**HEALTH SCIENCE**

**HEALTH SCIENCES DIVISION**

(Also see any of the following health industry programs)

- ADDICTION STUDIES
- ALLIED HEALTH
- AUTISM SERVICES TECHNICIAN
- CERTIFIED NURSE ASSISTANT
- DENTAL ASSISTING
- DENTAL HYGIENE (BS)
- EMERGENCY MEDICAL TECHNICIAN
- MEDICAL ASSISTING
- PARAMEDICINE
- PHARMACY TECHNICIAN
- PUBLIC HEALTH

**HEALTH SCIENCE (AS-T)**

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…

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**Note:** in addition to the following degree requirements, two semesters of a foreign language are recommended.*

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 011</td>
<td>Economics Globalization</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 204</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHILOS 033</td>
<td>Comparative Study of World Religions</td>
<td>3</td>
</tr>
<tr>
<td>POLI SCI 007</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POLISCI 060</td>
<td>Intro to Globalization</td>
<td>3</td>
</tr>
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</table>

### Elective units (chosen from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 141</td>
<td>Introduction of African Art</td>
</tr>
<tr>
<td>ASIAN 003</td>
<td>People and Cultures of Asia</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Cultural Elements of Geography</td>
</tr>
<tr>
<td>HISTORY 027</td>
<td>History of Africa</td>
</tr>
<tr>
<td>HISTORY 087</td>
<td>Intro to World Civilization II</td>
</tr>
<tr>
<td>POLI SCI 014</td>
<td>Politics of the Middle East</td>
</tr>
<tr>
<td>POLI SCI 002</td>
<td>Comparative Politics</td>
</tr>
<tr>
<td>POLISCI 017</td>
<td>Gov’t Politics of Latin America</td>
</tr>
<tr>
<td>SPANISH 010</td>
<td>Latin American Civilization</td>
</tr>
</tbody>
</table>

### Additional LACCD GE plan units

(21 units, minus 6 major units that may be double-counted as GE)

### Degree-applicable elective units

TOTAL 60

*Recommended foreign language courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<tbody>
<tr>
<td>ARABIC 001</td>
<td>Elementary Arabic I</td>
</tr>
<tr>
<td>ARABIC 002</td>
<td>Elementary Arabic II</td>
</tr>
<tr>
<td>FRENCH 001</td>
<td>Elementary French I</td>
</tr>
<tr>
<td>FRENCH 002</td>
<td>Elementary French II</td>
</tr>
<tr>
<td>JAPAN 001</td>
<td>Elementary Japanese I</td>
</tr>
<tr>
<td>JAPAN 002</td>
<td>Elementary Japanese II</td>
</tr>
<tr>
<td>SPANISH 001</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPANISH 002</td>
<td>Elementary Spanish II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA-T</td>
<td>Associate in Art Degree for Transfer</td>
</tr>
<tr>
<td>AS-T</td>
<td>Associate in Science Degree for Transfer</td>
</tr>
<tr>
<td>AA</td>
<td>Associate of Arts degree</td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science degree</td>
</tr>
<tr>
<td>CA</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>CN</td>
<td>Certificate of Completion (noncredit)</td>
</tr>
<tr>
<td>CY</td>
<td>Certificate of Competency (noncredit)</td>
</tr>
<tr>
<td>SC</td>
<td>Skills Certificate (non-transcripted)</td>
</tr>
</tbody>
</table>
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

- 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 001</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOLOGY 003</td>
<td>Introduction to Biology</td>
<td>4</td>
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<tr>
<td>BIOLOGY 003A</td>
<td>Introduction to Biology</td>
<td>3</td>
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<tr>
<td>BIOLOGY 003B</td>
<td>Introduction to Biology Lab</td>
<td>1</td>
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<td>CHEM 060</td>
<td>Introduction to General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 051</td>
<td>Fundamentals of Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MICRO 020</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PHYSIOL 001</td>
<td>Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>FAM &amp;CS 021</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHRO 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 125</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 041</td>
<td>Life Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**AUTISM SERVICES TECHNICIAN II (CA)**

**MAJOR CODE:** 1260

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

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

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

**Required courses** ..................................................... 19

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALD HTH 025</td>
<td>Qualified Autism Services Paraprofessional – Didactic &amp; Practicum</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 001</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ALD HTH 026</td>
<td>Advanced Autism Services</td>
<td>3</td>
</tr>
<tr>
<td>ALD HTH 027</td>
<td>Advanced Autism Services</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 044</td>
<td>Early Intervention for Children with Special Needs</td>
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</tr>
<tr>
<td>CH DEV 045</td>
<td>Early Intervention for Children with Special Needs II</td>
<td>3</td>
</tr>
</tbody>
</table>
EMERGENCY MEDICAL TECHNICIAN (CA)
MAJOR CODE: 1250.00

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

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

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

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
ALD HTH 52 Emergency Medical Technician ............... 9

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/.

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.
**DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS**

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

- 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 011</td>
<td>Political and Social History of the U.S. I 3</td>
</tr>
<tr>
<td>HISTORY 012</td>
<td>Political and Social History of the U.S. II 3</td>
</tr>
</tbody>
</table>

**Elective units, list A (chosen from the following)**

- HISTORY 001 Introduction to Western Civilization I ........ 3
- HISTORY 086 Introduction to World Civilization I ........ 3

**Elective units, list B (one course chosen from each area)**

- **Area 1**
  - 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
  - HISTORY 087 Introduction to Western Civilization ........ 3

- **Area 2**
  - PSYCH 001 General Psychology ........ 3
  - SOC 001 Introduction to Sociology ........ 3

**Additional CSU GE or IGETC units**

(37-39 units, minus 12-15 major units that may be double-counted as GE)

**CSU-transferable elective units**

15-20

**TOTAL**

60

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 011</td>
<td>Introduction to Western Civilization I 3</td>
</tr>
</tbody>
</table>

**Elective units (chosen from the following)**

- HISTORY 086 Introduction to World Civilization ........ 3
- HISTORY 002 Introduction to Western Civilization II ........ 3
- HISTORY 087 Introduction to World Civilization II ........ 3
- HISTORY 011 Political & Social History of the U.S. I ........ 3
- HISTORY 041 African American in the History of U.S. I ........ 3
- HISTORY 012 Political & Social History of the U.S. II ........ 3
- HISTORY 42 African American in the History of U.S. II ........ 3

**Additional LACCD GE plan units**

(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

Updated 12/11/2020

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:

- Students will have the basic skills to manage hospitality tasks found in conferences, conventions, and other hospitality events.
- Students will have the skills to manage restaurants, hotels and motels, and convention centers.
- Students will have the skills to identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
- Students will develop an awareness of various cultural customs and practices for implementation in their service to clients.

Required courses .......................................................... 30

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 001</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 100</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 135</td>
<td>Meeting, Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 302</td>
<td>Introduction to Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 303</td>
<td>Hotel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 310</td>
<td>Hospitality Sales</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HOSPITALITY EVENT & CONVENTION PLANNING (CA)

MAJOR CODE: 1307.08

Updated 12/11/2020

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 ..................................................... 45

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 001</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 100</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 135</td>
<td>Meeting, Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 302</td>
<td>Introduction to Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 320</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
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HOSPITALITY (CA)

MAJOR CODE: 1307.05

Updated 12/11/2020

Gainful Employment
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**Required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BUS 001</td>
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<tr>
<td>HOSPT 100</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 135</td>
<td>Meeting, Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 302</td>
<td>Introduction to Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 303</td>
<td>Hotel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 310</td>
<td>Hospitality Sales</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 311</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 021</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 320</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>HOSPT 325</td>
<td>Guest Relations Management</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 330</td>
<td>Managing Technology &amp; E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 032</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Organization &amp; Management Theory</td>
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</tbody>
</table>

**HOSPITALITY 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 001</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 100</td>
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<td>Introduction to Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 310</td>
<td>Hospitality Sales</td>
<td>3</td>
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<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 311</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 021</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 325</td>
<td>Guest Relations Management</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 021</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**HOSPITALITY 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSPT 100</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 302</td>
<td>Introduction to Hotel/Motel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 303</td>
<td>Hotel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 325</td>
<td>Guest Relations Management</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 330</td>
<td>Managing Technology and E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>HOSPT 310</td>
<td>Hospitality Sales</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>Introduction of African Art</td>
<td>3</td>
</tr>
<tr>
<td>ECON 002</td>
<td>Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Cultural Elements of Geography</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 027</td>
<td>History of Africa</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 087</td>
<td>Intro to World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 002</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 007</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 060</td>
<td>Intro to Globalization</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 they 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 regions 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.
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. | Visit the Transfer Center for additional information about transferring.

- 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 perspectives on globalization issues and their impact on economic decision makers.

Required courses .............................................. 27

ANTHRO 102 Cultural Anthropology .................. 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 regions 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
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:
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 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 regions 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHRO 102</td>
<td>3</td>
</tr>
<tr>
<td>ANTHRO 134</td>
<td>3</td>
</tr>
<tr>
<td>ART 141</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 87</td>
<td>3</td>
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<tr>
<td>POLI SCI 2</td>
<td>3</td>
</tr>
<tr>
<td>POLI SCI 7</td>
<td>3</td>
</tr>
<tr>
<td>POLISCI 60</td>
<td>3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARABIC 1</td>
<td>5</td>
</tr>
<tr>
<td>ARABIC 2</td>
<td>5</td>
</tr>
</tbody>
</table>

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.

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.

