



# WEST LOS ANGELES COLLEGE

## 2022 – 2023 ACADEMIC CATALOG

ONLINE EDITION (02/13/2023)

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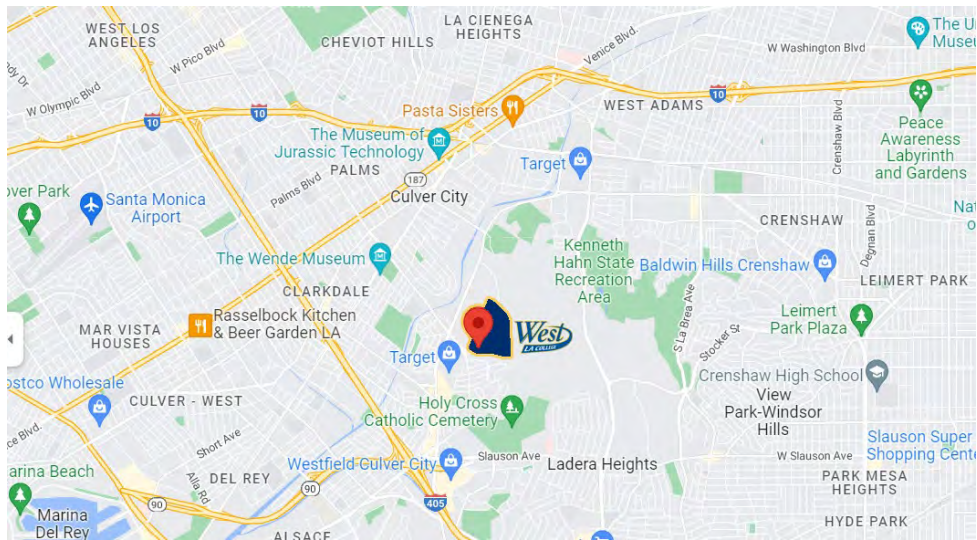
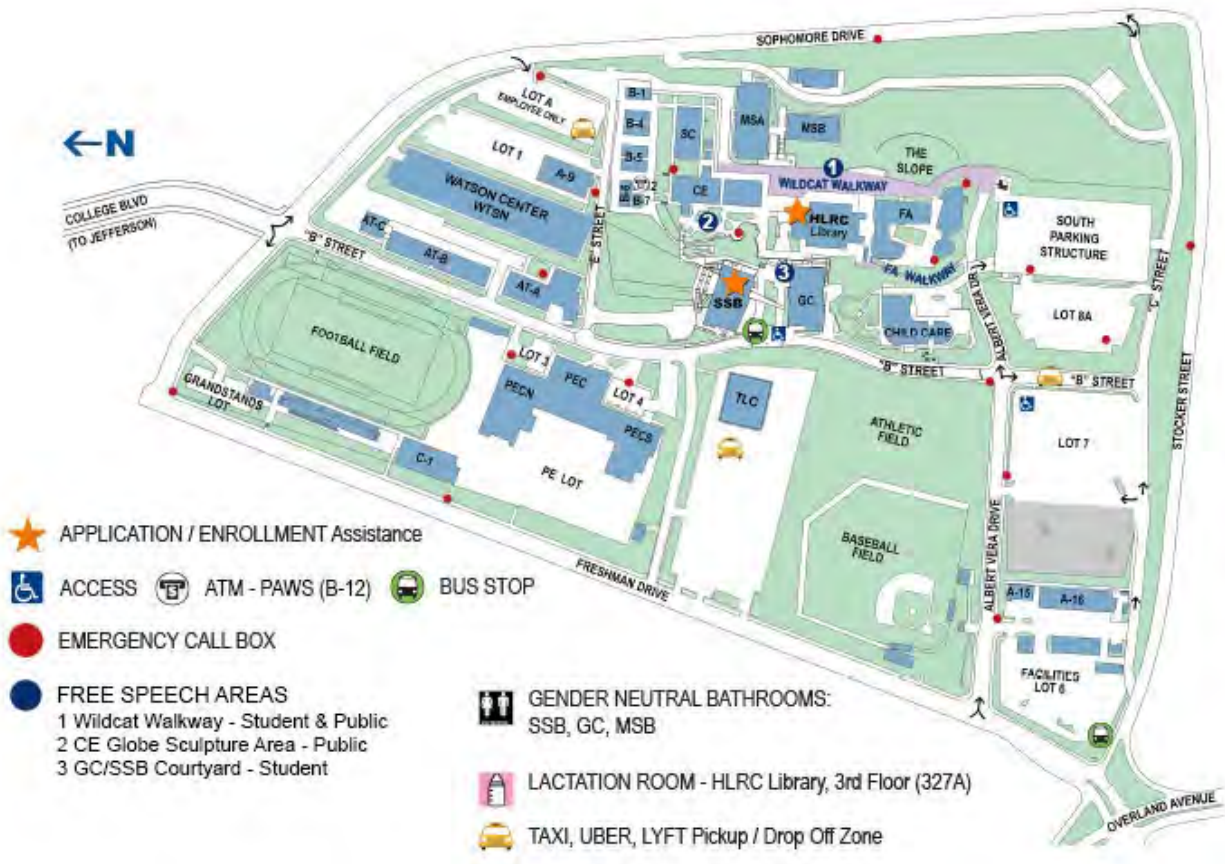
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West Los Angeles College (WLAC) is a public tax-supported educational institution that offers post-secondary education opportunities and is administered by the Los Angeles Community College District.

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

# WLAC LOCATION



**STREET ADDRESS: 9000 OVERLAND AVENUE – CULVER CITY, CA 90230**

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## THE WLAC CATALOG

The West Los Angeles College (WLAC) Catalog describes the policies, services, programs, and courses offered by the college for the 2022-2023 academic years. Most of the policies and regulations affecting students are described in this catalog and each student is responsible for becoming familiar with this information. This catalog is not an offer to enter into a contract.

**This new catalog takes effect at the start of the fall 2022 semester.**

## ACCURACY STATEMENT

Although WLAC has made every effort to make this catalog accurate, it may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues. As a result, WLAC (and the LACCD) reserve the right to make modifications and updates as necessary. More current and complete information may be obtained from the appropriate division or administrative office or from the [WLAC website](#).

## STUDENT RESPONSIBILITY TO BE INFORMED

While WLAC provides numerous support services to assist students, regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines. It is the student's responsibility to read the information presented in this catalog and to know and observe all policies and procedures related to their program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

## ALTERNATIVE PUBLICATION FORMATS

The catalog is available online with limited numbers distributed as a hard copy. Catalog corrections and addendums will be in the online version. Students with verifiable disabilities who require alternate formats of this catalog or of other college publications should contact the Vice President of Student Services at (310) 287-4248. The college will provide information in alternate text formats upon request in the timeliest manner possible. This catalog and schedule of classes are available on the college's [Catalog webpage](#).

## WELCOME TO WEST LA COLLEGE



### A Message from the President

"Just do it."

The first president of West Los Angeles College, Dr. Morris J. Heldman, coined this phrase well before Nike made it a household term. Why? Because, in the heady first days of the College, he saw the potential of a college on the Westside and he encouraged his faculty, staff, and students to "just do it"—provide excellent instructions, offer outstanding support services, and focus on student success as the College's first priority.

Now, over fifty years later, West Los Angeles College maintains the same focus espoused by Dr. Heldman. As we emerge from a devastating pandemic, "just do it" carries a sense of urgency that the College continues to offer excellent, relevant education in an environment distinguished by caring and compassionate faculty and staff.

This catalog reflects the scope of programs and services offered at WLAC as well as providing a central location for the College's various policies and procedures. Please make it a habit of referring to it regularly as you proceed toward the completion of your educational goals.

"Go West. Go Far" synthesizes our commitment to providing you the type of education that will allow you to be successful as you move to the next stage of your life, be it transferring to a four-year institution or entering the workforce. Thank you for choosing West to help you prepare for an exciting future.

Cordially,

James M. Limbaugh, Ph. D.  
President

## THE LACCD

### THE LOS ANGELES COMMUNITY COLLEGE DISTRICT



LOS ANGELES COMMUNITY  
COLLEGE DISTRICT

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

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

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

### THE MISSION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)

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

### THE VISION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)

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

### BOARD OF TRUSTEES

Gabriel Buelna, Ph.D, President  
David Vela, 1<sup>st</sup> Vice President  
Nichelle Henderson, 2<sup>nd</sup> Vice President  
Andra Hoffman  
Kelsey K. Iino, Ed.D.  
Ernest H. Moreno  
Steven F. Veres  
Kenneth-Alan Callahan, Student Trustee

### LACCD ADMINISTRATION

Francisco C. Rodriguez, Ph.D., Chancellor  
Melinda A. Nish, Ed.D., Deputy Chancellor  
Nicole Albo-Lopez, Ed.D., Interim Vice Chancellor,  
Educational Programs and Institutional Effectiveness  
Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer  
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer  
Maribel S. Medina, J.D., General Counsel  
Rueben C. Smith, D.C.Sc., Vice Chancellor/Chief Facilities  
Executive  
Katrina Vanderwoude, Ed.D., Interim Vice Chancellor,  
Workforce Development and Adult Education  
Shairon Ann Zingsheim, J.D., Interim Vice Chancellor, Human  
Resources

### STUDENT TRUSTEE ELECTION PROCEDURE

The LACCD conducts an election for student trustee annually. Each student in the LACCD has an opportunity to be involved in the process of selecting a student representative to the LACCD Board of Trustees.

## ABOUT THE COLLEGE



### West Los Angeles College

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

### OUR VISION

**WEST: A pathway to success for every student.**

### OUR MISSION

WLAC provides a transformative educational experience.

WLAC fosters a diverse learning community committed to student success, racial equity, social justice, and environmental responsibility.

Through quality instruction, programs, supportive services, community partnerships, and career development, the College encourages excellence and develops student leaders.

A WLAC education enriches students with the knowledge and skills needed to earn associate and baccalaureate degrees and certificates; to transfer; to build careers; and to pursue life-long learning.

### OUR VALUES

#### Equity

At WLAC, it is our obligation to challenge the foundations of implicit and explicit bias and address historic and persistent inequity

#### Excellence

WLAC encourages each student and employee to strive for excellence in classes, laboratories, libraries, studios, playing fields, offices, and communities.

#### Ethics

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

#### Empowerment

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

#### Engagement

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

### OUR HISTORY

WLAC, located on a lushly landscaped hillside in Culver City, opened its doors in 1969, with an enrollment of 1,700 students

## ABOUT THE COLLEGE

and a faculty of just 31 professors. With torrential rains threatening the opening of the college, the hiring of faculty and staff and the registration of students began in temporary offices provided by Culver City, including the Culver City Jail. Despite these obstacles, President Morris J. Heldman officially opened WLAC in February 10<sup>th</sup> 1969, only one month behind schedule, with faculty giving lectures in the parking lots until their classrooms were ready.

Today, WLAC boasts an enrollment of over 10,000 students, 105 full-time faculty members, 381 part-time faculty members, 18 administrators, 165 classified staff and, last year, awarded 2,902 degrees and certificates. As one of the nine campuses of the LACCD, WLAC serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina Del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles, and Westwood.

The college colors, selected by the students of WLAC in 1969, are royal blue and gold. Teams were given the name the "Oilers" - selected because the campus neighbors an oil field on one side. However, in 2008 as part of the college's 40<sup>th</sup> anniversary celebration, the students and faculty selected a new mascot – the Wildcat.

The WLAC motto of "Go West, Go Far" - adopted at that 40<sup>th</sup> anniversary celebration - speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

## EDUCATIONAL PHILOSOPHY

The colleges of the LACCD affirm the principle that individuals should have opportunities to develop to their full potential. To that end, WLAC's main responsibility is to the students and to the provision of education, which benefits students and enables them to contribute to society.

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

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

## GENERAL EDUCATIONAL PHILOSOPHY

WLAC is committed to offering its students a robust academic foundation through its General Education program. WLAC affirms that the primary purpose of its General Education program is to help students become life-long learners who can think critically, analyze issues, and make reasoned judgments in the spirit of open-mindedness and personal growth. The General Education program at WLAC prepares students to be successful in a dynamic, complex, and multicultural world.

The General Education program at WLAC provides students with:

- a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, natural sciences, mathematics, social and behavioral sciences, and health and physical education
- the essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning, and information competency
- an appreciation of ethics, self-awareness, equity, racial and cultural diversity, social justice, and environmental responsibility

## THE ADMINISTRATION

WLAC's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. Together, they carry out the vision of the college: "West: A pathway to success for every student."

## ACADEMIC YEAR

The academic year is divided into four sessions:

- Fall Semester (16 weeks, August - December)
- Winter Session (5 weeks, January - February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5, 6-week and 8-week sessions, June - August), subject to approval by the Board of Trustees

### ACADEMIC CALENDAR

Fall 2022: Traditional Semester	
Session Period	Dates
	Aug 29 – Dec 18
Finals ( <a href="#">see finals schedule</a> )	Dec 12 – Dec 18
Open Enrollment	May 31 ( <a href="#">How to find your registration date</a> )

Winter Session 2023	
Session Period	Dates
	January 3, 2023 - February 5, 2023
Finals	Last day of class
Open Enrollment	Dec 5, 2022

Spring Semester 2023	
Session Period	Dates
	Check the <a href="#">WLAC Academic Calendar website</a>
Finals	Check the <a href="#">WLAC Academic Calendar website</a>
Open Enrollment	Check the <a href="#">WLAC Academic Calendar website</a>

### ACADEMIC DIVISIONS

The college features fourteen (14) academic departments which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Applied Technology; Arts & Performance; Business; College and Career Preparation; Computer Science and Applications; Counseling; Health Sciences; Human Development and Family Studies; Language Arts; Library Services; Mathematics; Public Safety and Paralegal Studies; Science; and Social Sciences.

### ACADEMIC RIGHTS AND RESPONSIBILITIES: CODE OF ETHICS

WLAC's Academic Senate has adopted the following statement (from LACCD Board Rule 1024.12) as its policy for Academic Rights and Responsibilities: Code of Ethics.

"It is the policy of the LACCD that academic freedom is a right enjoyed by all members of the LACCD community: faculty (tenured, non-tenured, and adjunct), students, staff, and administration. Faculty especially shall have the academic freedom to seek the truth and guarantee freedom of learning to the students. Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the LACCD's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide

by the LACCD's Standards of Student Conduct (for reference, see LACCD Board Policy 5500).

The LACCD recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Each college's Academic Senate may adopt its own faculty academic freedom statement. The right to academic freedom shall be protected and supported through the use, when necessary, of appropriate due process procedures established by the College Academic Senates, consistent with this policy and Article 4 of the AFT Faculty Collective Bargaining Agreement."

### ACCREDITATION

WLAC is fully accredited by the [Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges \(ACCJC/WASC\)](#), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

WLAC is also accredited by the following external agencies: the American Dental Association/Commission on Dental Accreditation; the Federal Aviation Administration (FAA); and the California Association of Alcohol and Drug Educators (CAADE).

The Dental Hygiene program has been approved by the Dental Hygiene Board of California; the Dental Assisting program has been approved by the Dental Board of California; the Pharmacy Technician program has been approved by the Pharmacy Tech Board of California; and the Certified Nurse Assistant Training Program has been approved by the Department of Public Health; the Paralegal program has been approved by the American Bar Association.

For more information on these accreditations and approvals, visit the [WLAC Accreditation webpage](#).

### CONSUMER INFORMATION

[The Higher Education Opportunity Act of 2008 \(HEOA\)](#) requires institutions participating in federally funded financial aid programs to make information about the institution available to current and prospective students.

## ABOUT THE COLLEGE

WLAC's web page, which is updated as new information becomes available, contains consumer information. To learn more, visit [WLAC's Consumer Information webpage](#).

### STUDENT RIGHT TO KNOW POLICY

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 ([Public Law 101-542](#)), it is the policy of the LACCD and WLAC to make available its completion and transfer rates to all current and prospective students.

A cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a six-year period beginning in Fall 2015. These completion rate numbers can be found at the [California Community Colleges Student Right to Know Disclosure Website](#). These rates do not represent the success rates of the entire student population at WLAC nor do they account for student outcomes occurring after this six-year tracking period.

### SUPPORT SERVICES & PROGRAMS OF THE COLLEGE

Support services of the College include the Dream Resource Center, the Child Development Center (CDC), Financial Aid, Counseling, the Food Pantry and West Wardrobe, Disabled Students Programs and Services (DSP&S), Distance Learning, the Student Health Center, the Transfer Center, the Learning Center, Veteran's services and the Welcome Center. Student Programs include College 2 Career, CalWORKS/GAIN, Extended Opportunity Programs and Services (EOPS), TRIO, High School Outreach, Upward Bound, Puente, and the Transfer Honors program.

## CONSTITUTION & CITIZENSHIP DAY OBSERVANCE

Each year on September 17th, WLAC participates in the annual observance of American Constitution and Citizenship Day. The U.S. Constitution is one of the most influential legal documents in existence, created over 200 years ago. WLAC supports every effort to affirm the American democratic process. Special programs and activities are held this day in classes sponsored by the Political Science program. Activities include guest speakers, distribution of pocket constitutions, and similar activities for WLAC students, staff, and faculty.

# STARTING YOUR ACADEMIC OR CAREER PATHWAY



## EXPLORING OUR GUIDED PATHWAYS

“Guided Pathways” is an equity-focused framework that allows community colleges to forge clear paths for students and remove systemic obstacles to their success. Guided Pathways will streamline your journey through college by organizing the College’s programs in order to make it easier for you as a student to successfully navigate the college system and achieve your individual goals.

Our Guided Pathways seek to:

1. **Advance Equity:** by removing barriers that today’s students face, particularly students of color, first-generation students, students from low-income backgrounds, and working adults.
2. **Transform Institutions:** by providing a comprehensive approach to systemic change in order to improve students’ attainment of skills, credentials, and socioeconomic mobility.
3. **Redefine Readiness:** by fundamentally shifting the conversation about what it means to put students first, encouraging colleges to focus on their readiness for students rather than students’ readiness for college.
4. **Redesign Support:** by recognizing that students need more than financial support and resources to be successful in college.

In Guided Pathways, faculty, student services professionals, and administrators have created program maps describing specific course sequences. These maps make up part of a **Learning Career Path (LCP) or “Pathway”**. You can choose an LCP/Pathway to align with your career goals and develop an educational plan based on this Pathway. Progress milestones are built into these Pathways, helping you stay on track toward these goals. Pathways can simplify decision-making by providing sample course schedules and informing you on how your choices affect longer-term goals. Predictable scheduling is part of a Pathway, ensuring that courses are offered when needed and helping you complete your major in a timely fashion.

More information about the six (6) LCPs offered at WLAC can be found at the “WLAC Learning Career Pathways” section of this catalog and at the [Guided Pathways webpage](#).

## PLANNING YOUR PROGRAM/MAJOR

Visit the [Counseling Center](#) or the [Transfer Center](#) for more information on how to use an LCP to create a Student Educational Plan (SEP) in order to reach your academic or career goal.

## ADMISSIONS POLICIES & INFORMATION



### HOW TO APPLY

Applying to WLAC is easy by following these steps:

#### Step 1: Complete the Online Application

- **For high school graduates & persons 18 years and older:** If you are not currently enrolled in WLAC, or have not registered for classes for two consecutive semesters (Fall and Spring), complete the [LACCD Online Application](#). Expect to receive a Welcome Letter that includes your LACCD student ID number and student email. You will need your ID number to proceed to Step #2.
- **For K to 12 Students:** To apply to WLAC, you will need to reach out to your school counselor, and complete a [K12 supplemental application](#), in addition to the online application.

#### Step 2: Complete the New Student Orientation

- Log into your [Student Information System \(SIS\)](#) account and review the "To do Checklist" to access this orientation. This orientation presents important information and helps satisfy a requirement to earn Priority Registration at WLAC

#### Step 3: Apply for Financial Aid

- You may be eligible for fee waivers, grants and other financial aid to cover college expenses.
- Contact the [Financial Aid Office](#) for more information and help with applying

#### Step 4: Receive a Registration Appointment

- You will be issued registration information when your application for admission is processed. Please note that the processing of admission applications may take 1 to 3 working days

- Following processing of your application, you will receive a LACCD student ID number and email address. You will need these to sign on to the online [Student Information System \(SIS\)](#) in order to receive your Registration Appointment.
- Your Registration Appointment is the first day you may register for classes. You may register any time on or after this date. It is recommended that you register as early as possible as many classes fill quickly.

#### Step 5: Register for Traditional, Hybrid & Online Classes

- See the "How to Register" section of this catalog

#### Step 6: Pay Fees

- Fees may be paid with a credit card when you register online.
- Fees may also be paid with cash, check, debit or credit card at the [Business Office](#) on the second floor of the Student Services Building (SSB).
- Fees are due upon registration

More information about how to apply to WLAC can be found at the [Admissions: How to Apply webpage](#) or the [Welcome Center website](#). You may also obtain information from the [Admissions and Records Office](#). This office is located in SSB 220.

### MIDDLE SCHOOL & HIGH SCHOOL ADMISSION (K - 12 STUDENTS)

Students enrolled in middle or high school (i.e. K -12 students) may apply to WLAC by completing the [Online Application](#) and submitting a completed [Supplemental Application for Admission of Students in Grades K-12](#). This supplemental K-

## ADMISSIONS POLICIES & INFORMATION

12 application must be completed and submitted every term or session the student wishes to enroll in WLAC credit or noncredit classes. See the [High School: Transitioning to College webpage](#) for more information.

### ADMISSION ELIGIBILITY

The following are eligible to apply to WLAC:

- Anyone who is 18 years old or older
- Students who have earned a high school diploma
- Students under 18, who have not earned a high school diploma

Special groups for admission eligibility exist. For more information, visit the [Admissions: How to Apply webpage](#).

### ADMISSION TO THE DENTAL HYGIENE BACHELOR OF SCIENCE PROGRAM

Admission to the Dental Hygiene Bachelor of Science Program requires an additional application. For more information about the application process, see the [Bachelor Dental Hygiene Admissions webpage](#).

### READMISSION POLICY

Students who have not attended WLAC for two or more semesters must file a new admissions application. Students in grades K-12 applying to concurrently enroll at WLAC must be readmitted every semester and must submit the [Supplemental Application for Admission of Students in Grades K-12](#) each semester.

### ADMISSIONS & RECORDS

SSB 220, (310) 287- 4327

The Admissions & Records Office provides services including transcripts and enrollment verifications, residency corrections, and graduation, and other academic petitions. Visit the [Admissions & Records Office website](#) or the office on the 2nd floor of the SSB for more information.

### RESIDENCY REQUIREMENTS FOR ADMISSION

#### California Residency Requirements

To attend WLAC (or any LACCD college) as a resident of California, you are required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is that day immediately preceding the opening day of instruction of the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement. For more information, see [LACCD Board Policy 5015](#).

#### Non-Resident Students

A non-resident student is one who has not had residence in the state of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and others are not. Check with the [Admissions and Records Office](#) regarding your status.

#### Non-Resident Tuition Fees

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the LACCD Board of Trustees (for reference, see LACCD Board Policy 5020). The tuition fee for non-resident students must be paid at the time of registration. Non-resident K-12 students who are admitted as "Special Part-time Students Grades K-12" will be charged non-resident tuition fees for all units taken.

#### Non-Resident Tuition Refund Criteria and Schedule

A non-resident student who formally drops or otherwise separates from part of all of their enrollment may be refunded previously paid non-resident tuition. See the "Student Fees" section of the catalog for more information.

#### Non-Resident Tuition Exemptions (AB 540 Exemptions)

[Education Code Section 68130.5](#) (also known as AB 540) exempts non-resident students who attended and graduated from California high schools from non-resident tuition. This change does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., EOPS, California College Promise Grant [CCPG]). The exemption tuition is mandatory. If the LACCD finds that a student meets all requirements in the law, non-resident tuition may not be charged.

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

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).

Except for non-immigrant aliens, any non-resident student who meets the requirements contained in "1" and "2" shall be exempt from non-resident tuition even if they are a U.S. citizen or lawful immigrant. Students without lawful immigration status must complete and sign a [California Nonresident Tuition Exemption Application form](#), which indicates that the student

has applied for legalization or will do so as soon as the student is eligible to do so. More information can be found at the [California Student Aid Commission webpage](#).

### INTERNATIONAL/F-1 VISA STUDENT ADMISSIONS

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

All applicants must meet the following admissions criteria:

1. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/ transcripts from a foreign university.
2. English language proficiency to begin academic program or start a program at WLAC for language training. Proficiency is verified by one of the following:
  - WLAC ESL placement level 5 or above
  - English is your native language
  - Attendance at a U.S. high school for a minimum of two years
  - Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
  - International Baccalaureate with an English Language score of 3 or better
  - TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
  - IELTS minimum score of 5
  - iTEP minimum score of 3
  - STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
  - Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
  - Cambridge General Certificate of Education reflecting A Level Placement
3. Demonstrated ability to pay the non-resident tuition and fees and personal living expenses estimated at \$27,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by the LACCD with no substitution of other medical insurance coverage.

International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, students will have access to student services including counseling, orientation, instructional support (tutoring), the Learning Skills Center, and an international student organization. More information can be found at the [International F-1 Visa webpage](#) or the International Student Office located in the

Technology Learning Center (TLC), Room 130; (310) 287-7283.

#### International Student Medical Insurance Fee

International students attending WLAC under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the LACCD on the student's behalf. In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

#### Coverage Selection

- **Annual Benefit Maximum per student:** \$400,000
- **Annual deductible:** \$150
- **Co-insurance percentages:** 100% in network/80% out-of-network
- **COVID-19 vaccine benefit:** \$100 maximum
- **Elective termination of pregnancy:** \$1,000 maximum benefit
- **Intercollegiate sports annual benefit maximum:** not applied for
- **Oral Contraceptives:** covered at 100%
- **Out-of-pocket maximum:** \$6,000
- **Prescription drug maximum benefit:** 60% outpatient/100% inpatient
- **Pre-existing condition benefit:** \$5,000 maximum
- **Pre-existing condition waiting period:** 6 months
- **Self-inflicted injury benefit:** \$10,000
- **Teledoc benefit:** included
- **Wellness benefit:** \$500

More information on fees can be found in the "Student Fees" section of the catalog.

### VETERANS ADMISSIONS

#### Admissions Requirements for Veterans

Veterans seeking admission to WLAC are required to follow these procedures:

1. File an application for VA Educational Benefits (VA [Form 22-1990](#) or [Form 22-5490](#)), in addition to an application for admission to the college.
2. Complete and submit the appropriate Veterans enrollment forms for school records declaring your major, your intended transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.
3. Forward transcripts from all colleges attended to the [Admissions Office](#). Transcripts are required even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.

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

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

Students must apply each semester through this process for to receive continuous VA educational benefits.

### Program Planning for Veterans

Veterans should select their major and choose courses from those listed under that major. It is advisable to make an appointment with a counselor for academic assistance. The Veterans Administration will not pay for courses that do not fit into a veteran's selected major. See the "Counseling Center" section of the catalog or visit the [WLAC Counseling Center](#) to make an appointment to see a counselor. The School Certifying Officer must be notified of any program changes. Failure to do so may result in an overpayment or underpayment of fees. The Veterans Administration holds the veteran responsible for reimbursement of overpayments. For additional information pertaining to academic status, see the School Certifying Officer in the [Admissions and Records Office](#), Building SSB. Additional information for Veteran's can be found at the [Veteran's webpage](#) or by calling (310) 287-4387

### Selective Service

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

## STUDENT IDENTIFICATION NUMBER

The LACCD maintains a student record system that uses a computer-generated number – a Student Identification Number - to identify an individual within its colleges. For legal and privacy reasons, it no longer uses a social security number. The Student Identification Number (also known as Student ID) is given to students following processing of the admissions application. Changes in a student's ID number may be made only in the Admissions & Records Office.

## STUDENT RECORDS, DIRECTORY INFORMATION, AND THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The [Family Education Rights and Privacy Act \(FERPA\)](#) is federal law that protects the privacy of student education records. FERPA also gives you the right to review your education records, to seek to amend inaccurate information in your records, and to provide consent for the disclosure of your records. This law applies to all schools that receive funds

under an applicable program of the U.S. Department of Education.

The LACCD, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information (see LACCD Administrative Procedures 5035 and 5040). The LACCD recognizes that student records are a confidential matter between the individual student and the college.

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

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. You have the right to receive a copy of your record, at a cost not to exceed the cost of reproduction. See the "Transcripts" section of the catalog for more information.

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

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

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

## ADMISSIONS POLICIES & INFORMATION

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

(Reference LACCD Administrative Procedure 5040)

### REGISTERING & ENROLLING IN CLASSES



#### HOW TO ENROLL IN A CLASS

Enrolling in a class at WLAC is easy. Follow these steps:

1. Check the Class Schedule for the desired class
2. Logon to the [Student Information System \(SIS\)](#)
3. Select "Manage Classes"
4. Select "Class Search and Enroll"
5. Select the desired class and then select "Next"
6. Click the "Accept" button. (If the class is full, an add permission code will be required before clicking Accept)
7. Click the "Submit" button and then click "Yes"

If a class has available space, you can enroll in the class through the second day of the semester. If both the class and wait-list is full, you may still register for a class by obtaining an "add permission code" from the instructor. You can use this code to register through the [Student Information System \(SIS\)](#). More information about enrolling in or adding a class can be found at the [Welcome Center website](#).

#### OPEN ENROLLMENT PERIOD

The open enrollment period is the period of time when classes are open to enrollment regardless of your matriculation status. Each semester or session will have a defined open enrollment period that can be found at the [Academic Calendar website](#).

#### WHAT IS MATRICULATION?

Matriculation is a process that enhances your access to your community college and promotes and sustains your efforts to be successful in your educational endeavors. Through student-direct programs and services, matriculation supports

students in the completion of college courses, persistence to the next academic term, and achievement of educational objectives.

WLAC's matriculation student services include:

- admissions support
- orientation to college programs and services
- guided self-placement in Math or English or English as a second language
- counseling service to develop a Student Educational Plan (SEP) leading to a course of study and guidance on course selection that is informed by, and related to, a student's academic and career goals.

You may also be referred to specialized support services as needed and available, including:

- federal, state, and local financial assistance
- health services
- career services
- veteran support services
- foster youth services
- Extended Opportunity Programs and Services (EOP&S)
- campus childcare services
- basic skills education programs
- English as a Second Language (ESL) programs
- Disabled Student Programs & Services (DSP&S)

Your matriculation responsibilities as a student include: the identification of an academic and career goal upon applying to the college, the declaration of a specific course of study after a specified time period or unit accumulation, diligence in class

## REGISTRATION INFORMATION

attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress toward an educational goal and course of study identified in your education plan.

For more information on matriculation, visit the [Welcome Center website](#).

### Matriculation Process for Registration

New students registering at WLAC undergo a matriculation process, including the:

1. identification of an education or career goal and course of study
2. participation in the placement process
3. completion of an orientation activity provided by the college, and
4. participation in counseling, advising, and educational planning services to develop a Student Education Plan

Failure to comply with the requirements above may result in a hold on registration and/or loss of registration priority until the services are completed.

(Reference LACCD Administrative Procedure 5050)

### Exemption Criteria from Matriculation Process

You may be considered exempt from the matriculation process listed above if you satisfy the one following criteria:

1. You have completed an Associate Degree or higher, or
2. You have enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards, or
3. You have enrolled at the College as a Special Admit (e.g. K-12) student

Any student exempted in accordance with this section shall be notified that they are exempted from participating in all or part of the matriculation process and shall be given an opportunity to choose whether to participate.

(Reference LACCD Administrative Procedure 5050)

## MATRICULATION & PRIORITY REGISTRATION

You may register for no more than 19 units per Fall or Spring semester and no more than 9 units during the Winter and Summer sessions. If you are in good academic standing, you shall be granted "Priority Registration" following completion of the matriculation process outlined below. Priority Registration will be granted in the order listed below, from highest to lowest.

1. Fully matriculated, new students who are:

- a. Members of the armed forces or veterans pursuant to [Education Code Section 66025.8](#); or
- b. CalWORKs recipients in good standing with fewer than 100 degree-applicable units; or
- c. A student who is a Tribal TANF recipient; or
- d. Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units; or
- e. Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units; or
- f. Foster youth or former foster youth, pursuant to [Education Code Section 66025.9](#) regardless of academic standing and units taken. or
- g. Homeless youth, pursuant to [Education Code Section 66025.9](#).

2. New and continuing students, fully matriculated students participating in special programs as follows:

- a. Students participating in LACCD intercollegiate sports and by the College Athletic Director or designee; or
- b. Students participating in the LA College Promise (or equivalent college promise program with other school districts) who have met all required elements of the program, or
- c. Students who are able to complete their first degree, state approved certificate, or transfer program designated on their Student Education Plan (SEP) within one semester and who are in good standing with fewer than 100 degree-applicable units earned. *Note: Students may receive priority registration under this provision for one semester only.*

3. Students in good standing, who are:

- a. continuing students with fewer than 100 degree-applicable units
- b. middle college students in good standing with fewer than 100 degree-applicable units
- c. fully matriculated, new students
- d. returning exempt students
- e. new students exempt from matriculation

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

5. K-12 students (i.e. Special Admit students) pursuant to [Education code section 76001](#).

(Reference LACCD Administrative Procedure 5055)

## REGISTRATION INFORMATION

### REGISTRATION APPOINTMENTS

If you are continuing from the prior semester, you will automatically receive an email notification and reminder on their student portal about registration. New and returning students will be issued a registration appointment when their application for admission has been processed. Students may register at any point on or after their registration appointment date and time. A registration appointment is not required during the open enrollment period.

### LATE REGISTRATION

The late registration process occurs during the first two weeks of the semester. If you wish to add a class, you should attend the first day of the class and obtain an "add permission code" from your instructor. You can use this code to register through [WLAC's Student Information System \(SIS\)](#).

### CONSIDERATIONS FOR ENROLLMENT

A number of factors may prevent you from enrolling in a course:

1. Enrollment holds (non-payment of fees, academic dismissal)
2. Not having completed a prerequisite
3. A concurrent or dual enrollment admission form has not been processed (for high school students)
4. Your portal indicates that you are an "alumni," meaning you do not have an active application on file because you have not been enrolled in the last two regular full-term semesters.
5. You obtained a grade of "A", "B", "C", "P", or "I" in a previous attempt of a non-repeatable class.

### CONCURRENT ENROLLMENT

You may simultaneously enroll in select courses both at your high school and WLAC (or another LACCD college). You will take these concurrent enrollment courses on WLAC's campus. Concurrent enrollment courses are tuition-free.

Individuals aged 16 and older who have left traditional high schools and are enrolled in an adult high school diploma (HSD) or high school equivalency (HSE) program can also enroll in free college classes through concurrent enrollment. Visit [WLAC's Adult Concurrent Enrollment website](#) for more information.

The following, however, are not permitted in concurrent enrollment:

- concurrent enrollment in more than one section of the same course during a semester, with the exception of certain classes on a limited basis.
- enrolling in classes scheduled or conducted during overlapping times.

Violation of concurrent enrollment conditions will result in exclusion from class and denial of course credit in both courses/ sections. Additionally, violators will be subject to disciplinary action.

Instructions for how to enroll as a concurrent enrollment student can be found on the [Free College Classes for High School Students webpage](#).

A limited number of eligible students in grades K-12 may be admitted as special part-time concurrent enrollment students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. (Reference LACCD Board Policy 5100)

These students will submit a ["Supplemental Application for Admission for Students in Grades K-12"](#) and additional documents requested by Admissions & Records Office prior to enrollment. Students may not exceed 11 units per semester across the LACCD unless enrolled under an [AB 288 agreement](#). Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The LACCD and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision because of their special admission status. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early. Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

### DUAL ENROLLMENT

The Dual Enrollment Program is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college or vocational credits toward a certificate, diploma, or college degree. Instructions for how to enroll as a dual enrollment student can be found on the [Free College Classes for High School Students webpage](#).

*Note: This option is only available at select schools. Contact your high school counselor for more information.*

### AUDITING A CLASS

If you are authorized to register for classes you may be permitted to audit a class upon permission from the instructor. In order to audit, you must agree that any participation in class

## REGISTRATION INFORMATION

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activities will be solely at the discretion of the instructor. The instructor may provide you with a written statement of the extent of participation allowed beyond observation. For more information, see the Auditing Policy in the "Student Handbook" section of this catalog.

### **CANCELLATION OF CLASSES**

WLAC reserves the right to cancel a class due to insufficient number of enrolled students prior to the end of the second week of the term.

### **WAIT LISTS**

If a class is full and a wait list option is available, you can use the student portal to place yourself on the wait list. As enrolled students drop from the class, you may be added to the class by the instructor. The removal from the waitlist to an open seat in the class is not automatic. Students who are moved from the wait list to an open seat in a non-repeatable class will be removed if they obtained a grade of "A", "B", "C", "P", or "I" in a previous attempt of the same course.

# STUDENT FEES



## TYPES OF FEES

The LACCD Board of Trustees authorizes the following fees as outlined in LACCD Board Policy 5030. Fee information can be found on the [Tuition Fees webpage](#).

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

### Enrollment Fees for California Residents

California residents are required to pay \$46 per unit.

### Bachelor Degree Program Enrollment Fee

Students enrolled in Bachelor Degree program courses are charged a \$84 per unit BS enrollment fee in addition to an enrollment fee for upper division coursework.

### K-12 Student Fee

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less. If the students enroll in more than 11 units, they will have to pay the resident enrollment fee.

### Out-Of-State Non-Resident Fee

United States citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$332 per unit and an enrollment fee of \$46 per unit for a total of \$378 per unit.

### International Student (F-1 Visa) Student Fee

International students with F-1 visas are required to pay a non-resident tuition fee of \$332 per unit and an enrollment fee of \$46 per unit for a total of \$378 per unit.

Students are also required to pay the following:

- Application Processing Fee: One-time \$50 fee
- SEVIS Fee: non-refundable \$25 fee per semester. Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.
- International Student Medical Insurance (IMED): see Summary of Fees table below

### Audit Fee

Students auditing a course are required to pay for non-refundable audit fee of \$15 per unit. Students enrolled in 10 or more semester-unit credit courses are not charged a fee to audit three or fewer units per semester. (Reference: LACCD Administrative Procedure 4070).

### Health Services Fee

Pursuant to [Education Code Section 76355](#) and [Title 5 of the California Code of Regulations, Section 54702](#), the LACCD charges a mandatory \$19 health fee per Fall and Spring semester and a \$16 health fee per Summer or Winter intersession for health supervision and services. (Reference: Board Policy 5030)

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

## STUDENT FEES

students admitted as special part-time students (K-12) or special summer school students.

### ASO Membership Fee (Optional)

WLAC students are encouraged to join the ASO by paying the ASO fee of \$7 for fall or spring and \$3 for summer or winter session. By joining the ASO, students will get preferred parking in designated lots. (Reference: LACCD Administrative Procedure 5400)

### Student Representation Fee (Mandatory)

Students are charged a \$2 student representation fee per semester. The fees are collected to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

(Reference: [Education Code 76060.5](#))

### Parking Fee (Optional)

[Education Code 76360](#) stipulates that students shall be required to pay a fee, in an amount not to exceed \$20 per semester for parking services. The WLAC parking fee is \$20 per Fall and Spring semester and \$7 per Winter and Summer session. [Parking fee information and how to purchase parking passes](#) is available on-line. All WLAC parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit

### Instructional Materials Fee

[Education Code 76365](#) stipulates that students may be required to provide their own additional instructional or other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the LACCD. Fee amounts vary for each course. Please check with the course instructor for details. (Reference: LACCD Administrative Procedure 5031)

### Transcript or Enrollment Verification Fees

Click the [Grades & Transcripts link](#) or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification can be found.

## SUMMARY OF FEES

TYPE OF FEE	Summer /Winter	Fall /Spring
<b>Enrollment Fees for ALL Students</b> (subject to change by the California Legislature)	\$46/unit	\$46/unit
<b>Additional Enrollment Fees For Dental Hygiene Bachelor Degree</b>	\$84/unit	\$84/unit
<b>Non-Resident Tuition for Out-of-State Residents</b> All non-resident students must pay \$46 per unit enrollment fee in addition to Non-Resident Tuition Fee	\$332/unit	\$332/unit
<b>Non-Resident Tuition for International Student and/or F-1 VISA</b> All non-resident students must pay \$46 per unit enrollment fee in addition to: <ol style="list-style-type: none"> <li>Non-Resident Tuition Fee</li> <li>Application Fee</li> <li>SEVIS Processing Fee</li> <li>International Student Medical Insurance (IMED)</li> </ol>	\$332/unit  \$50 one-time \$25/semester \$703.44/semester (\$1,406.88 annual)	\$332/unit  \$50 one-time \$25/semester \$234.48 (Winter) \$351.72 (Summer)
<b>Audit Fee</b>	\$15/unit	\$15/unit
<b>Health Services Fee</b>	\$19/semester	\$16/semester
<b>Associated Student Organization (ASO) Fee (optional)</b>	\$7/semester	\$3/semester
<b>Student Representation Fee (may opt out)</b>	\$2/semester	\$2/semester
<b>Parking Fee - Standard</b>	\$20/semester	\$7/semester
<b>Parking Fee - ASO Preferred</b>	\$27/semester	\$10/semester
<b>Instructional Materials Fee</b>	See courses in schedule of classes	See courses in schedule of classes

### Payment Methods

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

- 1. In Person:** Pay by cash, cashier's check, or money order at the Cashier's Window, [Business Office](#), SSB 230  
Hours of Operation (subject to change):
  - Monday - Thursday 9:00 a.m. - 5:00 p.m.
  - Friday 9:00 a.m. - 1:00 p.m.

- 2. Online:** Pay by credit card (Visa, MasterCard, American Express, Discover) or debit/ATM card by logging into your account in the [SIS Student Information System](#).

## STUDENT FEES

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**3. U.S. Mail:** Mail cashier's check or money order to the West Los Angeles College Business Office, 9000 Overland Ave., Culver City, CA 90230.

Please make the cashier's check or money orders payable to West Los Angeles College and print your student ID number and semester you are paying for on the face of the check. Do NOT send cash via mail.

### Financial Assistance for Fee Payments

Students may be eligible for financial assistance for fee payments, such as the California College Promise Grant (CCPG) (formerly known as the BOG waiver). For more information, see the Financial Aid section of this catalog or visit the [Financial Aid Office webpage](#).

## FEE REFUND POLICY

### Enrollment and Non-Resident Tuition Fees

The enrollment fee and nonresident tuition fee will be fully refunded if a student officially drops their class(es) through the [SIS Student Information System](#) or in-person at the Admission & Records Office and one or more of the following criteria are met:

- class(es) are dropped before the "Drop class with a refund date";

- the program change is the result of action taken by the college to cancel or reschedule a class;
- the student is dropped for failure to meet a pre-requisite(s) or co-requisite(s);
- the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Students should refer to their class information for the refund deadlines in the [SIS Student Information System](#).

### Audit Fee

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses.

Parking Fees Refund Policy

### Parking Fee

Parking fee may be refunded if parking permit is returned during the first ten (10) days of the Fall and Spring semester, and the first five (5) days of the Winter and Summer intersession.

### Health Fee

Refunds for the health fee are made only to students who drop all of their classes by the refund deadline.

### Associated Student Organization (ASO) Fee

The Associated Student Organization (ASO) fee is not refundable.

### FINANCIAL AID SERVICES



#### WHAT IS FINANCIAL AID?

Financial Aid is financial resources made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for students to continue their education beyond high school, even if the full costs cannot be met.

#### THE FINANCIAL AID OFFICE

SSB 210 (310) 287-4478

The Financial Aid Office provides services relating to Federal and State Financial Aid programs. Financial Aid staff are available to answer questions about the types of Financial Aid and to assist in the completion of the Free Application for Application for Federal Student Aid (FAFSA) and California Promise Grant applications used to determine eligibility for grants (aid that does not have to be repaid), fee waivers (pays for tuition), federal work study, scholarships, and student loans. Check the [Financial Aid Office website](#) for hours of operation.

#### INFORMATION ABOUT FINANCIAL AID

The Financial Aid section of this catalog is intended to give you an overview of the financial aid programs at WLAC. A financial aid handbook, "Financial Aid Guide," is available from the Financial Aid Office. This handbook informs you about matters pertaining to financial aid on campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

The following classes are eligible for financial aid.

- Pass/No Pass
- Online

#### HOW TO APPLY FOR FINANCIAL AID

All students requesting financial aid must complete a [Free Application for Federal Student Aid \(FAFSA\)](#) form. The college code for West is #008596. You should also contact the [Financial Aid Office](#) for additional information.

#### When to Apply for Financial Aid

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

For any questions or concerns, visit the [Welcome Center](#) or the [Financial Aid Office](#) webpages for assistance. Staff members are available to answer questions and help with the completion of any of the forms. Please note that it takes a minimum of 6-8 weeks between the time of application and the processing of the award.

#### HOW FINANCIAL AID IS DETERMINED

In certain cases, a student's financial situation can change because of a death in the family, separation or divorce, loss of employment, or loss of non-taxable income or benefits. In

## FINANCIAL AID SERVICES

such cases, the student should contact the [Financial Aid Office](#) for assistance in obtaining financial aid.

The number and amounts of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received.

Most financial aid awards are based on **demonstrated financial need**, which is the difference between the cost of attendance and the expected family and/or student's resources:

	Cost of Attendance
-	Expected Family and/or Student Resources
=	Financial Need

Resources may include, but are not limited to, salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Student and family resources are determined from the information reported on the student's [Free Application for Federal Student Aid \(FAFSA\)](#) form and may be verified by a [Federal Income Tax transcript](#), and by agencies providing nontaxable income to the family. All information is confidential.

Once your financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan funds. The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

### TYPES OF FINANCIAL AID

Both federal and state funds are available for financial aid. For more information about the grants and loans listed below and how to apply, visit the [Financial Aid Office's: Types of Aid webpage](#).

#### Available Grants

##### Federal Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Bureau of Indian Affairs Grant (BIA)

##### State Grants

- Cal Grants: Cal Grant A, Cal Grant B, Cal Grant C
- Chafee Grant for Foster Youth
- California College Promise Grant (CCPG)
- Law Enforcement Personnel Defendants Grant

##### Loans

- Federal Direct Loan Program

## FEDERAL FINANCIAL AID

To be considered for federal grants, you must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Demonstrate that they have financial need.
3. Demonstrate satisfactory progress in a course of study leading to an A.A., A.S., or A.D.T. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Direct Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), ACG, or State Student Incentive Grant.
6. Be registered with the Selective Service if required (males only).
7. Have a high school diploma or its equivalent or provide documentation of "Ability to Benefit."

### Ability to Benefit

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

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

### Federal Pell Grants

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. Grants range from \$200 to \$6195 per academic year for LACCD students. The amount of the award is determined by the Federal government and is, in most cases, based on the previous year's income and current asset information provided in the application.

Students who want to apply for the Pell Grant and other federal financial aid programs must complete a [Free Application for Federal Student Aid \(FAFSA\)](#) form.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at WLAC generally range from \$200 to \$500 per academic term. FSEOG is available for as long as it takes to complete your first undergraduate degree within the time frame coinciding with [WLAC's Satisfactory Progress Standards](#). When you apply for federal financial aid, you will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to the students with the most need.

All applicants for FSEOG grants must file the [Free Application for Federal Student Aid \(FAFSA\)](#) form before the priority deadline date in order to be considered for this program. You will be automatically be considered if they meet requirements.

### Federal Work-Study (FWS) Program

The [Federal Work-Study \(FWS\) Program](#) provides part-time jobs for students, either on or off-campus, enabling them to earn money to pay educational expenses.

To qualify for a FWS program, you must be a U.S. citizen or eligible non-citizen, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

To apply, submit a [Free Application for Federal Student Aid \(FAFSA\)](#) form and select "yes" to be considered for work-study. Provide a current resume to the Financial Aid Office.

### Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. You may apply if you:

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

Amounts of the grants vary and are set by the individual agencies of the BIA. Applications are available through the office of the [Bureau of Indian Affairs](#) or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the [Office of Indian Education](#), 2800 Cottage Way, Sacramento, CA 95825.

## STATE FINANCIAL AID

The State of California, through the [California Student Aid Commission \(CSAC\)](#), sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, the Law Enforcement Personnel Dependents Grant. See the [State Financial Aid Programs webpage](#) for a complete listing of grants, scholarships and loans offered through CSAC.

### Cal Grants – A, B, and C

The Cal Grant is a California-specific financial aid allocation. There are three kinds of Cal Grants – A, B, and C. You can receive only one Cal Grant, either Cal Grant A, B, or C.

To qualify for any state-funded grant, you must:

- Be a U.S. citizen or eligible noncitizen or meet AB540 eligibility criteria
- Be a California resident
- Be attending at least half-time at a qualifying California college (i.e. 6 units)
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

To apply for any of these Cal Grants, you must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) form and a GPA verification form to the [California Student Aid Commission \(CSAC\)](#) by the deadline date. Contact the [Financial Aid Office](#) for more information about the GPA verification.

### Cal Grant A

Cal Grant A provides funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a California community college first, your award will be held in reserve for up to three years until you transfer to a four-year college. Dental Hygiene Students enrolled in the Bachelor of Science program at WLAC are eligible for the Cal Grant A.

### Cal Grant B

Cal Grant B funds provide a living allowance for students from low-income families who would be unable to attend college without financial help. Grant funds are in the amount of \$1,670 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer after completing one or two years at a community college to a school that charges tuition/fees may have their grant increased to include tuition and fees.

## FINANCIAL AID SERVICES

### Cal Grant C

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

Cal Grant C recipients are selected based on financial need and vocational aptitude. You must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education. You must be enrolled in at least 6 units.

### Student Success Completion Grant (SSCG)

The SSCG is a supplement Cal Grant that helps students afford full-time enrollment so that they can graduate, begin a career and start earning money sooner.

Eligible students must be enrolled full-time (12+ units per semester), must apply for financial aid and be awarded a Cal Grant B or C. You must complete a FAFSA or [California Dream Act Application \(CADAA\)](#). The Financial Aid Office will determine eligibility and award this grant.

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

The [California College Promise Grant \(CCPG\)](#) is offered by the California Community Colleges to help low-income students waive enrollment fees. Eligible students must be California residents. CCPG funds permit enrollment fees to be waived for the academic year and summer session. Assistance for the purchase of books and supplies must be applied for separately. Applicants do not have to be enrolled in a specific number of units or courses to receive the CCPG. CCPG funds do not require repayment. The CCPG does not waive the health fee.

The Admissions and Records Office determines whether you are a California resident or a non-resident. Non-resident students are not eligible for CCPG funds with the exception of students who qualify under [AB 540 \(Exemption from non-resident tuition\)](#).

Contact the [Financial Aid Office](#) for assistance in applying for the CCPG.

### Chafee Grant for Foster Youth

The [California Student Aid Commission](#) administers the California Chafee Program (CCGP). This program provides up to \$5,000 of grant money to foster youth and former foster youth to use for college courses or vocational school training expenses.

For this grant, you must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) form and be enrolled at least six

(6) units in an eligible program at WLAC. Applications and additional information may be found at the [Chafee Grant for Foster Youth website](#).

### Law Enforcement Personnel Dependents (LEPD) Grant Program

The Law Enforcement Personnel Dependents (LEPD) Grant is a program administered by the [California Student Aid Commission](#) that provides grants for eligible students that are children (natural or adopted) or spouses of a California peace officer or law enforcement officer, firefighter, or employee of the Department of Corrections, or the Department of Youth Authority that were killed or totally disabled in the line of duty.

For this grant, you must be enrolled in a minimum of six (6) units at an accredited California post-secondary institution, such as a community college. You must demonstrate financial need as determined by the College's Financial Aid Office. Grant funds will equal that of a Cal Grant. Awards may be used for tuition and fees, books, supplies, and living expenses.

You can obtain an application by calling the California Student Aid Commission's Specialized Programs Branch at (888) 224-7268, #3, [emailing](#) or submitting a request in writing to:

California Student Aid Commission (CSAC)  
Specialized Programs  
P.O. Box 419029  
Rancho Cordova, CA 95741-9029

### Los Angeles College Promise

Through [Los Angeles College Promise](#), first-time college freshmen of any age and income who enroll fulltime can have free tuition for their 1st year. Other benefits include participation in WLAC's Summer Transition program; assistance in completing Financial Aid forms; priority registration for classes; student success and tutoring services; and assistance with educational plans and schedules.

## SCHOLARSHIPS

Throughout the year, WLAC receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Associated Students Organization will post these announcements on its bulletin boards as well as make general announcements in campus media. Updated information and scholarship applications are available in the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

## STUDENT LOANS

For most community college students, student loans are strongly discouraged. WLAC is dedicated to supporting

student success. We understand that students often need to borrow funds to help with school related expenses; however, many students enter into debt without a clear picture of how their loan debt will affect them in the future. Remember, student loans must be repaid with interest. Before you borrow, consider your ability to repay your loans. Subsidized Stafford loans are limited to 150% of a student's program. This means that if a student is pursuing a two-year program at a community college, students will be limited to three (3) years of subsidized Stafford loan.

### Requirements for Student Loans

#### Entrance Loan Counseling

This counseling explains the terms and conditions for the loan you plan to borrow. It also provides borrowers with information about the various Direct Loan repayment options.

#### Exit Loan Counseling

Students are required to complete Student Loan Exit Counseling when the borrower drops below six (6) approved units during the semester or when the borrower graduates.

#### Federal Student Loans - the Direct Loan Program

Eligibility for the [Direct Loan Program](#) is based on financial need and are low interest loans to students and parents to help pay for the cost of a student's education after high school. In order to apply, applicants must submit a Direct Loan Application, as well as a [Free Application for Federal Student Aid \(FAFSA\)](#) form. To be eligible, you must be enrolled in at least 6 units (i.e. half-time) for the entire loan period.

Repayment of the loan begins six months after the student either stops being a half-time student, withdraws, or graduates. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Direct Loan. The school which the applicant will attend must originate the Direct Loan Application before eligibility is established.

You should refer to the Financial Aid Handbook for the loan limits set by the LACCD and visit the [Additional Loan Information webpage](#) of the Financial Aid Office in an effort to emphasize and promote prudent debt management.

The Direct Loan program has several types of loans, including Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans.

#### Direct Subsidized Loans

A subsidized loan is a loan in which the federal government will pay the interest on your loan while you are enrolled at least half time (i.e. 6 units). Once you graduate, cease to be enrolled at least half time, or completely withdraw from the college, you must begin making payments on your loan debt balance including interest payments. The federal government has made new changes to loan subsidies and aggregate loan limits. For a full explanation please visit the [federal government's webpage on federal student loans](#).

#### Direct Unsubsidized Loans

An unsubsidized loan is a loan in which the federal government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made new changes to loan subsidies and aggregate loan limits. For a full explanation please visit the [federal government's webpage on federal student loans](#).

## STUDENT ALERT ABOUT GRANTS!

**Federal regulations require students to repay a portion of or the full amount of grants if you do not complete your program.**

If you receive a grant and then withdraw from some or all of your classes, you may owe money back to the federal aid program. Based on the date you withdraw from classes; the Financial Aid Office will calculate the portion of the grant that you have earned.

If you receive loan money and withdraw from classes, you will continue to pay back the money according to the normal rules of the loan program.

If you receive work study money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

**If you are thinking of withdrawing or just leaving, please think again!!**

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (e.g., tutoring, personal support) that will help you stay. Also, talk to your instructors; see what advice and help they can offer.

**Don't leave unless you must. But, if you do, "take care of business" before you go.**

Go to the Financial Aid Office immediately to learn how much you will owe and how you will have to repay it if you leave

WLAC. It is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will place a **national hold** on your student aid eligibility. You may also be referred to a debt collection agency if you do not take immediate action.

### SATISFACTORY ACADEMIC PROGRESS STANDARDS POLICY

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain Satisfactory Academic Progress (SAP) as they work toward completing their educational goal or objective (i.e. certificate, AA, AS, ADT degree, or transfer program). In accordance with the Higher Education Act of 1965, as amended, the LACCD has established a [Satisfactory Academic Progress \(SAP\) policy](#) containing standards that apply to all students who apply for and receive financial aid from the programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Student and Parent (PLUS) Loans
- Cal Grant A, B and C
- Student Success Completion Grant (SSCG)

For more information about SAP policy and what it means, see the [How Financial Aid Works webpage](#).

### Satisfactory Academic Progress Standards Policy for Financial Aid Recipients

In order to be eligible to receive financial aid, a student must meet all of the following criteria:

#### Initial Eligibility

In order to establish initial eligibility when applying for financial aid, students must meet all standards of Satisfactory Academic Progress based on course work that is part of the LACCD's official student record.

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

### Application of Satisfactory Academic Progress Standards

Satisfactory Academic Progress will be determined:

1. Upon publication of grades published grades by the college admissions office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.

Pace of Progression will also be determined. Review of the attempted units less than 150% of the number of units of those required for the academic program will occur at the beginning of the semester. Students with fewer than 150% attempted units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

### Satisfactory Academic Progress Standards

Students must maintain a semester and cumulative GPA of 2.00.

Students must have completed fewer than 150% of the number of units required for their academic program within the LACCD at the start of the semester. The College may make exceptions for students who may require additional units to complete their education goal.

Students must complete a minimum of 67% of all units attempted.

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

### Failure to Meet Satisfactory Academic Progress Standards

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students will be notified of their disqualified status via their LACCD student email.

### Disqualification

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

### Determination of Disqualification

- Students who have met their educational goal are ineligible for further financial aid (see below).
- Students who have attempted more than 150% of the number of units required for their academic program with the LACCD are ineligible for further financial aid beyond the semester in which the 150% units required for your academic program were attempted.

## FINANCIAL AID SERVICES

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- Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
- Students must complete at least 67% of the cumulative units attempted.

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

- Being enrolled in an eligible program or course of study leading to an Associate in Arts Degree (AA), Associate in Science (AS) Degree, or Associate Degree for Transfer (ADT);
- Being enrolled in a course leading to a Certificate upon completion; or
- Being enrolled in a transfer program leading to a baccalaureate degree program.

### Financial Aid Appeals

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

### FINANCIAL AID FRAUD

Any student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/ or to the Federal government. Restitution of any financial aid received in such a manner will be required.

### LEARNING IN YOUR PATHWAY: LEARNING OUTCOMES



#### LEARNING OUTCOMES

A learning outcome is a statement that describes what you will be able to do after completing any set of college experiences, a course, an instructional program, or an interaction with a student support service.

#### ASSESSMENT OF STUDENT LEARNING OUTCOMES

WLAC uses several kinds of Student Learning Outcomes (SLOs) to continually assess student learning and institutional improvement. These learning outcomes are used to measure achievement of course goals, programs, and degrees. Outcome data provides information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments, and the college in accreditation by providing evidence of quality teaching and learning.

#### INSTITUTIONAL STUDENT LEARNING OUTCOMES

Institutional Student Learning Outcomes (ISLOs) describe the skills and abilities that students are expected to have acquired once they complete a degree or certificate at WLAC.

WLAC has the following ISLOs:

1. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform,

and convey ideas in academic, work, family, and community settings.

3. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.
4. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
5. **Civic:** Apply the principles of civility to situations in the contexts of work, family, community, and the global world.
6. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
7. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
8. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty, and fairness; apply ethical principles in submission of all college work.
9. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life

#### PROGRAM STUDENT LEARNING OUTCOMES

Program Student Learning Outcomes (PSLOs) describe the learning obtained across multiple courses in a degree or certificate program. PSLOs describe the skills and abilities you will have once you have successfully completed all the courses and requirements of a program. Program student learning outcomes for all degrees and certificates can be

## LEARNING IN YOUR PATHWAY: LEARNING OUTCOMES

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found in the “Degrees and Certificates Programs” and the “Non-Credit Programs” sections of the catalog.

### **COURSE STUDENT LEARNING OUTCOMES**

Course Student Learning Outcomes (CSLOs) describe the skills and abilities you will have once you have successfully completed a course. CSLOs can be found on the course syllabus for each class section.

### **SERVICE AREA OUTCOMES**

Service Area Outcomes (SAOs) measure the level of understanding, skills, and/or knowledge you will possess upon interaction with a student support service or an administrative service. Like SLOs, SAOs are assessed on a regular basis so that these services can be improved.

## CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES



### DEFINING YOUR CAREER THROUGH GUIDED PATHWAYS

Guided Pathways is an equity-focused framework that allows community colleges to forge clear paths for you and to remove systemic obstacles to your success.

The Guided Pathways framework creates a highly structured approach to your success that:

1. provides you with a set of clear course patterns (called Learning Career Paths or "Pathways") that promotes better enrollment decisions and prepares you for future success.
2. integrates Student Services in ways that make it easier for you to get the help you need during every step of your community college experience.

WLAC offers the following "Pathways"

1. Arts & Humanities
2. Behavioral & Social Sciences
3. Business
4. Computer Science & Applied Technology
5. Health Sciences
6. STEM

To explore these pathways, visit the College's [Guided Pathways webpage](#).

### DEGREES & CERTIFICATES OFFERED

WLAC provides educational programs that lead to transfer to four-year colleges and universities, as well as career programs that lead to several degrees and several certificates.

WLAC offers the following degrees:

1. Bachelor of Science degree in Dental Hygiene (BS)
2. Associate in Arts degree (AA)
3. Associate in Science degree (AS)
4. Associate in Arts Transfer degree (AA-T)
5. Associate in Science for Transfer degree (AS-T)

WLAC offers the following credit certificates:

- Certificate of Achievement (CA)

WLAC offers the following noncredit certificates:

- Certificate of Completion (CN)
- Certificate of Competency (CY)

For the most current list of degrees and credit certificates offered at WLAC, visit the [Areas of Study/Division webpage](#) at the [Academics website](#).

For all degree and certificate of achievement programs, transcripts from all other colleges attended must be on file in the [Admissions and Records Office](#).

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. More information about counseling appointments can be found on the [Counseling Center website](#).

*Note: Students should petition the [Admissions & Records Office](#) for AA, AS, AA-T, and AS-T degrees or Certificates of Achievement during the final semester in which completion of the requirements takes place.*

### BACHELOR OF SCIENCE DEGREE (BS)

WLAC currently offers a Bachelor of Science (BS) Degree in Dental Hygiene. See the “Bachelor of Science in Dental Hygiene” section in this catalog.

### ASSOCIATE DEGREE FOR TRANSFER (AA-T AND AS-T)

WLAC students can now earn an Associate Degree for Transfer (ADT). If you are awarded an ADT degree, you are granted admission as a junior to the CSU system, but not to a particular campus or major.

The ADT is designed to provide a clear pathway to a CSU major and a Bachelor degree. Completing an ADT will give you a strong academic foundation in the field and will prepare you for upper division baccalaureate study at university. ADT coursework will satisfy most of the lower-division requirements at many institutions within the CSU system.

Once admitted and enrolled in a designated similar degree program at a CSU, ADT degree holders can usually complete the remaining requirements for the 120-unit Bachelor degree within 60 semester or 90 quarter units. However, to graduate from the CSU with 120 units, you will need to choose a Bachelor program that's similar to the one in which the ADT degree is earned. Visit the [CSU ADT Major & Campus search page](#) to learn what ADT degrees are accepted by specific CSU campuses.

If you are planning to transfer to a UC, private, or out of state university, you should consult with a [WLAC counselor](#) if you are planning to complete the ADT since transfer requirements at these institutions may be slightly different than those required for the ADT.

WLAC offers two kinds of Associate Degrees for Transfer: an Associate in Arts Transfer degree (AA-T) and an Associate in Science for Transfer degree (AS-T).

In order to earn an ADT, you must:

- Complete 60 semester units that are eligible for transfer to the CSU.
- Complete the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education (CSU GE) – Breadth Requirements.
- Complete a minimum of 54 semester units in a major or area of emphasis, as determined by the LACCD.
- Obtain a minimum grade point average of 2.0.
- Obtain a grade of “C” or better in all courses required for the major or area of emphasis.

WLAC currently offers the following ADTs:

- Administration of Justice
- Anthropology
- Art History
- Biology
- Business Administration 2.0
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Environmental Science
- Geology
- Global Studies
- Hospitality Management
- History
- Kinesiology
- Law, Public Policy & Society
- Mathematics
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health Science
- Social Justice Studies: Chicana/o Studies
- Social Justice Studies: LGBTQ Studies
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Requirements for each of these degrees can be found on the following pages. For information on the pathways that lead to these ADT degrees, visit the [Associate Degrees for Transfer webpage](#).

For additional information on the Associate Degree for Transfer (ADT), you should also refer to the “Completing Your Pathway: Transfer & Graduation” section in this catalog. General education (GE) requirements for four-year colleges and universities can also be found at the [Transfer Center webpage](#).

### ASSOCIATE IN ARTS (AA) OR ASSOCIATE IN SCIENCE (AS) DEGREES

An Associate in Arts (AA) or Associate in Science (AS) degree is granted to recognize your satisfactory completion of an organized program of study consisting of a minimum of 60

## CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

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degree-applicable semester units including GE requirements and specific major requirements. A minimum GPA of 2.0 ("C") or better is required for an AA or AS degree.

**Major requirements:** A minimum of 18 units in a single or related field is required for major courses for an AA or AS degree. Each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better, or a "P" if the course is taken "Pass/No Pass" basis. These requirements are subject to change each year. Please see a counselor and the specific degree in the catalog. More information about counseling appointments can be found on the [Counseling Center website](#).

### CREDIT CERTIFICATES

#### Certificate of Achievement (CA)

A Certificate of Achievement (CA) is issued in state-approved programs designed for students who are looking for instruction with a high degree of specialization. These programs vary in length, but must have 8 or more semester units, and may be pursued on a full-time or part-time basis. Vocational CA programs are usually one-year educational programs that offer courses needed to prepare you for employment. A CA

program is specific, and no course substitution will be permitted unless approved by the specific division. A grade of "C" or better is required in each course required for the certificate.

#### Gainful Employment

To find information about the careers for which a Certificate of Achievement 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 webpage](#).

