

DANCETQ 152 Dance for Film and Stage II (1) UC/CSU
This course introduces students to well-known choreographers and dancers, and provides instruction and practice of dance technique used in film and stage.

DANCETQ 171 Hip-Hop Dance Techniques I (1) UC/CSU
This introductory course in Hip Hop dance techniques provides a movement foundation by introducing fundamental step sequencing, combinations, musical usage, terminology, and the appreciation of Hip Hop dance as a historical performing art form. This course prepares students for further study in Hip Hop dance technique.

DANCETQ 172 Hip-Hop Dance Techniques II (1)   CSU
This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop dance techniques by utilizing compound step sequences and combinations, using higher level terminology, and diverse selections of musical rhythms and phrasing. Students' develop a deeper appreciation of Hip Hop dance as a historical and performing art form by reviewing Hip Hop movement techniques and preparing for further study at higher levels.

DANCETQ 173 Hip-Hop Dance Techniques III (1) CSU
This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance. Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form.

DANCETQ 174 Hip-Hop Dance Techniques IV (1) CSU
This pre-performance level hip-hop course advances acquired techniques, and knowledge of a complete hip-hop class, with an emphasis on the development of stylistic nuances in performance. Artistic development of performance components is applied to acquired skills and techniques learned in previous studies of hip-hop. Students apply knowledge of hip-hop, terminology, dancer technique and training, character, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Exploration of hip-hop dance trends, including music and movement styles, will be discussed. Performance practice prepares students for real world performance opportunities, and solidifies the student's appreciation of hip-hop as a performing art form.

DANCETQ 211 Tap Dance Techniques I (1) CSU
This course provides students the opportunity to learn and develop fundamental tap dance skills, thereby establishing a foundational knowledge of this dance technique. Besides learning the fundamental elements of this dance style, emphasis is placed on developing skills to a fundamental performance level. In addition, students learn tap dance step terminology and history, which allow students to gain an appreciation for this type of dance as an art form.

DANCETQ 212 Tap Dance Techniques II (1) UC/CSU
This course provides students the opportunity to learn and develop beginning tap dance skills, thereby establishing a basic knowledge of this dance technique. Besides learning the basic elements of this dance style, emphasis is placed on developing skills to a basic performance level. In addition, students learn tap dance step terminology and students also learn history and appreciation for this type of dance as an art form.

DANCETQ 570 Conditioning for Dance Team Techniques I (1) CSU
This course provides a foundation for fundamental skills to condition the body for dance or cheer. In addition to exploring conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination and endurance, students will have the opportunity to develop dance or cheer team techniques through discussion and application of warm-up skills, movement sequences and basic combinations.

DANCETQ 571 Conditioning for Dance Team Techniques II (1) CSU
This course establishes basic beginning skills to condition the body for dance or cheer. Students will develop a conditioning program designed to increase flexibility, strength, core, balance, coordination, and endurance. Students will have the opportunity to enhance fundamental dance/cheer techniques through the application of warm-up skills, movement sequences, and beginning dance/cheer combinations.

DENTAL ASSISTANT
(DEN AST)

NOTE: Dental Assistant courses are open only to students accepted into the Dental Assisting Program.

DEN AST 001 Orientation to Dental Assisting (2)
Corequisite: DEN AST 005.
This course will introduce students to the practice of dentistry and dental specialties. It covers topics such as: Professional and legal responsibilities and the roles of the dental auxiliary; responsibilities of the dental assistant, including oral communications, written communications and psychology; patient and office personnel communication and relations, proper charting, record keeping and professionalism.

DEN AST 003 Dental Assisting Seminar (1)
This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical dental assisting. Accumulated theoretical knowledge will be related to practical clinical application.

DEN AST 005 Pre-Clinical Chairside Assisting (5)
Advisory: ALD HTH 033.
Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial

examination, dental restorations, impressions and basic oral surgery.

DEN AST 006 Dental Sciences for the Dental Assistant (2)
Advisory: ALD HTH 033.
An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion , development and class of malocclusions; anatomy of the skull , arteries and veins, musculature and nervous structures of the head and neck: General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.

DEN AST 007 Infection Control for the Dental Setting (1)
This course will enable students to comprehend and apply protection from infectious diseases important in dentistry. Instruction on disinfection, instrument decontamination, sterilization procedures and try set-up preparation will be given. Regulatory compliance agencies such as OSHA, CDC and ADA recommendations will be introduced. Hazardous material management, protocols and emergency procedures for hazardous and biohazard materials will be established.

DEN AST 008 Introduction to Dental Radiology (3)
This course will enable students to understand the principles and apply techniques of exposing and processing dental radiographs using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection. This course will enable students to become proficient at intraoral radiographic techniques through laboratory practice. Manikins will be used for initial technique and instruction until 100% accuracy is achieved.

DEN AST 009 Medical Emergencies (2)
Advisory: ALD HTH 033.
This course will enable students to recognize psychological or common medical conditions which could lead to an emergency situation in a dental office. Emphasis placed on prevention; to include a basic review of CPR, the Heimlich maneuver and obtaining and recording vital signs; assigned roles in the case of an emergency, as well as management and legal issues of an emergency response.

DEN AST 010 Intermediate Chairside Assisting (3)
Students will apply knowledge and basic clinical skills learned in DA 105 and other related classes toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with coronal polishing, ultrasonic scaling for cement removal, restorative, oral surgery, orthodontia pedodontia, and periodontal surgeries.

DEN AST 012 Dental Assisting Clinical Science (3)
Students will develop an understanding of Microbiologic and nutritional conditions related to dentistry; Principles of patient motivation and education: Etiology, process and prevention of caries and periodontal disease; Design and management of a

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plaque and oral disease control program; brushing flossing and the use of adjunctive aids; dietary counseling.

DEN AST 013 Practice Management (2)
Advisory: ENGLISH 28.
Students will develop skills necessary to undertake front office responsibilities to include: purchasing, inventory and cost control of office supplies; accounts payable and receivable procedures; insurance billing procedures, HIPPA; treatment planning and case presentation; scheduling of appointments; resume and interviewing skills.

DEN AST 015 Advanced Chairside Assisting (5)
Advanced skills needed to assist in complex dental procedures and in the dental office laboratory. Includes advanced chair side techniques and laboratory procedures; endodontics, oral surgery, orthodontics, pediatric dentistry, restorative, periodontics and prosthodontics. Two-hour lecture, three-hour laboratory, preclinic or clinic.

DENTAL HYGIENE
(DEN HY)

NOTE: Dental Hygiene courses are open to enrolled Dental Hygiene Majors only. Upper division courses can be found in the "Bachelor's Degree" section of this catalog.

DEN HY 090 Special Projects in Dental Hygiene (2) NDA (P/NP)
This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 092 Special Projects in Dental Hygiene (6) NDA (P/NP)
This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 096 Special Projects in Dental Hygiene - Laboratory (.5) NDA (P/NP)
This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 097 Special Projects in Dental Hygiene (1) NDA (P/NP)
This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

EARTH SCIENCE
(EARTH)

(Also see Environmental Science, Geography, and Oceanography.)

EARTH 001 Earth Science (3) UC/CSU
Earth Science 001 is a 3-unit course that provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement.

EARTH 002 Earth Science Laboratory (1) UC/CSU
Prerequisite or corequisite: EARTH 001
Earth Science 2 is a laboratory course designed to examine many of the basic principles of geology, meteorology, oceanography, and astronomy. It gives students hands-on experience with Earth materials, skills to gather scientific data, and critical thinking to solve problems.

ECONOMICS
(ECON)

ECON 001 Principles of Economics I (3) UC/CSU
Prerequisite: MATH 115.
This course is an introduction to the field of microeconomics, which focuses on the behavior of individual economic agents including consumers, business firms, and the government when confronted with scarcity. The course also examines contemporary social issues such as income distribution and poverty as well as global issues such as outsourcing and protectionism. Topics include supply and demand, elasticity, forms of business organizations, theory of production and cost, pricing and output decision in various market structures, market failure and the role of government, labor management relations, and international trade.

ECON 002 Principles of Economics II (3) UC/CSU
Prerequisite: MATH 115.
Note: ECON 001 is not a prerequisite for ECON 002.
This course is an introduction to the field of macroeconomics. Topics to be analyzed include an analysis of the behavior of the national economy as a whole, together with such issues as the determination of gross domestic product, the unemployment rate, the inflation rate, interest rates, and the long-term economic growth rate. In addition, global issues such as the role of the exchange rate and the balance of trade are analyzed.

ECON 10 Economic History of the United States (3) UC/CSU

Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy.

ECON 11 Economics of Globalization (3) UC/CSU

This course examines the phenomenon of globalization using economic analysis to explore controversial themes of the globalization debate such as off shoring, sweatshops, environmental standards, intellectual property protection, cultural diversity, economic development, and immigration.

EDUCATION
(EDUC)

EDUC 001 Introduction to Teaching (3) UC/CSU

Advisory: ENGLISH 101.

This course introduces students to the field of professional education and the concepts and issues that are related to K - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction. The course content includes the California Standards of Teaching Professionals (CSTP) and Teaching Performance Expectations (TPE). This course requires a minimum of 45 hours of observation/participation in a public multicultural school.

ENGINEERING, ELECTRICAL TECHNOLOGY
(EET)

EET 123 Introduction to Arduino (2) CSU

In this course, students gain new skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can read sensors, control motors and lights, and upload your hand-built code that interacts with the real world. Students learn the Arduino programming language, which is based on C/C++.

ENGINEERING, GENERAL
(ENG GEN)

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

This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips and classroom activities expose students to the many ways engineering affects our lives and the variety of roles of engineers in society.

ENG GEN 120 Introduction to Programming Concepts and Methodologies for Engineers (4)

Prerequisite: MATH 260.

Students will learn the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, interface of software with the physical world, use of sensors, and application of numerical techniques.

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

Prerequisite: MATH 261

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENG GEN 131 Statics (3) UC/CSU

Prerequisites: PHYSICS 037 and MATH 262

This is a first course in engineering mechanics. Students will learn about two and three dimensional analysis of force systems on particles and rigid bodies in equilibrium. Topics also include static analysis of trusses and beams, and determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

ENG GEN 150 Materials Science and Engineering (4) CSU

Prerequisites: CHEMISTRY 101 and PHYSICS 037

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide

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opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports.

ENG GEN 185 Directed Study – Engineering, General (1) UC/CSU
Students pursue directed study in General Engineering on a contract basis under the direction of a supervising instructor.

ENG GEN 220 Electrical Circuits I (4) UC/CSU
Prerequisites: MATH 263 and PHYSICS 038
Corequisite: MATH 275
This course covers electric circuit analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits, AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

ENG GEN 225 Digital Circuit Analysis (4) CSU
Prerequisites: MATH 263, PHYSICS 038
Corequisite: MATH 275
This course is an introduction to digital circuit analysis. Topics covered include the following: Number systems, computer arithmetic, and binary codes; binary logic, Boolean algebra, and logic gates; combinational circuits, analysis and design, including adders, MUX's, decodes, etc.; and sequential circuits analysis and design. In the lab students design, implement, and debug a combinational circuit; and perform implementation of combinational circuits using logic gates and programmable logic devices and design sequential logic circuits using gates, ROMs, and PALs. Students in the laboratory use FPGA board to program and experience the behavior of circuits.

ENG GEN 285 Directed Study – Engineering, General (2) CSU
Students pursue directed study in General Engineering on a contract basis under the direction of a supervising instructor.

ENG GEN 385 Directed Study – Engineering, General (3) CSU
Students pursue directed study in General Engineering on a contract basis under the direction of a supervising instructor.

ENGINEERING GRAPHICS & DESIGN
(EGD TEK)

EGD TEK 101 Engineering Graphics (3)
This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

ENGLISH
(ENGLISH)

ENGLISH 020A College Reading Skills A (3) NDA
This reading/writing course will enable students to apply active reading strategies that develop vocabulary and encourage critical analysis of texts. Students are required to write accurate, well-organized summaries of texts, use their own knowledge and experience to help them write meaningfully about what they read, and display a basic knowledge of standard rhetorical principles and elements of various texts.

ENGLISH 028 Intermediate Reading and Composition (3)
Prerequisite: Completion of ENGLISH 021 with a grade of "C" or better, or appropriate placement level demonstrated through the English assessment process.
ENGLISH 028 is a course in written composition and critical thinking. It is a prerequisite to ENGLISH 101 and prepares students for success in ENGLISH 101. The course emphasizes academic writing based primarily on critical reading. Students learn how to support a thesis credibly by citing at least three different kinds of sources. The course requires the writing of a minimum of 4000 words in compositions and essays.

ENGLISH 072 ENGLISH BRIDGE (1) NDA
Advisory Corequisite: ENGLISH 101.
English 72 is a complement to English 101 and meets two hours per week. Students receive additional support to improve their analytical and composition skills necessary to meet English 101 standards. Emphasis is on the completion of written assignments and essays, library and research papers assigned in the concurrent English 101course. Assistance is provided on pre-writing, drafting, and revising strategies, grammar and mechanics, critical thinking, and understanding reading-to-write strategies.

ENGLISH 094 Intensive Grammar Review (3) (NDA)
An intensive review of standard English grammar, usage, and sentence structure for students who want extra help before taking ENGLISH 028 or 101. Grammar improvement is acquired through a combination of in-context writing assignments and drill exercises.

ENGLISH 100 ACCELERATED PREP: COLLEGE WRITING (3) (NDA)
This class prepares students for academic reading, critical thinking, and writing expected in transfer and associate-degree classes. Students plan, draft, revise, and edit compositions based on college-level readings that cover topics that challenge students' thinking and provide an

intellectual background for the assignments. This course prepares students for ENGLISH 101.

ENGLISH 101 College Reading and Composition I (3) UC/CSU
Prerequisite: Placement through Multiple Measures, or a grade of C or better in ENGLISH 028 or 100, or E. S. L. 008. Recommended: ENGLISH 072.
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.

ENGLISH 102 College Reading and Composition II (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
ENGLISH 102 focuses on developing student appreciation of a variety of literary genres from diverse writers in different eras. Students learn how to identify standard elements of story in texts and to use appropriate literary terminology to interpret texts and defend their textual interpretations.

ENGLISH 103 Composition and Critical Thinking (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course, which meets the transfer critical thinking requirement, is designed to develop critical thinking, reading, and writing skills beyond the level achieved in ENGLISH 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills with a minimum of 10000 words of student writing submitted over the semester.

ENGLISH 127 Creative Writing (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course is an introduction to writing poetry, creative non-fiction, and fiction. Students learn different ways to employ the elements of story in their own original literary works by discussing the works of respected writers. Assignments consist of practicing writing in various genres, peer reviews, writing logs, screen writing and journals.

ENGLISH 185 Directed Study (1) CSU
This is a course in writing in, and about, but not limited to, the natural and physical sciences. Students will study documents such as abstracts, research proposals, and journal articles, will analyze the development of disciplinary writing practices, and will study non-fiction science writing for general audiences.

ENGLISH 203 World Literature I (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course surveys world literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the seventeenth century. Students read English translations of these great works and write critical papers.

ENGLISH 204 World Literature II (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course surveys world literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the seventeenth century to the present. Students read English translations of these great works and write critical papers.

ENGLISH 205 English Literature I (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This survey of English literature begins with works from the Middle Ages, proceeds to poetry and plays from the Renaissance, and continues to the decline of neoclassicism in the eighteenth century, with special emphasis on major writers and works. Students will write critical papers.

ENGLISH 206 English Literature II (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This survey of English literature includes writing from the Romantic Era (e.g., Blake, Wordsworth, Keats, and Mary Shelley), the Victorian Age (e.g., Tennyson, Browning, and Wilde), and the Modern Period (e.g., Yeats, Woolf, Eliot, and Joyce). Students will write critical papers.

ENGLISH 209 CALIFORNIA LITERATURE (3) UC/CSU
This course surveys representative literature by California authors and/or about the state of California, beginning with California Indians' oral literature and including notable fiction, poetry, short stories, drama, and films. Topics covered include the relation of this literature to the state's history and an overview of the development of a recognizable state literature.

ENGLISH 215 Shakespeare I (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
A study of the poems and plays selected from the works of Shakespeare. The course covers many of the elements found in Shakespeare's work, such as structure, character, conflict, setting, style, theme, the supra-supernatural, and symbolic meaning. The selection of plays will include at least two each from his tragedies, histories, and comedies. Students will study Elizabethan and Jacobean life in relation to Shakespeare's works.

ENGLISH 219 Literature of American Ethnic Groups (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

ENGLISH 234 African American Literature I (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
ENGLISH 234 surveys the literature of major North American writers of African descent, whose works explore the social, political, and philosophical problems of the antebellum and

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postbellum periods, through the various genres of literature, including the oral tradition, poetry, short fiction, autobiography, drama, and the novel, to name a few. The course examines the African antecedents of African American literature, as well as its relationship to the major currents in American literature and literature throughout the African Diaspora, within their proper socio-historical and political contexts. Special attention will be devoted to traditional literary analysis and interpretation of primary texts by major authors and the various schools of literary criticism.

ENGLISH 239 Women in Literature (3) UC/CSU
Prerequisite: ENGLISH 101 with a grade of "C" or better.
ENGLISH 239 provides both a global and historical survey of the various genres of women's literature, including, but not limited to, oratory, poetry, short fiction, drama, the novel, and autobiography, from antiquity to the present. Students are expected to write critical essays and a research paper that examine the predominate themes in path breaking literature by and about women, as well as the various archetypes, images, roles, and statuses of women. Special attention will be devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

ENGLISH 420 Research, Design and Methodology (3) CSU
Prerequisite: ENGLISH 103 with a grade of "C" or better, and admission to the baccalaureate degree program in Dental Hygiene.
This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature and a capstone project. This is an upper division course, under the SB850 pilot project and only open to students in the baccalaureate degree program.

ENGLISH AS A SECOND LANGUAGE
(E.S.L.)

E.S.L. 005A College ESL V: Writing/Grammar (6) UC/CSU
Prerequisite: E.S.L.004A, or appropriate level placement level demonstrated through the assessment process.
This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing. UC Transfer Credit Limit: A maximum of 8 units from E.S.L.005A and 006A.

E.S.L. 005B College ESL V: Reading/Vocabulary (3) NDA
Advisory: E.S.L.005A
This is a high-intermediate course in English as a Second Language for nonnative speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

E.S.L. 006A College ESL VI: Writing/Grammar (6) UC/CSU
Prerequisite: E.S.L. 005A with a grade of "C" or better, or appropriate placement level demonstrated through the assessment process.
This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized. Prerequisite: Completion of E.S.L. 005A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process. UC Transfer Credit Limit: A maximum of 8 units from E.S.L. 005A and 006A.

E.S.L. 008 Advanced ESL Composition (6) UC/CSU
Prerequisite: Completion of E.S.L. 006A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.
This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. It is a prerequisite for ENGLISH 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

ENVIRONMENTAL DESIGN
(ENV)

ENV 101 Foundations of Design I (3) UC/CSU
An introduction to the processes of basic design through studio projects addressing the relationship between idea, structure, and form. Design projects are assigned which involve the study of various ordering systems and the creation of 3 dimensional objects that manifest the principles and structures of those systems. Students will begin to understand and work with basic architectural formal language.

ENV 102 Foundations of Design II (3) UC/CSU
Env 102 is a continuation of Env 101. An introduction to the processes of basic architectural design through studio projects addressing the relationship between idea, structure, function, and form. Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear

relationship between architectural form language and spatial idea is stressed.

ENVIRONMENTAL SCIENCE
(ENV SCI)

(Also see Earth Science.)

ENV SCI 001 Introduction to Environmental Science (3) UC/CSU
Environmental Science is an introductory course which discusses the effects of humans on their physical environment. Topics include air pollution, water pollution, energy & mineral resources, and climate change.

ENV SCI 002 The Human Environment: Biological Processes (3) UC/CSU
Advisory: ENGLISH 28 and MATH 105.
This is a course in basic ecology and the effects of humans on their environment which fulfills a non-laboratory life science requirement. Topics include ecological structure and function, population dynamics, use of natural resources, energy, pollution and man's impact on the survival of plant and animal species.

ENV SCI 024 Global Climate Change (3) CSU

Climate change is an important and controversial topic. This course covers how the climate system operates today, records of Earth's ancient climate and environments, evidence for modern climate change, and potential impacts to environments and societies based on current predictions.

FAMILY AND CONSUMER STUDIES
(FAM &CS)

FAM &C 021 Nutrition (3) UC/CSU
This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their dietary requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related illnesses.

FILM PRODUCTION
(FLM PRD)

FLM PRD 100 Intro to Motion Picture and TV Production Crafts (3) CSU
This lecture-based course provides a broad overview of the entertainment industry including how the world of movies, television and new media is structured and the major processes in content production. The course has a career focus, exploring the entertainment industry's specialized trades sectors - such as stagecraft, set dressing, carpentry, grip, apprentice editing, camera loading, costume manufacturing, make-up, lighting, set painting, sound, and digital production (visual effects, gaming, virtual reality and animation). Students will learn terminology and protocols used on motion picture and television sets, and practice the kind of professionalism employers expect of them in an industry job. Additionally, students will be exposed to industry resources, unions, guilds, libraries, web sites and publications relevant to employment in the industry, and practice 'life skills' which will help them manage life both on set and off. This is the introductory course for any student pursuing a certificate of achievement in Film Production and TV Crafts.

FLM PRD 101 Production Skills (3) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
The purpose of this class is to provide students with a hands-on overview of the responsibilities of an entry-level crew member in the major craft and technician departments in the motion picture, television and stage industry including camera, grip, set dressing, costume, set lighting, set painting, sound, editing, digital production, and stagecraft. The class will introduce you to the basic skills, tools, terminology, safety protocols and work habits specific to each department. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies in a particular craft. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101A Production Skills A (4)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.

This intermediate hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101B Production Skills B (4)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This advanced hands-on class focuses on development of the entry-level skills required to gain employment in the

Course Descriptions

entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore basic skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101C Production Skills C (4)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This capstone hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore basic skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 103 Tools and Rigging for Production Crafts (3) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course is highly recommended for students wishing to pursue study in the following crafts: grip, set dressing, stagehands, set lighting and set painting. The course introduces students to the safe use of hand and power tools and common hardware. Operation and safety instruction will be given on both portable and stationary power tools, hand tools, pneumatic tools, rigging hardware, aerial platforms, spray guns, etc. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 103A Beginning Tools for Production Crafts (3)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course is an introduction to the hand and power tools used in the craft departments of the television and film production industry. Students will be introduced to workplace safety protocols, basic measuring techniques, the principles of electrical safety and the safe operation of hand tools, portable power tools and stationary power tools. Students will also learn which tools, hardware and techniques are commonly used in the grip, set dressing, set painting and set lighting crafts. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 105 Stagecraft in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
Stagehands are technicians who construct and erect sets, rig electrical equipment and lighting, route and mix audio and manage props for live productions and specialized television applications. The class will introduce students to the fundamentals of stagecraft, including basic construction, rigging, electrical, lighting and audio support. This course provides instruction on the proper operation of all tools and equipment used in stagecraft. Students will learn how measure accurately, perform necessary calculations, read blue prints, set-up and test back line equipment, run audio and electrical cabling, rig lights and build and erect simple flats. The course also incorporates instruction on job-related paperwork, interaction with other crafts, basic computer skills, workplace safety, written and verbal communication, work ethics and job-seeking skills.

FLM PRD 106 Tech Literacy for Production & Post (3) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course is highly recommended for students wishing to pursue study in the following crafts: camera, sound, editing and digital production. This class provides students with an overview of entertainment industry technical topics and trends, including an introduction to the major audio and video file formats and codecs; computer hardware and software fundamentals; current industry technical trends; Microsoft excel; file organization; data storage solutions; software, internet and cloud-based applications commonly used by the studios. Knowledge of these topics are considered foundational for these craft pathways.