Required courses: 11 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 001</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>KIN MAJ 100</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>PHYSIOL 001</td>
<td>Introduction to Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective units: (chosen from any three of the following sets) 3 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>KIN 303-1</td>
<td>Aqua Aerobics I</td>
<td>1</td>
</tr>
<tr>
<td>KIN 303-2</td>
<td>Aqua Aerobics II</td>
<td>1</td>
</tr>
<tr>
<td>KIN 303-3</td>
<td>Aqua Aerobics III</td>
<td>1</td>
</tr>
<tr>
<td>KIN 303-4</td>
<td>Aqua Aerobics IV</td>
<td>1</td>
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</table>

Dance:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DANCETQ 111</td>
<td>Ballet Techniques I</td>
<td>1</td>
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<tr>
<td>DANCETQ 121</td>
<td>Jazz Dance Techniques I</td>
<td>1</td>
</tr>
<tr>
<td>DANCETQ 141</td>
<td>Modern Dance Techniques I</td>
<td>1</td>
</tr>
<tr>
<td>DANCETQ 151</td>
<td>Dance for Film and Stage I</td>
<td>1</td>
</tr>
<tr>
<td>DANCETQ 171</td>
<td>Hip-Hop Techniques I</td>
<td>1</td>
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</table>

Fitness:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 229</td>
<td>Body Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>KIN 251</td>
<td>Yoga Skills</td>
<td>1</td>
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<tr>
<td>KIN 334-1</td>
<td>Walking for Fitness I</td>
<td>1</td>
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<tr>
<td>KIN 345</td>
<td>Body Dynamics Activity</td>
<td>1</td>
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<tr>
<td>KIN 350-1</td>
<td>Weight Training I</td>
<td>1</td>
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</table>

Individual Sports:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>KIN 251</td>
<td>Yoga Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 251-1</td>
<td>Yoga Skills I</td>
<td>1</td>
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</table>

Team Sports:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 272</td>
<td>Track and Field Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 286</td>
<td>Baseball Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 287</td>
<td>Basketball Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 288</td>
<td>Flag/Touch Football Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 291</td>
<td>Volleyball Skills</td>
<td>1</td>
</tr>
<tr>
<td>KIN 386</td>
<td>Baseball Skills Activity</td>
<td>1</td>
</tr>
<tr>
<td>KIN 387</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>KIN 389</td>
<td>Soccer</td>
<td>1</td>
</tr>
<tr>
<td>KIN 391</td>
<td>Volleyball</td>
<td>1</td>
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</table>

List A: Select Two Courses: 6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
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<tr>
<td>BIOLOGY 3A &amp; 3B</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOLOGY 3</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 51</td>
<td>Fundamental Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 60</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 006</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>HEALTH 012</td>
<td>Safety Education and First Aid</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional LACCD GE plan units: 18 units

(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units: 12 units

TOTAL: 60 units

KINESIOLOGY (AA)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 001</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>HEALTH 012</td>
<td>Safety Education &amp; First Aid</td>
<td>3</td>
</tr>
<tr>
<td>KIN MAJ 100</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>KIN MAJ 126</td>
<td>Fundamentals of Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>PHYSIOL 001</td>
<td>Introduction to Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Elective units (chosen from any three of the following sets)

- **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
  - 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

### Individual Sports:

- KIN 350-2 Weight Training II ................................. 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

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**LAW, PUBLIC POLICY AND SOCIETY**

**LAW, PUBLIC POLICY AND SOCIETY (AA-T)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA-T</td>
<td>Associate in Art Degree for Transfer</td>
<td></td>
</tr>
<tr>
<td>AS-T</td>
<td>Associate in Science Degree for Transfer</td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>Associate of Arts degree</td>
<td></td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science degree</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>Certificate of Achievement</td>
<td></td>
</tr>
<tr>
<td>CN</td>
<td>Certificate of Completion (noncredit)</td>
<td></td>
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<tr>
<td>CY</td>
<td>Certificate of Competency (noncredit)</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td>Skills Certificate (non-transcripted)</td>
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</tbody>
</table>

The Associate in Arts in Law, Public Policy and Society for Transfer Degree (AA-T) is designed to provide a solid, multidisciplinary 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

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WEST LOS ANGELES COLLEGE | 2020 - 2022 CATALOG 141
Required Courses .................................................. 24

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
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<tr>
<td>ADM JUS 001</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PHILOS 020</td>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>COMM 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 104</td>
<td>Argumentation and Debate</td>
<td>3</td>
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<tr>
<td></td>
<td>OR</td>
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</tr>
<tr>
<td>COMM 151</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 101</td>
<td>College Reading and Composition I</td>
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</tr>
<tr>
<td>COMM 104</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 103</td>
<td>Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHILOS 008</td>
<td>Deductive Logic</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>HIST 011</td>
<td>Political &amp; Social History of the United States I</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective units

(Select two courses from two of the areas listed below. Note: courses must not have been used above.)

<table>
<thead>
<tr>
<th>Area 1:</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM JUS 002</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 003</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 067</td>
<td>Community Relations I</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 075</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 008</td>
<td>Juvenile Procedures</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area 2:</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 005</td>
<td>Business Law I</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area 3:</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECON 001</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 002</td>
<td>Principles of Economics II</td>
<td>3</td>
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<table>
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<th>Area 4:</th>
<th>Course</th>
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<tbody>
<tr>
<td>POL SCI 002</td>
<td>Modern World Governments</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 007</td>
<td>Contemporary World Affairs</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area 5:</th>
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<tbody>
<tr>
<td>POL SCI 060</td>
<td>Introduction to Globalization</td>
<td>3</td>
</tr>
<tr>
<td>SOC 002</td>
<td>American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>ALD HTH 102</td>
<td>Health and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>ALD HTH 103</td>
<td>Introduction to Public Health</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area 6:</th>
<th>Course</th>
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<tbody>
<tr>
<td>ANTHRO 102</td>
<td>Human Ways of Life: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 122</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Race and Ethnic Relations</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Area 7:</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COUNS 040</td>
<td>College Success Seminar</td>
<td>3</td>
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</table>
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
throughout 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
- 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
courage 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 .................................. 24-36

TOTAL .......................................................................... 60

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.

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 003, 003A & 003B
- CH DEV 001
- CHEM 051, 060, 101
- CIS 101
- 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
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AA-T</td>
<td>Associate in Art Degree for Transfer</td>
</tr>
<tr>
<td>AS-T</td>
<td>Associate in Science Degree for Transfer</td>
</tr>
<tr>
<td>AA</td>
<td>Associate of Arts degree</td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science degree</td>
</tr>
<tr>
<td>CA</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>CN</td>
<td>Certificate of Completion (noncredit)</td>
</tr>
<tr>
<td>CY</td>
<td>Certificate of Competency (noncredit)</td>
</tr>
<tr>
<td>SC</td>
<td>Skills Certificate (non-transcripted)</td>
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</tbody>
</table>

**Management - Small Business & Entrepreneurship**

**Business Division**

(Also see Business, Business Administration)

**Management - Small Business (AA)**

**Major Code:** 0506.40

<table>
<thead>
<tr>
<th>Elective units, list A (chosen from the following with no more than 6 units in any single discipline)</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 001</td>
<td></td>
</tr>
<tr>
<td>ANTHRO 101, 111L</td>
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</tr>
<tr>
<td>ASTRON 001, 005L</td>
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</tr>
<tr>
<td>BIOLOGY 003, 003A &amp; 003B, 006, 007, 010</td>
<td></td>
</tr>
<tr>
<td>BIOTECH 001, 0002, 003</td>
<td></td>
</tr>
<tr>
<td>CHEM 051, 056, 060, 101</td>
<td></td>
</tr>
<tr>
<td>CS 101, 116, 118, 119, 213</td>
<td></td>
</tr>
<tr>
<td>EARTH 001, 002L</td>
<td></td>
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<tr>
<td>EGD TEK 101</td>
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</tr>
<tr>
<td>ENG GEN 122, 131, 150</td>
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<tr>
<td>ENV SCI 001, 002, 024</td>
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<tr>
<td>GEOG 001, 015L</td>
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<tr>
<td>GEOLOGY 001, 006L</td>
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<tr>
<td>MICRO 020</td>
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<tr>
<td>OCEANO 001, 010L</td>
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</tr>
<tr>
<td>PHYSICS 006, 007, 012, 037</td>
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<tr>
<td>PHYSIOL 001</td>
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<table>
<thead>
<tr>
<th>Elective units, list B (chosen from the following with no more than 6 units in any single discipline)</th>
<th>6</th>
</tr>
</thead>
</table>

**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

**Program Learning Outcomes:**

- Students will have the skills and knowledge required to identify business opportunities.
- Students will be able to plan, implement, and conceptualize a small business.
- Students will develop the ability to understand the business environment of successful entrepreneurial ventures.
- Students will be able to develop and implement business strategies and they will also be able to identify the ethical and social implications of these strategies.

**Required courses** ..................................................................32

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001</td>
<td>Introductory Accounting 1</td>
<td>5</td>
</tr>
<tr>
<td>BUS 001</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 031</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 038</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 021</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 001</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 002</td>
<td>Organization &amp; Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
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</table>

**Elective units (chosen from the following)**..............................3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 32</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101*</td>
<td>Introduction to Computers (formerly Co Sci 901) and Their Uses</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 6</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**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

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
CIS 101* Introduction to Computers
(formerly Co Sci 901) 
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:

• Students will understand marketing as a professional discipline, as a component of management, and understand it in its contemporary setting and its social responsibility.
• Students will understand various marketing methods as they apply to business strategy.
• Students will understand various marketing methods as they apply to consumer purchasing decisions.

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
The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the 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 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 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.
- 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 261</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
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<tr>
<td>MATH 262</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 263</td>
<td>Calculus with Analytic Geometry III</td>
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**Elective units, list A (chosen from the following) .......... 3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 270</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Ordinary Differential Equation</td>
<td>3</td>
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</table>

**Elective units, list B (chosen from the following) .......... 3-5**

Any course from list A not already used

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 037</td>
<td>Physics for Engineers &amp; Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 038</td>
<td>Physics for Engineers &amp; Scientists II</td>
<td>5</td>
</tr>
</tbody>
</table>
### 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 coursework are able to obtain certification from the California Certifying Board of Medical Assistants.

See division website for more details at [http://www.wiac.edu/allied-health/medical-assistant.aspx](http://www.wiac.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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ALD HTH 033</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ALD HTH 057</td>
<td>Intro Computers in Health Occupations</td>
<td>1</td>
</tr>
<tr>
<td>HLTHOCC 051</td>
<td>Medical Office Microcomputer Mgmt App</td>
<td></td>
</tr>
<tr>
<td>HLTHOCC 052</td>
<td>Medical Office Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>HLTHOCC 053</td>
<td>Medical Office Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>HLTHOCC 054</td>
<td>Human Disease</td>
<td>4</td>
</tr>
<tr>
<td>HLTHOCC 055</td>
<td>Clinical Assisting Techniques I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Degree-applicable elective units**

23-24 units

**TOTAL**

60 units
### 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](http://wlac.edu/Gainful-Employment/index.aspx).

Required courses ............................................. 38.5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALD HTH 033</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTHOCC 051</td>
<td>Medical Office Microcomputer Mgmt App 1</td>
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### 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](http://wlac.edu/Gainful-Employment/index.aspx).

Required courses ............................................. 31.5

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<tr>
<td>ALD HTH 057</td>
<td>Intro Computers in Health Occupations</td>
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<td>Medical Office Procedures II</td>
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<td>Medical Insurance</td>
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NUTRITION & DIETETICS

BEHAVIORAL SCIENCE DIVISION

NUTRITION AND DIETETICS (AS-T)

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 the 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.
   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
ANTHO 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 ensure 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 66450.
- 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.