*Note: Units earned toward a CA may be applied toward an Associate Degree or Associate Degree for Transfer of the same major.*

### NONCREDIT CERTIFICATES

#### Certificate of Completion (CN) and Certificate of Competency (CY)

WLAC offers several noncredit programs with Certificates of Completion (CN) and Certificates of Competency (CY). These educational programs focus on career development or college preparation.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Accounting	<a href="#">Business</a>	<a href="#">Business</a>	Accounting		AA	CA
Addiction Studies	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Addiction Studies		AA	CA
Administration of Justice	<a href="#">Public Safety &amp; Paralegal Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Administration of Justice	AS-T	AA	
Anthropology	<a href="#">Human Develop. &amp; Fam. Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Anthropology	AA-T	AA	
Art	<a href="#">Arts &amp; Performance</a>	<a href="#">Arts &amp; Humanities</a>	Studio Arts Art – Ceramics Art – Drawing & Painting	AA-T	AA AA	
Architecture Tech	<a href="#">Arts &amp; Performance</a>	<a href="#">Arts &amp; Humanities</a>	Architecture Technology			CA
Art History	<a href="#">Arts &amp; Performance</a>	<a href="#">Arts &amp; Humanities</a>	Art History	AA-T		
Aviation	<a href="#">Applied Technology</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Aviation Maintenance Technician Aircraft Power Plant Technician Airframe Maintenance Technician		AS	CA CA
Biology	<a href="#">Science</a>	<a href="#">STEM</a>	Biology Biotechnology	AS-T		CA
Business	<a href="#">Business</a>	<a href="#">Business</a>	Business		AA	CA
Business Administration	<a href="#">Business</a>	<a href="#">Business</a>	Business Administration 2.0	AS-T		
Chemistry	<a href="#">Science</a>	<a href="#">STEM</a>	Chemistry		AA	
Child Development	<a href="#">Human Develop. &amp; Fam. Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Early Childhood Education Child Development	AS-T	AA	CA
Climate Change	<a href="#">Science</a>	<a href="#">STEM</a>	Climate Change & Environmental Studies Climate Change Studies: Natural Science Climate Change Studies: Social Science		AA	CA CA
Communication Studies	<a href="#">Language Arts</a>	<a href="#">Arts &amp; Humanities</a>	Communication Studies	AA-T	AA	
Computer Applications Office Technologies (CAOT)	<a href="#">Computer Science &amp; Applications</a>	<a href="#">Computer Science &amp; Applied Technology</a>	CAOT - General Office Legal Secretary			CA CA
Computer Network & Security Mgmt.	<a href="#">Computer Science &amp; Applications</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Computer Network & Security Management		AS	CA
Computer Science Information Tech.	<a href="#">Computer Science &amp; Applications</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Computer Science Computer Science Information Technology Cloud Computing Amazon Web Services	AS-T	AA	CA CA
Computer Web Support & Database Admin.	<a href="#">Computer Science &amp; Applications</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Computer Web Support & Database Admin. Business Applications & Database Mgmt. Computer Network Mgmt. Mobile Application Development Essentials Mobile Application Development Network & Information System Security Web Support & Administration		AS	CA CA CA CA CA CA CA

## CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Dental Assisting	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Dental Assistant Fundamentals of Dental Assisting		AS	CA CA
Dental Hygiene	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Dental Hygiene		BS degree	
Early Childhood Education	<a href="#">Human Develop. &amp; Fam. Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Early Childhood Education	AS-T		
Economics	<a href="#">Business</a>	<a href="#">Business</a>	Economics	AA-T	AA	
Elementary Teacher Education	<a href="#">Human Develop. &amp; Fam. Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Elementary Teacher Education	AA-T		
Engineering	<a href="#">Computer Science &amp; Applications</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Engineering: Computer & Software Track Engineer: Civil Track Engineering: Electrical Track Engineering: Mechanical Track Engineering I Engineering II Engineering III		AS AS AS AS	CA CA CA
English	<a href="#">Language Arts</a>	<a href="#">Arts &amp; Humanities</a>	English	AA-T		
Environmental Science	<a href="#">Science</a>	<a href="#">STEM</a>	Environmental Science	AS-T		
Film/TV Production Crafts	<a href="#">Arts &amp; Performance</a>	<a href="#">Arts &amp; Humanities</a>	Film/TV Production Crafts			CA
Fire Technology	<a href="#">Public Safety &amp; Paralegal Studies</a>	<a href="#">Computer Science &amp; Applied Technology</a>	Fire Technology		AS	CA
French	<a href="#">Language Arts</a>	<a href="#">Arts &amp; Humanities</a>	French		AA	
General Education	<a href="#">Academic Affairs</a>	<a href="#">Arts &amp; Humanities</a>	CSU-GE Breadth IGETC			CA CA
Geology	<a href="#">Science</a>	<a href="#">STEM</a>	Geology	AS-T		
Global Studies	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Global Studies	AA-T	AA	
Health Science	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Health Science Autism Services Technician II Emergency Medical Technician		AS	CA CA
History	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	History	AA-T	AA	
Hospitality	<a href="#">Business</a>	<a href="#">Business</a>	Hospitality Hospitality Management Hospitality Event & Convention Planning Hospitality Front Desk & Back Office Oper. Hospitality Hotel Sales & Marketing	AS-T	AA	CA CA CA CA
International Area Studies	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Africa Asia Latin America Middle East		AA AA AA AA	
Kinesiology	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Kinesiology	AA-T	AA	
Law, Public Policy, & Society	<a href="#">Public Safety &amp; Paralegal Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Law, Public Policy and Society	AA-T		

## CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Liberal Arts & Science	<a href="#">Academic Affairs</a>		Arts and Humanities Behavioral and Social Sciences Health Professions Math, Science and Computer Science		AA AA AA AA	
Management – Small Business & Entrepreneurship	<a href="#">Business</a>	<a href="#">Business</a>	Management – Small Business		AA	CA
Marketing	<a href="#">Business</a>	<a href="#">Business</a>	Marketing		AA	
Mathematics	<a href="#">Mathematics</a>	<a href="#">STEM</a>	Mathematics	AS-T	AA	
Medical Assisting	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Medical Assisting Medical Assisting – Administrative Medical Assisting – Admin & Clinical Medical Assisting – Clinical		AS	CA CA CA
Nutrition & Dietetics		<a href="#">Health Sciences</a>	Nutrition and Dietetics	AS-T		
Paralegal	<a href="#">Public Safety &amp; Paralegal Studies</a>	<a href="#">Business</a>	Paralegal		AA	CA
Paramedicine	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Paramedicine Paramedic		AS	CA
Pharmacy Technician	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Pharmacy Technician Pharmacy Technician Basic Pharmacy Technician Advanced		AS	CA CA
Philosophy	<a href="#">Language Arts</a>	<a href="#">Arts &amp; Humanities</a>	Philosophy	AS-T	AA	
Physics	<a href="#">Science</a>	<a href="#">STEM</a>	Physics	AS-T		
Political Science	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Political Science	AA-T	AA	
Psychology	<a href="#">Human Develop. &amp; Fam. Studies</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Psychology	AA-T		
Public Health Science	<a href="#">Health Science</a>	<a href="#">Health Sciences</a>	Public Health Science	AS-T		
Real Estate	<a href="#">Business</a>	<a href="#">Business</a>	Real Estate Real Estate Appraiser I Real Estate Appraiser II Real Estate Appraiser III Real Estate Broker Real Estate Salesperson		AA	CA CA CA CA CA CA
Social Justice	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Social Justice – LGBTQ Studies Social Justice – Chicana/o Studies	AA-T AA-T		
Sociology	<a href="#">Social Sciences</a>	<a href="#">Behavioral &amp; Social Sciences</a>	Sociology	AA-T	AA	
Spanish	<a href="#">Language Arts</a>	<a href="#">Arts &amp; Humanities</a>	Spanish	AA-T	AA	
Theatre Arts	<a href="#">Arts &amp; Performance</a>	<a href="#">Arts &amp; Humanities</a>	Theatre Arts	AA-T		

## NONCREDIT PROGRAMS: COLLEGE & CAREER PREP DIVISION

College & Career Prep Division, (310) 287-4546; [wlaacollcareerprep@laccd.edu](mailto:wlaacollcareerprep@laccd.edu)

Area of Study	Program Name	Noncredit Certificate
Academic Preparation	Algebra Fundamentals	CY
	Arithmetic Fundamentals	CY
	College Readiness	CY
	Foundation for Academic Success I	CY
	Foundation for Academic Success II	CY
	Liberal Arts Math Preparation	CY
	Pre-Algebra Fundamentals	CY
	Science Preparation	CY
	Statistics Preparation	CY
	Stem Math Preparation	CY
Career Exploration & Preparation	Business Tools	CN
	Career Exploration: Information Communications Technology/Digital Media	CN
	Choosing Business Careers	CN
	Communicating in Business	CN
	Conservation Studies	CN
	Construction Industry Exploration & Preparation Program	CN
	Dental Career Skill Enhancement	CN
	Facilities Management	CN
	Healthcare Careers Preparation	CN
	Healthcare Career Discovery	CN
	Healthcare Services	CN
	Pre-Dental Career Preparation	CN
	Pre-Nursing Career Preparation	CN
	Police Orientation Preparation	CN
Job Training	Administrative Assistant	CN
	Autism Services Aide	CN
	Banquet & Restaurant Server	CN
	Custodial Technician Preparation	CN
	Front Desk Representative and Reservationist Skills	CN
	Guest and Public Spaces Attendant	CN
	In-Home Supportive Services Provider	CN
	Maintenance Attendant for Hospitality	CN
	Tutor Training	CN
Employment Preparation	21 <sup>st</sup> Century Employability Skills: Communication & Digital Literacy	CN
	21 <sup>st</sup> Century Employability Skills: Diversity Awareness & Collaboration	CN
	21 <sup>st</sup> Century Employability Skills: Empathy & Adaptability	CN
	21 <sup>st</sup> Century Employability Skills: Entrepreneurial & Analytical Mindset	CN
	21 <sup>st</sup> Century Employability Skills: Self-awareness & Resilience	CN
	Academic & Workforce Success	CN
	Employment Readiness	CN
	Financial Literacy for College & Workforce Success	CN
	Job Readiness	CN
	Leadership & Workplace Success in the Public Sector	CN
	Licensing/Employment Test Prep	CN
	Resilient Leadership for College Engagement	CN
	Workplace Preparation & Career Success	CN
	Workplace Success I: Creative Leadership	CN
	Workplace Success II: Creativity & Innovation in the Workplace	CN
Certificates for English Language Learners	College Readiness for the English Language Learner	CY
	The Foundation of English Skills	CY
	ESL Fundamentals I, II, III	CY
	ESL Pathways	CY
	Administrative Assistance for the English Language Learner	CN
	ESL Fundamentals and Custodial Training	CN

## DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE



### BACHELOR OF SCIENCE DEGREE (BS) IN DENTAL HYGIENE HEALTH SCIENCES DIVISION

MAJOR CODE: 1240.20

ACADEMIC PROGRAM: W124000B

WLAC offers a Bachelor of Science degree in Dental Hygiene in two separate programs.

- Full-time cohort-based Dental Hygiene Program to prepare for the registered dental hygienists' licensure.
- Full time or Part-time individual-based Dental Hygiene Bachelor Degree completion program for the registered dental hygienists who completed an accredited associate degree dental hygiene program.

The Bachelor of Science degree in Dental Hygiene provides the opportunity to enter into a variety of dental health positions in teaching, research, administration, public health, private industry and other areas of hygiene practice, as well as application for entry into degree programs such as Master's in Dental Hygiene, Public Health, Oral Biology or Registered Dental Hygienist in Alternative Practice.

The purpose of medical and dental science is to enhance the health of individuals as well as populations. The dental hygienist, as an integral member of the dental health team, is qualified by education and license to provide primary care to patients for the maintenance of oral health and the prevention of oral disease. Dental hygienists use scientific evidence in the decision-making process impacting the oral health of

individuals. The dental hygienist is expected to respect the diverse values, beliefs and cultures present with individuals and groups or communities served. Dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed decisions and to assure that ethical and legal standards are applied. Dental hygienists abide by the American Dental Hygienist's Professional Standards of Care and Code of Ethics.

The students provide dental hygiene services at WLAC, UCLA School of Dentistry, Veteran Affairs Hospitals and other clinical facilities, MEND Community Clinic, UCLA-Venice Community Dental Clinic and South Bay Children's Health Center. Students also observe and participate in various specialty clinics at UCLA that include radiology, periodontics, and periodontics.

The Bachelor of Science degree in Dental Hygiene program is accredited by the Accrediting Commission for Community and Junior Colleges and the Commission on Dental Accreditation, and approved by the California Community Colleges Chancellor's Office, Los Angeles Community College District Board of Trustees, and The Dental Hygiene Board of California. The Commissions are specialized accrediting bodies recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education.

### BS DEGREE ADMISSION REQUIREMENTS

Admission requirements are available from the [Counseling Office](#) or the [Dental Hygiene department](#). Admission is by special selection criteria. Dental Hygiene classroom,

## DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE

laboratory and clinical facilities are located at the WLAC campus.

The curriculum is planned sequentially (see the "Recommended Course Sequence" section below). Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the next semester. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Candidates for graduation must satisfactorily complete the Dental Hygiene Program according to the Commission on Dental Accreditation and the Dental Hygiene Board of California's Guidelines for curriculum.

*Note: Dental Hygiene courses are open only to students accepted into the Dental Hygiene Program, who have completed all CSU GE-Breadth or IGETC requirements for certification and all dental hygiene pre-requisite courses. All pre-requisite courses must be passed with a 'C' or better. A minimum science GPA of 3.0, an overall GPA of 2.5, and a minimum of 60 units of degree applicable lower division coursework is required. Dental assisting license and certifications and relevant work experience will also be considered for admittance.*

Students are encouraged to [see a counselor](#) to develop a Student Education Plan (SEP) for general education and pre-requisite requirements.

### Dental Hygiene Program Learning Outcomes

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills.

The dental hygiene program has the following Program Learning Outcomes:

1. The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.
2. The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The graduate must also be prepared to influence others to facilitate access to care and services.

3. The students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking, sound clinical judgment and cultural sensitivity with patients.

### Program Competencies

- *Professionalism: Legal & Ethical Principles:* Dental Hygiene graduates must be competent in the ethical & legal principles underlying the practice of dental hygiene.
- *Health Promotion and Disease Prevention*
- *Infection & Hazardous Waste Management:* Dental Hygiene graduates must be competent in infection & hazard control procedures to prevent the transmission of infectious diseases.
- *Health Education Strategies:* Dental Hygiene graduates must be competent in health education strategies for the prevention of disease & the promotion of health for patients and the community.
- *Patient Care: Dental Hygiene Process of Care:* Dental Hygiene graduates must be competent in assessing the oral health needs of diverse populations and providing comprehensive dental hygiene care for persons of all ages/stages of life.

## BS DEGREE PREREQUISITE COURSEWORK

### Required courses .....41

ANATOMY 001	Introduction to Human Anatomy .....	4
ANTHRO 102	Cultural Diversity .....	3
CHEM 060	Introduction to General Chemistry .....	5
	OR	
CHEM 051	Fundamentals of Chemistry .....	5
CHEM 066	Organic & Biochemistry for Allied Health .....	5
	OR	
CHEM 221	Biochemistry.....	5
COMM 101	Public Speaking .....	3
ENGLISH 103	Composition and Critical Thinking .....	3
MATH 227	Statistics.....	4
MICRO 020	General Microbiology .....	4
PHYSIOL 001	Introduction to Human Physiology .....	4
PSYCH 001	General Psychology I.....	3
SOC 001	Introduction to Sociology.....	3

**Additional CSU GE or IGETC units (minus 29-30  
major units that may be double-counted).....7-10**  
**CSU-transferable elective units .....9-12**  
**Total units ..... 60**

## BS DEGREE UPPER DIVISION COURSEWORK

### Required Dental Hygiene courses..... 56

DEN HY 300	Principles of Dental Hygiene.....	3
DEN HY 311	Pre-Clinical Dental Hygiene.....	2
DEN HY 314	Dental Morphology .....	2
DEN HY 354	Pathology-General and Oral .....	3
DEN HY 306	Anatomy of the Head and Neck.....	2
DEN HY 303	Infection Control in Dentistry.....	1
DEN HY 312	Radiology.....	2
DEN HY 308	Periodontics I .....	2
DEN HY 327	Local Anesthesia and Sedation Techniques .....	3
DEN HY 351	Clinical Dental Hygiene II.....	3
DEN HY 352	Care for Patients with Special Needs .....	2
DEN HY 355	Preventive Dentistry and Nutrition .....	3
DEN HY 356	Histology & Embryology of.....	2
	Oral Tissues	
DEN HY 388	Introductory Seminar .....	1
	in Dental Hygiene	
DEN HY 389	Intermediate Seminar .....	1
	in Dental Hygiene	
DEN HY 400	Cariology and Occlusion.....	1
DEN HY 401	Clinical Dental Hygiene III.....	4
DEN HY 304	Dental Health Education .....	2
	and Practicum	
DEN HY 406	Periodontics II .....	1
DEN HY 415	Dental Material & Expanded .....	3
	Functions	
DEN HY 489	Advanced Seminar in Dental Hygiene .....	1
DEN HY 410	Emergencies in Dental Practice.....	1
DEN HY 450	Advanced Periodontal Seminar .....	1
DEN HY 451	Clinical Dental Hygiene IV .....	5
DEN HY 452	Law and Ethics of Dental Hygiene.....	2
DEN HY 305	Community Dental Health.....	3
	and Practicum	

### Required upper division general education courses\* ..... 9

ANTHRO 322	Cultural Perspectives in Health and Healing.....	3
BIOLOGY 408	Pharmacology .....	3
ENGLISH 420	Research Design and Methodology.....	3

\*Completed at West Los Angeles College

**Total units** ..... **65**

*Note: Students are eligible to take the Dental Hygiene National Board Examination while in the last semester of senior year. Upon satisfactory program completion, students will earn a Bachelor of Science Degree in Dental Hygiene and will be eligible to take the licensing board practicum and state jurisprudence examination to obtain a license.*

## BS DEGREE COURSE SEQUENCE

### SEMESTER 1 ..... 19

DEN HY 300	Principles of Dental Hygiene.....	3
DEN HY 311	Dental Hygiene Clinical I .....	2
DEN HY 314	Dental Morphology .....	2
DEN HY 354	Pathology-General and Oral .....	3
DEN HY 306	Anatomy of the Head and Neck .....	2
DEN HY 303	Infection Control in Dentistry .....	1
DEN HY 312	Radiology .....	2
ANTHRO 322	Cultural Perspectives in Health .....	3
	and Healing	
DEN HY 410	Emergencies in Dental Practice .....	1

### SEMESTER 2 ..... 17

DEN HY 308	Periodontics I .....	2
DEN HY 351	Clinical Dental Hygiene II.....	3
DEN HY 352	Care for Patients with Special Needs .....	2
DEN HY 355	Preventive Dentistry and Nutrition .....	3
DEN HY 388	Introductory Seminar.....	1
	in Dental Hygiene	
DEN HY 327	Local Anesthesia and Sedation .....	3
	Techniques	
BIOLOGY 408	Pharmacology .....	3

### SEMESTER 3 ..... 14

DEN HY 356	Histology & Embryology .....	2
	of Oral Tissues	
DEN HY 389	Intermediate Seminar.....	1
	in Dental Hygiene	
DEN HY 400	Cariology and Occlusion .....	1
DEN HY 401	Clinical Dental Hygiene III.....	4
DEN HY 304	Dental Health Education .....	2
	and Practicum	
DEN HY 406	Periodontics II .....	1
DEN HY 415	Dental Material & Expanded .....	3
	Functions	

### SEMESTER 4 ..... 12

DEN HY 489	Advanced Seminar in .....	1
	Dental Hygiene	
DEN HY 450	Advanced Periodontal Seminar .....	1
DEN HY 451	Clinical Dental Hygiene IV .....	5
DEN HY 452	Law and Ethics of Dental Hygiene .....	2
DEN HY 305	Community Dental Health .....	3
	and Practicum .....	

For more information, call (310) 287-4464 or visit the [Dental Hygiene website](#) or visit the Dental Hygiene Department, located in building MSB room 100.

## BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAM IN DENTAL HYGIENE

### HEALTH SCIENCES DIVISION

**MAJOR CODE: 1240.20**

**ACADEMIC PROGRAM CODE: W124000B**

WLAC also offers a Bachelor of Science degree completion program in Dental Hygiene is for students who want to return to college and complete their Bachelor of Science degree in Dental Hygiene.

The Bachelor of Science Degree completion program in Dental Hygiene allows the dental hygienist to pursue many opportunities outside of clinical hygiene. The American Dental Hygienists' Association (ADHA) promotes an advanced degree for alternative career paths for a dental hygienist. Many of the advanced roles in health careers require a minimum of a Bachelor degree and more.

Students who have completed the CODA-accredited Dental Hygiene Associate Degree, and completed their General Education transfer certificate (CSU or IGETC) can attain a Bachelor degree by completing an additional 40 upper division units in Dental Hygiene courses.

*Note: Students can earn 85 college credits through previous AS degree coursework in dental hygiene from regionally accredited and CODA accredited programs. The total required program units for the BS degree is 125 units. Students that graduated from a CODA-accredited dental hygiene programs will need to meet with a counselor to identify any transferrable credits. Credit for Prior Learning (CPL) for a California-registered dental hygiene license will be given after completing fifteen units or more at WLAC. CPL credit is granted for an active dental hygiene license, which is evidence of completion of the CA Dental Hygiene Jurisprudence-examination, clinical licensing examination, and National Board examination.*

Students in the Bachelor Degree Completion program are advised to [meet with a counselor](#) to develop a Student Education Plan (SEP) since each student's curriculum plan will be dependent on the course availability and the time enrolled in the program.

All courses are offered online and do not include clinical instruction. Entrance in the program is permitted during any

intersession or semester. Courses can be taken as a full-time or part-time student.

Application for the completion program is available at the Dental Hygiene's [Bachelor Degree Completion webpage](#) or by calling (310) 287-4464.

## COMPLETION PROGRAM

### PREREQUISITES

Students wishing to enroll in the Bachelor of Science Completion program in Dental Hygiene must meet the following prerequisite coursework.

#### Required courses .....85

ANTHRO 102	Cultural Anthropology.....	3
ENGLISH 103	Critical Thinking.....	3
MATH 227	Statistics.....	4

## COMPLETION PROGRAM COURSE SEQUENCE

#### Upper Division GE Courses: .....9

ANTHRO 322	Cultural Perspectives in ..... 3
	Health and Healing
	OR
CHICANO 505	Chicana/o/x Art, Literature, and Film ..... 3
BIOLOGY 408	Pharmacology ..... 3
ENGLISH 420	Research Design and Methodology ..... 3

#### Upper Division Major Core Course:.....31

DEN HY 304	Dental Health Education ..... 2
	and Practicum
DEN HY 305	Community Dental Health ..... 3
DEN HY 323	Dental Practice Management ..... 3
	and Leadership
DEN HY 355	Preventive Dentistry and Nutrition ..... 3
DEN HY 452	Law and Ethics for Dental Hygiene ..... 2
DEN HY 450	Advanced Periodontal Seminar ..... 1
DEN HY 462	Survey of Oral Health Care Systems ..... 3
DEN HY 461	Teaching Methodology for Health
	Professions ..... 3
DEN HY 463	Health Careers Research..... 3
	and Practice
DEN HY 421	Dental Hygiene Capstone ..... 5
DEN HY 460	Dental Hygiene Leadership
	Study & Practice..... 3

### DENTAL HYGIENE COURSE LISTINGS & DESCRIPTIONS



*Note: The following Dental Hygiene courses are open only to students enrolled in the Bachelor of Science Degree in Dental Hygiene program or the Bachelor Completion program.*

#### **DEN HY 300 Principles of Dental Hygiene (3)**

*Prerequisite: CHEM 066.*

*Open to enrolled students in Dental Hygiene (First Semester)*

This course provides the foundational clinical skills. Students will develop concepts of professionalism, scope of practice, standards of care, and clinical practice parameters to enable the student to apply strategies for comprehensive patient care.

#### **DEN HY 303 Infection Control in Dentistry (1)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to provide in-depth exploration of infection control concepts for the dental health care provider. Emphasis will be on principles and practical application in dentistry. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented.

#### **DEN HY 304 Dental Health Education and Practicum (2)**

*Prerequisites: DEN HY 308, 327, 351, 352, 356, 357, 388.*

*Students must be enrolled in the dental hygiene program and have satisfactorily completed the first-year dental hygiene courses.*

*Corequisites: DEN HY 389, 400, 401, 406, 415*

This course explores the concepts and methods of preventive dentistry as they relate to the oral health of groups. This course will also introduce and develop research concepts and data collection and analysis for public health events in schools, communities, and various health care settings.

#### **DEN HY 305 Community Dental Health and Practicum (3)**

*Prerequisites: DEN HY 304, 389, 400, 401, 406, 415*

*Corequisites: 410, 450, 451, 452, 489*

This course provides in-depth concepts and methods of preventive dentistry as they relate to the oral health of groups. This course covers issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy, and community program development. This course includes a practicum component and is designed to provide experiences in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse as mandated reporters are integrated.

#### **DEN HY 306 Anatomy of the Head and Neck (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to expand student knowledge of the anatomical structures of the head and neck, with focus on vasculature, nervous system innervation, and musculature. Emphasis will be on physiological, and biochemical aspects of the skull. Students will examine clinical correlations relevant for dental professionals in the clinical setting. Anatomical anomalies and pathology aspects will also be integrated.

#### **DEN HY 308 Periodontics I (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses*

*attempted with a grade of "C" or better. (Second Semester)*

This course is designed to provide knowledge in periodontal disease etiology, histology, diagnosis and classification of periodontal diseases according to the Academy of Periodontology. Emphasis will be on principles of periodontal disease preventive therapy, treatment planning,

## DENTAL HYGIENE COURSE DESCRIPTIONS

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reassessment, implantology, periodontal surgical procedures, supportive periodontal therapy and referral to periodontal specialty practice.

### **DEN HY 311 Pre-Clinical Dental Hygiene (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course provides students the experience to discern and apply the knowledge gained in didactic courses into the clinical setting, including: infection control parameters, medical and dental assessments, interpretation of vital signs, oral cancer examination, periodontal instrumentation and other clinical techniques using clinical simulators and student partners.

### **DEN HY 312 Radiology (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to examine the principles of dental radiographic techniques, including digital and conventional imaging. Topics include history of radiography, principles of processing, legal considerations, and radiation safety. Clinical applications include exposure technique, film processing, mounting and uploading of radiographs into the electronic medical record, charting and preparing and interpreting dental radiographs. Emphasis is placed on radiation safety and protection.

### **DEN HY 314 Dental Morphology (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to provide the knowledge in anatomical concepts of the deciduous and permanent dentition. Emphasis is on comparative coronal and root anatomy, dental terminology, tooth morphology, the relationship of occlusion and function of the maxilla and mandible, and the role of occlusion to supporting facial musculature and other oral structures.

### **DEN HY 327 Local Anesthesia, Sedation Techniques (3)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

This course will cover the theory and clinical methodology for pain control and anxiety management through the use of local anesthesia techniques in dentistry; anesthetic compounds, conscious sedation (inhalation-nitrous oxide and oxygen), safety measures, and management of medical complications. This course meets the Dental Hygiene Board of California, California Code of Regulation, Section 1107 updated in 2017.

### **DEN HY 351 Clinical Dental Hygiene II (3)**

*Prerequisites: DEN HY 300, 303, 306, 311, 312, 314, 350, 354*

*Corequisites: DEN HY 308, 327, 352, 356, 357, 388*

Students will build on knowledge and skills learned in prior semester didactic and lab classes and integrate into the clinical setting. Emphasis of learning will be on Periodontal therapy for re-care and maintenance patients with mild to moderate active disease. In a variety of clinics; students will provide dental hygiene services to geriatric, adults, children and medically compromised patients.

### **DEN HY 352 Care for Patients with Special Needs (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

This course is designed to provide the dental hygienist with concepts pertaining to individuals with special needs, the issues they face, referral to supportive services, and dental treatment modalities to meet their needs; Emphasis will be on medical, behavioral, physical and psychological considerations for the special population. Students will integrate the parameters of the American Disabilities Practice Act to a classroom and co-requisite clinical setting.

### **DEN HY 354 Pathology-General and Oral (3)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to provide concepts in etiology, pathogenesis of major human diseases, and the effects of these conditions to clinical and histologic features of oral diseases. Students learn to recognize and interpret tissue responses to antigens, allergic reactions, and assess lesions that occur in the oral cavity, jaws, and neck and formulate a differential diagnosis of lesions seen in the practice of dentistry to make appropriate referrals.

### **DEN HY 355 Preventive Dentistry and Nutrition (3)**

*Prerequisite: Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to provide knowledge on the preservation of oral health, tooth structures and gingival tissues, and the prevention of oral disease. Emphasis will be on etiologic factors, nutritional principles of the human body, risk assessment and integration of preventative strategies and skills necessary for the management of periodontal disease and dental caries through effective patient education and behavior modification techniques and motivation.

### **DEN HY 356 Histology and Embryology of Oral Tissues (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

This course includes the theory of the embryological human development of the oral cavity and identification and classification of normal and abnormal conditions of the oral cavity and supporting structures during development.

### **DEN HY 388 Introductory Seminar in Dental Hygiene (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

This course is designed for group discussion on best practices for dental hygiene clinical care. Discussions will center on accumulated theoretical knowledge, clinical experience and case studies for level I Clinical Dental Hygiene practice. Techniques in advanced instrumentation, and e-portfolio concepts will be presented.

## DENTAL HYGIENE COURSE DESCRIPTIONS

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### **DEN HY 389 Intermediate Seminar in Dental Hygiene (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course is designed to build on the knowledge from the junior year Introductory Seminar Course. The students will collaborate with peers and faculty on best practices for dental hygiene clinical care and the senior level capstone project. Discussions and exercises will center on accumulated theoretical knowledge, clinical experience and case studies for level II Clinical Dental Hygiene practices.

### **DEN HY 397 Special Projects in Dental Hygiene (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course allows dental hygiene students and graduates to pursue special projects in dental hygiene on a contract basis under the direction of a supervising instructor.

### **DEN HY 400 Cariology and Occlusion (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course provides concepts related to normal and abnormal occlusal function, assessment of Temporal Mandibular Joint Disorder and treatment options for dental tissue pathology as it relates to cariology and occlusion. Emphasis will be on aspects of occlusal dysfunction, dental caries, dental hypersensitivity and dental trauma. The student will gain the knowledge to identify, document, and make a differential diagnosis for patient referrals.

### **DEN HY 401 Clinical Dental Hygiene III (4)**

*Prerequisites:* DEN HY 308, 327, 341, 342, 345, 357, 388  
*Corequisites:* DEN HY 304, 389, 400, 406, 408, 415

This course is designed to evaluate the integration of the medical and dental assessments, provide periodontal instrumentation and integrate the skills necessary for the prevention and treatment of oral disease. Emphasis will be on the assessment, treatment and re-evaluation of the dental patient with active moderate to advanced periodontal disease and the medically compromised patient: Level III periodontal case.

### **DEN HY 406 Periodontics II (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course is designed to analyze the anatomy, histology and pathogenesis of the periodontium, and how they are correlated with the surgical and non-surgical therapy strategies currently in use. Emphasis will be on disease prevention, assessment, treatment planning and referral to specialty referrals.

### **DEN HY 410 Emergencies in Dental Practice (1)**

*Prerequisite:* Dental Hygiene Students accepted into dental hygiene program (First Semester).

This course is designed to provide knowledge in the methods of medical and dental emergency prevention and management in the dental office. Emphasis is on recognizing signs, symptoms, and treatment of the more common medical emergencies which may occur in the dental setting. Drugs and equipment that are utilized in the management of medical emergencies are applied through case scenarios and in the clinical setting.

### **DEN HY 415 Dental Materials and Expanded Functions (3)**

*Prerequisite:* DEN HY 355.

Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course is designed to provide students with the knowledge of the material properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand and assess the conduction of various materials, and provides a scientific rationale for selecting, using and understanding the varied relationships of dental biocompatible-materials.

### **DEN HY 450 Advanced Periodontal Seminar (1)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is designed to enable students to enhance and develop knowledge applicable in the treatment of patients with advanced periodontal disease. Concepts of implantology, grafts, surgical, and non-surgical periodontal therapy modalities are emphasized.

### **DEN HY 451 Clinical Dental Hygiene IV (5)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is designed to provide advanced clinical experience in performing treatment for a variety of clinical patient cases. Students use local anesthesia, nitrous oxide sedation, oral antimicrobials, and dietary analysis. Licensing Board Examination requirements and protocol, are reviewed and simulated through practical exercises. Identification of an appropriate patient for licensure examination is made.

### **DEN HY 452 Law and Ethics of Dental Hygiene (2)**

*Prerequisite:* Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

Students study ethical theories and issues related to the practice of dental hygiene and professionalism. A personal philosophy of professional conduct, continuous quality assurance and self-assessment is explored. Fundamental factors necessary to practice within existing regulatory frameworks are stressed.

## DENTAL HYGIENE COURSE DESCRIPTIONS

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### **DEN HY 460 Dental Hygiene Leadership Study and Practice (3)**

*Prerequisite: English 103 and DEN HY 305*

This course is designed to provide Dental Hygienists' the foundations and resources necessary to become effective leaders in dental health care. Students will analyze personal leadership, contrast leadership theories and models, identify leadership skills needed to manage resources in health organizations and discuss fundamental principles of leadership.

### **DEN HY 461 Teaching Methodology in Health Careers (3)**

*Prerequisites: ENGLISH 101. This course is part of the new Bachelor program in dental hygiene and enrollment is limited to students accepted into the Bachelor degree in dental hygiene program.*

This course is designed to provide instructional theories and their practical application. Students will be prepared in the art and science of teaching and demonstrate competency in developing and implementing critical teaching methods. Teaching methodologies are presented through the topics of classroom, clinic and laboratory management including lesson planning, instructional aides, assessment tools and instructional practice.

### **DEN HY 462 Survey of Oral Health Care Systems (3)**

*Prerequisites: ENGLISH 101. This course is part of the new Bachelor degree program in dental hygiene and enrollment is limited to students accepted/enrolled in the Bachelor degree in dental hygiene program.*

This course will examine Public Health issues, policies and services that effect health care and oral health. Exploration of the dental hygienists' role in public health services and community- based programs is included. Topics that will be covered include an in-depth review of assessment, planning and implementation of community-based programs, the grant process and the impact of the direct access provider on programs and initiatives.

### **DEN HY 463 Health Careers Research and Capstone Project (3)**

This course provides an introduction to the capstone project and evaluation of scientific evidence-based literature. Basic research design components and writing skills will be discussed. Analysis of career options for the health sciences as well as an in-depth discussion of health science education including teaching methodology and learning styles are included in this course. This is an upper division course, under the pilot program (SB 850), allowing for granting the Baccalaureate Degree in the community college setting.

### **DEN HY 489 Advanced Seminar in Dental Hygiene (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)*

This course will center on case reasoning for Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

## WLAC LEARNING CAREER PATHWAYS

Arts & Humanities	Business	Health Sciences
<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Art History</li> <li>• Communication Studies</li> <li>• English</li> <li>• Philosophy</li> <li>• Social Justice Studies – Chicana/o Studies</li> <li>• Spanish</li> <li>• Studio Arts</li> <li>• Theatre Arts</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Art – Ceramics</li> <li>• Art – Drawing &amp; Painting</li> <li>• Communication Studies</li> <li>• French</li> <li>• International Area Studies – Africa, Asia, Latin America, or Middle East</li> <li>• Liberal Arts &amp; Science – Arts &amp; Humanities</li> <li>• Philosophy</li> <li>• Spanish</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• CSU GE-Breadth</li> <li>• Film/TV Production Crafts</li> <li>• IGETC</li> </ul>	<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Business Administration 2.0</li> <li>• Economics</li> <li>• Hospitality Management</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Economics</li> <li>• Hospitality</li> <li>• Management -Small Business</li> <li>• Marketing</li> <li>• Paralegal</li> <li>• Real Estate</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Hospitality</li> <li>• Hospitality – Event &amp; Convention Planning</li> <li>• Hospitality – Front Desk &amp; Back Office Operations</li> <li>• Hospitality – Hotel Sales &amp; Marketing</li> <li>• Management – Small Business</li> <li>• Paralegal</li> <li>• Real Estate</li> <li>• Real Estate Appraiser I</li> <li>• Real Estate Appraiser II</li> <li>• Real Estate Appraiser III</li> <li>• Real Estate Broker</li> <li>• Real Estate Salesperson</li> </ul>	<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Kinesiology</li> <li>• Nutrition &amp; Dietetics</li> <li>• Public Health Science</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Addiction Studies</li> <li>• Dental Assistant</li> <li>• Health Science</li> <li>• Kinesiology</li> <li>• Liberal Arts &amp; Science – Health Professions</li> <li>• Medical Assisting</li> <li>• Paramedicine</li> <li>• Pharmacy Technician</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• Addiction Studies</li> <li>• Autism Services Technician II</li> <li>• Dental Assistant</li> <li>• Emergency Medical Technician</li> <li>• Medical Assisting – Administrative</li> <li>• Medical Assisting – Administrative &amp; Clinical</li> <li>• Medical Assisting – Clinical</li> <li>• Paramedic</li> <li>• Pharmacy Technician – Basic</li> <li>• Pharmacy Technician - Advanced</li> </ul>

Behavioral & Social Sciences	Computer Science & Applied Technology	STEM
<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Administration of Justice</li> <li>• Anthropology</li> <li>• Early Childhood Education</li> <li>• Elementary Teacher Education</li> <li>• Global Studies</li> <li>• History</li> <li>• Law, Public Policy &amp; Society</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Social Justice Studies – LGBTQ Studies</li> <li>• Sociology</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Administration of Justice</li> <li>• Anthropology</li> <li>• Child Development</li> <li>• Global Studies</li> <li>• History</li> <li>• Liberal Arts &amp; Sciences: Behavioral &amp; Social Sciences</li> <li>• Political Science</li> <li>• Sociology</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• Child Development</li> </ul>	<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Computer Science</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Aviation Maintenance Technician</li> <li>• Computer Network &amp; Security Management</li> <li>• Computer Science Information Technology</li> <li>• Computer Web Support and Database Administration</li> <li>• Fire Technology</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• Aircraft Power Plant Technician</li> <li>• Airframe Maintenance Technician</li> <li>• Business Application &amp; Database Management</li> <li>• Computer Applications Office Technology – General Office</li> <li>• Cloud Computing - Amazon Web Services</li> <li>• Computer Network Management</li> <li>• Computer Network &amp; Security Management</li> <li>• Computer Science Information Technology</li> <li>• Computer Web Support and Database Administration</li> <li>• Fire Technology</li> <li>• Legal Secretary</li> <li>• Mobile Application Development</li> <li>• Mobile Application Development Essentials</li> <li>• Network Computer and Information Systems Security</li> <li>• Web Support &amp; Administration</li> </ul>	<p><b>Associate Degrees for Transfer</b></p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Environmental Science</li> <li>• Geology</li> <li>• Mathematics</li> <li>• Physics</li> </ul> <p><b>Associate Degrees</b></p> <ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Climate Change &amp; Environmental Studies</li> <li>• Engineering – Computer Software Track</li> <li>• Engineering – Civil Track</li> <li>• Engineering – Electrical Track</li> <li>• Engineering – Mechanical Track</li> <li>• Liberal Arts &amp; Sciences: Math, Science &amp; Computer Science</li> <li>• Mathematics</li> </ul> <p><b>Certificates of Achievement</b></p> <ul style="list-style-type: none"> <li>• Biotechnology Lab Technician</li> <li>• Climate Change Studies – Natural Science</li> <li>• Climate Change Studies – Social Science</li> <li>• Engineering I</li> <li>• Engineering II</li> <li>• Engineering III</li> </ul>

## WLAC DEGREES & CERTIFICATES

### ACCOUNTING

#### BUSINESS DIVISION

#### ACCOUNTING (AA)

MAJOR CODE: 0502.00

ACADEMIC PROGRAM CODE: W003305C

The [Associate in Arts degree in Accounting](#) is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in Accountancy or Business Administration (Accounting-related option) may consider the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0.

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

1. Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.
2. Collect and compile financial data for management analysis of service, retail and manufacturing status of a business.
3. Review, refine, and make adjustments in calculations for completion of financial transactions, records and forms
4. Communicate oral and written thought in a clear and organized manner to effectively inform, persuade and convey ideas in the workplace

#### Required core courses ..... 26

ACCTG 001*	Introductory Accounting I .....	5
ACCTG 002*	Introductory Accounting II .....	5
BUS 005*	Business Law I.....	3
CIS 101*	Introduction to Computers and Their Uses .....	3
CIS 104*	Microcomputer Application Software .....	4
ECON 001*	Principles of Microeconomics .....	3
ECON 002*	Principles of Macroeconomics .....	3

#### Major elective units (choose three from the following) ....9

ACCTG 015	Tax Accounting I .....	3
ACCTG 020	Managerial Accounting.....	3
ACCTG 025	Automated Accounting .....	3
BUS 001*	Introduction to Business.....	3
BUS 032	Business Communications.....	3
MGMT 001	Principles of Management .....	3

Total Major Units .....35

GE Plan Units (less double-counted)..... 18

Additional Degree-applicable Elective Units .....7

Total Units .....60

### ACCOUNTING (CA)

MAJOR CODE: 0502.00

ACADEMIC PROGRAM CODE: W020229D

The [Certificate of Achievement in Accounting](#) is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

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

1. Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.
2. Collect and compile financial data for management analysis of service, retail and manufacturing status of a business.
3. Review, refine, and make adjustments in calculations for completion of financial transactions, records and forms
4. Communicate oral and written thought in a clear and organized manner to effectively inform, persuade and convey ideas in the workplace

Students are encouraged to [meet with a counselor](#) to develop an education plan to align this Certificate of Achievement with the Accounting degree.

#### Required core courses .....25

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

#### Major elective units (choose three from the following) .....9

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

ACCTG 015	Tax Accounting I.....	3
ACCTG 025	Automated Accounting.....	3
BUS 032	Business Communications .....	3
MGMT 001	Principles of Management .....	3

**Total Units** ..... **34**

\* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0.

### ADDICTION STUDIES

#### HEALTH SCIENCES DIVISION

#### ADDICTION STUDIES (AA)

**MAJOR CODE: 2104.40**

**ACADEMIC PROGRAM CODE: W016828C**

The [Associate in Arts degree in Addiction Studies](#) is primarily designed for career and technical education and workforce training/ development. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions.

Not all classes are offered every semester but do alternate each semester. Students interested in transferring to a four-year college or university should consult the [Transfer Center](#) and the [Counseling Office](#) for major preparation and general education requirements of the particular transfer institution of their choice.

*Note: Any coursework taken outside of WLAC (including those within any LACCD colleges) must be submitted as a petition for credit.*

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

1. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
2. 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.
3. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
4. Demonstrate and apply knowledge of biological issues as a major factor in Psychology.

5. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

**Required core courses** ..... **36**

ADDICST 001	Understanding Addiction and Counseling .....	3
ADDICST 002	Physiology and Pharmacology of Of Psychoactive Drugs.....	3
ADDICST 004	Clinical Counseling Law and Ethics .....	3
ADDICST 005	Group Skills for Addiction Counselors .....	3
ADDICST 007	Addiction Treatment and Recovery.....	3
ADDICST 010	Addiction and the Family.....	3
ADDICST 016	Continuing Recovery: Strategies & Basic skills .....	3
ADDICST 084	Fieldwork Practicum.....	3
ADDICST 085	Advanced Fieldwork Practicum.....	3
PSYCH 001	General Psychology I.....	3
PSYCH 014	Abnormal Psychology .....	3
SOC 011	Race and Ethnic Relations.....	3

**Total Major Units** ..... **36**

**GE Plan Units (less double-counted)** ..... **18**

**Additional Degree-applicable Elective Units** ..... **6**

**Total Units** ..... **60**

### ADDICTION STUDIES (CA)

**MAJOR CODE: 2104.40**

**ACADEMIC PROGRAM CODE: W020260D**

Students may also earn a [Certificate of Achievement in Addiction Studies](#) by completing the 36-unit course requirements listed below. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

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

1. Practice Professional ethics and cultural acceptance in a work setting.
2. Utilize various counseling techniques and theories to build rapport and create healthy relationships with each client, using skills of effective one-on-one and group counseling to promote self-responsibility and encourage positive change in client.
3. Teach effective life, coping, and adjustment strategies.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

4. Utilize knowledge of the Diagnostic and Statistical Manual and data from intake procedures to identify mental illnesses.
5. Assist with creation and implementation of a treatment plan that identifies needs, realistic expectations to be achieved, and necessary referrals.
6. Continually self-assess one's psychological state and critically analyze, evaluate, and adopt a variety of solutions that support one's mental and emotional wellness, effectively manage stress, and avoid burnout.
7. Draw on research and knowledge of psychoactive drugs and addiction to serve the needs of the counseling position, the client, and the community.
8. Perform administrative tasks, continue to engage with licensing agencies, and maintain continuing education credits.

### Required courses..... 36

ADDICST 001	Understanding Addiction and Counseling .....	3
ADDICST 002	Physiology and Pharmacology of Of Psychoactive Drugs .....	3
ADDICST 004	Clinical Counseling Law and Ethics .....	3
ADDICST 005	Group Skills for Addiction Counselors .....	3
ADDICST 007	Addiction Treatment and Recovery .....	3
ADDICST 010	Addiction and the Family .....	3
ADDICST 016	Continuing Recovery: Strategies & Basic skills .....	3
ADDICST 084	Fieldwork Practicum .....	3
ADDICST 085	Advanced Fieldwork Practicum .....	3
PSYCH 001	General Psychology I .....	3
PSYCH 014	Abnormal Psychology .....	3
SOC 011	Race and Ethnic Relations .....	3

**Total Units** ..... 36

## ADMINISTRATION OF JUSTICE

### PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

The Administration of Justice program is a study of the United States of America's criminal justice system used by local, state, and federal level government. The Administration of Justice program curriculum is designed to provide students with the education necessary to enter into and for career promotion in the criminal justice field. Students will learn about the interaction and relationship of the criminal justice system's three major components: law enforcement, judiciary and corrections. If your goal is to work within the Criminal Justice

field, this program will equip you to meet high academic standards and develop professional skills.

The Administration of Justice program is a state recognized program. Students intending to transfer are advised to pursue the Associate in Science Degree for Transfer (AS-T) in Administration of Justice. Students may also opt to complete an Associate in Arts (AA) degree in Administration of Justice, in addition to several certificates.

## ADMINISTRATION OF JUSTICE (AS-T)

**MAJOR CODE: 2105.00**

**ACADEMIC PROGRAM CODE: W031011H**

The [Associate in Science in Administration of Justice for Transfer \(AS-T\) Degree](#) is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement. The program is an interdisciplinary approach with academic and professional coursework to enhance the students' training. Therefore, the program provides preparation for employment as well as transfer to the CSU.

Students who successfully complete the Associate in Science in Administration of Justice for Transfer will be guaranteed admission to a California State University. The Associate in Science in Administration of Justice for Transfer meets the requirements of SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

To earn the Associate in Science in Administration of Justice for Transfer (AS-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

### Required core courses ..... 6

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

### Major electives, List A (choose two from the following) ..... 6

ADM JUS 003	Legal Aspects of Evidence .....	3
ADM JUS 004	Principles & Procedures of the Justice System .....	3
ADM JUS 005	Criminal Investigation .....	3
ADM JUS 008	Juvenile Procedures .....	3
ADM JUS 067	Community Relations I.....	3
ADM JUS 075	Introduction to Corrections.....	3

### Major electives, List B (choose two from the following) ..... 6-7

MATH 227	Statistics .....	4
PSYCH 001	General Psychology I.....	3
SOC 001	Introduction to Sociology .....	3

### Total Major Units ..... 18-19

	CSU	IGETC
GE Units (less double-counted)	32-33	30-31
CSU-transferable Elective Units	8-10	10-12
Total Units		60

## ADMINISTRATION OF JUSTICE (AA)

MAJOR CODE: 2105.00

ACADEMIC PROGRAM CODE: W003328C

The [Associate in Arts in Administration of Justice](#) is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

### Required core courses ..... 30

ADM JUS 001	Introduction to Administrative Justice .....	3
ADM JUS 002	Concepts of Criminal Law .....	3
ADM JUS 003	Legal Aspects of Evidence.....	3
ADM JUS 004	Principles & Procedures Justice System .....	3
ADM JUS 005	Criminal Investigation.....	3
ADM JUS 008	Juvenile Procedures.....	3
ADM JUS 014	Report Writing for Peace Officers .....	3
ADM JUS 067	Community Relations I.....	3
ADM JUS 075	Introduction to Corrections .....	3
ADM JUS 160	Police Organization & Administration .....	3

### Major elective units (choose two from the following)..... 6

ADM JUS 006	Patrol Procedures .....	3
ADM JUS 060	Arrest, Search, and Seizure .....	3
ADM JUS 062	Fingerprint Classification .....	3

### Total Major Units ..... 36

### GE Plan Units (less double-counted) ..... 18-33

### Additional Degree-applicable Elective Units ..... 6

### Total Units ..... 60

## ANTHROPOLOGY

### HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

## ANTHROPOLOGY (AA-T)

MAJOR CODE: 2202.00

ACADEMIC PROGRAM CODE: W032990G

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

The [Associate in Arts in Anthropology for Transfer degree](#) is designed to impart to the student the critical importance of understanding the human condition and its relevancy to an increasingly diverse world. Anthropology can lead to professional opportunities within the field, including cultural resource management, conservation, and forensics as well as in research and teaching in university and museum settings. More often it provides a background for further work in other disciplines of the social sciences, humanities, and biological sciences, as well as for professional careers in government, business, law, medicine, social services, and other fields. The Associate in Arts in Anthropology for Transfer includes course work that aligns with specific lower-division major requirements for the Anthropology major at various universities within the University of California (UC) and California State University (CSU) systems.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Anthropology for Transfer (AA-T) Degree, students must meet the following requirements:

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

The college will not demand any additional local units beyond what is required for the Associate in Art in Anthropology for Transfer degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Practice and demonstrate behaviors, skills, and knowledge necessary to advance academically and professionally in the discipline.
2. Address social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world.
3. Apply to life the principles of cultural relativism.
4. Apply critical thinking to investigate and interpret the influences of heredity and environment upon human beings.
5. Critically analyze anthropological topics.

6. Collect and synthesize research data using credible sources to write a cohesive document.

### Required core courses .....9

ANTHRO 101	Human Biological Evolution .....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ANTHRO 103	Archaeology: Reconstructing The Human Past .....	3

### Major elective units, List A (choose one from the following) ..... 3-4

ANTHRO 104	Human Language and Communication .	3
MATH 227	Statistics.....	4

### Major elective units, List B (choose from the following) .....4

GEOLOGY 001	Physical Geology .....	3
	AND	
GEOLOGY 006	Physical Geology Laboratory .....	1
	OR	
EARTH 001	Earth Science .....	3
	AND	
EARTH 002	Earth Science Laboratory .....	1
	Any course from List A not already used	

### Major elective units, List C (choose one from the following) .....3-4

ANTHRO 121	Anthropology of Religion, Magic & Witchcraft .....	3
ANTHRO 132	Native People of North America.....	3
	Any course from List A or List B not already used	

### Total Major Units .....19-21

	CSU	IGETC
GE Units (less double-counted)	23-30	21-28
CSU-transferable Elective Units	9-18	11-20
Total Units		60

## ANTHROPOLOGY (AA)

**MAJOR CODE: 2202.00**

**ACADEMIC PROGRAM CODE: W003329C**

The [Associate in Arts degree in Anthropology](#) includes foundational coursework in all four fields of the discipline: biological anthropology, cultural anthropology, archaeology, and linguistics. While not primarily designed for transfer (see also the Anthropology AA-T), this sequence of courses aligns with lower-division requirements in Anthropology at various California State University (CSU) campuses. Students interested in transferring to a four-year college or university with a major in Anthropology may also consider the Associate in Arts degree in Liberal Arts and Science

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

(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 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...

1. Critically analyze anthropological topics.
2. Collect and synthesize research data using credible sources to write a cohesive document.
3. Demonstrate knowledge necessary to advance academically and professionally in the discipline.

### Required courses ..... 13

ANTHRO 101	Human Biological Evolution .....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ANTHRO 103	Archaeology: Reconstructing the Human Past .....	3
ANTHRO 104	Human Language and Communication .....	3
ANTHRO 111	Laboratory in Human Biological Evolution .....	1

### Major elective units, List A (choose two from the following) ..... 6

ANTHRO 109	Gender, Sex, and Culture .....	3
ANTHRO 121	Anthropology of Religion, Magic & Witchcraft.....	3
ANTHRO 132	Native Peoples of North America.....	3

### Major elective units, list B (chosen from the following) ..... 3-4

EARTH 001	Earth Science .....	3
EARTH 002	Earth Science Laboratory .....	1
GEOLOGY 001	Physical Geology .....	3
GEOLOGY 006	Physical Geology Laboratory.....	1

<b>Total Major Units</b> .....	<b>22-23</b>
<b>GE Plan Units (less double-counted)</b> .....	<b>12-15</b>
<b>Additional Degree-applicable Elective Units</b> .....	<b>22-26</b>
<b>Total Units</b> .....	<b>60</b>

## ARCHITECTURE

### ARTS & PERFORMANCE DIVISION

### ARCHITECTURE TECHNOLOGY (CA)

MAJOR CODE: 0201.00

ACADEMIC PROGRAM CODE: W041145D

The Certificate of Achievement in Architecture Technology is a lecture and studio- based program basic architectural design.

Through a series of design problems, students will be introduced to the conceptual, design and presentation skills necessary to assist in the completion and communicate the design of a medium- complexity building. The goal is to introduce students to integration of concepts, site, program, organization, structure, enclosure, circulation, and materials in the formation of architectural solutions. Upon successful completion of this program, students will have acquired foundational knowledge, and initiate a portfolio of creative work suitable for employment.

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

1. Describe two- and three-dimensional architectural ideas through manual hardline drawings and digital computer modeling.
2. Demonstrate digital drafting competency by creating different drawings /views of an object in CAD software, and then creating layout views for printing and presentation purposes.
3. Complete a design for a simple to medium complexity building incorporating program, site design based on analysis, environmental considerations, and preliminary structural system as factors in the design.
4. Use various computer software applications (separately and in combination) to design and create graphic layouts, presentation panels, and a multi-page portfolio.
5. Demonstrate digital 3D drafting competency by creating 3D architectural models in AutoCAD and Rhino.
6. Create professional quality architectural 3D computer renderings.

### Required courses ..... 10

ARC 161	Intro to Computer-Aided Architectural Design .....	2
ARC 180	Computer Aided Architectural Laboratory .....	1
ARC 162	Computer-Aided Design and Drafting .....	3
ARC 130	History of Architecture I .....	2
ARC 131	History of Architecture II .....	2

## ART

### ARTS & PERFORMANCE DIVISION

### STUDIO ARTS (AA-T)

MAJOR CODE: 1002.00

ACADEMIC PROGRAM CODE: W032975G

The [Associate in Arts in Studio Arts for Transfer \(AA-T\)](#) includes coursework that aligns with lower-division requirements for transfer to various universities within the

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

University of California (UC) and California State University (CSU) systems. Completion of this AA-T program will provide students the ability to demonstrate critical thinking and communication skills.

This degree is designed to provide a clear pathway and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Communication Studies requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Studio Arts for Transfer (AA-T) Degree, students must meet the following requirements:

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

Completion of this AA-T program will provide students the foundation to pursue careers in therapy, library arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Learn the fundamentals of craftsmanship and exemplify competence in the use of tools, materials and concepts.
2. Evaluate works of art and design and possess knowledge and mastery of a variety of art making skills.
3. Identify major movements in art and architecture and learn to appreciate the diversity of world art and its contribution to the human experience.
4. Convey ideas and concepts about artwork through critical discussion and written assignments.

5. Explore artistic expression through the analysis of aesthetic and cultural values in 2- and 3-dimensional media and convey ideas and concepts about artwork.

### Required core courses ..... 12

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

### Major electives, list A.....3

ART 101	Survey of Art History I .....	3
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### Major electives, list B (choose three from the following) .....9

ART 202	Drawing II .....	3
ART 204	Life Drawing I .....	3
ART 300	Introduction to Painting .....	3
ART 708	Introduction to Ceramics .....	3
ART 709	Ceramics I .....	3

### Total Major Units .....24

	CSU	IGETC
GE Units (less double-counted)	33	31
CSU-transferable Elective Units	3	5
Total Units	.....	60

*Note: The coursework for this AA-T will satisfy the lower division Communication Studies requirements at some of the CSU campuses.*

## ASSOCIATE IN ARTS DEGREES IN ART

The Associate in Arts (AA) degree programs in Art are designed for students intending to enter the fields of design, illustration, art history, and art education. The program offers two state-approved AA degrees: 1) [an AA in Ceramics](#), and 2) [an AA in Drawing and Painting](#).

Students interested in transferring to a four-year college or university with a major in Art are encouraged to pursue the Associate in Arts Degrees for Transfer (AA-T) in Art History or Studio Art. Consult the [Counseling Office](#) for individualized educational planning and the [Transfer Center](#) for complete information regarding transfer requirements.

## ART – CERAMICS (AA)

**MAJOR CODE: 1002.30**

**ACADEMIC PROGRAM CODE: W008605C**

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

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

1. Secure Technique.
2. Cultivate relationship to other disciplines.
3. Develop individual creative process.
4. Practice and develop creative routine.
5. Discover inspiration and how to use it.
6. Learn self-assessment for personal fulfillment and growth.

### Required courses..... 30

ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 201	Drawing I.....	3
ART 202	Drawing II.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 708	Introduction to Ceramics.....	3
ART 709	Ceramics I.....	3
ART 710	Ceramics II.....	3
ART 711	Ceramics III.....	3

### Total Major Units ..... 30

### GE Plan Units (less double-counted)..... 18

### Additional Degree-applicable Elective Units..... 12

### Total units ..... 60

## ART – DRAWING & PAINTING (AA)

**MAJOR CODE: 1002.10**

**ACADEMIC PROGRAM CODE: W003314C**

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

1. Secure Technique.
2. Cultivate relationship to other disciplines.
3. Develop individual creative process.
4. Practice and develop creative routine.
5. Discover inspiration and how to use it.
6. Learn self-assessment for personal fulfillment and growth.

### Required core courses ..... 18

*ART 101	Survey of Art History I.....	3
*ART 102	Survey of Art History II.....	3
*ART 201	Drawing I.....	3
*ART 202	Drawing II.....	3
*ART 501	Beginning Two-Dimensional Design.....	3
*ART 502	Beginning Three-Dimensional Design.....	3

### Major elective units (choose four from the following) ..... 12

*ART 204*	Life Drawing I.....	3
ART 205	Life Drawing II.....	3
*ART 300	Introduction to Painting.....	3
ART 301	Water Color Painting I.....	3

ART 302	Water Color Painting II.....	3
ART 307	Oil Painting I.....	3

\* Courses align with the Art History AA-T

### Total Major Units ..... 30

### GE Plan Units (less double-counted)..... 18

### Additional Degree-applicable Elective Units..... 12

### Total units ..... 60

## ART HISTORY

### ARTS AND PERFORMANCE DIVISION

## ART HISTORY (AA-T)

**MAJOR CODE: 1001.00**

**ACADEMIC PROGRAM CODE: W033024G**

The [Associate in Arts in Art History for Transfer degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Art 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 Art History requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

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.

To earn the Associate in Arts in Art History for Transfer (AA-T) Degree, students must meet the following requirements:

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

Associate Degrees for Transfer also require that students earn a "C" or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers as Art Curator, Interior Designer, Graphic Designer, Photographer, Teacher, Administrative

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Assistant, and Teachers Assistant. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Demonstrate an understanding of works of art and architecture from diverse genres and historical periods.
2. Demonstrate familiarity with more than one artistic culture of a particular time and place.
3. Utilize critical thinking to discuss and explore basic historical art concepts and terminology.
4. Demonstrate mastery of analytical skills such as observation and inductive reasoning in interpreting works of art.
5. Learn to apply fundamental art historical terminology when analyzing the principle developments and primary problems of interpretation and an awareness of critical and theoretical perspectives.

### Required core courses ..... 9

ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II .....	3
ART 201	Drawing I.....	3

### Major elective units, list A..... 3

ART 117	Meso-American Art: Olmec to Aztec.....	3
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### Major elective units, list B (choose one from the following) ..... 3

ART 107	Mexican Art Modern.....	3
ART 111	History of Contemporary Art .....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design .....	3
ART 204	Life Drawing.....	3
ART 708	Introduction to Ceramics.....	3
ART 709	Ceramics I.....	3

### Major elective units, list C (choose one from the following) ..... 3

ART 115	History of Modern Art.....	3
ART 103	Art Appreciation .....	3
ART 111	History of Contemporary Art .....	3

Or any course from List A or B not already used

### Total Major Units ..... 18

	CSU	IGETC
GE Units (less double-counted)	30	31-34
CSU-transferable Elective Units	12	8-11
Total Units	.....	60

## ATHLETIC TRAINING

### HEALTH SCIENCES DIVISION

## ATHLETIC TRAINING AND SPORTS MEDICINE (AS)

MAJOR CODE: 1228.00

### ACADEMIC PROGRAM CODE:

The Athletic Training and Sports Medicine Associate in Science degree is a CTE-stackable program that prepares students in careers as athletic trainer aide, physical therapy assistant/aide or physical therapist. These healthcare professionals work side-by-side with other healthcare providers in sports medicine to provide a structured rehabilitation program before, during and after injury on patients that wish to return an active lifestyle. The program includes emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions.

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

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

### Required courses ..... 60

HEALTH 011	Principles of Healthful Living.....	3
HEALTH 012	Safety Education & First Aid .....	3
BIOLOGY 003	Introduction to Biology .....	4
ANATOMY 001	Introduction to Human Anatomy .....	4
KIN MAJ 100	Introduction to Kinesiology.....	3
KIN MAJ 126	Fundamentals of Athletic Training .....	3
KIN MAJ 127	Advanced Athletic Training .....	3
KIN MAJ 128	Care & Prevention of Athletic Injuries.....	3
PHYSIO 001	Introduction to Human Physiology .....	4

### Total Major Units ..... 30

### GE Plan Units (less double-counted) ..... 30

### Total Units ..... 60

(added 02/13/2023)

## FUNDAMENTALS OF ATHLETIC TRAINING AND SPORTS MEDICINE (CA)

**MAJOR CODE: 1228.00**

**ACADEMIC PROGRAM CODE:**

The Fundamentals of Athletic Training and Sports Medicine (ATSM) Certificate of Achievement is part of a CTE-stackable certificate program that introduces students to the healthcare fields of athletic training and physical therapy. Students take on evidence-based practice approach during their academic course work and clinical experience. The clinical domains include emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions. The education in these fields vary depending on which career path a student decides to take. They range from an Associate, Masters, or Doctorate degree. Obtaining an Associate of Science Degree in ATSM will only allow a student to seek employment as a physical therapy assistant/aide. However, the program is designed to encourage students to continue to pursue graduate school and terminal degrees in these fields of study.

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

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

**Required courses** ..... 17

HEALTH 011	Principles of Healthful Living.....3
HEALTH 012	Safety Education & First Aid .....3
BIOLOGY 003	Introduction to Biology .....4
ANATOMY 001	Introduction to Human Anatomy .....4
KIN MAJ 126	Fundamentals of Athletic Training .....3

**Total Units** ..... 17  
(added 02/07/2023)

## ADVANCED ATHLETIC TRAINING AND SPORTS MEDICINE (CA)

**MAJOR CODE: 1228.00**

**ACADEMIC PROGRAM CODE:**

The Advanced Athletic Training and Sports Medicine Certificate of Achievement program prepares students in a careers as athletic trainer aide, physical therapy assistant/aide or physical therapist. These healthcare professionals work

side-by-side with other healthcare providers in sports medicine to provide a structured rehabilitation program before, during and after injury on patients that wish to return an active lifestyle. The advanced certificates include emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions.

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

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

**Required courses** .....

ANATOMY 001	Introduction to Human Anatomy ..... 4
BIOLOGY 003	Introduction to Biology ..... 4
HEALTH 011	Principles of Healthful Living ..... 3
HEALTH 012	Safety Education & First Aid ..... 3
KIN MAJ 100	Introduction to Kinesiology ..... 3
KIN MAJ 126	Fundamentals of Athletic Training ..... 3
KIN 127	Advanced Athletic Training ..... 3
KIN 128	Care and Prevention of Athletic Injuries..... 3
PHYSIOL 001	Introduction to Human Physiology ..... 4

**Total Units** ..... 30  
(added 02/07/2023)

## AVIATION TECHNOLOGY APPLIED TECHNOLOGY DIVISION

The degrees and certificates in Aviation Technology are primarily designed for career and technical education and workforce training/development.

To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, Aviation Technology offers an Aviation Maintenance Technician Associate Degree, an Airframe Maintenance Technician Certificate, and an Aircraft Power Plant Technician Certificate. Upon qualifying by written, oral, and practical examinations, students are issued Federal Aviation Administration (FAA) certificates by the FAA.

### Credit for FAA Certificates

Students seeking Federal Aviation Administration (FAA) certification must grant the FAA permission to review their college transcripts for certification purposes.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Please consult with the Chair of the Aviation Department regarding credit for FAA Airframe and/or Power plant license.

### AVIATION MAINTENANCE TECHNICIAN (AS)

**MAJOR CODE: 0905.00**

**ACADEMIC PROGRAM CODE: W003313C**

The [Aviation Maintenance Technician Associate in Science degree](#) is a cohort sequenced degree program with classes starting every eight weeks, with full-time, evening schedules.

*Note: Students may receive transfer credit for courses at Cal State San Jose and Cal State Los Angeles, as well as at National University after transfer with an Associate in Science degree in Aviation Maintenance Technician.*

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

1. To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
3. To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
4. Apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multi-meter is now a FAA requirement.
5. To properly inspect, check, service, repair and overhaul airframe and airframe components.
6. The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
7. Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
8. The student must review the information that will be required by the FAA to pass their required examinations for certification.

**Required courses\* ..... 72**

AVIATEK 001	Maintenance Procedures.....4
AVIATEK 002	Maintenance Procedures Lab.....2
AVIATEK 003	Basic Aircraft Science.....4
AVIATEK 004	Basic Aircraft Science Lab.....2
AVIATEK 005	Basic Electricity and Auxiliary Systems...4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab .....2
AVIATEK 007	Electrical and Instrument Systems .....4
AVIATEK 008	Electrical and Instrument Systems Lab ...2
AVIATEK 009	Assembly, Rigging, and Inspection.....4

AVIATEK 010	Assembly, Rigging, and Inspection Lab.. 2
AVIATEK 011	Aircraft Metal Assembly ..... 4
AVIATEK 012	Aircraft Metal Assembly Lab ..... 2
AVIATEK 013	Hydraulic, Landing Gear, and Fuel Systems ..... 4
AVIATEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab ..... 2
AVIATEK 015	Propeller and Power Plant Systems ..... 4
AVIATEK 016	Propeller and Power Plant Systems Lab 2
AVIATEK 017	Ignition and Fuel Metering Systems ..... 4
AVIATEK 018	Ignition and Fuel Metering Systems Lab. 2
AVIATEK 019	Reciprocating Power Plant Overhaul ..... 4
AVIATEK 020	Reciprocating Power Plant Overhaul Lab2
AVIATEK 021	Power Plant Troubleshooting & Testing.. 4
AVIATEK 022	Power Plant Troubleshooting & Testing Lab ..... 2
AVIATEK 023	Inspection and Evaluation ..... 4
AVIATEK 024	Inspection and Evaluation Lab ..... 2

**Total Major Units ..... 72**  
**GE Plan Units (less double counted) ..... 18**  
**Total Units ..... 90**

\*courses must be completed with a grade of "C" or better.

### AIRCRAFT POWER PLANT TECHNICIAN (CA)

**MAJOR CODE: 0950.20**

**ACADEMIC PROGRAM CODE: W008604D**

The [Aircraft Power Plant Technician Certificate of Achievement](#) is designed for workforce training and transfer. To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers a Power Plant Maintenance Technician Certificate. Upon completion, students qualifying by written, knowledge (oral), and skill (practical) examinations, students are issued Federal Aviation Administration (FAA) certificate by the FAA.