FLM PRD 110 Set Dressing Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course introduces students to the basic skills and principles of set dressing—and the use of tools, moving, pulling orders, packing and unpacking, loading, rope and knots, setting up the set, fluffing, measuring and calculations, identification and labeling, esthetics of decorating, shopping. The course incorporates job-related paperwork, interaction with other crafts, computer skills and workplace safety. It also includes the written and verbal communication skills, work ethics and job-seeking skills.

FLM PRD 110A Set Dressing Crafts A (4) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
In film and television, the art department creates the physical environment in which stories take place. The set decorator and his/her staff (such as the lead person, buyers and set dressers) are responsible for locating and staging the 'set dressing' -- furniture, rugs, lighting fixtures and the like -- that contributes to telling the story according to the vision of the production designer and director, writer(s) and producer(s). This course teaches the entry-level skills for set dressing, including the history and evolution of the craft, movements in art history, architecture and interior design, and hands-on

instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 110B Set Dressing Crafts B (3) CSU
Prerequisite: FLM PRD 110A
This course will cover intermediate-level skills, techniques and concepts within the craft of set dressing. Students will shop for and dress sets for student productions, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 115 Grip Crafts in Film, TV, and Video Production (6) (RPT 3) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course will introduce students to the job responsibilities of the following different types of grips: 1. key grip or grip boss—the foreman of the grip department; 2. best boy grip or second company grip, who assists the key grip in logistical issues, such as scheduling crew and equipment rental; 3. third grip, company grip or gang grip, who work the set and take direction from the key; 4. construction grip, who constructs and dismantles the set and who are also responsible for building, moving, and adjusting major set pieces (e.g. walls, ceiling flats) when something needs to be moved to get a camera or lights into position; 5. dolly grip, who operates the dollies; and 6. crane operator, who operates the camera crane.

FLM PRD 115A Grip Crafts A (4) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course will introduce students to the craft of the motion picture and television grip technician, beginning with the study of basic concepts in rigging, mounting, and carpentry. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 115B Grip Crafts B (4) CSU
Prerequisite: FLM PRD 115A with a grade of "C" or better.
This course will cover intermediate-level skills, techniques and concepts within the grip craft. Students will set up and problem-solve rigging, mounting and camera movement scenarios, practice with tools, equipment, and expendables and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 120 Camera/Digital Utility Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course introduces students to the basic skills of loader, digital utility and second camera assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

FLM PRD 121 Camera Assistant/Digital Utility Lab (1) CSU
Prerequisite: FLM PRD 100 *with a grade of "C" or better.*
This laboratory course, taken in conjunction with Film Production Crafts 120, introduces students to the basic skills of loader, digital utility and second camera assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

FLM PRD 122 Camera Operation for Unmanned Aircraft Systems (3)
Prerequisite: AVIATEK 075.
Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This course introduces the student to the operation of camera systems aboard small unmanned aircraft systems (sUAS). Students will learn the components of various UAS camera systems, set up video transmission, and practice aerial videography techniques for real world scenarios.

FLM PRD 125 Editing Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course prepares students for the position of a union apprentice editor. Students will gain all the knowledge necessary to meet the editor's guild requirements for apprenticeship. The course will teach students the role of the editing room in the film making process and give hands on experience with Logging & capturing media, maintaining an editing room, and apprentice editor duties including basic office skills.

FLM PRD 126 Introduction to Editing Crafts (3) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This course is an introduction to the craft of video editing, with an emphasis on fundamental concepts and a focus on the role and responsibilities of the assistant editor. The approach will be project-based, with students learning and developing digital workflows by shooting or ingesting footage from a variety of sources, transcoding it into an editing-friendly codecs, logging it, and then assembling it into sequences. Completed work will be compressed and uploaded to internet practice sites. A

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student emerging from this class will have a solid technical foundation for the further study of video editing, and an understanding of what will be expected of them in most entry-level editing positions. The course requires strong computer and organizational skills.

FLM PRD 127 Editing Crafts Lab 1 (2) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This lab course allows students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

FLM PRD 128 Editing Crafts Lab 2 (1) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This lab course allows students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

FLM PRD 129 Intermediate Editing Crafts (3) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This course covers intermediate concepts and techniques in video editing and post production, with an emphasis on understanding more advanced digital work flows, becoming familiar with current software used in post-production, and basic visual effects and sound editing. The approach will be project-based, with students editing projects of different genres and formats. Students will act as both editor and assistant on a variety of projects. The course requires strong computer and organizational skills.

FLM PRD 130 Costume Manufacturing Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This entry-level costume class teaches students the fundamentals of costume manufacturing. Students learn how to take designs and create stage, movie, and television costumes with sewing skills and other techniques they've acquired. They also are schooled in the countless fabrics and textures utilized by the professionals.

FLM PRD 140 Set Lighting Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course will introduce students to the craft of the studio electrical lighting technician: how to safely and correctly handle and operate lighting instruments, stands, mounting equipment, and power distribution systems and how to safely and effectively use the basic hand tools and expendable supplies of the craft.

FLM PRD 140A Set Lighting Crafts A (4) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This course will introduce students to the craft of the motion picture and television lighting technician, beginning with a study of basic concepts in lighting design, electricity, and power distribution systems. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 140B Set Lighting Crafts B (3) CSU
Prerequisite: FLM PRD 140A with a grade of "C" or better.
This course will cover intermediate-level skills, techniques and concepts within the craft of set lighting. Students will set up and problem-solve lighting scenarios, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 145 Set Painting Crafts in Film, TV, and Video Production (6) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
In this course, students learn how to prepare surfaces such as wood, metals, and plastics for acceptance of various paints, as well as tools used in the preparation process, preparation materials, such as Spackle and Bondo, types of paints, safe handling, use, and storage of materials, weather and other environmental concerns, the steps of paint preparations, such as prepping, priming, sub-finishing, finishing, and clear finishes (sealers). Learning these skills from experienced union professionals in set painting, the students leave the program with confidence and knowledge on how to utilize these things to create just the right look for the job.

FLM PRD 146 Set Painting Crafts (3) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This course will introduce students to the craft of set painting for motion pictures and television. Students will learn how to prepare surfaces for acceptance of various paints, the steps of paint preparation and color mixing, and finishing techniques including aging, staining and texturizing surfaces. Students will learn industry terminology and the handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 147 Set Painting Lab 1 (3) CSU
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis

will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 148 Set Painting Lab 2 (2)
Prerequisite: FLM PRD 100 & 101 with a grade of "C" or better.
This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 150 Scenic Artists Crafts in Film, TV, and Video Production (6)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
In this course, students learn how to create the realistic back drops that are so often used in television shows and motion pictures. In learning these skills, they first learn about the rudimentary aspects of paints and brushes. Then they learn about techniques, like projections, that allow them to create stunningly realistic settings. Some of the skill sets acquired in the scenic class are marbleizing, wood graining, and rust ageing.

FLM PRD 185 Directed Study (1) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This Directed Study class allows a student to pursue directed study in film, television, stagecraft, and new media production crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 185A Directed Study – Film/TV Production Crafts A (1)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

FLM PRD 200 Introduction to Photoshop and Illustrator (3) CSU
Students will develop an understanding of the core principles of digital art and design, with an emphasis on techniques practiced in the visual effects industry. The course covers the fundamentals of digital art using Photoshop and Illustrator: color theory, composition, software tools, image formats, image creation and manipulation, and the fundamentals of compositing. In addition, students will get an overview of workflows and job pathways in the visual effects industry.

FLM PRD 202 Visual Effects and Motion Graphics (3) CSU
Students will learn to use Adobe After Effects to create motion graphics with text and animation, with an emphasis on techniques practiced in the visual effects industry. Tools such as key frames, motion paths and masks will be used to create visual effects and motion graphics projects and students will explore common workflows and job pathways in post-production and visual effects.

FLM PRD 205 2D Digital Production (3) CSU
This course provides a foundation in narrative, visual and concept design for all digital production classes. Students will create characters, props and backgrounds within a story board animatic. There will be a focus on the traditional principals of 2D animation, including physics of movement and staging 2D characters in scenes while incorporating performance, emotion, dialogue and camera placement.

FLM PRD 207 CG Production (4) CSU
This course introduces students to 3-D modeling, texture, lighting, rigging, and animation in projects using three-dimensional software. Students will gain familiarity with the software's expansive interface and gain basic proficiency in 3-D digital production workflows.

FLM PRD 212 Production Team (3) CSU
This course exposes students to project management from concept to completion within the digital production field. Students will collaborate to create a project from pre-production through production, including scheduling, budget management, and team building.

215 Demo Reel (2) CSU
This course focuses on creating an industry standard demo reel utilizing the software focused on the student's major area of study. In addition to a demo reel the student will create a personal website, business cards, and resume.

FLM PRD 285 Directed Study (2)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This Directed Study class allows a student to pursue directed study in film, television, stagecraft and new media production crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 285A Directed Study – Film/TV Production Crafts A (2)
Prerequisite: FLM PRD 100 with a grade of "C" or better. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

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FLM PRD 290A Production Crafts Lab A (1)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This lab course will allow students to practice their collaborative skills via production exercises and projects.

FLM PRD 290B Production Crafts Lab B (1)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This lab course will allow students to practice their collaborative skills via production exercises and projects.

FLM PRD 291A Post Production Lab A (1) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
This lab course will allow students to practice their collaborative skills via post production exercise and projects.

FLM PRD 291B Post Production Lab B (1) CSU
Prerequisite: FLM PRD 100 with a grade of "C" or better.
Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This lab course will allow students to practice their collaborative skills via post production exercise and projects.

FLM PRD 385 Directed Study (3)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
Directed Study classes allow a student to pursue directed study in Film Production Crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 385A Directed Study – Film/TV Production Crafts A 31)
Prerequisite: FLM PRD 100 with a grade of "C" or better.
Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

FLM PRD 400 Film/TV Production Crafts Portfolio (2)
Prerequisite: FLM PRD 100 and FLM PRD 101 with grades of "C" or better.
Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.
The purpose of this course is the creation of a professional portfolio detailing field work completed in the entertainment industry. Students will compile call sheets, production paperwork, correspondence, references, and a journal of experiences & skills acquired, as they carry out their work study assignments in the program. In addition, students will write a resume and create business cards. The portfolio will be created under the direction of a supervising instructor.

FINANCE
(FINANCE)

FINANCE 001 Principles of Finance (3) CSU
This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

FINANCE 002 Investments (3) CSU
This course covers the analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market are also studied.

FINANCE 008 Personal Finance and Investments (3) CSU
This course is comprised of lectures, discussions and practice with regard to one's personal financial activities. Particular attention is given to consumer credit, life and property insurance, savings plans, taxes, retirement plans, estate transfers, securities, and miscellaneous investments.

FIRE TECHNOLOGY
(FIRETEK)

FIRETEK 027 Wildland Firefighter (4) CSU
This course prepares students for entry-level employment with public safety departments and other agencies that cross-train personnel for law enforcement and wildland fire suppression duties.

FIRETEK 201 Fire Protection Organization (3) CSU
This course is an introduction to the fire service and fire protection, including examining careers in fire departments and related fields. Also covered will be the history of fire protection, causes of loss by fire, and public and private protection services. Also discussed will be the organization of fire departments, fire prevention, fire-fighting tactics, tools, equipment, apparatus, and alarm and water systems. This course includes field trips.

FIRETEK 202 Fire Prevention Technology (3) CSU
This course prepares students to make effective, complete and legal inspections by knowing fire prevention concepts. The course includes history, organization, laws, and causes of fires, procedures, techniques, enforcement, and record keeping.

FIRETEK 203 Fire Protection Equipment and Systems (3) CSU
The student will learn about fire detection, alarm, and protection systems. It is oriented toward public safety departments and other agencies that cross- train law enforcement and fire suppression personnel.

FIRETEK 204 Building Construction for Fire Protection (3) CSU
This course examines building construction as it relates to fire control. It is oriented toward public safety departments and other agencies that cross- train law enforcement and fire suppression personnel.

FIRETEK 205 Fire Behavior and Combustion (3) CSU
Students will study fire chemistry and physics. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

FIRETEK 207 Wildland Fire Control (3) CSU
This course provides information relating to Incident Command System and how it is used to control, order and assign resources on wildland fires. The course will survey the methods used to suppress wildland including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing. The California mutual aid plan and the process for its implementation will also be covered.

FIRETEK 209 Fire Tactics and Strategy (3) CSU
This course covers the application of tactics and strategies to various types of fires. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire-fighting personnel.

FIRETEK 210 Fire Company Organization and Procedure (3) CSU
This course introduces the student to the organization and management of a fire department and its relationship to other governmental agencies. Emphasis is on fire service leadership, management and supervision from the perspective of the company officer.

FIRETEK 213 Fire Investigation (3) CSU
This course covers methods of determining point of origin, path of fire travel, and fire causes. It also covers recognizing and preserving evidence, inter viewing witnesses, and understanding arson laws.

FIRETEK 216 Fundamentals of Personal Fire Safety & Emergency Action (3) CSU
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

FIRETEK 217 Fire Apparatus (3) CSU
This course covers the principles of fire apparatus operating for public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

FRENCH
(FRENCH)

FRENCH 001 Elementary French I (5) UC/CSU
This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France.

FRENCH 002 Elementary French II (5) UC/CSU
Prerequisite: FRENCH 001 with a grade of "C" or better, or two years of high school French or equivalent.
This course completes the basic grammar of the French language. Videos are employed to develop an understanding of French culture and history, improve comprehension, enrich vocabulary, and serve as topics for discussions and written compositions.

FRENCH 003 Intermediate French 1 (5) UC/CSU
Prerequisite: FRENCH 002 with a grade of "C" or better, or three years of high school French or equivalent.
This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines.
Note: Acceptable for French 4 credit at UCLA.

FRENCH 004 Intermediate French II (5) UC/CSU
Prerequisite: FRENCH 003, or four years of high school French.
This course continues to refine speaking, reading and writing comprehension skills through literary and visual media.

FRENCH 008 Conversational French (2) CSU
This course consists of practical, conversational material based on everyday experiences and current events. Not open to native speakers of French.

FRENCH 101 French Language Laboratory (1) CSU
An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials.

Course Descriptions

GEOGRAPHY
(GEOG)

(Also see Earth Science, Environmental Science, and Oceanography.)

GEOG 001 Physical Geography (3) UC/CSU
This course is a systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation), and an analysis of their interrelationships and patterns of world distribution.

GEOG 002 Cultural Elements of Geography (3) UC/CSU
Note: GEOG 001 is not a prerequisite for GEOG 002.
The cultural elements of geography, and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

GEOG 007 World Regional Geography (3) UC/CSU
This course provides a geographical survey of the world's major regions with emphasis on those features important to an understanding of current global concerns and problems.

GEOG 015 Physical Geography Laboratory (2) UC/CSU
Corequisite: GEOG 001
This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: Earth- Sun relationships; Earth's representation on maps and in air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces.

GEOLOGY
(GEOLOGY)

(Also see Earth Science and Oceanography.)

GEOLOGY 001 Physical Geology (3) UC/CSU
Physical Geology 001 is a 3-unit course that deals with materials that compose our planet Earth and forces and processes that affect it. The course includes a survey of minerals & rocks, a study of plate tectonics, the forces & processes that create volcanoes & earthquakes, how ages of fossils, minerals, and rocks are determined; the work of running and groundwater; basic concepts behind the formation of petroleum, coal & other mineral deposits, and the environmental impact of energy and mineral resources.

GEOLOGY 002 Earth History (3) UC/CSU
This course is an introduction to the geological history of Earth, with emphasis on the evolution of life and landforms. Topics include the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans; how Earth processes produce and alter landforms, climate, and

energy and water resources on which humans depend; and significant tectonic events, such as mountain building episodes.

GEOLOGY 006 Physical Geology Laboratory (1) UC/CSU
Prerequisite: GEOLOGY 001 or concurrent enrollment in GEOLOGY 001.
Geology 6 deals with laboratory exercises which aid students in the identification of minerals and rocks (igneous, sedimentary and metamorphic), the interpretation of topographic and geologic maps, the geologic work of running & groundwater, determination of relative and radiometric ages of minerals and rocks, and earthquake analyses that include locating earthquake epicenters and magnitudes.

GEOLOGY 007 Earth History Laboratory 007 (2) UC/CSU
Corequisites: GEOLOGY 002.
This is a laboratory course for Earth History, intended to teach the scientific methods of reasoning and to acquaint students with the fundamental principles of historical geology. Laboratory exercises examine the history of Earth from its origin to the present as interpreted from the fossil record and radiometric dating techniques. Topics include the evolutionary study of fossils, the study of rock types and ancient land forms, and the methods used to determine events in Earth history and reconstruct past environmental conditions. Field trips may be taken. Strongly recommended for the student who is enrolled in or has completed Geology 2.

GEOLOGY 012 Introduction to the Geology of California (3) UC/CSU
This course offers a survey of the geology of California, with emphasis on: physiographic provinces; local rocks and minerals; landforms; geologic and tectonic history; natural hazards such as earthquakes or volcanoes; mineral, energy, and water resources.

GEOLOGY 285 Directed Study – Geology (2) CSU
The course allows students to pursue directed study in Geology on a contract basis with, and under the direction of a supervising instructor.

HEALTH
(HEALTH)

HEALTH 007 Physical Fitness and Nutrition (3) CSU
This course reviews the relationship of physical fitness and nutrition, and how it affects our personal and social development. Students will analyze their personal health and fitness choices and then construct a healthy behavior change plan. Various types of fitness activities and diet choices will be evaluated. The course encourages healthy behavior that enhances physical fitness, disease prevention, weight control, and overall well-being.

HEALTH 011 Principles of Healthful Living (3) UC/CSU
This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

HEALTH 012 Safety Education and First Aid (3) UC/CSU
This course meets the certification requirements of both the standard and advanced first-aid courses offered by the American Red Cross. It covers prevention of accidents, care of common injuries, and emergency procedures at an accident scene.

HEALTH OCCUPATIONS
(HLTHOCC)

(ALSO SEE ALLIED HEALTH.)

HLTHOCC 051 Medical Office Microcomputer Management Applications (1)
In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

HLTHOCC 052 Medical Office Procedures I (4)
This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

HLTHOCC 053 Medical Office Procedures II (4)
This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

HLTHOCC 054 Human Disease for Health Occupations (4)
This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

HLTHOCC 055 Clinical Assisting Techniques I (4)
This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

HLTHOCC 056 Clinical Assisting Techniques II (4)
This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

HLTHOCC 057 Medical Office Laboratory Procedures (3.5)
This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

HLTHOCC 058 Pharmacology for the Medical Assistant (2)
This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

HLTHOCC 059 Practicum for the Medical Assistant (2)
This course provides introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

HLTHOCC 060 Medical Assistant Clinical Internship (3)
This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

HLTHOCC 061 Medical Insurance (3)
In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

HLTHOCC 062 Skill Set for the Health Care Professional (2)
This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

HLTHOCC 063 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)
This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

Course Descriptions

HLTHOCC 064 Cultural and Legal Topics for Health Care Professionals (1)
This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

HLTHOCC 65 Fundamentals for the Health Care Professional (2.5)
This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an internship during which area employers will introduce students to direct and indirect patient care opportunities.

HLTHOCC 71 Sustainability in Healthcare (3)
This course offers knowledge and skills related to sustainability in the healthcare environment. This includes communication, leadership, environmental sustainability, systems and processes and organizational knowledge. This course has particular relevance to those who are interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, and/or Dietary Services.

HISTORY
(HISTORY)

HISTORY 001 Introduction to Western Civilization I (3) UC/CSU
This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

HISTORY 002 Introduction to Western Civilization II (3) UC/CSU
This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries will also be examined.

HISTORY 006 History of the Americas II (3) UC/CSU
This course surveys the history of the Americas, from the Latin American wars of independence to the present, stressing Latin America development, inter-American relations and constitutional patterns.

HISTORY 011 Political and Social History of the United States I (3) UC/CSU
This course surveys the political, social, economic and constitutional history of the United States, from the colonial settlements through the Civil War and reconstruction. *UC Transfer Credit Limit: A maximum of one course from HISTORY 011, 041, 043; AFRO AM 004.*

HISTORY 012 Political and Social History of the United States II (3) UC/CSU
This course presents the major sociocultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day.
Note: UC Transfer Credit Limit: a maximum of one course from HISTORY 012, 013, 042, 044; AFRO AM 005; and CHICANO 008 (only offered at LACC, ELAC, LAMC, LAPC, or LAVC).

HISTORY 027 History of Africa (3) UC/CSU
This is a survey of Africa from ancient times to the present. The course includes the historical ramifications of the African Diaspora to the Western Hemisphere and the special relationship of Africa to the United States.

HISTORY 029 Asian Civilization: The Middle East (3) UC/CSU
An introductory survey of the modern Middle East emphasizing Islamic culture and its political and sociocultural development. The course deals with the life and teachings of Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest.

HISTORY 040 American History in Film (3) UC/CSU
This course will survey the development of American films, and explore the way in which American history has been both accurately and falsely presented for popular consumption.

HISTORY 041 The African American in the History of the United States I (3) UC/CSU
(Same as AFRO AM 004)
This course provides a survey of U.S. history from the early Colonial period through the Civil War, with special emphasis on the contributions of African Americans. It provides a background in the political, economic, and social development of the United States for students majoring in the Social Sciences, and for those who want to gain a better understanding of the African American in American society. *UC Transfer Credit Limit: A maximum of one course from HISTORY 011, 041, 043; AFRO AM 004.*

HISTORY 042 The African American in the History of the United States II (3) UC/CSU
(Same AFRO AM 005)
In a survey of U.S. history from the end of the Civil War to the present time, this course provides information about the African-Americans' part in the social, economic, and political development of American society and culture. Also included is a continued survey of the United States Constitution. *UC Transfer Credit Limit: A maximum of one course from HISTORY 012, 013, 042, 044; AFRO AM 005; and CHICANO 008 (only offered at LACC, ELAC, LAMC, LAPC, or LAVC).*

HISTORY 043 The Mexican-American in the History of the United States I (3) UC/CSU
This course traces the historical evolution of the Mexican and Mexican American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the United States with emphasis on the Southwest.

HISTORY 044 The Mexican-American in the History of the United States II (3) UC/CSU
A survey of U.S. history from the end of the Civil War through the present day, with special emphasis on the Mexican-American contribution to the social, economic, and political development of the United States. Included is a continued survey of the U.S. Constitution.

HISTORY 074 Asian Civilization (3) UC/CSU
This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

HISTORY 086 Introduction to World Civilization I (3) UC/CSU
This survey course traces the development and interrelationships of the major world civilizations, their traditions and contributions, from the earliest times to the beginning of the era of European expansionism in the 16th century.

HISTORY 087 Introduction to World Civilization II (3) UC/CSU
This course will trace the development and interrelations of the major world civilizations and their traditions and contributions, from the beginning of the era of European expansion in the sixteenth century through modern times.

HOSPITALITY
(HOSPT)

HOSPT 100 Introduction to the Hospitality Industry (3) CSU
This course is an introduction to the hospitality industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

HOSPT 135 Meeting/Convention and Incentive Planning (3) CSU
Prerequisite: HOSPT 100
This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and hospitality industries. Students will be prepared to plan, promote and operate programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration.

HOSPT 136 Event Management (3) CSU
Prerequisite: HOSPT 100
This course provides future event managers with the essential training and skills required to research, plan, schedule, organize, and market special events anywhere in the world. This course teaches the logistical know-how, and the theoretical understanding needed, to enter this rewarding sector of the hospitality industry. Topics covered include event management, meeting planning, trade show and exposition operations, catering, and marketing for all types of special events.