**Required courses** .................................................................29

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PALEGAL 041</td>
<td>Contract Law for Paralegals</td>
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<td>CAOT 093</td>
<td>Legal Document Production</td>
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<tr>
<td>ENGLISH 101</td>
<td>College Reading and Composition I</td>
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<tr>
<td>PALEGAL 004</td>
<td>Legal Internship</td>
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<tr>
<td>PALEGAL 010</td>
<td>Intro to Law and Legal Profession</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 011</td>
<td>Introduction to Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 014</td>
<td>Law Office Management and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 017</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 044</td>
<td>Business Organization for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 051</td>
<td>Legal Research for Paralegals</td>
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**Elective units (chosen from the following)** ...............12

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<td>Wills, Trusts, and Probate Administration</td>
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<td>PALEGAL 016</td>
<td>Civil and Criminal Evidence</td>
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<tr>
<td>PALEGAL 018</td>
<td>Family Law</td>
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<tr>
<td>PALEGAL 019</td>
<td>Property and Creditor Rights</td>
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</tr>
<tr>
<td>PALEGAL 020</td>
<td>Probate Procedures</td>
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<td>PALEGAL 033</td>
<td>Entertainment Law</td>
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<td>PALEGAL 035</td>
<td>Immigration Law</td>
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<tr>
<td>PALEGAL 042</td>
<td>Workers’ Compensation for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 043</td>
<td>Electronic Discovery for Paralegals</td>
<td>3</td>
</tr>
<tr>
<td>PALEGAL 045</td>
<td>Litigation Document Preparation</td>
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**Additional LACCD GE plan units** .................................18
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. | Visit the Transfer Center for additional information about transferring.

(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
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 Administration3
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
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 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.
- 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.
page corrected 9/22/2020

Required courses

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 ....................5
PHRMCTK 34 Community Pharmacy Externship ..........2
PHRMCTK 35 Inpatient Pharmacy Services ..............2
PHRMCTK 36 Inpatient Pharmacy Services Externship ....2
PHRMCTK 37 Sterile Products ...........................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 ..................3
AND
BIOLOGY 003B Intro to Biology Laboratory ...............1
CHEM 051 Fundamentals of Chemistry I ................5

TOTAL .................................................. 42

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 ....................5
PHRMCTK 34 Community Pharmacy Externship .......2.5
ALD HTH 056 ...........................................1
ALD HTH 057 ...........................................1

TOTAL .................................................. 47.19

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

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 ....................5
PHRMCTK 34 Community Pharmacy Externship .......... 2.5
PHRMCTK 35 Inpatient Pharmacy Services ................... 2
PHRMCTK 36 Inpatient Pharmacy Services Externship ... 2.5
PHRMCTK 37 Sterile Products ............................................. 5
ALD HTH 056 .......................................................... 1
ALD HTH 057 .......................................................... 1

PHILOSOPHY

LANGUAGE ARTS DIVISION

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...

- 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
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
### 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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>PHILOS 008</td>
<td>Deductive Logic</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>PHILOS 009</td>
<td>Symbolic Logic</td>
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<tr>
<td>PHILOS 020</td>
<td>Ethics</td>
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#### Elective units (chosen from the following)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ANTRO 101</td>
<td>Human Ways of Life:</td>
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<td></td>
<td>Cultural Anthropology</td>
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<tr>
<td>ECON 001</td>
<td>Principles of Economics I</td>
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<tr>
<td>ENGLISH 203</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 204</td>
<td>World Literature II</td>
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</tr>
<tr>
<td>HISTORY 001</td>
<td>Introduction to Western</td>
<td>3</td>
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<tr>
<td></td>
<td>Civilization I</td>
<td></td>
</tr>
<tr>
<td>HISTORY 002</td>
<td>Introduction to Western</td>
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<tr>
<td></td>
<td>Civilization II</td>
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</tr>
</tbody>
</table>

**Additional LACCD GE plan units**

(21 units, minus 3 major units that may be double-counted as GE)

**Degree-applicable elective units**

24

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### 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.

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...

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**TOTAL**

60

**SCIENCE DIVISION**
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

- 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

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<tr>
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<tr>
<td>PHYSICS 038</td>
<td>Physics for Engineers and Scientists II</td>
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<td>PHYSICS 039</td>
<td>Physics for Engineers and Scientists III</td>
<td>.5</td>
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<tr>
<td>MATH 261</td>
<td>Calculus I</td>
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<td>MATH 262</td>
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<tr>
<td>MATH 263</td>
<td>Calculus III</td>
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</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
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<td>CHEM 102</td>
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<td>MATH 261</td>
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<td>MATH 263</td>
<td>Calculus III</td>
<td>.5</td>
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<tr>
<td>PHYSICS 037</td>
<td>Physics for Engineers/Scientists I</td>
<td>.5</td>
</tr>
<tr>
<td>PHYSICS 038</td>
<td>Physics for Engineers/Scientists II</td>
<td>.5</td>
</tr>
<tr>
<td>PHYSICS 039</td>
<td>Physics for Engineers/Scientists III</td>
<td>.5</td>
</tr>
</tbody>
</table>

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 DIVISION

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 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.
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<tr>
<th>Major Code</th>
<th>Description</th>
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<tr>
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<td>Associate in Art Degree for Transfer</td>
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<tr>
<td>AS-T</td>
<td>Associate in Science Degree for Transfer</td>
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<td>AA</td>
<td>Associate of Arts degree</td>
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<tr>
<td>AS</td>
<td>Associate of Science degree</td>
</tr>
<tr>
<td>CA</td>
<td>Certificate of Achievement</td>
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<tr>
<td>CN</td>
<td>Certificate of Completion (noncredit)</td>
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<tr>
<td>CY</td>
<td>Certificate of Competency (noncredit)</td>
</tr>
<tr>
<td>SC</td>
<td>Skills Certificate (non-transcripted)</td>
</tr>
</tbody>
</table>

**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:**

- 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

**Additional CSU 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...

- 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:**

- HISTORY 011 Political & Social History of the U.S. I .... 3
- HISTORY 012 Political & Social History of the U.S. II .... 3
- HISTORY 041 The African American in the History of the U.S. I ............................................ 3
- HISTORY 042 The African American in the History of the U.S. II ........................................... 3
- 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 & Politics 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
PSYCHOLOGY

SOCIAL SCIENCES DIVISION

PSYCHOLOGY (AA-T)
MAJOR CODE: 2001.00

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.

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 ................................. 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: 2201.00

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:
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

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.

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
PHYSIO1 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.

NOTE: Students should verify broker’s license requirements with the California State Department of Real Estate.

Program Learning Outcomes:

- Students will be able to obtain and analyze the information necessary to conduct the sale, purchase, and management of real property pursuant to the California Department of Real Estate (DRE) regulations.
- Students will be able to communicate relevant disclosures and legal information to clients to complete the sale, purchase, and management of real property in accordance with DRE regulations and California real estate law.
- Students will be able to address a client’s needs in the selling, purchasing, or management of real estate while implementing good, moral business ethics.
Students will have the required academic coursework to qualify to sit for the California DRE’s real estate salesperson or broker’s exam.

**Required courses**

- 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
- ECON 001 Principles of Economics .................3

**Elective units (chosen from the following)**

- 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**

(21 units, minus 3 major units that may be double-counted as GE)

**Degree-applicable elective units**

- TOTAL .............................................. 60

**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](http://wlac.edu/Gainful-Employment/index.aspx).

**Required courses**

- 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)**

- BUS 005 Business Law ................................3
- CIS 101* Introduction to Computers 
  (formerly and Their Uses) ..................3
- Co Sci 001 ........................................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 APPRAISER I (CA)**

**MAJOR CODE: 0511.00**

The Real Estate Appraiser I Certificate of Achievement is designed to provide students with the required competencies to enter careers in residential and commercial real estate appraisal. This certificate provides students with the legislatively-mandated education requirements for the California State BREA Trainee Appraiser (AT) license and the Residential (AL) License exam. West’s training courses are approved by the California State BREA for basic education, including the Uniform Standards of Professional Appraisal Practice (USPAP) course.

In addition to the 150 basic education hours that BREA requires, Trainee applicants are required to complete a Trainee/Supervisory Real Estate Appraiser Course for California that is offered at West Los Angeles College before they can obtain their license. Both the Trainee Appraiser and the Residential Appraiser applicants are also required to complete a mandatory Fed & State Laws and Regs for CA Appraisers course that is offered as a non-credit course at West Los Angeles College before they can obtain their license. There are additional experience requirements for the AL license.

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

- Meet the educational requirements to qualify for the California State BREA Trainee Appraiser (AT) license or the Residential Appraiser (AL) license exam.
- Demonstrate mastery of the skills necessary to become a California State Trainee Appraiser (AT).
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

- Have the requisite knowledge to pass the California State BREA Residential Appraiser (AL) license exam.
- Exceed the state average on the California State BREA Residential Appraiser (AL) license exam.

Required courses ........................................... 10

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>Real Estate Appraisal I</td>
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<tr>
<td>REAL ES 010</td>
<td>Real Estate Appraisal II</td>
</tr>
<tr>
<td>REAL ES 039</td>
<td>Uniform Standards of Appraisal</td>
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<tr>
<td>REAL ES 040</td>
<td>Report Writing &amp; Case Studies</td>
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REAL ESTATE APPRAISER II (CA)
MAJOR CODE: 0511.00

The Real Estate Appraiser II Certificate of Achievement is designed to provide students with the required competencies to upgrade their careers in residential and commercial real estate appraisal. This certificate provides students with the legislatively-mandated education requirements for the California State BREA Certified Residential Appraiser (AR) license exam. This program is also designed to prepare students to pass the California State BREA Certified Residential Appraiser (AR) license exam.

Students are required to complete the Real Estate Appraiser I Certificate of Achievement (or the equivalent) before receiving the Real Estate Appraiser II Certificate of Achievement.

In addition to the 200 hours of basic education and the additional 36 college credit hours that this Certificate of Achievement provides, AR license applicants are required to complete a Fed & State Laws and Regs for CA Appraisers course that is offered as a non-credit course at West Los Angeles College before they can obtain their license. There are additional experience requirements for the AR license.

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

- Meet the educational requirements to qualify to sit for the California State BREA licensing exam for the Certified Residential Appraiser (AR) license.
- Have the requisite knowledge to pass the California State BREA Certified Residential Appraiser (AR) license exam.
- Exceed the state average on the California State BREA Certified Residential Appraiser (AR) license exam.

- Demonstrate mastery of the skills necessary to become a California State Certified Residential Appraiser (AR).
- Enhance professional or career skills, i.e. improve job performance, obtain an appraiser license or qualify for either a hierarchical or lateral career move.