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

1. To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
3. To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
4. Apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multi-meter is now a FAA requirement.
5. To properly inspect, check, service, repair and overhaul powerplant and powerplant components.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. The proper use of tools, equipment, safety apparel.  
The proper procedures for safety in and around aircraft and equipment.
7. Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
8. The student must review the information that will be required by the FAA to pass their required examinations for certification.

### Required core courses .....51-54

AVIA TEK 001	Maintenance Procedures.....4
AVIA TEK 002	Maintenance Procedures Lab.....2
AVIA TEK 003	Basic Aircraft Science.....4
AVIA TEK 004	Basic Aircraft Science Lab.....2
AVIA TEK 005	Basic Electricity and Auxiliary Systems.....4
AVIA TEK 006	Basic Electricity and Auxiliary Systems Lab.....2
AVIA TEK 007	Electrical and Instrument Systems.....4
AVIA TEK 008	Electrical and Instrument Systems Lab.....2
AVIA TEK 015	Propeller and Power Plant Systems.....4
AVIA TEK 016	Propeller and Power Plant Systems Lab.....2
AVIA TEK 017	Ignition and Fuel Metering Systems.....4
AVIA TEK 018	Ignition and Fuel Metering Systems Lab.....2
AVIA TEK 019	Reciprocating Power Plant Overhaul.....4
AVIA TEK 020	Reciprocating Power Plant Overhaul Lab.....2
AVIA TEK 021	Power Plant Troubleshooting & Testing.....4
AVIA TEK 022	Power Plant Troubleshooting & Testing Lab.....2
AVIA TEK 023	Inspection and Evaluation.....4
AVIA TEK 024	Inspection and Evaluation Lab.....2

**Total Units** ..... **51-54**

## AIRFRAME MAINTENANCE TECHNICIAN (CA)

**MAJOR CODE: 0950.10**

**ACADEMIC PROGRAM CODE: W008603D**

The [Airframe Maintenance Technician Certificate of Achievement](#) is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the aircraft maintenance industry. Training is given in servicing and overhauls various power plant systems and its components. Aviation Maintenance students use a repair station and three well-equipped laboratories as

they work through their hands-on, modularized sequences of courses. This program is certified by the Federal Aviation Association (FAA).

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

1. To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
3. To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
4. Apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multi-meter is now a FAA requirement.
5. To properly inspect, check, service, repair and overhaul airframe and airframe components.
6. The proper use of tools, equipment, safety apparel.  
The proper procedures for safety in and around aircraft and equipment.
7. Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
8. The student must review the information that will be required by the FAA to pass their required examinations for certification.

### Required core courses .....45-48

AVIA TEK 001	Maintenance Procedures.....4
AVIA TEK 002	Maintenance Procedures Lab.....2
AVIA TEK 003	Basic Aircraft Science.....4
AVIA TEK 004	Basic Aircraft Science Lab.....2
AVIA TEK 005	Basic Electricity and Auxiliary Systems.....4
AVIA TEK 006	Basic Electricity and Auxiliary Systems Lab.....2
AVIA TEK 007	Electrical and Instrument Systems.....4
AVIA TEK 008	Electrical and Instrument Systems Lab.....2
AVIA TEK 009	Assembly, Rigging, and Inspection.....4
AVIA TEK 010	Assembly, Rigging, and Inspection Lab.....2
AVIA TEK 011	Aircraft Metal Assembly.....4
AVIA TEK 012	Aircraft Metal Assembly Lab.....2
AVIA TEK 013	Hydraulic, Landing Gear, and Fuel Systems.....4
AVIA TEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab.....2
AVIA TEK 023	Inspection and Evaluation.....4
AVIA TEK 024	Inspection and Evaluation Lab.....2

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Units ..... 45-48

### BIOLOGY

#### SCIENCE DIVISION

#### BIOLOGY (AS-T)

MAJOR CODE: 0401.00

ACADEMIC PROGRAM CODE: W035761H

The [Associate in Science in Biology for Transfer \(AS-T\) Degree](#) is designed to provide a solid lower division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Biology or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Biology requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Biology for Transfer (AS-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Explain how scientists investigate causes of natural biological phenomena.
2. Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
3. Utilize biological information to make informed decisions about environmental issues.

4. Utilize biological information to make informed decisions about personal issues.
5. Perform basic biological lab procedures.

Required core courses ..... 10

BIOLOGY 006 General Biology I..... 5

BIOLOGY 007 General Biology II..... 5

Major electives, list A..... 25

CHEM 101 General Chemistry I..... 5

CHEM 102 General Chemistry II..... 5

MATH 261 Calculus I..... 5

PHYSICS 037 Physics for Engineers and Scientists I.... 5

PHYSICS 038 Physics for Engineers and Scientists II... 5

Total Major Units ..... 35

	CSU	IGETC
GE Units (less double-counted)	22	21
CSU-transferable Elective Units	1	4
Total Units	.....	60

## BIOTECHNOLOGY

### SCIENCE DIVISION

### BIOTECHNOLOGY LAB TECHNICIAN (CA)

MAJOR CODE: 0430.00

ACADEMIC PROGRAM CODE: W039419D

The [Biotechnology Lab Technician Certificate of Achievement](#) is designed to prepare students for employment in a biotechnology laboratory conducting advanced research. This certificate will give students both theoretical knowledge of, as well as hands-on training in, several basic and advanced biotechnology procedures used in today's microbiology, cell and molecular biology, biomedical and pharmaceutical research facilities. The certificate's curriculum does not align to transfer to a specific major at a four-year college or university. The Biotechnology Lab Technician Certificate of Achievement requires satisfactory completion of all courses with a grade of "C" or better.

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

1. Use, maintain, calibrate and/or validate standard laboratory equipment
2. Demonstrate competency in several basic laboratory skills, including pipetting, weighing, centrifugation and volumetric measuring
3. Demonstrate competency in several advanced laboratory skills, such as spectroscopy, microscopy, electrophoresis and sterilization techniques
4. Demonstrate competency in several laboratory procedures, such as sterile media and solution preparation; DNA and protein isolation, quantitation and analysis; and bacterial transformation and propagation
5. Demonstrate competency in several cell culture laboratory procedures, such as sterile media and solution preparation and eukaryotic cell maintenance
6. Properly collect, analyze and document all forms of laboratory data
7. Present research data in a clear and professional manner
8. Discuss the scientific concepts underlying the laboratory skills learned

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

BIOTECH 001	Fundamentals of Biotechnology .....	3
BIOTECH 002	Biotechnology I .....	4

BIOTECH 003	Biotechnology II .....	4
BIOTECH 102	Cell Culture .....	4
CHEM 060	Introduction to General Chemistry .....	5
<b>Total Units</b>	.....	<b>20</b>

## BUSINESS

### BUSINESS DIVISION

### BUSINESS (AA)

MAJOR CODE: 0501.00

ACADEMIC PROGRAM CODE: W003304C

The [Associate in Arts in Business](#) degree is a survey of the fundamental aspects of all phases of business including entrepreneurship, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. The Associate in Arts degree in Business is primarily designed for career and technical education and workforce training/development. The Associate in Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0. Students should consult the [Transfer Center](#) or the [Counseling Office](#) for major preparation and general education requirements of the particular transfer institution of their choice.

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

1. Use business formulas to calculate and solve quantitative problems; analyze financial operations of a typical business (Corporate Math)
2. Adopt a variety of practices that adhere to a company's culture of moral business principals; maintain trust, confidentiality, and business integrity in the workplace (Corporate Human Resources – HR)
3. Maneuver on the operational workflow of an organization through the effective use of time management and utilization of appropriate resources (Corporate Workflow)

**Required core courses** ..... 31

ACCTG 001*	Introductory Accounting I .....	5
ACCTG 002*	Introductory Accounting II .....	5
CIS 101*	Introduction to Computers and Their Uses .....	3
BUS 001*	Introduction to Business .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

BUS 005	Business Law I.....	3
MGMT 001	Principles of Management .....	3
MGMT 013	Small Business Entrepreneurship.....	3
MARKET 001	Principles of Selling .....	3
MARKET 021	Principles of Marketing .....	3

**Major elective units (choose one from the following) .....** 3

BUS 031	Business English .....	3
BUS 032	Business Communications .....	3
BUS 038	Business Computations.....	3
MGMT 002	Organization and Management Theory.....	3
FINANCE 002	Investments .....	3

**Total Major Units .....** 34

**GE Plan Units (less double-counted).....** 18

**Additional Degree-applicable Elective Units.....** 8

**Total Units .....** 60

*\* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0*

### BUSINESS (CA)

**MAJOR CODE: 0501.00**

**ACADEMIC PROGRAM CODE: W020228D**

The [Business Certificate of Achievement](#) is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

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

1. Students will possess the communicative, technological, and analytical skills necessary to operate a successful business.
2. Students will be aware of domestic and global business issues and how they can improve business functions.
3. Students will be trained to apply the moral base of good business ethics.

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

ACCTG 001	Introductory Accounting I .....	5
BUS 001	Introduction to Business .....	3
BUS 031	Business English .....	3
BUS 032	Business Communications .....	3
BUS 005	Business Law I.....	3
CIS 101	Introduction to Computers and Their Uses.....	3
MARKET 001	Principles of Selling .....	3
MARKET 021	Principles of Marketing .....	3
MGMT 001	Principles of Management .....	3

## BUSINESS ADMINISTRATION

### BUSINESS DIVISION

### BUSINESS ADMINISTRATION 2.0 (AS-T)

MAJOR CODE: 0505.00

ACADEMIC PROGRAM CODE: W041378H

The [Associate in Science in Business Administration for Transfer \(AS-T\) 2.0 Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Business Administration requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0, students must meet the following requirements:

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

Students should consult the [Counseling Office](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are also encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice

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

1. Students will apply listening, nonverbal, and interpersonal communications techniques in a business setting to compose clear and concise written communications to effectively deal with diverse business situations.

2. Students will be able to analyze business situations and recommend appropriate courses of action pursuant to professional standards and moral values.
3. Students will conduct concise analyses and create clearly written text to create impactful, well-organized, and persuasive presentations.

#### Required core courses ..... 31

ACCTG 001	Introductory Accounting I .....	5
ACCTG 002	Introductory Accounting II .....	5
BUS 001	Introduction to Business .....	3
BUS 005	Business Law I .....	3
ECON 001	Principles of Microeconomics .....	3
ECON 002	Principles of Macroeconomics .....	3
MATH 227	Statistics .....	4
MATH 236	Calculus for Business and Social Science .....	5
	OR	
MATH 261	Calculus I .....	5

#### Total Major Units ..... 31

	CSU	IGETC
GE Units (less double-counted)	25	26
CSU-transferable elective units	4	3
Total Units	.....	60

## CHEMISTRY

### SCIENCE DIVISION

### CHEMISTRY (AA)

MAJOR CODE: 1905.00

ACADEMIC PROGRAM CODE: W003326C

The [Associate in Arts degree in Chemistry](#) includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities within the University of California (UC) and California State University (CSU) systems. Additional coursework in Math and Physics is required at some UC and CSU campuses. The Associate Degree in Chemistry is designed to provide students with a strong basic foundation for baccalaureate study in Chemistry.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Explain and analyze the chemical world – as chemistry is a basic science with connections to many careers
3. Research and interpret scientific literature.

### Required courses..... 45

CHEM 101	General Chemistry I.....5
CHEM 102	General Chemistry II.....5
CHEM 211	Organic Chemistry for Science Majors I...5
CHEM 212	Organic Chemistry for Science Majors II...5
MATH 261	Calculus I.....5
MATH 262	Calculus II.....5
MATH 263	Calculus III.....5
PHYSICS 037	Physics for Engineers and Scientists I ....5
PHYSICS 038	Physics for Engineers and Scientists II ...5

### Total Major Units ..... 45

### GE Plan Units (less double-counted)..... 15

### Total Units ..... 60

## CHILD DEVELOPMENT

### HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

The Child Development program is designed for students who are interested in working with young children. The program centers on continuing experiences in a wide variety of pre-school settings and will also meet the needs of persons who are currently employed in pre-school centers, but who want to increase their professional skills. The program offers several degrees and certificates.

Any student who has completed Child Development courses within the LACCD is eligible for a Certificate of Achievement, or an Associate in Arts Degree in Child Development. However, there is a 12-unit residency requirement of coursework that must be completed at WLAC to earn an Associate Degree. These 12 units of coursework do not have to be in the field of Child Development.

Students who have taken courses outside the LACCD and are applying for a certificate or the degree must not only meet the 12-unit residency requirement, but must complete a majority of the required coursework within the LACCD. Courses taken outside of the LACCD must be evaluated by the Division Chairperson.

### CHILD DEVELOPMENT (AA)

**MAJOR CODE: 1305.00**

**ACADEMIC PROGRAM CODE: W008607C**

The [Associate in Arts degree in Child Development](#) prepares those entering and currently employed in the rapidly expanding field of Early Childhood Education.

The program is designed to meet educational and vocational training needs to either prepare students for employment or broaden knowledge of best practices, if already employed in public (Title 5) or private (Title 22) preschools. Students who complete this AA degree are eligible to apply for the "Teacher Level" Child Development Permit through the California Department of Education Commission on Teacher Credentialing. Students apply for the Child Development Permit through the [California Commission on Teacher Credentialing](#) or through the [Child Development Training Consortium](#). Upon completion of the program, the student will be able to assess children's behavior through observations and document improvement plans via a written report and apply critical thinking to design and implement academic subjects, and assessment tools to enhance developmentally appropriate learning experiences.

To complete the AA degree, students must complete all the program course requirements with a "C" or better. It is recommended that students consult with the [Counseling Office](#) to develop a Comprehensive Student Educational Plan.

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

1. Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
2. Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
4. Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

### Required courses..... 34

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood ..... Principles and Practices	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education.....	3
CH DEV 008	Curriculum in Early Childhood Education.....	3
CH DEV 010	Health, Safety, and Nutrition.....	3
CH DEV 011	Child, Family, and Community .....	3
CH DEV 022	Practicum in Child Development I.....	4
CH DEV 023	Practicum in Child Development II .....	4
CH DEV 034	Observing and Recording ..... Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society .....	3
CH DEV 065	Adult Supervision and ..... Early Childhood Mentoring	2

### Specialization electives (choose any one of the following sets) ..... 6

#### Child Health, Safety, and Nutrition:

FAM & CS 021	Nutrition .....	3
Any CH DEV course not used in the degree	.....	3

#### Infant Studies:

CH DEV 030	Infant and Toddler Studies I..... AND	3
CH DEV 031	Infant Studies II.....	3

#### Administration and Supervision:

CH DEV 038	Administration and Supervision Early Childhood Programs I .....	3
	AND	
CH DEV 039	Administration and Supervision Early Childhood Programs II .....	3

#### Special Needs:

CH DEV 044	Early Intervention Children with Special Needs.....	3
	AND	
CH DEV 045	Programs for Children with Special Needs.....	3

#### School Age Programs:

CH DEV 046	School Age Programs I..... AND	3
CH DEV 047	School Age Programs II.....	3

**Total Major Units** ..... 40

**GE Plan Units (less double-counted)**..... 15

**Additional Degree-applicable Elective Units**..... 5

**Total Units** ..... 60

## CHILD DEVELOPMENT (CA)

**MAJOR CODE: 1305.00**

**ACADEMIC PROGRAM CODE: W020247D**

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

1. Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
2. Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
4. Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.
6. Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

### Required core courses ..... 28

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood: Principles and Practices .....	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education.....	3
CH DEV 008	Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety, & Nutrition .....	3
CH DEV 011	Child, Family, and Community .....	3
CH DEV 022	Practicum in Child Development I.....	4
CH DEV 042	Teaching in a Diverse Society .....	3
FAM & CS 021	Nutrition .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Elective units (choose from the following)..... 3-4

CH DEV 023	Practicum in Child Development II.....	4
CH DEV 030	Infant and Toddler Studies I.....	3
CH DEV 031	Infant and Toddler Studies II.....	3
CH DEV 034	Observing and Recording Children's Behavior.....	3
CH DEV 038	Administration and Supervision of Early Childhood Programs I.....	3
CH DEV 039	Administration and Supervision of Early Childhood Programs II.....	3
CH DEV 046	School Age Programs I.....	3
CH DEV 047	School Age Programs II.....	3

**Total Units** ..... **31-32**

### EARLY CHILDHOOD EDUCATION (AS-T)

**MAJOR CODE: 1305.00**

**ACADEMIC PROGRAM CODE: W032935H**

The [Associate in Science in Early Childhood Education 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 degree in Child Development, Human Development, Child and Adolescent Development or Education programs. The degree is designed to provide a clear pathway to a CSU and guaranteed admission to a CSU. Students are guaranteed admission somewhere in the CSU system and will only be required to complete an additional 60 units for the Bachelor degree. Students are strongly advised 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 Early Childhood Education requirements at some of the CSU campuses.

The AS-T in Early Childhood Education for transfer degree is intended for students who are planning to transfer to a California State University (CSU) into a Bachelor of Child Development, Child and Adolescent Development, Human Development, or Educational programs; guaranteeing admission to the CSU system but not to a specific campus or major. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Early Childhood Education for Transfer (AS-T) Degree, students must meet the following requirements:

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

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AS-T program will allow the student to be a Lead Teacher, Program Director, and Site Supervisor. Students will not be required to complete additional local graduation requirements to obtain the AS-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning.

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

1. Design and implement an early childhood education curriculum that is developmentally appropriate, culturally aware, and encourages parent involvement.
2. Demonstrate the use of developmentally appropriate practices for young children.
3. Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
4. Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
5. Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
6. Implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
7. Develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

### Required core courses ..... 25

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood: Principles and Practices .....	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education .....	3
CH DEV 010	Health, Safety and Nutrition .....	3
CH DEV 011	Child, Family and Community .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

CH DEV 022	Practicum in Child Development .....	4
CH DEV 034	Observation and Recording Children's Behavior .....	3
CH DEV 042	Teaching in a Diverse Society .....	3

**Total Major Units** ..... 25

	<b>CSU</b>	<b>IGETC</b>
GE Units (less double-counted)	36	34
CSU-transferable elective units	0	1
<b>Total Units</b>		<b>60</b>

(revised 09/26/2022)

# CLIMATE CHANGE AND ENVIRONMENTAL STUDIES

## SCIENCE DIVISION

## CLIMATE CHANGE AND ENVIRONMENTAL STUDIES (AA)

**MAJOR CODE: 0302.00**

**ACADEMIC PROGRAM CODE: W037026C**

The [Associate in Arts degree in Climate Change and Environmental Studies](#) is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The degree is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four- year universities, or for students wishing to bring new expertise to their current careers. The Climate Change and Environmental Studies Associate Degree of Art requires satisfactory completion of all courses with a grade of "C" or better.

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 in order to facilitate a seamless transition.

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

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities

disciplines to make informed decisions about climate change and other environmental issues.

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

ENV SCI 024	Global Climate Change .....	3
PHILOS 028	Environmental Ethics .....	3
MATH 227	Statistics .....	4

**Major elective units list A (choose one course)**..... 4

BIOLOGY 003	Introduction to Biology .....	4
BIOLOGY 010	Natural History I .....	4

**Major elective units list B (choose one to two courses) (must include a lab component)** ..... 4-5

CHEM 056	Chemistry for Non-science Majors .....	4
CHEM 060	Introduction to General Chemistry .....	5
EARTH 001	Earth Science .....	3
	and	
EARTH 002	Earth Science Laboratory .....	1
GEOG 001	Physical Geography .....	3
	and	
GEOG 015	Physical Geography Laboratory .....	2
GEOLOGY 001	Physical Geology .....	3
	and	
GEOLOGY 006	Physical Geology Laboratory .....	1

**Major elective units list C (choose two courses)** ..... 6

ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
COMM 122	Intercultural Communication .....	3
ECON 001	Principles of Microeconomics .....	3
ECON 011	Economics of Globalization .....	3
GEOG 002	Cultural Elements of Geography .....	3
POL SCI 060	Introduction to Globalization .....	3
SOC 002	American Social Problems .....	3

**Total Major Units** ..... 24-25

**GE Plan Units (less double-counted)** ..... 9-12

**Additional Degree-applicable Elective Units** ..... 23-27

**Total Units** ..... 60

## CLIMATE CHANGE STUDIES: NATURAL SCIENCE (CA)

**MAJOR CODE: 0302.00**

**ACADEMIC PROGRAM CODE: W038944D**

The [Certificate of Achievement in Climate Change Studies: Natural Science](#) emphasis is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

The certificate is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The certificate is stackable with the Climate Change Studies – Social Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate Degree. The Climate Change Studies – Natural Science Emphasis Certificate of Achievement requires satisfactory completion of all courses with a grade of “C” or better

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

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

### Required core courses ..... 6

ENV SCI 024	Global Climate Change.....3
PHILOS 028	Environmental Ethics .....3

### Major electives, List A (choose from the following lectures with corresponding lab) ..... 4-5

BIOLOGY 003	Introduction to Biology .....4
BIOLOGY 010	Natural History .....4
CHEM 056	Chemistry for Non-Science Majors .....4
CHEM 060	Introduction to General Chemistry .....5
EARTH 001	Earth Science .....3
and	
EARTH 002	Earth Science Laboratory .....1
GEOG 001	Physical Geography.....3
and	
GEOG 015	Physical Geography Laboratory .....2
GEOLOGY 001	Physical Geology .....3
and	
GEOLOGY 006	Physical Geology Laboratory.....1

**Total Units** ..... 10-11

## CLIMATE CHANGE STUDIES: SOCIAL SCIENCE (CA)

**MAJOR CODE:** 0302.00

**ACADEMIC PROGRAM CODE:** W038943D

The [Certificate of Achievement in Climate Change Studies: Social Science](#) emphasis is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments.

The certificate is designed as a pathway for students wishing to transfer to Environmental Studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The certificate is stackable with the Climate Change Studies – Natural Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate Degree. The Climate Change Studies – Social Science Emphasis Certificate of Achievement requires satisfactory completion of all courses with a grade of “C” or better

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

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

### Required core courses ..... 6

ENV SCI 024	Global Climate Change ..... 3
PHILOS 028	Environmental Ethics ..... 3

### Major elective units, List A (choose from the following) ..... 3

ANTHRO 102	Human Ways of Life: Cultural Anthropology..... 3
ECON 011	Economics of Globalization..... 3
GEOG 002	Cultural Elements of Geography ..... 3
POL SCI 060	Introduction to Globalization ..... 3
SOC 002	American Social Problems..... 3

**Total Units** ..... 9

## COMMUNICATION STUDIES

LANGUAGE ARTS DIVISION

**COMMUNICATION STUDIES (AA-T)****MAJOR CODE: 1506.00****ACADEMIC PROGRAM CODE: W032974G**

The [Associate in Arts in Communication Studies for Transfer degree](#) includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Communication Studies for Transfer (AA-T) degree, students must meet the following requirements:

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

Students interested in transferring to a four-year college or university may also consider the Associate in 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.

This degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

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

1. Research and collect data on the demographics, needs and expectations of the audience.
2. Analyze the audience and adjust to its needs when delivering a speech.
3. Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
4. Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
5. Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.

6. Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
7. Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
8. Employ small group communication strategies.
9. Employ relaxation techniques to prepare for delivery.
10. Script a speech.

**Required core course** ..... 3

COMM 101 Public Speaking ..... 3

**Major elective units, list A (choose two from the following)** ..... 6

COMM 104 Argumentation and Debate ..... 3

COMM 121 Interpersonal Communication ..... 3

COMM 151 Small Group Communication ..... 3

**Major elective units, list B (choose two from the following)** ..... 6

CINEMA 001 Introduction to Motion Picture Production ..... 3

COMM 122 Intercultural Communication ..... 3

Any course from List A not already used

**Elective units, list C (choose one from the following)** ..... 3

ANTHRO 102 Human Ways of Life: Cultural Anthropology ..... 3

COMM 190 Communication and New Media ..... 3

ENGLISH 102 College Reading and Composition II ..... 3

PSYCH 001 General Psychology I ..... 3

SOC 001 Introduction to Sociology ..... 3

Any course from List A or B not already used

**Total Major Units** ..... 18

	CSU	IGETC
<b>GE Units (less double-counted)</b>	27	31
<b>CSU-transferable elective units</b>	15	11
<b>Total Units</b>	60	

**COMMUNICATION STUDIES (AA)****MAJOR CODE: 1506.00****ACADEMIC PROGRAM CODE: W003322C**

The [Associate in Arts degree in Communication Studies](#) includes coursework that aligns with lower-division requirements for transfer to various universities within the UC and CSU systems.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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

1. Research and collect data on the demographics, needs and expectations of the audience.
2. Analyze the audience and adjust to its needs when delivering a speech.
3. Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
4. Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
5. Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
6. Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
7. Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
8. Employ small group communication strategies.
9. Employ relaxation techniques to prepare for delivery.
10. Script a speech.

### Required core courses ..... 12

COMM 101	Public Speaking .....	3
COMM 104	Argumentation and Debate.....	3
COMM 121	Interpersonal Communication.....	3
COMM 151	Small Group Communication.....	3

### Major electives units (choose three from the following) ..... 9

ART 635	Desktop Publishing Design.....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
CINEMA 001	Intro to Motion Picture Production .....	3
COMM 122	Intercultural Communication .....	3
ENGLISH 102	College Reading & Comprehension II .....	3
PSYCH 001	General Psychology I.....	3
SOC 001	Introduction to Sociology .....	3
THEATER 200	Introduction to Acting .....	3

Total Major Units .....	21
GE Plan Units (less double-counted).....	15
Additional Degree-applicable Elective Units.....	24
Total Units .....	60

## COMPUTER APPLICATIONS OFFICE TECHNOLOGIES

## COMPUTER APPLICATIONS OFFICE TECHNOLOGIES—GENERAL OFFICE (CA)

**MAJOR CODE:** 0514.00

**ACADEMIC PROGRAM CODE:** W020232D

The Computer Applications Office Technologies—General Office certificate program is primarily designed for career & technical education and workforce training. The program prepares students for office administration occupation with emphasis on computer application office technologies such as word processing, electronic spreads sheet and computerized accounting.

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

1. Use current and emerging computing technology to enhance business and individual productivity.
2. Be proficient in the use of general computer application office technologies.
3. Use Office suite of programs to solve typical business programs.

### Required core courses ..... 27

ACCTG 001	Introductory Accounting I .....	5
ACCTG 025	Automated Accounting .....	3
	Methods and Procedures .....	3
BUS 001	Introduction to Business .....	3
BUS 031	Business English .....	3
BUS 032	Business Communications .....	3
CAOT 079	Word Processing Applications .....	3
CIS 101	Introduction to Computers .....	3
	and Their Uses .....	3
CIS 104	Microcomputer Applications Software .....	4

### Total Units ..... 27

(deleted 9/25/2022)

## LEGAL SECRETARY (CA)

**MAJOR CODE:** 0514.10

**ACADEMIC PROGRAM CODE:** W015011D

The Legal Secretary Certificate of Achievement program prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office.

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

1. Use current and emerging computing technology to enhance business and individual productivities.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Be proficient in the use of general and specialized computer software and used in law offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms, document, exhibits, and records.
4. Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.

### Required core courses ..... 17

CAOT 023A	Legal Secretarial Procedures IA .....	1
CAOT 023B	Legal Secretarial Procedures IB .....	1
CAOT 023C	Legal Secretarial Procedures IC .....	1
CAOT 039	Word Processing: Keyboarding .....	3
	and Operations	
	OR	
CIS 101	Introduction to Computers	
	and Their Uses .....	3
CAOT 084	Microcomputer Office Applications .....	2
	and Operations	
	OR	
CAOT 085	Microcomputer Office Applications .....	3
	Spreadsheet	
CAOT 079	Word Processing Applications .....	3
CAOT 093	Legal Document Production .....	2
PARALEGAL 010	Intro to Law and Legal Profession .....	3

**Total Units** ..... 17

## COMPUTER NETWORK AND SECURITY MANAGEMENT

### COMPUTER SCIENCE & APPLICATION DIVISION

### COMPUTER NETWORK AND SECURITY MANAGEMENT (AS)

**MAJOR CODE: 0708.10**

**ACADEMIC PROGRAM CODE: W017111C**

The [Computer Network and Security Management degree](#) program is a two-year program leading to the Associate in Science (AS) degree.

This program prepares individuals for employment in the Information Technology field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be

called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting cybercrime. The responsibilities of computer network security specialist have increased in recent years as there has been a large increase in the number of cyber-attacks on data and networks.

This program is intended to help students develop skills to design, administer and manage the heterogeneous corporate network with security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

To complete the Associate in Science in Computer Network and Security Management. It is recommended that students consult with the [Counseling Office](#) to develop a Comprehensive Student Educational Plan.

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

1. Install, configure and manage industry standard computer operating system with security emphasis.
2. Install, configure, manage and troubleshoot industry leading network systems.
3. Install and configure routers and switches internetwork operating systems.
4. Understand a full range of security concepts & techniques.
5. Learn cloud technology and virtualization technologies.

### Required courses ..... 21

CIS 211	Security+ Certification Preparation .....	3
CIS 213	A+ Certification Preparation Software .....	3
CIS 214	Introduction to Network + .....	3
CIS 215	Network Security Fundamentals .....	3
CIS 227	Server Administration and Network	
	Security .....	3
CIS 229	Introduction to CISCO Network	
	Fundamentals .....	3
CIS 230	Intro to Cisco Routers .....	3

### Major elective units (choose three from the following) .... 9

CIS 101	Introduction to Computers	
	and Their Uses .....	3
CIS 110	Apple Administration .....	3
CIS 113	Intermediate Linux .....	3
CIS 166	Computer Forensics I .....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 212	A+ Certification Preparation-Hardware ...	3
CIS 225	Enterprise Networking, Security, &	
	Automation .....	3
CIS 236	Palo Alto Network Cybersecurity	

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

	Essentials .....	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ .....	3
CS 101	Introduction to Computer Science .....	3
<b>Total Major Units</b> .....		<b>30</b>
<b>GE Plan Units (less double-counted)</b> .....		<b>18</b>
<b>Additional Degree-applicable Elective Units</b> .....		<b>12</b>
<b>Total Units</b> .....		<b>60</b>

### COMPUTER NETWORK AND SECURITY MANAGEMENT (CA)

**MAJOR CODE: 0708.10**

**ACADEMIC PROGRAM CODE: W020236D**

The [Certificate of Achievement in Computer Network and Security Management](#) combines CompTIA, Microsoft system administration, CISCO networking, VMware virtualization technology and other in-demand IT certification training to help students develop skills to manage and maintain industry leading computer operating and network system with security emphasis.

Microsoft and Cisco network training prepare students to pass Microsoft and Cisco certification exams. These industry-demand certifications are important to those who wish to pursue a career working with Microsoft and CISCO network. This program helps students build core foundation for Microsoft domain network and learn Cisco router configuration techniques.

This program is also intended to help students develop skills to administer industry standards network and information system with security emphasis. The courses examine and illustrate network security with industry leading network operating system.

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

1. Install, configure and manage industry standard computer operating system with security emphasis- Install, configure, manage and troubleshoot industry leading network systems
2. Install and configure routers and switches internetwork operating systems
3. Administer server network operating systems and infrastructure
4. Understand a full range of security concepts & techniques and apply them to the network, application and information system
5. Learn cloud technology and manage virtualized environments.

**Required core courses** ..... **21**

CIS 211	Security+ Certification Preparation .....	3
CIS 213	A+ Certification Preparation Software .....	3
CIS 214	Introduction to Network + .....	3
CIS 215	Network Security Fundamentals .....	3
CIS 227	Server Administration and Network Security .....	3
CIS 229	Introduction to CISCO Network Fundamentals .....	3
CIS 230	Intro to Cisco Routers .....	3

**Major elective units (choose three from the following)** ..... **9**

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 110	Apple Administration .....	3
CIS 113	Intermediate Linux .....	3
CIS 166	Computer Forensics I .....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 212	A+ Certification Preparation-Hardware ...	3
CIS 225	Enterprise Networking, Security, & Automation .....	3
CIS 236	Palo Alto Network Cybersecurity Essentials .....	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ .....	3
CS 101	Introduction to Computer Science .....	3

**Total Units** ..... **30**

### COMPUTER NETWORK MANAGEMENT (CA)

**MAJOR CODE: 0708.10**

**ACADEMIC PROGRAM CODE: W016585D**

The [Computer Network Management Certificate of Achievement](#) program prepares individuals for employment in the Information Technology field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting cybercrime. The responsibilities of computer network security specialist have increased in recent years as there has been a large increase in the number of cyber-attack on data and networks.

This program is intended to help students develop skills to design, administer and manage the heterogeneous corporate network with security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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

1. Install, configure and manage industry standard computer operating system with security emphasis
2. Install, configure, manage and troubleshoot industry leading network systems
3. Install and configure routers and switches internetwork operating systems
4. Understand a full range of security concepts & techniques
5. Learn cloud technology and virtualization technologies

### Required core courses ..... 9

CIS 227	Server Administration and Network Security.....	3
CIS 229	Introduction to CISCO Network Fundamentals.....	3
CIS 230	Intro to Cisco Routers.....	3

### Major elective units (choose three from the following) ..... 9

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 110	Apple Administration.....	3
CIS 113	Intermediate Linux .....	3
CIS 166	Computer Forensics I.....	3
CIS 192	Introduction to Cloud Computing.....	3
CIS 212	A+ Certification Preparation-Hardware.....	3
CIS 213	A+ Certification Preparation Software.....	3
CIS 225	Enterprise Networking, Security, & Automation.....	3
CIS 236	Palo Alto Network Cybersecurity Essentials .....	3
CS 101	Introduction to Computer Science .....	3

**Total Units** ..... 18

## NETWORK & INFORMATION SYSTEM SECURITY (CA)

**MAJOR CODE: 0708.10**

**ACADEMIC PROGRAM CODE: W019525D**

The [Network and Information Security Management Certificate of Achievement program](#) prepares individuals for employment in the Information Technology field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting

cybercrime. The responsibilities of computer network security specialist have increased in recent years as there has been a large increase in the number of cyber-attacks on data and networks.

This program is intended to help students develop skills to design, administer and manage the heterogeneous corporate network with security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

To complete the Certificate of Achievement in Network and Information System Security program, it is recommended that students consult with the [Counseling Office](#) to develop a comprehensive Student Educational Plan.

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

1. Install, configure and manage industry standard computer operating system with security emphasis
2. Install, configure, manage and troubleshoot industry leading network systems
3. Install and configure routers and switches internetwork operating systems
4. Understand a full range of security concepts & techniques
5. Learn cloud technology and virtualization technologies

### Required core courses ..... 9

CIS 211	Security+ Certification Preparation .....	3
CIS 214	Introduction to Network + .....	3
CIS 215	Network Security Fundamentals .....	3

### Major elective units (choose two from the following)..... 6

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 110	Apple Administration .....	3
CIS 113	Intermediate Linux .....	3
CIS 166	Computer Forensics I.....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 212	A+ Certification Preparation-Hardware ...	3
CIS 213	A+ Certification Preparation Software.....	3
CIS 236	Palo Alto Network Cybersecurity Essentials.....	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ .....	3
CS 101	Introduction to Computer Science.....	3

**Total Units** ..... 15

# COMPUTER SCIENCE INFORMATION TECHNOLOGY

## COMPUTER SCIENCE & APPLICATION DIVISION

### COMPUTER SCIENCE (AS-T)

MAJOR CODE: 0706.00

ACADEMIC PROGRAM CODE: W020236D

The [Associate in Science in Computer Science for Transfer Degree](#) is designed for students desiring advanced degrees in Computer Science. The WLAC Computer Science courses meet the lower division transfer requirements for Computer Science. The curriculum includes the first- and second-year requirements for transfer to a four-year institution. A baccalaureate degree is the recommended preparation for those considering professional careers in Computer Science.

To earn the Associate in Science in Computer Science for Transfer (AS-T) Degree, students must meet the following requirements:

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

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#). Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

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 in order to facilitate a seamless transition.

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

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

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

CS 118	Microcomputer Assembly Language .....	3
CS 131	Discrete Structures for Computer Science .....	3

CS 136	Introduction to Data Structures .....	3
CS 213	Advanced Programming in Java .....	3
BIOLOGY 006	General Biology I.....	5
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
PHYSICS 037	Physics for Engineers and Scientists I .....	5

**Total Major Units** ..... 32

	<b>CSU</b>	<b>IGETC</b>
GE Units (less double-counted)	<del>29</del>	27
CSU-transferable elective units	<del>0</del>	1
<b>Total Units</b>		<b>60</b>

(revised 09/26/2022)

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

## COMPUTER SCIENCE INFORMATION TECHNOLOGY (AA)

MAJOR CODE: 0702.00

ACADEMIC PROGRAM CODE: W003310C

The [Associate in Arts degree in Computer Science Information Technology](#) is designed to give students a strong background in the fundamentals of Computer Science, software design and development. Students will be able to document Software System requirements and use different programming languages to design, implement, test and deploy Software Solutions to solve technical/business problems. The program also covers design, administer, and maintaining databases.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Understand the system, assess the need, develop algorithm and create a program using computing technology.
2. Design/develop/implement/test software program which demonstrate the use of classes, object and file operations to solve business & scientific problems using C++ and Java language.
3. Use current and emerging computing technology to enhance business and individual productivities.
4. Pursue continuing educational opportunities within the emerging field of computer technology.

**Required core courses** ..... 21

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

CIS 113	Intermediate Linux .....	3
CIS 213	A+ Certification Preparation-Software OR	
CIS 211	Security+ Certification Preparation .....	3
CS 101	Introduction to Computer Science .....	3
CS 116	Programming in C .....	3
CS 118	Microcomputer Assembly Language .....	3
CS 136	Introduction to Data Structures .....	3
CS 213	Advanced Programing in Java .....	3

### Major electives units (choose three from the following) .....

CIS 101	Intro to Computers and Their Uses .....	3
CIS 115	Advanced Linux and Application.....	3
CIS 120	Introduction to Databases.....	3
CIS 148	Introduction to Web Development HTML5 & CSS .....	3
CIS 150	Advanced Website Dev. using Java script and Ajax .....	3
CIS 185	Directed Study .....	1
CIS 211	Introduction to Computer and Information Security I .....	3
CIS 213	A+ Certification Preparation Software .....	3
CIS 219	Intro to Oracle: SQL and PL/SQL .....	3
CIS 237	Install, Configure and Administer Microsoft SLQ .....	3
CIS 285	Directed Study .....	2
CS 101	Introduction to Computer Science .....	3
CS 119	Programming in Python .....	3
CS 131	Discrete Structures for Computer Science .....	3
CS 140	Programming for Mobile Application .....	3
CS 141	Advanced Programming for Mobile Devices .....	3
CS 216	Object Oriented Programming in C++ .....	3
MIT 220	Introduction to Robotics .....	3

<b>Total Major Units</b> .....	<b>30</b>
<b>GE Plan Units (less double-counted).....</b>	<b>21</b>
<b>Additional Degree-applicable Elective Units.....</b>	<b>9</b>
<b>Total Units</b> .....	<b>60</b>

## COMPUTER SCIENCE INFORMATION TECHNOLOGY (CA)

**MAJOR CODE: 0702.00**

**ACADEMIC PROGRAM CODE: W020234D**

The [Certificate of Achievement in Computer Science Information Technology](#) is designed to give students a strong background in the fundamentals of computer science, software design and development. Students will be able to document Software System requirements and use different programming languages to design, implement, test and deploy Software Solutions to solve technical/business problems. The

program also covers design, administer, and maintaining databases.

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

1. Understand the system, assess the need, develop algorithm and create a program using computing technology.
2. Design/develop/implement/test software program which demonstrate the use of classes, object and file operations to solve business & scientific problems using C++ and Java language.
3. Use current and emerging computing technology to enhance business and individual productivities.
4. Pursue continuing educational opportunities within the emerging field of computer technology.

### Required core courses .....

CIS 113	Intermediate Linux.....	3
CIS 213	A+ Certification Preparation-Software OR	
CIS 211	Security+ Certification Preparation .....	3
CS 101	Introduction to Computer Science .....	3
CS 116	Programming in C .....	3
CS 118	Microcomputer Assembly Language .....	3
CS 136	Introduction to Data Structures .....	3
CS 213	Advanced Programing in Java .....	3

### Major electives units (choose three from the following) .....

CIS 101	Intro to Computers and Their Uses .....	3
CIS 115	Advanced Linux and Application .....	3
CIS 120	Introduction to Databases .....	3
CIS 148	Introduction to Web Development HTML5 & CSS.....	3
CIS 150	Advanced Website Dev. using Java script and Ajax.....	3
CIS 185	Directed Study.....	1
CIS 211	Introduction to Computer and Information Security I .....	3
CIS 213	A+ Certification Preparation Software.....	3
CIS 219	Intro to Oracle: SQL and PL/SQL .....	3
CIS 237	Install, Configure and Administer Microsoft SLQ .....	3
CIS 285	Directed Study.....	2
CS 101	Introduction to Computer Science .....	3
CS 119	Programming in Python.....	3
CS 131	Discrete Structures for Computer Science.....	3
CS 140	Programming for Mobile Application .....	3
CS 141	Advanced Programming for Mobile Devices .....	3
CS 216	Object Oriented Programming in C++.....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

MIT 220	Introduction to Robotics .....	3
<b>Total Units</b>	.....	<b>30</b>

### CLOUD COMPUTING – AMAZON WEB SERVICES (CA)

**MAJOR CODE: 0708.00**

**ACADEMIC PROGRAM CODE: W037840D**

The [Certificate of Achievement in Cloud Computing – Amazon Web Services](#) provides students with a high quality education that prepares them for a professional career as an Amazon Web Services Solution (AWS) Architect. The curriculum prepares students to define a solution using AWS architectural design principles based on customer requirements and provide an AWS infrastructure implementation guidance based on best practices to the organization throughout the life cycle of the project. This program of study is designed to prepare students to work successfully as a member of an information technology department.

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

1. Use current and emerging computing technology to enhance business and individual productivities.
2. Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
3. Install and set up modern operating system, manage system resources and configure security settings.

**Required core courses** ..... **12**

CIS 192	Introduction to Cloud Computing .....	3
CIS 193	Database Essential in Amazon Web Services .....	3
CIS 194	Compute Engines in Amazon Web Services .....	3
CIS 195	Security in the Cloud.....	3

**Total Units** ..... **12**

## COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION

**COMPUTER SCIENCE & APPLICATION DIVISION**

### COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION (AS)

**MAJOR CODE: 0709.00**

**ACADEMIC PROGRAM CODE: W019848C**

The [Associate in Science degree in Computer Web Support and Database Administration degree](#) provides students with a high-quality education that prepares them for professional career path for web development and database administration. This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database. It is recommended that students consult with the [Counseling Office](#) to develop a Comprehensive Student Educational Plan.

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

1. Understand how the Internet uses HTML, Client side and Server-side scripting to build modern web sites.
2. Design and maintain websites using HTML, CSS, and JavaScript.
3. Design and develop web applications using ASP.Net, JavaScript and HTML5 technologies.
4. Design and maintain databases that are used to server dynamic data to websites.
5. Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL Server and MySQL.
6. Understand the core concepts in building an E-Commerce site that is published on the Internet.

**Required core courses** ..... **18**

CIS 120	Introduction to Databases .....	3
CIS 148	Introduction to Web Development Using HTML5 and CSS.....	3
CIS 150	Advanced Website Development Using JavaScript and Ajax .....	3
CIS 219	Introduction to Oracle: SQL and PL/SQL.....	3
CIS 237	Installing, Configuring, and Administering Microsoft SQL .....	3
CS 112	Programming in Javascript .....	3

**Major elective units (choose four from the following).... 12**

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 104	Microcomputer Application Software .....	3
CIS 147	CIWA Web Page Authoring Fundamentals .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

CIS 190	E-Commerce Essentials .....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 193	Database Essentials in Amazon Web Services .....	3
CIS 194	Compute Engines in Amazon Web Services .....	3
CIS 195	Security in the Cloud .....	3
CS 111	Programming in Visual Basic .....	3
CS 140	Programming for Mobile Application .....	3
CS 141	Advanced Programming for Mobile Devices .....	3

<b>Total Major Units</b> .....	<b>30</b>
<b>GE Plan Units (less double-counted)</b> .....	<b>18</b>
<b>Additional Degree-applicable Elective Units</b> .....	<b>12</b>
<b>Total Units</b> .....	<b>60</b>

### COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION (CA)

**MAJOR CODE: 0709.00**

**ACADEMIC PROGRAM CODE: W019847D**

The [Certificate of Achievement in Computer Web Support and Database Administration](#) is intended to help students develop skills in designing, building, programming, populating with contents, branding, and marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database. This program is also intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

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

- Understand how the Internet uses HTML, client side and server-side scripting to build modern web sites.
- Design and maintain websites using HTML technologies, CSS and JavaScript.
- Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL server and MySQL.
- Design and maintain databases that are used to serve dynamic data to websites.
- Understand the core concepts in building an e-Commerce site that is published on the Internet.

**Required core courses** ..... **18**

CIS 120	Introduction to Databases .....	3
CIS 148	Introduction to Web Development Using HTML5 CSS .....	3
CIS 150	Advanced Website Development .....	3

	Using JavaScript and Ajax .....	3
CIS 219	Introduction to Oracle: SQL and PL/SQL .....	3
CIS 237	Installing, Configuring, and Administering Microsoft SQL .....	3
CS 112	Programming in Javascript .....	3

**Major elective units (choose four from the following)** ..... **12**

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 104	Microcomputer Application Software .....	3
CIS 147	CIWA Web Page Authoring Fundamentals .....	3
CIS 190	E-Commerce Essentials .....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 193	Database Essentials in Amazon Web Services .....	3
CIS 194	Compute Engines in Amazon Web Services .....	3
CIS 195	Security in the Cloud .....	3
CS 111	Programming in Visual Basic .....	3
CS 140	Programming for Mobile Application .....	3
CS 141	Advanced Programming for Mobile Devices .....	3

**Total Units** ..... **30**

### WEB SUPPORT & ADMINISTRATION (CA)

**MAJOR CODE: 0709.00**

**ACADEMIC PROGRAM CODE: W019526D**

The [Certificate of Achievement in Web Support and Administration](#) is intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

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

1. Understand how the Internet uses HTML, client side and server-side scripting to build modern web sites.
2. Design and maintain websites using HTML technologies, CSS and JavaScript.
3. Design and maintain databases that are used to serve dynamic data to websites.
4. Understand the core concepts in building an e-Commerce site that is published on the Internet.

**Required courses** ..... **9**

CIS 120	Introduction to Databases .....	3
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## CREDIT PROGRAMS: DEGREES & CERTIFICATES

CIS 148	Introduction to Web Development Using HTML5 CSS.....	3
CIS 150	Advanced Website Development Using JavaScript and Ajax.....	3

### Major elective units (chosen from the following) ..... 6

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 104	Microcomputer Application Software .....	3
CIS 147	CIWA Web Page Authoring Fundamentals .....	3
CIS 190	E-Commerce Essentials .....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 193	Database Essentials in Amazon Web Services .....	3
CIS 194	Compute Engines in Amazon Web Services .....	3
CIS 195	Security in the Cloud.....	3
CS 111	Programming in Visual Basic.....	3
CS 140	Programming for Mobile Application.....	3

**Total Units** ..... 15

## BUSINESS APPLICATION & DATABASE MANAGEMENT (CA)

**MAJOR CODE: 0701.00**

**ACADEMIC PROGRAM CODE: W019524D**

The [Certificate of Achievement in Business Application and Database Management](#) is intended for students interested in business application, database design & programming and e-commerce. Students will be instructed in designing and maintaining databases that are used to serve dynamic data to websites.

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

1. Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL server and MySQL.
2. Design and maintain databases that are used to serve dynamic data to websites.
3. Understand the core concepts in building an e-Commerce site that is published on the Internet.

### Required core courses ..... 9

CIS 120	Introduction to Databases.....	3
<del>CIS 120</del>	<del>Introduction to Databases.....</del>	<del>3</del>
CIS 219	Introduction to Oracle: SQL and PL/SQL .....	3
CIS 237	Installing, Configuring, and Administering Microsoft SQL .....	3

(corrected 09/26/2022)

### Major elective units (choose two from the following)..... 6

CIS 101	Introduction to Computers and Their Uses .....	3
CIS 104	Microcomputer Application Software .....	3
CIS 147	CIWA Web Page Authoring Fundamentals .....	3
CIS 190	E-Commerce Essentials.....	3
CIS 192	Introduction to Cloud Computing .....	3
CIS 193	Database Essentials in Amazon Web Services .....	3
CS 111	Programming in Visual Basic .....	3
CS 112	Programming in Javascript .....	3
CS 140	Programming for Mobile Application .....	3

**Total Units** ..... 15

## MOBILE APPLICATION DEVELOPMENT ESSENTIALS (CA)

**MAJOR CODE: 0707.10**

**ACADEMIC PROGRAM CODE: W038647D**

The [Certificate of Achievement in Mobile Application Development Essentials](#) provides students with a high-quality education that prepares them for professional career in mobile application development. The curriculum prepares students to develop mobile application for popular platforms such as Android and Apple IOS and to work successfully as a member of a Mobile Application Development team. Students will be able to pursue careers in the following areas such as software engineer, web and mobile application developer.

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

1. Design and develop, implement various mobile applications for platforms such as iOS.
2. Understand how to design various screens, navigation between screens, events and event handling for a mobile application.
3. Deploy the mobile applications to mobile app stores.

### Required core courses ..... 9

CIS 148	Introduction to Web Development Using HTML CSS.....	3
CS 101	Introduction to Computer Science.....	3
CS 140	Programming for Mobile Application .....	3

**Total Units** ..... 9

## MOBILE APPLICATION DEVELOPMENT (CA)

**MAJOR CODE: 0707.10**

**ACADEMIC PROGRAM CODE: W035619D**

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

The [Certificate of Achievement in Mobile Application Development](#) provides students with a high-quality education that prepares them for professional career in mobile Application development. The curriculum prepares students to develop mobile application for popular platforms such as Android and Apple IOS and to work successfully as a member of a Mobile Application Development team. Students will be able to pursue careers in the following areas such as software engineer, web and mobile application developer.

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

1. Design and develop, implement various mobile applications for platforms such as iOS.
2. Understand how to design various screens, navigation between screens, events and event handling for a mobile application.
3. Deploy the mobile applications to mobile app stores.

### Required courses..... 15

CIS 148	Introduction to Web Development Using HTML CSS .....	3
CS 116	Programming in C++ .....	3
CS 140	Programming for Mobile Application.....	3
CS 141	Advanced Programming for Mobile Devices .....	3
CS 213	Advanced Programming in Java.....	3

## DENTAL ASSISTANT

### HEALTH SCIENCES DIVISION

The Dental Assistant Program is designed to prepare students to work successfully as a member of the dental team. Dental Assistants can work in a variety of settings such as dental offices of general dentists and dental specialists, dental schools, private and government hospitals and clinics, state and local public health departments.

*Note: In order to be admitted into the Dental Assistant Program, students must submit an admission application directly to the Health Science Division. For additional information, application procedures, and entry requirements please contact a college counselor or call (310) 287-4464 or visit the [Dental Assistant Program webpage](#).*

## DENTAL ASSISTANT (AS)

**MAJOR CODE 1240.10**

**ACADEMIC PROGRAM CODE: W033794C**

The [Associate in Science in Dental Assistant \(ASDA\) program](#) is a CTE program that provides students with a high quality education that prepares them to be highly, competent,

professional, and caring licensed dental assistants. This degree is designed to prepare students to work successfully as a member of the dental team. Upon completion of the program the student will be prepared and eligible to take both the California State Board Examination as a Registered Dental Assistant (RDA) and the national Certifying Board Examination as a Certified Dental Assistant (CDA). Dental Assistants can work in a variety of settings such as dental offices of general dentists and dental specialists, dental schools, private and government hospitals and clinics, state and local public health departments.

The Dental Assistant curriculum is planned in sequence. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental Assistant Program. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

According to O\*NET, Dental Assisting is a new and emerging occupation in a high growth industry. It is an occupation with a bright outlook. The Dental Assistant program will provide students with entry level employment opportunities in the dental field, self-sustaining employment, a ladder opportunity to a dental hygiene program, an industry-recognized state certification for radiology safety, coronal polish, pit and fissure sealants, and Infection control upon completing each course/session in the program, and internship opportunities at UCLA, Veterans Affairs facilities, Pacific Dental Clinic and West Coast Dental.

*Note: Clinical rotations will require students to obtain a medical clearance, background check and a Healthcare worker Cardiovascular Pulmonary Certification.*

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

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers,

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

*Note: The Dental Assistant curriculum is a planned in sequence. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental Assistant Program. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.*

### Prerequisite courses..... 8.5

ALL HTH 021	Basic Life Support for the Healthcare Provider .....	0.5
ENGLISH 101	College Reading and Composition .....	3
	OR	
	Placement through Multiple Measures	
MATH 125	Intermediate Algebra .....	5
	OR	
	Placement through Multiple Measures	

### Required core courses ..... 29

DEN AST 001	Orientation to Dental Assisting .....	2
DEN AST 003	Dental Seminar .....	1
DEN AST 005	Preclinical Chairside Assisting .....	5
DEN AST 006	Dental Sciences for the Dental Assistant .....	2
DEN AST 007	Infection Control for the Dental Setting .....	1
DEN AST 008	Introduction to Dental Radiology .....	3
DEN AST 009	Medical Emergencies .....	2
DEN AST 010	Intermediate Chairside Assisting .....	3
DEN AST 012	Dental Assisting Clinical Science .....	3
DEN AST 013	Practice Management .....	2
DEN AST 015	Advanced Chairside Assisting .....	5

### Major elective units..... 7.5

HLTHOCC 062	Fundamentals for Health Care .....	2
HLTHOCC 063	Basic Medical Terminology, .....	2
	Pathophysiology, and Pharmacology	
	For the Health Care Professional	
HLTHOCC 064	Cultural and Legal Topics for .....	1
	Health Care Professionals	
HLTHOCC 065	Fundamentals for the Health .....	2.5
	Professional	

**Total Major Units ..... 29**

**GE Plan Units (less double-counted) ..... 18**

**Additional Degree-applicable Elective Units ..... 13**

**Total Units ..... 60**  
(corrected 02/07/2023)

## DENTAL ASSISTANT (CA)

**MAJOR CODE 1240.10**

**ACADEMIC PROGRAM CODE: W033798D**

The [Dental Assistant Certificate of Achievement](#) provides students with a high-quality education that prepares them to be highly, competent, professional, and caring licensed dental assistants. This program of study is designed to prepare students to work successfully as a member of the dental team. Upon completion of the Certificate of Achievement the student will be prepared and eligible to take both the California State Board Examination as a Registered Dental Assistant (RDA) and the national Certifying Board Examination as a Certified Dental Assistant (CDA).

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

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

*Note: The Dental Assistant curriculum is a planned in sequence. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental Assistant Program. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.*

### Required core courses ..... 29

DEN AST 001	Orientation to Dental Assisting .....	2
DEN AST 003	Dental Seminar .....	1

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

DEN AST 005	Preclinical Chairside Assisting.....	5
DEN AST 006	Dental Sciences for the Dental Assistant .....	2
DEN AST 007	Infection Control for the Dental Setting.....	1
DEN AST 008	Introduction to Dental Radiology.....	3
DEN AST 009	Medical Emergencies .....	2
DEN AST 010	Intermediate Chairside Assisting .....	3
DEN AST 012	Dental Assisting Clinical Science.....	3
DEN AST 013	Practice Management.....	2
DEN AST 015	Advanced Chairside Assisting .....	5
<b>Total Units</b>	.....	<b>29</b>

### FUNDAMENTALS OF DENTAL ASSISTING (CA)

**MAJOR CODE 1240.10**

**ACADEMIC PROGRAM CODE: W041381D**

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

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

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

*Note: The Dental Assistant curriculum is a planned in sequence. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental*

*Assistant Program. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.*

#### Required core courses .....8

DEN AST 001	Orientation to Dental Assisting.....	2
DEN AST 007	Infection Control for the Dental Setting ...	1
DEN AST 013	Practice Management .....	2
DEN AST 008	Introduction to Dental Radiology .....	3
	OR	
DEN AST 012	Dental Assisting Clinical Science.....	3
<b>Total Units</b>	.....	<b>8</b>

## DENTAL HYGIENE

### HEALTH SCIENCES DIVISION

(See the BACHELOR OF SCIENCE DEGREE in DENTAL HYGIENE)

## ECONOMICS

### SOCIAL SCIENCES DIVISION

### ECONOMICS (AA-T)

**MAJOR CODE: 2204.00**

**ACADEMIC PROGRAM CODE: W032977G**

The study of economics is essential for understanding our society. The study of economics utilizes historical data, theoretical models, and empirical evidence to explain real-world behavior of individuals, firms, and nations making production and consumption decisions.

The [Associate in Arts in Economics for Transfer \(AA-T\)](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Economics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

To earn the Associate in Arts in Economics (AA-T) Degree, students must meet the following requirements:

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

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, finance, urban planning, and federal, state and local government. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students should consult the [Counseling Office](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are also encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice

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

1. Achieve a basic understanding of markets, economic institutions, and the global economy.
2. Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
3. Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
4. Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
5. Effectively communicate economic ideas, problems, and findings.

### Required core courses ..... 15

ECON 001	Principles of Microeconomics .....	3
ECON 002	Principles of Macroeconomics .....	3
MATH 227	Statistics .....	4
MATH 236	Calculus for Business and Social Science .....	5
	OR	
MATH 261	Calculus I .....	5

### Major elective units, List A (choose one from the following) ..... 3-5

ACCTG 001	Introductory Accounting I .....	5
ACCTG 002	Introductory Accounting II .....	5
MATH 262	Calculus II .....	5
CIS 101	Introduction to Computers and Their	

Uses ..... 3

### Major elective units, List B (choose one from the following) ..... 3-5

ECON 010	Economic History of the United States ...	3
	OR	
ECON 011	Economics of Globalization .....	3
MATH 263	Calculus III .....	5
MATH 270	Linear Algebra .....	3
Any List A course not used in List A		

### Total Major Units ..... 21-25

	CSU	IGETC
GE Units (less double-counted)	27	25
CSU-transferable elective units	8-12	10-14
Total Units	60	

## ECONOMICS (AA)

MAJOR CODE: 2204.00

ACADEMIC PROGRAM CODE: W003330C

The [Associate in Arts degree in Economics degree](#) includes coursework that aligns with specific lower-division major requirements for the Economics major at various universities within the University of California (UC) and California State University (CSU) systems.

Careers in business, education, writing, and government are open to individuals with advanced study in the field of economics. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in Economics may also consider the Associate in Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

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

1. Employ economic reasoning and logic to explain the world and make better decisions.
2. Achieve a basic understanding of markets, economic institutions, and the global economy.
3. Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
4. Use the theory of demand and supply to explain market equilibrium and the effects of government interventions.
5. Analyze and evaluate fiscal and monetary theory and policy.
6. Identify the various market structures; demonstrate the firm's decision under different market structures; evaluate the effects of government intervention such as anti-trust legislation and regulation.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Required core courses ..... 20

ACCTG 001*	Introductory Accounting I .....	5
ECON 001*	Principles of Microeconomics .....	3
ECON 002*	Principles of Macroeconomics .....	3
MATH 227*	Statistics .....	4
MATH 236	Calculus for Business and Social Sciences .....	5
	OR	
MATH 261	Calculus I .....	5

### Major elective units (choose one from the following) ..... 3-5

ACCTG 002	Introductory Accounting II .....	5
CIS 101	Introduction to Computers and Their Uses .....	3
ECON 010	Economic History of the United States ....	3
ECON 011	Economics of Globalization .....	3
MATH 262	Calculus II .....	5
POL SCI 001	The Government of the United States ....	3

\* Recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0 or the Associate in Arts in Economics for Transfer Degree.

Total Major Units .....	23-25
GE Plan Units (less double-counted) .....	12-15
Additional Degree-applicable Elective Units .....	20-25
Total Units .....	60

## ELEMENTARY TEACHER EDUCATION

### HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

### ELEMENTARY TEACHER EDUCATION (AA-T)

MAJOR CODE: 4901.00

ACADEMIC PROGRAM CODE: W037029G

The [Associate in Arts in Elementary Teacher Education for Transfer \(AA-T\) degree](#) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major.

To earn the Associate in Arts in Elementary Teacher Education for Transfer (AA-T) degree, students must meet the following requirements:

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

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with a West Los Angeles College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

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 in order to facilitate a seamless transition.

The program is designed for students who wish to earn a multiple-subject teaching credential authorizing them to teach in grades K-5. Students will study a broad range of subjects to prepare them for teaching, including English, mathematics, science, social science, visual and performing arts, and human development. Upon successful completion of the program, students will be prepared to transfer to a CSU and major in Liberal Studies. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations.

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

1. Implement various environmental rating scales and assessment tools for school-age programs.
2. Be able to design and implement age appropriate activities.
3. Identify opportunities that support school-age student learning and development.

### Required core courses ..... 47

EDUC 001	Introduction to Teaching .....	3
BIOLOGY 003	Introduction to Biology .....	4
COMM 101	Public Speaking .....	3
MATH 215	Principles of Math.....	3
CH DEV 001	Child Growth and Development .....	3
ENGLISH 101	College Reading and Composition I .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

ENGLISH 102	College Reading and Composition II .....	3
GEOG 007	World Regional Geography .....	3
HISTORY 086	Introduction to World Civilization I .....	3
HISTORY 011	<b>Political and Social History of the United States I to 1877</b> .....	3
POL SCI 001	The Government of the United States .....	3
EARTH SCI 001	Earth Science .....	3
and		
EARTH SCI 002	Earth Science Laboratory .....	1
PHYS SCI 001	Physical Science I .....	3
and		
PHYS SCI 014	Physical Science Laboratory .....	1
CHEM 051	Fundamentals of Chemistry I .....	5
	OR	
CHEM 060	Introductory General Chemistry .....	5

**Major elective units, List A (choose one from the following)** ..... 3

ENGLISH 103      Composition and Critical Thinking ..... 3

**Major elective units, List B (choose from the following)** ..... 3

ART 103	Art Appreciation .....	3
MUSIC 111	Music Appreciation .....	3
THEATER 100	Introduction to the Theater .....	3
ART 101	Survey of Art History I .....	3
ART 102	Survey of Art History II .....	3

**Total Major Units** ..... 53

	CSU	IGETC
<b>GE Units (less double-counted)</b>	<b>3</b>	<b>3</b>
<b>CSU-transferable elective units</b>	<b>4</b>	<b>4</b>

**Total Units** ..... 60

## EMERGENCY MEDICAL TECHNICIAN

### HEALTH SCIENCES DIVISION

## EMERGENCY MEDICAL TECHNICIAN (CA)

**MAJOR CODE: 1250.00**

**ACADEMIC PROGRAM CODE: W040223D**

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:

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

**Required courses** ..... 9.5

ALD HTH 052	Emergency Medical.....	9
	Technician	
ALD HTH 021	Basic Life Support for the .....	0.5
	Healthcare Provider (CSU – P/NP)	

## ENGINEERING

### COMPUTER SCIENCE & APPLICATION DIVISION AND SCIENCE DIVISION

## ENGINEERING: CIVIL TRACK (AS)

**MAJOR CODE: 0901.00**

**ACADEMIC PROGRAM CODE: W037864C**

The [Associate in Science in Engineering degree: Civil Track](#) provides students with the lower division course work required to transfer to most four-year colleges and universities.

The Associate in Science degree (AS) in Civil Engineering will prepare students for a Bachelor's Degree in Civil Engineering from a four-year college or university or may provide students with a foundation for further study in other areas of Science. This AS degree may not satisfy all transfer requirements for specific institutions.

Students should [consult a counselor](#) for major preparation for specific universities and colleges.

**Program Learning Outcomes:** Students who complete the program will be able to:

1. Use the knowledge of mathematics, science, and engineering to solve complex but relevant engineering problems.
2. Communicate effectively both orally as well as in writing and become critical thinkers and lifelong learners.
3. Show professionalism by following ethical principles, which are vital in civil engineering disciplines.

**Required core courses** ..... 49

**Core Courses for Engineering Major**..... 30

ENG GEN 101	Introduction to Science Engineering and Technology .....	2
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

MATH 263	Calculus III .....	5
MATH 275	Ordinary Differential Equations .....	3
PHYSICS 037	Physics for Engineers and Scientists I ....	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

### Civil Engineering Courses for Major .....19

CHEM 101	General Chemistry I .....	5
EGD TEK 101	Engineering Graphics .....	3
ENG GEN 220	Electrical Circuit I .....	4
ENG GEN 131	Statics .....	3
ENG GEN 150	Materials Science and Engineering .....	4

**Total Major Units** .....49

**GE Plan Units (less double-counted)**.....24-27

## ENGINEERING: COMPUTER & SOFTWARE TRACK (AS)

**MAJOR CODE: 0934.10**

**ACADEMIC PROGRAM CODE: W039123C**

The [Associate in Science in Engineering degree: Computer and Software Track](#) aligns with CSU-CCC Intersegmental Model Curriculum and prepares students to transfer to a four-year University Baccalaureate Degree in Engineering. Additional courses may be required by transfer institution, please [see a counselor](#) for additional information.

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

1. Use the knowledge of mathematics, science, and engineering to identify, formulate, and solve complex relevant engineering problems.
2. Capability to communicate, and work effectively individually or as a team member.
3. Show professionalism by following ethical principles, which are vital in engineering discipline.
4. Learn the development, design and application of circuits, computers, embedded systems, digital systems simulation and digital control systems.

**Required core courses** .....44

### Core Courses for Engineering Major .....30

ENG GEN 101	Introduction to Science Engineering and Technology .....	2
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5
MATH 275	Ordinary Differential Equations .....	3
PHYSICS 037	Physics for Engineers and Scientists I ....	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

### Computer and Software Engineering Courses

**for Major** .....14

CS 131	Discrete Structure for Computer
--------	---------------------------------

CS 136	Science .....	3
ENG GEN 120	Introduction to Data Structure .....	3
	Introduction to Programming Concepts and Methodologies for Engineers.....	4
ENG GEN 220	Electrical Circuits I .....	4

**Total Major Units** .....44

**GE Plan Units (less double-counted)**.....21-27

## ENGINEERING: ELECTRICAL TRACK (AS)

**MAJOR CODE: 0934.00**

**ACADEMIC PROGRAM CODE: W039122C**

The [Associate in Science in Engineering degree: Electrical Track](#) meets the lower division requirements established by the Engineering Faculty Discipline Review Group (FDRG) from California Community Colleges, California State University and University of California to clearly describe a collection of major preparation courses that will prepare students for transfer. Upon successful completion of the Associate in Science Degree in Engineering: Electrical Track, the student will demonstrate the skills, knowledge, and ability for transfer to a Bachelor's Degree program at a public, private, or out-of-state college or university. The student has completed the mathematical, scientific, and basic engineering theory courses required for upper division study in an Electrical Engineering specific major.