HOSPT 302 Introduction to Hotel/Motel Operations (3) CSU
With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

HOSPT 303 Hotel Front Office Operations (3) CSU
Exciting and rewarding careers are available in the fast-growing hotel industry, and in this course students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision making skills, and teamwork.

HOSPT 310 Hospitality Sales (3) CSU
Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

HOSPT 311 Hospitality Marketing (3) CSU
Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing

and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

HOSPT 320 Hospitality Law (3) CSU
Prerequisite: HOSPT 100
For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

HOSPT 325 Guest Relations Management (3) CSU
Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

HOSPT 330 Managing Technology and E-Commerce (3) CSU
The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

HOSPT 340 Introduction to Professional Food Service (3) CSU
The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to food service operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar

operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high quality food.

HUMANITIES
(HUMAN)

HUMAN 030 The Beginnings of Civilization (3) UC/CSU
This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. A wide variety of audio/visual materials is used.

HUMAN 031 People in Contemporary Society (3) UC/CSU
A study of cultural history from the 17th century to the present. The approach is interdisciplinary, involving art, music, literature, drama, philosophy, and history. Emphasis is upon the evolutionary influences that have shaped modern culture.

HUMAN 060 People and Their World: Technology and the Humanities (3) UC/CSU
This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

HUMAN 077 Medieval Cultures (3) UC/CSU
A comparative study of the cultures of the Middle Ages in Europe and the Middle East will include the literary, musical, and artistic traditions of Christianity, Islam, and Judaism.

HUMAN 089 Current Musical Dramatic & Art Events (2) CSU
This course shall examine and discuss in depth selected current cultural events at major venues in the Los Angeles area, such as major art museums (The Getty Museum, LACMA), or concert/performance venues and/or theaters, utilizing resources and/or productions at such venues. This course shall vary from semester to semester depending upon production schedules at selected venues.

INTERIOR DESIGN
(INTRDGN)

INTRDGN 102 Introduction to Interior Design (3) CSU
Prerequisites: ARC 172, ENV 101
Introduction to the field of interior design including the elements and principles of ideas and design as applied to color, materials, space planning, furniture and lighting selection. Products, services and career options are reviewed. Design projects are assigned through exercising spatial

relationships, proximities, scales, focal elements, and color material balance.

INTRDGN 106 Digital Drafting for Interior Design (3) CSU
Prerequisites: ARC 172, ENV 101
An introduction to the fundamentals of freehand drawing, drafting, and computer-based drawing for Interior Designers. This course involves 2D and 3D analysis and interpretive studies using drawing as an integral part of the design process.

INTRDGN 107 Color Theory and Design (3) CSU
This course covers the developments and use of color as it relates to interior design. The psychology of color, texture and light effects, the historic value of color, color trends past and present, and the uses of color in build environments.

INTRDGN 108A Residential Space Planning (3) CSU
Prerequisites: INTRDGN 102, 106, 107
This course covers space planning for interior design with an emphasis on complete environmental planning including humane and green environments, client requirements, ADA compliance, architectural considerations, interior and exterior relationships in residential design. Covers basic drawing and 3D modeling techniques in developing design proposals.

INTRDGN 108B Residential Space Planning (2) CSU
Prerequisite: INTRDGN 108A
This course covers commercial space planning for interior design with an emphasis on complete environmental planning. The course also client requirements, ADA compliance, architectural considerations, and interior and exterior relationships to commercial design. This course includes presentation methods and field trips.

INTRDGN 114 Interior Design Materials, Standards and Specifications (3) CSU
This course covers the knowledge of materials and finishes specification and their applications for both residential and commercial space. Students learn about interior products for durability, health, environmental, sustainability, and American Disability Act considerations.

JAPANESE
(JAPAN)

JAPAN 001 Elementary Japanese I (5) UC/CSU
This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.

JAPAN 002 Elementary Japanese II (5) UC/CSU
Prerequisite: JAPAN 1 with a grade of "C" or better

This course continues students' development of fundamental linguistic communication skills in Japanese. The course also continues the study of Japanese culture.

KINESIOLOGY
(KIN)

(Formerly Physical Education)

KIN 185 Directed Study (1) CSU
(Formerly PHYS ED 185)
Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

KIN 229 Body Conditioning Skills (1) UC/CSU
(Formerly PHYS ED 228)
This course uses a variety of aerobic and anaerobic exercises to help the student achieve fitness and establish a workout program they can use for the rest of their life.

KIN 232 Step Aerobics Activity (1) UC/CSU
(Formerly PHYS ED 470)
Students are instructed how to safely exercise using step aerobic benches to achieve their personal fitness goals. Additional instruction offered on exercises from a variety of different sources such as yoga, Pilate's and weight training. Course is open to all levels.

KIN 245 Body Dynamics Skills (1) UC/CSU
(Formerly PHYS ED 229)
Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using nontraditional equipment (fit balls, bends, medicine balls, etc.).

KIN 250 Weight Training Skills (1) UC/CSU
(Formerly PHYS ED 230)
This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

KIN 250-1 Weight Training Skills –1 (1) UC/CSU
Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

KIN 250-2 Weight Training Skills –2 (1) UC/CSU
Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

Course Descriptions

KIN 250-3 Weight Training Skills –3 (1) UC/CSU
Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Weight Training III will be given a skills test.

KIN 251 Yoga Skills – (1) UC/CSU
(Formerly PHYS ED 225)
This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

KIN 251-1 Yoga Skills -II – (1) UC/CSU
Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

KIN 251-2 Yoga Skills -II – (1) UC/CSU
Students are introduced to the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions), and terminology.

KIN 251-3 Yoga Skills III – (1) UC/CSU
Students' progress in the physical practice of Yoga asanas, moving beyond introductory positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

KIN 251-4 Yoga Skills IV – (1) UC/CSU
Students' progress in the physical practice of Yoga asanas, moving to intermediate positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

KIN 272 Track and Field Skills – (1) UC/CSU
(Formerly PHYS ED 262)
This class is for the student interested in developing track and field skills. The emphasis is on teaching fundamentals while working to improve the student's overall fitness and conditioning levels.

KIN 285 Directed Studies- Kinesiology – (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. Stu- dents learn to pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

KIN 286 Baseball Skills – (1) UC/CSU
(Formerly PHYS ED 301)
Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

KIN 287 Basketball Skills – (1) UC/CSU
(Formerly PHYS ED 304)
This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.

KIN 288 Flag/Touch Football Skills – (1) UC/CSU
(Formerly PHYS ED 667)
This course is designed to teach students the rules and skills related to flag football as a team activity.

KIN 289 Soccer Skills – (1) UC/CSU
(Formerly PHYS ED 313)
This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be introduced to individual and team offense and defense as well as terminology and the five components of fitness.

KIN 291 Volleyball Skills – (1) UC/CSU
(Formerly PHYS ED 322)
This course is designed to teach beginning to intermediate volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

KIN 303 Aqua Aerobics – (1) UC/CSU
(Formerly PHYS ED 232)
This course is an exercise and conditioning activity class that promotes cardiovascular and muscular fitness. It is conducted in a shallow therapy pool and uses foam noodles, kick boards and noodles.

KIN 303-1 Aqua Aerobics-1 – (1) UC/CSU
This is an introductory water aerobics exercise and conditioning class that promotes fitness using basic water resistance exercises. No swimming skills are required.

KIN 303-2 Aqua Aerobics-2 – (1) UC/CSU
Instruction and practice in water exercise to increase knowledge and levels of cardiovascular fitness, muscular strength and endurance and flexibility. No swimming skills are required. This course builds upon knowledge acquired in KIN 303-1.

KIN 303-3 Aqua Aerobics-3 (1) UC/CSU
This course applies the knowledge and experience gained from KIN 303-1 and KIN 303-2 to exercise at intensities designed to increase levels of cardiovascular fitness, muscular strength and endurance and flexibility. Students will journal

their workouts and caloric intake to focus on reducing body fat. No swimming skills are required.

KIN 303-1 Aqua Aerobics-4 – (1) UC/CSU
This course applies the knowledge and experience gained from KIN 303-1, 303-2 and 303-3 to develop a personal water exercise program to meet the demands of career, improve posture, and alleviate pain caused by muscle imbalances. Students will utilize water exercises and resistance equipment to increase levels of cardiovascular fitness, muscular strength, endurance and flexibility. No swimming skills are required.

KIN 326 Aerobic Super Circuit Lab – (1) UC/CSU
This course is designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/ her level of physical fitness, develop fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment.

KIN 326-1 Aerobic Super Circuit Lab 1 – (1) UC/CSU
In this introductory class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

KIN 326-2 Aerobic Super Circuit Lab 2 – (1) UC/CSU
In this beginning class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

KIN 327 Lifelong Fitness Lab – (1) UC/CSU
Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

KIN 329 Body Conditioning – (1) UC/CSU
(Formerly PHYS ED 666)
This course uses a variety of aerobic and anaerobic exercises to help the student achieve their physical fitness goals. Students will establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as yoga, Pilates, dance and weight training.

KIN 329-2 Body Conditioning –2 (1)
This class is designed to incorporate beginning forms, concepts and techniques associated with fitness training.

Concepts discussed include basic muscle anatomy, endurance, muscle strength and endurance.

KIN 331 Cross Training Lab – (1) UC/CSU
Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength, endurance and flexibility.

KIN 334-1 Walking for Fitness – (1) UC/CSU
Walking for Fitness focuses on achieving cardiovascular fitness and a healthy life- style through walking. Includes such topics as basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking.

KIN 334-2 Fitness Walking-2 – (1) UC/CSU
Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building workouts and enhancing a healthy lifestyle through walking. Includes such topics as fitness walking training principles overload and specificity, proper nutrition, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

KIN 335-1 Fitness and Weight Control – (1) UC/CSU
This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be introduced to individual and team offense and defense as well as terminology and the five components of fitness.

KIN 345 Body Dynamics Activity– (1) UC/CSU
Emphasis is on physical fitness through a regular exercise program including low/high impact aerobics performed to music, and nutrition, diet and body mechanics information.

KIN 350 Weight Training– (1) UC/CSU
Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.

KIN 350-1 Weight Training 1 – (1) UC/CSU
This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will

Course Descriptions

include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

KIN 350-2 Weight Training 2 – (1) UC/CSU
This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, program development, fitness assessment, heavy rope training, care and prevention of injury, nutrition for fitness, steroid use, anatomy and physiology.

KIN 351 Yoga – (1) UC/CSU
This course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

KIN 351-1 Yoga I – 1 (1) UC/CSU
This introductory course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition, there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

KIN 351-2 Yoga II – 2 (1) UC/CSU
This beginning course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. The course also covers basic information on hypertension, exercise precautions, body composition, healthy life- style, flexibility, nutrition and physical fitness.

KIN 351-3 Yoga III – 3 (1) UC/CSU
Students' progress in the physical practice of Yoga asanas, moving beyond beginning positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

KIN 386 Baseball Skills Activity – (1) UC/CSU
This course is designed to provide instruction in the history of and the skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

KIN 387 Basketball – (1) UC/CSU
This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

KIN 388 Flag Football– (1) UC/CSU
This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules and regulations.

KIN 389 Soccer– (1) UC/CSU
This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

KIN 391 Volleyball– (1) UC/CSU
This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, etiquette, terminology and strategies for volleyball.

KINESIOLOGY ATHLETICS
(KIN ATH)

KIN ATH 503 Intercollegiate Athletics-Baseball– (3) UC/CSU
This course offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball pro-grams. Tryouts are required.

KIN ATH 504 Intercollegiate Athletics-Baseball– (3) UC/CSU
This course includes instruction in the fundamental, intermediate and advance principles, theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting and rebounding as well as individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

KIN ATH 506 Intercollegiate Athletics-Cross Country– (3) UC/CSU
This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team. Tryouts are required.

KIN ATH 508 Intercollegiate Athletics-Football– (3) UC/CSU
This course is for the intercollegiate football team. The course includes advanced football skills, offensive and defensive, along with special team strategies. The components of fitness for football require running, cardiovascular endurance, agility, strength training, and balance. The class includes football video to study the technique and strategies used while participating as a member of the intercollegiate football team. Tryouts are required.

KIN ATH 511 Intercollegiate Athletics-Soccer– (3) UC/CSU
This course is for the intercollegiate soccer team. The course covers fundamental, intermediate, and advanced principles, theories, and skills of soccer. Students will practice the soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense and defense, and will be expected to participate in intercollegiate competition. Tryouts are required.

KIN ATH 512 Intercollegiate Athletics-Softball (3) UC/CSU
This is the intercollegiate softball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of softball and practice basic softball skills, including throwing, fielding, hitting, and base running while participating in intercollegiate competition.

KIN ATH 515 Intercollegiate Athletics-Track and Field (3) UC/CSU
This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle and long distance skills while participating in intercollegiate competition. Tryouts are required.

KIN ATH 516 Intercollegiate Athletics-Volleyball (3) UC/CSU
This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required.

KIN ATH 549 Intercollegiate Cheer/Yell Leaders (3) UC/CSU
This course covers fundamental to advanced principles of drill patterns, yell, dance, stunt and cheer leading routines. Instruction, demonstration and practice of yell, dance, stunt and cheer leading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

KIN ATH 552 Intercollegiate Sports Conditioning& Skills Training (3) UC/CSU
This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic

skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

KIN ATH 553 Intercollegiate Football Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

KIN ATH 554 Intercollegiate Track/Field-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for track and field.

KIN ATH 555 Intercollegiate Cross Country-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for cross country.

KIN ATH 556 Intercollegiate Basketball -Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

KIN ATH 557 Intercollegiate Baseball-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

KIN ATH 558 Intercollegiate Soccer-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

KIN ATH 563 Intercollegiate Volleyball-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

KIN ATH 564 Intercollegiate Softball-Fitness & Skills Training (1) UC/CSU
This course is designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to

Course Descriptions

increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

KIN ATH 571 Intercollegiate Cheerleading-Fitness & Skills Training (1) CSU

This course is designed for members of the West LA College cheerleading team and develops knowledge and provides skills to condition the body for cheer. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques.

KINESIOLOGY MAJOR
(KIN MAJ)

KIN MAJ 100 Introduction to Kinesiology (3) UC/CSU

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students will be introduced to the evidence-based research supporting the therapeutic effects of exercise in improving health and society in our communities, schools, work place and clinical settings. Kinesiology provides areas of study in health and fitness promotion, clinical exercise physiology, biomechanics, motor learning and development, athletic training, dance, adapted physical education, pedagogy, sports psychology, sports nutrition, sports management, exercise equipment design and testing and wellness coaching as well as pre-professional training for cardiac rehabilitation, gerokinesiology, physical therapy, public health and policy, medicine and research.

KIN MAJ 126 Fundamentals of Athletic Training (3) UC/CSU

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

KIN MAJ 127 Advanced Athletic Training (3) UC/CSU

This course will build on the knowledge and skills introduced in Kin Maj 126. The student will acquire more clinical experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries using an Evidence-based practice approach.

KIN MAJ 128 Care and Prevention of Athletic Injuries (3) UC/CSU

The scope of this course includes the diagnosis and treatment of common athletic injuries, movement dysfunctions and upper/lower body impairment syndromes. The internal and external factors will be examined and discussed to provide the most appropriate care and management strategies.

KIN MAJ 143 Academic Success for Student Athletes (3) UC/CSU

This is a college orientation course designed to help student athletes set educational and career goals, develop good study habits, learn about college resources and acquire job hunting skills.

LIBRARY SCIENCE
(LIB SCI)

LIB SCI 101 Library Research Methods (1) UC/CSU

This course teaches the student to develop efficient research skills utilizing traditional print and selected electronic library resources. These skills will optimize the student's educational experience and enhance his or her ability to realize independent life-long personal benefits from using the library. Standard research techniques are emphasized, and both general and specialized information sources are examined. Students will gain experience and confidence using the various types of reference works in the library and on the Internet to write a successful research paper including note-taking and outlining skills, and selected documentation style. UC Transfer Credit Limit: A maximum of one course from LIB SCI 101 or LIB SCI 103.

LIB SCI 102 Internet Research Methods (1) UC/CSU

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests utilizing approved principles of access, and standardized evaluation criteria.

LIB SCI 103 Information Literacy: Search Strategies, Tools, and Resources (2) UC/CSU

This course combines modern, up-to-date search strategies with the latest research tools to enable the student to access pertinent information and data from both print and electronic research resources. UC Transfer Credit Limit: A maximum of one course from LIB SCI 101 or LIB SCI 103.

LIB SCI 104 Advanced Internet Research (1) CSU

This course provides extensive coverage of the Internet and the World Wide Web using specialized and meta-searchers to find resources on the web and on the so-called "deep web." The student will learn to monitor the growth and direction of the internet, and learn how the internet affects society's views of privacy, intellectual property rights, social interaction, and communication.

MANAGEMENT
(MGMT)

(Also see Business.)

MGMT 001 Principles of Management (3) CSU

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and

controlling in a business or administrative environment is made.

MGMT 002 Organization and Management Theory (3) CSU
This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior, communications, motivation and leadership, organizational development, change and manpower development are examined.

MGMT 006 Public Relations (3) CSU
This course covers essentials for organizing and operating a public relations program. Topics include the study of relations with the community, customers, stockholders, news media, and employees. Multicultural relations and public relations writing are also covered.

MGMT 013 Small Business Entrepreneurship (3) CSU
This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making, and hands-on experience for creating a business.

MANUFACTURING & INDUSTRIAL TECHNOLOGY
(MIT)

MIT 220 Introduction to Robotics (3)
This course will be replacing CO SCI 900.
This is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

MARKETING
(MARKET)

MARKET 001 Principles of Selling (3) CSU
This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

MARKET 011 Fundamentals of Advertising (3) CSU
This course introduces the student to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, and the internet are integrated into the advertising campaign.

MARKET 021 Principles of Marketing (3) CSU
This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principals involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling, and international marketing. Presentations, case studies and video tapes are used.

MARKET 023 Introduction to Social Media Marketing (3)
This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

MATHEMATICS
(MATH)

NOTE: To enroll in a mathematics course, the student must satisfy one of the following conditions:
- *The prerequisite must have been completed, OR*
- *Placement through the Multiple Measures process*

MATH 105 Arithmetic (3) NDA
This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

MATH 107 How to do Word Problems
Prerequisite: MATH 110 or 112 with a grade of "C" or better, or placement through the multiple measures process.
Students will learn reading and problem-solving strategies needed for success with word problems commonly encountered in Algebra courses.

MATH 110 Introduction to Algebraic Concepts (5)
Prerequisite: MATH 105 with a grade of "C" or better, or placement through the multiple measures process.

Course Descriptions

Discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, variables, simple equations, proportional reasoning, applications, and modeling. This course also includes group work instruction in mathematics study skills.

MATH 112 Pre-Algebra (3) NDA
Prerequisite: MATH 105 with a grade of "C" or better, or placement through the multiple measures process.
This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

MATH 115 Elementary Algebra (5)
Prerequisite: MATH 110 or 112 with a grade of "C" or better, or placement through the multiple measures process.
This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

MATH 117 Basic Elementary Algebra (5)
Prerequisite: MATH 110 or 112 with a grade of "C" or better, or placement through the multiple measures process.
This course is designed for students who are beginning the study of algebra. It parallels the first half of the first-year algebra course in high school. Additional topics have been added to the traditional material. Note: MATH 117 and 118 together are equivalent to MATH 115.

MATH 118 Basic Elementary Algebra II (5)
Prerequisite: MATH 117 with a grade of "C" or better.
This course parallels the second half of first-year high school algebra course, including additional topics such as rational expressions, radicals and roots, graphs of linear and quadratic equations, and linear systems.
Note: MATH 117 and 118 together are equivalent to MATH 115.

MATH 122 Intermediate Algebra for Statistics (5)
Prerequisites: MATH 115, 118, or placement through the multiple measures process.
The course reviews and extends elementary algebra concepts and techniques and also covers intermediate algebra topics necessary to be successful in Math 227 Statistics. Topics include absolute value equations and inequalities, compound inequalities, relations and functions, exponential and logarithmic functions, sequences, series, Binomial Theorem, permutation & combination, sets and probability. This course serves as a prerequisite solely for Math 227 and Math 215.

MATH 123A Elementary and Intermediate Algebra I (4)
Prerequisite: MATH 110 or 112 with a grade of "C" or better, or placement through the multiple measures process.
First of three modules for MATH 123 covering elementary algebra topics such as properties and operations with real numbers, addition, subtraction, multiplication of algebraic expressions, solution of linear equations and inequalities. Solution of word problems involving linear equations and inequalities.

MATH 123B Elementary and Intermediate Algebra I (4)
Prerequisite: MATH 123A with a grade of "C" or better, or placement through the multiple measures process.
Second of three modules for Math 123 covering elementary algebra topics such as addition, subtraction, multiplication of polynomials, solution of second degree equations and radical expressions. Solution of word problems involving second degree equations and radical expressions.

MATH 123C Elementary and Intermediate Algebra I (4)
Prerequisite: MATH 123B with a grade of "C" or better, or placement through the multiple measures process.
Third of three modules for MATH 123 covering intermediate algebra topics such as functions and their operations, conic sections, series and sequences. Applications of these topics to business, science and engineering are included.

MATH 125 Intermediate Algebra (5)
Prerequisite: MATH 115 or 118 with a grade of "C" or better, or placement through the multiple measures process.
Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

MATH 127 Basic Intermediate Algebra I (5)
Prerequisite: MATH 115 or 118 with a grade of "C" or better, or placement through the multiple measures process.
This course covers the first half of MATH 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include linear equations and inequalities, graphs and functions, systems of equations and inequalities, and polynomials and factoring. A wide variety of statement problems are included in the course.
Note: MATH 127 and 128 together are equivalent to MATH 125.

MATH 128 Basic Intermediate Algebra II (5)
Prerequisite: MATH 127 with a grade of "C" or better, or placement through the multiple measures process.
This course covers the second half of MATH 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.
Note: MATH 127 and 128 together are equivalent to MATH 125.

MATH 215 Principles of Mathematics I (3) UC/CSU
Prerequisite: MATH 123C, 125, or 122 with a grade of "C" or better, or placement through the Multiple Measures process.
Recommended: ACAD PREP 18CE OR ACAD PREP 16CE.
This is a course designed primarily for students who plan to teach in elementary school. This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. This course also covers the language of sets, elementary logic, systems of numeration, nature of numbers, fundamental operations, relations and functions, integers, rational and real numbers, and various algorithms used in calculations.

MATH 227 Statistics (4) UC/CSU
Prerequisite: MATH 122, 123C, or 125 with a grade of "C" or better, or placement through the Multiple Measures process.
Recommended: ACAD PREP 15CE OR ACAD PREP 16CE.
This course discusses averages, variability, graphical techniques, probability, hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. Topics include collection and analysis of data and how inferences about a population are made from that sample.

MATH 227S Statistics with Support (4)
Prerequisite: MATH122 OR MATH 125 with a grade of "C" or better; or Placement through the multiple measures process.
This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics. The lab component supplements the lecture by providing background information and additional support.

MATH 230 MATHEMATICS FOR LIBERAL ARTS STUDENTS (3)
Prerequisite: MATH 122 OR MATH 125 with a grade of "C" or better; or Placement through the multiple measures process.
Recommended: Academic Preparation 16CE Algebra and 18CE Preparatory Math noncredit.
An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics include logical reasoning and set theory, algebraic and geometric systems, probability and statistics, mathematical modeling, and two or more of the following: numeration systems, financial math, graph theory, election theory, fair-division algorithms, number theory, sequences and series.