Required courses ........................................... 40-41

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>REAL ES 009</td>
<td>Real Estate Appraisal I</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Uniform Standards of Appraisal</td>
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<tr>
<td>REAL ES 040</td>
<td>Report Writing &amp; Case Studies</td>
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<tr>
<td>ENG 101</td>
<td>College Reading and Composition I</td>
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<td>ECON 001</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECON 002</td>
<td>Principles of Economics II</td>
</tr>
<tr>
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<td>Principles of Finance</td>
</tr>
<tr>
<td>MATH 125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introductions to Computers and Their Uses</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Microcomputer Application Software</td>
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<tr>
<td>BUS 005</td>
<td>Business Law I</td>
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Choose 6 elective units from the following .................................. 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCTG 001</td>
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</tr>
<tr>
<td>ACCTG 002</td>
<td>Introductory Accounting II</td>
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<tr>
<td>ACCTG 015</td>
<td>Tax Accounting I</td>
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<td>ACCTG 025</td>
<td>Automated Accounting</td>
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<td>MGMT 001</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGMT 006</td>
<td>Public Relations in Business</td>
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<tr>
<td>MGMT 013</td>
<td>Small Business Entrepreneurship</td>
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<td>REAL ES 001</td>
<td>Real Estate Principles</td>
</tr>
<tr>
<td>REAL ES 003</td>
<td>Real Estate Practice</td>
</tr>
<tr>
<td>REAL ES 005</td>
<td>Legal Aspects of Real Estate I</td>
</tr>
<tr>
<td>REAL ES 011</td>
<td>Escrow Principles</td>
</tr>
<tr>
<td>REAL ES 014</td>
<td>Property Management</td>
</tr>
<tr>
<td>REAL ES 021</td>
<td>Real Estate Economics</td>
</tr>
</tbody>
</table>

TOTAL ......................................................... 46-47
REAL ESTATE BROKER (CA)

MAJOR CODE: 0511.00

The Real Estate Broker Certificate of Achievement is designed to provide students with the required competencies for a career in residential and commercial real estate. This certificate meets the legislatively-mandated education requirements for the DRE Real Estate Broker license exam; it also prepares students to pass the exam.

To earn a Real Estate Broker Certificate of Achievement the student must complete all REQUIRED COURSES with a grade of “C” or better.

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

- Meet the educational requirements to qualify for the DRE Real Estate Broker license exam.
- Have the requisite knowledge to pass and exceed the state average on DRE Real Estate Broker license exam.
- Demonstrate mastery of the fiduciary responsibilities necessary to become a California Real Estate Broker.
- Demonstrate knowledge of laws and principles of California real estate brokerage.
- Know the day-to-day operations of a real estate brokerage office including managing sales agents, writing and reviewing real estate contracts, performing property evaluations, prospecting, selling, financing, and other brokerage operations.

Required courses................................................. 15-17

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
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<td>REAL ES 003</td>
<td>Real Estate Practice</td>
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<td>REAL ES 005</td>
<td>Legal Aspects of Real Estate I</td>
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<td>REAL ES 007</td>
<td>Real Estate Finance I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 009</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 021</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>ACCTG 001</td>
<td>Introductory Accounting I</td>
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Choose 9 elective units from the following ............... 9

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<tr>
<td>BUS 005</td>
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<td>REAL ES 001</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 004</td>
<td>Real Estate Office Administration</td>
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</tr>
<tr>
<td>REAL ES 010</td>
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<td>3</td>
</tr>
<tr>
<td>REAL ES 011</td>
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<td>Property Management</td>
<td>3</td>
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<tr>
<td>TOTAL</td>
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<td>24-26</td>
</tr>
</tbody>
</table>

REAL ESTATE SALESPERSON (CA)

MAJOR CODE: 0511.00

The Real Estate Salesperson Certificate of Achievement is designed to provide students with the required competencies for a career in residential and commercial real estate. This certificate meets the legislatively-mandated education requirements for the DRE Real Estate Salesperson license exam; it also prepares students to pass the exam. To earn a Real Estate Salesperson Certificate of Achievement the student must complete all REQUIRED COURSES with a grade of “C” or better.

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

- Meet the educational requirements to qualify for the DRE Real Estate Salesperson license exam.
- Have the requisite knowledge to pass and exceed the state average on DRE Real Estate Salesperson license exam.
- Demonstrate mastery of the skills necessary to become a California Real Estate Salesperson.
- Learn the day-to-day operations of a real estate office including listings, valuations, prospecting, selling, financing, and real estate operations.
- Know the legal requirements necessary to assist homebuyers with buying and selling real estate properties.

Required courses.................................................. 6

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 001</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 003</td>
<td>Real Estate Practices</td>
<td>3</td>
</tr>
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</table>

Choose 3 units from the following ......................... 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 009</td>
<td>Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 014</td>
<td>Property Management</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 007</td>
<td>Real Estate Finance I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 021</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 005</td>
<td>Legal Aspects of Real Estate I</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 004</td>
<td>Real Estate Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 001</td>
<td>General Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 011</td>
<td>Escrow Principles</td>
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<tr>
<td>TOTAL</td>
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</tr>
</tbody>
</table>
# DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. | Visit the Transfer Center for additional information about transferring.

## 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/](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 Interssegmental 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
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<tr>
<td>PSYCH 013</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 002</td>
<td>American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Ethnic and Racial Minorities in the U.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective units (chosen from the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM JUST 001</td>
<td>Introduction to Administration of Justice</td>
<td>.3</td>
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<tr>
<td>PSYCH 001</td>
<td>Introduction to Psychology</td>
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</table>

### Additional CSU GE or IGETC units

(37-39 units, minus 11-16 major units that may be double-counted as GE)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CSU-transferable elective units</td>
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<td>13-20</td>
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**TOTAL**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
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</table>

### 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 to 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

Set 6
CIS 101* Introduction to Computers and Their Uses ....3
(co-req)

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. Obtaining 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 and understanding of the culture.
- Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

Required courses .................................................. 20

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 001</td>
<td>5</td>
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<tr>
<td>SPANISH 002</td>
<td>5</td>
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<tr>
<td>SPANISH 003</td>
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<tr>
<td>SPANISH 004</td>
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Elective courses (chosen from the following) ................. 3

<table>
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<th>Course</th>
<th>Units</th>
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<td>SPANISH 010</td>
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<td>SPANISH 012</td>
<td>3</td>
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<td>HISTORY 005</td>
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<tr>
<td>HISTORY 006</td>
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<td>ENGLISH 204</td>
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</table>

Additional CSU GE or IGETC units ................................ 28-33

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 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 001</td>
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<td>SPANISH 002</td>
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<td>SPANISH 004</td>
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</tr>
<tr>
<td>SPANISH 010</td>
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</table>

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.

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
DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Consult a counselor to develop an educational plan. | Visit the Transfer Center for additional information about transferring.

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 265  Movement for the Actor .........................2
THEATER 271  Intermediate Acting..............................2
THEATER 278  Film and Television Acting.....................3

TOTAL ................................................................. 15
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 "TUTOR 001T." Course numbers may also be followed by a dash and a 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."

*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. Also see the section on Matriculation for additional information about challenging prerequisites and/or corequisites.
### SUBJECT ABBREVIATION INDEX

Asterisks (*) denote abbreviations that appear in a different alphabetical order than their subjects.

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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.

ADDICTST 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.
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 up, 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 007 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 008 Advancement of Peace Officers (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 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 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 up, and case preparation.
COURSE DESCRIPTIONS

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.

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 102 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.
### 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.

### COURSE DESCRIPTIONS

**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.

**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.

### ALLIED HEALTH

**(ALD HTH)**

**ALD HTH 021 Basic Life Support for the Healthcare Provider (CSU)**
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 providers.
COURSE DESCRIPTIONS

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 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, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Corequisites: 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 statutes, 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 statutes, 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 statutes, 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 statutes, 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 statutes, 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 statutes, 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 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 statutes, 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 statutes, 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. 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 statutes, 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 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*
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
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 identifies 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. 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 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 adds 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 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 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 media and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.

**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 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 521 Art Gallery Techniques (3) CSU**  
This is an introductory course 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.
### COURSE DESCRIPTIONS

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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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### ASIAN AMERICAN STUDIES

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### ASTRONOMY

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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
(AVIA TEK)

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 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.
COURSE DESCRIPTIONS

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, 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 023A Airframe Inspection and Evaluation (2)**
Instruction is offered in conducting 100-hour Airframe inspections. General and Airframe subjects are reviewed and practice tests are taken in preparation for the Federal Aviation Administration written examinations for A&P licensing.

**AVIATEK 023B Powerplant Inspection and Evaluation (2)**
Instruction is offered in conducting 100-hour Powerplant inspections. General and Powerplant subjects are reviewed and practice tests are taken in preparation for the Federal Aviation Administration written examinations for A&P licensing.

**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 024A Airframe Inspection and Evaluation Laboratory (1)**
Instruction and practice is offered in conducting a 100-hour airframe inspection using the appropriate reference material and correct procedures to determine airworthiness. Students perform General and Airframe practical projects.

**AVIATEK 024B Powerplant Inspection and Evaluation Laboratory (1)**
Instruction and practice is offered in conducting a 100-hour aircraft powerplant inspection using the appropriate reference material and correct procedures to determine airworthiness. Students perform General and Powerplant practical projects.

**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 identifies 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 03A. This course, in combination with BIOLOGY 03A, 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**
Prerequisite: BIOLOGY 003 or BIOLOGY 003A and 003B, and CHEM 060 or CHEM 101, MATH 125
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 006 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.
COURSE DESCRIPTIONS

UC Transfer Credit Limit: No transfer credit will be given for BIOLOGY 003A or 003B if taken after BIOLOGY 006 or 007.

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 and MATH 125
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 with hands-on laboratory experience.

BIOLOGY 185 Directed Study – Biology (1) CSU
Biology 185 allows for students to pursue a directed study in Biology under the direction of a supervising instructor. Depending upon the project studied, various formats are utilized to introduce students to the methods used by scientists to study topics in the biological sciences. This class will emphasize the development of problem solving and critical thinking skills.

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 inflammatory drugs, anti-infectives, antibiotics, and anti-inflammatory drugs, and anti-neoplastic drugs.

BIOLOGY 285 Directed Study – Biology (2) CSU
Biology 285 allows for students to pursue a directed study in Biology under the direction of a supervising instructor. Depending upon the project studied, various formats are utilized to introduce students to the methods used by scientists to study topics in the biological sciences. This class will emphasize the development of problem solving and critical thinking skills.

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-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.

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...
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.
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
(Formally 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, stereochemistry 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, glycolgenosis, 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.

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**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.

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**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.
Information dealing with children with special needs and planning and program development for all children. The importance of collaboration with families and health professionals will be identified along with components that ensure physical health, mental health and cultural values and traditions that affect and support the well-being of children birth to adolescence is explored.