To earn an Associate in Science in Engineering: Electrical Track, 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 Student Educational Plan for the 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...

1. Use the knowledge of mathematics, science, and engineering to identify, formulate, and solve complex relevant engineering problems.
2. Develop the capability to communicate, and work effectively individually or as a team member.
3. Show professionalism by following ethical principles which are vital in engineering discipline.
4. Learn the development, design and application of circuits, electronic devices, computers, and systems for communication, controls, information processing and display, and system instrumentation.

**Required courses** .....43

**Core Courses for Engineering Major**.....30

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

ENG GEN 101	Introduction to Science Engineering and Technology .....	2
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5
MATH 275	Ordinary Differential Equations .....	3
PHYSICS 037	Physics for Engineers and Scientists I ....	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

### Electrical Engineering Courses for Major .....13

CHEM 101	General Chemistry I .....	5
ENG GEN 120	Introduction to Programming Concepts and Methodologies for Engineers .....	4
ENG GEN 220	Electrical Circuits I .....	4

**Total Major Units** ..... 43

**GE Plan Units (less double-counted)**.....21-27

## ENGINEERING: MECHANICAL TRACK (AS)

**MAJOR CODE: 0901.00**

**ACADEMIC PROGRAM CODE: W037863C**

The Mechanical, Aerospace and Manufacturing Engineering program at West Los Angeles College provides students with the lower division course work required to transfer to most four-year colleges and universities. The [Associate in Science degree \(AS\) in Engineering degree: Mechanical Track](#) will prepare students for a Bachelor's Degree in Mechanical, Aerospace and Manufacturing Engineering to a four-year college or university or may provide students with a foundation for further study in other areas of Science. This AS degree may not satisfy all transfer requirements for specific institutions. Students should [consult a counselor](#) for major preparation for specific universities and colleges.

**Program Learning Outcomes:** Students who complete the program will be able to:

1. Use the knowledge of mathematics, science, and engineering to solve complex but relevant engineering problems.
2. Communicate effectively both orally as well as in writing and become critical thinkers and lifelong learners.
3. Show professionalism by following ethical principles, which are vital in mechanical, aeronautical or manufacturing engineering disciplines.

**Required courses**..... 52

### Core Courses for Major .....30

ENG GEN 101	Introduction to Science Engineering and Technology .....	2
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MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5
MATH 275	Ordinary Differential Equations .....	3
PHYSICS 037	Physics for Engineers and Scientists I ....	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

### Mechanical Engineering Courses for Major ..... 22

CHEM 101	General Chemistry I .....	5
ENG GEN 220	Electrical Circuit I .....	4
EGD TEK 101	Engineering Graphics.....	3
ENG GEN 131	Statics .....	3
ENG GEN 150	Materials Science and Engineering .....	4

ENG GEN 122	Programming and Problem Solving in MATLAB.....	3
OR		

ENG GEN 120	Introduction to Programming Concepts and Methodologies for Engineers .....	3
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**Total Major Units** .....52

**GE Plan Units (less double-counted)**.....21-27

## ENGINEERING I (CA)

**MAJOR CODE: 0901.00**

**ACADEMIC PROGRAM CODE: W041358D**

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

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

**Program learning outcomes:** Upon completion of the Engineering Certificate of Achievement, students will be able to:

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

**Required courses** ..... 16

ENG GEN 101	Introduction to Science, .....	2
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## CREDIT PROGRAMS: DEGREES & CERTIFICATES

	Engineering and Technology	
MATH 241	Trigonometry with Vectors .....	4
MATH 260	Pre-Calculus .....	5
CHEM 101	General Chemistry I .....	5
<b>Total Units</b>	.....	<b>16</b>

### ENGINEERING II (CA)

**MAJOR CODE: 0901.00**

**ACADEMIC PROGRAM CODE: W041359D**

The Intermediate (Level 2) Engineering Certificate of Achievement is designed to build on the basic engineering certificate. This intermediate certificate is the second of three on the pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in Engineering. Engineers design products, the machinery to build those products, the factories in which those products are made, and the systems that ensure the quality of the product and efficiency of the workforce and manufacturing process. There are a variety of engineering fields: electrical, mechanical, civil, industrial, aeronautical, chemical, materials, nuclear, petroleum and mining engineering. Program learning outcomes.

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

1. Design, implement, test, and debug programs that use each of the following: basic computation, simple input/output, standard conditional and iterative structures, user-defined functions, arrays, pointers, classes, and external data files.
2. Students will be able to analyze and solve a wide variety of problems in the areas of mechanics, gravity, conservation of energy and momentum, kinematics, and solids and fluids using skills in algebra, trigonometry, and calculus.

**Required courses** ..... **35**

ENG GEN 101	Introduction to Science, .....2
	Engineering and Technology
ENG GEN 120	Introduction to Programming .....4
MATH 241	Trigonometry with Vectors .....4
MATH 260	Pre-Calculus .....5
MATH 261	Calculus I .....5
MATH 262	Calculus II .....5
CHEM 101	General Chemistry I .....5
PHYSICS 037	Physics for Engineers and .....5
	Scientists I

**Total Units** ..... **35**

### ENGINEERING III (CA)

**MAJOR CODE: 0901.00**

**ACADEMIC PROGRAM CODE: W041360D**

Engineering III Certificate of Achievement is designed to build on the intermediate engineering II certificate. This advanced certificate is the third of three on the pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in Engineering.

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

**Program learning outcomes:** Upon completion of the Level 3 (Advanced) - Engineering Certificate of Achievement students will be able to:

1. Design and construct a circuit to meet a given specification.
2. Analyze and solve a wide variety of problems in the areas of electricity, magnetism, and thermodynamics using skills in algebra, trigonometry, and calculus.

**Required courses** ..... **52**

ENG GEN 101	Introduction to Science, ..... 2
	Engineering and Technology
ENG GEN 120	Introduction to Programming ..... 4
ENG GEN 220	Electrical Circuits ..... 4
MATH 241	Trigonometry with Vectors ..... 4
MATH 260	Pre-Calculus ..... 5
MATH 261	Calculus I ..... 5
MATH 262	Calculus II ..... 5
MATH 263	Calculus III ..... 5
MATH 275	Ordinary Differential Equations ..... 5
CHEM 101	General Chemistry I ..... 5
PHYSICS 037	Physics for Engineers and ..... 5
	Scientists I
PHYSICS 038	Physics for Engineers and ..... 5

**Total Units** ..... **52**

## ENGLISH

**LANGUAGE ARTS DIVISION**

### ENGLISH (AA-T)

**MAJOR CODE: 1501.00**

**ACADEMIC PROGRAM CODE: W032887G**

The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing,

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, identifying their distinguishing characteristics. The intent of this AA-T in English is to assist students in seamlessly transferring to a CSU in a similar major and complies with SB 1440.

Students who successfully complete the [Associate in Arts in English for Transfer degree](#) meet the requirements for SB 1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSUs. The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, and identify their distinguishing characteristics.

This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admission, it is not to any particular campus or program in the CSU system. The coursework will satisfy lower division in English Associate Degree for Transfer requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in English for Transfer (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Analyze college-level texts, both non-fiction and fiction.
2. Write coherent, thesis-driven prose.
3. Gather, evaluate and synthesize information to produce a correctly-documented research paper.
4. Revise written work as part of the writing process.
5. Describe and evaluate literary elements and genres.

6. Identify periods and authors by their defining characteristics such as language choice, imagery, theme and context.
7. Analyze a given literary passage for meaning and subtext by identifying literary elements, such as language, setting, imagery, tone, theme and context.

### Required core courses ..... 6

ENGLISH 102	College Reading and Composition II .....	3
ENGLISH 103	Composition and Critical Thinking .....	3

### Major elective units, List A (choose from the following) ..... 6

ENGLISH 203	World Literature I.....	3
ENGLISH 204	World Literature II.....	3
ENGLISH 205	English Literature I .....	3
ENGLISH 206	English Literature II .....	3
ENGLISH 207	American Literature I.....	3
ENGLISH 208	American Literature II.....	3

### Major elective units, List B (choose from the following) ..... 3

ENGLISH 127	Creative Writing.....	3
Any course from list A not already used.....		3

### Major elective units, List C (choose from the following) ..... 3

ENGLISH 215	Shakespeare.....	3
ENGLISH 219	Literature of American Ethnic Groups.....	3
ENGLISH 234	African American Literature .....	3
ENGLISH 239	Woman in Literature .....	3
ENGLISH 245	Queer Literature .....	3
Any course from List A or B not already used.....		3

### Total Major Units ..... 18

	CSU	IGETC
GE Units (less double-counted)	30	28
CSU-transferable elective units	12	14
Total Units	60	

## ENVIRONMENTAL SCIENCE

### SCIENCE DIVISION

### ENVIRONMENTAL SCIENCE (AS-T)

MAJOR CODE: 0301.00

ACADEMIC PROGRAM CODE: W040106H

The Associate in Science in Environmental Science for Transfer (AS-T) is designed to provide a multi-disciplinary lower-division preparation for students who intend to transfer

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

to a California State University (CSU) for a bachelor's degree in Environmental Science or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Environmental Science for Transfer (AS-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Describe how matter and energy cycle within the Earth system (atmosphere, biosphere, geosphere, and hydrosphere)
2. Explain the impact of human activity on the Earth system.
3. Evaluate and interpret qualitative and quantitative data from multiple disciplines to make informed decisions about environmental issues.

**Required courses** ..... 15  
(Choose Option 1 or Option 2)

### Option 1

BIOLOGY 006	General Biology I .....	5
BIOLOGY 007	General Biology II .....	5
CHEM 101	General Chemistry I .....	5

OR

### Option 2

BIOLOGY 006	General Biology I .....	5
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CHEM 101	General Chemistry I .....	5
CHEM 102	General Chemistry I .....	5

### List A courses ..... 16

ENV SCI 001	Introduction to Environmental Science .....	3
GEOLOGY 001	Physical Geology .....	3
GEOLOGY 006	Physical Geology Laboratory .....	1
MATH 227	Statistics .....	4
MATH 261	Calculus I .....	5

### List B courses ..... 11

ECON 001	Principles of Microeconomics .....	3
PHYSICS 006	General Physics I .....	4
PHYSICS 007	General Physics II .....	4

### Total Major Units ..... 42

	CSU	IGETC
GE Units (less double-counted)	20	18
CSU-transferable elective units	0	0
Total Units	20	18

(revised 09/26/2022)

## FACILITIES MANAGEMENT

### BUSINESS DIVISION

## FACILITIES MANAGEMENT (CA)

### MAJOR CODE:

### ACADEMIC PROGRAM CODE:

Facility management is a profession that encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology. Core competencies for a facility manager include communication, emergency preparedness and business continuity, environmental stewardship and sustainability, finance and business, human factors, leadership and strategy, operations and maintenance, project management, quality, real estate and property management, and technology. This certificate will prepare students for entry-level positions in the field of facilities management.

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

1. Demonstrate a working knowledge of the functional areas of Facilities Management.
2. Demonstrate the ability to work effectively as a member of a team.
3. Students shall demonstrate the ability to convey an idea orally or in writing so that the intended audience understands the idea. This shall include the ability to conduct business research, analyze, and interpret the findings.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Required core courses ..... 26

ACCTG 001	Accounting I .....	5
BUS 001	Introduction to Business .....	3
BUS 005	Business Law .....	3
BUS 032	Business Communications .....	3
BUS 045	Facilities Management Essentials .....	3
BUS 046	Introduction to Facilities Project Management .....	3
MGMT 001	Principles of Management .....	3
MGMT 031	Introduction to Human Relations .....	3

**Total Units** ..... **26**  
(added 02/07/2023)

## FILM & TV PRODUCTION CRAFTS

### ARTS & PERFORMANCE DIVISION

### FILM/TV PRODUCTION CRAFTS (CA)

**MAJOR CODE: 0612.20**

**ACADEMIC PROGRAM CODE: W019709D**

The [Certificate of Achievement in Film/TV Production Crafts](#) provides education and training in essential entry-level skills in the arts, crafts, and technicians' departments of film, television and stage crafts. Upon completing the program, students will be able to apply for entry level positions in Film, Television, Internet, Multi-Media, Entertainment Production, Animation, Visual Effects, Gaming, Virtual Reality, Stagecraft, Set Dressing, Grip/ Craft Service, Camera Loader, Apprentice/Assistant Editor, Sound Utility, Costume Manufacturing, Set Lighting, Set Painting, and Scenic/Graphic Arts.

WLAC has a partnership with Hollywood Cinema Production Recourses (Hollywood CPR). Hollywood CPR has the only IATSE & AMPTP recognized Entertainment Artists, Crafts and Technicians Certificate which provides a pathway into careers in the entertainment industry.

*Note: The Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate is an additional merit-based distinction above and beyond the Film/TV Crafts Certificate of Achievement that signifies a proficiency of entry-level skills to employers and trade unions. In order to be eligible to apply to Hollywood CPR, students need to complete the Film/TV Production Crafts certificate with a GPA of 3.0 or better, and additional criteria including granting Hollywood CPR permission to review their grades and records for certification purposes.*

Please consult with the [Chair of the Arts & Performance Division](#) if you are interested in the Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate.

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

1. Effectively communicate both verbally and in writing with a variety of crew-members using entertainment industry terminology, records and forms.
2. Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production to post production.
3. Apply technological principals in the use of camera, grip, lighting and sound equipment.
4. Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
5. Learn the proper use of tools, equipment, and safety apparel. The proper procedures for safety in and around the set.
6. Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
7. Search for career opportunities regularly and effectively network for work with crew on future productions.
8. Use proper set etiquette; always be punctual; maintain a positive attitude.

### Required core course ..... 3

FLM PRD 100	Intro to Film, TV, and Video Production Crafts .....	3
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### Major elective units ..... 24

FLM PRD 101	Production Skills.....	3
FLM PRD 101A	Production Skills.....	3
FLM PRD 101B	Production Skills.....	3
FLM PRD 101C	Production Skills.....	3
FLM PRD 103	Tools and Rigging for Production Crafts .	3
FLM PRD 103A	Tools and Rigging for Production Crafts .	3
FLM PRD 105	Stagecraft.....	6
FLM PRD 106	Tech Literacy for Production & Post .....	3
FLM PRD 110	Set Dressing Crafts .....	6
FLM PRD 110A	Set Dressing Crafts A.....	4
FLM PRD 110B	Set Dressing Crafts B.....	3
FLM PRD 115	Grip Crafts.....	6
FLM PRD 115A	Grip Crafts A .....	4
FLM PRD 115B	Grip Crafts B .....	3
FLM PRD 120	Camera/Digital Utility Crafts .....	6
FLM PRD 121	Camera/Digital Utility Crafts .....	1
FLM PRD 125	Editing Crafts in Film, TV, and Video .....	6
FLM PRD 126	Introduction to Editing Crafts .....	3
FLM PRD 127	Editing Crafts Lab 1.....	2
FLM PRD 128	Editing Crafts Lab 2.....	1
FLM PRD 129	Intermediate Editing Crafts .....	3
FLM PRD 130	Costume Manufacturing Crafts .....	6
FLM PRD 140	Set Lighting Crafts.....	6
FLM PRD 140A	Set Lighting Crafts A .....	4
FLM PRD 140B	Set Lighting Crafts B .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

FLM PRD 145	Set Painting Crafts .....	6
FLM PRD 146	Set Painting Crafts .....	3
FLM PRD 147	Set Painting Lab 1 .....	3
FLM PRD 148	Set Painting Lab 2 .....	2
FLM PRD 150	Scenic Artists Crafts .....	6
FLM PRD 200	Introduction to Photoshop & Illustrator ....	3
FLM PRD 202	Visual Effects and Motion Graphics .....	3
FLM PRD 205	2D Digital Production .....	3
FLM PRD 207	CG Production .....	3
FLM PRD 212	Production Team .....	3
FLM PRD 215	Demo Reel .....	2
FLM PRD 290A	Production Crafts Lab A .....	1
FLM PRD 290B	Production Crafts Lab B .....	1
FLM PRD 291A	Post Production Lab A .....	1
FLM PRD 291B	Post Production Lab B .....	1
FLM PRD 185	Directed Study .....	1
FLM PRD 185A	Directed Study .....	1
FLM PRD 285	Directed Study .....	2
FLM PRD 285A	Directed Study .....	2
FLM PRD 385	Directed Study .....	3
FLM PRD 385A	Directed Study .....	3

**Total Units** ..... 27

### FIRE TECHNOLOGY

#### PUBLIC SAFETY & PARALEGAL STUDIES

#### FIRE TECHNOLOGY (AS)

**MAJOR CODE:** 2133.00

**ACADEMIC PROGRAM CODE:** W023061C

The [Associate of Science degree in Fire Technology](#) is primarily designed for career and technical education and workforce training/ development. It is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise. The majority of courses within the Fire Technology discipline meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee.

This curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students pursuing this AS degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

*Note: Students completing the Hazardous Materials course (FIRETEK 216) may also be eligible for a State certificate in that area.*

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

1. Describe the NFPA Standards for all various types of fire sprinkler systems.

2. Describe the components of a fire sprinkler system. Include the required earthquake provisions.
3. Compare and contrast the difference between the five types of fires.
4. Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
5. Demonstrate an awareness of cultural diversity.

**Required courses** ..... 18

FIRETEK 201	Introduction to Fire Protection .....	3
FIRETEK 202	Fire Prevention .....	3
FIRETEK 203	Fire Equipment and Systems .....	3
FIRETEK 204	Building Construction Related to Fire Service .....	3
FIRETEK 205	Fire Behavior and Combustion .....	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action .....	3

**Elective units (choose two from the following)**..... 6

FIRETEK 207	Wild Land Fire Fighting .....	3
FIRETEK 208	Fire Hydraulics .....	3
FIRETEK 209	Structural Fire Fighting .....	3
FIRETEK 210	Company Officer .....	3
FIRETEK 213	Fire Investigation .....	3
FIRETEK 217	Fire Apparatus .....	3

**Total Major Units** ..... 24

**GE Plan Units (less double-counted)** ..... 21

**Additional Degree-applicable Elective Units** ..... 15

**Total Units** ..... 60

#### FIRE TECHNOLOGY (CA)

**MAJOR CODE:** 2133.00

**ACADEMIC PROGRAM CODE:** W023062D

The [Certificate of Achievement in Fire Technology](#) is designed for students who are looking for instruction with a high degree of specialization to enhance professional development. The majority of courses within this certificate meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee, and the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. Students completing the Hazardous Materials course (FIRETEK 216) may also be eligible for a State certificate in that area.

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

1. Describe the NFPA Standards for all various types of fire sprinkler systems.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Describe the components of a fire sprinkler system. Include the required earthquake provisions.
- Compare and contrast the difference between the five types of fires.
- Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
- Demonstrate an awareness of cultural diversity.

### Required courses ..... 15

FIRETEK 201	Introduction to Fire Protection.....	3
FIRETEK 202	Fire Prevention .....	3
FIRETEK 203	Fire Equipment and Systems.....	3
FIRETEK 204	Building Construction Related to Fire Service.....	3
FIRETEK 205	Fire Behavior and Combustion .....	3

### Elective units (choose one from the following) ..... 3

FIRETEK 207	Wild Land Fire Fighting.....	3
FIRETEK 208	Fire Hydraulics.....	3
FIRETEK 209	Structural Fire Fighting .....	3
FIRETEK 210	Company Officer.....	3
FIRETEK 213	Fire Investigation .....	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action .....	3
FIRETEK 217	Fire Apparatus .....	3

### Total Units ..... 18

## FRENCH

### LANGUAGE ARTS DIVISION

### FRENCH (AA)

MAJOR CODE: 1102.00

ACADEMIC PROGRAM CODE: W003317C

The [Associate in Arts degree in French](#) includes coursework that aligns with specific lower-division major requirements for the French major at various universities within the University of California (UC) and California State University (CSU) systems.

A degree in French can open doors to such professional opportunities as a career in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in Art, Music, Cinema, and Literature

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in French may also consider the Associate in Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis).

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

- Listen with understanding to French conversations.
- Respond meaningfully in personal and community situations.
- Speak the target language effectively and articulately in personal, community, and work settings.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight and understanding of the culture.
- Interact sensitively and respectfully with the culture's mores, beliefs, and traditions in the target language.

### Required core courses ..... 20

FRENCH 001	Elementary French I.....	5
FRENCH 002	Elementary French II.....	5
FRENCH 003	Intermediate French I.....	5
FRENCH 004	Intermediate French II.....	5

### Total Major Units ..... 20

### GE Plan Units (less double-counted) ..... 24

### Additional Degree-applicable Elective Units ..... 16

### Total units ..... 60

## GENERAL EDUCATION

### ACADEMIC AFFAIRS

### CSU GE-BREADTH (CA)

MAJOR CODE: 4901.10

The [CSU GE-Breadth Certificate of Achievement](#) is awarded to students who receive full certification of the CSU GE-Breadth transfer requirements. A course can be used only if it is on the list when it is taken. Courses on the CSU GE-Breadth list are approved for a specific academic year. See the CSU GE-Breadth courses listed in the previous section of the catalog.

Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Check the [Assist website](#) regularly for the most current information about approved general education courses. Assist is the official repository of course articulation for California's public colleges and universities.

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A

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course may not be used to satisfy more than one general education requirement.

*Note: The CSU GE-Breadth may not be appropriate for some programs or high unit majors. Students should meet with a counselor to make sure that the CSU GE-Breadth plan is their best option for transfer. Students who are awarded this Certificate of Achievement must also request CSU GE-Breadth certification from the Admissions and Records Office when sending their final transcript to the four-year school.*

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

1. Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
2. Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
3. Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
4. Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
5. Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
6. Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

For courses, see the CSU GE-Breadth Pattern in the "Transfer Requirements" section of this catalog.

### IGETC (CA)

**MAJOR CODE: 4901.10**

The [IGETC Certificate of Achievement](#) is awarded to students who receive full certification of the IGETC requirements. A course can be used only if it is on the list when it is taken. Courses on the IGETC list are approved for a specific academic year. See the IGETC courses listed in the previous section of the catalog.

Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Check the [Assist website](#) regularly for the most current information about approved general education courses. Assist is the official repository of course articulation for California's public colleges and universities.

A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A course may not be used to satisfy more than one general education requirement.

*Note: IGETC may not be appropriate for some programs or high unit majors. Students should meet with a counselor to make sure that the IGETC plan is their best option for transfer. Students who are awarded this Certificate of Achievement must also request IGETC certification at the Admissions and Records Office when sending their final transcript to the four-year school.*

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

1. Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
2. Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
3. Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
4. Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
5. Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and

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relevant graphs, symbols, or mathematical relationships and concepts to solve problems.

6. Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

For courses, see the IGETC Pattern in the "Transfer Requirements" section of this catalog.

### GEOLOGY

#### SCIENCE DIVISION

#### GEOLOGY (AS-T)

MAJOR CODE: 1914.00

ACADEMIC PROGRAM CODE: W040810H

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

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

To earn the Associate in Science in Geology for Transfer (AS-T) Degree, students must meet the following requirements:

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

- Completion of IGETC and/or CSU GE-Breadth.

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 in order to facilitate a seamless transition.

**Program Learning Outcomes:** Students who complete the program will be able to:

1. Explain the interrelationships between different disciplines to understand how the geological processes function
2. Apply the scientific method to the study of the geological materials and processes
3. Utilize information learned to make informed decisions about global and local environmental issues.

#### Required core courses .....28

GEOLOGY 001	Physical Geology .....	3
and		
GEOLOGY 006	Physical Geology Laboratory .....	1
GEOLOGY 002	Earth History .....	3
and		
GEOLOGY 007	Earth History Laboratory .....	1
CHEM 101	General Chemistry I .....	5
CHEM 102	General Chemistry II .....	5
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5

#### Total Major Units .....28

	CSU	IGETC
GE Units (less double-counted)	32	30
CSU-transferable elective units	0	2
Total Units		60

(revised 09/26/2022)

### GLOBAL STUDIES

#### SOCIAL SCIENCE DIVISION

#### GLOBAL STUDIES (AA-T)

MAJOR CODE: 2210.00

ACADEMIC PROGRAM CODE: W042249G

The Associate in Arts in Global Studies for Transfer (AA-T) degree cultivates global citizens who study the world from an international/global perspective. Integral to this is to be conversant with global politics and governance, markets, culture and society, and languages and area studies. This degree guarantees transfer with junior status to the CSU system. Students who transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degree in 60 semester or 90 quarter units.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

To earn the Associate in Science in Global Studies for Transfer (AS-T) Degree, students must meet the following requirements:

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

Students must earn a minimum grade of "C" (or "P") for each course in the major.

Student learning outcomes promote knowledge of Global Studies as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. By obtaining the degree, students will be able to use their knowledge of Global Studies to enter into career pathways leading to university teaching and research, governmental and non-governmental organizations, business and commerce, journalism, and other personal or professional pursuits.

The goals and objectives of the Associate in Arts in Global Studies for Transfer degree is to transfer to a university. It will enable students to pursue multiple pathways to transfer and/or careers with a strong understanding of the many dynamic regions of the world. The Student Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies. This degree guarantees transfer with junior status to the CSU system.

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on

globalization issues and their impact on economic decision makers.

### Required core courses ..... 6

POL SCI 060	Introduction to Globalization .....	3
POL SCI 061	Global Issues .....	3

### List A: Select 5 courses from at least 4 of the following areas ..... 15-17

#### Area 1: Culture and Society

ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
HISTORY 087	Introduction to World Civilization II .....	3

#### Area 2: Geography

GEOG 001	Physical Geography .....	3
GEOG 002	Cultural Elements of Geography .....	3
GEOG 007	World Regional Geography .....	3

#### Area 3: Economics

ECON 001	Principles of Microeconomics .....	3
ECON 002	Principles of Macroeconomics .....	3

#### Area 4: Politics

POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations .....	3

#### Area 5: Humanities

ENGLISH 203	World Literature I .....	3
ENGLISH 204	World Literature II .....	3
SPANISH 004	Intermediate Spanish 2 .....	5

### Total Major Units ..... 21

	CSU	IGETC
GE Units (less double-counted)	30	25
CSU-transferable elective units	9	14
Total Units	.....	60

## GLOBAL STUDIES (AA)

MAJOR CODE: 2210.00

ACADEMIC PROGRAM CODE: W033893C

The [Associate in Arts degree in Global studies](#) cultivates global citizens who study the world from an international/global perspective. Integral to this is to be conversant with global politics and governance, markets, culture and society, and languages and area studies.

Student learning outcomes promote knowledge of Global Studies as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

By obtaining this degree, students will be able to use their knowledge of Global Studies to enter into career pathways leading to university teaching and research, governmental and non-governmental organizations, business and commerce, journalism, and other personal or professional pursuits.

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

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

### Required courses..... 15

ECON 011	Economics of Globalization .....	3
ENGLISH 204	World Literature II .....	3
PHILOS 033	Comparative Study of World Religions .....	3
POL SCI 007	Introduction to International Relations .....	3
POL SCI 060	Intro to Globalization .....	3

### Major elective units (choose four from the following) ... 12

ART 141	Introduction of African Art .....	3
ASIAN 003	People and Cultures of Asia .....	3
GEOG 002	Cultural Elements of Geography.....	3
HISTORY 027	History of Africa .....	3
HISTORY 087	Introduction to World Civilization II .....	3
POL SCI 014	Politics of the Middle East.....	3
POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 017	Governments and Politics of Latin America.....	3
SPANISH 010	Latin American Civilization .....	3

Total Major Units .....	27
GE Plan Units (less double-counted) .....	15
Additional Degree-applicable Elective Units .....	18
Total Units .....	60

### \*Recommended foreign language courses:

ARABIC 001	Elementary Arabic I.....	5
ARABIC 002	Elementary Arabic II.....	5
FRENCH 001	Elementary French I.....	5
FRENCH 002	Elementary French II.....	5
JAPAN 001	Elementary Japanese I .....	5
SPANISH 001	Elementary Spanish I .....	5
SPANISH 002	Elementary Spanish II .....	5

## HEALTH SCIENCE

### HEALTH SCIENCES DIVISION

### HEALTH SCIENCE (AS)

MAJOR CODE: 1260.00

ACADEMIC PROGRAM CODE: W033861C

The [Associate in Science degree in Health Science](#) 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 in Science degree in Health Science, students must complete each required course with a "C" grade or higher and complete all GE requirements. Students pursuing this AS degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. It is recommended that students who intend to transfer select the IGETC or CSU GE-Breadth educational plan.

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

1. Apply evidence-based models to evaluate scientific literature and other health related concepts.
2. Critically analyze factors that influence human health, public health policy, socio-economics, and scientific data that contribute to health disparities.
3. Use scientific knowledge to efficaciously affect change in the health of local and global communities.
4. Integrate professional and ethical standards with a commitment to lifelong learning.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Required core courses ..... 24

ANATOMY 001	Introduction to Human Anatomy .....	4
BIOLOGY 003	Introduction to Biology .....	4
FAM & CS 021	Nutrition .....	3
MICRO 020	General Microbiology .....	4
PHYSIOL 001	Introduction to Human Physiology .....	4
CHEM 060	Introduction to General Chemistry .....	5
	OR	
CHEM 051	Fundamentals of Chemistry I .....	5
	OR	
CHEM 101	General Chemistry .....	5

### Total Major Units ..... 24

### GE plan units (less double-counted) \* ..... 27-32

### Additional Degree-applicable Elective Units \* ..... 4-9

### Total Units ..... 60

#### \*The following GE courses are recommended:

ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
COMM 101	Public Speaking .....	3
MATH 125	Intermediate Algebra .....	5
PSYCH 001	General Psychology I .....	3
PSYCH 041	Life Span Psychology .....	3
SOC 001	Introduction to Sociology .....	3

## AUTISM SERVICES TECHNICIAN II (CA)

**MAJOR CODE: 1299.00**

**ACADEMIC PROGRAM CODE: W037841D**

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

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

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

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

### Required core courses ..... 10

ALD HTH 025	Qualified Autism Services .....	3
	Paraprofessional – Didactic & Practicum	
ALD HTH 026	Advanced Autism Services Technician – Didactic .....	3
ALD HTH 027	Advanced Autism Services Technician – Practical .....	1
CH DEV 001	Child Growth & Development .....	3
CH DEV 044	Early Intervention for Children with Special Needs .....	3
CH DEV 045	Early Intervention for Children with Special Needs II .....	3

## HISTORY

### SOCIAL SCIENCE DIVISION

## HISTORY (AA-T)

**MAJOR CODE: 2205.00**

**ACADEMIC PROGRAM CODE: W032976G**

The [Associate in Arts in History for Transfer \(AA-T\) degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in 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 CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in History for Transfer (AS-T) Degree, students must meet the following requirements:

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

Completion of this AA-T program will provide students the foundation to pursue careers in education, legal profession, public service, research, administration, and federal, state and local government. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Evaluate how the past relates to the present.
2. Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.
3. Attain cultural/historic literacy: student will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.
4. 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.
5. Be informed citizens who play active roles in the improvement of society at the local, state, and national levels.

**Required core courses** ..... 6

HISTORY 011	Political and Social History of the United States I to 1877.....	3
HISTORY 012	Political and Social History of the United States II from 1865 .....	3

**Major elective units, List A** ..... 6

HISTORY 001	Introduction to Western Civilization I .....	3
	OR	
HISTORY 086	Introduction to World Civilization I .....	3
AND		

HISTORY 002	Introduction to Western Civilization II.....	3
	OR	
HISTORY 087	Introduction to World Civilization II.....	3

**Major elective units, List B (choose one course from each area)** ..... 6

**Area 1** ..... 3

HISTORY 043	The Mexican American in the History of the United States I .....	3
HISTORY 044	The Mexican American in the History of the United States II .....	3
HISTORY 086	Introduction to World Civilization I.....	3
	OR	
HISTORY 087	Introduction to World Civilization II.....	3

**Area 2** ..... 3

PSYCH 001	General Psychology I .....	3
	OR	
SOC 001	Introduction to Sociology.....	3

**Total Major Units** ..... 18

	CSU	IGETC
<b>GE Units (less double-counted)</b>	<b>24-27</b>	<b>25-22</b>
<b>CSU-transferable elective units</b>	<b>15-18</b>	<b>17-20</b>
<b>Total Units</b>		<b>60</b>
(corrected 02/07/2023)		

### HISTORY (AA)

**MAJOR CODE:** 2205.00

**ACADEMIC PROGRAM CODE:** W003331C

The [Associate in 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 in Arts degree in Liberal Arts and Science (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 in order to facilitate a seamless transition.

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

1. Evaluate how the past relates to the present, so that the student may best prepare for the challenges of the future.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Utilize evidence from the past and the present to formulate and support constructive arguments and draw meaningful conclusions in both written and oral form. In pursuit of this, emphasis must be placed examining historical data with objectivity, setting aside preconceived ideological bias.
- Attain cultural/historic literacy: students will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.
- Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work, follow a syllabus, and attend class punctually.
- Become informed and responsible citizens who play active roles in the improvement of society at the local, state, and national levels.

### Enhance understanding of democratic traditions and their application to real world problems

#### Required courses..... 12

HISTORY 001	Introduction to Western Civilization I .....	3
	OR	
HISTORY 086	Introduction to World Civilization I .....	3
HISTORY 002	Introduction to Western Civilization II .....	3
	OR	
HISTORY 087	Introduction to World Civilization II .....	3
HISTORY 011	Political and Social History of the United States I to 1877 .....	3
	OR	
HISTORY 041	African American in the History of United States I .....	3
HISTORY 012	Political and Social History of the United States II from 1865 .....	3
	OR	
HISTORY 042	African American in the History of United States II .....	3

#### Major elective units (choose two from the following) ..... 6

ECON 001	Principles of Microeconomics .....	3
GEOG 001	Physical Geography .....	3
HISTORY 029	Asian Civilization: The Middle East.....	3
POL SCI 001	The Government of the United States .....	3
ANTHRO 101	Human Biological Evolution .....	3
	OR	
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3

**Total Major Units ..... 18**

**GE Plan Units (less double-counted)..... 15**

**Additional Degree-applicable Elective Units..... 27**

**Total Units ..... 60**

## HOSPITALITY

### BUSINESS DIVISION

### HOSPITALITY MANAGEMENT (AS-T)

**MAJOR CODE: 1307.00**

**ACADEMIC PROGRAM CODE: W041546H**

The Associate in Science in Hospitality Management for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Hospitality Management. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Associate in Science in Hospitality Management for Transfer Degree requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Hospitality Management for Transfer (AA-T) Degree, students must meet the following requirements:

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

Students will not be required to complete additional local graduation requirements to obtain the Associate in Science in Hospitality Management for Transfer degree. Students are encouraged to 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 in order to facilitate a seamless transition.

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

- Use knowledge and skills associated with problem solving and creative and critical thinking.
- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct himself or herself in a professional and ethical manner, and practice industry-defined work ethics.
- Demonstrate knowledge and appreciation of multicultural perspectives to meet the needs of the guests, employees, and stakeholders.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Communicate effectively and confidently in the classroom, community, and industry.

### Required core course ..... 3

HOSPT 100 Introduction to Hospitality ..... 3

### List A: Select 8-9 units or three courses ..... 8-9

ECON 001 Principles of Microeconomics ..... 3

HOSPT 110 Sanitation and Safety ..... 2

HOSPT 302 Introduction to Hotel/Motel

Operations ..... 3

HOSPT 320 Hospitality Law ..... 3

HOSPT 340 Introduction to Professional Food

Service ..... 3

### List B: Select 6-7 units or two courses from list A

### not already used ..... 6-7

ACCTG 001 Introductory Accounting I ..... 5

BUS 005 Business Law I ..... 3

MATH 227 Statistics ..... 4

Any lower division course articulation for Hospitality

Management degree at the CSU ..... 3-4

Any course from List A not already used ..... 2-3

### Total Major Units ..... 17-19

	<b>CSU</b>	<b>IGETC</b>
<b>GE Units (less double-counted)</b>	<b>32</b>	<b>30</b>

<b>CSU-transferable elective units</b>	<b>9-11</b>	<b>11-13</b>
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<b>Total Units</b>	<b>.....</b>	<b>60</b>
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## HOSPITALITY (AA)

**MAJOR CODE: 1307.00**

**ACADEMIC PROGRAM CODE: W017282C**

The [Associate in Arts degree in Hospitality degree](#) is primarily designed for career and technical education and workforce training/development. The Hospitality program 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.

The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

- Student ability to read and listen to internalize written and lecture information for understanding

needed to evaluate and apply tourism practices, principles and procedures.

- Effective use of written English language.
- Successful written and verbal communication.
- Understanding distance, time and weight differences and monetary considerations sales and business profitability.
- Ability to place oneself in the total scheme of a new country and new culture.
- Learning to interact with other cultures.
- Application of knowledge of American culture, ethics, and academic standards.
- Familiarization and application of American and foreign standards and tourism rules and laws.
- Use of computers and internet for communication.
- Student ability to read and listen to internalize written and lecture information for understanding needed to evaluate and apply tourism practices, principles and procedures.

### Required core courses ..... 33

BUS 001 Introduction to Business ..... 3

HOSPT 100 Introduction to Hospitality ..... 3

HOSPT 302 Introduction to Hotel/Motel

Operations ..... 3

HOSPT 303 Hotel Front Office Operations ..... 3

HOSPT 311 Hospitality Marketing ..... 3

HOSPT 325 Guest Relations Management ..... 3

HOSPT 330 Managing Technology and

E-Commerce ..... 3

MARKET 021 Principles of Marketing ..... 3

MGMT 006 Public Relations in Business ..... 3

HOSPT 310 Hospitality Sales ..... 3

OR ..... 3

MARKET 001 Principles of Selling ..... 3

HOSPT 320 Hospitality Law ..... 3

OR

BUS 005 Business Law I ..... 3

### Total Major Units ..... 33

**GE plan units (less double-counted) ..... 18**

**Degree-applicable elective units ..... 19**

**Total Units ..... 60**

## HOSPITALITY (CA)

**MAJOR CODE: 1307.00**

**ACADEMIC PROGRAM CODE: W020256D**

The [Certificate of Achievement 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

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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 prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships

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

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

### Required core courses ..... 36

BUS 001	Introduction to Business .....	3
BUS 032	Business Communications .....	3
HOSPT 100	Introduction to Hospitality .....	3
HOSPT 135	Meeting, Convention Planning .....	3
HOSPT 302	Introduction to Hotel/Motel Operations .....	3
HOSPT 303	Hotel Front Office Operations .....	3
HOSPT 325	Guest Relations Management .....	3
HOSPT 330	Managing Technology & E-Commerce .....	3
MGMT 002	Organization & Management Theory .....	3
HOSPT 310	Hospitality Sales .....	3
	OR .....	
MARKET 001	Principles of Selling .....	3
HOSPT 311	Hospitality Marketing .....	3
	OR .....	
MARKET 021	Principles of Marketing .....	3
HOSPT 320	Hospitality Law .....	3
	OR .....	
BUS 005	Business Law I .....	3

**Total Units** ..... 36

### HOSPITALITY EVENT & CONVENTION PLANNING (CA)

**MAJOR CODE: 1307.00**

**ACADEMIC PROGRAM CODE: W017285D**

The [Hospitality Event & Convention Planning Certificate of Achievement](#) helps to prepare students for successful careers in meetings, events, and conventions management, including the scope of the business and its relationship to other parts of the tourism, travel and hospitality industries. Students are taught the importance of first determining goals and objectives, budget preparation, and program development that ensure all stakeholders' meetings and events enjoy utmost success.

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

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

### Required core courses ..... 18

BUS 001	Introduction to Business .....	3
HOSPT 100	Introduction to Hospitality Industry .....	3
HOSPT 135	Meeting, Convention Planning .....	3
HOSPT 302	Introduction to Hotel/Motel Operations .....	3
MARKET 001	Principles of Selling .....	3
HOSPT 320	Hospitality Law .....	3
	OR .....	
BUS 005	Business Law I .....	3

**Total Units** ..... 18

### HOSPITALITY HOTEL FRONT DESK & BACK OFFICE OPERATIONS (CA)

**MAJOR CODE: 1307.00**

**ACADEMIC PROGRAM CODE: W017283D**

The [Hospitality Front Desk & Back Office Operations Certificate of Achievement](#) 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

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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

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

### Required core courses ..... 18

HOSPT 100	Introduction to Hospitality Industry.....3
HOSPT 302	Introduction to Hotel/Motel.....3
	Operations
HOSPT 303	Hotel Front Office Operations .....3
HOSPT 325	Guest Relations Management .....3
HOSPT 330	Managing Technology .....3
	and E-Commerce.....3
HOSPT 310	Hospitality Sales .....3
	OR
MARKET 001	Principles of Selling .....3

**Total Units** ..... 18

## HOSPITALITY HOTEL SALES & MARKETING (CA)

**MAJOR CODE:** 1307.00

**ACADEMIC PROGRAM CODE:** W017284D

The [Hotel Sales & Marketing Certificate of Achievement](#) provides students with the fundamental elements required for success in this field. This includes the foundations of hospitality sales, common traits in successful sales, selling approaches, steps in making a sales presentation, negotiation strategy, questioning skills, overcoming objections, closing techniques, ethical and legal responsibilities, sales channels, marketing process including product, place, promotion, and pricing, determining a target market, and SWOT analysis. These courses help to prepare students to consider employment in hospitality sales and marketing.

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

1. Students will have the basic skills to manage hospitality tasks found in conferences, conventions, and other hospitality events.

2. Students will have the skills to manage restaurants, hotels and motels, and convention centers.
3. Students will have the skills to identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. Students will develop an awareness of various cultural customs and practices for implementation in their service to clients.

### Required core courses ..... 18

BUS 001	Introduction to Business..... 3
HOSPT 100	Introduction to Hospitality Industry..... 3
HOSPT 302	Introduction to Hotel/Motel Operations..... 3
HOSPT 325	Guest Relations Management ..... 3
HOSPT 310	Hospitality Sales..... 3
	OR
MARKET 001	Principles of Selling..... 3
HOSPT 311	Hospitality Marketing..... 3
	OR
MARKET 021	Principles of Marketing ..... 3

## INTERACTIVE DESIGN

### ARTS & PERFORMANCE DIVISION

## INTERACTIVE DESIGN 1 (CA)

**MAJOR CODE:** 1030.00

**ACADEMIC PROGRAM CODE:**

The Interactive Design 1 Certificate of Achievement in prepares students for assistant or entry-level jobs in Graphic & Web Design, Virtual Reality, Augmented Reality, Gaming, Social Media, Public Relations and Entertainment occupations.

The program begins with grounding in essential multimedia skills and design terminology. Then students study computer graphics, design principles and create basic computer graphics projects for a portfolio. Students then continue building their professional portfolio with more advanced projects in web design, motion graphics and interactive media. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, entertainment, web design, advertising and marketing.

Students who wish to prepare for transfer to California State University (CSU) in the area of Animation or Interactive Design, are encouraged to visit the Transfer Center and Counselling Office for complete information regarding transfer requirements for the institution of their choice and individualized educational planning.

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

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects
2. Summarize the history of multimedia
3. Acquire and apply design skills and knowledge to create graphic art projects suitable for the commercial and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.
6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects.

### Required core courses ..... 12

MULTIMD 100	Introduction to Multimedia.....	3
PHOTO 007	Exploring Digital Photography .....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 101	Survey of Art History I .....	3
OR		
ART 102	Survey of Art History II .....	3
OR		
ART 103	Art Appreciation I .....	3

### Required design courses ..... 9

ART 633	Introduction to Computer Graphics.....	3
MULTIMD 320	Web Design I .....	3
MULTIMD 805	Motion Graphics & Compositing for Digital Video & Animation, Gaming, & New Media .....	3

**Total Units** ..... **21**

## INTERACTIVE DESIGN 2 (CA)

**MAJOR CODE: 1030.00**

**ACADEMIC PROGRAM CODE:**

The Interactive Design 2 Certificate of Achievement prepares students for assistant, entry-level or intermediate jobs in Graphic & Web Design, Virtual Reality, Augmented Reality, Gaming, Social Media, Public Relations and Entertainment occupations.

The program begins with grounding in essential multimedia skills and design terminology. Then students study computer graphics, design principles and create basic computer graphics projects for a portfolio. Students then continue building their professional portfolio with more advanced projects in web design, motion graphics and interactive media. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, entertainment, web design, advertising and marketing.

Students who wish to prepare for transfer to California State University (CSU) in the area of Animation or Interactive Design, are encouraged to visit the Transfer Center and Counselling Office for complete information regarding transfer requirements for the institution of their choice and individualized educational planning.

This certificate aligns with the College's mission to provide a transfer path for student success or to obtain professional skills for employment.

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

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects
2. Summarize the history of multimedia
3. Acquire and apply design skills and knowledge to create graphic art projects suitable for the commercial and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.
6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects

### Required design courses ..... 9

MULTIMD 100	Introduction to Multimedia .....	3
PHOTO 007	Exploring Digital Photography .....	3
ART 501	Beginning Two-Dimensional Design .....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

ART 101	Survey of Art History I .....	3
OR		
ART 102	Survey of Art History II .....	3
OR		
ART 103	Art Appreciation I .....	3

### Required design courses ..... 15

ART 633	Introduction to Computer Graphics .....	3
MULTIMD 320	Web Design I .....	3
MULTIMD 350	Web Design II .....	3
MULTIMD 805	Motion Graphics & Compositing for Digital Video & Animation, Gaming, & New Media .....	3
MULTIMD 807	Interactive Media Design .....	3

**Total Units** ..... 27  
(added 02/07/2023)

## INTERNATIONAL AREA STUDIES

### SOCIAL SCIENCE DIVISION

### INTERNATIONAL AREA STUDIES – AFRICA (AA)

**MAJOR CODE:** 2210.10

**ACADEMIC PROGRAM CODE:** W035058C

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

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

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

### Required core courses ..... 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
ART 141	Introduction of African Art .....	3
ECON 002	Principles of Macroeconomics .....	3
GEOG 002	Cultural Elements of Geography .....	3
HISTORY 027	History of Africa .....	3
HISTORY 087	Introduction to World Civilization II .....	3
POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations .....	3
POL SCI 060	Introduction to Globalization .....	3

**Total Major Units** ..... 27

**GE Plan Units (less double-counted)** ..... 18-24

**Additional Degree-applicable Elective Units** ..... 9-15

**Total units** ..... 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

**ACADEMIC PROGRAM CODE:** W035203C

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### The [Associate in Arts International Area Studies - Asia](#)

cultivates global citizens who specialize in Asia and who study the world from an international/global perspective. Integral to this is to be conversant with Asian and global politics and governance, markets, culture and society, languages and area studies.

Student learning outcomes promote knowledge of Asia as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community.

The Associate in Arts in 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

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

**Required core courses** ..... 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
CHINESE 010	Chinese Civilization .....	3

ECON 002	Principles of Macroeconomics .....	3
GEOG 002	Cultural Elements of Geography .....	3
HISTORY 074	Asian Civilization .....	3
HISTORY 087	Introduction to World Civilization II.....	3
POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations ....	3
POL SCI 060	Introduction to Globalization .....	3

**Total Major Units** ..... 27

**GE Plan Units (less double-counted)** ..... 15-24

**Additional Degree-applicable Elective Units** ..... 9-18

**Total units** ..... 60

## INTERNATIONAL AREA STUDIES – LATIN AMERICA (AA)

**MAJOR CODE: 2210.10**

**ACADEMIC PROGRAM CODE: W035079C**

### 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 in 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

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

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

### Required core courses ..... 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ECON 002	Principles of Macroeconomics .....	3
GEOG 002	Cultural Elements of Geography.....	3
HISTORY 087	Introduction to World Civilization II .....	3
POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations .....	3
POL SCI 017	Governments & Politics of Latin America.....	3
POL SCI 060	Introduction to Globalization .....	3
SPANISH 010	Latin American Civilization.....	3

### Total Major Units ..... 27

### GE Plan Units (less double-counted)..... 15-24

### Additional Degree-applicable Elective Units..... 9-18

### Total units ..... 60

### \*Recommended foreign language courses:

SPANISH 001	Elementary Spanish I.....	5
SPANISH 002	Elementary Spanish II.....	5
SPANISH 003	Intermediate Spanish I.....	5
SPANISH 004	Intermediate Spanish II.....	5

## INTERNATIONAL AREA STUDIES – MIDDLE EAST (AA)

MAJOR CODE: 2210.10

ACADEMIC PROGRAM CODE: W035064C

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 the 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 in International Area Studies - Middle East 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, the Middle East. The Student Learning Outcomes for this degree focus on politics and governance, markets, culture and society, languages, and area studies

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

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

### Required courses ..... 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ANTHRO 134	Peoples and Cultures of the Middle East .....	3
ECON 002	Principles of Macroeconomics .....	3
GEOG 002	Cultural Elements of Geography .....	3
HISTORY 087	Introduction to World Civilization II.....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations .....	3
POL SCI 014	Government and Politics of the Middle East .....	3
POL SCI 060	Introduction to Globalization .....	3

<b>Total Major Units</b> .....	<b>27</b>
<b>GE Plan Units (less double-counted)</b> .....	<b>18-30</b>
<b>Additional Degree-applicable Elective Units</b> .....	<b>3-15</b>
<b>Total units</b> .....	<b>60</b>

### \*Recommended foreign language courses:

ARABIC 001	Elementary Arabic I .....	5
ARABIC 002	Elementary Arabic II .....	5

## KINESIOLOGY

### HEALTH SCIENCES DIVISION

### KINESIOLOGY (AA-T)

**MAJOR CODE: 1207.00**

**ACADEMIC PROGRAM CODE: W037050G**

The [Associate in Arts in Kinesiology for Transfer \(AA-T\) degree](#) is organized to allow students to apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided by physical movement for developing the individual, as well as understand the connection between one's physical activity and cognitive well-being. The degree intent is to validate that students are prepared for successful transfer to four-year institutions and/or students are prepared for jobs within the health, physical education, recreation, fitness, athletic training, and coaching industries.

The WLAC curriculum for the Associate in Art in Kinesiology for Transfer degree is designed to prepare students for transfer to bachelor degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching or Fitness Management. Kinesiology courses align with lower-division major requirements at various institutions within the California State University (CSU) system and provide students with an opportunity to complete the first two years of study in the CSU system.

Students are required to complete 60 units of degree-applicable courses, with a minimum grade point average of 2.0. Students must earn a minimum grade of "C" (or "P") for each course in the major, and completion of IGETC and/or CSU GE-Breath.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Kinesiology for Transfer (AA-T) Degree, students must meet the following requirements:

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

Students interested in transferring are encouraged to visit the [Counseling Office](#) for individualized educational planning. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

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

1. Understand, recognize, and appreciate the maximum benefits provided by physical movement for developing individual health and wellness.
2. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
3. Assess the risk factors of specific training activity and practice safety precautions.
4. List activities that are beneficial for modifying body composition.
5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.

### Required core courses ..... 11

ANATOMY 001	Introduction to Human Anatomy .....	4
KIN MAJ 100	Introduction to Kinesiology .....	3
PHYSIOL 001	Introduction to Human Physiology .....	4

### Major elective units (choose one course from three of the following areas) ..... 3

#### Area 1: Aquatics:

KIN 303	Aqua Aerobics .....	1
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

#### Area 3: Dance:

DANCETQ 111	Ballet Techniques I .....	1
DANCETQ 121	Jazz Dance Techniques I .....	1
DANCETQ 141	Modern Dance Techniques I .....	1
DANCETQ 151	Dance for Film and Stage I .....	1
DANCETQ 171	Hip-Hop Techniques I .....	1

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Area 4: Fitness:

KIN 229	Body Conditioning.....	1
KIN 251	Yoga Skills .....	1
KIN 334-1	Walking for Fitness I .....	1
KIN 345	Body Dynamics Activity .....	1
KIN 350-1	Weight Training I.....	1

### Area 5: Individual Sports:

KIN 251	Yoga Skills .....	1
KIN 251-1	Yoga Skills I .....	1

### Area 6: Team Sports:

KIN 272	Track and Field Skills.....	1
KIN 286	Baseball Skills.....	1
KIN 287	Basketball Skills.....	1
KIN 288	Flag/Touch Football Skills.....	1
KIN 291	Volleyball Skills .....	1
KIN 386	Baseball Skills Activity .....	1
KIN 387	Basketball .....	1
KIN 389	Soccer.....	1
KIN 391	Volleyball .....	1

### List A: Select two courses ..... 7-9

MATH 227	Statistics .....	4
BIOLOGY 003	Introduction to Biology .....	4
HEALTH 012	Safety Education and First Aid .....	3
PHYSICS 006	General Physics I.....	4
CHEM 051	Fundamental Chemistry I.....	5
	OR	
CHEM 060	Introduction to General Chemistry .....	5
	OR	
CHEM 101	General Chemistry I.....	5

### Total Major Units ..... 21-23

	CSU	IGETC
GE Units (less double-counted)	29-35	27-33
CSU-transferable elective units	2-10	4-12
Total Units		60

(corrected 09/26/2022)

## KINESIOLOGY (AA)

MAJOR CODE: 0835.00

ACADEMIC PROGRAM CODE: W003311C

The [Associate in Arts degree in Kinesiology](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a 4-year institution for a bachelor's degree in Kinesiology. Students will be required to take the required courses in the major and a General Education Pathway requirement (CSU, IGETC or WLAC) for a total of 60 semester units. Completion of this degree will provide students the foundation to pursue careers in education, professional sports, writing, and healthcare.

This degree includes coursework that aligns with lower-division major requirements at various universities within the UC and CSU systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
2. Assess the risk factors of a specific training activity and practice safety precautions.
3. Distinguish how different types of activities (ex. Jazz Dance vs. Weight Training) relate to the five components of fitness.
4. List activities that are beneficial for modifying body composition.
5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.
7. Demonstrate increased movement vocabulary.

### Required courses ..... 17

ANATOMY 001	Introduction to Human Anatomy .....	4
HEALTH 012	Safety Education & First Aid .....	3
KIN MAJ 100	Introduction to Kinesiology.....	3
KIN MAJ 126	Fundamentals of Athletic Training .....	3
PHYSIOL 001	Introduction to Human Physiology .....	4

### Major elective units (choose one course from three of the following areas) ..... 3

#### Area 1: Aquatics:

KIN 303	Aqua Aerobics.....	1
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

#### Area 3: 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

#### Area 4: Fitness:

KIN 329	Body Conditioning.....	1
KIN 329 2	Body Conditioning II.....	1
KIN 232	Step Aerobics Activity .....	1

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

KIN 350	Weight Training.....	1
KIN 350-1	Weight Training I.....	1
<del>KIN 350-2</del>	<del>Weight Training II.....</del>	<del>1</del>

### Area 5: Individual Sports:

<del>KIN 351-1</del>	<del>Yoga Skills I.....</del>	<del>1</del>
<del>KIN 351-2</del>	<del>Yoga Skills II.....</del>	<del>1</del>
<del>KIN 351-3</del>	<del>Yoga Skills III.....</del>	<del>1</del>

### Area 6: 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

Total Major Units .....	20
GE Plan Units (less double-counted).....	18
Additional Degree-applicable Elective Units.....	22
Total Units .....	60

(corrected 09/26/2022)

## LAW, PUBLIC POLICY AND SOCIETY

### PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

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

MAJOR CODE: 1401.00

ACADEMIC PROGRAM CODE: W037003G

The [Associate in Arts in Law, Public Policy and Society for Transfer Degree \(AA-T\)](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Public Policy, Law, Sociology, Economics or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be encouraged to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Law, Public Policy and Society requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Law, Public Policy and Society for Transfer (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Analyze social science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence-based arguments.

### Required Courses .....25

ENGLISH 101	College Reading and Composition I .....	3
MATH 227	Statistics.....	4
PHILOS 020	Ethics .....	3
POL SCI 001	The Government of the United States ....	3
	AND	
ADM JUS 001	Introduction to Administration .....	3
	of Justice	
	OR	
BUS 005	Business Law I.....	3
COMM 101	Public Speaking .....	3
	OR	
COMM 104	Argumentation and Debate .....	3
	OR	
COMM 151	Small Group Communication .....	3
COMM 104	Argumentation and Debate .....	3
	OR	
ENGLISH 103	Composition and Critical Thinking .....	3
	OR	
PHILOS 008	Deductive Logic.....	3
HISTORY 011	Political & Social History of the .....	3
	United States I	
	OR	
HISTORY 012	Political & Social History of the .....	3
	United States II	

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

**Major Elective units (Select two courses from two of the areas listed below. Note: courses must not have been used above)** .....6

### Area 1:

ADM JUS 002	Concepts of Criminal Law .....	3
ADM JUS 003	Legal Aspects of Evidence .....	3
ADM JUS 067	Community Relations I.....	3
ADM JUS 075	Introduction to Corrections.....	3
ADM JUS 008	Juvenile Procedures .....	3

### Area 2:

BUS 005	Business Law 1.....	3
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### Area 3:

ECON 001	Principles of Microeconomics .....	3
	OR	
ECON 002	Principles of Macroeconomics .....	3

### Area 4:

POL SCI 002	Introduction to Comparative Politics .....	3
	OR	
POL SCI 007	Introduction to International Relations .....	3

### Area 5:

POL SCI 060	Introduction to Globalization .....	3
	OR	
SOC 002	American Social Problems.....	3
	OR	
ALD HTH 102	Health and Social Justice .....	3
	OR	
ALD HTH 103	Introduction to Public Health.....	3

### Area 6:

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
	OR	
COMM 122	Intercultural Communication .....	3
	OR	
SOC 011	Race and Ethnic Relations .....	3

### Area 7:

COUNSEL 040	College Success Seminar.....	3
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**Total Major Units** ..... 31

	CSU	IGETC
GE Units (less double-counted)	12-18	13-16
CSU-transferable elective units	11-17	13-16
<b>Total Units</b>		<b>60</b>

## LIBERAL ARTS & SCIENCE

## ACADEMIC AFFAIRS

The Liberal Arts and Sciences degree programs provide students with an opportunity to earn an Associate in Arts (AA) degree in one of four major areas of emphasis: Arts and Humanities, Behavioral and Social Sciences, Health Professions, and Math, Sciences, and Computer Science

These degrees are 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 AA 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 & SCIENCE: ARTS & HUMANITIES (AA)

**MAJOR CODE:** 4903.10

**ACADEMIC PROGRAM CODE:**

Coursework in the [Associate in Arts degree in Liberal Arts & Sciences: Arts & Humanities](#) emphasis aligns with lower-division major requirements for various majors at universities within the UC and CSU systems and 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.

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

1. Evaluate, research and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural expression.
2. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
3. Employ effective written and verbal/non-verbal communication skills

**Elective units (chosen from the following with no more than 6 units in any single discipline)..... 18**

### Disciplines & Course Numbers:

- A S L 001, 002

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- ARABIC 001, 002
- ART 101, 102, 201, 202, 300, 501
- CINEMA 003, 107
- COMM 101, 104, 121, 122, 151
- ENGLISH 101, 102, 103, 203, 204, 205, 206, 209, 215, 219, 234, 245
- FRENCH 001, 002
- HISTORY 001, 002
- HUMAN 030, 031, 060
- JAPAN 001
- MUSIC 101, 111, 180, 181, 321
- PHILOS 001, 020, 033, 041
- THEATER 100, 110
- SPANISH 001, 002

Total Elective Units ..... 18  
 GE Plan Units (less double-counted) ..... 15-18  
 Additional Degree-applicable Elective Units ..... 24-27  
 Total units ..... 60

### LIBERAL ARTS & SCIENCE: BEHAVIORAL & SOCIAL SCIENCES (AA)

MAJOR CODE: 4901.00  
 ACADEMIC PROGRAM CODE: W019432C

Coursework in the [Associate in Arts degree in Liberal Arts & Sciences: Behavioral & Social Sciences](#) emphasis aligns with lower-division major requirements for various majors at universities within the UC and CSU systems and 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. This area of emphasis provides students with a broad-based introduction to the Behavioral & Social Sciences. The coursework is designed to stimulate critical thinking and to encourage students to explore a variety of theories, perspectives, and experiences about how societies behave in response to particular times, places, events, and societies in the world.

Elective units (chosen from the following with no more than 6 units in any single discipline) ..... 18

#### Disciplines & Course Numbers:

- 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

Total Elective Units ..... 18  
 GE Plan Units (less double-counted) ..... 12-18  
 Additional Degree-applicable Elective Units ..... 24-30  
 Total Units ..... 60

### LIBERAL ARTS & SCIENCE: HEALTH PROFESSIONS (AA)

MAJOR CODE: 4901.00  
 ACADEMIC PROGRAM CODE: W019433C

Coursework in the [Associate in Arts degree in Liberal Arts & Science: Health Professions](#) emphasis aligns with lower-division major requirements for various majors at universities within the UC and CSU systems and is designed to prepare students for transfer to various CSU and UC degree programs in Health Science majors. 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

#### Disciplines & Course Numbers:

- ALD HTH 033, 043CO, 044CO, 045CO, 046CO, 047CO, 048CO, 049CO, 052
- ANATOMY 001
- BIOLOGY 003
- CH DEV 001
- CHEM 051, 060, 101
- CIS 101
- COMM 101
- ENGLISH 101
- FAM & CS 021
- MICRO 020
- PHYSIOL 001
- PSYCH 001, 041

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- SOC 001

Total Elective Units ..... 18  
 GE Plan Units (less double-counted) ..... 9-18  
 Additional Degree-applicable Elective Units ..... 24-33  
 Total Units ..... 60

### LIBERAL ARTS & SCIENCE: MATH, SCIENCE & COMPUTER SCIENCE (AA)

MAJOR CODE: 4902.00

ACADEMIC PROGRAM CODE: W019434C

The [Associate in Arts degree in Liberal Arts & Science: Math, Science, and Computer Science](#) emphasis provides students with a broad-based introduction to the sciences, computer science, and mathematics

Elective units, list A (choose from the following with no more than 6 units in any single discipline) ..... 12

#### Disciplines & Course Numbers:

- ANATOMY 001
- ANTHRO 101, 111L
- ASTRON 001, 005L
- BIOLOGY 003, 006, 007, 010
- BIOTECH 001, 002, 003
- CHEM 051, 056, 060, 101
- CS 101, 116, 118, 119, 213
- EARTH 001, 002L
- EGD TEK 101
- ENG GEN 122, 131, 150
- ENV SCI 001, 002, 024
- GEOG 001, 015L
- GEOLOGY 001, 006L
- MICRO 020
- OCEANO 001, 010L
- PHYSICS 006, 007, 012, 037
- PHYSIOL 001

Elective units, list B (chosen from the following with no more than 6 units) ..... 6

- MATH 215, 227, 227S, 230, 241, 241S, 245, 260, 261, 262, 263, 270, 275

Total Elective Units ..... 18  
 GE Plan Units (less double-counted) ..... 15  
 Additional Degree-applicable Elective Units ..... 27  
 Total Units ..... 60

## MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP

BUSINESS DIVISION

### MANAGEMENT - SMALL BUSINESS (AA)

MAJOR CODE: 0506.40

ACADEMIC PROGRAM CODE: W008599C

The [Associate in Arts degree in Management - Small Business](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Small Business Management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Use a variety of resources, market analyses, accounting and financial data to create short- and long-term business and marketing plans
2. Use current and emerging technologies to create, document, analyze, and manipulate data that supports management of business operations.
3. Promote a collaborative environment for co-workers with clear articulation to produce teamwork and flexibility in a diverse workplace.
4. Manage and direct daily work activities that support business productivity.

#### Required core courses ..... 32

ACCTG 001*	Introductory Accounting I	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law I	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

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

MGMT 002	Organization & Management Theory.....	3
MGMT 013	Small Business Entrepreneurship.....	3

**Major elective units (choose one from the following) ..... 3**

BUS 032	Business Communications .....	3
CIS 101*	Introduction to Computers and Their Uses .....	3
MGMT 006	Public Relations .....	3

**Total Major Units ..... 35**  
**GE Plan Units (less double-counted)..... 18**  
**Additional Degree-applicable Elective Units..... 7**  
**Total Units ..... 60**

*\* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0*

### MANAGEMENT - SMALL BUSINESS (CA)

**MAJOR CODE: 0506.40**

**ACADEMIC PROGRAM CODE: W020230D**

The [Small Business Management Certificate of Achievement](#) is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses

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

1. Students will have the skills and knowledge required to identify business opportunities.
2. Students will be able to plan, implement, and conceptualize a small business.
3. Students will develop the ability to understand the business environment of successful entrepreneurial ventures.
4. 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 core courses ..... 32**

ACCTG 001*	Introductory Accounting 1 .....	5
BUS 001*	Introduction to Business .....	3
BUS 005*	Business Law I.....	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

**Major elective units (choose one from the following) ..... 3**

BUS 032	Business Communications.....	3
CIS 101*	Introduction to Computers and Their Uses .....	3
MGMT 006	Public Relations .....	3

**Total Units ..... 35**

*\* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0*

## MARKETING

**BUSINESS DIVISION**

### MARKETING (AA)

**MAJOR CODE: 0509.00**

**ACADEMIC PROGRAM CODE: W003307C**

The [Associate in 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.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)
2. Develop sales and marketing plans, using buyer trends, patterns, and demographics to target current and emerging (new) markets. (Themes: market trends, demographics)
3. Plan and organize daily work activities including the allocation of budget constraints that promote the development of a realistic and effective marketing and sales strategy. Theme: (Marketing Implementation; Budget Constraints)

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Investigate and assess the overall business model and industry position of an organization, including articulation of its' marketing strategy and marketing implementation approach. (Theme: Business Strategy, Marketing Strategy)

### Required core courses ..... 35

ACCTG 001*	Introductory Accounting I .....	5
BUS 001*	Introduction to Business .....	3
BUS 005*	Business Law I.....	3
BUS 031	Business English .....	3
BUS 032	Business Communications .....	3
BUS 038	Business Computations .....	3
FINANCE 002	Investments .....	3
MGMT 013	Small Business Entrepreneurship.....	3
MGMT 001	Principles of Management .....	3
MGMT 006	Public Relations .....	3
MARKET 001	Principles of Selling .....	3
	OR	
MARKET 021	Principles of Marketing .....	3

\* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0

<b>Total Major Units</b> .....	<b>35</b>
<b>GE Plan Units (less double-counted)</b> .....	<b>18</b>
<b>Additional Degree-applicable Elective Units</b> .....	<b>7</b>
<b>Total Units</b> .....	<b>60</b>

## MATHEMATICS

### MATHEMATICS DIVISION

### MATHEMATICS (AS-T)

**MAJOR CODE: 1701.00**

**ACADEMIC PROGRAM CODE: W031009H**

The [Associate in Science in Mathematics for Transfer \(AS-T\) degree](#) is designed for students planning to transfer with a major in mathematics. The student will acquire the ability to apply the principles of differential and integral calculus of one and several variables, differential equations, and linear algebra. Competencies will be assessed through problem solving involving limits; derivatives and integrals of real and vector-valued functions of one and several variables; areas and volumes; line, surface, and volume integrals; numerical methods; sequences and series; ordinary differential equations; power series solutions; Laplace transforms; eigenvectors; vector spaces; and application problems.