MATH 235 Finite Mathematics (5) UC/CSU
Prerequisite: MATH 125, or 128 with a grade of "C" or better, or placement through the multiple measures process.
This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and

Markov chains, with emphasis on applications in business and social sciences.
UC Transfer Credit Limit: A maximum of two courses from MATH 235 and 236; MATH 261 and 262.

MATH 236 Calculus for Business and Social Sciences (5) UC/CSU
Prerequisites: MATH 123C, 125, or 128 with a grade of "C" or better, or placement through the Multiple Measures process.
This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.
UC Transfer Credit Limit: A maximum of two courses from MATH 235 and 236; MATH 261 and 262.

MATH 241 Trigonometry with Vectors (4) CSU
Prerequisites: MATH 123C, 125, or 128 with a grade of "C" or better, or placement through the multiple measures process.
This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric functions and complex numbers.

MATH 241S Trigonometry with Vectors with Support (4)
Prerequisite: MATH 125 with a grade of "C" or better, or placement through the multiple measures process.
This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves. The lab component supplements the lecture by providing background information and additional support.

MATH 245 College Algebra (3) UC/CSU
Prerequisite: MATH 123C, 125, or 128 with a grade of "C" or better.
Recommended: ACAD PREP 16CE OR Placement through Multiple Measures process.
This course covers relations, functions and their graphs, exponential and logarithmic functions, theory of equations, matrices and determinants, theory of equations, permutations, combinations, probability, sequences and series, conic sections, and mathematical induction.
UC Transfer Credit Limit: A maximum of one course from MATH 245 or MATH 260.

MATH 260 Pre-Calculus (5) UC/CSU
Prerequisite: MATH 241 with a grade of "C" or better, or placement through the multiple measures process.
This course in pre-calculus combines the traditional courses of college algebra and analytic geometry, and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, conic, algebraic and transcendental functions, and parametric equations.
UC Transfer Credit Limit: A maximum of one course from MATH 245 or MATH 260.

Course Descriptions

MATH 261 Calculus I (5) UC/CSU
Prerequisite: MATH 260 with a grade of "C" or better, or placement through the multiple measures process.
Students learn basic principles and applications of calculus. Topics include: continuity and limits; differentiation and integration of algebraic and trigonometric functions; fundamental theorem of the calculus; applications of the derivative to curve sketching, rectilinear motion, maximum/minimum problems, and related rates; applications of the integral to problems of area, volume, arc length, and work.
UC Transfer Credit Limit: A maximum of two courses from MATH 235 and 236; MATH 261 and 262.

MATH 262 Calculus II (5) UC/CSU
Prerequisite: MATH 261 with a grade of "C" or better.
The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates, and sequences and series.
UC Transfer Credit Limit: A maximum of two courses from MATH 235 and 236; MATH 261 and 262.

MATH 263 Calculus III (5) UC/CSU
Prerequisite: MATH 262 with a grade of "C" or better.
The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

MATH 270 Linear Algebra (3) UC/CSU
Prerequisite: MATH 262 with a grade of "C" or better.
This course covers vector spaces, linear transformations and matrices, matrix algebra. Determinants and solutions of systems of equations are made. Note: Offered Fall semesters only.

MATH 275 Ordinary Differential Equations (3) UC/CSU
Prerequisite: MATH 263, which may be taken concurrently.
This course covers first-order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

MICROBIOLOGY
(MICRO)

MICRO 020 General Microbiology (4) UC/CSU
Prerequisites: BIOLOGY 3A, 3B.
Recommended: Successful completion of ENGLISH 28.
Study of microorganisms, including their structure, metabolism, methods of multiplying, and classification. The techniques used to control microorganisms and the human body's defenses against microbial attack are emphasized. The laboratory covers the microscopic examination of microorganisms, aseptic techniques, the cultivation of bacteria, the effects of antimicrobial agents, and the influence of the environment on bacterial growth.

MULTIMEDIA
(MULTIMD)

MULTIMD 100 Introduction to Multimedia Computer Applications (3) CSU
An overview of the interactive multimedia industry, the profession and career options, the market, and the production process including concept development, interactive design, asset manipulation, programming and delivery. This introduction forms the basis for study of digital and nonlinear technologies and applications.

MULTIMD 210 Digital Editing (3) CSU
This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear postproduction tools.

MULTIMD 320 Web Design (3) CSU
A fundamental course in the application of the principles of design to build websites. Students will use a web interface design they have created to build and publish a third or fourth generation website.

MULTIMD 350 Web Design II (3) CSU
Prerequisite: MULTIMD 320
Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver, HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

MULTIMD 400 Introduction to Experimental Animation (3) CSU
Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

MULTIMD 803 Introduction to Webcasting (2) CSU
Teaches the principles and practice of producing Webcasts--emphasizing news, entertainment and information. Students will learn fieldwork, interviewing, writing, shooting, editing and postproduction techniques for Webcasts. This course provides instruction on the use of video and audio recording equipment, live streaming techniques, recording and editing software, as well as posting and publicizing Webcasts. Audience, lighting techniques, composition, Students' work may also be posted to student-run campus media online.

MULTIMD 805 Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media (3) UC/CSU
Intermediate level course dealing with motion graphics and compositing for film and television using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

MULTIMD 807 Interactive Media Design (3) UC/CSU
This course introduces students to basic concepts of interactive design for digital media with a journalistic emphasis. Students will design interactive multimedia packages, graphics, animation, mobile applications, digital e-book reader interactives, widgets, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

MUSIC
(MUSIC)

MUSIC 101 Fundamentals of Music (3) UC/CSU
The rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied.

MUSIC 111 Music Appreciation I (3) UC/CSU
Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying a wide variety of musical styles and periods past and present. The emphasis is on perceptive listening along with expository readings.

MUSIC 121 Music History and Literature I (3) UC/CSU
This course presents a survey of musical practices and styles from the earliest times to 1750, including the Romanesque, Gothic, Renaissance, and Baroque periods. The artistic philosophy of each style period is explored.

MUSIC 122 Music History and Literature II (3) UC/CSU
Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined. Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

MUSIC 136 Music in American Culture (3) UC/CSU
An historical study of musical theater in America from Colonial times to burlesque through operetta to The Follies and current Broadway shows.

MUSIC 137 Music as A Business (3) CSU
This course provides instruction on the business of music: Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

MUSIC 141 Jazz Appreciation (3) UC/CSU
Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

MUSIC 161 Introduction to Electronic Music (3) CSU
This course explores electro acoustic music by surveying contemporary music and by becoming familiar with the use of technology in today's musical practices and procedures. Computers, synthesizers and MIDI software are utilized.

MUSIC 165 Introduction to Recording Arts (3) CSU
An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principals and usage; recording styles; re-cording studio equipment; multi-track recording procedures.

MUSIC 180 Applied Music Laboratory (1.5) CSU
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

MUSIC 180-1 Applied Music Laboratory I (1.5) UC/CSU
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration. Concurrent enrollment in MUSIC 181 is required. Placement is by audition only.

MUSIC 180-2 Applied Music Laboratory II (1.5) UC/CSU
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

MUSIC 180-3 Applied Music Laboratory III (1.5) UC/CSU
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course MUSIC 183. Placement is by audition. Achievement is evaluated through skills demonstration.

MUSIC 180-4 Applied Music Laboratory IV (1.5) UC/CSU
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required

Course Descriptions

enrollment in co-requisite course MUSIC 184. Placement is by audition. Achievement is evaluated through skills demonstration.

MUSIC 181 Applied Music I (0.5) CSU
This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the lower-intermediate level. Performance for a faculty jury is required at the end of the semester. All students must successfully audition to enroll.

MUSIC 185 Directed Study-Music I (1) CSU
This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

MUSIC 200 Introduction to Music Theory (4) UC/CSU
This course explores the elements of music and discovers how musicians use the elements to create compositions. Topics include musical notation, basic rhythms, scales, keys, sight singing, ear training, and an introduction to the keyboard.

MUSIC 201 Harmony I (3) UC/CSU
Prerequisite: MUSIC 200. Recommended: concurrent enrollment in MUSIC 211.
Fundamental harmonic principles of music including chord structure in diatonic harmony, inversions, harmonic progression, cadences, harmonization of a given part and non-harmonic tones. Harmonic skill is developed through written exercises, analysis of musical examples. Students will be required to spend additional time in the Theory Lab with computer assisted instructional materials, and have at least minimum pianistic ability.

MUSIC 202 Harmony II (3) UC/CSU
Prerequisite: MUSIC 201. Corequisite: MUSIC 212.
While further developing the material presented in Harmony I, Harmony II expands the musical vocabulary by presenting seventh chords and an introduction to chromaticism and modulation. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer-assisted instructional materials.

MUSIC 203 Harmony III (3) UC/CSU
Prerequisite: MUSIC 202. Corequisite: MUSIC 213.
This course extends principles developed in MUSIC 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenths. Students in this course will be required to spend additional time in the Learning Resource Center with audio- visual and computer assisted instructional materials.

MUSIC 211 Musicianship I (1) UC/CSU
Prerequisite: MUSIC 200 or equivalent.
Corequisite: MUSIC 201.
Correlated with Harmony 1, this course consists of a study of sightreading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

MUSIC 212 Musicianship II (1) UC/CSU
Prerequisite: MUSIC 211. Corequisite: MUSIC 202.
This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 202.

MUSIC 213 Musicianship III (1) UC/CSU
Prerequisite: MUSIC 212. Corequisite: MUSIC 203.
This course consists of sight reading, ear training and keyboard application of the subject matter covered in MUSIC 203.

MUSIC 214 Musicianship IV (1) UC/CSU
This course is an advanced intermediate course that applies and develops sight singing; rhythmic, melodic and harmonic materials, dictation and simple keyboard harmony. Review of music theory fundamentals.

MUSIC 265 Recording Arts Workshop (3) CSU
Prerequisite: MUSIC 165.
The application of the theory and practice of acoustics, audio, and recording learned in The Introduction to Recording of recording styles; recording studio equipment; and multi-track recording procedures.

MUSIC 265-1 Recording Arts Workshop I (3) CSU
This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation (DAW) computer applications. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and or academic use.

MUSIC 265-2 Recording Arts Workshop II (3) CSU
This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and or academic use.

MUSIC 265-3 Recording Arts Workshop III (3) CSU
This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal, academic, and or commercial use.

MUSIC 321 Elementary Piano I (2) UC/CSU
This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part, and non-harmonic tones. Harmonic skill is developed through written exercises, analyses of classical examples and keyboard exercises. Students will be required to spend additional time in the Learning Resource Center with audio visual and computer-assisted instructional materials, have some pianistic ability, and/or concurrent enrollment in an elementary piano course.

MUSIC 322 Elementary Piano II (2) UC/CSU
Prerequisite: MUSIC 321 or equivalent.
Elementary Piano II is a continuation of Elementary Piano I (MUSIC 321) with emphasis on basic piano technique including major scales and arpeggios up to five sharps and flats in two octaves; along with the basic principles of sight-reading in simple and compound meters; melody harmonization using I, IV, and V7 chords; transpositions and stylistic interpretation of early keyboard literature. Note: Students should have access to a piano, as daily practice is required.

MUSIC 323 Elementary Piano III (2) UC/CSU
Prerequisite: MUSIC 322 or equivalent.
Continuation of MUSIC 322 topics including repertoire on the level of Beethoven Sonata in G; Bach Minuet in G. Note: Students should have access to a piano, as daily practice is required.

MUSIC 324 Elementary Piano IV (2) UC/CSU
Prerequisite: MUSIC 323 or equivalent.
Elementary Piano IV is a continuation of Elementary Piano III. The emphasis of this course is on exploring minor scale forms including the natural, harmonic and melodic forms; sight-reading minor melodies based on minor scale forms; constructing augmented and diminished triads; along with the basic principles of harmonization, sight reading, transposition, improvisation, and accompaniment using Romantic and folk keyboard literature.

MUSIC 341 Intermediate Piano (2) UC/CSU
Prerequisite: MUSIC 324 or equivalent.
This course is a continuation of Elementary Piano IV (MUSIC 324), offering essential keyboard facility designed for the piano major wishing to transfer to a major university or the amateur pianist seeking to play for individual enjoyment.

Intermediate Piano covers an intense study in Modulating Chord Progressions, Greek Modes, Sixth Chords, Score Reading, Clef Transpositions, Improvisational Styles and intermediate to advanced piano literature.

MUSIC 361 Commercial Piano Techniques Workshop (2) UC/CSU
The student shall learn chords and chord progressions used in jazz and current popular music styles as applied to the keyboard. If the prerequisite is not met, enrollment is subject to audition.

MUSIC 385 Directed Studies (3) CSU
This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

MUSIC 411 Elementary Voice I (2) UC/CSU
This course is an introduction to the proper use of the voice through breath control and vocal placement, and includes posture, tone quality, diction, range, and stage presence. Repertoire includes simple art songs, folk songs and spirituals.

MUSIC 412 Elementary Voice II (2) UC/CSU
Recommended: MUSIC 411.
An extension of principles introduced in Music 411 and includes interpretive qualities. Repertoire: an introduction to Italian art songs and simple Broadway songs.

MUSIC 413 Elementary Voice III (2) UC/CSU
Recommended: MUSIC 411 and 412 or equivalent.
All aspects of solo singing are stressed, especially English, Italian, and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

MUSIC 414 Elementary Voice IV (2) UC/CSU
Prerequisite: MUSIC 413 or equivalent.
This course is a continuation of the principles and concepts presented in MUSIC 413. An introduction to French art song and simple opera arias, the development of the student's ability to analyze and interpret the song repertoire are stressed.

MUSIC 453 Music Theatre Repertoire for Singers (1) UC/CSU
This course presents a continued concentration of general basic fundamentals of singing dealing with vocal techniques as utilized in musical theater. Additional instruction will include basic movement and acting techniques utilizing musical theater song literature interpretation. Enrollment is subject to audition. Bring the music of a prepared song to the first class meeting.

MUSIC 501 College Choir (1) UC/CSU (RPT)
Open to all students by audition.
This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of

Course Descriptions

reading skills, basic voice techniques and interpreting the score.

MUSIC 561 Chamber Chorale (1) UC/CSU (RPT)
This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances. Confirmation of enrollment is subject to audition.

MUSIC 755 Brass Ensemble (1) UC/CSU (RPT)
This course involves preparation for performances of ensemble repertoire. It provides for the development of ensemble technical and artistic abilities through experience with a wide range of ensemble literature.

MUSIC 775 Jazz Ensemble (1) UC/CSU (RPT)
Open to all instrumentalists by audition.
This course provides instrumentalists and vocalists with the opportunity to rehearse and perform music of the past in the "big band" tradition, as well as contemporary compositions written for this ensemble.

MUSIC 781 Studio Jazz Band (1) UC/CSU (RPT)
The student prepares, rehearses and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. Confirmation of enrollment is subject to audition.

NURSING
(NURSING)

(Also see Allied Health, and Health Occupations.)

NURSING 056 Essential Practical Skills for Nurse Assistants (1)
This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with of Activities of Daily Living.

NURSING 399 Certified Nurse Assistant / Certified Home Health Aide (7)
Introduction to the health care field, working with residents/patients in the long-term care facility, the acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support.

NURSING 399A Certified Nurse Assistant (5)
Recommended: ENGLISH 28.
Replace Limitation on Enrollment:
Students must attend a mandatory orientation. Students are required to have malpractice insurance and health clearances, including but not limited to a TB test, immunizations, and physical examination. Background clearance via Live Scan Fingerprinting and American Heart Association Health Provider CPR training must be completed. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting pre-requisites established pursuant to Title 5, sections 55200-55202 and Board Rule 8605.
This course will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

NURSING 399B Certified Home Health Aide (2)
Prerequisite: Successful completion of NURSING 399A, or State of California Certification from California Department of Health.
This course focuses on understanding the regulatory guidelines pertaining to the Home Health Aide scope of practice; basic knowledge of the disease and to recognized signs and symptoms of the disease; the concepts of provision of care in home setting and a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

OCEANOGRAPHY
(OCEANO)

(Also see Earth Science, Environmental Science, and Geography.)

OCEANO 001 Introduction to Oceanography (3) UC/CSU
Recommended: ENGLISH 028 and MATH 112
This course offers introductory study of the ocean floor, chemical & physical properties of ocean water, currents, tides, waves and marine resources.

Course Descriptions

PARALEGAL STUDIES
(PALEGAL)

PALEGAL 004 Legal Internship (3) CSU
Prerequisite: Paralegal 010 and English 101.
Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

PALEGAL 010 Introduction to Law and Legal Profession (3) CSU
An introductory course in formalizing the career of the legal assistant, an introduction to law, social forces and the law, comparison of the role of the legal assistant and the lawyer, and an introduction to legal terminology and bibliography, including research problems.

PALEGAL 011 Introduction to Civil Litigation (3) CSU
Prerequisite: PALEGAL 010 and ENGLISH 101.
This course is a continuation of PALEGAL 010 with a study of the composition, location and jurisdiction of all courts, a study of document production and administration within the judicial structure, a detailed examination of civil and criminal litigation, and an introduction to legal drafting and writing.

PALEGAL 012 Tort Law (3)
Prerequisite: PALEGAL 010 and ENGLISH 101.
A study of the fundamental principles of the law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

PALEGAL 013 Wills, Trusts, and Probate Administration (3)
Prerequisite: PALEGAL 010
A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

PALEGAL 014 Law Office Management and Procedures (3)
Prerequisite: PALEGAL 010
A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

PALEGAL 016 Civil and Criminal Evidence (3) CSU
Prerequisite: PALEGAL 010 and ENGLISH 101.
This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

PALEGAL 017 Legal Writing (3)
Prerequisite: PALEGAL 010 and ENGLISH 101.
This course covers advanced legal drafting and writing, including special research and projects.

PALEGAL 018 Family Law (3)
Prerequisite: PALEGAL 010.
This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

PALEGAL 019 Property and Creditor Rights (3)
Prerequisite: PALEGAL 010.
This course is a study of the law of property including: community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms and evictions (unlawful detainer actions). The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies. This course introduces the student to the nature of property and personality acquiring and owning property, real property, and the landlord-tenant relationship.

PALEGAL 020 Probate Procedures (3)
Prerequisite: PALEGAL 010 and 013.
A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both estate and intestate decedents.

PALEGAL 033 Entertainment Law (3) CSU
Prerequisite: PALEGAL 010.
This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual, agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

PALEGAL 035 Immigration Law (3) CSU
Prerequisite: PALEGAL 010.
This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Re- search and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

PALEGAL 041 Contract Law for Paralegals (3) CSU
Recommended: ENGLISH 028 or 101
This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

Course Descriptions

PALEGAL 042 Workers' Compensation Law for Paralegals (3)
Recommended: ENGLISH 028 or 101.
This course will take an in depth look at the California Workers' Compensation system, from the occurrence of a work-related injury or illness to the final resolution of the claim. Students learn the substantive and procedural processes, roles and responsibilities of the claimant, employer, healthcare provider, insurance company, lawyers and the paralegal. Learn about and prepare the necessary forms and pleadings required for both the injured worker and the defense, discovery, electronic court filings (EAMS), deposition summaries, penalties, discrimination, serious and willful misconduct, fraudulent claims, the relevant state and federal laws and related ethical obligations.

PALEGAL 043 Electronic Discovery for Paralegals (3)
Recommended: ENGLISH 028 or 101.
This course provides the student with a comprehensive overview of acquiring, managing, producing and organizing varied documents during all phases of a lawsuit. Traditional and computer assisted methods of document management and discovery are explored. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial.

PALEGAL 044 Business Organizations for Paralegals (3)
Recommended: ENGLISH 028 or 101.
This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

PALEGAL 045 Litigation Document Preparation (3) CSU
Recommended: ENGLISH 028 or 101.
This course introduces the student to common litigation documents, terminology, procedures, and document preparation. Topics covered include the development and production of initial client documents, fee agreements, interrogatories, subpoenas, other discovery, deposition summaries, briefs, motions and pleadings. Students will receive hands-on instruction to create these legal documents using word processing software and focus on deadlines and calendaring requirements.

PALEGAL 051 Legal Research (3) CSU
Prerequisite: PALEGAL 010 and ENGLISH 101
Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and loose-leaf services. Students also receive hands-on training in Westlaw and LexisNexis.

PHARMACY TECHNICIAN
(PHRMCTK)

(Also see Allied Health, and Health Occupations.)

PHRMCTK 021 Retail Products for Pharmacy Clerks/Technicians (3) CSU
This course is designed for the Pharmacy Clerk student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

PHRMCTK 023 Introduction to Pharmacy (2) CSU
Recommended: ENGLISH 028 or 101.
In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

PHRMCTK 029 Body Systems I (3) CSU
Recommended: ENGLISH 028 or 101.
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 030 Body Systems II (3) CSU
Recommended: ENGLISH 028 or 101.
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 031 Pharmacy Calculations (2) CSU
Recommended: ENGLISH 101
In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

PHRMCTK 032 Pharmacy Operations (4.75) CSU
Prerequisites: PHRMCTK 023, 029, and 031.
In this course students will become competent in handling and pre- paring medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guide- lines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

PHRMCTK 034 Community Pharmacy Externship (2.25) CSU
Prerequisites: PHRMCTK 021, 030, and 032; ALD HTH 056 and 057.
In this course students practice skills developed in other courses in a community or outpatient pharmacy.

PHRMCTK 035 Inpatient Pharmacy Services (2) CSU
In this course students will become competent in the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting. This course includes hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation and inpatient drug distribution using manual and automated systems.

PHRMCTK 036 Inpatient Pharmacy Externship (2.25) CSU
Prerequisites: PHRMCTK 035, ALD HTH 056 and ALD HTH 057.
This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life-threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition, the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

PHRMCTK 037 Sterile Products (4.75) CSU
Prerequisites: PHRMCTK 023, 029, and 031.
In this course students will learn the aseptic techniques and use of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms and quality assurance procedures.

PHRMCTK 038 Sterile Products Externship (2.25) CSU
Prerequisites: ALD HTH 056 & 057, and PHRMCTK 037.
In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

PHILOSOPHY
(PHILOS)

PHILOS 001 Introduction to Philosophy (3) UC/CSU
This course examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge. It takes a historical approach to philosophical problems in the Western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and the theory of knowledge is undertaken.

PHILOS 006 Logic in Practice (3) UC/CSU
An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. This course examines problems of clarity of language as they appear in a variety of disciplines such as science, the humanities, social sciences, law and business. Emphasis is placed on the practical application of logical skills to other disciplines.

PHILOS 008 Deductive Logic (3) UC/CSU
This course is an introduction to the principles of deductive and inductive reasoning emphasizing critical and evaluative skills. Introduces technical analysis of the reasoning process, categorical and propositional logic, and formal and informal fallacies. NOTE: This course is an excellent preparation for the LSAT.

PHILOS 009 Symbolic Logic I (3) UC/CSU
This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

PHILOS 012 History of Greek Philosophy (3) UC/CSU
This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers.

PHILOS 014 History of Modern European Philosophy (3) UC/CSU
Students study western philosophy from the Renaissance to the 19th century. The course explores the rise of modern science, continental rationalism and British empiricism, and Kant.

PHILOS 018 Business Ethics (3) UC/CSU
This course introduces the study of values, and their importance in the practical conduct of business.

PHILOS 020 Ethics (3) UC/CSU
An inquiry into the nature of morality, and ethical theory in both historical and contemporary settings as they apply to business, the arts, science, and medicine. An analysis of utilitarianism, duty theory and virtue theory as well as contemporary moral issues such as abortion, capital

Course Descriptions

punishment, animal rights, environmental issues and the role of ethics in political and social policy.