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.

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 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

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 sociocultural 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 programs, 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 program. 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 0-3 to encompass school age children as well infants through preschool age children.
COURSE DESCRIPTIONS

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.

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 verité 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
COURSE DESCRIPTIONS

**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 visualizaition 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 assistants, 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 original concept, or other source material for a film, 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
COURSE DESCRIPTIONS

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 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.)

COMM 190 Communication and New Media (3) CSU
This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, and social networks, have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

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 (CIS)

For all Computer Science Information Technology courses, a maximum of six courses is acceptable for transfer to UC campuses.

CIS 101 Introduction to Computers and Their Uses (3) UC/CSU
Formerly Co Sci 901. Examination of 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. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

CIS 104 Microcomputer Application Software (4) CSU
Recommended: CIS 101 or equivalent experience.
This course (formerly Co Sci 930) 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.

CIS 110 Apple Administration (3) CSU
This course (formerly Co Sci 951). Apple Administration 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 course will also cover the Mac OS X operating system, OS X server installation, Apple architecture, and system components. The course will include setup, configuration, administration, customization and troubleshooting on the OS X server and Apple iPad Platforms. This will also include directory setup, account administration and device management using mobile device manager for desktops and iPads. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain computer systems, mobile devices and servers 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.

CIS 113 Intermediate Linux (3) CSU
Recommended: CIS 213 or equivalent experience.
This course (formerly Co Sci 935). This course gives students a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in academic, corporate and super 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.

CIS 115 Advance Linux and Applications (3) CSU
Recommended: CIS 113 or equivalent experience.
This course (formerly Co Sci 967) intends to provide students with core Linux Administration skills. This is an advanced hands-on Linux course, using Enterprise Linux such as CentOS or RHEL as base operating system, students will learn Linux directories and file systems concepts, files and directories permissions and access control, file systems and package management, Linux networking, secured remote access using OpenSSH, host based security, Security Enhanced Linux, shell scripting as well as Web development with LAMP (Linux, Apache, MySQL & PHP) software stack, virtualization (KVM) as well as system deployment using kickstart.

CIS 120 Introduction to Database (3) CSU
This course (formerly Co Sci 933) explains the concept of Relational Database Management System. It illustrates how the MICROSOFT ACCESS data base management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced ACCESS features including SQL Programming.

CIS 147 CSU CIWA WEB PAGE AUTHORIZING FUNDAMENTALS (3)
This course (Formerly Co Sci 922) 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
COURSE DESCRIPTIONS

CIS 185 Directed Study - Computer Information Systems (1) CSU
This course (formerly Co Sci 185) help students 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.

CIS 190 E-Commerce Essentials (3) CSU
Recommended: CIS 148 or equivalent experience.
This course (formerly Co Sci 937). This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

CIS 192 Introduction to Cloud Computing (3) CSU
This course (formerly Co Sci 923) Info 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 trend 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.

CIS 193 Database Essentials in Amazon Web Services (3) CSU
Recommended: CIS 192 or equivalent experience.
This course (formerly Co Info 924) 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.

CIS 194 Computer Engines in Amazon Web Services (3) CSU
Recommended: CIS 192 or equivalent experience.
This course (formerly Co Info 925) 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.

CIS 195 Security in the Cloud (3) CSU
Recommended: CIS 192 or equivalent experience.
This course (formerly Co Info 926) 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.

CIS 211 Security+ Certification Preparation (3) CSU
Prerequisite: CIS 213 or equivalent experience.
This course (formerly Co Sci 980) prepares students for CompTIA Security+ certification exam. Security+ is the industry standard for validating baseline skills needed to perform core security functions and pursue an IT security career. Security+ also covers the Junior IT Auditor job role in addition to the previous job roles for System Administrator, Network Administrator and Security Administrator. These professionals are typically responsible for helping to implement and maintain layered security and best practices. CompTIA Security+ is compliant with ISO 17024 standards and approved by US DoD to meet directives 8140/8570.01-M requirements. Topics include Security Basics, Policies, Procedures & Awareness, Physical Security, Perimeter Security, Network Security, Host and Application Security and Data security.

CIS 212 A+ Certification Preparation-Hardware (3) CSU
This course (formerly CO SCI 916) prepares for CompTIA A+ examination. It covers PC hardware and peripherals, mobile device hardware, networking, and troubleshooting hardware & network connectivity issues. Students will learn hardware technologies associated with computers such as BIOS/UEFI, Motherboards and Components, RAM, Video, Audio, Network, USB, Firewire, Thunderbolt, Modem, Wireless, Storage devices, HDD, SSD, CD, DVD, Blue-ray, CPU, Hyper-threading, and more. This course also introduces the Internet of things, or IoT, which is a system of interrelated computing devices, mechanical and digital machines and their ability to transfer data over a network. Students will develop skills such
as the installation of hard drives, memory, interface cards, network cards, switches, and IoT hardware integration.

CIS 213 A+ Certification Preparation-Software (3) CSU  
**Recommended: CIS 101 or equivalent experience.**  
This course (Formerly Co Sci 934) is designed to help students prepare for CompTIA A+ certification exam. A+ is industry recognized and is the preferred performance-based qualifying credential for technical support and IT operational roles. A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace. This course covers A+ certification requirements for operating systems. It also addresses the fundamentals of system security and operational procedures. Topics include installing, configuring and administering Windows & Linux operating systems using management tools, such as users & groups management, file management & permissions, disk & file systems, storage management, network & related protocols, back-up & recovery, security policies, scripting & automation, and using best practices.

CIS 214 Introduction to Network+ (3) CSU  
**Recommended: CIS 213 or equivalent experience.**  
This course (formerly Co Sci 965) 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.

CIS 215 Network Security Fundamentals (3) CSU  
**Recommended: CIS 211 or equivalent experience.**  
This course (formerly Co Sci 985) focuses on the basics of penetration testing. It also helps the student be aware of network attack strategies and common countermeasures. This course prepares students to use various penetration testing tools to analyze networks for vulnerabilities. Knowledge of these vulnerabilities also helps students to understand how to counter these vulnerabilities and improve network security. Topics include penetration testing process, social engineering and countermeasures, reconnaissance, scanning, enumeration, vulnerability analysis & assessment, system hacking, malware & sniffers, IDS & firewalls, web server & web application attacks, WiFi and mobile device attacks, cloud computing & Internet of Things and cryptographic attacks countermeasures.

CIS 217 Microsoft Network Infrastructure Administration (3) CSU  
**Recommended: CIS 227 or equivalent experience.**  
This course (formerly Co Sci 983) is the second of three courses that collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2016 environment. This course focuses on the networking features and functionality available in Windows Server 2016. It covers DNS, DHCP, and IPAM implementations, in addition to remote access solutions, such as VPN and Direct Access. It also covers DFS and BranchCache solutions, high-performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. This course maps directly to the Microsoft Certified Solutions Associate (MCSA): Exam 70-741: Networking with Windows Server 2016, which is the second of three exams required for MCSA: Windows Server 2016 certification.

CIS 218 Introduction to Windows Active Directory Services (3) CSU  
**Recommended: CIS 217 and 227 or equivalent experience.**  
This course (formerly Co Sci 984) is the third and final course collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2016 environment. This course focuses on the identity functionality in Windows Server 2016. It covers the installation and configuration of Active Directory Domain Services (AD DS), in addition to Group Policy implementation for non-Nano Server environments. It also covers functionality such as Active Directory Certificate Services (AD CS), Active Directory Federations Services (AD FS), and Web Application proxy implementations. This course prepares for the Microsoft Certified Solutions Associate (MCSA): Exam 70-742: Identity with Windows Server 2016, which is the third of three exams required for MCSA: Windows Server 2016 certification.

CIS 219 Introduction to Oracle: SQL and PL/SQL (3) CSU  
**Recommended: CIS 120 or equivalent experience.**  
This course (formerly Co Sci 953) provides a rich environment for illustrating multi-user and client/ server database concepts, such as managing concurrent users and sharing database resources 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.

CIS 227 Server Administration and Network Security (3) CSU  
**Recommended: CIS 213 or equivalent experience.**  
This course (formerly Co Sci 982) is the first of three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2016 environment. Although there is some cross-over of skills and tasks across these courses; CIS227(CS982), CIS217(CS983), and CIS218(CS984). This course focuses primarily on the installation, storage, and compute features and functionality available in Windows Server 2016. It covers general installation tasks and considerations and the installation and configuration of Nano Server, in addition to the creation and management of images for deployment. It also covers local and server storage solutions, including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions. The course also covers Hyper-V and containers, along with the maintenance and monitoring of servers in physical and compute environments. This course maps directly to the Microsoft Certified Solutions Associate (MCSA) Exam 70-740: Installation, Storage, and Compute
Academy.
Successful completion of this course will prepare students for

COURSE DESCRIPTIONS

with Windows Server 2016, which is the first of three exams

CIS 229 Introduction to Cisco Network Fundamentals (3) CSU
Recommended: CIS 214 or equivalent experience.
This course (formerly Co Sci 972) is equivalence to the Cisco
Networking Academy Semester I (Introduction to Networking)
& Cisco Networking Academy Semester II (Routing and
Switching Essencials). All current networking academy
courses are based on the CCNA Routing & Switching
curriculum 6.0 track. Course topics includes; network
fundamentals, LAN switching fundamentals, routing
fundamentals, infrastructure services, and infrastructure
maintenance. Students completing this course are prepared to
take the Cisco ICND1 Exam 100-105 and upon successfully
passing that exam earn their CCENT certification.

CIS 230 Introduction to Cisco Routers (3)
Recommended: CIS 229 or equivalent experience.
This course (formerly Co Sci 974) follows CIS229 and is
equivalence to the Cisco Networking Academy Semester III
(Scaling Networks) & Cisco Networking Academy Semester IV
(Connecting Networks). All current networking academy
courses are based on the CCNA Routing & Switching
curriculum 6.0 track. Course topics includes; LAN Switching
Technologies, Routing Technologies, WAN Technologies,
Infrastructure Services, and Infrastructure Maintenance.
Students completing this course are prepared to take the
Cisco ICND2 Exam 200-105 or the Cisco CCNA Exam 200-
125. Upon successfully passing either exam earns the CCNA

certification.