Students who successfully complete the Associate in Science in Mathematics for Transfer degree will be guaranteed admission to a California State University (CSU). The AS-T

degree in Mathematics meets the requirements of [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#). The degree was developed to ease the transfer process for students to the CSU. Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

To earn the Associate in Science in Mathematics for Transfer (AS-T) degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

- Quantitative Literacy:** Students in all degree and certificate programs at WLAC will use basic numerical and graphical reasoning to solve quantitative problems and evaluate quantitative claims commonly arising in academic, workplace, community and household contexts. [Developmental Math program]
- Quantitative Reasoning:** 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.
- Mathematical Theory and Practice:** Students majoring in mathematics-intensive fields (for example, STEM, Economics, Business) will apply advanced mathematical concepts, tools and strategies to theoretical and practical problems arising in upper-division academic work and in the workplace. [STEM math program]

### Required core courses ..... 15

MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5

### Major elective units, list A (choose one from the following) ..... 3

MATH 270	Linear Algebra .....	3
MATH 275	Ordinary Differential Equation .....	3

### Major elective units, list B (choose one from the following) ..... 3-5

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

MATH 227	Statistics .....	4
PHYSICS 037	Physics for Engineers & Scientists I .....	5
PHYSICS 038	Physics for Engineers & Scientists II .....	5
PHYSICS 039	Physics for Engineers & Scientists III .....	5

**Total Major Units** ..... 21-23

	<b>CSU</b>	<b>IGETC</b>
<b>GE Units (less double-counted)</b>	<b>29-30</b>	<b>27-28</b>
<b>CSU-transferable elective units</b>	<b>7-10</b>	<b>9-12</b>
<b>Total Units</b>		<b>60</b>

### MATHEMATICS (AA)

**MAJOR CODE: 1701.00**

**ACADEMIC PROGRAM CODE: W019283C**

The [Associate in Arts degree in Mathematics](#) degree includes coursework that aligns with specific lower-division major requirements for the Mathematics major at various universities within the UC and 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 in order to facilitate a seamless transition.

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

1. Quantitative Literacy: Students in all degree and certificate programs at WLAC will use basic numerical and graphical reasoning to solve quantitative problems and evaluate quantitative claims commonly arising in academic, workplace, community and household contexts. [Developmental Math program]
2. Quantitative Reasoning: 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.
3. Mathematical Theory and Practice: Students majoring in mathematics-intensive fields (for example, STEM, Economics, Business) will apply advanced mathematical concepts, tools and strategies to theoretical and practical problems arising in upper-division academic work and in the workplace. [STEM math program]

**Required courses**..... 15

MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5

**Elective units (chosen from the following)**..... 3-4

MATH 227	Statistics .....	4
MATH 270	Linear Algebra .....	3
MATH 275	Ordinary Differential Equation.....	3

<b>Total Major Units</b>	.....	<b>18-19</b>
<b>GE Plan Units (less doubled-counted)</b>	.....	<b>18</b>
<b>Additional Degree-applicable Elective Units</b>	.....	<b>23-24</b>
<b>Total Units</b>	.....	<b>60</b>

## MEDICAL ASSISTING

**HEALTH SCIENCES DIVISION**

### MEDICAL ASSISTING (AS)

**MAJOR CODE: 1208.00**

**ACADEMIC PROGRAM CODE: W031478C**

The [Associate in Science degree in Medical Assisting](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

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

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

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

ALD HTH 033	Medical Terminology .....	3
ALD HTH 057	Intro Computers in.....	1
	Health Occupations	
HLTHOCC 051	Medical Office Microcomputer .....	1
	Management Applications	
HLTHOCC 052	Medical Office Procedures I .....	4
HLTHOCC 053	Medical Office Procedures II .....	4
HLTHOCC 054	Human Disease.....	4
HLTHOCC 055	Clinical Assisting Techniques I .....	4
HLTHOCC 056	Clinical Assisting Techniques II .....	4
HLTHOCC 057	Medical Office Laboratory	
	Procedures.....	3.5
HLTHOCC 058	Pharmacology for Medical Assistants .....	2
HLTHOCC 059	Medical Assisting Practicum .....	2
HLTHOCC 060	Medical Assisting Internship .....	3
HLTHOCC 061	Medical Insurance .....	3

**Total Major Units** ..... 38.5

**GE Plan Units (less double-counted)** ..... 21

**Additional Degree-applicable Elective Units** ..... 0.5

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Units ..... 60

### MEDICAL ASSISTING - ADMINISTRATIVE (CA)

MAJOR CODE: 1208.00

ACADEMIC PROGRAM CODE: W031479D

The [Medical Assisting – Administrative Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

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

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

**Required core courses** ..... 22

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health.....	1
	Occupations	
HLTHOCC 051	Medical Office Microcomputer .....	1
	Management Applications	
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 053	Medical Office Procedures II.....	4
HLTHOCC 055	Clinical Assisting Techniques I .....	4
HLTHOCC 059	Medical Assisting Practicum .....	2
HLTHOCC 061	Medical Insurance.....	3

Total Units ..... 22

### MEDICAL ASSISTING - ADMINISTRATIVE & CLINICAL (CA)

MAJOR CODE: 1208.00

ACADEMIC PROGRAM CODE: W031481D

The [Medical Assisting – Administrative & Clinical Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required

course work are able to obtain certification from the California Certifying Board of Medical Assistants.

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

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

**Required core courses** ..... 38.5

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health .....	1
	Occupations	
HLTHOCC 051	Medical Office Microcomputer .....	1
	Management Applications	
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 053	Medical Office Procedures II.....	4
HLTHOCC 054	Human Disease.....	4
HLTHOCC 055	Clinical Assisting Techniques I .....	4
HLTHOCC 056	Clinical Assisting Techniques II .....	4
HLTHOCC 057	Medical Office Laboratory .....	3.5
	Procedures	
HLTHOCC 058	Pharmacology for Medical Assistants .....	2
HLTHOCC 059	Medical Assisting Practicum .....	2
HLTHOCC 060	Medical Assisting Internship .....	3
HLTHOCC 061	Medical Insurance .....	3

Total Units ..... 38.5

### MEDICAL ASSISTING - CLINICAL (CA)

MAJOR CODE: 1208.00

ACADEMIC PROGRAM CODE: W031480D

The [Medical Assisting – Clinical Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

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

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

### Required courses ..... 31.5

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health.....	1
	Occupations	
HLTHOCC 051	Medical Office Microcomputer .....	1
	Management Applications	
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 054	Human Disease .....	4
HLTHOCC 055	Clinical Assisting Techniques I.....	4
HLTHOCC 056	Clinical Assisting Techniques II .....	4
HLTHOCC 057	Medical Office Laboratory.....	3.5
	Procedures .....	
HLTHOCC 058	Pharmacology for Medical Assistants.....	2
HLTHOCC 059	Medical Assisting Practicum .....	2
HLTHOCC 060	Medical Assisting Internship .....	3

### Total Units ..... 31.5

## NUTRITION & DIETETICS

### HEALTH SCIENCES DIVISION

### NUTRITION & DIETETICS (AS-T)

MAJOR CODE: 1306.00

ACADEMIC PROGRAM CODE: W035281H

The [Associate in Science in Nutrition and Dietetics for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Nutrition and Dietetics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Associate in Science in Nutrition and Dietetics for Transfer degree requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,

- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth

The Associate in Science in Nutrition and Dietetics for Transfer requires that students earn a "C" or better in all courses required for the major or area of emphasis. Students will not be required to complete additional local graduation requirements to obtain the Associate in Science in Nutrition and Dietetics for Transfer degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. 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.
2. Assess the safety of food additives. Identify microbes and their role in food cause illness in the body.
3. Use scientific knowledge to analyze the potential advantages and disadvantages associated with organic foods.
4. Design daily diets that provide adequate amounts of the essential nutrients throughout the life span.
5. Use scientific knowledge to efficaciously affect change in the health of local and global communities.

### Required core courses ..... 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

### Major elective units, List A (choose one from the following) .....4-5

ANATOMY 001	Intro to Human Anatomy .....	4
CHEM 211	Organic Chemistry for Science Majors .....	5
MATH 227	Statistics.....	4
PHYSIOL 001	Intro to Human Physiology .....	4

### Major elective units, List B (choose one from the following) .....3

ANTHRO 102	Cultural Anthropology.....	3
MATH 245	College Algebra.....	3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Major Units ..... 27-28

	CSU	IGETC
GE Units (less double-counted)	20-26	21-27
CSU-transferable elective units	6-13	5-12
Total Units	60	

### PARALEGAL

#### PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

WLAC offers degrees and certificates that are approved by the American Bar Association (ABA). These programs are 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.

*Note: The Paralegal programs are 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.*

#### PARALEGAL (AA)

MAJOR CODE: 1402.00

ACADEMIC PROGRAM CODE: W003336C

The [Associate in Arts \(AA\) 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.

Students expecting to transfer to four-year institutions should [see a counselor](#) and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

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

1. Prepare and write legal briefs and memorandum appropriate for submission to the court/opposing party.
2. Use the different sources of law (Constitutional, Statutory, Case law, Administrative) in preparation for client's case.
3. Treat all cases, personnel, and clients in a sensitive, ethical and confidential manner.
4. Research, organize, and use resources to determine legal and factual issues and address such issues.

5. Advocate for and represent others ethically and intelligently in a manner consistent with substantive and procedural law.
6. Provide written and/or verbal arguments, rationale, and justification for specific laws pertaining to a case.
7. Work independently and collaboratively with co-workers and supervisors to maximize efficiency in the workplace.
8. Comply with the ABA's definition of a paralegal under the supervision of an attorney.

Required core courses ..... 30

ENGLISH 101	College Reading and Composition I	3
PALEGAL 041	Contract Law for Paralegals	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
PALEGAL 004	Legal Internship	3
	OR	
PALEGAL 045	Litigation Document Preparation	3
PALEGAL 046	Technology Use for Paralegals	3

Major elective units (choose four from the following) ..... 12

PALEGAL 012	Tort Law	3
PALEGAL 013	Wills, Trusts, and Probate Administration	3
PALEGAL 016	Civil and Criminal Evidence	3
PALEGAL 018	Family Law	3
PALEGAL 019	Property and Creditor Rights	3
PALEGAL 020	Probate Procedures	3
PALEGAL 033	Entertainment Law	3
PALEGAL 035	Immigration Law	3
PALEGAL 042	Workers' Compensation for Paralegals	3
PALEGAL 043	Electronic Discovery for Paralegals	3
PALEGAL 045	Litigation Document Preparation	3

Total Major Units ..... 42

GE Plan Units (less double-counted) ..... 18

Total Units ..... 60

#### PARALEGAL (CA)

MAJOR CODE: 1402.00

ACADEMIC PROGRAM CODE: W020258D

A [Certificate of Achievement in Paralegal Studies](#) will be awarded to those possessing an associate, bachelor or higher degree, or who will be completing a degree concurrently (other

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

than an AA in Paralegal Studies) with the certificate requirements.

*Note: Requirements for certificate: possession of at least an Associate Degree or be concurrently completing an Associate Degree in another major.*

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

1. 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
2. To ensure quality paralegal education at the community college level
3. 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
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
9. 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 §6450.
10. To encourage students to contribute to the advancement of the legal profession.

### Required core courses ..... 30

ENGLISH 101	College Reading and Composition I .....	3
PALEGAL 041	Contract Law for Paralegals .....	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
PALEGAL 004	Legal Internship .....	3
	OR	
PALEGAL 045	Litigation Document Preparation .....	3
PALEGAL 046	Technology Use for Paralegals .....	3

### Major elective units (choose four from the

### following) ..... 12

PALEGAL 012	Tort Law .....	3
PALEGAL 013	Wills, Trusts, and Probate Administration .....	3
PALEGAL 016	Civil and Criminal Evidence .....	3
PALEGAL 018	Family Law .....	3
PALEGAL 019	Property and Creditor Rights .....	3
PALEGAL 020	Probate Procedures .....	3
PALEGAL 033	Entertainment Law .....	3
PALEGAL 035	Immigration Law .....	3
PALEGAL 042	Workers' Compensation for Paralegals .....	3
PALEGAL 043	Electronic Discovery for Paralegals .....	3
PALEGAL 045	Litigation Document Preparation.....	3

### Total Units ..... 42

## PARAMEDICINE

### HEALTH SCIENCES DIVISION

### PARAMEDICINE (AS)

**MAJOR CODE: 1251.00**

**ACADEMIC PROGRAM CODE: W035053C**

The [Associate in Science degree in Paramedicine](#) provides a transfer pathway for students completing the required sequence of courses. These courses CSU transferrable are articulated with Loma Linda University for their Bachelor of Science in Emergency Medical Care.

Student learning outcomes include a broad understanding of the healthcare system and in-depth understanding of anatomy, physiology, pathophysiology and treatment modalities appropriate for the out of hospital environment.

Prerequisites include current certification as an Emergency Medical Technician (i.e. completion of ALD HTH 052). Students are also required to successfully complete a criminal background check (LiveScan) and meet the physical and immunization requirements.

The facilities, instructors, and equipment for the program are provided through UCLA Center for Prehospital Care Paramedic Education Program. The Center also coordinates acceptance into the program. For more information and application requirements visit the [UCLA Center for Prehospital Care webpage](#) or call (310) 267-5959.

Students are also strongly recommended to:

- Complete a criminal background check;
- Complete ALD HTH 052 Emergency Medical Training – Basic;

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Complete ALD HTH 053 Emergency Care Technician/Pre-Paramedic Course;
- Possess a high school diploma or general education equivalent;
- 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

*Note: 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 of work experience as an EMT, and valid driver's license (class C).*

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

1. Understand the roles and responsibilities of the paramedic within an EMS system.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
3. Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
4. Obtain take a proper history and perform a comprehensive physical exam on any patient, and
5. Communicate the findings to others.
6. Properly administer medications.
7. 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.
8. Safely manage the scene of an emergency.

### Required core courses ..... 36

ALD HTH 043CO	Anatomy & Physiology for Emergency Healthcare Personnel .....	4
ALD HTH 044CO	Intro to Emergency Medical Services .....	2
ALD HTH 045CO	Patient Assessment & Airway Management.....	2
ALD HTH 046CO	Cardiology Assessment & Medical Emergencies .....	6
ALD HTH 047CO	Emergency Response to Crisis .....	4
ALD HTH 048CO	Medical Emergencies & Pharmacological Interventions.....	5
ALD HTH 049CO	Clinical Internship .....	4
ALD HTH 050CO	Field Internship .....	9

<b>Total Major Units</b> .....	<b>36</b>
<b>GE plan Units (less doubled-counted)</b> .....	<b>21</b>
<b>Additional Degree-applicable Elective Units</b> .....	<b>3</b>
<b>Total Units</b> .....	<b>60</b>

## PARAMEDIC (CA)

**MAJOR CODE: 1251.00**

**ACADEMIC PROGRAM CODE: W036925D**

The [Paramedic Certificate of Achievement](#) will qualify students for licensure as paramedics in the State of California. This certificate 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.

*Note: 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 of work experience as an EMT, and valid driver's license (class C).*

It is also strongly recommended that the students:

- Complete ALD HTH 053 Emergency Care Technician/Pre-Paramedic Course;
- Possess a high school diploma or general education equivalent;
- 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...

1. Understand the roles and responsibilities of the paramedic within an EMS system.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
3. Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
4. Obtain take a proper history and perform a comprehensive physical exam on any patient, and
5. Communicate the findings to others.
6. Properly administer medications.
7. 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.
8. Safely manage the scene of an emergency.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

### Required courses ..... 36

ALD HTH 043CO	Anatomy & Physiology for Emergency Healthcare Personnel .....	4
ALD HTH 044CO	Intro to Emergency Medical Services .....	2
ALD HTH 045CO	Patient Assessment & Airway Management.....	2
ALD HTH 046CO	Cardiology Assessment & Medical Emergencies .....	6
ALD HTH 047CO	Emergency Response to Crisis .....	4
ALD HTH 048CO	Medical Emergencies & Pharmacological Interventions .....	5
ALD HTH 049CO	Clinical Internship .....	4
ALD HTH 050CO	Field Internship .....	9

**Total Units** ..... 36

## PHARMACY TECHNICIAN

### HEALTH SCIENCES DIVISION

### PHARMACY TECHNICIAN (AS)

**MAJOR CODE: 1221.00**

**ACADEMIC PROGRAM CODE: W019603C**

The [Associate in 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 WLAC 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, are eligible to sit for the Pharmacy Technician Certified Board Examination (PTCB) and are prepared to work in the outpatient, inpatient and home health care pharmacy settings. The Pharmacy Tech AS degree program requires satisfactory completion of all courses with a grade of "C" or better.

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

1. 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.
2. Be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
3. Be able to follow the workflow of pharmacy practice in various pharmacy settings.
4. Exhibit professionalism competence, growth, and development when practicing the profession.
5. Be able to effectively work as a member of a team.

6. Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

### Required core courses ..... 30.5

PHRMCTK 023	Introduction to Pharmacy .....	2
PHRMCTK 029	Body Systems I .....	3
PHRMCTK 030	Body Systems II .....	3
PHRMCTK 031	Pharmacy Calculations .....	2
PHRMCTK 032	Pharmacy Operations .....	4.5
PHRMCTK 034	Community Pharmacy .....	2.5
	Externship .....	
PHRMCTK 035	Inpatient Pharmacy Services .....	2
PHRMCTK 036	Inpatient Pharmacy Services .....	2.5
	Externship .....	
PHRMCTK 037	Sterile Products.....	4.5
PHRMCTK 038	Sterile Products .....	2.5
	Externship .....	
ALD HTH 056	Communication & Customer Service .....	1
ALD HTH 057	Computers in Health Occupations .....	1

### Major Electives List A (choose two courses) ..... 6

PSYCH 001	General Psychology .....	3
FAM & CS	Sterile Products .....	3
COMM 101	Public Speaking .....	3
ALD HTH 033	Medical Terminology .....	3

### Major Electives List B (choose one course).....4-5

BIOLOGY 003	Introduction to Biology .....	4
CHEM 051	Fundamentals of Chemistry .....	5

**Total Major Units** ..... 40.5 – 41.5

**GE plan units (less double-counted).....18.5-19.5**

**Total Units** ..... 60

(corrected 02/07/2023)

## PHARMACY TECHNICIAN BASIC (CA)

**MAJOR CODE: 1221.00**

**ACADEMIC PROGRAM CODE: W019601D**

The [Basic Pharmacy Technician Certificate of Achievement program](#) is comprised of 10 courses for the basic Pharmacy Technician program and totals over 490 hours of instruction, including an externship at a community pharmacy training site and 3 additional classes to complete the Pharmacy Technician Advanced Certificate of Achievement. Our program curriculum meets the requirements of the Association of Health Systems Pharmacists (ASHP).

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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

1. Be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
2. Be able to follow the workflow of pharmacy practice in various pharmacy settings.
3. Exhibit professionalism competence, growth, and development when practicing the profession.
4. Be able to effectively work as a member of a team.
5. Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

### Required core courses ..... 19

PHRMCTK 023	Introduction to Pharmacy.....	2
PHRMCTK 029	Body Systems I.....	3
PHRMCTK 030	Body Systems II.....	3
PHRMCTK 031	Pharmacy Calculations.....	2
PHRMCTK 032	Pharmacy Operations.....	4.5
PHRMCTK 034	Community Pharmacy .....2.5	
	Externship	
ALD HTH 056	Communication & Customer Service.....	1
ALD HTH 057	Computers in Health Occupations.....	1

## PHARMACY TECHNICIAN ADVANCED (CA)

**MAJOR CODE: 1221.00**

**ACADEMIC PROGRAM CODE: W019602D**

The [Advanced Pharmacy Technician Certificate of Achievement program](#) is comprised of 10 courses for the basic Pharmacy Technician program and totals over 490 hours of instruction, including an externship at a community pharmacy training site and 3 additional classes to complete the Pharmacy Technician Advanced Certificate of Achievement. Our program curriculum meets the requirements of the Association of Health Systems Pharmacists (ASHP).

*Note program requirements: Pharmacy Technician License or completion of Pharmacy Technician Basic Certificate of Achievement.*

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

1. Be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
2. Be able to follow the workflow of pharmacy practice in various pharmacy settings.

3. Exhibit professionalism competence, growth, and development when practicing the profession.
4. Be able to effectively work as a member of a team.
5. Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

### Required core courses .....30.5

PHRMCTK 023	Introduction to Pharmacy.....	2
PHRMCTK 029	Body Systems I.....	3
PHRMCTK 030	Body Systems II.....	3
PHRMCTK 031	Pharmacy Calculations.....	2
PHRMCTK 032	Pharmacy Operations.....	4.5
PHRMCTK 034	Community Pharmacy .....2.5	
	Externship	
PHRMCTK 035	Inpatient Pharmacy Services.....	2
PHRMCTK 036	Inpatient Pharmacy Services .....2.5	
	Externship	
PHRMCTK 037	Sterile Products.....	4.5
PHRMCTK 038	Sterile Products .....2.5	
	Externship	
ALD HTH 056	Communication & Customer Service.....	1
ALD HTH 057	Computers in Health Occupations.....	1

### Total Units .....30.5

## PHILOSOPHY

### LANGUAGE ARTS DIVISION

## PHILOSOPHY (AA-T)

**MAJOR CODE: 1509.00**

**ACADEMIC PROGRAM CODE: W033568G**

The [Associate in Arts in Philosophy for Transfer \(AA-T\) degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in 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 CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

To earn the Associate in Arts in Philosophy for Transfer (AA-T) degree, students must meet the following requirements:

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

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, non-profit, urban planning, legal, and federal, state and local government. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Discover and recognize philosophical themes in literature, novels, stories and plays.
2. Through analysis of historical and current understanding of metaphysics, sciences, and religions.
3. Develop a personal philosophy that expresses one's view of the meaning of life; the existence of God, good vs. evil, pleasure vs. pain, friends vs. enemies and the search for happiness.
4. Articulate clearly and verbalize an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issue.
5. Articulate clearly to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias.

### Required core courses ..... 6

PHILOS 001	Introduction to Philosophy .....	3
	OR	
PHILOS 020	Ethics .....	3
PHILOS 008	Deductive Logic .....	3

### Major elective units, List A (choose one from the following) ..... 3

PHILOS 006	Logic in Practice .....	3
PHILOS 012	History of Greek Philosophy .....	3
Any required course not used .....		3

### Major elective units, List B (choose two from the following) ..... 6

HISTORY 001	Introduction to Western Civilization I .....	3
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HISTORY 002	Introduction to Western Civilization II .....	3
PHILOS 033	Comparative Survey of World Religions .....	3
Any List A course not used .....		3

### Major elective units, List C (choose one from the following) ..... 3

PHILOS 041	Intro to Philosophy and Literature .....	3
Any List A or B course not used .....		3

### Total Major Units ..... 18

	CSU	IGETC
GE Units (less double-counted)	30-33	28-31
CSU-transferable elective units	9-12	11-14
Total Units	60	

## PHILOSOPHY (AA)

**MAJOR CODE: 1509.00**

**ACADEMIC PROGRAM CODE: W003323C**

The [Associate in 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 pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in Philosophy may also consider the Associate in Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis).

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

1. Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy.
2. Articulate clearly and verbalize an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues.
3. 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.
4. 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.
5. 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.
6. Through analysis of historical and current understanding of metaphysics, sciences, and religions,

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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 core courses ..... 9

PHILOS 001	Introduction to Philosophy .....	3
PHILOS 008	Deductive Logic .....	3
	OR	
PHILOS 009	Symbolic Logic .....	3
PHILOS 020	Ethics .....	3

### Major elective units (choose three from the following) ..... 9

ANTHRO 101	Human Biological Evolution .....	3
ECON 001	Principles of Microeconomics .....	3
ENGLISH 203	World Literature I .....	3
ENGLISH 204	World Literature II .....	3
HISTORY 001	Introduction to Western Civilization I .....	3
HISTORY 002	Introduction to Western Civilization II .....	3

**Total Major Units** ..... 18

**GE Plan Units (less double-counted)**..... 18

**Additional Degree-applicable Elective Units**..... 24

**Total Units** ..... 60

## PHYSICS

### SCIENCE DIVISION

### PHYSICS (AS-T)

**MAJOR CODE: 1902.00**

**ACADEMIC PROGRAM CODE: W032983H**

The [Associate in Science in Physics for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor 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 coursework will satisfy the lower division Physics requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Physics for Transfer (AS-T) degree, students must meet the following requirements:

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

Completion of this AS-T degree will provide students the foundation to pursue careers in Physical Science, Math, Engineering and Computer Science. Students will not be required to complete additional local graduation requirements to obtain the AS-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Develop critical thinking skills and move toward autonomous learning.
2. Comprehend, describe, and apply the procedures of physics and understand their limitations.
3. Demonstrate competence in applying the methods of scientific inquiry.
4. Apply the basic physics principles to a wide/diverse range of problems.

### Required courses ..... 30

PHYSICS 037	Physics for Engineers and Scientists I....	5
PHYSICS 038	Physics for Engineers and Scientists II ..	5
PHYSICS 039	Physics for Engineers and Scientists III..	5
MATH 261	Calculus I .....	5
MATH 262	Calculus II .....	5
MATH 263	Calculus III .....	5

**Total Major Units** ..... 30

	CSU	IGETC
<b>GE Units (less double-counted)</b>	<b>32</b>	<b>30</b>
<b>CSU-transferable elective units</b>	<b>0</b>	<b>0</b>
<b>Total Units</b>		<b>60</b>

(revised 09/26/2022)

## POLITICAL SCIENCE

### SOCIAL SCIENCE DIVISION

### POLITICAL SCIENCE (AA-T)

**MAJOR CODE: 2207.00**

**ACADEMIC PROGRAM CODE: W032972G**

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

The [Associates in Arts in Political Science for Transfer \(AA-T Degree\)](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in 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 CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Political Science for Transfer (AA-T) Degree, students must meet the following requirements:

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

Associate Degrees for Transfer also require that students earn a C or better in all courses required for the major or area of emphasis.

Completion of this AA-T program will provide students the foundation to pursue careers in business, education, public service, urban planning, legal, and federal, state and local government. Students will not be required to complete additional local graduation requirements to obtain the AA-T degree.

Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

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

1. Demonstrate knowledge of the basic structures of government and politics.
2. Understand theories concerning ideal government and how power and resources are allocated in a society.
3. Differentiate between facts, opinions, and biases related to government and politics and discernment of relevant and appropriate sources of information.

### Required courses ..... 13

MATH 227	Statistics.....	4
POL SCI 001	The Government of the United States ....	3
POL SCI 002	Introduction to Comparative Politics .....	3
POL SCI 007	Introduction to International Relations ....	3

### Major elective units (chose two from the following)..... 6

ECON 001	Principles of Microeconomics .....	3
ECON 002	Principles of Macroeconomics .....	3
HISTORY 011	Political & Social History of the ..... United States I to 1877	3
HISTORY 012	Political & Social History of the ..... United States II from 1865	3

### Total Major Units ..... 19

	CSU	IGETC
GE Units (less double-counted)	27	25
CSU-transferable elective units	14	16
Total Units	.....	60

## POLITICAL SCIENCE (AA)

**MAJOR CODE: 2207.00**

**ACADEMIC PROGRAM CODE: W003333C**

The [Associate in 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 (US) 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 in order to facilitate a seamless transition.

Students interested in transferring to a four-year college or university with a major in Political Science may also consider the Associate in Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

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

1. Analyze critically political institutions, systems, processes, events and constitutional principles in order to exercise one's rights and to defend civil liberties.
2. Take an informed position on a political issue, candidate or situation and support your position with objective, logical, effective debate and discussion.
3. Engage in civic opportunities that broaden perspectives and increase one's responsibility to family and community.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

4. Apply the principles of democracy and social justice to distinguish among policy outcomes that will expand political inclusion within their respective communities for historically underrepresented groups, first generation students, women, veterans, LGBTQIA+ among others.
5. Utilize a variety of media sources to research, organize, evaluate, and assimilate information pertaining to a political issue, event, or person.

### Required core courses ..... 15

**HISTORY 011** Political & Social History of the .....3  
United States I to 1877

**HISTORY 012** Political & Social History of the .....3  
United States II from 1865

**POL SCI 001** The Government of the United States .....3

**POL SCI 002** Introduction to Comparative Politics .....3

**POL SCI 007** Introduction to International Relations .....3

### Major elective units (choose one from the following) ..... 3

**ANTHRO 101** Human Biological Evolution .....3

**ECON 001** Principles of Microeconomics .....3

**ECON 010** Economic History of the United States .....3

**HISTORY 001** Intro to Western Civilization I .....3

**HISTORY 002** Intro to Western Civilization 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 020** Race and Ethnicity in Politics .....3

**POL SCI 060** Introduction to Globalization .....3

**POL SCI 061** Global Issues .....3

**SOC 001** Introduction to Sociology .....3

**Total Major Units** ..... 18

**GE Plan Units (less double-counted)** ..... 12-15

**Additional Degree-applicable Elective Units** ..... 27-30

**Total Units** ..... 60

## PSYCHOLOGY

### HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

### PSYCHOLOGY (AA-T)

**MAJOR CODE:** 2001.00

**ACADEMIC PROGRAM CODE:** W031010G

The [Associate in Arts in Psychology for Transfer \(AA-T\) degree](#) is a solid, multi-disciplinary, lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor degree in psychology or similar major. This degree provides a clear pathway to a CSU and guarantees admissions to a CSU, though not to any particular campus or program in the CSU system. Students will be required to meet with a counselor at the college of their

choice for specific university major preparation. This coursework will satisfy the lower division psychology requirements at some of the CSU campuses.

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#). Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

To earn the Associate in Arts in Psychology for Transfer (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
2. Demonstrate and apply knowledge of biological issues as a major factor in psychology.
3. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.
4. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
5. 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.

### Required core courses ..... 10

**PSYCH 091** Statistics for the Social and Behavioral  
Sciences ..... 4

OR

**MATH 227** Statistics ..... 4

**PSYCH 001** General Psychology I ..... 3

**PSYCH 074** Research Methods in Behavior  
Science ..... 3

### Major elective units, List A (choose one from the following) ..... 3

**PSYCH 002** Biological Psychology ..... 3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

**Major elective units, List B (choose one from the following) ..... 3**

PSYCH 041 Life Span Psychology: From Infancy .....3

**Major elective units, List C (choose one from the following) ..... 3**

PSYCH 013 Social Psychology.....3

PSYCH 014 Abnormal Psychology.....3

PSYCH 052 Psychological Aspects of Sexuality .....3

**Total Major Units ..... 19**

	<b>CSU</b>	<b>IGETC</b>
<b>GE Units (less double-counted)</b>	<b>27</b>	<b>25</b>
<b>CSU-transferable elective units</b>	<b>14</b>	<b>16</b>
<b>Total Units</b>		<b>60</b>

## PUBLIC HEALTH SCIENCE

### HEALTH SCIENCES DIVISION

### PUBLIC HEALTH SCIENCE (AS-T)

**MAJOR CODE: 1201.00**

**ACADEMIC PROGRAM CODE: W036268H**

The [Associate in Science in Public Health Science for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in 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 CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Public Health Science for Transfer (AS-T) degree, students must meet the following requirements:

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

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

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 in order to facilitate a seamless transition.

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

1. 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.
2. Applies knowledge of various approaches to improving population-based health
3. Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
4. Analyze, disseminate and integrate health research and statistics into health promotion.
5. Describe the leading causes of morbidity, mortality, and health disparities.

**Required core courses ..... 30**

ALD HTH 103	Introduction to Public Health ..... 3
ANATOMY 001	Introduction to Human Anatomy ..... 4
BIOLOGY 003	Introduction to Biology ..... 4
CHEM 101	General Chemistry I ..... 5
HEALTH 011	Principles of Healthful Living ..... 3
MATH 227	Statistics..... 4
PHYSIOL 001	Introduction to Human Physiology ..... 4
PSYCH 001	General Psychology I ..... 3

**Major elective units (choose one from the following) .....3**

ALD HTH 102	Health and Social Justice..... 3
ECON 001	Principles of Microeconomics ..... 3
ECON 002	Principles of Macroeconomics ..... 3
FAM & CS 021	Nutrition..... 3
PSYCH 052	Psychological Aspects of Human..... 3
	Sexuality
SOC 001	Introduction to Sociology..... 3

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Major Units ..... 33

	CSU	IGETC
GE Units (less double-counted)	20-24	21-24
CSU-transferable elective units	3-7	3-6
Total Units	60	

### REAL ESTATE

#### BUSINESS DIVISION

#### REAL ESTATE (AA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W003308C

The [Associate in 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 in 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.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

*Note: Students should verify broker's license requirements with the California State Department of Real Estate.*

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

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

integrity in the workplace and with clients, pursuant to DRE regulations and requirements.

8. Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.

Required core courses ..... 18

REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
	OR	
ECON 001	Principles of Microeconomics	3

Major elective units (choose four from the following) ..... 12

BUS 005	Business Law I	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

Total Major Units ..... 30

GE Plan Units (less double-counted) ..... 18

Additional Degree-applicable Elective Units ..... 12

Total Units ..... 60

### REAL ESTATE (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W020231D

Students who satisfactorily complete 24 units of the courses listed below are granted a [Real Estate Certificate of Achievement](#). Possession of the Certificate also fulfills the education requirements for the California Real Estate Broker's License

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

1. 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.
2. 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.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

- 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 core courses ..... 18

REAL ES 001	Real Estate Principles .....	3
REAL ES 003	Real Estate Practice .....	3
REAL ES 005	Legal Aspects of Real Estate I.....	3
REAL ES 007	Real Estate Finance I .....	3
REAL ES 009	Real Estate Appraisal I .....	3
REAL ES 021	Real Estate Economics .....	3
	OR	
ECON 001	Principles of Microeconomics .....	3

### Major elective units (choose two from the following) ..... 6

BUS 005	Business Law I.....	3
CIS 101	Introduction to Computers and Their Uses.....	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 Units ..... 24

## REAL ESTATE APPRAISER I (CA)

**MAJOR CODE: 0511.00**

**ACADEMIC PROGRAM CODE: W037838D**

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 Bureau of Real Estate Appraisers (BREA) Trainee Appraiser (AT) license and the Residential (AL) License exam. WLAC'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 VOC ED 197CE: Trainee/Supervisory Real Estate Appraiser course for California before they can obtain their license. Students are also required to complete non-credit VOC ED 198CE: Federal & State Laws and Regulations for CA Appraisers before they can obtain their AT or AL licenses. There are also 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).
- 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 core courses ..... 10

REAL ES 009	Real Estate Appraisal I.....	3
REAL ES 010	Real Estate Appraisal II.....	3
REAL ES 039	Uniform Standards of Appraisal .....	1
REAL ES 040	Report Writing & Case Studies .....	3

## REAL ESTATE APPRAISER II (CA)

**MAJOR CODE: 0511.00**

**ACADEMIC PROGRAM CODE: W037860D**

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. The certificate'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 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 VOC ED 198CE: Federal & State Laws and Regulations for CA Appraisers before they can obtain their AR license. There are also additional experience requirements for the AR license.

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.

**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.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Have the requisite knowledge to pass the California State BRE Certified Residential Appraiser (AR) license exam.
3. Exceed the state average on the California State BRE Certified Residential Appraiser (AR) license exam.
4. Demonstrate mastery of the skills necessary to become a California State Certified Residential Appraiser (AR).
5. 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 core courses .....40-41

REAL ES 007	Real Estate Finance I .....	3
REAL ES 009	Real Estate Appraisal I .....	3
REAL ES 010	Real Estate Appraisal II .....	3
REAL ES 039	Uniform Standards of Appraisal .....	1
REAL ES 040	Report Writing & Case Studies .....	3
BUS 005	Business Law I.....	3
ENGLISH 101	College Reading and Composition I .....	3
ECON 001	Principles of Microeconomics .....	3
ECON 002	Principles of Macroeconomics .....	3
FINANCE 001	Principles of Finance .....	3
MATH 125	Intermediate Algebra .....	5
MATH 227	Statistics .....	4
CIS 101	Introductions to Computers and Their Uses .....	3
	OR	
CIS 104	Microcomputer Application Software .....	4

### Choose 6 elective units from the following ..... 6

ACCTG 001	Introductory Accounting I .....	5
ACCTG 002	Introductory Accounting II .....	5
ACCTG 015	Tax Accounting I.....	3
ACCTG 025	Automated Accounting.....	3
GEOG 001	Physical Geography.....	3
MGMT 001	Principles of Management .....	3
MGMT 006	Public Relations in Business.....	3
MGMT 013	Small Business Entrepreneurship.....	3
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 011	Escrow Principles .....	3
REAL ES 014	Property Management .....	3
REAL ES 021	Real Estate Economics .....	3

Total Units .....46-47

## REAL ESTATE APPRAISER III (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W041340D

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

The Real Estate Appraiser III Certificate of Achievement is a 12-unit Certificate of Achievement designed to provide partial training for the Office of the Los Angeles County Assessor Appraiser position with the required competencies to upgrade their careers in residential and commercial real estate appraisal. Students will learn the three professionally accepted approaches to value and learn to obtain and utilize the market information to value subject property. Please note, completion of the Real Estate Appraiser III Certificate of Achievement does not guarantee employment with the Office of the Los Angeles County Assessor.

Additionally, any student, who is not a Los Angeles County Assessor Appraiser, who completes the Real Estate Appraiser III Certificate of Achievement does not automatically qualify the student to become a Los Angeles County Assessor Appraiser through completing the Certificate. Application, successful completion of qualifying exams, and acceptance to the Department as well as additional classes will be required to become an Appraiser at the Office of the Los Angeles County Assessor.

### Required core courses ..... 12

REAL ES 041	Real Estate Appraisal: .....	2.5
	Real Estate Foundations	
REAL ES 042	Real Estate Appraisal: .....	2
	Assessment Practice	
REAL ES 043	Real Estate Appraisal: .....	2.5
	Residential Cost Approach	
REAL ES 044	Real Estate Appraisal: .....	2.5
	Sales Comparison Approach	
REAL ES 045	Real Estate Appraisal: .....	2.5
	Income Approach	

## REAL ESTATE BROKER (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W037859D

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 California Department of Real Estate (DRE) Real Estate Broker license exam; it also prepares students to pass the exam.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

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

1. Meet the educational requirements to qualify for the DRE Real Estate Broker license exam.
2. Have the requisite knowledge to pass and exceed the state average on DRE Real Estate Broker license exam.
3. Demonstrate mastery of the fiduciary responsibilities necessary to become a California Real Estate Broker.
4. Demonstrate knowledge of laws and principles of California real estate brokerage.
5. 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 core courses ..... 15-17

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	
ACCTG 001	Introductory Accounting I .....	5

### Choose 9 elective units from the following ..... 9

BUS 005	Business Law I .....	3
REAL ES 001	Real Estate Principles .....	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

**Total Units** ..... 24-26

## REAL ESTATE SALESPERSON (CA)

**MAJOR CODE: 0511.00**

**ACADEMIC PROGRAM CODE: W037839D**

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 California Department of Real Estate (DRE) Real Estate Salesperson license exam; it also prepares students to pass the exam.

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

1. Meet the educational requirements to qualify for the DRE Real Estate Salesperson license exam.

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

### Required core courses ..... 6

REAL ES 001	Real Estate Principles .....	3
REAL ES 003	Real Estate Practices .....	3

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

ACCTG 001	General Accounting .....	3
BUS 005	Business Law I .....	3
REAL ES 009	Real Estate Appraisal I .....	3
REAL ES 014	Property Management .....	3
REAL ES 007	Real Estate Finance I .....	3
REAL ES 021	Real Estate Economics .....	3
REAL ES 005	Legal Aspects of Real Estate I .....	3
REAL ES 004	Real Estate Office Administration .....	3
REAL ES 011	Escrow Principles .....	3

**Total Units** ..... 9

## SOCIAL JUSTICE STUDIES

### LANGUAGE ARTS DIVISION & HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

## SOCIAL JUSTICE: CHICANA/O STUDIES (AA-T)

**MAJOR CODE: 2201.60**

**ACADEMIC PROGRAM CODE: W039485G**

The Associate in Arts in Social Justice Studies: Chicana/o Studies for Transfer (AA-T) degree prepares students for transfer to a Bachelor of Arts program at a California State University (CSU). This degree aligns with the college's mission to provide a path for student success.

The Associate in Arts in Social Justice Studies: Chicana/o Studies for Transfer (AA-T) is a degree that provide a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a Bachelor's degree in African American Studies; Asian American Studies; Chicana/Chicano Studies; Ethnic Studies; Gender Studies; Labor and Employment Studies; Labor Studies; Latin American

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Studies; Latino Studies; Liberal Studies with Option in Interdisciplinary Studies in Culture and Society; Liberal Studies—Border Studies Option; Mexican-American Studies; Sociology—Concentration in Race, Class, and Gender; Sociology with Inequalities and Diversity Option; Women, Gender, and Sexuality Studies; Women Studies at a California State University (CSU) campus.

This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admission, it is not to any particular campus or program in the CSU system. The coursework will satisfy lower division Associate in Arts for Transfer in Social Justice Studies with emphasis in Chicana/o Studies Degree requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Social Justice Studies: Chicano Studies for Transfer (AA-T) degree, students must meet the following requirements:

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

Students will not be required to complete additional local graduation requirements to obtain the Associate in Arts for Transfer in Social Justice Studies with emphasis in Chicana/o Studies Degree. Students are encouraged to meet with a counselor to develop a Student Evaluation Plan (SEP).

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 in order to facilitate a seamless transition.

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

1. Critically analyze how intersections of class, race, gender, sexuality and able-ness permeate racial and ethnic identity formations
2. Evaluate artistic and cultural productions and representations centered on race, gender, and ethnicity
3. Compare and contrast the struggles for social justice of diverse ethnic, racial, and gendered groups in the United States

### Required core course .....9

SOC 011	Race and Ethnic Relations.....	3
CHICANO 047	Mexican American Woman ..... In Society	3
CHICANO 002	The Mexican American Woman In Contemporary Society .....	3

### Major electives, List A: Select 3 courses from at least two of the following areas .....9

#### Area 1: History or Government

HISTORY 043	Mexican American in the History of the United States I.....	3
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#### Area 2: Arts and Humanities

ART 117	Mesoamerican Art: Aztec & Olmec .....	3
CHICANO 037	Chicano Literature.....	3
ENGLISH 219	Literature of American Ethnic Groups .....	3
SPANISH 012	Survey of Mexican Literature .....	3

#### Area 3: Social Science

SPANISH 010	Latin-American Civilization.....	3
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#### Area 4: Quantitative Reasoning and Research Methods

MATH 227	Statistics.....	4
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#### Area 5: Major Preparation

CHICANO 037	Chicano Literature.....	3
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### Total Major Units .....18-19

	CSU	IGETC
GE Units (less double-counted)	24-27	25-31
CSU-transferable elective units	14-18	10-17
Total Units	.....	60

## SOCIAL JUSTICE: LGBTQ STUDIES (AA-T)

**MAJOR CODE: 2201.40**

**ACADEMIC PROGRAM CODE: W040202G**

The Associate in Arts in Social Justice: LGBTQ Studies for Transfer (AA-T) degree is intended to meet the lower division requirements for various Social Science majors (or similar majors) at a CSU campus that offers a Social Justice bachelor degree. The degree takes a multidisciplinary approach to the study of Lesbian, Gay, Bisexual, Transgender and Queer identities and their interactions with culture, art, literature, politics, history, oppression, and other minority statuses in the United States and across cultures. This degree is designed to appeal to students interested in learning about the experiences of marginalized people and those going into majors such as: Sociology, History, Political Science,

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

Women's Studies, Race and Ethnic Studies, and Queer Studies.

Students who have completed this Associate in Arts for Transfer degree will have satisfied the lower division requirements for transfer into Women's, Gender, or Sexuality Studies or similar major for many campuses in the California State University system, and although students are guaranteed admission to a CSU, this guarantee is not to any particular campus or program in the CSU system. Students must meet with a counselor for specific university major preparation at the college of their choice to ensure a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Social Justice Studies: LGBTQ Studies (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

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

5. Identify and analyze policies that have the potential to alleviate inequalities based on sexual orientation and gender identity.

### Required core courses .....9

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

### Major elective units, List A: Select 3 courses from at least two of the following areas .....9

#### Area 1: History or Government

HISTORY 044	Mexican American in the History of the United States II.....	3
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#### Area 2: Arts and Humanities

CHICANO 047	The Mexican-American Woman in Society.....	3
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#### Area 3: Social Science

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
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#### Area 4: Quantitative Reasoning and Research Methods

MATH 227	Statistics.....	4
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### Total Major Units .....18-19

	CSU	IGETC
GE Units (less double-counted)	27-30	25-28
CSU-transferable elective units	11-15	13-17
Total Units	.....	60

## SOCIOLOGY

### SOCIAL SCIENCES

### SOCIOLOGY (AA-T)

MAJOR CODE: 2208.00

ACADEMIC PROGRAM CODE: W032982G

The [Associate in Arts in Sociology for Transfer \(AA-T\) degree](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Sociology or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

lower division Sociology requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Sociology for Transfer (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. The ability to analyze and interpret social experience using the major sociological perspectives.
2. Develop cross-cultural competency, empathy, and insight into the social experience.
3. The ability to distinguish between macro and micro levels of analysis.

### Required core courses ..... 10

PSYCH 091	Statistics for the Social and Behavioral Sciences .....	4
OR		
MATH 227	Statistics .....	4
SOC 001	Introduction to Sociology .....	3
SOC 002	American Social Problems.....	3

### Major elective units, list A (choose two from the following) ..... 6

PSYCH 013	Social Psychology.....	3
SOC 011	Ethnic and Racial Minorities in the U.S....	3
SOC 031	Sociology of Gender .....	3

### Major elective units, list B (choose one from the following) ..... 3-4

ADM JUS 001	Introduction to Administration .....	3
	of Justice	
ANTHRO 102	Human Ways of Life: Cultural .....	3
	Anthropology	
PSYCH 001	General Psychology I.....	3

Any course not already used above ..... 3-4

**Total Major Units ..... 19-20**

	CSU	IGETC
GE Units (less double-counted)	24	25
CSU-transferable elective units	16-17	15-16
<b>Total Units</b> .....		<b>60</b>

## SOCIOLOGY (AA)

**MAJOR CODE: 2208.00**

**ACADEMIC PROGRAM CODE: W003334C**

The [Associate in Arts degree in Sociology](#) includes coursework that aligns with specific lower-division major requirements for the Sociology major at various universities within the UC and CSU systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. 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 in Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

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

1. Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion and nationality.
2. Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
3. Locate, analyze, assess, and communicate sociological scholarship in a manner that is "academically sound and viable."
4. Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.
5. Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
6. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

### Required core courses ..... 12

SOC 001	Introduction to Sociology.....	3
SOC 002	American Social Problems.....	3
SOC 011	Race & Ethnic Relations .....	3
<b>SOC 031</b>	<b>Sociology of Gender.....</b>	<b>3</b>

### Major elective units (choose two from the following).....6-7

ANTHRO 102	Human Ways of Life: Cultural Anthropology .....	3
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## CREDIT PROGRAMS: DEGREES & CERTIFICATES

ECON 001	Principles of Microeconomics .....	3
<b>HISTORY 011</b>	<b>Political &amp; Social History of the .....</b>	<b>3</b>
	<b>United States I to 1877</b>	
<b>HISTORY 012</b>	<b>Political &amp; Social History of the .....</b>	<b>3</b>
	<b>United States II from 1865</b>	
PHILOS 001	Introduction to Philosophy .....	3
MATH 227*	Statistics .....	4
POL SCI 001	The Government of the United States .....	3
PSYCH 001	General Psychology I.....	3
PSYCH 013	Social Psychology.....	3
SOC 050	Introduction to Social Justice Studies.....	3

\*course required by most CSUs and UCLA

<b>Total Major Units .....</b>	<b>18-19</b>
<b>GE Plan Units (less double-counted).....</b>	<b>15-18</b>
<b>Additional Degree-applicable Elective Units.....</b>	<b>23-27</b>
<b>Total Units .....</b>	<b>60</b>

## SPANISH

### LANGUAGE ARTS DIVISION

### SPANISH (AA-T)

**MAJOR CODE: 1105.00**

**ACADEMIC PROGRAM CODE: W033288G**

The [Associate in Arts in Spanish for Transfer \(AA-T\) degree](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Spanish or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Spanish requirements at some of the CSU campuses.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Spanish for Transfer (AA-T) Degree, students must meet the following requirements:

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

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 in order to facilitate a seamless transition.

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

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight and understanding of the culture.
7. Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

**Required core courses .....** **20**

SPANISH 001	Elementary Spanish I .....	5
SPANISH 002	Elementary Spanish II.....	5
SPANISH 003	Intermediate Spanish I .....	5
SPANISH 004	Intermediate Spanish II .....	5

**Major elective units, List A (choose one from the following) .....** **3**

CHICANO 002	The Mexican American in Contemporary Society.....	3
CHICANO 037	Chicano Literature .....	3
SPANISH 007	Conversational Spanish .....	3
SPANISH 010	Latin American Civilization .....	3
SPANISH 012	Survey of Mexican Literature .....	3
HISTORY 005	History of the Americas I .....	3
HISTORY 006	History of the Americas II .....	3
HISTORY 043	The Mexican American in the U.S. I .....	3
HISTORY 044	The Mexican American in the U.S. II .....	3
ENGLISH 203	World Literature I.....	3
ENGLISH 204	World Literature II .....	3

**Total Major Units .....** **23**

	<b>CSU</b>	<b>IGETC</b>
<b>GE Units (less double-counted)</b>	<b>30-33</b>	<b>28-31</b>
<b>CSU-transferable elective units</b>	<b>4-7</b>	<b>6-9</b>
<b>Total Units .....</b>	<b>60</b>	

## SPANISH (AA)

**MAJOR CODE: 1105.00**

**ACADEMIC PROGRAM CODE: W042488C**

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

The [Associate in 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. 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.

Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

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

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight and understanding of the culture.
7. Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

### Required core courses ..... 15

SPANISH 001	Elementary Spanish I.....	5
SPANISH 002	Elementary Spanish II.....	5
SPANISH 003	Intermediate Spanish I.....	5
	OR	
SPANISH 004	Intermediate Spanish II.....	5

### Major elective units (choose one from the following) ..... 3

SPANISH 010	Latin American Civilization.....	3
SPANISH 012	Survey of Mexican Literature.....	3
SPANISH 007	Conversational Spanish .....	3
CHICANO 037	Chicano Literature .....	3

**Total Major Units** ..... 18

**GE Plan Units (less double-counted).....** 18

**Additional Degree-applicable Elective Units.....** 24

**Total units** ..... 60

## THEATRE ARTS

### ARTS & PERFORMANCE DIVISION

### THEATRE ARTS (AA-T)

**MAJOR CODE: 1002.00**

### ACADEMIC PROGRAM CODE: W035151G

The [Associate in Arts in Theatre Arts for Transfer \(AA-T\) degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in 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 Theatre Arts requirements at some of the CSU campuses. Students will not be required to complete additional local graduation requirements to obtain the AS-T degree.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Theatre Arts for Transfer (AA-T) degree, students must meet the following requirements:

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

Completion of the AA-T in Theatre Arts program will provide students the foundation to pursue careers in the entertainment industry as performers, critics, designers, writers, educators and technicians. It can also serve as the basis for entertainment-related careers, such as theatrical management, grant writing, script writing, script supervision, casting, and nonprofit management. It can also serve as preparation for communication-oriented careers such as motivational speaking, teaching, coaching, and/or public relations.

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 in order to facilitate a seamless transition.

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

1. Critique and evaluate the role of the theatre arts and its relationship to other parts of society.
2. Evaluate the historical, artistic, and social and philosophical environments in which theatre exists.

## CREDIT PROGRAMS: DEGREES & CERTIFICATES

3. As a theatre patron, analyze and critique dramatic literature and performance.
4. As a participant in theatre productions, work and collaborate as part of a team, problem solve and form alternative solutions to theatrical production situations.
5. Create new works, audition and perform in community, educational, and/or professional theatres.
6. Prepare to work as a theatre technician in community, educational, and/or professional theatres.

**Required core courses ..... 9**

THEATER 100	Introduction to Theater.....3
	OR
THEATER 110	History of the World Theater.....3
THEATER 233	Play Production III.....3

THEATER 270 Beginning Acting ..... 3

**Major elective units, List A (choose three from the following) ..... 9**

THEATER 114 Script Study Performance & Production . 3

THEATER 271 Intermediate Acting ..... 3

THEATER 305 Introduction to Design for Theater ..... 3

**Total Major Units ..... 18**

	CSU	IGETC
GE Units (less double-counted)	36	34
CSU-transferable elective units	6	8
<b>Total Units</b>	<b>60</b>	<b>60</b>

## CREDIT COURSE LISTINGS & DESCRIPTIONS



Courses are identified using a subject abbreviation code and a course number of three digits (e.g. ACCTG 001). The subject abbreviation and course number identifies the course on the schedule and on transcripts. A subject abbreviation index can be found at the beginning of this section.

When a subject abbreviation, number and/or title has changed, the former designation will appear in italics in parentheses after the phrase (e.g. "Formerly..."). "Cross-listed" courses have identical content as another course in a different subject. Cross-listed courses will appear after the phrase (e.g. "Same as..."). Other course notations are:

1. "A," "B," "C," etc. = courses broken into modules or into lecture/lab pairs
2. "CE" = continuing education (noncredit) courses
3. "CO" = contract education courses
4. "L" = laboratory course (e.g. GEOLOGY 010L)
5. "NC" = noncredit courses
6. "T" = tutoring (e.g. TUTOR 001T)
7. "S" or "Y" = courses with embedded support
8. "-1, -2" etc. = course that are part of a sequence of courses closely related in content (e.g. KIN 350-1)

### CREDIT COURSE UNITS

The number in parentheses following the course title - e.g. ACCTG 015 Tax Accounting (3) - indicates the credit value of the course in semester units. Each unit represents one (1) hour per week for lecture or recitation, or two to three (2 to 3) 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 (1 hour per week) and

additional hours of out-of-class activities such as assignments, homework, study, etc.. (2 hours per week). For example, a 3-unit course with three (3) hours of in-class "lecture/recitation" contact per week would also require six (6) hours of out-of-class activities that week for a total of nine (9) weekly student learning hours (i.e. 3 hours for each unit). A 1-unit course based on 2 hours of "lab" contact per week would require an additional 1 hour per week of activities outside of class for a total of 3 weekly student learning hours.

### DEGREE-APPLICABILITY OF COURSES

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 or Associated Degree for Transfer unless the course is otherwise indicated as NDA (non-degree applicable).

### COURSE TRANSFERABILITY

Many courses are transferable to four-year institutions and may be applied to an Associate degree or Associate Degree for Transfer (ADT). Transferable courses are acceptable for credit at University of California (UC) and California State University (CSU) campuses according to the following codes:

1. **University of California (UC):** Courses designated with "UC" after the course title are acceptable for credit at campuses of the University of California.
2. **California State University (CSU):** Courses designated with "CSU" after the course title are acceptable for credit at least one of the campuses of the California State University. Courses designated

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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“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 are based on transfer course agreements and are 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 for credit. For more information, see the “Course Repetition Policy” section in this catalog and LACCD Administrative Procedures 4225 and 4227.

### COURSE PRE/COREQUISITES

Some courses list required prerequisites or corequisites, or recommended coursework. If so, they will be listed in italics under the subject and course title and number. 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.

For more information regarding prerequisites, corequisites, and advisories and the challenge/clearance process, see the “Prerequisites, Corequisites, and Advisories” section in this catalog and LACCD Administrative Procedure 4260.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

### SUBJECT ABBREVIATION INDEX

Abbreviation	Subject		
ACCTG	Accounting	ESLCVCS	English as a Second Language (Civics)
ACADPR	Academic Prep (non-credit)	ENV	Environmental Design
ADDICST	Addiction Studies	ENV SCI	Environmental Science
ADM JUS	Administration of Justice	FAM &CS	Family and Consumer Studies
AFRO AM	African-American Studies	FLM PRD	Film Production
ALD HTH	Allied Health	FINANCE	Finance
A S L	American Sign Language	FIRETEK	Fire Technology
ANATOMY	Anatomy	FRENCH	French
ANTHRO	Anthropology	GEOG	Geography
ARABIC	Arabic	GEOLOGY	Geology
ARC	Architecture	HEALTH	Health
ART	Art	HLTHOCC	Health Occupations
ASIAN	Asian American Studies	HISTORY	History
ASTRON	Astronomy	HOSPT	Hospitality
AVIATEK	Aviation Maintenance Tech	HUMAN	Humanities
BSICSKL	Basic Skills (non-credit)	INTRDGN	Interior Design
BIOLOGY	Biology	JAPAN	Japanese
BIOTECH	Biotechnology	KIN	Kinesiology
BUS	Business	KIN ATH	Kinesiology Athletics
CHEM	Chemistry	KIN MAJ	Kinesiology Major
CHICANO	Chicano Studies	LIB SCI	Library Science
CH DEV	Child Development	MGMT	Management
CINEMA	Cinema	MIT	Manufacturing & Industrial Technology
COMM	Communication Studies	MARKET	Marketing
CAOT	Computer Applications & Office Technologies	MATH	Mathematics
CIS	Computer Information Syst	MICRO	Microbiology
CS	Computer Science	MULTIMD	Multimedia
COUNSEL	Counseling	MUSIC	Music
CORR	Corrections	OCEANO	Oceanography
DANCEST	Dance Studies	PALEGAL	Paralegal Studies
DANCETQ	Dance Techniques	PHRMCTK	Pharmacy Technician
DEN AST	Dental Assistant	PHILOS	Philosophy
DEN HY	Dental Hygiene	PHOTO	Photography
EARTH	Earth Science	PHYS SC	Physical Science
ECON	Economics	PHYSICS	Physics
EDUC	Education	PHYSIOL	Physiology
EET	Engineering, Electrical Technology	POL SCI	Political Science
ENG GEN	Engineering, General	PSYCH	Psychology
EGD TEK	Engineering Graphics & Design	REAL ES	Real Estate
ENGLISH	English	SOC	Sociology
E.S.L.	English as a Second Language (credit)	SPANISH	Spanish
ESL NC	English as a Second Language (non-credit)	THEATER	Theatre
		TUTOR	Tutoring (noncredit)
		VOC ED	Vocational Education (noncredit)

## CREDIT COURSE DESCRIPTIONS

### ACCOUNTING

#### (ACCTG)

##### **ACCTG 001 Introductory Accounting I (5) UC/CSU**

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

##### **ACCTG 002 Introductory Accounting II (5) UC/CSU**

*Prerequisite: ACCTG 001 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 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

#### (ADDICT)

##### **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) CSU**

(Formerly PSYCH 068)

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.

##### **ADDICTST 004 Clinical Counseling Laws and Ethics (3) CSU**

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) CSU**

(Formerly PSYCH 043)

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.

##### **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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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.

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## **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 008 Juvenile Procedures (3) CSU**

This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes, and court procedures.

### **ADM JUS 014 Report Writing for Peace Officers (3) CSU**

This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing skills, technical and legal terminology, and the requirements for preparation of legally admissible documents.

### **ADM JUS 015 Police Supervision (3) CSU**

*Prerequisite:* Employment in law enforcement.

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of a police supervisor. The course is primarily concerned with supervisory functions, employee evaluations, discipline, human relations, field operations and understanding police resources. This is an excellent class for employees preparing for promotion.

### **ADM JUS 016 Recruitment Selection Process (3) CSU**

This course provides an in-depth coverage of the legal selection for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written exam, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and agility qualification. Employment opportunities will be presented, and ways to assist the student will be explained.

### **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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

### **ADM JUS 060 Arrest, Search and Seizure (3) CSU**

This course covers information regarding powers of arrest, search and seizure for peace officers with limited police powers. The main topics for this course are laws of arrest, arrest and control methods, and communication.

This course meets the curriculum requirements for the Commission on Peace Officer Standards and Training (POST), P.C. 832 Laws of Arrest, and Board of Corrections, Standards and Training for Corrections (STC) when certified.

### **ADM JUS 062 Fingerprint Classification (3) CSU**

This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation and classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A skills award will be awarded on successful completion of this course.

### **ADM JUS 067 Community Relations I (3) UC/CSU**

This course offers an in-depth exploration of the roles of Administration of Justice practitioners and their agencies. Through interaction and study, students become aware of the interrelationships and role expectations among the various agencies and the public. Primary emphasis is placed upon the professional image of the Justice Administration system, and the development of positive relationships between members of the system and the public.

### **ADM JUS 075 Introduction to Corrections (3) CSU**

This basic course deals with the nature of correctional work; the aims and objectives of Correctional Administration; probation and practices; skills, knowledge and attitudes required for employment in this field; types of institutions and services; and career opportunities.

### **ADM JUS 160 Police Organization and Administration (3) CSU**

The effect of the organizational structure and administrative procedures on the implementation of police functions, assessment of the recruitment and hiring process, career advancement and leadership, and administrative problems of staffing and morale as a law enforcement employer are examined.

### **ADM JUS 261 Probation Officer Core Course (9.75) CSU**

*Prerequisite:* ADM JUS 102.

This is a basic training course for entry-level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and housing, casework, visitation, report writing, handling disputes, tactics and procedures. May be certified by Board of Corrections, Standards and Training for Corrections (STC).

### **ADM JUS 285 Directed Study - Administration of Justice (2)**

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 307 Street Gangs/Prison Gangs (3) CSU**

This course will provide an introduction to the history and sociology of a gang. Topics will include a discussion on the problems law enforcement and the community have with gangs, the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and the unwritten rules of gangs and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

### **ADM JUS 308 Control and Supervision in Corrections (3) CSU**

This course offers an overview of the methods, practices, and theories related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day to day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

### **ADM JUS 309 Correctional Interviewing and Counseling (3) CSU**

This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

### **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.

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## **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 (same as History 41) 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

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and social development of the nation. This course also surveys the U.S. Constitution and California State and local government.

*Note: 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)**

African American Studies 5 (same as History 042) is a survey course which covers the history of the United States from the end of the Civil War to the present time, with special emphasis on the contributions of the African American to the political, economic and social development of American Civilization.

*Note: UC Transfer Credit Limit: A maximum of one course from African American Studies 5; History 12, 13, 42, 44.*

## **ALLIED HEALTH (ALD HTH)**

### **ALD HTH 021 Basic Life Support for the Healthcare Provider (.5) CSU (P/NP)**

This course covers infant, child and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention are also included.

### **ALD HTH 022 Advanced Cardiovascular Life Support (1) CSU (P/NP)**

*Prerequisites: ALD HTH 021, and must be a licensed health care provider.*

This course provides information for advanced cardiovascular life support. Lecture topics include acute cardiac care, pathophysiology, treatment modalities, and pharmacology.

### **ALD HTH 023 Pediatric Advanced Life Support (1) CSU (P/NP)**

*Prerequisites: ALD HTH 021, and must be a licensed health care provider.*

This course provides information for Pediatric Advanced Life Support. Lecture topics include interactive teaching stations related pediatric life support.

### **ALD HTH 025 Qualified Autism Service Paraprofessional (3)**

*Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally, as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test.*

*Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.*

*Recommended: PSYCH 001*

This course prepares students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete this course successfully will have the knowledge and experience to become qualified autism service paraprofessional (QAS). The course will provide students with foundational knowledge in autism spectrum disorders, applied behavior analysis, and evidence-based intervention techniques. The curriculum focuses on four fundamental areas of knowledge: Understanding Autism; Using the Principles of Applied Behavior Analysis; Teaching Skills to Children with Autism Spectrum Disorders; and Managing Challenging Behaviors.

### **ALD HTH 025A Qualified Autism Service Paraprofessional - Didactic (2.5) CSU**

*Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally, as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.*

*Corequisite: ALD HTH 025B*

The Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 025A and 025B). These courses prepare students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete these courses successfully will have the knowledge and experience to become a QAS. This course (ALD HTH 025A) will provide students with foundational knowledge in autism spectrum disorders and applied behavior analysis. The curriculum focuses on two fundamental areas of knowledge:

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understanding autism and using the principles of applied behavior analysis.

### **ALD HTH 025B Qualified Autism Service Paraprofessional - Practical (.5) CSU**

*Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally, as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and have a current Basic Life Support CPR completion card. Students will receive information about completing the background check, at no cost to them, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.*

*Corequisite: ALD HTH 025A*

The Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 025A and 025B). These courses prepare students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete these courses successfully will have the knowledge and experience to become a QAS. This course (ALD HTH 025B) will provide students with applied behavior analysis and evidence-based intervention techniques. The curriculum focuses on two fundamental areas of knowledge: teaching skills to children with autism spectrum disorders and managing challenging behaviors.

### **ALD HTH 026 Advanced Autism Service Technician (3) CSU**

*Prerequisite: ALD HTH 025, Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally, as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and possess a current Basic Life Support CPR completion card. Students will receive information about completing the background check, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility*

*limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.*

*Corequisite: ALD HTH 027*

The Advanced Qualified Autism Service Paraprofessional (QAS) is comprised of two required courses (ALD HTH 026 and 027). These courses build upon two previous courses in the series (ALD HTH 025A and 025B). Students who complete these courses successfully will have the knowledge and experience to progress in the field of autism treatment. This course (ALD HTH 026) will provide students with more in-depth knowledge of autism spectrum disorder and applied behavior analysis.

### **ALD HTH 027 Advanced Autism Service Technician Practicum (1) CSU**

*Prerequisite: Students must be at least 18 years of age and have a high school diploma or equivalent to register for the course. Additionally, as students and QAS paraprofessionals train and work directly with children, prior to training in this field, students are required to complete a standardized background check and possess a current Basic Life Support CPR completion card. Students will receive information about completing the background check, upon registering in the course. Please note that individuals with felony convictions(s) can rarely work as QAS paraprofessionals. Students must also present evidence of a Mantoux (PPD) skin test, commonly known as a TB test. Students whose Mantoux test is positive must also produce evidence of a recent (within 30 days) chest x-ray. Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs.*

*Corequisite: ALD HTH 026*

The Autism Service Technician program is comprised of two required courses (ALD HTH 26 and 27). These courses build upon two previous courses in the series (ALD HTH 25A and 25B). Students who complete these courses successfully will have the knowledge and experience to progress in the field of autism treatment. This course (ALD HTH 026A) will provide students with more in-depth knowledge of autism spectrum disorder and applied behavior analysis.

### **ALD HTH 033 Medical Terminology (3) CSU**

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.

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### **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. NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

This course presents the coordination of advanced emergency medical service training within a hospital setting. Students will be able to participate in multiple departments within the hospital: critical care units, OB/ GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatrics. This will assure a variety of patient presentations and complaints.

*NOTE:* This course is only open to students admitted through UCLA Center for Prehospital Care.

### **ALD HTH 050CO Field Internship (9) CSU**

*Prerequisites:* ALD HTH 049CO. Title 22 requires students to be 18 years of age. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts Enrollment may also be limited to students meeting prerequisites and co-requisites and

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*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. 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 and PHRMCTK 023*

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)**

*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 102 Health and Social Justice (3) UC/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) UC/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.