PHILOS 028 Environmental Ethics (3) UC/CSU
Relationship between human beings and the wilderness; human obligations to environmental systems. Study of "traditional" normative theories of ethics, morality, and rights, as applied to issues involving animals and other species. Critical examination of environmental ethical theories. Consideration of the value and moral status of the environment (animals, plants, ecosystems).

PHILOS 033 Comparative Survey of World Religions (3) UC/CSU
(Formerly PHILOS 023)
This course analyzes the world's great religions, including Hinduism, Buddhism, Confucianism, Judaism, Islam and Christianity. This course investigates pre-rational religions, mystic cults, myth and ritual Emphasis is placed on the philosophical assumptions and principles underlying religious beliefs and the influence of environment and culture on these beliefs.

PHILOS 040 Introduction to the Philosophy of Art (3) UC/CSU
Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity and art, and various philosophical theories regarding the nature of art.

PHILOS 041 An Introduction to Philosophy and Literature (3) UC/CSU
This course offers an examination of great philosophical and literary works which explore the relationships between philosophy and literature. An analysis is made of philosophical themes such as the nature of self, faith and reason, and the problem of evil as it arises in plays, novels, poems and short stories.

PHOTOGRAPHY
(PHOTO)

PHOTO 007 Exploring Digital Photography (3)
Recommended: MULTIMD 100.
An introductory course in digital photography with an emphasis on exploring the traditions of a medium which has produced great works of the human imagination. Students will learn uses and applications of professional digital SLR cameras which include camera controls, lens choice, exposure settings, elements of composition, and photographing with natural light and studio light. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

PHYSICAL SCIENCE
(PHYS SC)

PHYS SC 001 Physical Science I (3) UC/CSU
Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

PHYS SC 014 Physical Science Laboratory (1) UC/CSU
Prerequisites: PHYS SC 001.
Designed for the non-science major, this course provides an introduction to the laboratory methods and problem-solving skills used in physical science. The experiments, along with a limited number of demonstrations that will be performed will allow students to visualize and apply basic.

PHYSICS
(PHYSICS)

PHYSICS 006 General Physics I (4) UC/CSU
Prerequisite: Prior or concurrent enrollment in MATH 241 or equivalent trigonometry.
PHYSICS 006 covers the vector representation of the static & dynamic mechanics of solids, thermodynamics, fluid mechanics, vibrations & waves, sound and an introduction to direct current circuits. It uses problem applications that will equip the students with the basic analytic and experimental techniques to enable them to solve problems. The course work includes the qualitative and quantitative solution of problems, demonstrations and laboratory experiments selected to illustrate the major principles of physics. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

PHYSICS 007 General Physics II (4) UC/CSU
Prerequisites: PHYSICS 006
PHYSICS 007 is an introductory course in electrostatics, electromagnetic forces & fields, electro- magnetic wave theory, direct & alternating current circuit analysis including resonance, optics, and modern (relativity, quantum, atomic & nuclear) physics. The course uses qualitative and quantitative problem applications and laboratory work to equip the students with basic analytic and experimental techniques. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

PHYSICS 012   Physics Fundamentals   (3)
The introductory course (Physics 012) gives the students an opportunity to grasp a basic knowledge in Physics. The students learn not only how to solve physical problems analytically but also they learn how to analyze conceptual questions. The topics covered in the course encompass: kinematics of one- and two-dimensional motion, circular motion, Newton's Law of Motion, Momentum, Energy,

Rotational Motion, Atomic Nature of Matter, Thermodynamics, Change of Phase, Vibrations and Waves, Electromagnetism, Optics, Atomic Physics and Nuclear physics, Quantum physics, Special Theory of Relativity and General Theory of Relativity. *This course does not serve as a prerequisite for Physics 006 or Physics 037.*

PHYSICS 037 Physics for Engineers and Scientists I (5) UC/CSU
Prerequisite: MATH 261 with a grade of "C" or better
The first semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. This course introduces the use of modeling of physical systems and the use of calculus and vectors to solve problems involving Classical Mechanics, gravity, the conservation of energy and momentum (linear & angular), statics & dynamics/kinematics, characteristics of solids and fluids, and fluid mechanics. Students will develop skills in modeling, formulating and solving physics problems and will enhance their ability to analyze different situations in terms of fundamental physics principles. The analytical and theoretical work will be reinforced and blended with laboratory experiments that will permit students to verify, illustrate, and deduce various laws of physics. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

PHYSICS 038 Physics for Engineers and Scientists II (5) UC/CSU
Prerequisites: PHYSICS 037 and MATH 262.
The second semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include thermodynamics (temperature, heat, heat engines, entropy), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

PHYSICS 039 Physics for Engineers and Scientists III (5) UC/CSU
Prerequisite: PHYSICS 038
Corequisite: MATH 263
The third semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

PHYSICS 185 Directed Study – Physics (1) CSU
Students study Physics on a contract basis under the direction of a supervising instructor.

PHYSICS 285 Directed Study – Physics (2) CSU
Students study Physics on a contract basis under the direction of a supervising instructor.

PHYSIOLOGY
(PHYSIOL)

(Also see Anatomy.)

PHYSIOL 001 Introduction to Human Physiology (4) UC/CSU
Prerequisite: ANATOMY 001, CHEM 051 or 060 or 101, and MATH 125 with a grade of "C" or better.
Recommended: ENGLISH 101
This course presents the biochemical and biophysical principles underlying the physiological processes of the human body. Lecture topics include the regulation of body processes and the integration of organ systems to maintain homeostasis. Laboratory exercises will include the electrocardiogram, spirometry, blood pressure and urinalysis. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Therapy and Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introduction.

POLITICAL SCIENCE
(POL SCI)

POL SCI 001 The Government of the United States (3) UC/CSU
This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary.

POL SCI 002 Modern World Governments (3) UC/CSU
Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

Course Descriptions

POL SCI 007 Contemporary World Affairs (3) UC/CSU
This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing students with a framework for analysis.

POL SCI 014 Government and Politics in the Middle East (3) UC/CSU
This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with Western World.

POL SCI 017 Government and Politics in Latin America (3) UC/CSU
This introductory course provides a framework for understanding and analyzing the governments, politics and institutions of Latin America in connection with the region's diverse cultures and societies and their markets and economies in the context of the global economy.

POL SCI 060 Introduction to Globalization (3) UC/CSU
Introduction to the phenomenon of globalization from the broad perspectives of economics, governments and conflicts, and cultures and societies. Structured around these three pillars of globalization, this course is designed to provide a framework for understanding the multiple and complex connections that globalization produces among nation-states, non-governmental organizations, and societies around the world with their particular ethnic, cultural and religious groups.

POL SCI 061 Global Issues (3)
Prerequisite: POL SCI 060.
Recommended: ENGLISH 101.
This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (such as food, water, health care, and shelter), human rights, international conflict, migration, security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities.

PSYCHOLOGY
(PSYCH)

PSYCH 001 General Psychology I (3) UC/CSU
This course presents an overview of the major fields of psychology, including research methods, learning and conditioning, biopsychology, memory, intelligence, health psychology, motivation and emotion, perception, human development, social psychology, personality, psychotherapy, and abnormal psychology. The history of modern psychology and its roots in philosophy is presented. Particular attention is given to the application of psychological concepts to the problems people find living in contemporary society.

PSYCH 002 Biological Psychology (3) UC/CSU
Prerequisite: PSYCH 001.
This course examines behavior from a biological, physiological approach. A detailed examination of the anatomy and physiology of the neuron and brain is provided, including the central, peripheral, and autonomic nervous systems. Sensory systems are presented, including vision, audition, and somatosensory. A biopsychological perspective is taken to study motivation, emotion, language, sleep, consciousness, sexual behavior, and mental illness.

PSYCH 013 Social Psychology (3) UC/CSU
Studies individual behavior as it affects others and as it is affected by others. Main topics include: Aggression, Attitudes, Attraction, Discrimination and Prejudice, Conformity, Compliance, and Obedience, Group Behavior, Interpersonal Relationships, Persuasion, Prosocial Behavior, "The Self," and Social Cognition.

PSYCH 014 Abnormal Psychology (3) UC/CSU
This course deals with maladaptive or abnormal behavior of human beings. Topics covered include history of abnormal psychology, classifications, clinical frameworks, treatment and outcomes of abnormal behavior, assessment utilizing the DSM, and therapy. Major categories of mental disorders are presented including: anxiety, depression, stress, somatoform, dissociative, sexual, personality, and schizophrenia.

PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3) UC/CSU
This course presents the psychological development of the person from the prenatal period through old age and death. Each of the stages of life is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social, and biological aspects of human development. Psychosocial and life-span approaches are employed to illustrate the interconnectedness of all stages of life.

PSYCH 043 Principles of Group Dynamics I (3) CSU
Using the class as a group, principles of group dynamics are studied from both experiential and theoretical perspectives. Related topics include historical developments, dynamics, leadership, diversity, assessment, treatment, and practice in a group situation.

PSYCH 052 Psychological Aspects of Human Sexuality (3) UC/CSU
This course addresses the psycho-sexual development of the individual and the values that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The anatomy and physiology of the human reproductive system, the physical and emotional orgasmic response, life-long development, sexually transmitted diseases, myths and misconceptions about the sexual response, sexual variance, and dysfunction are presented. The interaction of personality and sexual behavior is explored. The student can achieve an understanding of his or her own unique sexuality.

Course Descriptions

PSYCH 068 Biopsychology of Chemical Dependency: Drugs, Behavior, and Health (3) CSU
Prerequisite: ADDICST 001
This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

PSYCH 074 Research Methods in the Behavioral Sciences (3) UC/CSU
Prerequisite: MATH 227 and PSYCH 001
An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA style manuscripts and presentation of a group project from data collected are required.

PSYCH 091   Statistics for the Social and Behavioral Sciences (4)
Prerequisite: MATH 125
An introduction to the basic statistical methods and analysis commonly used by the behavioral and social scientists. Topics include: descriptive and inferential statistics usually include levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science data required.

REAL ESTATE
(REAL ES)

REAL ES 001 Real Estate Principles (3) CSU
This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. Real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate are covered. Note: This course is required for a real estate salesperson's license; elective for the California Broker's license.

REAL ES 003 Real Estate Practice (3) CSU
This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. Note: This

course is required for those seeking the California Broker's license.

REAL ES 004 Real Estate Office Administration (3) CSU
Topics presented in this course include management, leadership, communications, staffing, real estate market analysis, finance, and other topics pertinent to the successful operation of a real estate office. Note: This course may be used as an elective toward the California salesperson's license.

REAL ES 005 Legal Aspects of Real Estate I (3) CSU
This course covers in detail the principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. NOTE: This course is required for the California Broker's license; elective for a real estate salesperson's license.

REAL ES 007 Real Estate Finance I (3) CSU
Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

REAL ES 009 Real Estate Appraisal I (3) CSU
This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

REAL ES 010 Real Estate Appraisal II (3) CSU
Prerequisite: REAL ES 009.
This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value, and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income producing properties. An appraisal report on an income- producing property is usually required.

REAL ES 011 Escrow Principles (3) CSU
The principles used in opening, processing and closing escrow accounts involving land and title transfers, including the forms and procedures used by escrow departments in banks, title companies, and escrow firms. Sample escrow forms are completed by students.

REAL ES 014 Property Management (3) CSU
This course is designed for real estate brokers, salespeople and owners of income producing properties. Topics covered include the nature and types of property management,

Course Descriptions

organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics, and legal and professional relationships.

REAL ES 018 Real Estate Investments I (3) CSU
This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: search, analysis, negotiation, documentation, contingency removal and property management after purchase.

REAL ES 021 Real Estate Economics (3) CSU
This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of subdividing, and the governmental relationship to real estate development. NOTE: This course is required for the California Broker's license; elective for a real estate sales license.

REAL ES 039 Uniform Standards of Professional Appraisal (1) CSU
This course is required for the Appraiser Trainee license and for the Real Estate Appraisal Certificate. Students learn the basic standards of professional appraisal practice and apply them to case studies of practical situations.

REAL ES 040 Residential Report Writing and Case Studies (3)
Required course for the Appraiser Trainee License. This course teaches how to reason and use logic in the writing of a residential appraisal of a one-unit property using the 1004MC form report. Students will also be analyzing case studies that deal with more difficult appraisal problems and proposing solutions to those cases.

SOCIOLOGY
(SOC)

SOC 001 Introduction to Sociology (3) UC/CSU
This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life (life in groups, organizations and societies) affects people, and how people affect each other and their societies.

SOC 002 American Social Problems (3) UC/CSU
This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

SOC 011 Ethnic & Racial Minorities in the United States (3) UC/CSU

Examines minority/majority relationships in the United States, how these relationships developed historically, and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experiences will promote understanding of the forces underlying minority/majority relations.

SPANISH
(SPANISH)

SPANISH 001 Elementary Spanish I (5) UC/CSU
Recommended: ENGLISH 028 or 101.
This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context.

SPANISH 002 Elementary Spanish II (5) UC/CSU
Prerequisite: SPANISH 001 with a grade of "C" or better, or two years of high school Spanish or equivalent.
This course is a continuation of SPANISH 001. It is designed to provide the student with further skill development in understanding, reading, speaking, and writing Spanish. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic peoples.

SPANISH 003 Intermediate Spanish I (5) UC/CSU
Recommended: SPANISH 002 with a grade of "C" or better, or three years of high school Spanish.
This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses, and emphasizes idiomatic construction and conversational ability. Discussion of elected literary and cultural readings will provide training in oral and written expression.

SPANISH 004 Intermediate Spanish II (5) UC/CSU
Recommended: SPANISH 003 with a grade of "C" or better, or four years of high school Spanish.
This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish American life and problems are considered through readings and discussion of literature. The readings provide the basis for regular composition assignments.

SPANISH 007 Conversational Spanish (3) CSU
This course is designed for students who have taken introductory language courses in Spanish and would like to develop their oral skills while exploring topics such as everyday life and routines, shopping, running errands, traveling, sports, family relations and celebrations, medical conditions, and education.

SPANISH 010 Latin-American Civilization (3) CSU
This course will explain the diversity of social and political life of the Latin American continent and the way political scientists and historians are making sense of cultural and political differences. Students will learn to see certain events as the products of particular social, political, and historical contexts. This course will cover social topics such as: Race, Ethnicity, Gender, Religious, Economics, Developmental, Environmental issues and the politics of Latin America.

SPANISH 012 Survey of Mexican Literature (3) CSU
This course introduces students to a variety of literary genres written in Mexico from different historical periods. General themes may include but are not limited to: The representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, border studies, and globalization.

THEATER
(THEATER)

THEATER 100 Introduction to the Theater (3) UC/CSU
This survey course introduces students to the theater. Students learn to become aware of the components constituting an artistic entity and to intelligently and objectively evaluate a professional or non-professional performance. As a final project, students may collectively produce a play.

THEATER 110 History of the World Theater (3) UC/CSU
This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

THEATER 114 Script Study for Theatre Performance, Production and Appreciation (3) CSU
Principles, theories and techniques of play script analysis for theatrical production.

THEATER 130 Playwriting (3) CSU
This course introduces the student to the basic principles and techniques of playwriting. This is a hands-on practical introduction to playwriting culminating in the student's one-act play being presented by student actors to a live audience.

THEATER 200 Introduction to Acting (3) UC/CSU
This course is an introduction to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training including breathing and movement exercises will be covered through lecture/demonstration, ensemble exercises, scene work, play reading and viewing live performances.

THEATER 232 Play Production II (3) UC/CSU
This course provides instruction and supervised student participation in the play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

THEATER 233 Play Production III (3) UC/CSU
In this course students are actively involved in the production of plays for college and public performance. This course provides study and laboratory exploration in all aspects of play production involving the actor in order to develop his or her acting capabilities, skills, and disciplines.

THEATER 265 Movement for the Actor (2) UC/CSU
An introduction to the basic principles of the Alexander Technique and the application of these principles to everyday, repetitive activities as well as in theatrical and/or musical performances. The student learns to observe and change poor habits of body use that interferes with coordination, flexibility, safety; and to develop good form.

THEATER 270 Beginning Acting (3) UC/CSU
This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques.

THEATER 271 Intermediate Acting (2) UC/CSU
Prerequisite: THEATER 200 with a grade of "C" or better..
Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and character creation. The actor's self-awareness is explored and developed before a classroom audience.

THEATER 278 Film and Television Acting (3) UC/CSU
The basic fundamentals of acting for the camera are explored. Demonstration, exercises and improvisations are used to practice the techniques. Scenes are practiced, taped and critiqued.

THEATER 291 Rehearsals and Performances I (1) CSU
This course provides instruction and supervised student participation in rehearsals and performances of a Theater Department production. Areas of involvement include all roles needed to complete the rehearsal and performance process. Student must be available for technical rehearsals and performance dates.

THEATER 305 Introduction to Design for Theatre (3) UC/CSU
Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications.

NONCREDIT PROGRAMS

ACADEMIC PREPARATION

College Readiness Certificate of Competency (CY)
(45 hours)

This certificate program prepares students to pursue a post-secondary education, prepare students to become active in setting and achieving educational / career goals, and establish the necessary study skills and computer literacy foundations for success.

Program Learning Outcomes
- Employ effective study skills and habits to successfully undertake or progress in college-level credit classes.
- Effectively navigate and utilize college website, email system, student portal, and student services
- Effectively document their educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses
BSICSKL 5 – Academic Guidance (18 hours)
BSICSKL 75 – Introduction to Post-Secondary Education (9 hours) **AND**
BSICSKL 27 – Foundations: Study Skills (18 hours) core option 1 **OR**
BSICSKL 290 – (18 hours) core option 2

Foundation for Academic Success I Certificate of Competency (CY)
(144 hours)

The Foundation for Academic Success I Certificate of Competency provides students with a set of courses that will help strengthen their academic readiness to undertake and pass a High School equivalency test and successfully transition to college.

Program Learning Outcomes
- Writing – Students will compose a grammatically correct and coherent written summary and response to assigned material and prompts.
- Reading—Students will identify authorial intent, main ideas, and supporting details in various texts read silently and aloud.
- Calculate whole numbers, fractions, mixed numbers, and decimals through addition, subtraction, multiplication and division functions in numeric and word problems.
- Determine and employ the necessary sequence of steps and calculations to solve and graph algebraic linear equations and geometric measurements.
- Analyze historical primary and secondary sources and understand their meaning and inferences and socio-political context.
- Apply scientific reasoning skills and interpret data sets and make correlations.

Required Courses
BSICSKL 27 – Foundations: Study Skills (18 hours)
BSICSKL 34 – High School Equivalency Test Preparation (117 hours)
BSICSKL 75 – Introduction to Post-Secondary Education (9 hours)

Foundation for Academic Success II Certificate of Competency
(90 hours)

The Foundation for Academic Success II Certificate of Competency provides students with a set of courses that will help strengthen their academic readiness to undertake or progress in college-level credit courses, help them better define their educational and career goals and options, and enable them to develop an action plan and strategies to complete college and achieve their educational and career goals.

Program Learning Outcomes
- Demonstrate basic reading and writing skills to successfully undertake or progress in college-level credit courses.
- Employ effective study skills and habits to successfully undertake or progress in college-level credit courses.
- Demonstrate basic Math skills to successfully undertake or progress in college-level credit courses.
- Effectively navigate and utilize college website, email system, student portal, and student services.
- Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses
BSICSKL 5 – Academic Guidance (18 hours)
BSICSKL 23 – College and Scholastic Assessment
Preparation (72 hours)

Arithmetic Fundamentals Certificate of Competency (CY)
(54 hours)

This certificate program prepares students to achieve arithmetic math skill competencies in areas including but not limited to: whole numbers, decimals, integers, fractions, mixed numbers, and percentages, emphasizing critical thinking and self-reflection to real world applications.

Program Learning Outcomes
- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, and division) to solve common academic, workplace, and life problems.
- Select appropriate math strategies for solving and handling application problems involving basic finance, science, economics, and family issues.

Required Courses
BSICSKL 56 – Arithmetic Review I (27 hours)
BSICSKL 57 – Arithmetic Review II (27 hours)

Pre-Algebra Fundamentals Certificate of Competency (CY)
(54 hours)

This certificate program prepares students to achieve pre-algebra math skill competencies in areas including but not limited to: integers, real numbers, variables, and equations, emphasizing critical thinking and self-reflection to real world applications.

Program Learning Outcomes
- Analyze and interpret spatial and graphic data (schedule, maps, tables, graphs, and geometric figures)
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions

Required Courses
BSICSKL 58 – Pre-Algebra Review I (27 hours)
BSICSKL 59 – Pre-Algebra Review II (27 hours)

CAREER EXPLORATION

Career Exploration: Information Communications Technology / Digital Media Certificate of Completion (CN)
(54 hours)

Students will be introduced to a variety of careers and job opportunities available to computer professionals, gain hands-on practice designing and programming a working robot and gain experience designing a website blog while incorporating a variety of new and existing social networking platforms.

Program Learning Outcomes
- Identify and evaluate career opportunities and pathways within the computer science information technology field
- Use current and emerging computing technology to enhance scientific, business, and individual productivity.

Required Courses
VOC ED 281– Exploring Computer Science Info Technology (18 hours)
VOC ED 292 – Robotics I Lab (18 hours)
VOC ED 294 – Intro to Social Media – WordPress Blogs (18 hours)

Choosing Business Careers Certificate of Completion (CN)
(36 hours)

This certificate program prepares students for success entering the workforce in the current and emerging business workplace. Additionally, students will gain essential skills to effectively conceptualize a new business opportunity and create a viable business plan.

Program Learning Outcomes
- Demonstrate a basic knowledge of available business careers in the U.S. and compare and contrast these careers.
- Implement best practices how to gather business career information using online resources.
- Demonstrate knowledge of and ability to create a viable business plan and its essential components.

Required Courses
VOC ED 416– Intro to Business Careers (18 hours)
VOC ED 420 – Intro to Starting a New Business (18 hours)

Healthcare Career Discovery Certificate of Completion (CN)
(36 hours)

This certificate program will prepare students with a comprehensive overview of healthcare careers in the US healthcare system. Students will gain skills applying online resources to research health care information including job descriptions, work environment, employment opportunities, educational requirements, and potential workplace earnings.

Program Learning Outcomes
- Build knowledge capacity to differentiate among healthcare career opportunities.
- Employ the importance of professionalism in the classroom and the workplace.

Required Courses
VOCED 320 – Exploring Healthcare Careers (18 hours)
VOCED 404 – Student Success in Health Occupations (18 hours)

Police Orientation Preparation Certificate of Completion
(54 hours)

This certificate program prepares students with essential competencies to strengthen readiness for a career in law enforcement and expand their knowledge capacity toward acceptance into a law enforcement academy.

Program Learning Outcomes
- Identify and access employment requirements and hiring processes for targeted employers of law enforcement personnel.
- Develop appropriate personal employment preparation and career development plan for the law enforcement field
- Demonstrate use of non-threatening and respectful communication skills and conflict management strategies when dealing with potential suspects or agitated community members.

Required Courses
VOCED 33 – Intro to Career Pathways in Law Enforcement (18 hours)
VOCED 50 – The Art and Practice of Community-based Policing (36 hours)

CAREER PREPARATION

Business Tools Certificate of Completion (CN)
(36 hours)

This certificate program will prepare students to successfully conceptualize, create, and engage in effective oral and written business communication while employing appropriate business terminology, expressions, and concepts.

Program Learning Outcomes
- Conceptualize, create, and implement effective business communication tools for success in the workplace.
- Effectively employ appropriate business terminology, expressions, and concepts in a variety of workplace settings.

Required Courses
VOCED 415 – Effective Business Terminology (18 hours)
VOCED 418 – Effective Business Correspondence (18)

Communicating in Business Certificate of Completion (CN)
(36 hours)

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

Program Learning Outcomes
- Effectively demonstrate effective interview strategies that are customized to the specific employer and workplace.
- Effectively employ appropriate business terminology, expressions, and concepts to meet the needs of workplace.