CIS 231 Virtualization and Cloud Computing Essentials (3)
CSU
Recommended: CIS 229 and 227.
This course (formerly Co Sci 973) 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 will
demonstrates how you can extend an existing VMware
to deliver IT services in a private or
public cloud based on VMware products. The course starts by
covering the concepts of Data Center Virtualization, including
some common IT challenges faced by IT organizations. The
product line is highlighted, showing the various
components and features and how they help resolve business
and technical challenges. The course covers the basics of
cloud computing and its place in the modern enterprise.
Explore public and private clouds; contrast the ‘as a service’
models for PaaS, SaaS, IaaS, or XaaS platforms; plan
security; and more. The course uses hands-on labs and IT
case studies to reinforce concepts. This is the first of four
courses in the VMware vSphere employment and career track.
Successful completion of this course will prepare students for
the VMware Certified Associate (VCA-DBT) industry
certification. West Los Angeles is an authorized VMware IT
Academy.

CIS 232 Information Storage and Management for
Computer Networks (3) CSU
This course (formerly Co Sci 975) focuses on information
storage and management concepts 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. This course is very
appropriate for students pursuing Linux and Windows server
administration, A+ certification candidates, data center support
personnel, and virtualization and cloud computing students.
The course uses hands-on labs to reinforce concepts. This is the
second of four courses in the VMware vSphere
employment and career track. West Los Angeles is an
authorized VMware IT Academy.

CIS 233 vSphere Install, Configure, and Management (3)
CSU
Recommended: CIS 231 and 232 or equivalent experience.
This course (formerly Co Sci 976) is the first of two courses
that explores installation, configuration, and management of
VMware vSphere. The course is based on the latest versions
of ESXi and vCenter Server. Additional course topics includes;
ESXi networking and storage using vCenter Server, virtual
machines migration, vCenter Server resource monitoring and
scalability, and storage technologies as they relate to VMware
vSphere. The course utilizes hands-on lab exercises and
demonstrations to reinforce virtualization concepts and
theories. Completion of this course authorizes and helps
students prepare for current VMware Certified Associate
(VCA-DBT), vSphere Foundation, and VMware Certified
Professional – Data Center Virtualization (VCPx-DCV)
certification exams. West Los Angeles is a fully authorized
VMware IT Academy. CIS233(CS976) is the recommended
prerequisite for CIS234(CS977).

CIS 235 VMware vSphere: Installation, Configuration,
and Management (3) CSU
Recommended: CIS 233 or equivalent experience.
This course (formerly Co Sci 987) is a continuation of CIS233
and represents Part-II of vSphere installation, configuration,
and management training. VMware also refers to this course
as VMware vSphere: Optimize and Scale. Specifically this
course focuses on building VMware vSphere advanced skills
for configuring and maintaining a highly available and scalable
virtual infrastructure. Through a mix of lecture and hands-on
labs, students will configure and optimize the VMware
vSphere 6.x features that builds a foundation for a truly
scalable infrastructure, and students will also learn when and
where these features have the greatest effect. This course will
deepen your understanding of vSphere and how its advanced
features and controls can benefit IT infrastructures. The
course utilizes hands-on lab exercises and demonstrations to
reinforce course concepts and theories. Completion of this
course authorizes and prepares students for the VMware

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COURSE DESCRIPTIONS

Certified Professional 6.x – Data Center Virtualization (VCP6.x-DCV) certification exams. West Los Angles is a fully authorized VMware IT Academy.

CIS 236 Palo Alto Network Cybersecurity Essentials (3) CSU
Recommended: CIS 214 or equivalent experience.
This course (formerly Co Sci 986) covers installing, configuring and managing next generation firewalls from Palo Alto Networks as well as security, threat, 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 Network 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.

CIS 237 Installing, Configuring, and Administering Microsoft SQL (3) CSU
Recommended: CIS 120 or equivalent experience.
This course (formerly Co Sci 988) 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.

CIS 285 Directed Study – Computer Science - Information Technology (2) CSU
This course (formerly Co Sci 285), 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.

CIS 300 Computer Laboratory (1)
This course (formerly Co Sci 991) is an intermediate to advanced networking lab for any current or previous Cisco, Network Security (including Palo Alto Networks), Linux, Microsoft, and VMware students. The primary goal is to help students prepare for their Cisco ICND/CCNA, CompTIA Security+, Red Hat Linux, or VMware VCA-DBT/VCP-DCV certifications. Cisco students will access practice certification exams, perform routing/switching labs, as well as, review Ethernet, IPv4, IPv6, NAT, VLANs, STP, OSPF, EIGRP networking concepts. Security students have access to Ethical Hacking, Forensics, and CompTIA Security+ lab environments. Linux students conduct RH124/RH134 related admin labs. Microsoft students conduct various Windows Server admin labs, VMware students will conduct labs and review concepts related to installation, configuration and management of ESXi servers and vCenter. Student can schedule and conduct their labs independently. Students will have 24/7 remote access to the most current versions available of real Cisco hardware, Security+ pods, Red Hat Linux pods, and VMware vSphere based-pods. WLAC is an authorized academy for all vendors listed here.

COMPUTER SCIENCE

CS 101 Introduction to Computer Science (3) UC/CSU
This course (formerly Co Sci 902) 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.

CS 116 Programming in C++ (3) UC/CSU
Prerequisite: CS 101 or equivalent experience.
This course (formerly Co Sci 939). 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 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.

CS 118 Microcomputer Assembly Language (3) UC/CSU
Prerequisite: CS 101 or equivalent experience.
This course (formerly Co Sci 917) 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.

CS 119 Programming in Python (3) CSU
Recommended: CIS 101 or equivalent experience.
This course (formerly Co Sci 903) covers topics of the Python language, which include: Data types, variables, control structures, objects and object-oriented programming, standard mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections,
single arrays, multidimensional arrays, Python lists, tuples, collections, and dictionaries.

**CS 131 Discrete Structures for Computer Science (3)**

*UC/CSU*

*Prerequisite: CS 116 or CS 213 or equivalent experience.*

This course (formerly Co Sci 942) is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets, Basic Logic, Proof Techniques, Basics of Counting, Graphs and Trees, and Discrete Probability.

**CS 136 Introduction to Data Structures (3)**

*UC/CSU*

*Prerequisite: CS 213 or equivalent experience.*

This course is formerly CS 936 is an introduction to the study of Data Structures. It introduces the student to data structures as formed from primitive data types. The role of abstract data types (including stacks, queues, lists, trees, and graphs), their definitions, implementation and application in program design and algorithm development are discussed. The course covers the broader topic of Abstract Data Types (ADTs) - the study of classes of objects whose logical behavior is defined by a set of values and a set of operations. This course is equivalent to CS2 as defined by the Association for Computing Machinery (ACM) organization.

**CS 140 Programming for Mobile Application (3)**

*CSU*

*Recommended: CS 101 or equivalent experience.*

This course (formerly Co Sci 955) 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.

**CS 141 Advanced Programming for Mobile Devices (3)**

*Recommended: CIS 148, and CS 213 or equivalent experience*

This course (formerly CS959) 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.

**CS 213 Advanced Programming in Java (3)**

*UC/CSU*

*Prerequisite: CS 116 or equivalent experience.*

This course (formerly CS990) covers principles of object-oriented design and programming using Java. Additional topics include writing applets, working with exceptions, file input/output, networking, building event driven GUIs, and developing inheritance and polymorphic based object oriented programs usingUnified Modeling Language.

**CS 216 Object Oriented Programming in C++ (3)**

*UC/CSU*

*Prerequisite: CS 116 or equivalent experience.*

This course (formerly Co Sci 940), students learn 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.
COURSE DESCRIPTIONS

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.
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 beginner 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 variety of Jazz movements, and will also teach various styles, and the history of the movements.

DANCETQ 124 Jazz Dance Techniques IV (1) UC/CSU
This beginning level Jazz dance course continues to establish fundamental knowledge of Jazz dance techniques. The course will 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 and lyrical 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 144 Modern Dance Techniques IV (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...
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.
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 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
Prerequisite: MATH 115.
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 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
CAD software is an integral part of developing sketching and 2D practices; and the engineering design process. Assignments include projections; mechanical dimensioning and tolerancing to prepare students for ENGLISH 101. 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, decoders, 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.

**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 placement 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 101 course. 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 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 placement process.
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. 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 placement process.
This is an advanced course in English as a Second Language 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 placement 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 placement 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 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
Introduction to environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management.

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) UC/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.

Prerequisite: FLM PRD 100 with a grade of “C” or FLM PRD 101 Production Skills (3) CSU 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.
COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Notes</th>
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<tr>
<td>FLM PRD 101A Production Skills A (3)</td>
<td>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 statutes, 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.</td>
<td>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.</td>
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<td>FLM PRD 101B Production Skills B (3)</td>
<td>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 statutes, 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.</td>
<td>This advanced 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.</td>
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<td>FLM PRD 101C Production Skills C (3)</td>
<td>Prerequisite: FLM PRD 100 with a grade of “C” or better.</td>
<td>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.</td>
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<td>FLM PRD 103 Tools and Rigging for Production Crafts (3)</td>
<td>Prerequisite: FLM PRD 100 with a grade of “C” or better.</td>
<td>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.</td>
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<tr>
<td>FLM PRD 103A Beginning Tools for Production Crafts (3)</td>
<td>Prerequisite: FLM PRD 100 with a grade of “C” or better.</td>
<td>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.</td>
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| 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 to 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. | }

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INTRODUCING 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 is 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, collaborating 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 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 prepares students for the position of a union apprentice 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.
This course will introduce students to the craft of the motion picture and television set painter, with an emphasis on environmental concerns, the steps of paint preparations, such as mixing, 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 backdrops 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 format. 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.
COURSE DESCRIPTIONS

**FLM PRD 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 statutes, 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 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 statutes, 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 statutes, 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 statutes, 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, interviewing 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.

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**GEOGRAPHY**

(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.

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**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
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.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
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<tbody>
<tr>
<td><strong>HLTHOCC 058 Pharmacology for the Medical Assistant (2)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HLTHOCC 059 Practicum for the Medical Assistant (2)</strong></td>
</tr>
<tr>
<td>This course provides introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.</td>
</tr>
<tr>
<td><strong>HLTHOCC 060 Medical Assistant Clinical Internship (3)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HLTHOCC 061 Medical Insurance (3)</strong></td>
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<tr>
<td>In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.</td>
</tr>
<tr>
<td><strong>HLTHOCC 062 Skill Set for the Health Care Professional (2)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HLTHOCC 063 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)</strong></td>
</tr>
<tr>
<td>This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.</td>
</tr>
<tr>
<td><strong>HLTHOCC 064 Cultural and Legal Topics for Health Care Professionals (1)</strong></td>
</tr>
<tr>
<td>This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.</td>
</tr>
<tr>
<td><strong>HLTHOCC 065 Fundamentals for the Health Care Professional (2.5)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HLTHOCC 71 Sustainability in Healthcare (3)</strong></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<th>HISTORY</th>
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<tr>
<td><strong>HISTORY 001 Introduction to Western Civilization I (3) UC/CSU</strong></td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HISTORY 002 Introduction to Western Civilization II (3) UC/CSU</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HISTORY 006 History of the Americas II (3) UC/CSU</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HISTORY 011 Political and Social History of the United States I (3) UC/CSU</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>HISTORY 012 Political and Social History of the United States II (3) UC/CSU</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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.