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## **AMERICAN SIGN LANGUAGE**

### **(A S L)**

#### **A S L 001 American Sign Language I (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.

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## **ANATOMY**

### **(ANATOMY)**

#### **ANATOMY 001 Introduction to Human Anatomy (4) UC/CSU**

*Prerequisite: BIOLOGY 003 or BIOLOGY 003A and BIOLOGY 003B*

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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 Laboratory in Human Biological Evolution (1) UC/CSU**

*Corequisite: ANTHRO 101.*

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 116 Primate Lives: Behavior, Evolution, and Culture (3) CSU**

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

#### **ANTHRO 120 Anthropology of LGBTQ Identities (3) UC/CSU**

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

#### **ANTHRO 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 130 Introduction to Queer Studies (3) UC/CSU**

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

#### **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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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.

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## **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.

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## **ARCHITECTURE** **(ARC)**

### **ARC 110 Introduction to Architecture (1) UC/CSU**

This is an introductory lecture course on the profession of architecture and related fields which provides a general overview of the profession of architecture in terms of its history and development, the education process, the practice of architecture and allied professionals in the construction industry, and environmental design.

### **ARC 130 History of Architecture I (2) UC/CSU**

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 seen 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 131 History of Architecture II (2) UC/CSU**

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 seen 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) 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**

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**

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**

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 Computer-Aided Architectural Laboratory (1) CSU**

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 Architectural Design I (3) UC/CSU**

*Prerequisites: ARC 172.*

An introduction to the formal and spatial language of architecture explored through studio projects, informed by case study projects.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **ARC 202 Architectural Design II (3) UC/CSU**

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.

### **ARC 223 Portfolio Development (1) CSU**

Students in the course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Students will synthesize previous projects and skills into a cohesive graphic package.

### **ARC 261 Computer-aided Design for Architecture I (3) CSU**

Through lectures, demonstrations, and hands-on lab exercises, students learn the concepts involved in the creation and realistic rendering of 3D digital architectural models. Upon successful completion of this course, students are able to generate professional 3D digital models, renderings, and animations that they can use to convey their design.

### **ARC 285 Directed Study – Architecture (2) CSU**

This course allows students to pursue directed study in Architecture on a contract basis under the direction of a supervising instructor.

### **ARC 385 Direct Study – Architecture (3) CSU**

This course allows students to pursue directed study in Architecture on a contract basis under the direction of a supervising instructor.

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## **ART (ART)**

### **ART 101 Survey of Art History I (3) UC/CSU**

This course introduces students to some of the great ancient civilizations of the world. By studying the visual arts created during these times, students will come to understand the beliefs and aspirations of cultures such as the Ancient Egyptians, Greeks and Romans, and civilizations in geographic areas such as Africa, India, and Central America prior to the Spanish Conquest.

### **ART 102 Survey of Art History II (3) UC/CSU**

*Note: ART 101 is not a prerequisite to ART 102.*

This course introduces students to the visual arts of Western Europe and the United States, beginning with the Renaissance and ending in the late twentieth century. The constantly-changing world view of this period will be studied in the works of such artists as Michelangelo and Rembrandt, and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

### **ART 103 Art Appreciation I (3) UC/CSU**

This broad introduction to the nature, vocabulary, media, and history of art, with selections from Western and non-Western

culture, is designed to expand awareness and understanding of the visual arts as a unique medium for human interrelationships.

### **ART 107 Mexican Art - Modern (3) UC/CSU**

This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan.

### **ART 111 History of Contemporary Art (3) UC/CSU**

This course traces the development of twentieth century European and North American painting, sculpture and architecture. Beginning with the late nineteenth century art movements of Impressionism and Post- Impressionism, this course attempts to reveal the meaning behind such visually challenging 'isms' as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

### **ART 115 History of Modern Art (3) UC/CSU**

An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross- cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

### **ART 117 Mesoamerican 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) UC/SCU**

Upon successful completion of this course, students will be able to demonstrate an understanding of transitions in the national geography of the African continent from the 17th century to the present through demonstrating an understanding of the ethnic diversity and distinct cultural traditions among the peoples of Africa. The above will be accomplished through research, writing and discussion of materials and techniques employed in the creation of African artistic and architectural works that serves as a function and add meaning to the full range of African art forms, and traditional style within particular cultural groups.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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 lifes, 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 learn to paint aesthetically and expressively. Students are expected to complete an additional two hours per week of studio homework.

### **ART 301 Watercolor Painting I (3) UC/CSU**

*Prerequisite: ART 300 with a grade of "C" or better, or equivalent.*

This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial

methods. Students are expected to complete an additional two hours per week of studio homework.

### **ART 302 Watercolor Painting II (3) UC/CSU**

*Prerequisite: ART 301 with a grade of "C" or better, or equivalent.*

This is a continuation of ART 301. Students are expected to complete an additional two hours per week of studio homework.

### **ART 304 Acrylic Painting I (3) UC/CSU**

This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques.

Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional two hours per week of studio homework.

### **ART 305 Acrylic Painting II (3) UC/CSU**

This course is a continuation of ART 304. Students are expected to complete an additional two hours per week of studio homework.

### **ART 306 Acrylic Painting III (3) UC/CSU**

This continuation of ART 305 emphasizes concepts and subject matter.

### **ART 307 Oil Painting I (3) UC/CSU**

*Prerequisites: Art 201 and ART 501 with a grade of "C" or better, or equivalent.*

Students learn the tools, materials, and techniques of painting with the oil painting medium. Students expand their knowledge of composition and color while developing art concepts, content and imagery from still life, landscape and the human figure.

### **ART 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 mediums 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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **ART 521 Art Gallery Techniques (3) CSU**

This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions list, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

### **ART 604 Graphic Design I (3) CSU**

This is an introductory course in graphic design. Students learn to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate type styles and sizes for headings and body copy, crop marks and presentation of the layout will also be covered. Students will prepare a camera-ready mechanical and have it printed in one color.

### **ART 605 Graphic Design II (3) CSU**

This is a course in graphic design concentrating on full color applications of graphic art. Students learn to develop ad campaigns for print media, and to develop a series for advertising. Students will also create a mechanical for color printing.

### **ART 633 Introduction to Computer Graphics (3) UC/CSU**

This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system, and applications used as tools by artists and graphic designers.

### **ART 635 Desktop Publishing Design (3) CSU**

This is an introductory course in desktop publishing design. The course is designed for students of design, fine art, computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concepts relating to type fonts, type styles, page design, readability, digital output, laser printers, and typesetters will be explored.

### **ART 639 Introduction to Digital Imaging (3) CSU**

This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

### **ART 641 Advanced Desktop Publishing (3) CSU**

This course presents the advanced use of "grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, pre-press and image setters will be explored.

### **ART 642 Audio/Video Post-Production (3) CSU**

This course will introduce students to editing techniques using non-linear computerized editing software.

### **ART 708 Introduction to Ceramics (3) UC/CSU**

This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Analysis of form, function, and decoration emphasizing the proper use of materials and tools is presented. Focus is placed on developing skills in forming and decorating. The class will consist of lectures, demonstrations of traditional hand building techniques, and surface treatment (decoration), studio work time, and critiques and individual consultation.

### **ART 709 Ceramics I (3) UC/CSU**

This course is an introduction to the use of the potter's wheel. Continued utilization and expansion of skills developed in Art 708. Forms included for investigation: cylinder forms, bowl forms, the cylinder bottle form, lidded containers, and forms requiring pulled handles. Continued exploration of surface treatment and glazing techniques.

### **ART 710 Ceramics II (3) UC/CSU**

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

### **ART 711 Ceramics III (3) UC/CSU**

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

### **ART 806 Fine Art Photography I (3) UC/CSU**

*Corequisite: Art 639*

This course uses digital programs such as Adobe Photoshop to develop, edit and print high quality fine art photography. Students will focus on lighting, form and composition in addition to other image manipulation techniques. Projects will emphasize content and context.

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## **ASIAN AMERICAN STUDIES (ASIAN)**

### **ASIAN 003 The People and Cultures of Asia (3) UC/CSU**

*This course introduces geographical and historical backgrounds, traditional customs, family and social structures, religions and philosophies, and educational systems of East Asia. (Corrected 10.11.22)*

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## **ASTRONOMY (ASTRON)**

### **ASTRON 001 Elementary Astronomy (3) UC/CSU**

*Recommended: MATH 105 or equivalent*

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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A conceptual survey of the basic principles and science of astronomy. Topics include the history of astronomy, the solar system, the Sun, galaxies, cosmology, and life in the universe. This introductory course is designed for the non-technical student.

### **ASTRON 005 Fundamentals of Astronomy Lab (1) UC/CSU**

*Corequisite: ASTRON 001*

ASTRON 005 laboratory course offers an introductory presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non-science and/or science majors. When taken together with either ASTRON 001, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in ASTRON 005 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including star wheels, star atlases, astronomical binoculars and computer planetarium software.

### **ASTRON 285 Directed Study Astronomy (2) CSU**

Students study Astronomy on a contract basis under the direction of a supervising instructor.

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## **AVIATION MAINTENANCE TECHNICIAN (AVIATEK)**

### **AVIATEK 001 Maintenance Procedures (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 002.*

Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

### **AVIATEK 002 Maintenance Procedures Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 001.*

Instruction and practice are offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

### **AVIATEK 003 Basic Aircraft Science (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 004.*

Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

### **AVIATEK 004 Basic Aircraft Science Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 003.*

Instruction and practical application are offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice are also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

### **AVIATEK 005 Basic Electricity and Auxiliary Systems (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 006.*

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

### **AVIATEK 006 Basic Electricity and Auxiliary Systems Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 005.*

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air conditioning, communication and navigation, and ice and rain control.

### **AVIATEK 007 Electrical and Instrument Systems (4) CSU**

*Prerequisite: AVIATEK005. Corequisite: Must be taken concurrently with AVIATEK 008.*

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments 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.*

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This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

### **AVIATEK 012 Aircraft Metal Assembly Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 011.* Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

### **AVIATEK 013 Hydraulic, Landing Gear, and Fuel Systems (4) CSU**

*Corequisite: Must be taken concurrently AVIATEK 014.* Instruction is offered in the study of hydraulic landing gear and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and systems troubleshooting.

### **AVIATEK 014 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 013.* Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedures and techniques, troubleshooting and diagnosis.

### **AVIATEK 015 Propeller and Powerplant Systems (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 016.* Instruction is offered in propellers and powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

### **AVIATEK 016 Propeller and Powerplant Systems Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 015.* Instruction and practice are offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

### **AVIATEK 017 Ignition and Fuel Metering Systems (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 018.* Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

### **AVIATEK 018 Ignition and Fuel Metering Systems Laboratory (2) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 017.* Instruction and practice are offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

### **AVIATEK 019 Reciprocating Powerplant Overhaul (4) CSU**

*Prerequisites: AVIATEK015 and 17.*

*Corequisite: Must be taken concurrently with AVIATEK 020.* Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

### **AVIATEK 020 Reciprocating Powerplant Overhaul Laboratory (2) CSU**

*Prerequisites: AVIATEK 016 and 018. Corequisite: Must be taken concurrently with AVIATEK 019.* Instruction and practice are offered in the use of maintenance publication records relative to overhaul procedures. Complete engine over- haul procedures, methods and practice are presented.

### **AVIATEK 021 Powerplant Troubleshooting and Testing (4) CSU**

*Prerequisite: AVIATEK 019.*  
*Corequisite: Must be taken concurrently with AVIATEK 022.* Instruction is offered in powerplant inspection and troubleshooting procedures. Course includes turbine engine theory and operation.

### **AVIATEK 022 Powerplant Troubleshooting and Testing Laboratory (2) CSU**

*Prerequisite: AVIATEK 020. Corequisite: Must be taken concurrently with AVIATEK 021.* Instruction and practice are offered in the installation, operation, and troubleshooting of aircraft powerplants.

### **AVIATEK 023 Inspection and Evaluation (4) CSU**

*Corequisite: Must be taken concurrently with AVIATEK 024.* Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AVIATEK 023 and 024.

### **AVIATEK 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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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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.

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## **BIOLOGY (BIOLOGY)**

### **BIOLOGY 003 Introduction to Biology (4) UC/CSU**

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 006 General Biology I (5) UC/CSU**

*Prerequisite: BIOLOGY 003 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 and MATH 125*

*Recommended: BIOLOGY 006*

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included. Note: Many four-year institutions recommend the completion of both BIOLOGY 006 and 007 as a core program.

*UC Transfer Credit Limit: No transfer credit will be given for BIOLOGY 003 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 and 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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **BIOLOGY 208 Pharmacology (2) CSU**

*Prerequisites:* CHEM 051 or 060

*Recommended:* ANATOMY 001

This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contra-indications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infectives, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

### **BIOLOGY 285 Directed Study – Biology (2) CSU**

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.

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## **BIOTECHNOLOGY (BIOTECH)**

### **BIOTECH 001 Fundamentals of Biotechnology (3) CSU**

*Recommended:* MATH 125, 227

This class offers an introduction to the fundamentals of biotechnology. Students will be given theoretical instruction in many concepts important to working in a biotechnology lab. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

### **BIOTECH 002 Biotechnology I (3) CSU**

This course expands concepts introduced in Biotech 001. Students will be given theoretical instruction and hands-on experience in many of the basic skills used in biotechnology labs, including the preparation of solutions and buffers, pipetting techniques, microscopy and cell counting, spectroscopy, centrifugation techniques and the proper measurement of pH, mass and volume. Students will learn and practice proper aseptic techniques in their preparation of solutions, buffers and culture media. The proper validation and maintenance of lab equipment will be explained. Instruction on good laboratory practice (GLP), good clinical practice (GCP) and good manufacturing practice (GMP) will be given. Students will learn how to write standard operating procedures (SOPs) and how to maintain a laboratory notebook. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

### **BIOTECH 003 Biotechnology II (4) CSU**

*Prerequisites:* BIOTECH 002

This course expands on the concepts and techniques introduced in Biotech 001 and Biotech 002. Students will be introduced to modern biology techniques for the analysis of nucleic acids and proteins. Students will be taught how to analyze DNA and RNA using techniques such as gel electrophoresis, restriction digests, PCR, sequencing, northern blotting and microarrays. Analysis of proteins will also be covered, including Western blotting, immunohistochemistry, immunofluorescence, ELISA analysis, spectrophotometric quantitation and isolation through chromatography.

### **BIOTECH 102 Cell Culture (4)**

*Prerequisites:* BIOTECH 001

This course provides students with an introduction to techniques for culturing cells, including media preparation, sterile technique, freezing, thawing, sub-culturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Practical experience includes the proper use and care of equipment for culturing cells. Stem cell technology is also examined.

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## **BUSINESS (BUS)**

### **BUS 001 Introduction to Business (3) UC/CSU**

This course is a survey of the fundamental aspects of all phases of business including entrepreneurship alternatives, management/ leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. Note: Students who are Business majors, or who are considering a change to this major, are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.

### **BUS 005 Business Law I (3) UC/CSU**

This course covers the essentials of the law of contracts: agency, employment, personal property, bailment, sales, and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts are covered. UC Transfer Credit Limit: A maximum of one course from LAW 001, LAW 002, BUS 005.

### **BUS 012 Entrepreneurial Finance (3) CSU**

Entrepreneurial Finance examines the elements of entrepreneurial finance, focusing on technology-based startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company; and, how should funding, employment contracts and exit decisions be structured. It aims to prepare students for these decisions, both as entrepreneurs and venture capitalists.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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 045 Facilities Management Essentials (3) CSU**

This course provides an overview of what facilities management is and explains in detail the information needed to run an efficient facility. Furthermore, students will learn what building systems are, and what is needed to provide a safe and healthy building. Additionally, this course will explain how to maintain a cost-effective site and manage operations at peak performance levels while obtaining contractors and personnel to perform the duties necessary. Students will be introduced to key concepts of what it means to be a facility manager which range from the role they play in the

organization to the skill sets and competencies required to effectively perform their work. This course introduces the student to the importance of how and what facilities professionals do to ensure that the building is healthy and safe for all occupants, contractors, and visitors.

### **BUS 046 Introduction to Facilities Project Management (3) CSU**

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

### **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.

### **BUS 285 Directed Study - Business (2) CSU**

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

### **BUS 385 Directed Study - Business (3) CSU**

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

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## **CHEMISTRY (CHEM)**

### **CHEM 051 Fundamentals of Chemistry I (5) UC/CSU**

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.*

## CREDIT COURSE LISTINGS & DESCRIPTIONS

### **CHEM 056 Chemistry for Non-Science Majors (4) UC/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)**

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 background 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**

*Prerequisite: CHEM 051 (corrected 02/07/2023)*

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**

*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**

*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**

*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 premedical, pre dental, prepharmacy etc. courses.

### **CHEM 212 Organic Chemistry for Science Majors II (5) UC/CSU**

*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 (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, glycogenesis, 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,

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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veterinary and agricultural sciences, nutrition and food chemistry, and related fields.

### **CHEM 240 Fundamentals of Nanotechnology (4) UC/CSU**

*Prerequisite:* MATH 125

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

### **CHEM 241 Applications of Nanotechnology (4) UC/CSU**

*Prerequisite:* 240

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

### **CHEM 242 Environmental, Health, & Safety of Nanotechnology (2) CSU**

*Prerequisite:* CHEM 240

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

### **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) UC/CSU**

The primary focus is on the development of Mexican American/Chicana/o/x communities in the contemporary United States. This course investigates the macro and micro impact of Chicana/o/x communities in U.S. society through an examination of present-day ethnic studies principles. Special attention will be given to economic, social, political, cultural,

and institutional determinants that are important to the Chicana/o/x as well as the Latina/o/x experience.

### **CHICANO 037 Chicano Literature (3) UC/CSU**

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) UC/CSU**

This course will introduce students to Chicana contemporary issues while examining historical events that have shaped the current social, political, cultural, and economic experiences of women of Latin American origin in the United States, with particular emphasis on the experiences of Mexican-origin women. Particular attention to the topics of gender, sexuality, patriarchy, spirituality, indigeneity, and intersectionality will be analyzed through Chicana/Latina/Ethnic Studies frameworks. These topics will be explored through a critical engagement with theory, interdisciplinary readings, poetry, Chicana/Latina popular culture, and film.

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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.

### **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.

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### **CH DEV 007 Introduction to Curriculum in Early Childhood Education (3) CSU**

*Prerequisite:* CH DEV 001 and 002. *Required for Teaching Permit.*

Students learn and develop the knowledge and skills to provide appropriate curriculum and environments for young children from birth to age 8. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences. *(This course was formerly CH DEV 004.)*

### **CH DEV 008 Curriculum in Early Childhood Education (3) CSU**

*Prerequisite:* CH DEV 001 and 002. *Required for Teaching Permit.*

Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences. *(This course was formerly CH DEV 004.)*

### **CH DEV 010 Health, Safety and Nutrition (3) CSU**

This course is an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Information dealing with children with special needs and cultural values and traditions that affect and support the well-being of children birth to adolescence is explored.

### **CH DEV 011 Child, Family, and Community (3) CSU**

*Recommended:* CH DEV 001 and 002.

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be relationships that support and empower families. Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences and to perceive parents as partners in their child's educational experience.

### **CH DEV 022 Practicum in Child Development I (4) CSU**

*Prerequisites:* CH DEV 001, 002, 007, 011, and 034 with a grade of "C" or better. *TB test clearance is required.*

*Corequisite:* CH DEV 042.

This course is a supervised practicum experience in an approved Early Childhood educational program, such as a preschool, child development center, elementary school, special education center or other early care/early intervention natural environments. Practicum students will be expected to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art, crafts music, movement, dramatic play, small and large motor, as well as group time. Students will design and implement lesson plans under the supervision of a college instructor and a Master teacher at their Practicum site.

### **CH DEV 023 Practicum in Child Development II (4) CSU**

*Prerequisite:* Child Development 022.

*Corequisite:* Child Development 065.

*A tuberculosis test and fingerprinting are required.*

This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision in a preschool, child development center, elementary school, special education center, or other early care/early intervention natural environments and educational setting. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for children. Students will choose an area of specialization from the following areas: all-inclusive preschool program, infants and toddlers, special needs or school age programs to do their internship during this specialization practicum course.

### **CH DEV 030 Infant and Toddler Studies I (3) CSU**

*Prerequisite:* CH DEV 001.

This course provides an in-depth study of cognitive/language, social/ emotional and perceptual/motor development domains and milestones of infants from birth to 36 months, as well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction

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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 0-8 to encompass school age children as well infants through preschool age children.

### **CH DEV 045 Programs for Children with Special Needs II (3) CSU**

Overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed, designed and implemented in the class projects. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

### **CH DEV 046 School Age Programs I (3) CSU**

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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.

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## **CHINESE (CHINESE)**

### **CHINESE 010 Chinese Civilization (3) UC/CSU**

This is an introductory course to China and its cultural heritage. Chinese 010 surveys the development of China from the ancient period to the modern era, exploring the country's customs, political institutions, economic development, history, philosophy, literature, and art as well as science and technology. This course is taught in English, no previous knowledge is required.

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## **CINEMA (CINEMA)**

### **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**

*Prerequisite: CINEMA 006 with a grade of "C" or better.*

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

### **CINEMA 009 Motion Picture Sound (3) CSU**

*Prerequisite: CINEMA 001 with satisfactory grades or better.*

Students learn the basics of motion picture production and postproduction sound. Students use digital audio recorders,

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microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

### **CINEMA 010 Introduction to Film Directing (3) UC/CSU**

*Prerequisite: CINEMA 001 and 003 with satisfactory grades or better.*

Introduction to the crafts of acting and directing for the film medium; with emphasis on the visualization of the screen play, the junction of the actor in interpreting the script, and the role of the director in handling actors in the production of a film.

### **CINEMA 015 Advanced Motion Picture Workshop (3) CSU**

*Prerequisites: CINEMA 001, 002.*

Advanced Students perform practical work in film or digital video production. This lecture and laboratory workshop emphasize 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 Introduction to Film Genres (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 I (3) CSU**

Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department.

### **CINEMA 107 Understanding Motion Pictures (3) UC/CSU**

Analysis of the elements that make motion pictures an art form, including visual composition, color, music, acting, editing, lighting, story and sound. This course includes regular screening of classic and contemporary motion pictures, television programs and other videos.

### **CINEMA 111 Cinema: Developing Content for Movies (3) CSU**

This course will enable students to gain a practical knowledge of how mass media is created, produced and marketed. It will enable the student to develop their own original concept, or other source material for a 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 films on which they are based to understand and identify the strengths and weaknesses of source material. They will learn the critical and writing skills necessary to write a professional evaluation of scripts and treatments, known as "coverage." The course will instruct the student in the skills of the "reader," or "Story Analyst," so the student recognizes how material is selected, evaluated and revised in the feature film and TV series development. Student's sample coverage may be used for their professional portfolio.

### **CINEMA 125 Film Production Workshop (3) CSU**

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Advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional short film with sound, as well as crew for other assigned films.

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### COMMUNICATION STUDIES (COMM)

#### **COMM 101 Public Speaking (3) UC/CSU (Formerly SPEECH 101)**

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.

#### **COMM 104 Argumentation and Debate (3) UC/CSU (Formerly SPEECH 104)**

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.

#### **COMM 121 Interpersonal Communication (3) UC/CSU (Formerly SPEECH 121)**

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.

#### **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 (Formerly SPEECH 151)**

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.

#### **COMM 180 Data Driven Persuasion (3) CSU**

This course uses data (digitized information), analyzed using statistical quantitative reasoning (interpretation), to create insights (understanding), that allows students to create visuals (infographics) and narratives (stories) to make persuasive arguments (action).

#### **COMM 190 Communication and New Media (3) UC/CSU**

Students will be introduced to 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.

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### COMPUTER APPLICATIONS 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 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**

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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.

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## **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 (3) 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 112 Operating Systems - Beginning Linux (3) CSU**

This course is the first in a series of two courses designed to prepare the student to take Linux certification exam. Subjects covered: Linux overview, Linux files & directories, users &

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groups management, storage management, file systems, process & task management, software & hardware installation, system logging & resource monitoring, networking and security.

### **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 supercomputing. 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 Advanced Linux Operating System 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 Databases (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 124 Data Analytics (Advanced Excel and Access) (3) CSU**

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

### **CIS 147 CIWA Web Page Authoring Fundamentals (3) CSU**

This course (formerly Co Sci 952). Students learn basic internet concepts and technologies. Students learn to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and dynamic content using basic JavaScript and JQuery. Website folder structures are covered to ensure students learn how to organize and maintain their website appropriately. Students also learn how to upload and maintain their websites.

### **CIS 148 Introduction to Web Development Using HTML5 CSS (3) CSU**

This course (formerly Co Sci 957) teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, Creating pages with images, links, Forms, Tables, and Media elements. The advance topics such as Cascading Style sheets JavaScript and JQuery are also covered.

### **CIS 150 Advanced Website Development Using JavaScript and Ajax (3) CSU**

*Recommended: CIS 148.*

This course (formerly Co Sci 958) teaches the development and management of web applications using dynamic web programming techniques, including the document object model (DOM), client-side (JavaScript, jQuery, Ajax), server-side and database processing. Emphasis will be placed on current client-side and server-side languages.

### **CIS 166 Computer Forensics I (3) CSU**

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 computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

### **CIS 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

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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 Compute 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.

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### **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 typologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

### **CIS 215 Network Security Fundamentals (3) 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 data values.

### **CIS 225 Enterprise Networking, Security, & Automation (3) CSU**

*Recommended: CIS 229 or CIS 230.*

With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, secure, scale, and troubleshoot switched and routed internetworks. Students use technologies that include multi-area OSPF, Access Control Lists (ACLs), link aggregation, and LAN redundancy to create larger-scale internetworks. Students will also assess security threats and mitigation strategies. This course is the third course in the Cisco CCNA preparation program and is based upon the new requirements enforced in February 2020

### **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 with Windows Server 2016, which is the first of three exams required for MCSA: Windows Server 2016 certification.

### **CIS 229 Introduction to Cisco Network Fundamentals (3) CSU**

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*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 Essentials). 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 demonstrate how you can extend an existing VMware vSphere™ infrastructure 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 vSphere 6.x 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 Certified Professional 6.x – Data Center Virtualization (VCP6.x-DCV) certification exams. West Los Angeles 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 firewall 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)**

### **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 111 Programming in Visual Basic (3) CSU**

*Recommended: CS 101 or equivalent experience.*

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

### **CS 112 Programming in Javascript (3) CSU**

*Recommended: CS 101 or equivalent experience.*

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

### **CS 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 Beginning Micro 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-

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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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 121 Python Programming for Data Science & Machine Learning (3) CSU**

*Recommended: CIS 101 or equivalent experience.*

Students will build on basic Python programming concepts by learning additional features such as - Iterators, List Comprehension, Generators, Packages & Modules. Students will proceed to gain how to use the various libraries for Data Science & Machine Learning such as Numpy, Scipy, Pandas, Matplotlib, Seaborn, Statsmodels, Scikit-learn, Keras, and Tensorflow. Students will use tools such as Jupyter notebooks for interactive visualization and sharing of results.

### **CS 122 Python Applications in Precalculus (3) CSU**

*Recommended: CIS 119 and MATH 260.*

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

### **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 courses 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 using Unified 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.

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## COOPERATIVE EDUCATION (COOP ED)

### **COOP ED 195 Work Experience - General I (1) CSU**

General Cooperative Education is a course where the student will work toward meeting and/or exceeding workplace

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

### **COOP ED 295 Work Experience - General I (2) CSU**

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

### **COOP ED 395 Work Experience - General I (3) CSU**

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

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## **CORRECTIONS** (CORR)

### **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.

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## **COUNSELING** (COUNSEL)

### **COUNSEL 004 Career Planning (1) CSU**

This class examines the career developmental concepts of awareness and implementation (decision-making) as they relate to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

### **COUNSEL 005 College Survival (2) CSU**

This course will provide students with strategies for a successful first-year experience. Emphasis will be placed on WLAC policies, student support services, study skills, time management, test taking strategies, note-taking skills, stress management, and making informed decisions. This course is highly recommended for new and returning students.

### **COUNSEL 006 Career Planning for Students with Disabilities (1) CSU**

This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, résumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

### **COUNSEL 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*

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*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.*  
*UC Transfer Credit Limit: A maximum of one course from COUNSEL 020 and COUNSEL 040.*

### **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.*  
*UC Transfer Credit Limit: A maximum of one course from COUNSEL 020 and COUNSEL 040.*

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## **DANCE SPECIALITIES** **(DNCESPC)**

### **DNCESPC 491 Special Topics in Dance I (1) CSU**

This course introduces students to the historical and cultural origins and fundamental dance techniques of folk, ethnic, recreational, or other specialized dance genres. Foundational steps and combinations of steps from the particular genre are utilized by students to create an understanding of musical phrasing and rhythms utilized in that particular dance form. This level one course provides a foundation for further study in a particular genre of dance.

### **DNCESPC 492 Special Topics in Dance II (1) CSU**

This course continues to expose students to the historical and cultural origins and beginning dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre are utilized by students to establish a basic knowledge of musical phrasing and rhythms utilized in that particular dance form. This level two course provides a greater foundation for further study in a particular genre of dance.

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## **DANCE STUDIES** **(DANCEST)**

### **DANCEST 185 Directed Study - Dance (1) CSU**

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

### **DANCEST 301 Choreography I (1) UC/CSU**

This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice

using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

### **DANCEST 805 History and Appreciation of Dance (3) UC/CSU**

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. This course will focus on how dance reflects the historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

### **DANCEST 814 Dance Production I (2) UC/CSU**

This course offers instruction in choreographic techniques culminating in a student dance production. Students will be responsible for choreographing and performing a variety of dances. This course is open to all levels.

### **DANCEST 815 Dance Production II (2) CSU**

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

### **DANCEST 816 Dance Production III (2) CSU**

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including rehearsal planning, publicity, lighting, music/audio, marketing, costuming, audition and performance skills, and dance critique and assessment.

### **DANCEST 822 Dance Rehearsals and Performances (3) UC/CSU**

Traditional and contemporary dance techniques will be explored and presented in dance concerts and site-specific locations. Emphasis is placed on developing skills in choreographic design, performance dynamics and movement analysis.

### **DANCEST 826 Dance Performance Company (3) UC/CSU**

This course develops knowledge and techniques for students to perform in college-based dance companies. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the Los Angeles Community College Dance Consortium as well as opportunities for master classes, community outreach, performances and college sponsored events.

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## **DANCE TECHNIQUES** **(DANCETQ)**

### **DANCETQ 111 Ballet Techniques I (1) UC/CSU**

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This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

### **DANCETQ 112 Ballet Techniques II (1) UC/CSU**

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises.

### **DANCETQ 113 Ballet Techniques III (1) UC/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) UC/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) UC/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 III (1) UC/CSU**

This course teaches the technique, principles, terminology and practice of Jazz dance at the intermediate advanced level. The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements.

### **DANCETQ 141 Modern Dance Techniques I (1) UC/CSU**

This course teaches technique, principles, terminology and the practice of modern contemporary and lyrical dance at the introductory level. Students will undergo an in-depth exploration of how the body is used in modern dance

technique with a focus on alignment, body part initiation, movement organization and sequencing. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

### **DANCETQ 142 Modern Dance Techniques II (1) UC/CSU**

This course teaches beginning technique, principles, terminology and the practice of modern contemporary and lyrical dance. Emphasis is on the correct placement and execution of modern dance movements and will include improvisational and choreographic exercises. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

### **DANCETQ 143 Modern Dance Techniques III (1) CSU**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of modern dance movements, along with an integrated use of the arms. Students will increase coordination, flexibility, and cardiovascular strength using various movement combinations.

### **DANCETQ 144 Modern Dance Techniques IV (1) UC/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) UC/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) UC/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

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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) UC/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) UC/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) UC/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) UC/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.

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## **DENTAL ASSISTANT**

### **(DEN AST)**

*NOTE: Dental Assistant courses are open only to students accepted into the Dental Assisting Program.*

### **DEN AST 001 Orientation to Dental Assisting (2)**

*Corequisite: DEN AST 005.*

This course will introduce students to the practice of dentistry and dental specialties. It covers topics such as: Professional and legal responsibilities and the roles of the dental auxiliary; responsibilities of the dental assistant, including oral communications, written communications and psychology; patient and office personnel communication and relations, proper charting, record keeping and professionalism.

### **DEN AST 003 Dental Assisting Seminar (1)**

This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical dental assisting. Accumulated theoretical knowledge will be related to practical clinical application.

### **DEN AST 005 Pre-Clinical Chairside Assisting (5)**

*Advisory: ALD HTH 033.*

Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial examination, dental restorations, impressions and basic oral surgery.

### **DEN AST 006 Dental Sciences for the Dental Assistant (2)**

*Advisory: ALD HTH 033.*

An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion, development and class of malocclusions; anatomy of the skull, arteries and veins, musculature and nervous structures of the head and neck: General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.

### **DEN AST 007 Infection Control for the Dental Setting (1)**

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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.

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## **DENTAL HYGIENE SPECIAL PROJECTS**

### **(DEN HY)**

*Note: Dental Hygiene special project courses are only open to enrolled Dental Hygiene students. Upper division courses can be found in the "Dental Hygiene Bachelor of Science 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 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.

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## **EARTH SCIENCE (EARTH)**

### **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.

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## **ECONOMICS (ECON)**

### **ECON 001 Principles of Microeconomics (3) UC/CSU**

This course is an introduction to the field of microeconomics, which focuses on the behavior of individual economic agents

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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 Macroeconomics (3) UC/CSU**

*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 010 Economic History of the United States (3) UC/CSU**

Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy.

### **ECON 011 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.

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## **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.

### **EDUC 211 Introduction to Educational Issues (3) UC/CSU**

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

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## **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++.

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## **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

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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 Scientists and Engineers (4) UC/CSU**

*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) UC/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) UC/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 220 Electrical Circuits I (4) UC/CSU**

*Prerequisites:* MATH 263 and PHYSICS 038

*Corequisite:* MATH 275

This course covers electric circuit analysis in time and frequency domains, transient, and steady state solutions.

Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits, AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

### **ENG GEN 225 Digital Circuit Analysis (4) UC/CSU**

*Prerequisites:* MATH 263, PHYSICS 038

*Corequisite:* MATH 275

This course is an introduction to digital circuit analysis. Topics covered include the following: Number systems, computer arithmetic, and binary codes; binary logic, Boolean algebra, and logic gates; combinational circuits, analysis and design, including adders, MUX's, decodes, etc.; and sequential circuits analysis and design. In the lab students design, implement, and debug a combinational circuit; and perform implementation of combinational circuits using logic gates and programmable logic devices and design sequential logic circuits using gates, ROMs, and PALs. Students in the laboratory use FPGA board to program and experience the behavior of circuits.

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## **ENGINEERING GRAPHICS & DESIGN (EGD TEK)**

### **EGD TEK 101 Engineering Graphics (3) UC/CSU**

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

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## **ENGLISH (ENGLISH)**

### **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 100 ACCELERATED PREP: COLLEGE WRITING (3) (NDA)**

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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**

*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 101Y College Reading and Composition I Plus 2-Hour Lab (3.5) UC/CSU**

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

### **ENGLISH 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 206 American Literature I (3) UC/CSU**

*Prerequisite: ENGLISH 101 with a grade of "C" or better.*

*Recommended: ENGLISH 102.*

This course surveys American literature from 1608 to the Civil War, emphasizing the works of major writers, culturally diverse and under-represented writers, and writers who suggest the diversity of subject and opinion in American literature.

### **ENGLISH 206 American Literature II (3) UC/CSU**

*Prerequisite: ENGLISH 101 with a grade of "C" or better.*

*Recommended: ENGLISH 102.*

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This survey of American literature from the Civil War period to the present emphasizes major and under-represented writers and works in order to understand, appreciate, and investigate multicultural influences within national identity.

### **ENGLISH 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 245 Queer Literature (3) UC/CSU**

*Prerequisite:* ENGLISH 101 with a grade of "C" or better.

*Recommended:* ENGLISH 102.

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

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## **ENGLISH AS A SECOND LANGUAGE (E.S.L.)**

### **E.S.L. 006A College ESL VI: Writing and Grammar (6) UC/CSU**

*Prerequisite:* Appropriate placement level demonstrated through the placement process.

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized. *Prerequisite:* Completion of E.S.L. 005A with a grade of 'C' or better, or appropriate placement level demonstrated through the 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 Foundations of Design II (3) UC/CSU

ENV 102 is a continuation of ENV 101. An introduction to the processes of basic architectural design through studio projects addressing the relationship between idea, structure, function, and form. Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear relationship between architectural form language and spatial idea is stressed.

### ENVIRONMENTAL SCIENCE

(ENV SCI)

#### 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

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.

#### FLM PRD 101 Production Skills (3) CSU

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

The purpose of this class is to provide students with a hands-on overview of the responsibilities of an entry-level crew member in the major craft and technician departments in the motion picture, television and stage industry including camera, grip, set dressing, costume, set lighting, set painting, sound, editing, digital production, and stagecraft. The class will introduce you to the basic skills, tools, terminology, safety protocols and work habits specific to each department. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies in a particular craft. Participants must be able to lift a minimum of 50 lbs.

#### FLM PRD 101A Production Skills A (3) 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 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

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craft departments to explore skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

### **FLM PRD 101B Production Skills B (3) 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 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.

### **FLM PRD 101C Production Skills C (3) 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 capstone hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore basic skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

### **FLM PRD 103 Tools and Rigging for Production Crafts (3) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

This course is highly recommended for students wishing to pursue study in the following crafts: grip, set dressing, stagehands, set lighting and set painting. The course introduces students to the safe use of hand and power tools and common hardware. Operation and safety instruction will be given on both portable and stationary power tools, hand tools, pneumatic tools, rigging hardware, aerial platforms, spray guns, etc. Participants must be able to lift a minimum of 50 lbs.

### **FLM PRD 103A Beginning Tools for Production Crafts (3)**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

*Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by 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 an introduction to the hand and power tools used in the craft departments of the television and film production industry. Students will be introduced to workplace safety protocols, basic measuring techniques, the principles of electrical safety and the safe operation of hand tools, portable power tools and stationary power tools. Students will also learn which tools, hardware and techniques are commonly used in the grip, set dressing, set painting and set lighting crafts. Participants must be able to lift a minimum of 50 lbs.

### **FLM PRD 105 Stage Craft (6) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

Stagehands are technicians who construct and erect sets, rig electrical equipment and lighting, route and mix audio and manage props for live productions and specialized television applications. The class will introduce students to the fundamentals of stagecraft, including basic construction, rigging, electrical, lighting and audio support. This course provides instruction on the proper operation of all tools and equipment used in stagecraft. Students will learn how measure accurately, perform necessary calculations, read blue prints, set-up and test back line equipment, run audio and electrical cabling, rig lights and build and erect simple flats. The course also incorporates instruction on job-related paperwork, interaction with other crafts, basic computer skills, workplace safety, written and verbal communication, work ethics and job-seeking skills.

### **FLM PRD 106 Tech Literacy for Production & Post (3) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

This course is highly recommended for students wishing to pursue study in the following crafts: camera, sound, editing and digital production. This class provides students with an overview of entertainment industry technical topics and trends, including an introduction to the major audio and video file formats and codecs; computer hardware and software fundamentals; current industry technical trends; Microsoft excel; file organization; data storage solutions; software, internet and cloud-based applications commonly used by the studios. Knowledge of these topics are considered foundational for these craft pathways.

### **FLM PRD 110 Set Dressing Crafts (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**

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*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 (6) 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 Assistant/Digital Utility (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 Intermediate Lab (1)**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

This laboratory course, taken in conjunction with Film Production Crafts 120, introduces students to the basic skills of loader, digital utility and second camera assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

### **FLM PRD 122 Camera Operation for Unmanned Aircraft Systems (3) CSU**

*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 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 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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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 (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 (6) CSU**

*Prerequisite:* FLM PRD 100 with a grade of "C" or better.

This course will introduce students to the craft of the studio electrical lighting technician: how to safely and correctly handle and operate lighting instruments, stands, mounting equipment, and power distribution systems and how to safely and effectively use the basic hand tools and expendable supplies of the craft.

### **FLM PRD 140A Set Lighting Crafts A (4) CSU**

*Prerequisite:* FLM PRD 100 with a grade of "C" or better.

This course will introduce students to the craft of the motion picture and television lighting technician, beginning with a study of basic concepts in lighting design, electricity, and power distribution systems. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

### **FLM PRD 140B Set Lighting Crafts B (3) CSU**

*Prerequisite:* FLM PRD 140A with a grade of "C" or better.

This course will cover intermediate-level skills, techniques and concepts within the craft of set lighting. Students will set up and problem-solve lighting scenarios, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

### **FLM PRD 145 Set Painting Crafts (6) CSU**

*Prerequisite:* FLM PRD 100 with a grade of "C" or better.

In this course, students learn how to prepare surfaces such as wood, metals, and plastics for acceptance of various paints, as well as tools used in the preparation process, preparation materials, such as Spackle and Bondo, types of paints, safe handling, use, and storage of materials, weather and other environmental concerns, the steps of paint preparations, such as prepping, priming, sub-finishing, finishing, and clear finishes (sealers). Learning these skills from experienced union professionals in set painting, the students leave the program with confidence and knowledge on how to utilize these things to create just the right look for the job.

### **FLM PRD 146 Set Painting Crafts (3) CSU**

*Prerequisite:* FLM PRD 100 & 101 with a grade of "C" or better.

This course will introduce students to the craft of set painting for motion pictures and television. Students will learn how to prepare surfaces for acceptance of various paints, the steps of paint preparation and color mixing, and finishing techniques including aging, staining and texturizing surfaces. Students will learn industry terminology and the handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

### **FLM PRD 147 Set Painting Lab 1 (3) CSU**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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*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 (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 marbling, wood graining, and rust ageing.

### **FLM PRD 185 Directed Study - Film/TV Production Crafts (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 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 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 201 Introduction to Immersive Media (3) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

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

### **FLM PRD 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 203 3D Camera Technology for Immersive Media (3) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

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

### **FLM PRD 205 2D Digital Production (3) CSU**

This course provides a foundation in narrative, visual and concept design for all digital production classes. Students will create characters, props and backgrounds within a story board animatic. There will be a focus on the traditional principals of 2D animation, including physics of movement and staging 2D characters in scenes while incorporating performance, emotion, dialogue and camera placement.

### **FLM PRD 206 Motion Capture for Immersive Media (3) CSU**

*Prerequisite: FLM PRD 100 with a grade of "C" or better.*

This career-focused course provides an introduction to motion capture for virtual reality, augmented reality, and other

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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immersive technologies. Topics covered will include but not be limited to 3D perceptive abilities, cameras, software, sensors, and digitizing motions from acquisition to animation enhancement and file integration. Students will learn tracking, solving, integration, animation and motion mixing techniques, as well as current and emerging trends in motion capture technologies for immersive media.

### **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.

### **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 - Film/TV Production Crafts (2) 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 285A Directed Study – Film/TV Production Crafts A (2) 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 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) CSU**

*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) CSU**

*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 - Film/TV Production Crafts (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 (3) 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 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 Production (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.

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## **FINANCE** **(FINANCE)**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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.

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## **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.

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## **FRENCH**

### **(FRENCH)**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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 I (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.

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## **GEOGRAPHY (GEOG)**

### **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 (GEOLOGY)**

### **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, plate tectonics, supercontinent cycle, paleoclimate, and the methods used to determine events in Earth history and reconstruct past environmental conditions. Field trips may be taken. Strongly recommended for the student who is enrolled in or has completed Geology 002.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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.

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## **HEALTH (HEALTH)**

### **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.

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## **HEALTH OCCUPATIONS (HLTHOCC)**

### **HLTHOCC 051 Medical Office Microcomputer Management Applications (1)**

In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

### **HLTHOCC 052 Medical Office Procedures I (4)**

This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

### **HLTHOCC 053 Medical Office Procedures II (4)**

This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

### **HLTHOCC 054 Human Disease for Health Occupations (4)**

This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

### **HLTHOCC 055 Clinical Assisting Techniques I (4)**

This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

### **HLTHOCC 056 Clinical Assisting Techniques II (4)**

This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

### **HLTHOCC 057 Medical Office Laboratory Procedures (3.5)**

This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

### **HLTHOCC 058 Pharmacology for the Medical Assistant (2)**

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

### **HLTHOCC 059 Practicum for the Medical Assistant (2)**

This course provides introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

### **HLTHOCC 060 Medical Assistant Clinical Internship (3)**

This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

### **HLTHOCC 061 Medical Insurance (3)**

In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

### **HLTHOCC 062 Skill Set for the Health Care Professional (2) CSU**

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

### **HLTHOCC 063 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2) CSU**

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### **HLTHOCC 064 Cultural and Legal Topics for Health Care Professionals (1) CSU**

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

### **HLTHOCC 065 Fundamentals for the Health Care Professional (2.5) CSU**

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.

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## **HISTORY (HISTORY)**

### **HISTORY 001 Introduction to Western Civilization I (3) UC/CSU**

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

### **HISTORY 002 Introduction to Western Civilization II (3) UC/CSU**

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries will also be examined.

### **HISTORY 005 History of the Americas I (3) UC/CSU**

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

### **HISTORY 006 History of the Americas II (3) UC/CSU**

This course surveys the history of the Americas, from the Latin American wars of independence to the present, stressing Latin America development, inter-American relations and constitutional patterns.

### **HISTORY 011 Political and Social History of the United States I (3) UC/CSU**

This course surveys the political, social, economic and constitutional history of the United States, from the colonial settlements through the Civil War and reconstruction. *UC Transfer Credit Limit: A maximum of one course from HISTORY 011, 041, 043; AFRO AM 004.*

### **HISTORY 012 Political and Social History of the United States II (3) UC/CSU**

This course presents the major sociocultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day.

*Note: UC Transfer Credit Limit: a maximum of one course from HISTORY 012, 013, 042, 044; AFRO AM 005; and CHICANO 008 (only offered at LACC, ELAC, LAMC, LAPC, or LAVC).*

### **HISTORY 027 History of Africa (3) UC/CSU**

This is a survey of Africa from ancient times to the present. The course includes the historical ramifications of the African Diaspora to the Western Hemisphere and the special relationship of Africa to the United States.

### **HISTORY 029 Asian Civilization: The Middle East (3) UC/CSU**

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and sociocultural development. The course deals with the life and teachings of Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest.

### **HISTORY 040 American History in Film (3) UC/CSU**

This course will survey the development of American films, and explore the way in which American history has been both accurately and falsely presented for popular consumption.

### **HISTORY 041 The African American in the History of the United States I (3) UC/CSU**

*(Same as AFRO AM 004)*

*History 41 (same as African American Studies 004) 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 HISTORY 011, 041, 043; AFRO AM 004.*

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **HISTORY 042 The African American in the History of the United States II (3) UC/CSU**

(Same AFRO AM 005)

*History 042 (same as African American Studies 005) is a survey course which covers the history of the United States from the end of the Civil War to the present time, with special emphasis on the contributions of African Americans to the political, economic and social development of American history and culture.*

*UC Transfer Credit Limit: A maximum of one course from HISTORY 012, 013, 042, 044; AFRO AM 005; and CHICANO 008 (only offered at LACC, ELAC, LAMC, LAPC, or LAVC).*

### **HISTORY 043 The Mexican-American in the History of the United States I (3) UC/CSU**

This course traces the historical evolution of the Mexican and Mexican American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the United States with emphasis on the Southwest.

### **HISTORY 044 The Mexican-American in the History of the United States II (3) UC/CSU**

A survey of U.S. history from the end of the Civil War through the present day, with special emphasis on the Mexican-American contribution to the social, economic, and political development of the United States. Included is a continued survey of the U.S. Constitution.

### **HISTORY 056 American Environmental History (3) CSU**

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

### **HISTORY 058 The Asian American in the History of the United States (3) CSU**

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

### **HISTORY 074 Asian Civilization (3) 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.

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## **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 110 Sanitation and Safety (2) CSU**

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

### **HOSPT 135 Meeting/Convention and Incentive Planning (3) CSU**

*Prerequisite: HOSPT 100*

This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and hospitality industries. Students will be prepared to plan, promote and operate programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration.

### **HOSPT 136 Event Management (3) CSU**

*Prerequisite: HOSPT 100*

This course provides future event managers with the essential training and skills required to research, plan, schedule, organize, and market special events anywhere in the world. This course teaches the logistical know-how, and the theoretical understanding needed, to enter this rewarding sector of the hospitality industry. Topics covered include event management, meeting planning, trade show and exposition

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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operations, catering, and marketing for all types of special events.

### **HOSPT 302 Introduction to Hotel/Motel Operations (3) CSU**

With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

### **HOSPT 303 Hotel Front Office Operations (3) CSU**

Exciting and rewarding careers are available in the hotel industry, and in this course, students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision making skills, and teamwork.

### **HOSPT 310 Hospitality Sales (3) CSU**

Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

### **HOSPT 311 Hospitality Marketing (3) CSU**

Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

### **HOSPT 320 Hospitality Law (3) CSU**

*Prerequisite:* HOSPT 100

For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

### **HOSPT 325 Guest Relations Management (3) CSU**

Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

### **HOSPT 330 Managing Technology and E-Commerce (3) CSU**

The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

### **HOSPT 340 Introduction to Professional Food Service (3) CSU**

The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to food service operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high-quality food.

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## **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

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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.

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## **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.

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## **JAPANESE**

### **(JAPAN)**

#### **JAPAN 001 Elementary Japanese I (5) UC/CSU**

This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.

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## **KINESIOLOGY**

### **(KIN)**

#### **KIN 185 Directed Study (1) CSU**

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**

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**

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**

Emphasis is on physical fitness through a non-traditional strength training. Students will leave with an extensive exercise library using nontraditional equipment (fit balls, bends, medicine balls, etc.).

#### **KIN 250 Weight Training Skills (1) UC/CSU**

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

### **KIN 251-1 Yoga Skills – I (1) UC/CSU**

Students are introduced to the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas(positions), and terminology.

### **KIN 272 Track and Field Skills (1) UC/CSU**

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**

Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

### **KIN 287 Basketball Skills (1) UC/CSU**

This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.

### **KIN 288 Flag/Touch Football Skills (1) UC/CSU**

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**

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**

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**

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**

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**

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength, endurance and flexibility.

### **KIN 334-1 Fitness Walking I (1) UC/CSU**

Walking for Fitness focuses on achieving cardiovascular fitness and a healthy life-style through walking. Includes such topics as basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking.

### **KIN 335-1 Fitness and Weight Control I (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 includes 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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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develop his/her own physical fitness program at any time in life based upon sound physiological principles.

### **KIN 350-1 Weight Training I (1) UC/CSU**

This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 386 Baseball Skills Activity (1) UC/CSU**

This course is designed to provide instruction in the history of and the skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

### **KIN 387 Basketball (1) UC/CSU**

This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

### **KIN 388 Flag Football (1) UC/CSU**

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules and regulations.

### **KIN 389 Soccer (1) UC/CSU**

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

### **KIN 391 Volleyball (1) UC/CSU**

This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, etiquette, terminology and strategies for volleyball.

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## **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-Softball (3) UC/CSU**

This is the intercollegiate softball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of softball and practice basic softball skills, including throwing, fielding, hitting, and base running while participating in intercollegiate competition.

### **KIN ATH 515 Intercollegiate Athletics-Track and Field (3) UC/CSU**

This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle- and long-distance skills while participating in intercollegiate competition. Tryouts are required.

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### **KIN ATH 516 Intercollegiate Athletics-Volleyball (3) UC/CSU**

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required.

### **KIN ATH 549 Intercollegiate Cheer/Yell Leaders (3) UC/CSU**

This course covers fundamental to advanced principles of drill patterns, yell, dance, stunt and cheer leading routines. Instruction, demonstration and practice of yell, dance, stunt and cheer leading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

### **KIN ATH 552 Intercollegiate Sports Conditioning & Skills Training (3) UC/CSU**

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

### **KIN ATH 553 Intercollegiate Football Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

### **KIN ATH 554 Intercollegiate Track/Field-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for track and field.

### **KIN ATH 555 Intercollegiate Cross Country-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for cross country.

### **KIN ATH 556 Intercollegiate Basketball -Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

### **KIN ATH 557 Intercollegiate Baseball-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

### **KIN ATH 558 Intercollegiate Soccer-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

### **KIN ATH 563 Intercollegiate Volleyball-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

### **KIN ATH 564 Intercollegiate Softball-Fitness & Skills Training (1) UC/CSU**

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to 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) UC/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**

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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.

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## **LAW (LAW)**

### **LAW 003 Civil Rights and the Law (3) UC/CSU**

This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and the United States Constitution, life and the death penalty, freedom of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events.

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## **LIBRARY SCIENCE (LIB SCI)**

### **LIB SCI 101 College Research Skills (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) UC/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.

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## **MANAGEMENT (MGMT)**

### **MGMT 001 Principles of Management (3) CSU**

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

### **MGMT 002 Organization and Management Theory (3) CSU**

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior, communications, motivation and leadership, organizational development, change and manpower development are examined.

### **MGMT 006 Public Relations (3) CSU**

This course covers essentials for organizing and operating a public relations program. Topics include the study of relations with the community, customers, stockholders, news media, and employees. Multicultural relations and public relations writing are also covered.

### **MGMT 013 Small Business Entrepreneurship (3) CSU**

This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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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.

### **MGMT 031 Human Relations for Employees (3) CSU**

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

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## **MANUFACTURING & INDUSTRIAL TECHNOLOGY**

(MIT)

### **MIT 220 Introduction to Robotics (3) UC/CSU**

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.

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## **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 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) CSU**

This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social

interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

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## **MATHEMATICS**

(MATH)

(Corrected 02/07/2023)

### **MATH 107 How to do Word Problems**

*Prerequisite:* ~~MATH 110 or MATH 112, 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)**

~~Not currently offered per LACCD mandate.~~

~~*Prerequisite:* 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 115 Elementary Algebra (5)**

~~Not currently offered per LACCD mandate.~~

~~*Prerequisite:* MATH 110 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 122 Intermediate Algebra for Statistics (5)**

*Prerequisites:* ~~MATH 115, or~~ MATH 125, 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~~ 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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

expressions, solution of linear equations and inequalities. Solution of word problems involving linear equations and inequalities.

### **MATH 125 Intermediate Algebra (5)**

*Prerequisite:* ~~MATH 115~~ 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 215 Principles of Mathematics I (3) UC/CSU**

*Prerequisite:* ~~MATH 122~~, MATH 125, or placement through the multiple measures process.

*Recommended:* ACAD PR 018CE or ACAD PR 016CE.

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~~, MATH 125, or placement through the multiple measures process.

*Recommended:* ACAD PR 015CE or ACAD PR 016CE.

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. *UC Transfer Credit Limit: A maximum of one course from MATH 227, MATH 227S, or PSYCH 091.*

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

*Prerequisite:* ~~MATH 122~~, MATH 125, 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) UC/CSU**

*Prerequisite:* ~~MATH 122~~, MATH 125, or placement through the multiple measures process.

*Recommended:* ACAD PR 016CE and ACAD PR 018CE.

An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics include logical reasoning and set theory, algebraic and geometric systems, probability and statistics, mathematical modeling, and two or more of the following: numeration systems, financial math, graph theory, election theory, fair-division algorithms, number theory, sequences and series.

### **MATH 236 Calculus for Business and Social Sciences (5) UC/CSU**

*Prerequisite:* Math 245 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.

### **MATH 241 Trigonometry with Vectors (4) CSU**

*Prerequisites:* MATH 125 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) UC/CSU**

*Prerequisite:* MATH 125 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 125 or placement through the multiple measures process.

*Recommended:* ACAD PR 016CE.

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.

### **MATH 260 Pre-Calculus (5) UC/CSU**

*Prerequisite:* MATH 241 with a grade of "C" or better

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.

### **MATH 261 Calculus I (5) UC/CSU**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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*Prerequisite: MATH 260 with a grade of "C" or better*  
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.

### **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.

### **MATH 263 Calculus III (5) UC/CSU**

*Prerequisite: MATH 262 with a grade of "C" or better.*  
The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

### **MATH 270 Linear Algebra (3) UC/CSU**

*Prerequisite: MATH 261 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 262 with a grade of "C" or better.*  
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.

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## **MICROBIOLOGY (MICRO)**

### **MICRO 020 General Microbiology (4) UC/CSU**

*Prerequisite: BIOLOGY 003.*  
*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.

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## **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 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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

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### **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 161 Introduction to Electronic Music (3) CSU**

This course explores electro acoustic music by surveying contemporary music and by becoming familiar with the use of technology in today's musical practices and procedures. Computers, synthesizers and MIDI software are utilized.

#### **MUSIC 165 Introduction to Recording Arts (3) CSU**

An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone

principals and usage; recording styles; re-cording studio equipment; multi-track recording procedures.

#### **MUSIC 180 Applied Music Laboratory (1.5) CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

#### **MUSIC 180-1 Applied Music Laboratory I (1.5) UC/CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration. Concurrent enrollment in MUSIC 181 is required. Placement is by audition only.

#### **MUSIC 180-2 Applied Music Laboratory II (1.5) UC/CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

#### **MUSIC 180-3 Applied Music Laboratory III (1.5) UC/CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course MUSIC 183. Placement is by audition. Achievement is evaluated through skills demonstration.

#### **MUSIC 180-4 Applied Music Laboratory IV (1.5) UC/CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required 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 (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**

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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 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 sight-reading, 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. (corrected 09/26/2022)

### **MUSIC 213 Musicianship III (1) UC/CSU**

*Prerequisite:* MUSIC 212. *Corequisite:* MUSIC 203.

This course consists of sight reading, ear training and keyboard application of the subject matter covered in MUSIC 203.

### **MUSIC 214 Musicianship IV (1) UC/CSU**

This course is an advanced intermediate course that applies and develops sight singing; rhythmic, melodic and harmonic materials, dictation and simple keyboard harmony. Review of music theory fundamentals.

### **MUSIC 265 Recording Arts Workshop (3) CSU**

*Prerequisite:* MUSIC 165.

The application of the theory and practice of acoustics, audio, and recording learned in The Introduction to Recording of recording styles; recording studio equipment; and multi-track recording procedures.

### **MUSIC 265-1 Recording Arts Workshop I (3) CSU**

This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation

(DAW) computer applications. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and or academic use.

### **MUSIC 265-2 Recording Arts Workshop II (3) CSU**

This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and or academic use.

### **MUSIC 265-3 Recording Arts Workshop III (3) CSU**

This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUSIC 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal, academic, and or commercial use.

### **MUSIC 285 Directed Studies - Music (2) CSU**

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

### **MUSIC 321 Elementary Piano I (2) UC/CSU**

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part, and non-harmonic tones. Harmonic skill is developed through written exercises, analyses of classical examples and keyboard exercises. Students will be required to spend additional time in the Learning Resource Center with audio visual and computer-assisted instructional materials, have some pianistic ability, and/or concurrent enrollment in an elementary piano course.

### **MUSIC 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 - Music (3) CSU**

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

### NURSING-HEALTH CARE ANCILLARIES (NRS-HCA)

#### NRS-HCA 056 Essential Practical Skills for Nurse Assistants (1)

(Formerly NURSING 056)

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.

#### NRS-HCA 399 Certified Nurse Assistant / Certified Home Health Aide (7)

(Formerly NURSING 399)

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.

#### NRS-HCA 399A Certified Nurse Assistant (5)

(Formerly NURSING 399A)

*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 statutes, 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.

#### NRS-HCA 399B Certified Home Health Aide (2)

(Formerly NURSING 399B)

*Prerequisite: Successful completion of NRS-HCA 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)

#### OCEANO 001 Introduction to Oceanography (3) UC/CSU

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) UC/CSU

*Prerequisite: OCEANO 001.*

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.

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### **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)**

*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. Research 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)**

*Recommended:* ENGLISH 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 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 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 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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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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)**

*Recommended: ENGLISH 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 046 Technology Use for Paralegals (3)**

*Prerequisite: ENGLISH 101.*

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

### **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.

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## **PHARMACY TECHNICIAN (PHRMCTK)**

### **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. (corrected 09/26/2022)

### **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. (corrected 09/26/2022)

### **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. (corrected 09/26/2022)

### **PHRMCTK 031 Pharmacy Calculations (2) CSU**

*Recommended: ENGLISH 101*

In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

### **PHRMCTK 032 Pharmacy Operations (4.5) CSU**

*Prerequisites: PHRMCTK 023, 029, and 031.*

In this course students will become competent in handling and pre-paring medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guide- lines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

### **PHRMCTK 034 Community Pharmacy Externship (2.5) CSU**

*Prerequisites: PHRMCTK 024, 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**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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 (2.5) CSU**

*Prerequisites:* PHRMCTK 035, ALD HTH 056 and ALD HTH 057.

This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life-threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition, the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

### **PHRMCTK 037 Sterile Products (4.5) 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 (2.5) CSU**

*Prerequisites:* ALD HTH 056 & 057, and PHRMCTK 037.

In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

## **PHILOSOPHY**

### **(PHILOS)**

#### **PHILOS 001 Introduction to Philosophy (3) UC/CSU**

This course examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge. It takes a historical approach to philosophical problems in the Western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and the theory of knowledge is undertaken.

#### **PHILOS 006 Logic in Practice (3) UC/CSU**

An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. This course examines problems of clarity of language as they appear in a variety of disciplines such as science, the humanities, social sciences, law and business. Emphasis is placed on the practical application of logical skills to other disciplines.

#### **PHILOS 008 Deductive Logic (3) UC/CSU**

This course is an introduction to the principles of deductive and inductive reasoning emphasizing critical and evaluative

skills. Introduces technical analysis of the reasoning process, categorical and propositional logic, and formal and informal fallacies. NOTE: This course is an excellent preparation for the LSAT.

#### **PHILOS 009 Symbolic Logic I (3) UC/CSU**

This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

#### **PHILOS 012 History of Greek Philosophy (3) UC/CSU**

This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers.

#### **PHILOS 014 History of Modern European Philosophy (3) UC/CSU**

Students study western philosophy from the Renaissance to the 19th century. The course explores the rise of modern science, continental rationalism and British empiricism, and Kant.

#### **PHILOS 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.

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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### **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.

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## **PHOTOGRAPHY (PHOTO)**

### **PHOTO 007 Exploring Digital Photography (3) UC/CSU**

*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.

### **PHOTO 027A History & Aesthetics of Photography A (3) UC/CSU**

*Recommended: ENGLISH 101.*

Students study the major developments of the photographic medium, and relate these developments to society and to historic events. Students will also examine the meaning of photography as a work of art.

### **PHOTO 027B History & Aesthetics of Photography B (3) UC/CSU**

*Recommended: ENGLISH 101.*

Provides a chronological description of the major developments of the photographic medium, focusing on documentary. Relates these developments to society and to events in the other visual arts.

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## **PHYSICAL SCIENCE (PHYS SC)**

### **PHYS SC 001 Physical Science I (3) UC/CSU**

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

### **PHYS SC 014 Physical Science Laboratory (1) UC/CSU**

*Prerequisite: 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.

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## **PHYSICS (PHYSICS)**

### **PHYSICS 006 General Physics I (4) UC/CSU**

*Prerequisite: Prior or concurrent enrollment in MATH 241 or equivalent trigonometry.*

PHYSICS 006 covers the vector representation of the static & dynamic mechanics of solids, thermodynamics, fluid mechanics, vibrations & waves, sound and an introduction to direct current circuits. It uses problem applications that will equip the students with the basic analytic and experimental techniques to enable them to solve problems. The course work includes the qualitative and quantitative solution of problems, demonstrations and laboratory experiments selected to illustrate the major principles of physics. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

### **PHYSICS 007 General Physics II (4) UC/CSU**

*Prerequisites: PHYSICS 006*

PHYSICS 007 is an introductory course in electrostatics, electromagnetic forces & fields, electro-magnetic wave theory, direct & alternating current circuit analysis including resonance, optics, and modern (relativity, quantum, atomic & nuclear) physics. The course uses qualitative and quantitative problem applications and laboratory work to equip the students with basic analytic and experimental techniques. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

### **PHYSICS 012 Physics Fundamentals (3) UC/CSU**

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

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majors. This course introduces the use of modeling of physical systems and the use of calculus and vectors to solve problems involving Classical Mechanics, gravity, the conservation of energy and momentum (linear & angular), statics & dynamics/kinematics, characteristics of solids and fluids, and fluid mechanics. Students will develop skills in modeling, formulating and solving physics problems and will enhance their ability to analyze different situations in terms of fundamental physics principles. The analytical and theoretical work will be reinforced and blended with laboratory experiments that will permit students to verify, illustrate, and deduce various laws of physics. *UC Transfer Credit Limit: transfer credit will only be given for one series: PHYSICS 006 & 007 or PHYSICS 037, 038, & 039.*

### **PHYSICS 038 Physics for Engineers and Scientists II (5) UC/CSU**

*Prerequisites: PHYSICS 037 and MATH 262.*

The second semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include thermodynamics (temperature, heat, heat engines, entropy), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

### **PHYSICS 039 Physics for Engineers and Scientists III (5) UC/CSU**

*Prerequisite: PHYSICS 038*

*Corequisite: MATH 263*

The third semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

### **PHYSICS 185 Directed Study – Physics (1) CSU**

Students study Physics on a contract basis under the direction of a supervising instructor.

### **PHYSICS 285 Directed Study – Physics (2) CSU**

Students study Physics on a contract basis under the direction of a supervising instructor.

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## **PHYSIOLOGY (PHYSIOL)**

### **PHYSIOL 001 Introduction to Human Physiology (4) UC/CSU**

*Prerequisite: ANATOMY 001, CHEM 051 or 060 or 101, and MATH 125 with a grade of "C" or better.*

*Recommended: ENGLISH 101*

This course presents the biochemical and biophysical principles underlying the physiological processes of the human body. Lecture topics include the regulation of body processes and the integration of organ systems to maintain homeostasis. Laboratory exercises will include the electrocardiogram, spirometry, blood pressure and urinalysis. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Therapy and Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introduction.

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## **POLITICAL SCIENCE (POL SCI)**

### **POL SCI 001 The Government of the United States (3) UC/CSU**

This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary.

### **POL SCI 002 Introduction to Comparative Politics (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.

### **POL SCI 007 Introduction to International Relations (3) UC/CSU**

This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing students with a framework for analysis.

### **POL SCI 014 Government and Politics in the Middle East (3) UC/CSU**

This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with Western World.

### **POL SCI 017 Government and Politics in Latin America (3) UC/CSU**

This introductory course provides a framework for understanding and analyzing the governments, politics and institutions of Latin America in connection with the region's

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diverse cultures and societies and their markets and economies in the context of the global economy.

### **POL SCI 020 Race and Ethnicity in Politics (3) CSU**

The social construction of racial and ethnic groups in American society and their relationship to local, state, and national governments are covered. The problems of racism, discrimination and assimilation, and the impact of ideology on integration into the political system are covered. In addition, the course examines voting behavior and pressure group politics, resistance and political action, the social construction of race and racism, and the political conditions shaping our understanding of the poor. The course also explores the political challenges faced by the aged, the young, and women.

### **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) UC/CSU**

*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.

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## **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 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 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

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of personal computers is demonstrated. Report writing of APA style manuscripts and presentation of a group project from data collected are required.