Required Courses
VOCED 417 – Effective Business Communication (18 hours)
VOCED 419 – Business Communication for Interviewing (18 hours)

Conservation Education (CN)
(36-80 hours)

This certificate serves as a recognizable accomplishment of career preparation and job training to be applied toward future employment in the environmental, conservation, public education, and social advocacy sectors.

Program Learning Outcomes
- Understand the important role that urban parks play in relation to ecological health and the well-being of city residents, and understand the collaborative, professional nature of stewardship and conservation in urban settings.
- Understand key characteristics of our local ecology, including geology, plants, wildlife, and human impacts.
- Prepare and use techniques and tools appropriate for habitat restoration, data collection, and public outreach activities.
- Demonstrate ability to document and communicate instructional and experiential learning opportunities through both writing and oral presentations.

Required Courses
VOC ED 222 - Conservation Education (18-26 hours)
VOC ED 223 – Conservation Student Learning (18-40 hours)

Facilities Management Certificate of Completion (CN)
(54-72 hours)

This certificate program prepares students to enter the facilities management talent pipeline. Our courses and certificate are aligned with the International Facility Management Association (IFMA) and with the Energy, Construction & Utilities sector for California.

Program Learning Outcomes
- Effectively utilize Microsoft Project to complete a project cycle.
- Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
- Understand the importance of workplace 'soft' and industry-specific and skills and how to gain employment, be successful and keep a job.

Required Courses
VOC ED 123CE – Facilities Project Management (27-36 hours)
VOC ED 124CE – Essentials of Facilities Management (18-63 hours)

Noncredit Programs and Courses

Healthcare Careers Preparation Certificate of Completion (CN)
(36 hours)

This certificate will enable students to obtain basic oral and written communication skills for healthcare settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulations, composing case notes, reading and writing medical documents.

Program Learning Outcomes
- Effectively demonstrate oral and written communication skills for the healthcare workplace (case notes and reading and writing medical documents)
- Employ professional behavior and attire as a healthcare professional.
- Demonstrate comprehensive understanding of the HIPAA Privacy Regulations
- Prepare for entry-level positions in the healthcare field.

Required Courses
VOCED 402 – Communication Skills for Healthcare Professions (18 hours)
VOCED 405 – Professionalism in Health Occupations (18 hours)

Healthcare Services Certificate of Completion (CN)
(54 hours)

This certificate will enable students to obtain basic documentation techniques and charting methods used in healthcare professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

Program Learning Outcomes
- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Demonstrate basic medical documentation techniques and charting methods used in healthcare.
- Document notes in medical records according to standard guidelines
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate professional behavior and attire as a healthcare professional

Required Courses
VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 401 – Medical Documentation & Charting (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)

Pre-Dental Career Preparation Certificate of Completion (CN)
(72 hours)

This certificate will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

Program Learning Outcomes
- Employ basic medical and dental vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate techniques used to develop visual perception and psychomotor skills required to become a physician, dentist, nurse or other health care professional.
- Prepare students for success in the West Los Angeles College Dental Hygiene Program -Build knowledge capacity about program policies, college student support service, professionalism, HIPAA, clinical kit organization, library research skills, and clinic procedures.
- Demonstrate professional behavior and attire as a healthcare professional.

Required Courses
VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)
VOCED 406 – Visual Spatial Perceptions & Psychomotor Skills Training (18 hours)
VOCED 407 – Preparation for the Dental Hygiene Program (18 hours)

Pre-Nursing Career Preparation Certificate of Completion (CN)
(54 hours)

This certificate will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

Program Learning Outcomes
- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Differentiate among healthcare career pathways in: In-Home Health Support Service, Certified Nurse Assistant, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse.

- Build knowledge capacity about California State licensure, job outlook, personnel requirements and program curriculum.
- Demonstrate professional behavior and attire as a healthcare professional.

Required Courses
VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)
VOCED 409 – Pre-Nursing Career Pathways (18 hours)

JOB TRAINING

Administrative Assistant Certification of Completion (CN)
(153 hours)

The Administrative Assistant certificate program prepares students for entry-level, in-demand positions. Students practice their professional correspondence and communication skills, computer skills, and customer service skills as well as become familiar with basic business terminology to be successful in different public and private professional office environments. Students are provided assistance with their resume, job applications and interview skills as well as are shown their options to continue their education and develop administrative skills for specific industries such as paralegal, legal assistants, and administrative support positions in facilities management, technology companies, and more.

Program Learning Outcomes
- Incorporate effective reading and writing strategies to master learning and communicating one's ideas
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
- Understand the importance of workplace 'soft' and industry-specific and skills and how to gain employment, be successful and keep a job.

Required Courses
BSICSKL 044CE – Reading and Writing for College and Career Readiness (45 hours)
VOC ED 097CE – Blueprint for Customer Service (18 hours)
VOC ED 288CE – Computer Skills for the Workplace (54 hours)
VOC ED 415CE – Effective Business Terminology (18 hours)
VOC ED 418CE – Effective Business Correspondence (18 hours)

Custodial Technician Preparation Certificate of Completion (CN)
(99 hours)

This certificate program prepares students with the necessary job skills and 21st century communication skills to successfully apply and meet the job requirements for entry level custodial positions.

Program Learning Outcomes
- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

Required Courses
VOCED 60 – Custodial Technician Training (63 hours)
VOCED 96 – Blueprint for Workplace Success (36 hours)

In-Home Supportive Services (IHSS) Provider Certificate of Completion (CN)
(108 hours)

This certificate program prepares students to apply for entry-level, short-term high demand employment in the In-Home Supportive Services Provider field mastering the medical fundamentals, terminology, specific job skills and 21st century communication skills.

Program Learning Outcomes
- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

Required Courses
VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 408 – In-Home Supportive Services Provider (90 hours)

EMPLOYMENT PREPARATION

Job Readiness Certificate of Completion (CN)
(66 hours)

This certificate program prepares students with the essential 21st century communication and workplace skills to effectively gain and maintain employment.

Program Learning Outcomes
- Understand the importance of workplace skills and how to gain employment, be successful and keep a job.

Required Courses
VOCED 96 – Blueprint for Workplace Success (36)
VOCED 97 – Blueprint for Customer Service (18)
VOCED 98 – 30 Ways to Shine as a New Employee (1)

Employment Readiness Certificate of Completion (CN)
(72 hours)

The Employment Readiness Soft Skills Certificate of Completion will help students develop the necessary soft skills to secure, maintain and advance in the workplace.

Program Learning Outcomes
- Identified and developed effective communication and leadership skills
- Developed and practiced collaborative teamwork problem-solving and project management techniques

Required Courses
BSICSKL 077CE - Fundamentals for Workplace Success I – Teamwork (36 hours)
BSICSKL 078CE - Fundamentals for Workplace Success II – Effective Communication and Leadership Skills (36 hours)

Workforce Preparation and Career Success Certificate of Completion (CN)
(90 hours)

This certificate program prepares students to effectively transition from college to career with 21st communication skills and job-ready skills to be successful applying and working in current and emerging entry-level high-demand jobs in the public and private work sectors.

Program Learning Outcomes
- Practice the strategies and skills needed to effectively navigate and connect to local communities, specifically in areas related to community resources, businesses and the development of entrepreneurial skills.
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards.
- Understand the importance of workplace 'soft' and industry-specific and skills and how to gain employment, be successful and keep a job.

Required Courses
BSICSKL 101CE – Introduction to Workforce Opportunities (9-18 hours)
BSICSKL 102CE – Workforce Opportunities I (18-36 hours)
BSICSKL 103CE – Workforce Opportunities II (18-36 hours)

Workplace Success I: Creative Leadership Certificate of Completion (CN)
(108 hours)

The Workplace Success I: Creative Leadership Certificate of Completion will provide students with the necessary knowledge and training needed to be effective, creative leaders in the workforce.

Program Learning Outcomes:
- Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing the qualities of great leadership.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and how a leader can affect creative climate.

Required Courses
BSICSKL 72 - The Creative Edge: Outstanding Leadership (54)
BSICSKL 79 - Creativity, Innovation, and Leadership (54)

Noncredit Programs and Courses

Workplace Success II: Creativity and Innovation in the Workplace Certificate of Completion (CN)
(108 hours)

The Workplace Success II: Creativity and Innovation in the Workplace Certificate of Completion will provide students with the necessary knowledge and training needed to be effective innovators and team members in the workforce.

Program Learning Outcomes:
- Work effectively as a team member and a team facilitator by analyzing and recognizing individual team members' creative and innovative strengths.
- Analyze, synthesize and evaluate solutions to assess the validity and usefulness of a solution and choose the most appropriate one.
- Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and innovation.

Required Courses
BSICSKL 70 - Innovation: Igniting Creativity at Work (54 hours)
BSICSKL 76 - Successful Creativity and Innovation in the Workplace (54 hours)

CERTIFICATES FOR ENGLISH LANGUAGE LEARNERS

College Readiness for the English Language Learner Certificate of Competency (CY)
(63-99 hours)

English Language Learners will benefit from completing this certificate as it will set them up for success by helping to clarify their education and career goals, ensuring they have the necessary computer skills for college, and teaching them how to navigate the college system to successfully complete their goals.

Program Learning Outcomes
- Effectively navigate and utilize college website, email system, student portal, and student services.
- Effectively use the computer for college purposes.
- Effectively document your educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses
BSICSKL 075CE – Introduction to Post-Secondary Education (9 hours)
BSICSKL 005CE – Academic Guidance (18 hours)
VOC ED 289CE – Computer Basics for the English Language Learner (18-54 hours)
   AND
BSICSKL 027CE – Foundations: Study Skills (18 hours) ccore option 1

  OR
BSICSKL 073CE – Industry Overview and Career Opportunities (18 hours) core option 2

The Foundation of English Skills Certificate of Competency (CY)
(162 hours)

This certificate program prepares English language learners to achieve intermediate level English competencies incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes
- Demonstrate the foundations of using English skills to communicate
- Acquire foundational English skills in speaking, listening, reading, and writing.
- Demonstrate the proper use of foundational and frequently used English words and phrases.
- Use proper tenses and grammar when speaking and writing

Required Courses
ESLNC 61 – English as a Second Language 1 (54 hours)
ESLNC 62 – English as a Second Language 2 (54 hours)
ESLNC 63 – English as a Second Language 3 (54 hours)

NONCREDIT COURSE DESCRIPTIONS

ACADEMIC PREPARATION - NONCREDIT
(ACADPR)

ACADPR 015CE Data Analysis (12-36 HOURS) NDA
This course provides extra support for students concurrently enrolled in Math 227. It includes basic information about how data is organized, visually presented, and numerically summarized and how to solve problems using this information. It also reviews such topics as linear functions and matrices in the context of Statistics, as needed.

ACADPR 016CE Algebra (12-54 HOURS) NDA
This course provides extra support for students concurrently enrolled in Math 241, Math 245 and other transfer-level Math classes. It reviews the fundamentals of algebra as needed for success in the transfer-level class. Topics include the real numbers, rational exponents, polynomials, algebraic expressions, equations and inequalities (including linear, absolute value, quadratic, rational, radical), systems of equations, functions and graphs, modeling and applications

ACADPR 017CE Geometry (12-36 HOURS) NDA
This course provides extra support for students enrolled in Math 241 (Trigonometry) and other transfer-level courses. It reviews the fundamentals of geometry in two and three dimensions, including angles and angle measurement, circles, right triangles and the Pythagorean Theorem, congruence and similarity, and geometry in the Cartesian coordinate plane. Other topics will be discussed as they arise in the context of the transfer-level class.

ACADPR 018CE Preparatory Math (12-72 HOURS) NDA
This course provides extra support for students enrolled in Math 215, Math 230, Math 245 or other transfer level mathematics courses. It covers foundational topics in mathematics, including set theory and logic, algebraic and geometric systems, mathematical modeling and word problems, and other topics that students need to review to succeed in their transfer-level math class.

BASIC SKILLS - NONCREDIT
(BSICSKL)

BSICSKL 002CE Basic English Skills (18-54 hours) NDA
This course is designed to develop and advance a student's academic reading, writing, and critical thinking skills for success in post-secondary academic coursework. In this course, students will plan, draft, write, and revise compositions of increased complexity and sophistication.

BSICSKL 005CE Academic Guidance (18 HOURS) NDA
Student success begins with the understanding of one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their education and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

BSICSKL 009CE Introduction to Library Materials and Searches (9-27 hours) NDA
This course introduces how to use the wide range of resources in the public and research libraries, such as traditional books, talking books, online books, magazines, audio-visual materials and online databases.

BSICSKL 011CE Learning Math through Games I (48 hours) NDA
Paper and pencil games, discussions, computer-based games, and a game-design project help build math confidence through fun, learning activities. Game-based, contextualized instruction involves learning by seeing, listening, talking, moving around and touching objects. The course focus is on addition, subtraction, multiplication, division and converting fractions into decimals.

BSICSKL 023CE College and Scholastic Assessment Preparation (72 hours) NDA
This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

BSICSKL 027CE Foundations: Study Skills (18 HOURS) NDA
This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

BSICSKL 034CE High School Equivalency Test Preparation (117 HOURS) NDA
This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

Noncredit Programs and Courses

BSICSKL 044CE Reading and Writing for College and Career Readiness (45 HOURS) NDA
Contextualized reading and writing course to prepare students for transition to apprenticeships, college, and career. Skimming and scanning, annotation, reading for main idea, reading strategies, sentence structure, summarizing versus responding, paragraph structure, paragraph types, reading charts and graphs, and vocabulary.

BSICSKL 056CE Arithmetic Review I (18-45 HOURS) NDA
The first course in a two-course sequence designed to review basic arithmetic operations. It is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have the genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

BSICSKL 057CE Arithmetic Review II (18-45 HOURS) NDA
The second course in a two-course sequence designed to review basic arithmetic including fractions, mixed numbers, and percentages.

BSICSKL 058CE Pre-Algebra Review I (18-45 HOURS) NDA
The first course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including singed numbers, variables, exponents, mathematical sentences and linear equations.

BSICSKL 059CE Pre-Algebra-Review II (18-45 HOURS) NDA
The second course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including singed numbers, variables, exponents, mathematical sentences and linear equations.

BSICSKL 070CE Innovation: Igniting Creativity at Work (54 HOURS) NDA
This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

BSICSKL 072CE The Creative Edge: Outstanding Leadership (54 HOURS) NDA
In this course, students learn and master the Creative Problem-Solving process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

BSICSKL 073CE Industry Overview and Career Opportunities (18 HOURS) NDA
This course provides students with the basic information about the targeted industry and sectors they are focused on for their career; including essential facts, key institutions, history, career pathways and trends. This course provides students with the basic research and networking skills to become well-informed job seekers so they can effectively prepare for their career and become employed.

BSICSKL 075CE Introduction to Post-Secondary Education (9 HOURS) NDA
This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

BSICSKL 076CE Successful Innovation and Creativity in the Workplace (54 HOURS) NDA
This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

BSICSKL 077CE Fundamentals for Workplace Success I (36 HOURS) NDA
This course prepares students to successfully collaborate and work effectively with their classmates and colleagues in diverse settings by strengthening their employability and interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at school and in the workplace.

BSICSKL 078CE Fundamentals for Workplace Success II (36 HOURS) NDA
This course gives students the opportunity to develop their listening, communication and leadership skills, appropriate for the workplace in a supportive and interactive environment. Students will be introduced to skills that can help them become active, purposeful listeners and more effective communicators and leaders for career

BSICSKL 079CE Creativity, Innovation, and Leadership (54 HOURS) NDA
This course examines the relationship between creativity, innovation and leadership. Participants analyze their own leadership style and how to lead others through change.

BSICSKL 093CE Biology Fundamentals Review (54 HOURS) NDA
This class will serve as a bridge class for success in the credit biology courses such as Biology 3 (3A, 3B), microbiology, anatomy and physiology and applied biotechnology. Students will practice basic science concepts and terminology that are necessary to develop readiness for either passing a high school equivalency test, preparing for coursework in the health professions, or for transitioning to a 4-year college.

BSICSKL 094CE Chemistry Fundamentals Review (54 HOURS) NDA
This class will serve as a bridge for success in credit chemistry courses such as Chemistry 50 and Chemistry 60. Students will learn and practice basic mathematics and science concepts that are necessary to insure their readiness for successful completion of coursework for health professions and for transitioning to a four-year college.

BSICSKL 101CE Introduction to Workforce Opportunities (9-18 HOURS) NDA
This course emphasizes independence and employability for students with disabilities. It introduces students to introductory job-readiness skills by first researching campus resources, interviewing campus faculty and staff and exploring a wide range of occupations through experts on campus.

BSICSKL 102CE Workforce Opportunities I (18-36 HOURS) NDA
This course emphasizes independence and employability for students with disabilities by developing student awareness about the world of work and workplace culture through job preparation research and activities. Students will incorporate a career inventory self-assessment as well as a value, personality and/or skills assessments to apply toward career decision-making, customizing entry level labor market research, understanding workplace structure and exploring employment opportunities.

BSICSKL 103CE Workforce Opportunities II (18-36 HOURS) NDA
This course emphasizes independence and employability for students with disabilities by exploring workplace dynamics and developing soft skills. This course is designed to set students up for success and to provide them a competitive edge on the job. Students will be exposed to workplace culture, structure and expectations and participate in job shadowing, informational interviewing and employers' insights through panel presentations. Students will develop a career portfolio.

ENGLISH AS A SECOND LANGUAGE – NONCREDIT
(ESL NC)

ESL NC 006CE English as a Second Language – 0 (216 hours) NDA
This is an integrated skills beginning low noncredit ESL course that emphasizes listening, speaking, reading, writing, and introduction to computer literacy. The focus is on comprehending and engaging in simple conversations related to familiar contexts such as health, employment, school, family, and community resources. Students are introduced to reading basic sentences and descriptive passages with images using simple grammatical structures to write simple sentences relating to a given familiar topic.

ESL NC 007CE English as a Second Language – I (216 hours) NDA
This is a beginning/beginning high level integrated skills noncredit ESL course that emphasizes listening/speaking and reading and writing. The focus is understanding and applying basic written communication and conversation skills about routine social and workplace situations. Students will read simple passages, learn English grammar foundations and generate basic sentences about personal experiences relating to topics, including but not limited to, housing, food, health, transportation and employment. Basic computer literacy will be emphasized throughout the course.

ESL NC 008CE English as a Second Language – II (216 hours) NDA
This is an integrated skills beginning high / intermediate low noncredit ESL course that emphasizes listening, speaking, reading, writing skills and basic computer literacy. The focus is on comprehending and engaging in extended conversations related to familiar contexts such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write sentences relating to a given topic.

ESL NC 009CE English as a Second Language – III (216 hours) NDA
This is an integrated skills intermediate low / intermediate noncredit ESL course that emphasizes listening, speaking, reading, writing, and more developed computer literacy.

ESL NC 015CE English as a Second Language – IV (216 hours)
This is an integrated skills intermediate /intermediate high noncredit ESL course that emphasizes listening, speaking, reading, writing skills and more advanced computer skills and internet navigation knowledge. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar and new topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

ESL NC 018CE English as a Second Language V (36-108 hours) NDA
This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing.

Noncredit Programs and Courses

ESL NC 019CE English as a Second Language VI (36-108 hours) NDA
This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized.

ESL NC 061CE English as A Second Language I (54 hours) NDA
This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

ESL NC 062CE English as A Second Language II (54 hours) NDA
This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar to non-native speakers of English. This course develops communicative competence in listening, speaking, reading, and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

ESL NC 063CE English as A Second Language III (54 hours) NDA
This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

TUTORING
(TUTOR)

TUTOR 001T Supervised Tutoring (360 hours) NDA
This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It also helps students to improve learning and study skills through tutoring outside of class time. Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

VOCATIONAL EDUCATION - NONCREDIT
(VOC ED)

VOC ED 033CE Introduction to Career Pathways in Law Enforcement (18 HOURS) NDA
This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

VOC ED 050CE The Art and Practice of Community-based Policing (36 hours) NDA
This course introduces students to current police and law enforcement programs, policies and issues related to community-based policing. Topics include: community-based policing strategies and initiatives, use of technology, countering terrorism, police misconduct, racial profiling, use of force, and dealing with special populations (mental illness, deaf, substance abuse, non-English speakers, runaways, homeless, child sex traffic victims, etc.).

VOC ED 060CE Custodial Technician Training (63 hours) NDA
This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

VOC ED 096CE Blueprint for Workplace Success (36 hours) NDA
This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

VOC ED 097CE Blueprint for Customer Service (18 hours) NDA
This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

VOC ED 098CE 30 Ways to Shine as a New Employee (12 hours) NDA

This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

VOC ED 123CE Facilities Project Management (27-36 HOURS) NDA

This course will identify all phases of project management for facilities. Students will learn the tools for completing facility projects on time and within budget. Specific topics will include project life cycles, setting objectives, identifying activities and resources, work breakdown structures, work-flow, network analysis, contingency planning, scheduling, budgeting, work in progress and reporting. Special emphasis will be placed on Microsoft Project.

VOC ED 124CE Essential Facilities Management (27-36) NDA

The Essentials of Facility Management provides an overview of information that is vital to running an efficient facility. This course provides a comprehensive understanding of how to design and manage facilities, from concept to installation, to long-term efficient use, maintaining cost-effectiveness and operations at peak performance levels. Students will be introduced to key concepts of facility management that range from the role they play in the organization to the skill sets and competencies required to effectively perform their work.

VOC ED 222CE Conservation Education (18-40 HOURS) NDA

This course is designed to provide students with the necessary knowledge in local ecology, conservation and restoration needed for internships and entry level jobs in a variety of professional state and non-profit conservation and public education organizations, through lecture and hands-on fieldwork training.

VOC ED 223CE Conservation Student Learning (18-40 HOURS) NDA

This course is designed to complement and add depth to the Conservation Education course, providing students with hands-on field experience and exposure to professionals in the fields of conservation biology, habitat restoration, and environmental education. It prepares students for internships and entry-level jobs in a variety of professional state and non-profit conservation and public education organizations.

VOC ED 281CE Exploring Computer Science Information Technology Careers (18 hours) NDA

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

VOC ED 288CE Computer Skills for Workplace (54 HOURS) NDA

This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

VOC ED 289CE Computer Basics for the English Language Learner (18-54 HOURS) NDA

This course is designed to provide students with basic computer literacy in order to meet college and/or career goals. This course will include lecture and hands-on computer lab training. Students will learn basic computer vocabulary, simple navigation on the computer is the desktop, and develop the skills to create a basic word document, conduct an internet search, send and receive emails, and complete a variety of forms and applications online.

VOC ED 290CE Computer Literacy for College (18 hours) NDA

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively us the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

VOC ED 292CE Robotics I Lab (18 hours) NDA

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

VOC ED 294CE Introduction to Social Media-Word Press Blogs (18 hours) NDA

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

VOC ED 296CE CISCO, VMWARE, and Network Security Training Careers (36 hours) NDA

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

Noncredit Programs and Courses

VOC ED 320CE Exploring Health Care Careers (18 hours) NDA
This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

VOC ED 400CE Introduction to Medical Terminology (18 hours) NDA
This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

VOC ED 401CE Medical Documentation and Charting (18 hours) NDA
This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

VOC ED 402CE Communication Skills for Health Care Professions (18 hours) NDA
This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

VOC ED 403CE Law and Ethics Health Professions (18 hours) NDA
This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

VOC ED 404CE Student Success in Health Occupations (18 hours) NDA
This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

VOC ED 405CE Professionalism in Health Occupations (18 hours) NDA
This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

VOC ED 406CE Visual Spatial Perception and Psychomotor Skills Training (18 hours) NDA
This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

VOC ED 407CE Preparation to the WLAC Dental Hygiene Program (18 hours) NDA
This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPPA, clinical kit organization, library research skills, and clinic policies.