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.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSPT 136</td>
<td>Event Management (3) CSU</td>
<td>3</td>
<td>HOSPT 100</td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 302</td>
<td>Introduction to Hotel/Motel Operations (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 303</td>
<td>Hotel Front Office Operations (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 310</td>
<td>Hospitality Sales (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 311</td>
<td>Hospitality Marketing (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
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<tr>
<td>HOSPT 320</td>
<td>Hospitality Law (3) CSU</td>
<td>3</td>
<td>HOSPT 100</td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 325</td>
<td>Guest Relations Management (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 330</td>
<td>Managing Technology and E-Commerce (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>HOSPT 340</td>
<td>Introduction to Professional Food Service (3) CSU</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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
COURSE DESCRIPTIONS

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 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 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. Students 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)
This course focuses 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 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 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 331 Cross Training Lab – (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 334-1 Walking for Fitness – (1) UC/CSU  
Walking for Fitness focuses on achieving cardiovascular fitness and a healthy lifestyle 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 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 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 358 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 359 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 361 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.
COURSE DESCRIPTIONS

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 programs. 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-Sofball (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, hurdles, 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 provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

**KIN 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.

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**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 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 001 Principles of Management (3) CSU
(Also see Business.)
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 220 Introduction to Robotics (3)
This (formerly CS900) 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.

MATH 105 Arithmetic (3) NDA
This course is designed to give students an understanding of and 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.
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...
COURSE DESCRIPTIONS

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.

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MATH 227S Statistics with Support (4) UC/CSU
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.

**UC Transfer Credit Limit:** A maximum of two courses from MATH 235 and 236; MATH 251 and 261.

**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.

**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-
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
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; recording studio equipment; multi-track recording procedures.

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 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 thirteenth. 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 setup 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 setup 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 setup 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**
COURSE DESCRIPTIONS

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
Recommended: MUSIC 411.
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 and 412 or equivalent.
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 439 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

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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.

**OCEANO 010 Physical Oceanography Laboratory (1)**
OCEANO 010 is the laboratory course that accompanies the OCEANO 001 lecture course. This course introduces the student to the tools of oceanography and current oceanographic research. The student will learn analytic techniques used to study oceanographic features, seawater
properties, currents, tides, marine sediments, etc. Field trips to coastal Southern California may be included.

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.

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 (5) CSU
Prerequisites: PHRMCTK 023, 029, and 031.
In this course students will become competent in handling and preparing 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) 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) 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 (5) 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) 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.

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...
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 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 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 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 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

**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

**Physiology 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

**Political Science 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.

**Political Science 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.

**Political Science 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.

**Political Science 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.

**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 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, 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.
COURSE DESCRIPTIONS

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 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 AND COURSES

ACADEMIC PREPARATION

Algebra Fundamentals (CY)
(72-90 hours)

This certificate program helps students build and strengthen their algebra knowledge and competency skills in order to succeed in college and transfer-level math, science, and career technical education courses that require math skills. This certificate will help the college comply with the new education law 7823 (Title V 55522) and expand efforts to increase student success in mathematics.

Program Learning Outcomes
- Apply quantitative thinking processes using mathematical operations to solve common academic, workplace, and family problems.
- Demonstrate a step-by-step process for solving application problems algebraically.

Required Courses
- BSICSKL 106CE  Algebra Fundamentals ............45-54 hours
- BSICSKL 107CE  Algebra Fundamentals Lab.....27-36 hours

Arithmetic Fundamentals (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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSICSKL 005CE</td>
<td>Arithmetic Review I</td>
<td>27</td>
</tr>
<tr>
<td>BSICSKL 007CE</td>
<td>Arithmetic Review II</td>
<td>27</td>
</tr>
</tbody>
</table>

## College Readiness (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

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<td>BSICSKL 005CE</td>
<td>Academic Guidance</td>
<td>18</td>
</tr>
<tr>
<td>BSICSKL 007CE</td>
<td>Introduction to Post-Secondary Education</td>
<td>9</td>
</tr>
</tbody>
</table>

### Foundation for Academic Success I (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.

### Required Courses

<table>
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<tbody>
<tr>
<td>BSICSKL 005CE</td>
<td>Academic Guidance</td>
<td>18</td>
</tr>
<tr>
<td>BSICSKL 023CE</td>
<td>College and Scholastic Assessment Preparation</td>
<td>72</td>
</tr>
</tbody>
</table>

## Foundation for Academic Success II (CY)  
(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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>BSICSKL 027CE</td>
<td>Foundations: Study Skills</td>
<td>18</td>
</tr>
<tr>
<td>BSICSKL 034CE</td>
<td>High School Equivalency Test Preparation</td>
<td>117</td>
</tr>
<tr>
<td>BSICSKL 075CE</td>
<td>Introduction to Post-Secondary Education</td>
<td>9</td>
</tr>
</tbody>
</table>
Liberal Arts Math Preparation (CY)  
(24 hours)
This certificate program supports student success in transfer-level mathematics classes such as Math 215, Math 230 and Math 245.

Program Learning Outcomes

- Students in transfer programs will use mathematical reasoning, tools and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.
- The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency to provide supplementary instruction to students, as needed in accordance with placement guidelines, to support their work in transfer level mathematics classes required for completion of an Associate Degree for transfer.

Required Courses

- ACADPR 016CE  Algebra .......................................................... 12-54 hours
- ACADPR 018CE  Preparatory Math................................. 12-72 hours

Pre-Algebra Fundamentals (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 058CE  Pre-Algebra Review I...............27 hours
- BSICSKL 059CE  Pre-Algebra Review II..........27 hours

Science Preparation (CY)  
(99-108 hours)
This certificate program prepares students to pursue a post-secondary education gaining a stronger foundation in biology and chemistry fundamentals and a deeper understanding of the range of college and career opportunities in the science field, health and biotechnology professions, and STEM careers.

Program Learning Outcomes

- Explain how scientists investigate causes of natural biological phenomena.
- Perform basic biological and chemical lab procedures
- Demonstrate chemical literacy and an understanding of fundamental chemical principles
- Identify key employers and science career pathways and their required education and skills requirements

Required Courses

- BSICSKL 093CE  Biology Fundamentals  
  Review .............................................. 1-54 hours
- BSICSKL 094CE  Chemistry Fundamentals  
  Review II .............................. 1-54 hours
- BSICSKL 099CE  College and Career Pathway  
  Exploration for the  
  Science Field........................... 1-18 hours

Statistics Preparation (CY)  
(24-90 hours)
This certificate program supports student success in transfer-level Statistics classes.

Program Learning Outcomes

- Students in transfer programs will use mathematical reasoning, tools and strategies to analyze quantitative aspects problems arising in their major or area of concentration.
- The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency to provide supplementary instruction to students, as needed in accordance with placement guidelines, to support their work in transfer level mathematics classes required for completion of an Associate Degree for transfer.

Required Courses

- ACADPR 015CE  Data Analysis ......................... 12-36 hours
- ACADPR 016CE  Algebra........................................... 12-54 hours
STEM Math Preparation (CY)  
(24-90 hours)

This certificate program supports student success in transfer-level STEM mathematics classes.

Program Learning Outcomes
• This program will provide supplementary instruction for students who need it in order to succeed in transfer-level STEM classes and to maximize the probability that they will complete a transfer level mathematics class within one regular academic year.
• The expectation that “students in transfer programs will use mathematical reasoning, tools, and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.

Required Courses
ACADPR 016CE  Algebra ...........................................12-54 hours
ACADPR 017CE  Geometry ...........................................12-36 hours

CAREER EXPLORATION

Career Exploration: Information Communications Technology / Digital Media (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 281CE  Exploring Computer Science Info Technology ...........................................18 hours
VOC ED 292CE  Robotics I Lab ...........................................18 hours
VOC ED 294CE  Intro to Social Media – WordPress Blogs ...........................................18 hours

Choosing Business Careers (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 416CE  Intro to Business Careers ...........................................18 hours
VOC ED 420CE  Intro to Starting a New Business ...........................................18 hours

Healthcare Career Discovery (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 320CE  Exploring Healthcare Careers ...........................................18 hours
VOCED 404CE  Student Success in Health Occupations ...........................................18 hours

Police Orientation Preparation (CN)  
(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 033CE Intro to Career Pathways in Law Enforcement 18 hours
- VOCED 050CE The Art and Practice of Community-based Policing 36 hours

CAREER PREPARATION

Business Tools (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 415CE Effective Business Terminology 18 hours
- VOCED 418CE Effective Business Correspondence 18 hours

Communicating in Business (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 417CE Effective Business Communication 18 hours
- VOCED 419CE 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 222CE Conservation Education 18-26 hours
- VOC ED 223CE Conservation Student Learning 18-40 hours
## Facilities Management (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 skills and how to gain employment, be successful and keep a job.

**Required Courses**
<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>VOC ED 123CE</td>
<td>Facilities Project Management</td>
<td>27-36</td>
</tr>
<tr>
<td>VOC ED 124CE</td>
<td>Essentials of Facilities Management</td>
<td>18-63</td>
</tr>
</tbody>
</table>

## Healthcare Careers Preparation (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**
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<tr>
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<tbody>
<tr>
<td>VOCED 402CE</td>
<td>Communication Skills for Healthcare Professions</td>
<td>18</td>
</tr>
<tr>
<td>VOCED 405CE</td>
<td>Professionalism in Health Occupations</td>
<td>18</td>
</tr>
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## Front Desk Representative & Reservationist Skills (CN)
*(18-36 Hours)*

**Catalog Description**
This certificate program prepares students with the necessary job skills and training to gain entry-level employment as a front desk representative and/or reservationist. In addition to employment, these courses will also serve as a pathway for students to pursue a certificate of achievement and/or Associate Degree in the college’s credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

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

**Required Courses**
<table>
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<tbody>
<tr>
<td>VOC ED 243CE</td>
<td>Front Desk Representative-Making a good impression</td>
<td>9-18</td>
</tr>
<tr>
<td>VOC ED 249CE</td>
<td>Reservationist Skills Training</td>
<td>9-18</td>
</tr>
</tbody>
</table>

## Healthcare Services (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.

**Required Courses**
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<tbody>
<tr>
<td>VOC ED</td>
<td>Communication Skills for Healthcare Professions</td>
<td>18</td>
</tr>
<tr>
<td>VOCED 405CE</td>
<td>Professionalism in Health Occupations</td>
<td>18</td>
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</tbody>
</table>
### Pre-Nursing Career Preparation (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 400CE** Intro to Medical Terminology...18 hours
- **VOCED 403CE** Law & Ethics in Health Professions...18 hours
- **VOCED 409CE** Pre-Nursing Career Pathways 18 hours

### Administrative Assistant (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.

**Required Courses**

- **VOCED 400CE** Intro to Medical Terminology...18 hours
- **VOCED 403CE** Law & Ethics in Health Professions...18 hours
- **VOCED 406CE** Visual Spatial Perceptions & Psychomotor Skills Training...18 hours
- **VOCED 407CE** Preparation for the Dental Hygiene Program...18 hours
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 skills and how to gain employment, be successful and keep a job.