### **PSYCH 079 Introduction to Social Work (3) CSU**

This course is an introductory overview of social work and covers the history and development of social services. Institutions such as the welfare system, the justice system, and healthcare are explained. A particular emphasis is placed on issues of human needs related to socioeconomic factors, health, and mental health. Case management and the tasks of culturally responsive social workers are explored. Social work as a career, including qualifications as well as legal and ethical requirements are also covered.

### **PSYCH 091 Statistics for the Social and Behavioral Sciences (4) UC/CSU**

*Prerequisite:* MATH 125 or placement through the multiple measures process.

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.

*Note:* UC Transfer Credit Limit: A maximum of one course from MATH 227, MATH 227S, or PSYCH 091.

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## **REAL ESTATE**

### **(REAL ES)**

#### **REAL ES 001 Real Estate Principles (3) CSU**

This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. Real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate are covered. *Note:* This course is required for a real estate salesperson's license; elective for the California Broker's license.

#### **REAL ES 003 Real Estate Practice (3) CSU**

This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. *Note:* This course is required for those seeking the California Broker's license.

#### **REAL ES 004 Real Estate Office Administration (3) CSU**

Topics presented in this course include management, leadership, communications, staffing, real estate market

analysis, finance, and other topics pertinent to the successful operation of a real estate office. *Note:* This course may be used as an elective toward the California salesperson's license.

#### **REAL ES 005 Legal Aspects of Real Estate I (3) CSU**

This course covers in detail the principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. *Note:* This course is required for the California Broker's license; elective for a real estate salesperson's license.

#### **REAL ES 007 Real Estate Finance I (3) CSU**

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

#### **REAL ES 009 Real Estate Appraisal I (3) CSU**

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

#### **REAL ES 010 Real Estate Appraisal II (3) CSU**

*Prerequisite:* REAL ES 009.

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value, and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income producing properties. An appraisal report on an income-producing property is usually required.

#### **REAL ES 011 Escrow Principles (3) CSU**

The principles used in opening, processing and closing escrow accounts involving land and title transfers, including the forms and procedures used by escrow departments in banks, title companies, and escrow firms. Sample escrow forms are completed by students.

#### **REAL ES 014 Property Management (3) CSU**

This course is designed for real estate brokers, salespeople and owners of income producing properties. Topics covered include the nature and types of property management, 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.

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### **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.

### **REAL ES 041 Real Estate Appraisal: Real Estate Foundations (2.5)**

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

### **REAL ES 042 Real Estate Appraisal: Assessment Practice (2)**

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

### **REAL ES 043 Real Estate Appraisal: Residential Cost Approach (2.5)**

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

### **REAL ES 044 Real Estate Appraisal: Sales Comparison Approach (2.5)**

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

### **REAL ES 045 Real Estate Appraisal: Income Approach (2.5)**

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

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## **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

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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poverty, deviance, criminal justice, group conflict, population, environment and social change.

### **SOC 011 Ethnic & Racial Minorities in the United States (3) UC/CSU**

This course examines racial and ethnic relations in the U.S., including how these relationships developed historically. It explores the social, political and economic forces that maintain or act to change these relationships as well as patterns of interaction between various racial and ethnic groups.

### **SOC 031 Sociology of Gender (3) UC/CSU**

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

### **SOC 050 Introduction to Social Justice Studies (3) UC/CSU**

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

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## **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. (corrected 09/26/2022)

### **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.

### **SPANISH 035 Spanish for Spanish Speakers I (5) UC/CSU**

This course is intended for fluent Spanish speakers who have had no formal instruction in Spanish. Students are introduced to Spanish grammar and spelling rules with a focus on reading and writing skills and vocabulary expansion. Students practice the four language skills in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States. Credit is given for either Spanish 035 or Spanish 002, but not both.

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## **THEATER (THEATER)**

### **THEATER 100 Introduction to the Theater (3) UC/CSU**

## CREDIT COURSE LISTINGS & DESCRIPTIONS

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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 Analysis (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.

### **THEATER 385 Directed Study - Theatre (3) CSU**

This course allows students to pursue directed study in Theater on a contract basis under the direction of a supervising instructor. Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge.

## NONCREDIT PROGRAMS & COURSES

<b>Academic Preparation</b>  Certificates of Competency: <ol style="list-style-type: none"><li>1. Algebra Fundamentals</li><li>2. Arithmetic Fundamentals</li><li>3. College Readiness</li><li>4. Foundation for Academic Success I</li><li>5. Foundation for Academic Success II</li><li>6. Liberal Arts Math Prep</li><li>7. Pre-Algebra Fundamentals</li><li>8. Science preparation</li><li>9. Statistics Preparation</li><li>10. STEM Math Preparation</li></ol>	<b>Career Exploration &amp; Preparation</b>  Certificates of Completion: <ol style="list-style-type: none"><li>1. Business Tools</li><li>2. Career Exploration: Information Communications Technology/Digital Media</li><li>3. Choosing Business Careers</li><li>4. Communicating in Business</li><li>5. Conservation Studies</li><li>6. Dental Career Skill Enhancement</li><li>7. Facilities Management</li><li>8. Healthcare Career Discovery</li><li>9. Healthcare Careers Preparation</li><li>10. Healthcare Services</li><li>11. Police Orientation Preparation</li><li>12. Pre-Dental Career Preparation</li><li>13. Pre-Nursing Career</li><li>14. Real Estate Supervisory/Trainee Appraisal Licensing</li></ol>	<b>Job Training</b>  Certificates of Completion: <ol style="list-style-type: none"><li>1. Administrative Assistant</li><li>2. Autism Services Aide</li><li>3. Banquet &amp; Restaurant Server</li><li>4. Custodial Technician Preparation</li><li>5. Front Desk Representative &amp; Reservationist</li><li>6. Guest &amp; Public Spaces Attendant</li><li>7. In-Home Supportive Services (IHSS) Provider</li><li>8. Maintenance Attendant for Hospitality</li><li>9. Tutor Training</li></ol>
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<b>Employment Preparation</b>  Certificates of Completion <ol style="list-style-type: none"><li>1. 21st Century Employability Skills: Communication &amp; Digital Literacy</li><li>2. 21st Century Employability Skills: Diversity Awareness &amp; Collaboration</li><li>3. 21st Century Employability Skills: Empathy &amp; Adaptability</li><li>4. 21st Century Employability Skills: Entrepreneurial &amp; Analytical Mindset</li><li>5. 21st Century Employability Skills: Self-Awareness &amp; Resilience</li><li>6. Academic &amp; Workforce Success</li><li>7. Employment Readiness</li><li>8. Financial Literacy for College &amp; Workforce Success</li><li>9. Job Readiness</li><li>10. Leadership and Workplace Success in the Public Sector</li><li>11. Licensing/Employment Test Prep</li><li>12. Resilient Leadership for College Engagement</li><li>13. Workplace Preparation and Career Success</li><li>14. Workplace Success I: Creative Leadership</li><li>15. Workplace Success II: Creativity &amp; Innovation in the Workplace</li></ol>	<b>English Language Learners</b>  Certificates of Completion: <ol style="list-style-type: none"><li>1. Administrative Assistant for the English Language Learner</li><li>2. ESL Fundamentals &amp; Custodial Technicians</li></ol> Certificates of Competency: <ol style="list-style-type: none"><li>3. College Readiness for the English Language Learner</li><li>4. ESL Fundamentals I</li><li>5. ESL Fundamentals II</li><li>6. ESL Fundamentals III</li><li>7. ESL Pathways</li><li>8. The Foundation of English Skills</li></ol>
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## 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS: COMMUNICATION & DIGITAL LITERACY (CN)

(6-18 hours)

The [21<sup>st</sup> Century Employability Skills: Communication and Digital Literacy certificate program](#) prepares students with the necessary skills and training in communication and digital literacy in the workplace. Students will learn a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. In addition, these courses give students education, development and training that enhances their workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills for success in the workplace.

### Program Learning Outcomes

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

### Required Courses

BSICSKL 116CE	21 <sup>st</sup> Century Employability Skills: Communication .....	3-9 hours
BSICSKL 117CE	21 <sup>st</sup> Century Employability Skills: Digital Fluency .....	3-9 hours

## 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS: DIVERSITY AWARENESS & COLLABORATION (CN)

(6-18 hours)

The [21<sup>st</sup> Century Employability Skills: Diversity Awareness and Collaboration certificate program](#) prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances their professional and interpersonal skills that enable them

establish rewarding relationships with diverse individuals and groups.

### Program Learning Outcomes

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

### Required Courses

BSICSKL 112CE	21 <sup>st</sup> Century Employability Skills: Diversity Awareness.....	3-9 hours
BSICSKL 113CE	21 <sup>st</sup> Century Employability Skills: Collaboration .....	3-9 hours

## 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS: EMPATHY & ADAPTABILITY (CN)

(6-18 hours)

The [21<sup>st</sup> Century Employability Skills: Empathy and Adaptability certificate program](#) prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances their professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

### Program Learning Outcomes

1. Knows the difference between empathy (putting yourself in someone else's shoes) versus sympathy (feeling sorry for/ understanding what someone is going through) and knows when to use one approach or the other.
2. Connects with others by being a good listener, asking questions to help understand what the other person is feeling, being honest, and mirroring positive nonverbal communication to build trust.

## NON-CREDIT PROGRAMS & COURSES

3. Notices when things change, like new technology or new responsibilities, and sees it as an opportunity rather than being negative about it.
4. Open to new experiences by trying out different work environments, roles, and tasks.
5. Can handle normal amounts of stress, use feedback in a positive way, and learn from things that go wrong.

### Required Courses

BSICSKL 110CE	21 <sup>st</sup> Century Employability Skills: Empathy .....	3-9 hours
BSICSKL 111CE	21 <sup>st</sup> Century Employability Skills: Adaptability .....	3-9 hours

## 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS: ENTREPRENEURIAL & ANALYTICAL MINDSET (CN)

(6-18 hours)

The [21<sup>st</sup> Century Employability Skills: Entrepreneurial and Analytical Mindset certificate program](#) prepares students with the necessary skills and training on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will also develop skills that enable ideas on how to solve problems and building a sense of motivation around having a solution mindset. In addition, these courses give students education, development and training on self-motivation, risk taking, and innovative thinking skill that would help build relationships with organizations.

### Program Learning Outcomes

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

### Required Courses

BSICSKL 108CE	21 <sup>st</sup> Century Employability Skills: Entrepreneurial Mindset .....	3-9 hours
BSICSKL 109CE	21 <sup>st</sup> Century Employability Skills: Analysis/Solution Mindset	3-9 hours

## 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS: SELF-AWARENESS & RESILIENCE

(6-18 hours)

The [21<sup>st</sup> Century Employability Skills: Self-Awareness and Resilience certificate program](#) prepares students with the necessary skills and training in the importance of self-awareness in the context of social awareness. Students will also develop skills that enable students to build their resilience so they're ready to meet challenges at work, at home and other areas of their life. In addition, these courses give students education, development and training on how to improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.

### Program Learning Outcomes

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

### Required Courses

BSICSKL 114CE	21 <sup>st</sup> Century Employability Skills: Self-awareness .....	3-9 hours
BSICSKL 115CE	21 <sup>st</sup> Century Employability Skills: Resilience .....	3-9 hours

## ACADEMIC & WORKFORCE SUCCESS (CY)

(72-126 hours)

The [Academic and Workforce Success certificate program](#) prepares students to become a successful online student, assists students with setting and achieving educational and career goals, and helps them develop the necessary research, career exploration, study, English and Math for college and workforce success.

### Program Learning Outcomes

1. Effectively navigate and utilize college website, email system, student portal, and student services.
2. Effectively document his/her educational goals and develop and utilize an action plan to successfully

## NON-CREDIT PROGRAMS & COURSES

undertake or progress in an academic or career program.

3. Demonstrate a basic knowledge of available careers in the U.S. and compare and contrast
4. Demonstrate basic skills to successfully undertake or progress in college-level credit courses.

### Required Courses

BSICSKL 105CE	Student Success in Hybrid and Online Classes .....	18-36 hours
BSICSKL 073CE	Industry Overview and Career Opportunities .....	18 hours

### Elective Courses (choose one from the following)

BSICSKL 027CE	Foundations: Study Skills .....	18 hours
BSICSKL 044CE	Reading and Writing for ..... College and Career Readiness	45 hours
BSICSKL 098CE	Math for College and ..... Career Readiness	18-54 hours

## ADMINISTRATIVE ASSISTANT (CN)

(144-153 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 with assistance with their resume, job applications and interview skills as well as are shown their options to continue their education and develop administrative skills for specific industries such as paralegal, legal assistants, and administrative support positions in facilities management, technology companies, and more.

### Program Learning Outcomes

1. Incorporate effective reading and writing strategies to master learning and communicating one's ideas
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

### Required Courses

BSICSKL 044CE	Reading and Writing ..... College & Career Readiness	45 hours
VOC ED 097CE	Blueprint for Customer Service .....	9-18 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
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## ADMINISTRATIVE ASSISTANT FOR THE ENGLISH LANGUAGE LEARNER (CN)

(117-162 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

1. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

### Required Courses

VOC ED 415CE	Effective Business Terminology .....	18 hours
VOC ED 418CE	Effective Business Correspondence.....	18 hours
VOC ED 288CE	Computer Skills for the Workplace .....	54 hours
VOC ED 097CE	Blueprint for Customer Service .....	9-18 hours
VOC ED 412CE	Vocational English as a Second Language C .....	18-54 hours

## ALGEBRA FUNDAMENTALS (CY)

(72-90 hours)

The [Algebra Fundamentals 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

1. Apply quantitative thinking processes using mathematical operations to solve common academic, workplace, and family problems.

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2. 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)

(72-108 hours)

The [Arithmetic Fundamentals 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

1. Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, and division) to solve common academic, workplace, and life problems.
2. Select appropriate math strategies for solving and handling application problems involving basic finance, science, economics, and family issues.

### Required Courses

BSICSKL 056CE Arithmetic Review I..... 27 hours  
BSICSKL 057CE Arithmetic Review II..... 27 hours  
BSICSKL 095CE Arithmetic Lab..... 18-54 hours

## AUTISM SERVICES AIDE (CN)

(18-81 hours)

The [Autism Services Aide 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

1. Understand common behaviors for clients with Autism Spectrum Disorders.
2. Effectively implement treatment plans under the supervision of a qualified health professional.
3. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.
4. 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 096CE Blueprint for Workplace ..... 9-36 hours  
Success  
VOC ED 425CE Autism Services Aide ..... 9-45 hours

## BANQUET & RESTAURANT SERVER (CN)

(27-54 hours)

The [Banquet and Restaurant Server 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

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

### Required Courses

VOC ED 242CE Banquet Server Skills ..... 9-18 hours  
Training  
VOC ED 246CE Restaurant Server Skills..... 9-18 hours  
Training  
VOC ED 247CE Kitchen Steward Skills..... 9-18 hours  
Training

## BUSINESS TOOLS (CN)

(36 hours)

The [Business Tools 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

1. Conceptualize, create, and implement effective business communication tools for success in the workplace.
2. Effectively employ appropriate business terminology, expressions, and concepts in a variety of workplace settings.

### Required Courses

VOC ED 415CE Effective Business  
Terminology ..... 18 hours  
VOC ED 418CE Effective Business  
Correspondence..... 18 hours

## NON-CREDIT PROGRAMS & COURSES

### 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

1. Identify and evaluate career opportunities and pathways within the computer science information technology field
2. Use current and emerging computing technology to enhance scientific, business, and individual productivity.

#### Required Courses

VOC ED 281CE	Exploring Computer Science Information Technology .....	18 hours
VOC ED 292CE	Robotics I Lab .....	18 hours
VOC ED 294CE	Introduction to Social Media - WordPress Blogs .....	18 hours

### CHOOSING BUSINESS CAREERS (CN)

(36 hours)

The [Choosing Business Careers 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

1. Demonstrate a basic knowledge of available business careers in the U.S. and compare and contrast these careers.
2. Implement best practices how to gather business career information using online resources.
3. Demonstrate knowledge of and ability to create a viable business plan and its essential components.

#### Required Courses

VOC ED 416CE	Introduction to Business .....	18 hours
	Careers	
VOC ED 420CE	Introduction to Starting.....	18 hours
	a New Business	

### COLLEGE READINESS (CY)

(27-63 hours)

The [College Readiness 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

1. Employ effective study skills and habits to successfully undertake or progress in college-level credit classes.
2. Effectively navigate and utilize college website, email system, student portal, and student services
3. Effectively document their educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

#### Required Courses

BSICSKL 005CE	Academic Guidance .....	9-18 hours
BSICSKL 075CE	Introduction to Post-Secondary Education .....	9 hours

#### Elective Courses (choose one from the following)

BSICSKL 009CE	Introduction to Library, Searches, and Services .....	9-27 hours
BSICSKL 027CE	Foundations: Study Skills.....	18 hours
BSICSKL 073CE	Industry Overview & Career ....	18 hours
	Opportunities	
BSICSKL 105CE	Student Success in Hybrid .....	18-36 hours
	and Online Classes	
VOC ED 290CE	Computer Literacy for .....	18 hours
	College	

### COLLEGE READINESS FOR THE ENGLISH LANGUAGE LEARNER (CY)

(54-99 hours)

English Language Learners will benefit from completing this [College Readiness for the ELL](#) 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

1. Effectively navigate and utilize college website, email system, student portal, and student services.
2. Effectively use the computer for college purposes.
3. Effectively document your educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

#### Required Courses

BSICSKL 075CE	Introduction to Post-Secondary.....	9 hours
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## NON-CREDIT PROGRAMS & COURSES

	Education	
BSICSKL 005CE	Academic Guidance.....	18 hours
VOC ED 289CE	Computer Basics for the ..... English Language Learner	18-54 hours

### Electives (choose one from the following)

BSICSKL 027CE	Foundations: Study Skills .....	18 hours
BSICSKL 073CE	Industry Overview and ..... Career Opportunities	18 hours

## COMMUNICATING IN BUSINESS (CN)

(36 hours)

The [Communicating in Business 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

1. Effectively demonstrate effective interview strategies that are customized to the specific employer and workplace.
2. Effectively employ appropriate business terminology, expressions, and concepts to meet the needs of workplace.

### Required Courses

VOC ED 417CE	Effective Business ..... Communication	18 hours
VOC ED 419CE	Business Communication ..... for Interviewing	18 hours

## CONSERVATION STUDIES (CN)

(36-80 hours)

The [Conservation Studies certificate program](#) 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

1. 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.
2. Understand key characteristics of our local ecology, including geology, plants, wildlife, and human impacts.
3. 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 .....	18-40 hours
VOC ED 223CE	Conservation Service ..... Learning	18-40 hours

## CUSTODIAL TECHNICIAN PREPARATION (CN)

(72-99 hours)

The [Custodial Technician Preparation 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

1. Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
2. Demonstrate appropriate communication, performance, and teamwork behavior and standards
3. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

### Required Courses

VOC ED 060CE	Custodial Technician ..... Preparation	63 hours
VOC ED 096CE	Blueprint for Workplace ..... Success	9-36 hours

## DENTAL CAREER SKILL ENHANCEMENT (CN)

(54 hours)

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

### Program Learning Outcomes

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

## NON-CREDIT PROGRAMS & COURSES

### Required Courses

VOC ED 406CE	Visual Spatial Perception .....	36 hours
	and Psychomotor Skill Training	
VOC ED 407CE	Career Preparation and .....	36 hours
	Orientation in Dental Field	

### 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

1. Identify and develop effective communication and leadership skills
2. Develop and practice collaborative teamwork problem-solving and project management techniques

### Required Courses

BSICSKL 077CE	Fundamentals for .....	36 hours
	Workplace Success I – Teamwork	
BSICSKL 078CE	Fundamentals for .....	36 hours
	Workplace Success II – Effective Communication and Leadership Skills	

### ESL FUNDAMENTALS & CUSTODIAL TECHNICIANS (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

1. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

### Required Courses

VOC ED 060CE	Custodial Technician .....	63 hours
	Training	
VOC ED 096CE	Blueprint for Workplace .....	9-36 hours
	Success	
VOC ED 410CE	Vocational English .....	54 hours

### ESL FUNDAMENTALS I (CY)

(234-270 hours)

The [ESL Fundamentals I 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

1. 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 of competencies outlined in the approved sequence of courses.
2. 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

ESL NC 006CE	English as a Second .....	216 hours
	Language - 0	
VOC ED 289CE	Computer Basics for .....	18-54 hours
	the English Language Learner	

### ESL FUNDAMENTALS II (CY)

(432 hours)

The [ESL Fundamentals II 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

1. Demonstrate the foundations of using English skills to successfully communicate.
2. Acquire foundational English skills in speaking, listening, reading and writing.
3. Demonstrate the proper use of foundational and frequently used English words and phrases.
4. Use proper verb tense and grammar when speaking and writing.

### Required Courses

ESL NC 007CE	English as a Second .....	216 hours
	Language - I	
ESL NC 008CE	English as a Second .....	216 hours
	Language - I/ESL Fundamentals III (CY)	

(432 hours)

The [ESL Fundamentals III certificate program](#) prepares English language learners to achieve low-advanced /

## NON-CREDIT PROGRAMS & COURSES

advanced level English competencies in writing incorporating 21st century communication skills to apply toward college and career goals.

### Program Learning Outcomes

1. Employing low advanced English skills in reading, writing, listening, and speaking with an emphasis in writing.
2. 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.
3. Applying subject - verb agreement rules correctly with a variety of subjects, including gerunds and infinitives.

### Required Courses

ESL NC 009CE	English as a Second Language - III	216 hours
ESL NC 015CE	English as a Second Language - IV	216 hours

## 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

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

### Required Courses

ESL NC 018CE	English as a Second Language V	36-108 hours
ESL NC 019CE	English as a Second Language VI	36-108 hours

## FACILITIES MANAGEMENT (CN)

(45-126 hours)

The [Facilities Management 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

1. Effectively utilize Microsoft Project to complete a project cycle.

2. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
3. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
4. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

### Required Courses

VOC ED 123CE	Facilities Project Management	27-63 hours
VOC ED 124CE	Essentials of Facilities Management	18-63 hours

## FINANCIAL LITERACY FOR COLLEGE & WORKFORCE SUCCESS (CN)

(36 hours)

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

### Program Learning Outcomes

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

### Required Courses

BSICSKL 065CE	Financial Literacy: Credit Basics	18 hours
BSICSKL 066CE	Financial Literacy: Personal Money Management Basics	18 hours

## 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

## NON-CREDIT PROGRAMS & COURSES

pass a High School equivalency test and successfully transition to college.

### Program Learning Outcomes

1. Writing – Students will compose a grammatically correct and coherent written summary and response to assigned material and prompts.
2. Reading—Students will identify authorial intent, main ideas, and supporting details in various texts read silently and aloud.
3. Calculate whole numbers, fractions, mixed numbers, and decimals through addition, subtraction, multiplication and division functions in numeric and word problems.
4. Determine and employ the necessary sequence of steps and calculations to solve and graph algebraic linear equations and geometric measurements.
5. Analyze historical primary and secondary sources and understand their meaning and inferences and socio-political context.
6. Apply scientific reasoning skills and interpret data sets and make correlations.

### Required Courses

BSICSKL 027CE	Foundations: Study Skills .....	18 hours
BSICSKL 034CE	High School Equivalency Test Preparation .....	117 hours
BSICSKL 075CE	Introduction to Post-Secondary Education.....	9 hours

## FOUNDATION FOR ACADEMIC SUCCESS II (CY)

(81-90 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

1. Demonstrate basic reading and writing skills to successfully undertake or progress in college-level credit courses.
2. Employ effective study skills and habits to successfully undertake or progress in college-level credit courses.
3. Demonstrate basic Math skills to successfully undertake or progress in college-level credit courses.
4. Effectively navigate and utilize college website, email system, student portal, and student services.

5. Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

### Required Courses

BSICSKL 005CE	Academic Guidance .....	9-18 hours
BSICSKL 023CE	College and Scholastic Assessment Preparation.....	72 hours

## FRONT DESK REPRESENTATIVE & RESERVATIONIST (CN)

(18-36 Hours)

The [Front Desk Representative and Reservationist 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

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

### Required Courses

VOC ED 243CE	Front Desk .....	9-18 hours
	Representative	
VOC ED 249CE	Reservationist Skills .....	9-18 hours
	Training	

## GUEST & PUBLIC SPACES ATTENDANT (CN)

(27-54 hours)

The [Guest and Public Spaces Attendant certificate program](#) prepares students with the necessary job skills and training to gain entry-level employment as a Guest, Laundry, Public Spaces Attendant. In addition to employment, these courses will also serve as a pathway for students to pursue a Certificate of Achievement and/or Associate Degree in the College's credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

### Program Learning Outcomes

## NON-CREDIT PROGRAMS & COURSES

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

### Required Courses

VOC ED 244CE	Laundry Attendant Skills .....	9-18 hours Training
VOC ED 245CE	Public Space Cleaner Skills .....	9-18 hours
VOC ED 250CE	Guestroom Attendant Skills .....	9-18 hours Training

## HEALTHCARE CAREER DISCOVERY (CN)

(36 hours)

The [Healthcare Career Discovery 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

1. Build knowledge capacity to differentiate among healthcare career opportunities.
2. Employ the importance of professionalism in the classroom and the workplace.

### Required Courses

VOC ED 320CE	Exploring Healthcare .....	18 hours Careers
VOC ED 404CE	Student Success in .....	18 hours Health Occupations

## HEALTHCARE CAREERS PREPARATION (CN)

(36 hours)

The [Healthcare Careers Preparation 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

1. Effectively demonstrate oral and written communication skills for the healthcare workplace (case notes and reading and writing medical documents)

2. Employ professional behavior and attire as a healthcare professional.
3. Demonstrate comprehensive understanding of the HIPAA Privacy Regulations
4. Prepare for entry-level positions in the healthcare field.

### Required Courses

VOC ED 402CE	Communication Skills for .....	18 hours Health Care Professions
VOC ED 405CE	Professionalism in Health .....	18 hours Occupations

## HEALTHCARE SERVICES (CN)

(54 hours)

The [Healthcare Services 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

1. Employ basic medical vocabulary and abbreviations used in healthcare professions.
2. Demonstrate basic medical documentation techniques and charting methods used in healthcare.
3. Document notes in medical records according to standard guidelines
4. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
5. Demonstrate professional behavior and attire as a healthcare professional

### Required Courses

VOC ED 400CE	Introduction to Medical .....	18 hours Terminology
VOC ED 401CE	Medical Documentation & .....	18 hours Charting
VOC ED 403CE	Law & Ethics for Health .....	18 hours Professions

## IN-HOME SUPPORTIVE SERVICES PROVIDER (CN)

(54-108 hours)

The [IHSS 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

## NON-CREDIT PROGRAMS & COURSES

1. Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
2. Demonstrate appropriate communication, performance, and teamwork behavior and standards
3. Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

### Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 408CE	In-Home Supportive Provider (IHSS)	36-90 hours

## JOB READINESS (CN)

(40-66 hours)

The [Job Readiness certificate program](#) prepares students with the essential 21<sup>st</sup> century communication and workplace skills to effectively gain and maintain employment.

### Program Learning Outcomes

1. Understand the importance of workplace skills and how to gain employment, be successful and keep a job.

### Required Courses

VOC ED 096CE	Blueprint for Workplace Success	9-36 hours
VOC ED 097CE	Blueprint for Customer Service	9-18 hours
VOC ED 098CE	30 Ways to Shine as a New Employee	12 hours

## LEADERSHIP & WORKPLACE SUCCESS IN THE PUBLIC SECTOR (CN)

(45-54 hours)

This [Leadership and Workplace 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

1. Students will develop critical thinking skills to apply to working in the public sector or interacting with public entities.

2. Students will understand the laws and regulations regarding public information and transparency for meetings and decision-making.

### Required Courses

BSICSKL 078CE	Fundamentals for Workplace Success II: Effective Communication and Leadership Skills	36 hours
BSICSKL 104CE	Leadership Skills for the Public Sector	9-18 hours

## LIBERAL ARTS MATH PREPARATION (CY)

(24-126 hours)

The [Liberal Arts Math Preparation certificate program](#) supports student success in transfer-level mathematics classes such as Math 215, Math 230 and Math 245.

### Program Learning Outcomes

1. 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.
2. 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

ACAD PR 016CE	Algebra	12-54 hours
ACAD PR 018CE	Preparatory Math	12-72 hours

## LICENSING/EMPLOYMENT TEST PREP (CN)

(45-108 hours)

The [Licensing/Employment Test Prep certificate program](#) covers a wide variety of employment certifications, licensures and other contextualized exams to adequately prepare students for employer-based tests. Students will be prepared to enter the workforce through resume development, interview skills and workplace skills.

### Program Learning Outcomes

1. Demonstrate basic reading and writing skills to successfully pass employment professional licensure and/or certification test.
2. Employ effective study skills and habits to successfully pass employment professional licensure and/or certification test.

## NON-CREDIT PROGRAMS & COURSES

3. Demonstrate basic math skills to successfully pass employment professional licensure and/or certification test.
4. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

### Required Courses

BSICSKL 074CE	Employment Test.....	36-72 hours
	Preparation	
VOC ED 096CE	Blueprint for Workplace .....	9-36 hours
	Success	

## MAINTENANCE ATTENDANT FOR HOSPITALITY (CN)

(18-54 hours)

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

### Program Learning Outcomes

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

### Required Courses

VOC ED 248CE	Maintenance Attendant.....	9-18 hours
	Skills Training	
VOC ED 251CE	Intro to Basic Hand/Power .....	9-36 hours
	Tool Training	

## POLICE ORIENTATION PREPARATION (CN)

(63 hours)

The [Police Orientation Preparation 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

1. Identify and access employment requirements and hiring processes for targeted employers of law enforcement personnel.

2. Develop appropriate personal employment preparation and career development plan for the law enforcement field
3. Demonstrate use of non-threatening and respectful communication skills and conflict management strategies when dealing with potential suspects or agitated community members.

### Required Courses

VOC ED 033CE	Introduction to Career .....	27 hours
	Pathways in Law Enforcement	
VOC ED 050CE	The Art and Practice of .....	36 hours
	Community-based Policing	

## PRE-ALGEBRA FUNDAMENTALS (CY)

(54 hours)

The [Pre-Algebra Fundamentals 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

1. Analyze and interpret spatial and graphic data (schedule, maps, tables, graphs, and geometric figures)
2. 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

## PRE-DENTAL CAREER PREPARATION (CN)

(36 hours)

The [Pre-Dental Career Preparation 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

1. Employ basic medical and dental vocabulary and abbreviations used in healthcare professions.
2. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
3. Prepare students for success in the West Los Angeles College Dental Hygiene Program
4. Build knowledge capacity about program policies, college student support service, professionalism, HIPAA, clinical kit organization, library research skills, and clinic procedures.

## NON-CREDIT PROGRAMS & COURSES

### Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 403CE	Law & Ethics for Health Professions	18 hours

## PRE-NURSING CAREER PREPARATION (CN)

(54 hours)

The [Pre-Nursing Career Preparation 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

1. Employ basic medical vocabulary and abbreviations used in healthcare professions.
2. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
3. 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.
4. Build knowledge capacity about California State licensure, job outlook, personnel requirements and program curriculum.
5. Demonstrate professional behavior and attire as a healthcare professional.

### Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 403CE	Law & Ethics for Health Professions	18 hours
VOC ED 409CE	Pre-Nursing Career Pathways	18 hours

## REAL ESTATE SUPERVISORY/TRAINEE LICENSING (CN)

(9-18 hours)

The [Real Estate Appraisal Licensing Certificate of Completion](#) allows students to complete the educational requirements for various Real Estate Appraisal Licenses by providing them with two essential legislative courses for the California Bureau of Real Estate Appraisers' (BREA) state licensing requirements.

### Program Learning Outcomes

1. Utilize a network of real estate professionals to conduct and complete the sale, purchase and

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

### Required Courses

VOC ED 197CE	Supervisory/Trainee Appraiser	4.5-9 hours
VOC ED 198CE	Federal & State Laws and Regs. for CA Appraisers	4.5-9 hours

## RESILIENT LEADERSHIP FOR COLLEGE ENGAGEMENT (CN)

(108-135 hours)

The [Resilient Leadership for College Engagement certificate program](#) will provide students with the necessary knowledge and interpersonal, navigation, and leadership skills needed to effectively transition to and succeed in college and in the workplace.

### Program Learning Outcomes

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

### Required Courses

BSICSKL 089CE	Resilient Leadership	18-36 hours
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## NON-CREDIT PROGRAMS & COURSES

BSICSKL 044CE	Reading and Writing .....	45 hours
	for College and Career Readiness	
BSICSKL 078CE	Fundamentals for .....	36 hours
	Workplace Success II: Effective	
	Communication and Leadership Skills	
BSICSKL 101CE	Introduction to Workforce .....	9-18 hours
	Opportunities	

### SCIENCE PREPARATION (CY)

(117-126 hours)

The [Science Preparation 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

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

#### Required Courses

BSICSKL 093CE	Biology Fundamentals .....	54 hours
	Review	
BSICSKL 094CE	Chemistry Fundamentals .....	54 hours
	Review	
BSICSKL 099CE	College and Career .....	9-18 hours
	Pathways Exploration for the Science Field	

### STATISTICS PREPARATION (CY)

(24-90 hours)

The [Statistics Preparation certificate program](#) supports student success in transfer-level Statistics classes.

#### Program Learning Outcomes

1. Students in transfer programs will use mathematical reasoning, tools and strategies to analyze quantitative aspects problems arising in their major or area of concentration.
2. 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

ACAD PR 015CE	Data Analysis .....	12-36 hours
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ACAD PR 016CE	Algebra .....	12-54 hours
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### STEM MATH PREPARATION (CY)

(24-90 hours)

The [STEM Math certificate program](#) supports student success in transfer-level STEM mathematics classes.

#### Program Learning Outcomes

1. 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.
2. 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

ACAD PR 016CE	Algebra .....	12-54 hours
ACAD PR 017CE	Geometry .....	12-36 hours

### THE FOUNDATION OF ENGLISH SKILLS (CY)

(162 hours)

The [Foundation of English Skills 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

1. Demonstrate the foundations of using English skills to communicate
2. Acquire foundational English skills in speaking, listening, reading, and writing.
3. Demonstrate the proper use of foundational and frequently used English words and phrases.
4. Use proper tenses and grammar when speaking and writing

#### Required Courses

ESL NC 061CE	English as a Second .....	54 hours
	Language I	
ESL NC 062CE	English as a Second .....	54 hours
	Language II	
ESL NC 063CE	English as a Second .....	54 hours
	Language III	

### TUTOR TRAINING (CN)

(18-36 hours)

## NON-CREDIT PROGRAMS & COURSES

The [Tutor Training certificate program](#) will prepare students to work as tutors and teaching assistants. The program will cover pedagogy, practices, and policies that will enable skillful practice of student tutoring and teacher assistance. Individuals will gain highly transferrable skills for future employment both within Learning and/or tutoring centers and in pre-K-12<sup>th</sup> grade schools.

### Program Learning Outcomes

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

### Required Courses

VOC ED 088CE	Introduction to Tutor.....	9-18 hours
	Training	
VOC ED 089CE	Advanced Tutor .....	9-18 hours
	Training	

## WORKFORCE PREPARATION & CAREER SUCCESS (CN)

(45-90 hours)

This [Workforce Preparation certificate program](#) prepares students to effectively transition from college to career with 21<sup>st</sup> 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

1. 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.
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards.
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

### Required Courses

BSICSKL 101CE	Introduction to Workforce .....	9-18 hours
	Opportunities	
BSICSKL 102CE	Workforce Opportunities I .....	18-36 hours
BSICSKL 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:

1. Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
2. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing the qualities of great leadership.
3. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and how a leader can affect creative climate.

### Required Courses

BSICSKL 072CE	The Creative Edge: .....	54 hours
	Outstanding Leadership	
BSICSKL 079CE	Creativity, Innovation .....	54 hours
	And Leadership	

## WORKPLACE SUCCESS II: CREATIVITY & 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:

1. Work effectively as a team member and a team facilitator by analyzing and recognizing individual team members' creative and innovative strengths.
2. Analyze, synthesize and evaluate solutions to assess the validity and usefulness of a solution and choose the most appropriate one.
3. Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
4. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and innovation.

### Required Courses

BSICSKL 070CE	Innovation: Igniting .....	54 hours
	Creativity at Work	

## NON-CREDIT PROGRAMS & COURSES

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BSICSKL 076CE	Successful Innovation..... 54 hours and Creativity in the Workplace	
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## NONCREDIT COURSE LISTINGS & DESCRIPTIONS



*Note: Courses denoted as "NDA" are Non-degree Applicable*

### ACADEMIC PREPARATION

#### (ACAD PR)

##### **ACAD PR 015CE Data Analysis (12-36 hours) NDA**

This course provides extra support for students concurrently enrolled in Math 227. It includes basic information about how data is organized, visually presented, and numerically summarized and how to solve problems using this information. It also reviews such topics as linear functions and matrices in the context of Statistics, as needed.

##### **ACAD PR 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

##### **ACAD PR 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.

##### **ACAD PR 018CE Preparatory Mathematics (12-72 hours) NDA**

This course provides extra support for students enrolled in Math 215, Math 230, Math 245 or other transfer level mathematics courses. It covers foundational topics in mathematics, including set theory and logic, algebraic and geometric systems, mathematical modeling and word problems, and other topics that students need to review to succeed in their transfer-level math class.

### BASIC SKILLS

#### (BSICSKL)

##### **BSICSKL 002CE Developing English Composition Skills (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 (9-18 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

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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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, Searches, and Services (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 023CE College and Scholastic Assessment Preparation (72 hours) NDA**

This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

### **BSICSKL 027CE Foundations: Study Skills (18 hours) NDA**

This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

### **BSICSKL 034CE High School Equivalency Test Preparation (117 hours) NDA**

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

### **BSICSKL 044CE Reading and Writing for College and Career Readiness (45 hours) NDA**

Contextualized reading and writing course to prepare students for transition to apprenticeships, college, and career. Skimming and scanning, annotation, reading for main idea, reading strategies, sentence structure, summarizing versus responding, paragraph structure, paragraph types, reading charts and graphs, and vocabulary.

### **BSICSKL 056CE Arithmetic Review I (27 hours) NDA**

The first course in a two-course sequence designed to review basic arithmetic operations. It is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have the genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

### **BSICSKL 057CE Arithmetic Review II (27 hours) NDA**

The second course in a two-course sequence designed to review basic arithmetic including fractions, mixed numbers, and percentages.

### **BSICSKL 058CE Pre-Algebra Review I (27 hours) NDA**

The first course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

### **BSICSKL 059CE PRE-ALGEBRA-REVIEW II (27 HOURS) NDA**

The second course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

### **BSICSKL 065CE Financial Literacy - Credit Basics (18 hours) NDA**

Students develop a foundation of credit management concepts and learn about the credit rating systems, the consequences of excessive debt, and the impact of deferred and default student education loans on credit history. Students learn how to establish debt wisely, examine their own debt and develop strategies to pay down their debt and improve their credit score.

### **BSICSKL 066CE Financial Literacy - Personal Money Management (18 hours) NDA**

Students will acquire a foundation of money management concepts and develop a financial plan to meet their educational goals using various strategies and products: FAFSA, scholarships, student loans, tax filing, and crowd-sourcing. They will also learn to use and access basic and cost-effective personal money management and banking tools and strategies necessary for the workplace.

### **BSICSKL 070CE Innovation: Igniting Creativity at Work (54 hours) NDA**

This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

### **BSICSKL 072CE The Creative Edge: Outstanding Leadership (54 hours) NDA**

In this course, students learn and master the Creative Problem-Solving process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

### **BSICSKL 073CE Industry Overview and Career Opportunities (18 hours) NDA**

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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This course provides students with the basic information about the targeted industry and sectors they are focused on for their career; including essential facts, key institutions, history, career pathways and trends. This course provides students with the basic research and networking skills to become well-informed job seekers so they can effectively prepare for their career and become employed.

### **BSICSKL 074CE Employment Test Preparation (36-72 hours) NDA**

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.

### **BSICSKL 075CE Introduction to Post-Secondary Education (9 hours) NDA**

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

### **BSICSKL 076CE Successful Innovation and Creativity in the Workplace (54 hours) NDA**

This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

### **BSICSKL 077CE Fundamentals for Workplace Success - Teamwork (36 hours) NDA**

This course prepares students to successfully collaborate and work effectively with their classmates and colleagues in diverse settings by strengthening their employability and interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at school and in the workplace.

### **BSICSKL 078CE Fundamentals for Workplace Success II-Effective Communication/Leadership Skill (36 hours) NDA**

This course gives students the opportunity to develop their listening, communication and leadership skills, appropriate for the workplace in a supportive and interactive environment. Students will be introduced to skills that can help them become active, purposeful listeners and more effective communicators and leaders for career

### **BSICSKL 079CE Creativity, Innovation, and Leadership (54 hours) NDA**

This course examines the relationship between creativity, innovation and leadership. Participants analyze their own leadership style and how to lead others through change.

### **BSICSKL 089CE Resilient Leadership (18-36 hours) NDA**

This course introduces students to resilience methodologies, the risk and protective factors related to resiliency and leadership competencies that enhance the well-being of an individual, family, community, and institutions. Students will examine key leadership characteristics and competencies which strengthen individuals' resiliency and set the conditions for successful performance and leadership in helping other individuals, communities, and organizations.

### **BSICSKL 093CE Biology Fundamentals Review (54 hours) NDA**

This class will serve as a bridge class for success in the credit biology courses such as Biology 3 (3A, 3B), microbiology, anatomy and physiology and applied biotechnology. Students will practice basic science concepts and terminology that are necessary to develop readiness for either passing a high school equivalency test, preparing for coursework in the health professions, or for transitioning to a 4-year college.

### **BSICSKL 094CE Chemistry Fundamentals Review (54 hours) NDA**

This class will serve as a bridge for success in credit chemistry courses such as Chemistry 50 and Chemistry 60. Students will learn and practice basic mathematics and science concepts that are necessary to ensure their readiness for successful completion of coursework for health professions and for transitioning to a four-year college.

### **BSICSKL 095CE Arithmetic Lab (18-54 hours) NDA**

Arithmetic Lab course is designed to offer opportunities for a student to self-reflect on previous knowledge while exploring arithmetic topics. It is a self-paced course featuring Just in Time Teaching (JiTT) practices, which emphasize critical thinking and real-world applications.

### **BSICSKL 096CE Pre-Algebra Lab (18-54 hours) NDA**

Pre-Algebra Lab course is designed to offer opportunities for a student to self-reflect on previous knowledge while exploring topics in basic algebra. It is a self-paced course featuring Just in Time Teaching (JiTT) practices, which emphasize critical thinking and real-world applications.

### **BSICSKL 098CE Math for College and Career Readiness (18-54 hours) NDA**

A contextualized math course to prepare students for successful transition to college, apprenticeships, and employment. Topics include numeracy, fractions, decimals, unit conversion, ratios, proportions, algebra, measurement, and statistics.

### **BSICSKL 099CE College and Career Pathways for the Science Field (9-18 hours) NDA**

This course introduces students to a variety of college and career pathways in the biology, chemistry, physical and applied science and biotechnology fields. Students will meet

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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different professionals, identify key employers, and review educational and skill requirements for different careers.

### **BSICSKL 101CE Introduction to Workforce Opportunities (9-18 hours) NDA**

This course emphasizes independence and employability for students with disabilities. It introduces students to introductory job-readiness skills by first researching campus resources, interviewing campus faculty and staff and exploring a wide range of occupations through experts on campus.

### **BSICSKL 102CE Workforce Opportunities I (18-36 hours) NDA**

This course emphasizes independence and employability for students with disabilities by developing student awareness about the world of work and workplace culture through job preparation research and activities. Students will incorporate a career inventory self-assessment as well as a value, personality and/or skills assessments to apply toward career decision-making, customizing entry level labor market research, understanding workplace structure and exploring employment opportunities.

### **BSICSKL 103CE Workforce Opportunities II (18-36 hours) NDA**

This course emphasizes independence and employability for students with disabilities by exploring workplace dynamics and developing soft skills. This course is designed to set students up for success and to provide them a competitive edge on the job. Students will be exposed to workplace culture, structure and expectations and participate in job shadowing, informational interviewing and employers' insights through panel presentations. Students will develop a career portfolio.

### **BSICSKL 104CE Leadership Skills for the Public Sector (9-18 hours) NDA**

This course gives students education, development and training that enhances their personal and professional leadership abilities and provides them with the necessary knowledge and skills required for success in working in and with the public sector

### **BSICSKL 105CE Student Success in Hybrid and Online Classes (18-36 hours) NDA**

This course is designed to set students up for success when enrolled in hybrid and online college classes. Students will explore the Canvas learning management system (LMS) using the course tools to complete typical online learning tasks such as creating student profiles, taking quizzes, and posting to discussion boards. Students will also learn mindful best practices and skills to succeed in the online learning environment including time management, academic honesty, and online etiquette.

### **BSICSKL 106CE Algebra Fundamentals (45-54 hours) NDA**

This algebra course bridges the gap from noncredit Pre-Algebra to credit Intermediate Algebra. It covers basic operations with real numbers, linear equations, polynomials, and linear inequalities, and graphing. Emphasis is placed on solving a variety of elementary application problems using mathematical modeling and symbol manipulation skills.

### **BSICSKL 107CE Algebra Fundamentals Lab (27-36 hours) NDA**

This algebra fundamentals lab course bridges the gap from noncredit Pre-Algebra to credit Intermediate Algebra. This course allows students to practice basic operations with real numbers, linear equations, polynomials, linear inequalities, and graphing. Emphasis is placed on solving a variety of elementary application problems using mathematical modeling and symbol manipulation skills.

### **BSICSKL 108CE 21<sup>st</sup> Century Employability Skills: Entrepreneurial Mindset (3-9 hours)**

This course is the part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will understand the importance of developing self-motivation, risk taking, and innovative thinking skills that would help build relationships with existing organizations or assist in setting up their own business opportunities.

### **BSICSKL 109CE 21<sup>st</sup> Century Employability Skills: Analysis/Solution Mindset (3-9 hours)**

This course is the part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping giving students ideas on how to solve problems and building a sense of motivation around having a solution mindset.

### **BSICSKL 110CE 21<sup>st</sup> Century Employability Skills: Empathy (3-9 hours)**

This class is part of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building empathy in the workplace. Students will focus on understanding the difference between empathy and sympathy and developing good communicative skills that build positive verbal/nonverbal trust in the workplace. Students will also understand the importance of developing social and vocational relationships that create a positive and productive work environment.

### **BSICSKL 111CE 21<sup>st</sup> Century Employability Skills: Adaptability (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping students be aware of and positively responds to change in the workplace. Students will learn how to cope with uncertain, new, and rapidly changing conditions on the job as well as how to adapt to different personalities, communication styles, and cultures.

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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### **BSICSKL 112CE 21<sup>st</sup> Century Employability Skills: Diversity Awareness (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will engage in professional and interpersonal skills that enable them to establish rewarding relationships with diverse individuals and groups.

### **BSICSKL 113CE 21<sup>st</sup> Century Employability Skills: Collaboration (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on building collaboration and leadership models in the workplace. Students will focus on developing skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace.

### **BSICSKL 114CE 21<sup>st</sup> Century Employability Skills: Self-awareness (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping students understand the importance of self-awareness in the context of social awareness. Students will focus on work opportunities that would be a good match for personal strengths and skills. Students will learn how to improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.

### **BSICSKL 115CE 21<sup>st</sup> Century Employability Skills: Resilience (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on teach students the capabilities, skills and self-care practices that contribute to resilience. This will enable students to build their resilience so they're ready to meet challenges at work, at home and other areas of their life.

### **BSICSKL 116CE 21<sup>st</sup> Century Employability Skills: Communication (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on helping students understand the importance of communication skills in the workplace. Students will focus on developing workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills that will enable them to act professionally and empathically in the workplace.

### **BSICSKL 117CE 21<sup>st</sup> Century Employability Skills: Digital Fluency (3-9 hours)**

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on helping students understand the importance of

digital literacy and gaining a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. Students use online tools like Google and YouTube to find data, information, answer a question, or help solve a problem and determine the "usefulness" and "truthfulness" of sources. They will also use social media tools in their job search and identify steps to create a positive and professional online presence.

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## **ENGLISH AS A SECOND LANGUAGE – NONCREDIT (ESL NC)**

### **ESL NC 006CE English as a Second Language – 0 (216 hours) NDA**

This is an integrated-skills beginning low noncredit ESL course that emphasizes listening, speaking, reading, writing, and introduction to computer literacy. The focus is on comprehending and engaging in simple conversations related to familiar contexts such as health, employment, school, family, and community resources. Students are introduced to reading basic sentences and descriptive passages with images using simple grammatical structures to write simple sentences relating to a given familiar topic.

### **ESL NC 007CE English as a Second Language – I (216 hours) NDA**

This is a beginning/beginning high level integrated skills noncredit ESL course that emphasizes listening/speaking and reading and writing. The focus is understanding and applying basic written communication and conversation skills about routine social and workplace situations. Students will read simple passages, learn English grammar foundations and generate basic sentences about personal experiences relating to topics, including but not limited to, housing, food, health, transportation and employment. Basic computer literacy will be emphasized throughout the course.

### **ESL NC 008CE English as a Second Language – II (216 hours) NDA**

This is an integrated skills beginning high / intermediate low noncredit ESL course that emphasizes listening, speaking, reading, writing skills and basic computer literacy. The focus is on comprehending and engaging in extended conversations related to familiar contexts such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write sentences relating to a given topic.

### **ESL NC 009CE English as a Second Language – III (216 hours) NDA**

This is an integrated skills intermediate low / intermediate noncredit ESL course that emphasizes listening, speaking, reading, writing, and more developed computer literacy.

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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### **ESL NC 015CE English as a Second Language – IV (216 hours)**

This is an integrated skills intermediate /intermediate high noncredit ESL course that emphasizes listening, speaking, reading, writing skills and more advanced computer skills and internet navigation knowledge. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar and new topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

### **ESL NC 018CE English as a Second Language V (36-108 hours) NDA**

This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing.

### **ESL NC 019CE English as a Second Language VI (36-108 hours) NDA**

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized.

### **ESL NC 023CE English as A Second Language - Speech I (18-108 hours) NDA**

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

### **ESL NC 024CE English as A Second Language - Speech II (18-108 hours) NDA**

This intermediate ESL noncredit course focuses on listening, speaking, and pronunciation skills exploring familiar topics within social and academic contexts through conversations, discussions, and lectures. Students will also develop skills in active listening, effective note-taking, and extended

conversations on familiar topics. Pass(P), Satisfactory Progress (SP), and No Pass (NP) are the progress indicators issued for this course. Students enrolled in ESL NC 009CE, ESLNC 015CE, ESL NC 062CE, and ESL 063CE are recommended to take this class

### **ESL NC 061CE English as A Second Language I (54 hours) NDA**

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

### **ESL NC 062CE English as A Second Language II (54 hours) NDA**

This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar to non-native speakers of English. This course develops communicative competence in listening, speaking, reading, and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

### **ESL NC 063CE English as A Second Language III (54 hours) NDA**

This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

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## **ENGLISH AS A SECOND LANGUAGE – CIVICS (ESLCVCS)**

### **ESLCVCS 010CE ESL and Civics I (9-18 hours) NDA**

This introductory course will provide the content and the oral / aural skills practice necessary to begin the process of becoming a United States citizen. This an integrated skills course focusing on developing listening, speaking, reading and writing skills.

### **ESLCVCS 011CE ESL and Civics II (9-18 hours) NDA**

This course will provide the instruction and practice of the elements of English pronunciation which have the greatest impact on speaking clearly. The focus of this class is the oral Citizenship interview.

### **ESLCVCS 012CE ESL and Civics III (9-18 hours) NDA**

This competency-based citizenship course will provide the content and the oral/aural skills practice necessary to complete the process of becoming a United States citizen.

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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Topics include United States history, government and civics information. Students will be introduced to the content necessary in order to have a functioning understanding of the English language.

### **ESLCVCS 013CE ESL and Civics IV (9-54 hours) NDA**

This class is designed to introduce the newly arrived immigrant students to the American educational system. Students will learn vocabulary and grammar forms and increase their knowledge of their rights and responsibilities and educational opportunities. They will also learn to dialogue effectively in the educational setting in order to advocate for themselves and their children.

### **ESLCVCS 014CE ESL and Civics V (9-54 hours) NDA**

This intermediate level communication course is designed to further develop listening, speaking and pronunciation skills necessary for successful interaction in social, academic and workplace environments. Students will learn and apply the communication skills necessary to participate in a predominantly English-speaking society.

### **ESLCVCS 015CE ESL and Civics VI (9-54 hours) NDA**

This course will introduce the integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them in their immersion into a predominantly English-speaking society.

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## **TUTORING COURSES**

### **(TUTOR)**

#### **TUTOR 001T Supervised Tutoring (360 hours) NDA**

This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It also helps students to improve learning and study skills through tutoring outside of class time. Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

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## **VOCATIONAL EDUCATION**

### **(VOC ED)**

#### **VOC ED 033CE Introduction to Career Pathways in Law Enforcement (27 hours) NDA**

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

#### **VOC ED 050CE The Art and Practice of Community-based Policing (36 hours) NDA**

This course introduces students to current police and law enforcement programs, policies and issues related to community-based policing. Topics include: community-based policing strategies and initiatives, use of technology, countering terrorism, police misconduct, racial profiling, use of force, and dealing with special populations (mental illness, deaf, substance abuse, non-English speakers, runaways, homeless, child sex traffic victims, etc.).

#### **VOC ED 060CE Custodial Technician Training (63 hours) NDA**

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

#### **VOC ED 088CE Introduction to Tutor Training (9-18 hours) NDA**

This course trains students interested in the field of teaching and learning assistance on the basics of student tutoring, tutoring pedagogy, best practices, and concepts such as learning styles, effective communication, role modeling. Course also covers important information such as Title IX and student resources.

#### **VOC ED 089CE Advanced Tutor Training (9-18 hours) NDA**

This course trains students on more advanced concepts surrounding student tutoring. Topics covered in this course include group process, equity mindset, brain dominance theory, asking probing questions, tutoring target populations, and advanced group management skills.

#### **VOC ED 096CE Blueprint for Workplace Success (9-36 hours) NDA**

This noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

#### **VOC ED 097CE Blueprint for Customer Service (9-18 hours) NDA**

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

#### **VOC ED 098CE 30 Ways to Shine as a New Employee (12 hours) NDA**

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

### **VOC ED 123CE Facilities Project Management (27-63 hours) NDA**

This course will identify all phases of project management for facilities. Students will learn the tools for completing facility projects on time and within budget. Specific topics will include project life cycles, setting objectives, identifying activities and resources, work breakdown structures, work-flow, risk analysis and contingency planning, scheduling, reading scheduling tools, space planning, reading blueprints, budgeting, work in progress and reporting.

### **VOC ED 124CE Essentials of Facilities Management (18-63 hours) NDA**

This course provides an overview of information that is vital to running an efficient facility. This course provides a understanding of facilities management, the skills necessary, the building systems, and what is needed to provide a safe, healthy building—maintaining cost-effectiveness and operations at peak performance levels while obtaining contractors and personnel to perform the duties necessary. Students will be introduced to key concepts of facility management that range from the role they play in the organization to the skill sets and competencies required to perform their work effectively. This course introduces the student to the importance of how and what facilities professionals do to ensure that the building is healthy and safe for all occupants, contractors, and visitors.

### **VOC ED 197CE Supervisory/Trainee Appraiser (4.5-9 hours) NDA**

This course is designed to comply with the pre-licensing requirement established by the California Bureau of Real Estate Appraisers (BREA) which mandates that each Supervising or Trainee appraiser-applicant take a Supervisory/Trainee Real Estate Appraiser course. This course covers areas of Supervisory/Trainee Appraiser relationships and California state law areas of practice that have a high number of disciplinary complaints. Participants will learn the Appraiser Qualifications Board (AQB) of The Appraisal Foundation's minimum criteria for ensuring that supervisory appraiser-applicants understand the qualifications and responsibilities of their role. Trainee appraiser-applicants will learn the qualifications and responsibilities of their role.

### **VOC ED 198CE Federal & State Laws and Regs. for CA Appraisers (4.5-9 hours) NDA**

This course is designed to comply with the pre-licensing requirement established by the California Bureau of Real Estate Appraisers (BREA) which mandates that each appraiser-applicant take a course on federal and California

state laws and regulations. Students will gain an in-depth knowledge of California state and federal laws and regulations. Students will also learn about certification agencies, licensing requirements, and standard appraiser practices and procedures. This course has a mandatory 1-hour exam that appraiser-applicants must pass to meet one of the pre-licensing requirements to qualify to be licensed by BREA.

### **VOC ED 222CE Conservation Education (18-40 hours) NDA**

This course is designed to provide students with the necessary knowledge in local ecology, conservation and restoration needed for internships and entry level jobs in a variety of professional state and non-profit conservation and public education organizations, through lecture and hands-on fieldwork training.

### **VOC ED 223CE Conservation Service Learning (18-40 HOURS) NDA**

This course is designed to complement and add depth to the Conservation Education course, providing students with hands-on field experience and exposure to professionals in the fields of conservation biology, habitat restoration, and environmental education. It prepares students for internships and entry-level jobs in a variety of professional state and non-profit conservation and public education organizations.

### **VOC ED 242CE Banquet Server Skills Training (9-18 hours) NDA**

The Banquet Server skills course is designed to provide new and incumbent workers with the skills needed to be the best in banquet services. Some of the topics covered include, but are not limited to: setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables and refreshing meeting rooms. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 243CE Front Desk Representative (9-18 hours) NDA**

Front Desk Representative course is designed to provide new and incumbent workers with the tools to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 244CE Laundry Attendant Skills Training (9-18 hours) NDA**

New and incumbent workers learn the skills to provide the best in guest services. Some of the topics covered include, but are not limited to, using washers & dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing & mending, and responding to

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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housekeeping requests. Content and knowledge/ competency will be based on current industry and employer standards

### **VOC ED 245CE Public Space Cleaner Skills (9-18 hours) NDA**

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to, preparing public spaces for cleaning, using various cleaning tools and agents, and learning different methods of cleaning. Content and knowledge competency are based on current industry and employer standards.

### **VOC ED 246CE Restaurant Server Skills Training (9-18 hours) NDA**

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests and taking beverage and food orders. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 247CE Kitchen Steward Skills Training (9-18 hours) NDA**

The Kitchen Steward course is designed to provide new and incumbent workers with the tools they need to provide the best in kitchen steward services. Some of the topics covered include, but are not limited to: cleaning tools and surfaces, following a recycling program, washing dishes and silverware and cleaning and sanitizing working surfaces. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 248CE Maintenance Attendant Skills Training (9-18 hours) NDA**

New and incumbent workers learn skills to become an effective Maintenance Attendant. This course is designed to provide the skills needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 249CE Reservationist Skills Training (9-18 hours) NDA**

New and incumbent workers learn essential computer-based reservation systems for efficient service. Students will learn to take reservations by phone, printed forms, block room, process payments and effective telephone and internet sales techniques. Content and knowledge/competency will be based on current industry and employer standards.

### **VOC ED 250CE Guestroom Attendant Skills Training (9-18 hours) NDA**

New and incumbent workers learn skills to become an effective Guest Room Attendant. This course provides students with the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to, preparing guest rooms for cleaning, sanitizing rooms, replenishing supplies and keep work areas organized. Content and knowledge competencies based on current industry and employer standards.

### **VOC ED 251CE Intro to Basic Hand/Power Tool Training (9-36 hours) NDA**

New and incumbent workers learn skills to effectively handle and use hand/power tools. This course focuses on the effective use of hand/power tools for basic repair and maintenance of facilities. Operation, safety instruction, and handling techniques will be demonstrated on a variety of tools. Content and knowledge / competency will be based on current industry and employer standards.

### **VOC ED 252CE Exploration of Construction and Maintenance Careers (54-108 hours) NDA**

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

### **VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry (18-36 hours) NDA**

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

### **VOC ED 281CE Exploring Computer Science Information Technology Careers (18 hours) NDA**

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

### **VOC ED 288CE Computer Skills for Workplace (54 hours) NDA**

This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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### **VOC ED 289CE Computer Basics for the English Language Learner (18-54 hours) NDA**

This course is designed to provide students with basic computer literacy in order to meet college and/or career goals. This course will include lecture and hands-on computer lab training. Students will learn basic computer vocabulary, simple navigation on the computer is the desktop, and develop the skills to create a basic word document, conduct an internet search, send and receive emails, and complete a variety of forms and applications online.

### **VOC ED 290CE Computer Literacy for College (18 hours) NDA**

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

### **VOC ED 292CE Robotics Lab I (18 hours) NDA**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

### **VOC ED 294CE Introduction to Social Media - WordPress Blogs (18 hours) NDA**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

### **VOC ED 296CE CISCO, VMWARE, and Network Security Training Lab (36 hours) NDA**

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

### **VOC ED 320CE Exploring Health Care Careers (18 hours) NDA**

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

### **VOC ED 353CE First Aid and Basic CPR Training (9-18 hours) NDA**

This course will provide basic foundational knowledge & instruction in First Aid, CPR, and AED emergency response

skills which enable participants to give immediate care to a person who has been injured or is experiencing a sudden illness. Upon completion of the course, participants will perform and demonstrate knowledge of adult, child and infant CPR, obstructed airway, Automatic External Defibrillation (AED), comprehensive victim assessment, treatment for severe bleeding, wound care, shock, burns, bone, joint and muscle injuries, heat and cold exposure, and sudden illness.

This course is informational only and will not lead to a First Aid or CPR certification or renewal. The practical skills acquired & knowledge-based competencies are meant to strengthen the student's overall course comprehension and foundational knowledge as an IHSS provider. This will result in well prepared candidates who will leverage high in demand job prospects.

### **VOC ED 400CE Introduction to Medical Terminology (18 hours) NDA**

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

### **VOC ED 401CE Medical Documentation and Charting (18 hours) NDA**

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

### **VOC ED 402CE Community Skills for Health Care Professions (18 hours) NDA**

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

### **VOC ED 403CE Law & Ethics Health Professions (18 hours) NDA**

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

### **VOC ED 404CE Student Success in Health Occupations (18 hours) NDA**

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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### **VOC ED 405CE Professionalism in Health Occupations (18 hours) NDA**

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

### **VOC ED 406CE Visual Spatial Perception and Psychomotor Skills Training (36 hours) NDA**

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

### **VOC ED 407CE Career Preparation and Orientation in the Dental Field (18 hours) NDA**

*Prerequisite: Enrollment of this course is limited to the students who were successful accepted into dental hygiene or dental assisting programs. 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 pre-requisites established pursuant to Title 5, sections 55200-55202 and Board Rule 8605.*

This course will prepare the students who have been successfully accepted into the dental hygiene or dental assisting programs at West Los Angeles College. Students will be informed about the program's policy, rules, organizational structure, program requirements, privacy policies, and HIPPA.

### **VOC ED 408CE In-Home Supportive Services Provider (IHSS) (36-90 hours) NDA**

This certificate program helps students acquire the knowledge and skills needed to begin a career in health care as IHSS providers. The program will increase their successful navigation within the field affording them the opportunity to use this as a foundation for higher education into other health care related programs and most importantly grant them the skills necessary to become gainfully employed. This exciting career fits those with a passion for helping those with physical limitations due to age or chronic disabilities paired with the progression of their disease. Successful completion of this course will result in a well-rounded IHSS professional who is able to make a difference in the lives of others while being part of an essential field and thriving industry.

### **VOC ED 409CE Pre-Nursing Career Pathways (18 hours) NDA**

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner,

and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

### **VOC ED 410CE Vocational English as a Second Language A (54 hours) NDA**

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

### **VOC ED 411CE Vocational English as a Second Language B (18-54 hours) NDA**

This is an integrated skills course designed for English Language Learners who need help developing their English communication skills to be productive, effective, and successful in the workplace.

### **VOC ED 412CE Vocational English as a Second Language C (18-54 hours) NDA**

This course is specifically designed for intermediate-advanced English Language Learners who need help developing their English communication skills to be productive, effective, and successful in the workplace setting. Co-worker, client, and/or patient relations, safety in the workplace, and specific work culture topics will be introduced and discussed.

### **VOC ED 415CE Effective Business Terminology (18 hours) NDA**

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

### **VOC ED 416CE Introduction to Business Careers (18 hours) NDA**

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

### **VOC ED 417CE Effective Business Communication (18 hours) NDA**

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

### **VOC ED 418CE Effective Business Correspondence (18 hours) NDA**

## NONCREDIT COURSE LISTINGS & DESCRIPTIONS

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This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.

### **VOC ED 419CE Business Communication for Interviewing (18 hours) NDA**

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

### **VOC ED 420CE Introduction to Starting a New Business (18 hours) NDA**

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.

### **VOC ED 425CE Autism Services Aide (9-45 hours) NDA**

This course is designed to provide students with the knowledge and necessary information to serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician.

### **VOC ED 446CE Construction Materials and Processes (36 hours) NDA**

This course is an introduction to building construction process and materials. Students will gain a broad knowledge of the how the construction materials and processes are used in residential, commercial, and industrial buildings

### **VOC ED 465CE Print Reading for Construction (54 hours) NDA**

This course will familiarize students with construction documents used in construction. Students will become familiar with the types of drawings and information found on construction documents. They will gain experience in reading and retrieving information from multiple kinds of prints.

### **VOC ED 466CE Intro to Construction Inspection and Codes (54 hours) NDA**

This course is an introduction to building codes and the process of building inspection. This course is designed to give the student a view of the origins of the codes, why we need them, who enforces them, and generally how they work. Students will study the building codes as they pertain to commercial, industrial, and residential construction

### **VOC ED 467CE California Building Code (54 hours) NDA**

This course will focus on the California Building Code requirements for residential and non-residential construction as they pertain to the building inspection process

### **VOC ED 468CE California Mechanical Code (54 hours) NDA**

This course will focus on the California Mechanical Code requirements for residential and non-residential construction as they pertain to the building inspection process.

### **VOC ED 469CE California Plumbing Code (54 hours) NDA**

This This course will focus on the California Plumbing Code and how it relates to California application and adoption Code requirements for residential and non-residential construction as they pertain to the building inspection process.

### **VOC ED 470CE California Electrical Code (54 hours) NDA**

This course will introduce the National Electrical Code, including provisions of the Code, interpretation of construction documents, construction procedures, and inspection procedures.

### **VOC ED 471CE California Energy Code and Green Construction (36 hours) NDA**

This course will examine the principles of green building and its effects on building construction. Students will examine required measures and plans

### **VOC ED 419CE Business Communication for Interviewing (18 hours) NDA**

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

### **VOC ED 420CE Introduction to Starting a New Business (18 hours) NDA**

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.

### **VOC ED 425CE Autism Services Aide (9-45 hours) NDA**

This course is designed to provide students with the knowledge and necessary information to serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician.



PEC Building; (310) 287-4513; [www.westlacollegeathletics.com](http://www.westlacollegeathletics.com)

### Department of Athletics

The WLAC Department of Athletics is a member of the Western State Conference (WSC), the Southern California Football Association (SCFA), and the California Community College Athletic Association (CCCCAA).