VOC ED 408CE In-Home Supportive Services Provider (IHSS) (90 hours) NDA
This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be a full functioning In-Home Supportive Services Provider (IHSS).

VOC ED 409CE Pre-Nursing Career Pathways (18 hours) NDA
This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

VOC ED 410CE Vocational English as a Second Language A (54 hours) NDA
This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

VOC ED 413CE Legal Terminology –Civil & Criminal Procedure (20 hours) NDA
This course will expose students to basic legal terminology, abbreviations, definitions and commonly used Latin terms for civil and criminal procedure. Upon completion of this course, students will be prepared for entry-level positions in the legal profession.

VOC ED 415CE Effective Business Terminology (18 hours) NDA
This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

VOC ED 416CE Introduction to Business Careers (18 hours) NDA
This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

VOC ED 417 CE Effective Business Communication (18 hours) NDA
This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

VOC ED 418CE Effective Business Correspondence (18 hours) NDA
This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.

VOC ED 419CE Business Communication for Interviewing (18 hours) NDA
This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

VOC ED 420CE Introduction to Starting a New Business (18 hours) NDA
This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.

BACHELOR OF SCIENCE DEGREE

DENTAL HYGIENE (BS)

MAJOR CODE: 1240.20

HEALTH SCIENCES DIVISION

The Bachelor of Science degree in Dental Hygiene provides the opportunity to enter into a variety of dental health positions in teaching, research, administration, public health, private industry and other areas of hygiene practice, as well as application for entry into degree programs such as Master's in Dental Hygiene, Public Health, Oral Biology or Registered Dental Hygienist in Alternative Practice.

The purpose of medical and dental science is to enhance the health of individuals as well as populations. The dental hygienist, as an integral member of the dental health team, is qualified by education and license to provide primary care to patients for the maintenance of oral health and the prevention of oral disease. Dental hygienists use scientific evidence in the decision-making process impacting the oral health of individuals. The dental hygienist is expected to respect the diverse values, beliefs and cultures present with individuals and groups or communities served. Dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed decisions and to assure that ethical and legal standards are applied. Dental hygienists must abide by the American Dental Hygienist's Professional Standards of Care and Code of Ethics.

The Bachelor of Science in Dental Hygiene program is accredited by the Accrediting Commission for Community and Junior Colleges and the Commission on Dental Accreditation, and approved by the California Community Colleges Chancellor's Office, Los Angeles Community College District Board of Trustees, and The Dental Hygiene Committee of California. The Commissions are specialized accrediting bodies recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education.

The Bachelor of Science in Dental Hygiene admission requirements are available from the Counseling Office or the Dental Hygiene Department. Admission is by special selection criteria. Dental Hygiene classroom, laboratory and clinical facilities are located at the West Los Angeles College campus. The students provide dental hygiene services at WLAC, UCLA School of Dentistry, Veteran Affairs Hospitals and other clinical facilities, MEND Community Clinic, Kids' Dental Clinic, Children's Dental Center and UCLA/Venice Dental Clinic. Students also observe and participate in various specialty clinics at UCLA that include radiology, periodontics, and periodontics.

The curriculum is planned sequentially. 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 next semester in Dental Hygiene. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Candidates for graduation must satisfactorily complete the Dental Hygiene Program according to the Commission on Dental Accreditation and the Dental Hygiene Committee of California's Guidelines for curriculum.

Note: Courses are open only to students accepted into the Dental Hygiene Program, who have completed all CSU or IGETC General Education Breadth Requirement for certification and all dental hygiene pre-requisite courses. The program may require an application fee upon submission of the application. Applicants are required to attend an information session. The Test of Essential Academic Skills (TEAS®) score will be required as part of the admission process, as will an entrance exam. All pre-requisite courses must be passed with a 'C' or better. A minimum science GPA of 3.0, an overall GPA of 2.5, and a minimum of 60 units of degree applicable lower division coursework required. Dental assisting license and certifications and relevant work experience will also be considered for admittance. Students are encouraged to see a counselor for a Student Education Plan (SEP) for general education and pre-requisite requirements.

Program Learning Outcomes:

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills. Upon successful completion of this program, students will be able to…

- The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.
- The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply

principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The graduate must also be prepared to influence others to facilitate access to care and services.

- The students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking, sound clinical judgment and cultural sensitivity with patients.

PROGRAM COMPETENCIES

Professionalism: Legal & Ethical Principles: Dental Hygiene graduates must be competent in the ethical & legal principles underlying the practice of dental hygiene.

Health Promotion and Disease Prevention:

Infection & Hazardous Waste Management: Dental Hygiene graduates must be competent in infection & hazard control procedures to prevent the transmission of infectious diseases.

Health Education Strategies: Dental Hygiene graduates must be competent in health education strategies for the prevention of disease & the promotion of health for patients and the community.

Patient Care: Dental Hygiene Process of Care: Dental Hygiene graduates must be competent in assessing the oral health needs of diverse populations and providing comprehensive dental hygiene care for persons of all ages/stages of life.

PREREQUISITE COURSEWORK

Required courses		44
ANATOMY 001	Introduction to Human Anatomy	4
ANTHRO 102	Cultural Diversity	3
CHEM 060	Introduction to General Chemistry OR	5
CHEM 051	Fundamentals of Chemistry	5
CHEM 066	Organic & Biochemistry for Allied Health OR	5
CHEM 221	Biochemistry	5
COMM 101	Speech (Public Speaking)	3
ENGLISH 103	Composition and Critical Thinking	3
MATH 227	Statistics	4
MICRO 020	General Microbiology	4
PHYSIOL 001	Introduction to Human Physiology	4
POL SCI 001	The Government of the United States	3
PSYCH 001	General Psychology I	3
SOC 001	Introduction to Sociology	3

Additional CSU GE or IGETC units	7-10

(37-39 units, minus 29-30 major units that may be double-counted as GE)

CSU-transferable elective units	6-9

TOTAL	**60**

UPPER DIVISION COURSEWORK

Required Dental Hygiene courses		56
DEN HY 300	Principles of Dental Hygiene	3
DEN HY 311	Dental Hygiene Clinical I	2
DEN HY 314	Dental Morphology	2
DEN HY 354	Pathology-General and Oral	3
DEN HY 306	Anatomy of the Head and Neck	2
DEN HY 303	Infection Control in Dentistry	1
DEN HY 312	Radiology	2
DEN HY 308	Periodontics I	2
DEN HY 351	Clinical Dental Hygiene II	3
DEN HY 352	Care for Patients with Special Needs	1
DEN HY 355	Preventive Dentistry and Nutrition	3
DEN HY 356	Histology & Embryology of Oral Tissues	2
DEN HY 388	Introductory Seminar in Dental Hygiene	1
DEN HY 327	Local Anesthesia and Sedation Techniques	2
DEN HY 357	Biochemical Nutrition	3
DEN HY 389	Intermediate Seminar in Dental Hygiene	1
DEN HY 400	Cardiology and Occlusion	1
DEN HY 401	Clinical Dental Hygiene III	4
DEN HY 304	Dental Health Education and Practicum	2
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded Functions	3
DEN HY 489	Advanced Seminar in Dental Hygiene	1
DEN HY 410	Emergencies in Dental Practice	1
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 451	Clinical Dental Hygiene IV	5
DEN HY 452	Law and Ethics of Dental Hygiene	2
DEN HY 305	Community Dental Health and Practicum	3

Required general education courses*		9
ANTHRO 322	Cultural Perspectives in Health and Healing	3
BIOLOGY 408	Pharmacology	3
ENGLISH 420	Research Design and Methodology	3

*Completed at West Los Angeles College

TOTAL	**65**

Students are eligible to take the Dental Hygiene National Board Examination while in the last semester of senior year. Upon satisfactory program completion, students earn a Bachelor of Science Degree in Dental Hygiene, be eligible to

Bachelor of Science Degree

take the licensing board practicum and state jurisprudence examination to obtain a license.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		17
DEN HY 300	Principles of Dental Hygiene	3
DEN HY 311	Dental Hygiene Clinical I	2
DEN HY 314	Dental Morphology	2
DEN HY 354	Pathology-General and Oral	3
DEN HY 306	Anatomy of the Head and Neck	2
DEN HY 303	Infection Control in Dentistry	1
DEN HY 350	Preventive Dentistry	2
DEN HY 312	Radiology	2

SEMESTER 2		17
DEN HY 308	Periodontics I	2
DEN HY 351	Clinical Dental Hygiene II	3
DEN HY 352	Care for Patients with Special Needs	1
DEN HY 356	Histology & Embryology of Oral Tissues	2
DEN HY 388	Introductory Seminar in Dental Hygiene	1
DEN HY 327	Local Anesthesia and Sedation Techniques	2
DEN HY 357	Biochemical Nutrition	3
BIOLOGY 408	Pharmacology	3

SEMESTER 3		15
DEN HY 389	Intermediate Seminar in Dental Hygiene	1
DEN HY 400	Cardiology and Occlusion	1
DEN HY 401	Clinical Dental Hygiene III	4
DEN HY 304	Dental Health Education and Practicum	2
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded Functions	3
ANTHRO 322	Cultural Perspectives in Health and Healing	3

SEMESTER 4		16
DEN HY 489	Advanced Seminar in Dental Hygiene	1
DEN HY 410	Emergencies in Dental Practice	1
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 451	Clinical Dental Hygiene IV	5
DEN HY 452	Law and Ethics of Dental Hygiene	2
DEN HY 305	Community Dental Health and Practicum	3
ENGLISH 420	Research Design and Methodology	3

Approved by Dental Hygiene Faculty and Advisory Board 2015
*(*Approved by the board on 4/15/15 & Approved by Faculty on 5/13/15)

For more information, call (310) 287-4464 or visit the Health Sciences website at www.wlac.edu/Alllied-Health/index.aspx

or come to the Dental Hygiene Office located in building MSB room 100.

REQUIRED COURSES

NOTE: The following upper division courses are open only to students enrolled in the Bachelor of Science Degree in Dental Hygiene program.

DENTAL HYGIENE COURSES

DEN HY 300 Principles of Dental Hygiene (3)
Prerequisite: CHEM 066.
Open to enrolled students in Dental Hygiene (First Semester) This course provides the foundational clinical skills. Students will develop concepts of professionalism, scope of practice, standards of care, and clinical practice parameters to enable the student to apply strategies for comprehensive patient care.

DEN HY 303 Infection Control in Dentistry (1)
Open to enrolled students in Dental Hygiene (First Semester) This course is designed to provide in-depth exploration of infection control concepts for the dental health care provider. Emphasis will be on principles and practical application in dentistry. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented.

DEN HY 304 Dental Health Education and Practicum (3)
Prerequisites: DEN HY 308, 327, 351, 352, 356, 357, 388. Students must be enrolled in the dental hygiene program and have satisfactorily completed the first year dental hygiene courses.
Corequisites: DEN HY 389, 400, 401, 406, 415
This course explores the concepts and methods of preventive dentistry as they relate to the oral health of groups. This course will also introduce and develop research concepts and data collection and analysis for public health events in schools, communities, and various health care settings.

DEN HY 305 Community Dental Health and Practicum (3)
Prerequisites: DEN HY 304, 389, 400, 401, 406, 415
Corequisites: 410, 450, 451, 452, 489
This course provides in-depth concepts and methods of preventive dentistry as they relate to the oral health of groups. This course covers issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy, and community program development. This course includes a practicum component and is designed to provide experiences in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse as mandated reporters are integrated.

DEN HY 306 Anatomy of the Head and Neck (2)
Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to expand student knowledge of the anatomical structures of the head and neck, with focus on vasculature, nervous system innervation, and musculature. Emphasis will be on physiological, and biochemical aspects of the skull. Students will examine clinical correlations relevant for dental professionals in the clinical setting. Anatomical anomalies and pathology aspects will also be integrated.

DEN HY 308 Periodontics I (2)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
This course is designed to provide knowledge in periodontal disease etiology, histology, diagnosis and classification of periodontal diseases according to the Academy of Periodontology. Emphasis will be on principles of periodontal disease preventive therapy, treatment planning, reassessment, implantology, periodontal surgical procedures, supportive periodontal therapy and referral to periodontal specialty practice.

DEN HY 311 Pre-Clinical Dental Hygiene (2)
Open to enrolled students in Dental Hygiene (First Semester)
This course provides students the experience to discern and apply the knowledge gained in didactic courses into the clinical setting, including; infection control parameters, medical and dental assessments, interpretation of vital signs, oral cancer examination, periodontal instrumentation and other clinical techniques using clinical simulators and student partners.

DEN HY 312 Radiology (2)
Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to examine the principles of dental radiographic techniques, including digital and conventional imaging. Topics include history of radiography, principles of processing, legal considerations, and radiation safety. Clinical applications include exposure technique, film processing, mounting and uploading of radiographs into the electronic medical record, charting and preparing and interpreting dental radiographs. Emphasis is placed on radiation safety and protection.

DEN HY 314 Dental Morphology (2)
Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to provide the knowledge in anatomical concepts of the deciduous and permanent dentition. Emphasis is on comparative coronal and root anatomy, dental terminology, tooth morphology, the relationship of occlusion and function of the maxilla and mandible, and the role of occlusion to supporting facial musculature and other oral structures.

DEN HY 327 Local Anesthesia, Sedation Techniques (3)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

This course will cover the theory and clinical methodology for pain control and anxiety management through the use of local anesthesia techniques in dentistry; anesthetic compounds, conscious sedation (inhalation-nitrous oxide and oxygen), safety measures, and management of medical complications. This course meets the Dental Hygiene Board of California, California Code of Regulation, Section 1107 updated in 2017..

DEN HY 350 Preventive Dentistry (2)
Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to provide knowledge on the preservation of oral health, tooth structures and gingival tissues, and the prevention of oral disease. Emphasis will be on etiologic factors, risk assessment and integration of preventative strategies and skills necessary for the management of periodontal disease and dental caries through effective patient education and behavior modification techniques and motivation.

DEN HY 351 Clinical Dental Hygiene II (3)
Prerequisites: DEN HY 300, 303, 306, 311, 312, 314, 350, 354
Corequisites: DEN HY 308, 327, 352, 356, 357, 388
Students will build on knowledge and skills learned in prior semester didactic and lab classes and integrate into the clinical setting. Emphasis of learning will be on Periodontal therapy for re-care and maintenance patients with mild to moderate active disease. In a variety of clinics; students will provide dental hygiene services to geriatric, adults, children and medically compromised patients.

DEN HY 352 Care for Patients with Special Needs (2)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
This course is designed to provide the dental hygienist with concepts pertaining to individuals with special needs, the issues they face, referral to supportive services, and dental treatment modalities to meet their needs; Emphasis will be on medical, behavioral, physical and psychological considerations for the special population. Students will integrate the parameters of the American Disabilities Practice Act to a classroom and co-requisite clinical setting.

DEN HY 354 Pathology-General and Oral (3)
Open to enrolled students in Dental Hygiene (First Semester)
This course is designed to provide concepts in etiology, pathogenesis of major human diseases, and the effects of these conditions to clinical and histologic features of oral diseases. Students learn to recognize and interpret tissue responses to antigens, allergic reactions, and assess lesions that occur in the oral cavity, jaws, and neck and formulate a differential diagnosis of lesions seen in the practice of dentistry to make appropriate referrals.

DEN HY 356 Histology and Embryology of Oral Tissues (2)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

Bachelor of Science Degree

This course includes the theory of the embryological human development of the oral cavity and identification and classification of normal and abnormal conditions of the oral cavity and supporting structures during development.

DEN HY 357 Biochemical Nutrition (3)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
This course integrates the concepts of organic chemistry and bio-chemistry. The student will apply the nutritional principles of the human body to execute the dental hygienist's role as a nutritional educator. Topics include molecular structure, carbohydrates, proteins, nutrition and digestion, bio- energetic, nutritional aspects, nutritional disorders and dietary assessment.

DEN HY 388 Introductory Seminar in Dental Hygiene (1)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
This course is designed for group discussion on best practices for dental hygiene clinical care. Discussions will center on accumulated theoretical knowledge, clinical experience and case studies for level I Clinical Dental Hygiene practice. Techniques in advanced instrumentation, and e-portfolio concepts will be presented.

DEN HY 389 Intermediate Seminar in Dental Hygiene (1)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course is designed to build on the knowledge from the junior year Introductory Seminar Course. The students will collaborate with peers and faculty on best practices for dental hygiene clinical care and the senior level capstone project. Discussions and exercises will center on accumulated theoretical knowledge, clinical experience and case studies for level II Clinical Dental Hygiene practices.

DEN HY 397 Special Projects in Dental Hygiene (1)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course allows dental hygiene students and graduates to pursue special projects in dental hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 400 Cardiology and Occlusion (1)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course provides concepts related to normal and abnormal occlusal function, assessment of Temporal Mandibular Joint Disorder and treatment options for dental tissue pathology as it relates to cariology and occlusion. Emphasis will be on aspects of occlusal dysfunction, dental caries, dental hypersensitivity and dental trauma. The student will gain the

knowledge to identify, document, and make a differential diagnosis for patient referrals.

DEN HY 401 Clinical Dental Hygiene III (4)
Prerequisites: DEN HY 308, 327, 341, 342, 345, 357, 388
Corequisites: DEN HY 304, 389, 400, 406, 408, 415
This course is designed to evaluate the integration of the medical and dental assessments, provide periodontal instrumentation and integrate the skills necessary for the prevention and treatment of oral disease. Emphasis will be on the assessment, treatment and re-evaluation of the dental patient with active moderate to advanced periodontal disease and the medically compromised patient: Level III periodontal case.

DEN HY 406 Periodontics II (1)
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course is designed to analyze the anatomy, histology and pathogenesis of the periodontium, and how they are correlated with the surgical and non-surgical therapy strategies currently in use. Emphasis will be on disease prevention, assessment, treatment planning and referral to specialty referrals.

DEN HY 410 Emergencies in Dental Practice (1)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
This course is designed to provide knowledge in the methods of medical and dental emergency prevention and management in the dental office. Emphasis is on recognizing signs, symptoms, and treatment of the more common medical emergencies which may occur in the dental setting. Drugs and equipment that are utilized in the management of medical emergencies are applied through case scenarios and in the clinical setting.

DEN HY 415 Dental Materials and Expanded Functions (3)
Prerequisite: DEN HY 355.
Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course is designed to provide students with the knowledge of the material properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand and assess the conduction of various materials, and provides a scientific rationale for selecting, using and understanding the varied relationships of dental biocompatible-materials.

DEN HY 450 Advanced Periodontal Seminar (1)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
This course is designed to enable students to enhance and

develop knowledge applicable in the treatment of patients with advanced periodontal disease. Concepts of implantology, grafts, surgical, and non-surgical periodontal therapy modalities are emphasized.

DEN HY 451 Clinical Dental Hygiene IV (5)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
This course is designed to provide advanced clinical experience in performing treatment for a variety of clinical patient cases. Students use local anesthesia, nitrous oxide sedation, oral antimicrobials, and dietary analysis. Licensing Board Examination requirements and protocol, are reviewed and simulated through practical exercises. Identification of an appropriate patient for licensure examination is made.

DEN HY 452 Law and Ethics of Dental Hygiene (2)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
Students study ethical theories and issues related to the practice of dental hygiene and professionalism. A personal philosophy of professional conduct, continuous quality assurance and self-assessment is explored. Fundamental factors necessary to practice within existing regulatory frameworks are stressed.

DEN HY 461 Teaching Methodology in Health Careers (3)
Prerequisites: ENGLISH 101. This course is part of the new bachelor's program in dental hygiene and enrollment is limited to students accepted into the bachelor's degree in dental hygiene program.
This course is designed to provide instructional theories and their practical application. Students will be prepared in the art and science of teaching and demonstrate competency in developing and implementing critical teaching methods. Teaching methodologies are presented through the topics of classroom, clinic and laboratory management including lesson planning, instructional aides, assessment tools and instructional practice.

DEN HY 462 Survey of Oral Health Care Systems (3)
Prerequisites: ENGLISH 101. This course is part of the new bachelor's degree program in dental hygiene and enrollment is limited to students accepted/enrolled in the bachelor's degree in dental hygiene program.
This course will examine Public Health issues, policies and services that effect health care and oral health. Exploration of the dental hygienists' role in public health services and community- based programs is included. Topics that will be covered include an in depth review of assessment, planning and implementation of community-based programs, the grant process and the impact of the direct access provider on programs and initiatives.

DEN HY 463 Health Careers Research and Capstone Project (3)

This course provides an introduction to the capstone project and evaluation of scientific evidence-based literature. Basic research design components and writing skills will be discussed. Analysis of career options for the health sciences as well as an in-depth discussion of health science education including teaching methodology and learning styles are included in this course. This is an upper division course, under the pilot program (SB 850), allowing for granting the Baccalaureate Degree in the community college setting.

DEN HY 489 Advanced Seminar in Dental Hygiene (1)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
This course will center on case reasoning for Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

UPPER DIVISION GENERAL EDUCATION COURSES

ANTHRO 322 Cultural Perspectives in Health and Healing
Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)
This course provides an introduction to the field of medical anthropology – the study of human health, disease and curing from a cross-cultural, historical, archeological, and evolutionary perspective. Societies throughout the world recognize certain bodily, emotional, and mental conditions as undesirable and in need of change. Individual and societal definitions of disease and responses to illness are shaped by biological characteristics, social dynamics, cultural values, and collective expectations. In this course we will examine various theories, methods, and frameworks in order to explore how health, illness, and healing are conceptualized and experienced in different cultures. Topics will include: medical ecology, cultural and political ecologies of disease, gender and health, medical systems as cultural systems, international health issues and programs, mental illness, and social definitions of health and illness.

BIOLOGY 408 Pharmacology (3)
Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)
This course is designed to classify and study therapeutic agents commonly encountered when treating medically compromised patients. Students learn chemical and physical properties, therapeutic effects, and methods of administration, dosage, contraindications and side effects of these agents. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infective, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

Bachelor of Science Degree

ENGLISH 420 Research Design and Methodology (3)
Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)
This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature and a capstone project. This is an upper division course, under the SB850 pilot project and only open to students in the baccalaureate degree program.