Required Courses

- BSICS KL 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

**Autism Services Technician (CN)**

(10-81 hours)

This certificate program prepares students with the knowledge, technical and workplace skills necessary to gain employment and serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician. Students will also gain a deeper understanding of available certificates, degrees and career pathways for advancement.

Program Learning Outcomes

- Understand common behaviors for clients with Autism Spectrum Disorders.
- Effectively implement treatment plans under the supervision of a qualified health professional.
- Understand the importance of workplace skills and how to gain employment, be successful and keep your job.
- Understand how to develop and utilize strong customer service skills to become an asset to your employer and succeed at your job.

Required Courses

- VOC ED 96CE  Blueprint for Workplace Success.......................... 1-36 hours
- VOC ED 425CE  Autism Services Aide............................ 9-45 hours

**Custodial Technician Preparation (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 060CE  Custodial Technician Training............................... 63 hours
- VOCED 096CE  Blueprint for Workplace Success.......................... 36 hours

**In-Home Supportive Services (IHSS) Provider (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 400CE  Intro to Medical Terminology............................... 18 hours
- VOCED 408CE  In-Home Supportive Services Provider.......................... 90 hours
Hospitality

Banquet & Restaurant Server (CN)
(27-54 hours)

This certificate program prepares students with the necessary job skills and training to gain entry-level employment as a banquet and/or restaurant server. In addition to employment, these courses will also serve as a pathway for students to pursue a certificate of achievement and/or Associate Degree in the college’s credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

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

Required Courses
VOCED 242CE  Banquet Server Skills Training 18 hours
VOCED 246CE  Restaurant Server Skills Training 18 hours
VOCED 247CE  Kitchen Steward Skills Training 18 hours

Job Readiness (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 096CE  Blueprint for Workplace Success.......................36 hours
VOCED 097CE  Blueprint for Customer Service .........................18 hours
VOCED 098CE  30 Ways to Shine as a New Employee...............1 hour

Leadership and Workplace Success in the Public Sector (CN)
(45-54 hours)

This certificate program prepares students with the necessary skills and training to gain employment in the public sector. Students will learn the various state and federal laws and regulations related to the public sector. In addition, these courses provide students the education, development, and training that enhances their personal and professional leadership for success in working in the public sector.

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

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

Employment Preparation

Employment Readiness (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 (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
- BSICS KL 101CE Introduction to Workforce Opportunities ..................9-18 hours
- BSICS KL 102CE Workforce Opportunities I .......18-36 hours
- BSICS KL 103CE Workforce Opportunities II ......18-36 hours

Workplace Success I: Creative Leadership (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 innovation.

Required Courses
- BSICS KL 070CE Innovation: Igniting Creativity at Work..............................54 hours
- BSICS KL 076CE Successful Creativity and Innovation in the Workplace....54 hours

Workplace Success II: Creativity and Innovation in the Workplace (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
- BSICS KL 072CE The Creative Edge: Outstanding Leadership ..........................54 hours
- BSICS KL 079CE Creativity, Innovation, and Leadership .............................54 hours
CERTIFICATES FOR ENGLISH LANGUAGE LEARNERS

College Readiness for the English Language Learner (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

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<td>Introduction to Post-Secondary Education</td>
<td>9 hours</td>
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<tr>
<td>BSICSKL 005CE</td>
<td>Academic Guidance</td>
<td>18 hours</td>
</tr>
<tr>
<td>VOC ED 289CE</td>
<td>Computer Basics for the English Language Learner</td>
<td>18-54 hours</td>
</tr>
<tr>
<td>BSICSKL 027CE</td>
<td>Foundations: Study Skills core option 1</td>
<td>18 hours</td>
</tr>
<tr>
<td>BSICSKL 073CE</td>
<td>Industry Overview and Career Opportunities core option 2</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

ESL Fundamentals I (CY)

(270 hours)

This certificate program prepares English language learners to achieve low-advanced / advanced level English competencies in writing incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes

- To provide a transformative educational experience for every student, the ESL Pathways Certificate of Competency confirms that student has demonstrated achievement in the prescribed set competencies outlined in the approved sequence of courses.
- The ESL Pathways Certificate of Competency serves as a recognizable accomplishment to be applied toward future achievements following any of West Los Angeles College's adult education guided pathways into college, career preparation, and job training.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLNC 061CE</td>
<td>English as a Second Language 1</td>
<td>54 hours</td>
</tr>
<tr>
<td>ESLNC 062CE</td>
<td>English as a Second Language 2</td>
<td>54 hours</td>
</tr>
<tr>
<td>ESLNC 063CE</td>
<td>English as a Second Language 3</td>
<td>54 hours</td>
</tr>
</tbody>
</table>

The Foundation of English Skills (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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLNC 006CE</td>
<td>English as a Second Language</td>
<td>216 hours</td>
</tr>
<tr>
<td>VOCED 289CE</td>
<td>Computer Basics for the English Language Learner</td>
<td>18-54 hours</td>
</tr>
</tbody>
</table>
ESL Fundamentals II (CY)  
(252 – 432 hours)

This certificate will provide intermediate level English language learners the fundamental ESL reading, speaking and writing skills they need to be successful in their ESL classes and in navigating college.

Program Learning Outcomes
- Demonstrate the foundations of using English skills to successfully 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 verb tense and grammar when speaking and writing.

Required Courses
ESLNC 007CE  English as a Second Language – I ................. 36-216 hours
ESLNC 008CE  English as a Second Language – II ................. 216 hours

ESL Fundamentals III (CY)  
(432 hours)

This certificate program prepares English language learners to achieve low-advanced / advanced level English competencies in writing incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes
- Employing low advanced English skills in reading, writing, listening, and speaking with an emphasis in writing.
- Using simple, compound, and complex sentences with correct word order, punctuation, and mechanics incorporating modified words and phrases, as well as adverbial, adjectival, and noun clauses.
- Applying subject - verb agreement rules correctly with a variety of subjects, including gerunds and infinitives.

Required Courses
ESLNC 009CE  English as a Second Language III ................. 216 hours
ESLNC 015CE  English as a Second

ESL Pathways (CY)  
(72 – 216 hours hours)

This ESL Pathways Certificate of Competency develops students' skills and confidence in preparation to bridge to college credit ESL coursework.

Program Learning Outcomes
- Communicate in a variety of written forms with purpose, meaning and grammatical corrections.
- As a skilled reader, comprehend and analyze a variety of passages and content to construct meaning.
- Listen actively with understanding.
- Respond meaningfully and articulately to others requests, replies, questions and instruction.

Required Courses
ESLNC 018CE  English as a Second Language V .................. 36-108 hours
ESLNC 019CE  English as a Second Language VI .................. 36-108 hours

Administrative Assistant for the English Language Learner (CN)  
(126-162 hours hours)

The Administrative Assistant for the English Language Learner Certificate of Completion will provide students with the necessary knowledge and skill sets to pursue a career as an administrative assistant in the public and private work sectors developing effective computer, language, and workplace communication skills.

Program Learning Outcomes
- 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 skills and how to gain employment, be successful and keep a job.

Required Courses
VOCED 415CE  Effective Business Terminology .................... 18 hours
VOCED 418CE  Effective Business Correspondence ............... 18 hours
VOCED 288CE  Computer Skills for the Workplace ............... 54 hours
**ESL Fundamentals and Custodial Training (CN)**

(153 hours)

The Custodial Technician Preparation for the English Language Learner Certificate of Completion will provide students with the necessary knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Integrated English language skill curriculum will effectively target the necessary strategies to communicate effectively in the workplace.

**Program Learning Outcomes**

- 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 skills and how to gain employment, be successful and keep a job.

**Required Courses**

- **VOCED 060CE**  Custodial Technician Training.........................63 hours
- **VOCED 096CE**  Blueprint for Workplace Success .........................36 hours
- **VOCED 410CE**  Vocational ESL A..........................54 hours
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.

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.
NONCREDIT PROGRAMS AND COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSICSKL 034CE</td>
<td>High School Equivalency Test Preparation (117 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 044CE</td>
<td>Reading and Writing for College and Career Readiness (45 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 056CE</td>
<td>ARITHMETIC REVIEW I (18-45 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 057CE</td>
<td>ARITHMETIC REVIEW II (18-45 hours) NDA</td>
<td></td>
<td>The second course in a two-course sequence designed to review basic arithmetic including fractions, mixed numbers, and percentages.</td>
</tr>
<tr>
<td>BSICSKL 058CE</td>
<td>PRE-ALGEBRA REVIEW I (18-45 hours) NDA</td>
<td></td>
<td>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 signed numbers, variables, exponents, mathematical sentences and linear equations.</td>
</tr>
<tr>
<td>BSICSKL 059CE Pre-Algebra-Review II (18-45 HOURS) NDA</td>
<td></td>
<td>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 signed numbers, variables, exponents, mathematical sentences and linear equations.</td>
<td></td>
</tr>
<tr>
<td>BSICSKL 070CE</td>
<td>Innovation: Igniting Creativity at Work (54 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 072CE</td>
<td>The Creative Edge: Outstanding Leadership (54 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 073CE</td>
<td>Industry Overview and Career Opportunities (18 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 074CE</td>
<td>Employment Test Preparation (36-72 hours) NDA</td>
<td></td>
<td>This course is designed to help familiarize students with general types of test questions found in actual employment tests. In addition, this course covers a wide variety of exams, allowing you to take practice tests for employment certifications, licensures and other contextualized exams to adequately prepare students for employer-based tests.</td>
</tr>
<tr>
<td>BSICSKL 075CE</td>
<td>Introduction to Post-Secondary Education (9 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 076CE</td>
<td>Successful Innovation and Creativity in the Workplace (54 hours) NDA</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSICSKL 077CE</td>
<td>Fundamentals for Workplace Success I (36 hours) NDA</td>
<td></td>
<td>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.</td>
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</tbody>
</table>