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- Multimedia
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Chairperson, Library Services
Associate Professor, Library Science
B.S., UC Riverside
M.L.I.S., San Jose State University

Wagner, Eric
Counselor, DSPS
B.A., M.S., Cal State LA

Welch, Tim
Assistant Professor, English
A.A. Chabot College
B.A. New Mexico State University
M.A. Lib Sci, CSUN
M.A., CSUN
M.F.A, San Jose State

Williams, Corey Flournoy
Professor, Administration of Justice
A.A., West Los Angeles College
B.S., Biola Univ.
M.S.A., CSU Bakersfield

Woldehaimanot, Beraki
Professor, Geology
B.S., Addis Ababa Univ. (Ethiopia)
M.S., Univ. of Roorkee (India)
Ph.D., Justus-Liebig Univ. (Germany)

Administration and Faculty

Yan, George G.
Professor, Administration of Justice
A.A., East Los Angeles College
B.A., CSU Dominguez Hills
P.C. 832 Certified Coordinator/Proctor

Yanez, Maria A.
Assistant Professor, Library
B.A., Cal State Fullerton
M.L.I.S., San Jose State University

Ybarra, Lorenzo
Assistant Professor, Accounting
B.S., USC
M.B.A., Harvard University

Zexter, Francine
Assistant Professor, Paralegal
B.A., Boston University
J.D., Whittier Law School

Zuk, Patricia,
Professor, Biology
B.S., McMaster University, Canada
M.S., Wayne State University
Ph.D., Wayne State University

Adjunct Faculty

Abate, A., Geography
Abraha, I., Biological Sciences
Abrazado, M. Biological Sciences
Acker, C., Athletics
Agak, G., Biological Sciences
Aguilera, P., Sociology
Alexander, A., English
Allen, J., Allied Health
Allen, J., English
Amaugo, C.E., Counseling
Anselmo, J., Athletics
Aono, T., Art
Apigo, M.J., Computer Science
Arora, C., Health Occupations
Arriola, P., Mathematics
Ashe, R., Communication Studies
Austin, N., History
Avci, T., Economics
Bakeer, K., Child Development
Bandyopadhyaya, S., Chemistry
Barcos, C., Theater
Battle, A., Paralegal
Bayssa, B., Mathematics
Beaty, R., Multimedia
Bedassa, A., Mathematics
Bellamy, S., Business
Berns, James, Mathematics
Bimber, K., Child Development
Blake, L., Art
Blechner, D.A., Art
Bloom, C., Psychology
Blount, J., English
Bobis, A., Nursing
Boers, G., Child Development
Boghos, Y., Health Occupations
Boles, N. Hospitality
Boretz, M., English
Borsum, J., Mathematics
Brach, E., English, Basic Skills
Interdisciplinary
Brame, L., Nursing
Bray, C., Marketing
Breidenthal, S.E., Anatomy
Brenish, S., Japanese
Buckner, K., Computer Science
Bui, V., Chemistry
Burgh, S.J., Finance
Butler, A., Art
Cabrel, C., Counselor
Cain, L., Psychology
Calderon, P., Cinema
Campbell, K., Economics
Campbell, V., Psychology
Camplone, A., Psychology

Can, Minh, Mathematics
Carson, J., Dance Studies
Carter, J., Law/ Real Estate
Carty, B., Mathematics
Casey, K., Library Science
Casser, L., Cinema
Castillo, J., Medical Assisting
Castillo, R., Spanish
Castro, A., Basic Skills
Interdisciplinary
Center, M., Dental Assisting
Chambers, C., Dental Hygiene
Chanda, K., Computer Science
Chanmugattas, C., Chemistry
Charnov, E., Cinema
Chee, G., History
Cheng, T., Mathematics
Coffee, K., Communication Studies
Cunin-Borer, M., Anthropology
Cole, J., Art
Cosgrove E., Art
Coulter, C., Music
Cranon-Charles, A., Political Science
Cunin-Borer, M., Anthropology
Curreli, M., Chemistry
Dabagh, S., Mathematics
Daniel, C., Accounting
Davis, K., Political Science
Davis, S., Art
Dawson, K., English
De La Vega, A., Dental Hygiene
Dera, L, Mathematics
De Seriere, A., Athletics
DeVelasco, B., Biological Sciences
DiMichele, D., Art
Duckworth, N., Multimedia
Dungey, J., Business
Dutton., D., Music
Elahi, F., Real Estate
Ellison, C., Paralegal
Eloe, N., Allied Health
Elmi, I., Cinema & Theater
Elrington, D., Finance
Encisco-Givhan, G., Real Estate &
Business
Engen, R., Administration of Justice
Esmaeili, Farrah, Mathematics
Farahzadim, F., Allied Health
Favreau, J., Music
Fentress, M.J., English
Farmer, K., Accounting
Festinger, K., Music
Fife, P., Communication Studies
Filerman, B. A., Biological Sciences

Finn, M., Business
Fisher, H., Health & Kinesiology
Fitzpatrick, D., Kinesiology Athletics
Fogel, S., Administration of Justice
Forbes, J., Mathematics
Foreman, N.J., Mathematics
Fox, B., Paralegal
Frame, S., Paralegal
Franden, Daniel, Mathematics
Franks, M., Marketing
Frykenberg, J., History
Fuller, D. M., Business
Garcia, O., Chemistry
Gamble, A., Counseling
Gharamanians, J., Mathematics
Gilbert, C., Accounting
Givhan, G., Business & Real Estate
Goldberg, N., English
Goldenring, D., Dental Hygiene
Gomez, E., ASL
Gomez, E., Child Development
Gonsoski, S. K., Computer Science
Gonzalez, A. B., Spanish
Gordon, M., Anthropology
Gorski, W., English
Graham, M., Political Science
Grant, R., Kinesiology
Grayson, C., Real Estate
Grober, L., Theater Arts
Guilak, N., Theater
Hall, T., Library Science
Hamid, S., Geology
Hammond, J., Kinesiology
Hardy, M., Anthropology
Harrison, M., Cinema
Harris, M., Sociology
Harouni, S., Art
Harvey, D., Art
Hawk, R., Biological Sciences
Hayduk, C., Basic Skills
Interdisciplinary
He, J., Chinese
Henderson, J., Health
Henninger-Rener, S., Anthropology
Henk, N., Sociology
Herdzina, S., English
Hermosillo, E., Dental Assisting
Hernandez, O., Sociology
Hickman, B., Nursing
Holman, D. L., Real Estate
Horejs, M., Health
Horwitz, G., Biological Sciences
Howe, J., Mathematics
Howell, L. J., Real Estate

Administration and Faculty

Huang, Carrie, Mathematics
Huben, K., Allied Health
Huber-Lytal, S., Biological Sciences
Huddle, J., English
Hulsey, S. G., Art
Huotari, K., Art
Irvin, R., Psychology
Jackson, B., Health & Kinesiology
Jacobsen, S., Paralegal
James, R., English
Ji, S., Astronomy
Johansen, L., Psychology
Johnson-Adkins, B., Nursing
Johnson, C., Child Development
Johns, A., Arabic
Jones, W., English
Jordan, A., Political Science
Jordan, E., Biological Sciences
Kang, K., Spanish
Kang, N., Library Science
Kanjanapangka, J., Biological Sciences
Kaplan, R., Philosophy
Kasty, M., Basic Skills
Katz, S., Administration of Justice
Kaufman, S., Philosophy
Kazadi, M., Paralegal
Kidd, S., Nursing
Kim, A., Mathematics
Kim, J., Physiology
Kim, Y., Spanish
Kinney, B., Art
Kishimoto, D., Dental Assisting, Dental Hygiene
Kokovena, E., French
Kolar, K.A., Library Science
Kolkey, J. M., History
Kowaney, R.,Computer Science
Kuckreja, J., Health & Kinesiology
Kutcher, S. R.., Biology
Lai, I-Shen, Mathematics
Laurin, J., Business
Lavasani, N., Art
Lawrence, D., Dental Hygiene
Lawson, B., History
Ledezma, A., Dental Assisting
Lee, A., History
Lee, J., Psychology
Lee, K. H., Biological Sciences
Legassick, T., Allied Health
Lemonds, B., Communication Studies
Leslie, L., Management
Leung, J., Administration of Justice
Levine, S., Physics
Levitt, C., Economics
Levy, S., Dental Hygiene
Lewis, R. R., Astronomy
Lim, A., ASL
Liskin, E., ESL

Long, H., English
Loring., G., English
Lu, M., Accounting
Lulejian, A., Health & Kinesiology
Lyons-Burns, S., English
Mabsout, R., Economics
Malik, A., Dental Hygiene
Markman, K., History
Marks, J. R., Psychology & Mathematics
Martin, K., Biological Sciences
Matosic, T., Business
Maybruck, I., Communication Studies
Mazzarelli, Ariel, Mathematics
McCane, D. S., Cinema
McCarthy, S., Art
McCaskill, T., Business
McClain, S., English
McDonnell, P., Mathematics
McDowell, C., Kinesiology
McDowell, P., Humanities
McIntosh, J., Accounting
McKnight, A., Fire Tek
McNamara, C., Communication Studies
McOmber, A., English
Mendez, J., Dental Assisting
Menon, S. N., Chemistry
Michel, R., Counseling
Minami, A., English
Mirfattah, M., Mathematics
Mirkhanian, K., Aviation Technology
Mizuki, A., Spanish
Monroe, R., Child Development
Montes, A., Economics
Monzon, F., Computer Science
Moore, P., Nursing
Moorty, S., Kinesiology
Morgan, A., Accounting
Morris, P. W., CAOT/Legal Secretary
Most, R., Child Development
Mulrooney, V., History
Najarian, H., Dental Assisting
Naselow, A., Chemistry
Nelson, E., Cinema
Nesia, V., Child Development
Newell, D., Paralegal
Neyman, I., Geography
Nguyen, J., Chemistry
Nguyen, J., Dental Hygiene
Nichols, S., Psychology
Noonan, L., Humanities
Oduoza, J., Nursing
Okawa, R., English
Okbamichael, M., Earth Science
Olescyski, K.,Health & Kinesiology
Oliver, P., Communication Studies
Olson, B., Multimedia
Orlando, A., Anthropology

Ortiz, J., English
Padnick, E., Dental Hygiene
Paknia, F., Chemistry
Parsa, A., Humanities & History
Paymah, E. E., Accounting
Peers, M. A., Art
Perales, C., Counseling
Perez, R., Sociology
Perez, R. E., Mathematics
Pfiffner, B., Health
Pilaro, J., English
Piller, D., Real Estate
Pinio, S. J., Management
Porras-Collantes, E., Spanish
Porter, A., Real Estate
Price, G., Child Development
Provost, J., Humanities
Pulido, V., Health & Kinesiology
Pullukalayil, B., Allied Health
Pullukalayil, N., Nursing
Puterbaugh, J., English
Raack, J., Health
Raffe, D., Dental Hygiene
Ratkovich, J., Real Estate
Redoles, M., Spanish
Rimas, B., Paralegal
Rocca, M., French
Robinson, B., Counseling
Rodriguez, A. M., ESL
Rose, M. I., Real Estate
Rostami, M., Child Development
Roston, J., Dance Studies
Salerno, M., English
Sanders, L., English
Sanders, Louisa, Dental Assisting
Sandoval, M., Dental Assisting
Sandowicz, R., English
Saperston, L., ESL
Sarantopoulos, P., Mathematics
Schneidewind, S.D., Dental Hygiene
Schweitzer, E., Biological Sciences
Schulz, V., Philosophy
Scott, S. T., Marketing
Sekiyoba, B., Economics
Sepehri, S., Physics
Sermeno, C., Dental Hygiene
Seung, J., Astronomy
Sewell, K., Communication Studies
Serulien, A., Nursing
Sharma, S., Microbiology
Shaw, C., Paralegal
Shea, M., Library Science
Shirley, P., Basic Skills Interdisciplinary
Simo, A., Mathematics
Small, P., Music
Smith, F., Communication Studies
Smith, K., Management
Snyder, J., Anthropology

Solis, S., Basic Skills Interdisciplinary
Spano, A., Music
Sprague, R., English
Stamps, B. L., Accounting
Stern, J., Education
Stillson, A., Mathematics
Susuki, D., Political Science
Sutter, I., Health
Sweeney, C., Music
Sweet-Baldwin, A., Psychology
Szklarek, D., English
Szostak, E., English
Taira, K., Computer Science
Takemae, S., Biological Sciences
Tamaki, D., ESL
Tannious, C., Allied Health & Pharmacy Tech
Tarian, T., Psychology
Tippets, T., Chemistry
Torabian, S., Health
Tracey, M., ESL

Tsiyer, I., Nursing
Tu, W. T., Mathematics
Tysziewicz, K., English
Ulrich, J., Mathematics
Valdivia, A., Accounting
Vallejo, Jaime, Mathematics
Vanderpool, J. P., Business
Vega, W., Business
Velasco, I., Dental Hygiene
Vera, S., Administration of Justice
Versace, L., English
Vishwanadha, H., English
Wainthropp, R., English
Walbridge, M., Psychology
Wallach, M., English
Walker, A., Accounting
Wang, E., Music
Wang, J.,, Mathematics
Wang, L., Computer Science
Washington T., Child Development
Webster, N., Real Estate

White, G. Psychology
Wilhoit, J., Kinesiology
Willenborg, P., English
Williams, J. B., Administration of Justice
Williams, R., Child Development
Willoughby, G., Art
Wilson-Spaulding, J., English
Winter, A., Humanities
Wu, M., Dental Hygiene
Xu, Lan, Mathematics
Ybarra, L. F., Accounting
Yilan, L., Economics
Yoffe, A., Chemistry
Young, F., Real Estate
Yuen, Y., Computer Science
Zaragoza, J., Spanish
Zexter, D., Paralegal
Ziv, N., Biological Sciences

Administration and Faculty

Emeriti Faculty

Ambers, Bruce
(1979-2006)
Professor, Physical Education,
Athletics & Mathematics

Anders, Bruce
(1980-2006)
Professor, English

Babcock, James
(1981-1996)
Professor, Physical Education,
Athletics & Mathematics

Banday, Patricia
Counselor
Student Success & Support

Bates, Frank J.
(1969-1979)
Associate Professor, Business
Administration; Construction
Technician; Dean

Barnard, Christopher
(1976-2002)
Professor, Travel

Chow, Judy
(1990-2017)
Professor, Library Science

Crippens, Eloise
(1973-2010)
Articulation Officer/Professor,
Counseling

Culton, Josefina
Professor, Spanish

DuBois, May L.
Professor, Humanities & Music

Eisman, Shirley B.
(1974-1992)
Professor, Art

Evans, Elizabeth
Professor, Child Development

Feinerman, Sheldon "Scott"
Professor, Hospitality

Feingold, Carl
(1971-1983)
Professor, Business

Feldman, Paul
(1971-1987)
Professor, Counseling Services

Fels, Eugene N.
(1969-1981)
Professor, Biology; Coordinator,
Instruction

Field, Norman
(1971-1983)
Professor, Psychology-Special
Reading

Fieman, Marvin
(1982-1984)
Professor, History

Fisher, Albert
(1974-1989)
Professor, Cooperative Education

Frederic, Andrea M.
Professor, Counseling

Foster, Adrienne
President, Academic Senate

Froloff, Catherine
(1969-2008)
Professor, Library Science

Goldberg, Bernard
Professor, English

Gorenbein, Alvin
(1979-1987)
Professor, Aviation Maintenance
Technology

Grounds, Donald G.
(1972-1983)
Professor, Aircraft Electronics
Technology

Harris, Arthur
(1976-2000)
Professor, Health & Physical
Education, Athletics

Heckman, Richard
(1973-2002)
Professor, History

Hicks, Robert L.
(1970-1982)
Professor, Aviation Maintenance
Technology

Hollaway, Charles
(1970-1999)
Professor, Health & Physical
Education, Athletics

Horowitz, Jack
(1972-1992)
Professor, Psychology

Isaksen, Leonard
(1969-2004)
Professor, Biology

Israel, Frances
Associate Professor, Learning
Specialist

Jackson, Gladys
(1973-1994)
Professor, Music

Jordan, John
(1976-2009)
Professor, Speech Communications

King, Thomas
(1981-1983)
Professor, Aviation
Maintenance Technology

Korach, Simon M.
(1969-1979)
Professor, Physical Education
Coordinator, Student Activities

Korst, William L.
(1970-1993)
Professor, Chemistry

Lee, Jeffrey W.
Professor, Psychology

Lee, John M.
(1979-1981)
Instructor, Physical Education
Assistant Dean, Admissions

Lemborn, Ulla
(1972 - 2006)
Professor, Dental Hygiene

Leonard, Frances T.
Chairperson, Language Arts Division
Professor, English

Mancusi, Katherine F.
(1969-1983)
Professor, Counseling Services

Marks, James
(1969-1995)
Professor, Psychology

Matsuhara, Colleen
Associate Professor, Kinesiology

McMaster, Mary-Jane
(1973-2011)
Mathematics

McFadden, Jean K.
(1969-1983)
Professor, Business

Metzger, Carol K.
(1970-1977)
Professor, English

Mulrooney, Virginia
(1988-1999)
Professor, History

Nee, Martin
Professor, Aviation Maintenance
Technology

Nilsen, Lena K.
(1969-1989)
Professor, Music

Oester, John
(2006-2011)
Vice President, Administrative
Services

Patterson, Rodney
(1980-2010)
Professor, Political Science

Pena, Ben
(1975-2002)
Professor, Spanish

Peterman, Anthony J.
(1970-1975)
Professor, Speech Communications

Peters, Jeannine
(1974-1995)
Professor, Humanities &
Counseling

Piedrahita-Rook, Carmen
(1981-1990)
Associate Professor, Spanish

Pracher, Mark
Vice President, Workforce Education

Price, Adeline S.
(1969-1983)
Professor, Business

Prince, Gray
(1979-1995)
Professor, Philosophy

Raack, James
(1972-2003)
Professor, Health

Ramos, Carlos
Professor, Art

Ruebensaal, Jack
Professor, Political Science

Rutherford, Ray
(1969-1984)
Professor, Chemistry

Sander, Nancy
Professor, ESL

Saraffian, Edward
(1969-1995)
Professor, Mathematics

Scott, Consuela
(1971-1990)
Professor, Library Services

Siever, Patricia
Professor, History

Sprague, Robert
Vice President, Academic Affairs
Professor, English

Starret, Esther R.
(1969-1975)
Professor, French

Sternberg, Roy D.
(1970-1983)
Professor, Accounting

Sumetz, Aaron
(1969-1984)
Associate Professor, History

Sutton, George
(1978-1983)
Professor, Aeronautics

Taylor, Alice
Professor, Art

Terebinski, Nina
(1984-1992)
Professor, Anthropology

Thomas, Lloyd
(1975-2010)
Professor, English

Tillberg, Rebecca
(2008 – 2017)
Dean, Institutional Effectiveness

Titus, Clyde
Emeritus, Computer Science

Vella, Frances G.
(1969-1988)
Professor, Library Services

Vidal, Adele T.
(1969-1974)
Professor, Spanish

Virgin, Richard
(1970-1995)
Professor, Aviation

Wallace, Richard
(1993-1995)
Professor, Counseling

Walton, Kathy
Dean, Academic Affairs

Weinstein, Rafael E.
(1972-2000)
Professor, English

Williams, Robert N.
(1977-1986)
Professor, Music & Humanities
Dean, Academic Affairs

Administration and Faculty

Wilson, Kenneth
(1970-1978)
Instructor, Art

Winer, Etta Skyle
(1970-1986)
Professor, History

Witt, George S.
(1969-1975)
Professor, Dean, Student
Personnel Services

Wolf, Martin
(1970-1996)
Professor, Aviation

Glossary

Academic Probation
After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal
Removal from a student's academic record (for the purpose of computing the grade point average) previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

Add Code
A code issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Code is processed by Admissions & Records before the published deadline.

Administration
Officials of the college who direct and supervise the activities of the institution.

Admissions and Records
The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

ADT (See Associate Degree for Transfer)

Application for Admission
A form upon which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and processed.

Assessment
The process the college uses to evaluate student skills in areas such as reading, writing, mathematics and English-as-a-Second Language.

A.S.O.
The Associated Students Organization, which conducts activities on behalf of students. All enrolled students are eligible to join.

Associate Degree (A.A. or A.S.)
A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Associate Degree for Transfer (ADT)
California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

Audit
A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

Bachelor's Degree (B.A., B.S., A.B.)
A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career Certificate Program
A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Student can request a Certificate of Achievement or Skill Award. Units will vary.

Career Program
A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Certification
Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

Class Number
A five-digit class identification number which appears in the schedule of classes before the time of day (or evening) the class meets.

College Catalog
A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College
A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment
A student may enroll in two mutually dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

Continuing Student
A student registering for classes who attended the College during one of the previous two semesters. A student registering for the fall semester is a continuing student if he or she attended the college during the previous spring or fall semesters; attendance during the summer and/or winter sessions are not included in this determination.

Glossary

Cooperative Education
An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite
A course required to be taken in conjunction with another course.

Counseling
Guidance provided by professionals in collegiate, vocational, social, and personal matters.

Course
A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: "Accounting 1."

Course Title
A phrase descriptive of the course content. The course title of Accounting 1 is "Introductory Accounting 1."

Credit-by-Examination Course
Unit credit granted for demonstrated proficiency through testing.

CSU Certification
General Education Requirements (Transfer). See Certification

Disabled Students
Students who have special needs due to physical, learning or communicating impairments.

Dismissal
A student on academic or progress probation for three semesters may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year, and must petition for readmittance at the end of that period.

Drop
A student's official withdrawal from a class.

Educational Program
A planned sequence of credit courses leading to a defined educational objective such as an Associate Degree or a Certificate.

Electives
Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

Enrollment
That part of the registration process during which students select classes by section number to reserve a space and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-Time Student
A student may be verified as a full-time student if he or she is enrolled and active in 12 or more units during the spring or fall, or up to 7 units during winter or summer semesters.

General Education Requirements
(Lower Division Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Point Average (GPA)
A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of units attempted.

Grade Points
The numerical value of a college letter grade whereby: A = 4, B = 3, C= 2, D = 1, and F = 0.

Grade Points Earned
Grade points times the number of units for a class.

Graduate
A student Certified as having satisfied academic requirements.

IGETC
Intersegmental General Education Transfer Curriculum A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need, after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upper division general education requirements.

INC
Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester, or the "INC" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

IP
In Progress. An "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division
Courses at the freshman and sophomore levels of college.

Major
A planned series of courses and activities selected by a student for special emphasis which is designed to teach certain skills and knowledge.

Matriculation
A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

Minor
The subject field of study which a student chooses for secondary emphasis.

Module
A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

NDA
Non-degree applicable credit courses that do not apply toward a degree and are not transferable.

No Pass (NP)
A grade that a student receives in place of a letter grade, and is equivalent to a D or below.

Non-Penalty Drop Period
The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term, summer and winter session courses.

Parent Course
A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Pass/No Pass
A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. "P" is assigned for class work equivalent to a grade of C or above.

Permit to Register
A form listing an appointment day and time during which a student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Prerequisite
A requirement that must be satisfied before enrolling in a particular course - usually a previous course, or achievement of a certain test score level.

Progress Probation
A student who has enrolled in 12 or more units and has received a W, NP, or INC (Incomplete) in 50 percent or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a W, NP, or INC has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

RD
Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration
The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

Returning Student
A student who was previously enrolled, but who did not attend the College during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination. A student registering for the fall semester is a returning student only if he or she did not attend the college during the spring semester. Attendance during the summer session is not included in this determination.

Satisfactory Progress (SP)
A grade signifying the successful completion of a noncredit course for the purpose of satisfying the requirements of a noncredit certificate of competency or completion.

Schedule of Classes
The booklet used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

Section Transfer
A form issued by an instructor upon presentation of a valid ID Card which permits the student to transfer from another section of the same class if the instructor determines so. The section transfer is official only if the Section Transfer Permit is processed by the Admissions & Records Office.

SEP
An individualized "Student Educational Plan" developed by a counselor in conjunction with the student.

Semester
One-half of the academic year-usually 15 weeks of instruction, plus one week of final exams in fall or spring.

Skills Certificate
Completion of up to 17 units that meets a program's requirements. Skill Certificates are not transcripted.

Glossary

Subject
A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency
Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transcript
A student's permanent record, and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer
Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Course
A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

Transferable Units
College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Units
The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in a laboratory or on other exercises not requiring outside preparation.

Units Attempted
Total number of units in all courses for which a student received a grade of A, B, C, P, D, or F.

Units Completed
Total number of units in all courses for which a student received a grade of A, B, C, P, or D.

Units Enrolled
Total number of units in which the student is enrolled at the end of the non-penalty drop period. The total number of units for all courses appearing on the student's transcript.

Upper Division Courses
Courses at the junior and senior levels of college. Part of Pilot Project, upper division courses are offered only in the dental hygiene discipline.

W
An administrative symbol assigned to a student's permanent record for all classes which a student has dropped, or has been excluded from by the instructor, after the end of the non-penalty drop date, but before the last day to drop.

Withdrawal
The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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