The WLAC Athletic Department is governed by the intent and spirit of the Constitution of the California Community College Athletic Association (CCCCAA), the Sport Guides of the Western State Conference (WSC), and the Southern California Football Association (SCFA). We continuously strive to be members in good standing in these organizations and are further governed by the policies and procedures of the LACCD. The Department of Athletics will execute its mission, as directed by the college president, the LACCD Board of Trustees, and its Chancellor. The Department of Athletics considers itself an integral part of the fabric of this outstanding community college. We want to be recognized as a core educational program of the College and servants of the overall college mission.

Embraced in the mission of the Department of Athletics are the following operating principles and objectives:

- We believe the Department of Athletics to be an integral part of the College and our campus community. We are members of the Student Services Division and operate under the direction of the Vice President for Student Services

- Consistent with the mission and values of WLAC, the department is dedicated to enhancing the intellectual, physical, social, moral and cultural development of the whole person; while conducting all activities with honesty and integrity in accordance with the principles of good sportsmanship and ethical conduct
- Our department pursues its mission while upholding the values, purposes and policies of WLAC, the LACCD, the CCCCCA, the WSC, and the SCFA. We will operate with complete rule compliance in all areas.

### Athletic Competition at WLAC

WLAC Athletics offers intercollegiate competition for men in:

- Basketball
- Baseball
- Cross-country
- Football
- Track & Field

WLAC Athletics offers intercollegiate competition for women in:

- Basketball
- Cross- Country
- Soccer
- Softball
- Track & Field
- Volleyball

## WLAC ATHLETICS

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WLAC Athletics offers co-ed intercollegiate competition in:

- Cheer

### Athletic Staff

WLAC student athletes are supported by a team of highly-trained professionals, including athletic trainers, head coaches, assistant coaches, counselors, and administrative staff. All are led by WLAC's Athletic Director. To contact a member of WLAC's Athletic staff, visit WLAC's [Athletic Directory webpage](#).

### Athletic Accomplishments

#### 2021-2022 Men's Basketball Team Highlights

- Team GPA - Highest in WLAC Athletic School History
- CCCMBCA (California Community College Men's Basketball Coach's Association) and WSC (Western State Conference) Coach of the Year
- Final Four Team (CCCCAA)
- #2-ranked team in California
- 20 Consecutive Victories

#### 2021-2022 Track and Field Team Highlights

- Women's Team
  - 7<sup>th</sup> in the state
  - 3<sup>rd</sup> in Western State Conference
  - Southern California champions – Women's 400m and 800m
  - State runner up - Women's 400m relay
  - First team all-America - Women's 400m relay team
- Men's Team
  - 15<sup>th</sup> in the state; 7<sup>th</sup> in SoCal
  - 2<sup>nd</sup> in Western State Conference

### Athletic Success Stories

Being a WLAC student athlete is a stepping-stone to success; NFL Hall of Famers Warren Moon and Isaac Bruce; NFL star and broadcaster Keyshawn Johnson, baseball pitchers Kesley Kondo and Gabriel Asakua. All were WLAC student athletes! Being a WLAC student athlete will put you on the pathway to success.

### Become a Student Athlete

Student athlete success is measured both in the classroom, and out on the playing field. To ensure success, student athletes receive help with a variety of college services, including:

- assistance with matriculation
- transcript evaluations
- transfer information
- career assessments and evaluations
- dissemination and review of progress reports
- academic monitoring in collaboration with coaches
- assistance in the development of an academic plan for performance improvement

WLAC's student athlete majors range from Liberal Arts, Business, Kinesiology, Computer Science, Math, and much more. As a WLAC student athlete, you will have [access to your own athletics counselor](#) for educational, career, and personal counseling. Counseling services include establishing goals, developing a student educational plan, and reviewing eligibility and transfer requirements. Students interested in becoming a WLAC student athlete can complete and submit a [Student Athlete Interest Form](#).

More information about athletics at WLAC, including profiles of student athletes, game schedules and results, and how to become a student athlete, can be found at the [WLAC Athletics website](#).

## COMPLETING YOUR PATHWAY: TRANSFER & GRADUATION REQUIREMENTS



### TRANSFER REQUIREMENTS

(See also Associate Degrees for Transfer (ADT) in this catalog)

If you plan to earn a Bachelor's degree you are considered a transfer student and should take a pattern of courses designed to complete the lower-division preparation for your major and the general education (GE) pattern that is appropriate to your transfer institution.

If you are expecting to transfer to a four-year institution, you should visit the [Transfer Center](#) and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

### Important Information About Transfer

1. Courses that are required for the major may also be used for general education.
2. Courses required for the major must be completed with a grade of "C" or higher.
3. A course found in more than one area may be counted only once.
4. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed at that college.
5. Courses taken at a foreign institution may not be used on the IGETC or CSU-GE plans.

### Student Responsibility for Meeting Transfer Requirements

You are strongly advised to gather as much information as possible about chosen transfer college or university. The [Transfer Center](#) will assist you with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to you - working with a counselor - to decide upon an educational goal, to take responsibility for devising a plan to achieve this goal, to read the catalog of your chosen transfer institution, and then to choose the appropriate WLAC courses to satisfy the requirements for transfer to that institution. Additional information on the transferability of courses can be found at the [Assist website](#).

### General Education Requirements for Transfer

As a transfer student, you have the option of choosing the following GE plans, depending on the institution to which you are transferring:

- the California State University General Education Breadth Plan (CSU-GE Breadth Plan) – for CSU campuses
- the Intersegmental General Education Transfer Curriculum (IGETC) – for UC and CSU campuses
- the WICHE Interstate Passport

WLAC students who are awarded an Associate Degree for Transfer (ADT) are guaranteed admission with junior standing

## COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major.

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

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

### Transfer to California State University (CSU)

There are a number of approaches to transferring to a CSU school in a specific major, including:

1. Completion of an Associate's Degree for Transfer (ADT); or
2. Completion of CSU-GE Areas A1, A2, A3, and B4 ("The Golden Four" with a grade of "C-" or higher in each) and 60 CSU-transferable units with a minimum GPA of 2.0 (GPA of 2.4 for non-residents). Note: a GPA of 2.0 (or 2.4) may not be sufficient to be admitted to high-demand majors and campuses; or
3. Completion of 60-transferable units, including units in the CSU-GE or IGETC patterns, in addition to major prep courses with a minimum GPA of 2.0.

Contact the [Counseling Office](#) to determine the what approach is best for you.

### CSU General Education (CSU-GE) Breadth Requirements

Under agreement with the CSU system, WLAC can certify up to 39 units toward the GE requirements for a bachelor's degree at any one of the campuses in the CSU system. These units are known as the [CSU-GE Breadth pattern](#).

Under this certification process, the receiving CSU college will accept the units certified toward completion of the GE requirements as the institution prescribes them. The CSU college to which you transfer would agree neither to reduce this number nor to question the units certified. Students who are certified with 39 semester units of lower-division CSU-GE Breadth units will only be required to complete a minimum of nine (9) semester (13.5 quarter) units of upper-division GE work after they transfer, just like other students attending their CSU campus.

It is important for you to follow the required CSU-GE Breadth patterns as listed in the "General Education Patterns" section of the catalog and to take courses in as many different areas as possible. If you are planning to transfer to the CSU system, you should [consult with a counselor](#) concerning these GE

requirements as soon as you have determined the CSU campus you wish to attend, as the requirements are periodically revised.

### CSU-GE Subject and Unit Requirement

The following categories of courses are required to fulfill the CSU-GE Breadth pattern. More information can be found in the "General Education Patterns" section of the catalog.

CSU GE SUBJECT AREA	REQUIRED COURSES	UNITS
<b>Area A - English Language Communication and Critical Thinking:</b> one (1) course in Oral communication, one (1) course in written composition, and one (1) course in critical thinking	3 courses	9 semester units total
<b>Area B - Scientific Inquiry and Quantitative Reasoning:</b> one (1) course in Physical Science, one (1) course in Life Science, and one (1) course in mathematics/quantitative reasoning	3 courses	9 semester units total
<b>Area C - Arts and Humanities:</b> one (1) course in Arts, one (1) course in Humanities, and a third course from either Arts or Humanities	3 courses (CSU-GE STEM = 2 courses from C1/C2)	9 semester units total (CSU-GE STEM = 6 units)
<b>Area D - Social Sciences:</b> three (3) courses from at least two disciplines	3 courses (CSU-GE STEM = 2 courses)	9 semester units total (CSU-GE STEM = 6 units)
<b>Area E - Lifelong Learning and Self-Development</b>	1 course	3 semester units
<b>Area F - Ethnic Studies</b>	TBD	TBD
<b>Total</b>	13 courses	39 semester units

Note: Every community college may apply its courses differently even if the course has the same title and number. [See a counselor](#), particularly if taking courses at a college in the LACCD other than WLAC. For more information, please refer to the "General Education Patterns" section of the catalog. Worksheets for the CSU-GE Breadth pattern can be found on the [Transfer Center webpage](#).

### Transfer to the University of California (UC)

There are a number of approaches to transferring to a UC school in a specific major.

1. Completion of UC GE courses in Areas 1A, 1B, and 2, and four courses from Areas 3, 4, or 5 (known as "The 7-Course Pattern") and 60 transferrable units with a

## COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

minimum 2.4 GPA (non-resident students 2.8 GPA) Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses; or

2. Completion of 60-transferable units, including the units of the IGETC pattern with a minimum GPA of 2.4. Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses.

### The 7-Course Pattern

Any student applying for transfer admission to the UC system must complete the 7-Course Pattern (completion of the IGETC may fulfill this pattern):

1. Two transferable courses in English composition (Areas 1A and 1B); and
2. One transferable course in mathematical concepts and quantitative reasoning (Area 2); and
3. Four transferable college courses chosen from at least two of the following subject areas: arts and humanities; social and behavioral sciences; and physical and biological sciences (Areas 3, 4, or 5).

All courses for UC transfer must be completed with a grade of C or better.

Chances for admission to a specific UC campus may be increased by completing a Transfer Admission Guarantee (TAG). See a counselor for more information on participating UC campuses. Contact the [Counseling Office](#) to determine your desired approach.

There are two ways you can satisfy the UC's GE requirements:

1. Intersegmental General Education Transfer Curriculum (IGETC); or
2. UC campus-specific requirements.

[The Intersegmental General Education Transfer Curriculum \(IGETC\)](#) is a GE program of a minimum of 34 units that many transfer students may use to fulfill lower-division GE requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division GE courses. The IGETC pattern is most useful if you want to keep your options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is it required for admission.

However, you may be better served by taking courses that fulfill the requirements of the specific UC campus or by fulfilling the CSU GE-Breadth requirements. The IGETC pattern is not recommended for students pursuing UC majors that require extensive lower-division major preparation (e.g. engineering or the biological, physical, or natural sciences). Specific UC campuses will not accept the IGETC pattern. More information can be found at the [UC IGETC Campus Guidance webpage](#). Please [see a counselor](#) for assistance in planning your transfer program.

### IGETC Subject and Unit Requirement

The following categories of courses are required to fulfill the IGETC pattern. More information can be found in the "General Education Patterns" section of the catalog. Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#).

IGETC SUBJECT AREA	REQUIRED COURSES	UNITS
<b>1. English Communication:</b> one (1) course in English composition and one (1) course in critical thinking/English composition.	2 courses	6 semester units total
<b>2. Mathematical Concepts and Quantitative Reasoning</b>	1 course	3 semester units
<b>3. Arts and Humanities:</b> three (3) courses with at least one from the arts and one from the humanities	3 courses (IGETC STEM = 1 arts and 1 humanities course)	9 semester units total (IGETC STEM = 6 units total)
<b>4. Social and Behavioral Sciences:</b> three (3) courses from at least two disciplines, or an interdisciplinary sequence	3 courses (IGETC STEM = 2 courses)	9 semester units total (IGETC STEM = 6 units total)
<b>5. Physical and Biological Sciences:</b> one (1) physical science course and one biological science or course, at least one of which includes a laboratory	2 courses	7-9 semester units total
<b>6. Language Other than English:</b> proficiency equivalent to two years of high school courses in the same language.	Proficiency (IGETC STEM = not required)	Proficiency
<b>Total</b>	11 courses	34 - 37 semester units

Note: Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#). CSU transfer requires one more course in Area 1.

### GPA Requirement for IGETC

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

### Use of AP Exams for IGETC

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

### Proficiency in a Language Other Than English

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

## COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

- complete two years of high school coursework in one language other than English with a grade of “C” or better. Student must provide official transcripts from High School.
- complete a course at a college or university with a grade of “C” or better in each course. For courses, refer to Area 6 of the IGETC plan found in the “General Education Requirements” section of the catalog.
- achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.
  - Chinese with Listening: not offered before 1995/520
  - French/French with Listening: 500/540
  - German/German with Listening: 500/510
  - Hebrew (Modern): 500/470
  - Italian: 500/520
  - Japanese with Listening: 500/510
  - Korean/Korean with Listening: not offered before 1995/500
  - Latin: 500/530
  - Spanish/Spanish with Listening: 500/520
- achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.
- achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- complete, with grades of “C” or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- earn a passing grade on the international A level or O level exam in a language other than English.
- if an appropriate achievement test is not available to assert a student’s proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

### IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should [consult with a](#)

[West Los Angeles College 2022-2023 Catalog](#) (rev 02/13/2023)

[counselor](#) to determine whether they should complete IGETC or the lower-division breadth/GE requirements at the campus they plan to attend. Foreign coursework from non-US regionally accredited institutions may not be used. In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

### Transfer to Private Universities

Transfer admission requirements of private colleges and universities vary, as do course transferability and course credit allowed. Consult the catalog of the intended transfer institution for specific transfer admission requirements and articulation of courses, including GE, major preparation, and electives. Articulation agreements have been established with many private colleges and universities that allow you to complete the GE and major coursework requirements at WLAC prior to transfer. For more information, visit the [Transfer Center webpage](#).

### General Education Certification

Certification guarantees that no additional lower-division GE courses can be imposed on you as a condition of graduation. “Certified” community college students are deemed to have satisfied the lower-division GE requirements of their chosen transfer institution. “Uncertified” UC and CSU transfer students will have their transfer coursework applied to the graduation requirements for their new campus, but will find that they must complete additional lower division, GE units than are required of a “certified” transfer student. For this reason, “fully certified” transfer is strongly recommended.

Courses outside of the LACCD will need to be evaluated by a counselor. Coursework from other US-regionally accredited institutions may be used on IGETC or CSU-GE Breadth patterns. However, this coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. It is your responsibility to request IGETC or CSU-GE certification during the last semester of attendance. WLAC will then verify that you have completed the IGETC requirements prior to transfer to the UC or CSU system.

### IGETC Certification

All IGETC coursework must be completed before your transfer to receive complete IGETC Certification. Partial IGETC certification is defined as completing all but two (2) courses on the pattern. Either a complete or partial certification will be sent to the UC or CSU campus when you petition for certification. Each UC or CSU campus will inform you that you have submitted a partial certified IGETC and of the specific timelines and courses needed to complete the IGETC pattern. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. IGETC certification should be requested from your counselor.

*Warning: You need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate you do not meet minimum transfer requirements.*

## COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

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### **CSU Certification**

The CSU system will extend full certification to students who have completed all sections of the CSU-GE Breadth pattern. Partial Certification is awarded for completion of any of the five

(5) GE subsections. CSU certification should be requested from your counselor.

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### LACCD General Education (GE) Pattern – GE Pattern for Associate Degrees

#### 2022-2023 Requirements

- Minimum of 21 semester units
- Minimum cumulative GPA of 2.0
- Note: These requirements are subject to change each year. Please [see a counselor](#) and check the college catalog for specific major requirements

Students can download [an Associate Degree GE Requirements worksheet](#) from the [Counseling Office's Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

#### Notes:

- # Same as course
- May only be used to meet 1 area requirement
- \*\* Students in majors with 42 units or more, may eliminate 3 units from area B or E. Please [consult with a counselor](#)

#### A. Natural Sciences

Required: 3 semester/ 4 quarter units minimum

##### Courses

Anatomy 001	Oceanography 001
Geography 001	Chemistry 051, 056, 060, 066, 101, 102, 211, 212, 221
Anthropology 101	Physics 006, 007, 012, 037, 038, 039
Geology 001, 002, 012	Earth Science 001
Astronomy 001	Physiology 001
Microbiology 020	Environmental Science 001, 002, 024
Biology 003, 006, 007, 010	Psychology 002

#### B. Social & Behavioral Science and American Institutions

Required: 6 semester / 12 quarter units minimum

##### Courses

<i>B1. American Institutions</i> (3 semester units minimum)	<i>B2. Social and Behavioral Sciences</i> (3 semester units minimum)
African American Studies 004 <sup>#</sup> , 005 <sup>#</sup>	Administration of Justice 001, 004, 067
Economics 010	Anthropology 102, 103, 104, 109, 120, 121, 130, 132, 134
History 011, 012, 041 <sup>#</sup> , 042 <sup>#</sup> , 043, 044	Art 117*
Political Science 001	Asian American Studies 003*
# African American Studies 004 = same as History 041	Business 001, 005
# African American Studies 005 = same as History 042	Chicano Studies 002, 047*
	Communication Studies 122, 190
	Counseling 020, 040
	Economics 001, 002, 0101, 011
	Education 211
	Geography 002, 007

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### C. Humanities

Required: 3 semester / 4 quarter units minimum

#### Courses

Architecture 130, 131  
American Sign Language 001, 002  
Arabic 001, 002  
Art 101, 102, 103, 104, 107, 111, 114, 117, 141, 201, 300, 501, 502, 633, 635, 639, 708, 709, 806  
Asian American Studies 003  
Chicano Studies 037, 047\*  
Chinese 010  
Cinema 001, 003, 004, 005, 018, 107  
Dance Studies 805  
English 102, 127, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239, 245

Film Production 100  
French 001, 002, 003, 004  
History 001, 002, 040, 086, 087  
Humanities 030, 031, 060  
Japanese 001  
Multimedia 100  
Music 101, 111, 121, 136, 141, 214  
Philosophy 1, 12, 14, 20, 28, 33, 40, 41  
Photography 27A, 27B  
Spanish 1, 2, 3, 4, 5, 10, 12, 21, 22  
Theater Arts 100, 110, 114, 200, 232, 305

### D. Language & Rationality

Required: 6 semester / 16 quarter units minimum

#### Courses

*D1. English Composition* (3 semester units minimum)  
English 101\*, 101Y  
New student competency rules are available under LACCD  
Administrative Procedure 4100. Please [consult with a counselor](#).

*D2. Communication and Analytical Thinking* (3 semester units minimum)  
Communication Studies 101, 104, 121, 151, 180  
Computer Science (CS) 101  
Computer Information Systems (CIS) 101, 120, 111, 213  
English 102, 103  
Library Science 101, 102, 103, 104  
Mathematics 125 or higher  
Philosophy 006, 008, 009  
Psychology 091

### E. Health & Physical Education

Required: 3 semester / 4 quarter units minimum

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

#### Courses

*E1. Health Education* (2 semester units minimum)  
Health 011  
(Include one P.E. activity course from E2)

*E2. Physical Education Activity* (1 semester unit minimum)  
Any Kinesiology activity (Formerly P.E.)  
Dance Studies (Dance ST)/ Dance Techniques (Dance TQ) may be counted. Must be an activity

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### CSU and CSU-STEM General Education (GE)-Breadth Plan

#### 2022 – 2023 Requirements

- 39 units with a minimum cumulative GPA of 2.0 ("C")
  - **Note: Areas A1, A2, A3, and B4 (also known as the Golden Four) must be completed with a grade of "C-" or higher before transferring to a CSU.**
- CSU STEM = 33 units with a minimum cumulative GPA of 2.0 ("C")
  - Note: CSU GE-Breadth for STEM (CSU-STEM) is only approved for the students earning an ADT degree. This pattern allows students to defer completion of one course from CSU GE Area C and one course from CSU GE Area D until after transfer.
- Every community college may apply its courses differently, even if the course has the same title and course number. [Consult with a counselor](#) for more information.
- **Disclaimer:** This information is subject to change each year. Every effort has been made to ensure this information given below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the [Assist website](#). Please [consult with a counselor](#).

Students can download a [CSU/CSU-STEM General Education worksheet](#) from the [Counseling Office's Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

#### Notes:

- # Same as course
- May only be counted in one area requirement
- <sup>L</sup> Lab course

### A. English Language Communication & Critical Thinking

Required: 9 semester/12 quarter units minimum

#### Courses

Select 1 course from each area. Must be completed with a "C-" or better to meet admissions requirements to a CSU campus.

A-1. Oral Communication: Communication Studies (Formerly Speech) 101, 121, 151

A-2. Written Communication: English 101

A-3. Critical Thinking: English 102\*, 103; Philosophy 006, 008, 009; Communication 104

### B. Physical Universe & Its Life Forms

Required: 9 semester/12 quarter units minimum. Select three (3) courses to include one (1) from B-1, one (1) from B-2, and one (1) from B-4. A corresponding lab course is required from B3 if not included in lecture course. Lecture courses with Lab included are marked <sup>L</sup>

#### Courses

B-1 Physical Science:

Astronomy 001

Chemistry 051<sup>L</sup>, 056<sup>L</sup>; 060<sup>L</sup>, 101<sup>L</sup>, 102<sup>L</sup>, 211<sup>L</sup>, 212<sup>L</sup>, 221<sup>L</sup>

Earth Science 001

Environmental Science 001, 024

Geography 001

Geology 001, 002, 012

Oceanography 001

Physical Science 001

Physics 006<sup>L</sup>, 007<sup>L</sup>, 012, 037<sup>L</sup>, 038<sup>L</sup>, 039<sup>L</sup>

Note: Students taking Chemistry or Physics courses to fulfil this area should [consult with a counselor](#)

B-2 Life Science:

Anatomy 001<sup>L</sup>

Anthropology 101

Biology 003<sup>L</sup>, 006<sup>L</sup>, 007<sup>L</sup>, 010<sup>L</sup>

Chemistry 066<sup>L</sup>

Environmental Science 002

Microbiology 020<sup>L</sup>

Physiology 001<sup>L</sup>

Psychology 002

Note: No credit for Bio 003 will be given if taken after Bio 006 or 007  
Areas B-3 & B-4 found on the next page

### B. Physical Universe & Its Life Forms continued

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### Courses

#### B-3 Laboratory Activity:

This requirement may also be satisfied by completion of any lecture/lab course listed in area B1 or B2 above denoted with a <sup>L</sup>:

Astronomy 005  
 Anthropology 111  
 Biology 003  
 Earth Science 002  
 Geography 015  
 Geology 006, 007  
 Physical Science 014  
 Oceanography 010

#### B-4 Mathematics / Quantitative Reasoning:

Math 215, 227, 227S, 230, 236, 241, 241S, 245, 260, 261, 262, 263, 270, 275

Computer Science 131

Psychology 091

*Note: Coursework in Area B4 must be completed with a "C" or better for admission to a CSU.*

### C. Arts & Humanities

Required: 9 semester/12 quarter units minimum.

Choose one (1) course from C-1, one (1) course from C-2, and one (1) course from either C-1 or C-2.

**CSU STEM GE Plan: one (1) course from C-1, one (1) course from C-2 (6 units total).**

### Courses

#### C-1 Arts:

Architecture 130, 131  
 Art 101, 102, 103, 107, 111, 115, 141, 201, 501, 502, 708, 709  
 Cinema 003, 004, 018, 107  
 Dance Studies 805  
 History 040  
 Music 101, 111, 121, 122, 136, 141  
 Philosophy 040\*  
 Photography 027A, 027B  
 Theater 100, 110, 200

#### C-2 Humanities:

Arabic 001, 002  
 Art 117\*  
 American Sign Language 001, 002  
 Asian 003\*  
 Chicano 037, 047\*  
 Chinese ~~001~~, 010\*  
 English 102\*, 127, 203, 204, 205, 206, 209, 215, 219\*, 234\*, 239, 245  
 French 001, 002, 003, 004  
 History 001\*, 002\*, 086\*, 087\*  
 Humanities 030, 031, 060  
 Japanese 001  
 Philosophy 001, 012, 014, 020, 028, 033, 040\*, 041  
 Spanish 001, 002, 003, 004, 012

### D. Social Sciences

Required: 6 semester/9 quarter units minimum. Courses must be chosen from at least **two disciplines**.

### Courses

Administration of Justice 001, 004, 067  
 Addiction Studies 001\*  
 African American Studies 004#, 005#  
 Asian American Studies 003\*  
 Anthropology 102, 103, 104, 109, 121, 132, 134  
 Art 117\*  
 Business 001  
 Chicano 002, 047\*  
 Child Development 001, 011  
 Communication Studies 122  
 Chinese 010\*  
 #African American Studies 004 = same as History 041  
 #African American Studies 005 = same as History 042  
 Geography 002, 007

Economics 001, 002, 010, 011  
 English 219\*, 234\*  
 History 001\*, 002\*, 005, 006, 011, 102, 207, 029, 041#, 042#, 043, 404, 074, 086\*, 087\*  
 Law 003  
 Political Science 001, 002, 004, 007, 014, 017, 060, 061  
 Psychology 001, 013, 014\*, 041\*, 052\*  
 Sociology 001, 002, 011  
 Spanish 010

# History 041 = same as African American Studies 004

# History 042 = same as African American Studies 005

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### E. Lifelong Learning and Self-Development

Required: 3 semester/4 quarter units minimum

#### Courses

Addiction Studies 001\*

Counseling 020, 040

Family & Consumer Studies 021

Health 011

Psychology 014\*, 041\*, 052\*

Dance Studies\* 814, 815, 816, 822, 826

Dance Techniques\* 111, 112, 113, 114, 121, 122, 123, 124,

141, 142, 143, 144, 151, 152, 171, 172, 173, 174, 211, 212, 570, 571

Kinesiology\* 229, 232, 245, 250, 251, 272, 285, 286, 287, 288, 291, 327, 329, 331, 334-1, 335-1, 345, 350, 351, 386, 387, 388, 389, 391  
Kinesiology Athletics\* 503, 504, 506, 508, 511, 512, 516, 549, 552, 553, 554, 555, 556, 557, 558, 563, 564, 571

*\*Only 1 unit of Dance Studies, Dance Techniques, Kinesiology, and Kinesiology Athletics may be counted in this area*

### F. Ethnic Studies

Required: 3 semester/4 quarter units minimum

#### Courses

Students who begin at a California Community College in Fall 2021, will be required to complete Area F for full CSU-GE certification. Students with catalog rights prior to Fall 2021 are not required to complete Area F but are required to complete 9 units in Area D - across at least two different disciplines. Please check with a counselor and [assist.org](https://assist.org) prior to enrolling. No courses available yet.

#### **CSU Graduation Requirement** – choose one from each group

*Not part of the CSU GE plan, but may be completed prior to transfer. For CSU GE certification purposes, the courses listed in this box satisfy the CSU graduation requirement of US History, Constitution, and American Ideals and may also be used to satisfy Subject Area D. Some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.*

**A.** Political Science 001

**B.** African American Studies 004/History 041, African American Studies 005/History 042, History 011, 012, 043, 044, Economics 010

### Intersegmental General Education Transfer Curriculum (IGETC) for the California State University (CSU) System or the University of California (UC) System

#### Participating Campuses

**CSU:** Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.

**UC:** Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz.

#### What is the IGETC (Intersegmental General Education Transfer Curriculum)?

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education (GE) program that prospective community college transfer students may complete to satisfy the lower division GE requirements for either the UC (University of California) or CSU (California State University) system without the need to take additional lower-division GE courses after transfer.

A required minimum of 60 transferable units must be completed prior to transfer for priority admission status. All IGETC coursework must be completed with a "C" or better. Courses in which a student receives a "pass" grade may be used if the community college's policy states that a "pass" is equivalent to a "C" grade (2.0) or better. The UC system allows a maximum of 14 semester units (of the 60 required, transferable units) on a Pass/No Pass basis. There is no CSU system-wide policy on limitations for a "pass" grade, therefore each CSU campus has its own established policy (please check with your CSU campus of choice). Courses may only be used once to satisfy one IGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy IGETC GE areas and major preparation requirements. Major preparation requirements can be accessed at [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information.

**The IGETC is not an admission requirement to the UC or CSU system.** There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus specific admission requirements for transfer students remain unchanged. Requirements for lower-division courses for admission to particular majors also remain unchanged. The IGETC plan totals approximately 34-37 transferable units. The IGETC-STEM plan totals between 28-31 transferable units. The IGETC STEM plan is used by students earning an Associate Degree for Transfer (ADT).

Completion of the IGETC program may be certified by the last community college that the student attends. Certification means that this college has verified that a student has completed the lower division GE requirements listed in each area of the IGETC. If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible for partial certification (and complete IGETC after transferring). **Certification does not guarantee admission or admission eligibility. Certification is not required for admission and is not automatic; it must be requested by the student at the time the final official transcript is sent.** Without certification, the student will be held to the specific GE requirements of the university campus of choice. Students should verify whether a specific UC campus will accept partial IGETC certification.

Courses taken at U.S. regionally accredited institutions may be used to fulfill IGETC. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the IGETC. Students should be aware that placement of courses within IGETC subject areas vary from college to college. Placement of a course is based on the college of attendance and its IGETC pattern at the time the course was completed.

**The IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. However, it is not advisable for all students to follow the IGETC.** Some students may be better served by taking courses that fulfill the CSU-GE Breadth requirements or the GE pattern of the UC or CSU campus or college to which they may transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering, or the biological, natural, and physical sciences) may not find the IGETC option to be advantageous. Specific UC campuses will not accept the IGETC pattern and/or additional lower-division GE requirements may be needed prior to transfer. More information on the colleges and majors that do not recommend or accept the IGETC or IGETC for STEM majors can be found at the [UC IGETC Campus Guidance](#) webpage.

The material in this publication has been prepared from the IGETC handouts as carefully as possible. WLAC does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.

## IGETC & IGETC for STEM – General Education Plan for UC/CSU Systems

### 2022 – 2023 Requirements

- IGETC: 34 to 37 units with a minimum cumulative GPA of 2.0 ("C")
- IGETC-STEM: 28 to 31 units with a cumulative minimum GPA of 2.0 ("C")
  - Note: IGETC for STEM (IGETC-STEM) is only approved for the students earning an ADT degree.
- **Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this form is subject to change each year. Please [consult with a counselor](#) as updates are made throughout the year.

#### Notes:

- # same as course
- \* Course can only be counted in one area
- <sup>L</sup> Lab course

### 1. English Communications

Required: two to three (2-3) courses (6-9 semester/8-12 quarter units)

#### Courses

CSU transfer – complete one course from each group.

UC transfer – complete one course from groups A and B only.

English Composition: English 101, 101Y

Critical Thinking/English Composition: English 103

Oral Communication (CSU requirement only): Communication Studies (formerly Speech) 101, 151

### 2. Mathematical Concepts & Quantitative Reasoning

Required: one (1) course (3 semester/4-5 quarter units)

#### Courses

Computer Science 131

Math 227, 227S, 230, 235, 236, 245, 260, 261, 262, 263, 270, 275

Psychology 091

Note: Students taking Math courses to fulfil this area should [consult with a counselor](#)

### 3. Arts & Humanities

Required: three (3) courses (9 semester/12-15 quarter units)

Choose one (1) course from A, one (1) course from B, and a third course from A or B.

**IGETC STEM: 2 Courses from A & B (6 units total)**

#### Courses

##### A. Art:

Architecture 130, 131

Art 101, 102, 103, 107, 111, 115, 141

Cinema 003, 004, 018, 107

Dance Studies 805

Music 111, 121, 122, 136, 141

Philosophy 040

Photography 027A, 027B

Theater 100, 110

##### B. Humanities:

Art 117\*

Asian American Studies 003\*

Chicano Studies 037

Chinese 010

English 102, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239

French 003, 004

History 001\*, 002\*, 086\*, 087\*

Humanities 030, 031, 060, 077

Philosophy 001, 012, 014, 020, 028, 033, 041

Spanish 002, 003, 004, 005, 012

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

### 4. Social & Behavioral Sciences

Required: three (3) courses (9 semester/12-15 quarter units)

Choose three (3) courses from at least two different disciplines.

**IGETC STEM: 2 Courses from different disciplines (6 units total)**

#### Courses

Administration of Justice 001, 004, 067

African American Studies 004#, 005#

Anthropology 102, 103, 104, 109, 120, 121, 130, 132, 134

Art 117\*

Asian American Studies 003\*

Chicano 002, 047

Child Dev 001

Chinese 010

Communications 122

Economics 001, 002, 010, 011

Education 211

Geography 002, 007

History 001\*, 002\*, 005, 006, 011\*, 012\*, 027, 029, 041#, 042#, 043#, 044#, 074, 086\*, 087\*

Political Science 001, 002, 007, 014, 017, 060, 061

Psychology 001, 008, 013, 014, 041, 052

Sociology 001, 002, 011, 031

Spanish 010

# African American Studies 004 = same as History 041

# African American Studies 005 = same as History 042

+ Note: Students taking History or African American Studies courses to fulfil this area should [consult with a counselor](#)

### 5. Physical & Biological Sciences

Required: two (2) courses (7-9 semester/9-12 quarter units)

Choose one (1) course from A, one (1) course from B. At least one (1) course must include a corresponding lab. Lecture courses with Labs included are marked with an <sup>L</sup>. Separate Lab courses are listed in C.

#### Courses

*A. Physical Science:*

Astronomy 001

Chemistry 051<sup>L</sup>, 056<sup>L</sup>, 060<sup>L</sup>, 101<sup>L</sup>, 102<sup>L</sup>, 211<sup>L</sup>, 212, 221<sup>L</sup>;

Earth Science 001

Environmental Science 001, 024

Geography 001

Geology 001, 002, 012

Oceanography 001

Physical Science 001

Physics 006<sup>L</sup>, 007<sup>L</sup>, 012, 037<sup>L</sup>, 038<sup>L</sup>, 039<sup>L</sup>

Note: Students taking Chemistry or Physics courses to fulfil this area should [consult with a counselor](#)

*B. Biological Sciences:*

Anatomy 001<sup>L</sup>

Anthropology 101

Biology 003<sup>L</sup>, 006<sup>L</sup>, 007<sup>L</sup>, 010<sup>L</sup>

Chemistry 066<sup>L</sup>

Environmental Sci 002

Microbiology 020<sup>L</sup>

Physiology 001<sup>L</sup>

Psychology 002

*C. Laboratory Activity: Requirement can be met by any corresponding lecture/lab course in area 5A or 5B.*

Anthropology 111

Astronomy 005

Earth 002

Geography 015

Geology 006, 007

Oceanography 010

Physical Science 014

### 6. Language Other Than English (LOTE) (UC Requirement only)

IGETC STEM: Not required for certification

#### Courses

Proficiency\*\* in any foreign language can be met by:

- A. passing two (2) years of a foreign language in high school with a grade of "C" or better;
- B. two (2) years attendance at a foreign junior high or high school;
- C. proving competency by an acceptable exam; or
- D. by choosing one of the following courses:
  1. Arabic 001, 002

## COMPLETING YOUR PATHWAY: GENERAL EDUCATION REQUIREMENTS

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2. American Sign Language 002
3. French 001, 002, 003, 004
4. Spanish 001, 002, 003, 004, 005, 022, 035

Note: [Consult with a counselor](#) for language courses that double count in Area IIIB and Area VI

*\*\*If proficiency was met in high school, transcripts must be provided (no units granted for high school coursework).*

### CSU Requirement only | Graduation Requirement (Not part of IGETC American Institutions)

#### Courses

*Courses must be chosen from at least two disciplines.*

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy the CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC Area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.

Choose 1 course from A and 1 course from B:

- African American Studies 004/History 011, African American Studies 005/History 012, History 041, 042, 043, 044; Econ 010
- Political Science 001

### GRADUATION REQUIREMENTS

More information on graduation requirements, English and Math competencies, catalog rights, additional and concurrent degrees, and GE requirements for graduation can be found in LACCD Administrative Procedure 4100.

### Degree Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the LACCD Board of Trustees to confer the following degrees:

- Associate in Arts (AA)
- Associate in Science (AS)
- The Associate Degree for Transfer (ADT) known as the Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

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

### Unit Requirement

Associate Degrees require the following:

1. a minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.
2. completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan), the GE Plan, or their variations as required for approval by the California Community Colleges Chancellor's Office.

The Associate Degree for Transfer (ADT) (as defined in [Education Code Section 66746](#)) requires the following:

- 60 semester units eligible for transfer to the CSU, with at least 18 units of study in a major/area of emphasis as determined by the community college district and meeting the requirements of an approved transfer model curriculum

- completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements (CSU GE-Breadth Plan)
- a minimum grade point average of 2.0

(Reference LACCD Administrative Procedure 4100)

### Residency Requirement

Graduating students must complete no fewer than 12 units at the College conferring the degree. The college president or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

(Reference LACCD Administrative Procedure 4100)

### Scholarship Requirement

**Associate Degrees:** A "C" (2.0) cumulative GPA or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

**Associate Degrees for Transfer:** A "C" (2.0) cumulative grade point average in all CSU-transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

For more information, visit the [Graduation Office webpage](#)

*Note: Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass/no pass" basis.*

(Reference LACCD Administrative Procedure 4100)

### English and Math Competency Requirements for Associate Degrees

Students must satisfy the requirements for meeting competency in written expression and mathematics.

The English and Math competency requirements for the Associate in Arts (AA) and Associate in Science (AS) Degrees are met by the following criteria:

#### 1. Mathematics Competency

The competency requirement in mathematics for the Associate in Arts (AA) and Associate in Science (AS) Degrees may be met by completion of any of the following:

## COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

- Verification of passing with a grade of “C” or “P” or higher any course from a California Community College Chancellor’s Office (CCCCO) Course Basic (CB) Code of “One Level Below Transfer” or higher with a TOP code beginning with 17; or
- Verification of passing with a grade of “C-” or higher, or “Credit/Pass/Satisfactory” (if equivalent to a grade of “C-” or higher per sending institution’s transcript key), a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any U.S. regionally accredited secondary or post-secondary institution; or
- Verification of passing with a grade of “C” or “P” or higher a California Community College course that meets the California State University General Education Breadth (CSU-GE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning; or
- Achieving a satisfactory score on a DAS-approved LACCD Mathematics Competency Examination; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB), or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about English and Math competency and graduation.

*Note: The LACCD Curriculum Committee shall establish whether a course meets the English and Math competency requirement as established in LACCD Administrative Procedure 4100.*

### 2. Written Expression Competency

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

- Verification of passing Freshman Composition with a grade of “C” or “P” or higher from any California Community College or the equivalent from any United States regionally accredited institution with a grade of “C-” or higher; or
- Verification of passing with a grade of “C” or “P” or higher in a California Community College course that meets the CSU GE-Breadth requirement in Area A2: Written Communication and/or the IGETC in Area 1A: English Composition; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB),

or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about written competency and graduation.

*Note: The LACCD Curriculum Committee shall establish whether the course meets the written competency requirement as established in Administrative Procedure 4100.*

## Certificate of Achievement Requirements

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

**Scholarship Requirement:** A “C” (2.0) GPA or better (or a “P” if the course is taken on a “pass-no pass” basis) in all work attempted in the curriculum upon which the certificate of achievement is based. The CSU GE-Breadth Certificate of Achievement is exempt from this requirement.

**Conferring the Certificate when offered at multiple LACCD Colleges:** A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

**Automatic Awarding of Certificates of Achievement:** Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other state approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

(Reference LACCD Administrative Procedure 4100)

## Graduation & Catalog Rights

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms.

A student with “catalog rights” who also has continuous attendance in the LACCD may elect to satisfy the program’s graduation requirements at the college from which the student will earn their degree or certificate. For this, a student may choose the graduation requirements from any catalog since their first year of enrollment.

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

## COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

a “MW” (military withdrawal) or an “EW” (excused withdrawal) will be considered to be in “continuous attendance” for their required period of military service or excused withdrawal.

Students who do not have continuous attendance are held to the graduation requirements in the catalog year of their last semester they completed their program.

(Reference LACCD Administrative Procedure 4100)

### General Education Requirements for Graduation

General Education (GE) is designed to introduce you to the variety of means through which people comprehend the modern world. Developing and implementing a specific GE philosophy is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. The WLAC GE philosophy can be found in the “About the College” section of the catalog.

The following GE plans\* are offered at WLAC:

- the LACCD General Education Plan
- [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#)
- [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#)
- the WICHE Interstate Passport.

AA or AS degrees may use any of these GE plans. AA-T and AS-T degrees may use either the CSU GE-Breadth plan or the IGETC plan.

*\* CSU for STEM and IGETC for STEM options are available to students earning an ADT (specific majors only). This plan allows STEM students to defer completion of specific courses until transfer.*

WLAC shall not impose any requirements in addition to these GE plans, including any local college or district requirements.

(Reference LACCD Administrative Procedure 4100)

### Additional Associate Degrees

Students who have previously earned an Associate degree or higher from a U.S. regionally accredited institution will be granted an additional Associate degree when the following requirements have been met:

- completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements (pursuant to catalog rights)
- major course requirements completed in previous degrees awarded can be used again for additional

degrees (see Administrative Procedure for more information about accepting and evaluating external coursework)

- completion of any additional requirements, as determined by the college

There is no limit to the number of additional Associate degrees that can be awarded provided that all the above requirements have been met. However, transfer students who wish to earn additional degrees should consult with a counselor about financial aid limitations.

(Reference LACCD Administrative Procedure 4100)

### Graduation & Commencement

Graduation is not automatic. Students must follow the graduation petition process and be aware of all deadlines. Graduation Petitions must be completed through the [SIS Student Portal](#). For more information about the process of graduation, visit the [Graduation Process webpage](#).

#### Commencement Ceremony Qualification

The Commencement ceremony occurs in June. Students may petition to graduate in the Spring semester if they anticipate completion of the degree or certificate by the end of the summer semester. Students earning degrees or certificates must file their petitions within the deadline to be invited to Commencement ceremony. See the [Graduation Information webpage](#) for graduation petition and ceremony information.

#### Graduation Petitions for Degrees

To ensure eligibility for graduation with an AA or AS degree, an AA-T or AS-T degree, or a Bachelor degree\*, the following should be in process or completed in order to petition for a degree:

- 12 units of residency completed at WLAC
- A minimum 2.0 cumulative GPA
- A “C” or better in English 101 and Math 125#
- A “C” or better in all major courses
- 60 degree-applicable units
- one of the following GE plans:
  - a. LACCD General Education Pattern
  - b. [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#) - for all majors
  - c. [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#) - for all majors
  - d. [the WICHE Interstate Passport](#) – see counselor for applicability

*\*see additional requirements in the Bachelor Degree section of this catalog.*

## COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

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# or other Math courses that meet the Math competency requirements

Official transcripts from all colleges/universities attended must be filed with the [Admissions and Records Office](#) (except for LACCD campuses). Transcripts must be mailed directly from the institution to the Admissions and Records Office.

Submit the completed "Petition to Graduate" through the [SIS Student Portal](#). Petitions will be accepted throughout the academic year (fall, winter, spring, summer). Students may submit graduation petition as follows:

- For Winter and Spring petitions: November 1 through the end of Spring semester
- For Summer and Fall petitions: May 1 through the end of Fall semester
- WLAC may set deadlines for participation in commencement.

More information can be found at the [Degree Petitions webpage](#). Students are encouraged to make an appointment with a counselor through the [Counseling Center](#) prior to submitting their petition.

(Reference LACCD Administrative Procedure 5111)

### Retroactive Awards

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

- be awarded the degree or certificate without the need to re-enroll in the LACCD

- be awarded retroactively the degree or certificate in the last term in which the student-maintained catalog rights

(Reference LACCD Administrative Procedure 4100)

### Graduation Petition Process for Certificates

Students should follow the petition procedure outlined above to petition for their certificate. More information on the certificate petition process can be found at the [Certificate Petitions webpage](#).

### Graduation Honors and Awards

Graduation honors and awards are to be based on cumulative GPA for all college work attempted. This policy is adopted for use in the LACCD only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

(Reference: LACDD Administrative Procedure 4240)

### Graduation Honor Cords

Braided gold honor cords are awarded to those students who graduate "Summa Cum Laude" with a GPA of 3.9 or higher.

Braided gold and blue honor cords are awarded to those students who graduate "Magna Cum Laude" with a GPA of 3.7 or higher.

Braided blue honor cords are awarded to those students who graduate "Cum Laude" with a GPA of 3.5 or higher.

Honor cords are presented only to students who qualify and participate in the Commencement ceremony. Students who already possess an AA, AS, AA-T, or AS-T degree or equivalent, or an advanced degree are not eligible for these awards.

## STAYING ON YOUR PATHWAY: STUDENT SERVICES



### BASIC NEEDS RESOURCES

#### Dream Resource Center

SSB 1<sup>st</sup> Floor (310) 287-4310; [wlaac-dreamcenter@laccod.edu](mailto:wlaac-dreamcenter@laccod.edu)

The Dream Resource Center (DRC) provides a safe and confidential space for all undocumented and housing/food insecure students by providing wrap around services that support course and degree completion. Visit the [Dream Resource Center website](#) for more information on the services provided by the DRC, including academic advising, free legal services, book vouchers, laptop lending, and support in completing the California College Promise Grant.

#### Fresh Success

(310) 287-4404 or (310) 287-4510

[wlaac-freshsuccess@laccod.edu](mailto:wlaac-freshsuccess@laccod.edu)

Through Fresh Success, CalFresh participants gain education and training that will lead to better employment and a path to economic self-sufficiency. Fresh Success eligible programs include credit and noncredit career training and noncredit basic skills classes that improve one's employability (i.e. English Language Learning, high school equivalency).

Fresh Success can help you:

- strengthen your employability through classes and training programs offered at WLAC
- receive supportive services such as career counseling; interview training; job search, placement, and retention services; educational plans; academic monitoring; tutoring; and case management.
- receive help to reduce your financial barriers to program participation, completion and employment,

such as transportation assistance, textbooks, and supplies.

#### Fresh Success Eligibility

Any part-time, noncredit and not-for-credit student\* is eligible for Fresh Success @ West as long as they have:

- applied for and received CalFresh (household income eligibility requirements apply)
- applied to WLAC and enrolled in at least one Fresh Success eligible course (if enrolling in credit, the applicant must enroll in a minimum of six units)
- applied to Fresh Success (see instructions [here](#))

*\*Individuals age 16 years or older may apply and be eligible for Fresh Success under certain circumstances. Please visit the [WLAC's Fresh Success webpage](#) or email [wlaac-freshsuccess@laccod.edu](mailto:wlaac-freshsuccess@laccod.edu) for more information about Fresh Success and how to apply.*

#### Food Pantry

FA 103; (310) 287-4487; [wlaac-basicneeds@wlaac.edu](mailto:wlaac-basicneeds@wlaac.edu)

Students can sign in with a student ID number to choose from a wide variety of foods, snacks, and personal hygiene products. Donations are provided by WLAC students, faculty, and the generous people of the community. Some products are purchased through the LA Regional Food BANK. For more information, including hours and dates of operation visit [WLAC's Food Pantry webpage](#).

#### Student Health Center

Telehealth Care (323) 268-9191

The [Student Health Center](#) offers free or low-cost healthcare services to all currently-enrolled students, including short term mental health counseling services (by appointment only) to

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

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students on campus. Please note, the WLAC Health Center is currently being remodeled. Therefore, all medical and mental health services are provided via telehealth (telephone or zoom) or in-person at [Via Care health center sites](#). The student health center is closed weekends and all official holidays.

A mandatory Student Health Fee of \$19 per Fall and Spring semester and \$16 per Winter and Summer intersession underwrites WLAC's health services and is payable at the time of registration.

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

### Drug and Alcohol Abuse Prevention Program

In compliance with the [Drug Free Schools and Communities Act Amendment of 1989](#), WLAC offers services and referrals to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Contact the [Student Health Center](#) and/or the [Welcome Center](#) for more information.

### West Wardrobe

FA 103

West Wardrobe provides new and gently used professional attire free to students for interviews and employment. For more information, [email the Wardrobe](#).

## GENERAL SERVICES

### Bookstore

SSB 1<sup>st</sup> Floor

The Wildcats Campus Store, also known as the Bookstore, offers a variety of services to students, faculty and staff at WLAC. The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids, and computer software. The [Bookstore's textbook rental](#) program saves students an average of 60% or more compared to new textbook purchase prices. The store buys back used books during the last week of final exams in the Fall and Spring terms. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B5 which stocks a wide variety of snacks and beverages. For more information, visit [WLAC's Bookstore website](#).

### Business Office

SSB 230; (310) 287-4262; [businessoffice@wla.edu](mailto:businessoffice@wla.edu)

Pay for fees by cash, cashier's check, money order, credit, or debit card. For more information, visit the [Business Office website](#).

### Child Care Services

Child Development Center; (310) 287-4357; [wla.edu/child-care](http://wla.edu/child-care)

The WLAC Child Development Center (CDC) is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The CDC provides safe and free (or low cost) child-care services that fosters a positive learning environment for students' children. Children are offered daily activities to provide developmentally appropriate programs for infant, toddler, and preschool children's cognitive, physical, creative, and emotional growth. For additional information and to obtain an application, visit [WLAC's Child Development Center webpage](#).

The CDC works in collaboration with the [Division of Human Development & Family Studies](#) to provide training, employment and mentorship to students wishing to pursue a career in Early Childhood or related major. Fees for all CDC programs are calculated using a sliding scale based on family size and the gross monthly income. Subsidized service is available to eligible families.

### Enrollment & Eligibility

There are eligibility lists for all of the Campus CDC programs. The length of the lists varies by program. Student-parents are given priority for enrollment. Please call the front desk at (310) 287-4357 for enrollment related questions and information on how to pick up an application.

### Ages of Children

The program offers care to children ages 1 – 5 years of age.

### CDC Hours, Days, & Fees

The CDC offers full day services. The CDC is open Monday – Friday from 7:45 a.m. to 3:00 p.m. for toddlers and preschoolers. Breakfast, lunch, and afternoon snacks are provided for all children enrolled, at no charge.

### Financial Aid Office

SSB 210; (310) 287-4478; [financialaid@wla.edu](mailto:financialaid@wla.edu)

The Financial Aid Office provides services relating to Financial Aid programs. Financial Aid is made available by the federal and state governments and private sources in the form of grants, employment scholarships, and loans. Knowledgeable staff will help students to complete all forms and applications used to determine eligibility for grants, tuition fee waivers, federal work study, scholarships, and student loans. Check the [Financial Aid Office website](#) for hours of operation as they may vary. See the "Financial Aid Services" section of the

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

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catalog for more information on the types of aid and how to apply.

### Food Services

#### Café West & Coffee Bar

*Student Services Building (SSB), 1<sup>st</sup> Floor*

Dining room on campus. Menu offers hot food, ready-to-go packaged sandwiches and salads, beverages, and daily breakfast.

#### PAWS 4 Snacks & Stuff!

*B-5 Building*

The PAWS convenience store stocks a wide variety of snacks and munchies, in addition to school supplies.

### Sheriff's Services

*TLC, 1<sup>st</sup> floor; (310) 287-4314*

The LACCD contracts with the County of Los Angeles Sheriff's Department (LASD) to provide law enforcement and security services on campus. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for WLAC. The Deputy Sheriffs of the LASD are peace officers of the State of California. They are teamed on campus with Security Officers who are hired and trained by the LASD. Police Cadets employed by WLAC are assigned to work with the Sheriff's Deputies.

#### General Campus Information

##### **Sheriff's Office Location & Phone Number**

*TLC 1<sup>st</sup> Floor; (310) 287-4314*

LASD Sheriff: Alex Villanueva.

LASD Community College Bureau: Captain John Gannon

Team Leader: Deputy Francisco Carrillo

Email: [fcarril@LASD.org](mailto:fcarril@LASD.org) | Phone: (310) 287-4314

Emergencies should be reported by calling (310) 287-4314 or (310) 287-4315 from any campus phone.

Roller-skates, in-line skates, scooters and skateboards are not permitted on campus. Dogs are not permitted on campus. However, valid service animals are permitted.

#### **Hours of Operation**

24-hours

7-days a week

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

For more information about the Sheriff's Office or related topics, including Clery Act information, visit the [Sheriff's Office webpage](#).

### Campus Parking, Traffic, and Safety Regulations

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

Section 21113A of the California Vehicle Code also grants the President of WLAC the authority to regulate and impose special conditions regarding traffic and parking regulations, which include the authority to have vehicles towed that block traffic flow and pose a safety hazard or are abandoned with no license. Vehicles will be towed away at the owner's expense.

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

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

A valid parking permit must be displayed at all times. Student WLAC parking decals are valid at any LACCD campus as long as the student is currently enrolled in classes at WLAC. The WLAC parking permit serves as permission to park and is not a guarantee of a parking space.

Student parking passes can be purchased online in the [SIS Student Information System Portal](#) or in person from the [Business Office](#), and be picked up from the Business Office.

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

See the Student Fees section in this college catalog for more details about parking fees. A two-week grace period to purchase parking permits is given for the Fall and Spring semesters. A one-week grace period is given for the Summer and Winter sessions.

### General Regulations on Driving and Parking

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

Yield the right of way to pedestrians at all times.

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

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

- Curbs painted red indicate **No Parking** zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate “special parking” or limited parking time. Curbs painted blue indicate handicapped parking only, and require a special permit in order to park. These permits are available at the Disabled Students Program Services (DSPS) Office located on the 3<sup>rd</sup> floor of the Student Services Building (SSB). Student parking is not permitted in Staff/Faculty lots without authorization from the Office of the Vice President of Administrative Services..
- Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
- No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
- The responsibility of finding a legal parking space rests with the motor vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**
- Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
- Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks, nor may they be driven on sidewalks or pedestrian paths. **Motorcycles are not permitted on inner campus roadways.**
- Always lock your car and set brakes when parking.

If you feel you have received a parking citation in error, see the Sheriff between the hours of 7:00 a.m. to 9:00 p.m., Monday to Thursday and 8 a.m. to 4 p.m., Friday to Saturday (excluding holidays).

### Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.

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

### Non-District Sponsored Transportation

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

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

## Transcripts

### Requesting Academic Transcripts from the College

Students may request a copy of their academic record (i.e. your transcript). [Official transcripts can be requested](#) through the Admissions and Records Office. Unofficial transcripts can be viewed through the [SIS Student Portal](#). A student or former student is entitled to two free copies of their transcript. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. A service fee may be charged. Students may request special processing to expedite their request for an additional fee of \$10 (\$3 for the transcript and \$7 processing fee). This option is subject to the college's ability to provide this service. Transcripts from another institution are not available for copying.

Transcripts may be withheld if any library books or other college property or fee are charged to the student or are unreturned.

(Reference LACCD Administrative Procedure AP 5040)

### Submitting Academic Transcripts to WLAC

New students will need to mail their official transcripts to the [Admissions and Records Office](#). Official transcripts should be mailed directly from the last high school attended and/or from each college attended. Official transcripts are not required for admission but is required for financial aid and graduation.

Transcripts used for pre-requisite clearance or challenge may be submitted by the student. Such transcripts will not be considered official and cannot be used for awarding college credit. Transcripts used for advisement in completing a Student Education Plan (SEP) may be hand delivered to a counselor, but will not be considered official for final evaluation towards a degree or GE certification.

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

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Students who wish to have college credit transferred from other colleges and universities to WLAC must have official transcripts sent from the issuing institution to WLAC; no hand carried. Official transcripts should be mailed directly from the issuing institution to the [Admissions and Records Office](#) or sent through one of the approved electronic services. Military Credit will be accepted from students through their DD214s or other military documents. AP/CLEP scores must be received directly from the official issuing agency. High School transcripts for competency certification may be received directly from the student. Foreign transcripts must be evaluated by an approved agency as outlined in LACCD Administrative Procedure 4051. Official foreign transcripts and/or the official report can be submitted by the student directly.

All transcripts become the property of WLAC and cannot be returned to the student.

### Voter Registration

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

### Welcome Center

TLC 120; (310) 287-7251; [wlac-pathways@laccd.edu](mailto:wlac-pathways@laccd.edu)

Welcome Center provides general support and information workshops for prospective students. Current students may obtain additional assistance including SIS password reset, financial aid application support, Matriculation support to qualify for Priority Registration, and enrollment assistance. Contact the [Welcome Center](#) today.

## STUDENT PROGRAMS

### College 2 Career (C2C)

SSB 320J; (310) 287-4439 or [c2cinfo@wlac.edu](mailto:c2cinfo@wlac.edu)

The College to Career (C2C) program is housed within the Disabled Students Program and Services (DSP&S) department. C2C educational programs and mentoring help students with intellectual disabilities build personal and professional skills leading to employment by the completion of the program. C2C students earn noncredit and credit certificates and work experience in on/off campus internships with support from C2C Educational Coaches, Counselors, a Job Coach and Job Developer. The C2C program serves

### Disabled Student Programs & Services (DSP&S)

students who are Regional Center clients and Department of Rehabilitation eligible, with the end goal of employment.

As a student in the C2C program, you will receive:

- individualized educational assistance
- case management/team meetings
- career exploration
- help with campus navigation
- integrated, community-based instruction
- employment preparation
- volunteer/internship work experiences
- help in becoming an active part of the campus and the community

More information about regional centers, the California Department of Rehabilitation and link to the application form can be found at the [College 2 Career website](#).

### CalWORKs/GAIN

B4-100 Building; (310) 287-4261; [calworks@wlac.edu](mailto:calworks@wlac.edu)

CalWORKs/GAIN (California Work Opportunity and Responsibility to Kids/Greater Avenues to Independence) is a state and federally-funded program that serves as a liaison between college and the Los Angeles Department of Public Services (LADPS). CalWORKs/GAIN can assist you in transitioning from welfare to long term self-sufficiency and gainful employment through coordinated student services that include temporary financial assistance, vocational and job skills training, as well as other support services.

Available student support services include:

- academic advisement & education planning
- completion of referral forms
- tutoring
- assistance with book/supply vouchers
- training and employment verification
- work study (on-campus)
- progress reports & assistance with monthly attendance reports
- workshops
- help with childcare
- coordination of services for persons with learning disabilities
- 

If you are attending WLAC and are 18 years or older and you are currently receiving cash aid (CalWORKs/TANF), you may qualify for CalWORKs/GAIN. For more information about the program, visit [WLAC's CalWORKs website](#).

SSB 320; (310) 287-4450; [dsps@wlac.edu](mailto:dsps@wlac.edu)

WLAC recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

disabilities. Disabled Students Programs and Services (DSP&S) were established to provide support services for all students with verified disabilities pursuing a college education.

All services and equipment are provided free of charge to any qualifying student with a disability. The following services are offered:

- program planning, academic, and career guidance counseling
- assisting with Department of Rehabilitation (DOR)-sponsored support services (i.e. educational materials, books, and supplies)
- diagnostic assessment for learning disabilities eligibility
- liaison with Recordings for the Blind and Dyslexic (books on tape)
- registration assistance
- classroom accommodations for students with physical challenges
- special accommodations for those with profound hearing loss/ visual impairments.
- test proctoring and related accommodations

New students must:

1. complete the [DSPS Application](#); and
2. secure verification of the disability (as per LACCD Administrative Procedure 5140)

New students must email the DSP&S Office at [dsps@wlaac.edu](mailto:dsps@wlaac.edu) to request an intake appointment. Attach both the DSPS application and verification of disability to this email. Continuing students will need to complete an [Accommodation Request Form](#) and a [Student Update Form](#). More information about DSP&S counseling resources and online services can be found on the [DSP&S website](#).

### Extended Opportunity Program & Services (EOPS)

SSB 330; (310) 287-4317; [wlaac-eops@laccd.edu](mailto:wlaac-eops@laccd.edu)

The [Extended Opportunity Program & Services \(EOPS\)](#) program is a state-funded program of support services which are designed to be "over and above" the scope of other services offered by the College. These services are specifically designed for students who are economically and educationally disadvantaged.

To be an EOPS student, you must:

1. be a California Resident or AB 540 student; and
2. qualify for a California College Promise Grant Method A, B or C with a Zero (0) EFC (Expected Family Contribution); and
3. be enrolled full-time (12+ units) during your first semester in EOPS; and

4. be at 69 degree-applicable units or below at time of EOPS enrollment; and
5. not have earned an AA/AS, BA/BS or higher degree; and
6. be educationally disadvantaged as determined by the EOPS Director because of one of the following:
  - a. You did not graduate from high school or did not obtain an equivalent (verification required).
  - b. You graduated from high school with a grade average less than 2.50 on a 4.0 scale (verification required).
  - c. You do not qualify for college level Math or English as required for an Associate Degree
  - d. You are first generation college student.
  - e. You are an emancipated foster youth and/or you were in foster care, kinship care guardianship and/or ward of the court upon your 18th birthday (you must be between the ages of 18-22)

*Note: If you unable to enroll full time, please contact an EOPS counselor. DSP&S students may be enrolled in under 12 units. Foster Youth enrollment is 9 units ([contact an EOPS counselor](#) for more information).*

(Reference: LACCD Administrative Procedure 5150)

Help in applying for the EOPS program can be found at [WLAC's EOPS website](#).

*Note: Before applying for EOPS, you must have applied for the California College Promise Grant (formerly known as the BOG Fee Waiver) through the [Financial Aid Office](#).*

### EOPS Services

Every student has the right to receive quality services. The EOPS office is committed to excellence and takes pride in its ability to serve students in a timely, efficient, and effective manner.

Services available include:

- book voucher assistance
- academic, personal, and educational counseling
- priority registration
- one-on-one tutoring
- online support services
- specialized student success workshops

### Book Voucher Program

EOPS students in good standing are given a book voucher to purchase or rent books for authorized classes during the Fall and Spring semester (Winter and Summer book vouchers may be available, see an EOPS counselor). Classes must be in the Student Educational Plan and authorized by the EOPS counselor.

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

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To receive an EOPS book voucher each semester, continuing EOPS students must:

1. be enrolled in 12 or more units each Fall and Spring, and at least 1 class must be taken at WLAC (Foster Youth: 9 units; DSPS: units determined by a DSP&S counselor); and
2. have completed all EOPS contacts the previous semester (Fall and Spring); and
3. have not yet completed 69 degree-applicable units (or below) or completed six (6) consecutive semesters in the EOPS program, whichever comes last; and
4. have WLAC set as your home school.

More information can be found on the [EOPS Book Grant/Voucher webpage](#).

### EOPS Priority Registration

As an EOPS student, you have an opportunity to register prior to regular registration for all students. With this service, EOPS students with other needs and responsibilities (e.g., child care, work, family needs, and community services) can be reasonably assured of getting the appropriate classes at the right time.

### EOPS Transfer Assistance

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

### EOPS Counseling

The EOPS Counselor is an important resource, and all EOPS students are eligible to receive individualized counseling about class selection, job preparation skills, completion of certificates or degrees, and transfer to a college or university.

Participating students are required to meet with an EOPS counselor at least three times per semester to:

1. update or revise the Student Educational Plan (SEP); and
2. complete their mid-term progress; and
3. complete planning (i.e. exit counseling contact) for the next semester

To schedule an EOPS counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330
- Email the office at [wlae-eops@laccd.edu](mailto:wlae-eops@laccd.edu)
- Call the office at (310) 287-4317

Additional counseling resources related to EOPS can be found at the [Forms webpage](#) on the EOPS website.

### EOPS / Cooperative Agencies Resource Education (CARE)

SSB 330; (310) 287-4317; [wlae-care@laccd.edu](mailto:wlae-care@laccd.edu)

The Cooperative Agencies Resource Education (CARE) is administered by the EOPS Program and serves the unique needs of single parents who are designated as head of household.

CARE participants receive:

- an additional book voucher
- meal vouchers
- transportation assistance
- access to specialized workshops/events
- a cash grant to assist with childcare at the end of the semester

To qualify as a CARE student, you must be:

1. an EOPS student; and
2. a single parent & head of household with at least one child under 18 years of age; and
3. a [CalWORKs](#) recipient

To schedule an EOPS CARE counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at [wlae-eops@laccd.edu](mailto:wlae-eops@laccd.edu);
- Call the office at (310) 287-4317

More information can be found at the main EOPs website or at [WLAC's CARE webpage](#).

### EOPS NextUp

SSB 330; (310) 287-4317; [EOPS@wlae.edu](mailto:EOPS@wlae.edu)

NextUp is a component of the EOPS program and was previously known as Cooperating Agencies Foster Youth Educational Support (CAFYES). NextUp strengthens the capacity of community colleges to support the health and well-being and higher education success of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

To be eligible for NextUp, you must be:

1. an EOPS student; and
2. 25 years of age or younger at the beginning of the academic year; and
3. a former or current Foster Youth whose dependency was established on or after the youth's 13th birthday; and

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

- enrolled in at least 9 units at the time of acceptance (DSPS = 6 units or less)

As a NextUp participant, you may receive:

- an additional book voucher and supply grants
- academic and personal counseling
- tutoring services
- priority registration
- transfer assistance
- health and mental health referrals
- meal tickets and/or emergency food support
- transportation assistance
- CAFYES cash grants
- access to specialized workshops
- career employment services
- housing assistance and emergency housing referrals
- other services as needed

To schedule an EOPS NextUp counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at [EOPS@wlaac.edu](mailto:EOPS@wlaac.edu)
- Call the office at (310) 287-4317

More information can be found at [WLAC's CAFYES/NextUp webpage](#).

### Foster Kinship Care Education (FKCE)

SSB 330; (310) 287-4317; [FKCE@wlaac.edu](mailto:FKCE@wlaac.edu)

Foster Kinships Care Education (FKCE) provides foster and kinship parents with the support and educational training to ensure they meet the emotional, behavioral, and developmental needs of the children and youth in the foster care system. WLAC provides the curriculum and the physical location for the FKCE program to ensure that foster and kinship parents have the most up to date training to better ensure the preparation of their children. For more information, visit the [Foster Kinship Care Education webpage](#).

### Guardian Scholars Student Program

SSB 330; (310) 287-4317; [guardianscholars@wlaac.edu](mailto:guardianscholars@wlaac.edu)

The Guardian Scholars Student Program assists, supports, nurtures and motivates current/former foster youth enrolled at WLAC in their journey to obtain a degree, certificate, or transfer to a four-year college or university.

The Guardians Scholar program can provide you with:

- academic advisement, tutoring and mentoring
- priority registration and assistance with course enrollment and textbooks
- assistance with Financial Aid & CHAFEE grants

- career counseling, employment assistance, and network building
- computer access
- housing referrals and assistance with the Independent Living Program (ILP)
- meal and transportation assistance
- mental health referrals

The Guardians Scholar program also provides a student drop-in center in the EOPS office (SSB 330) and access to student success workshops and university field trips. More information can be found at the [Guardians Scholars webpage](#).

### High School Outreach & Recruitment

(310) 287-4419; [wlaac-outreach@laccd.edu](mailto:wlaac-outreach@laccd.edu)

The [Office of School Relations and Outreach Office](#) helps high school students, their parents/guardians and high school counselors understand the educational opportunities at WLAC. Additionally, Outreach can also assist K-12 students interested in taking college classes while still in high school.

The Outreach office focuses on:

- increasing awareness of the academic programs and support services available at WLAC
- helping high school students enroll in free college classes through [Dual/Concurrent Enrollment](#)
- helping high school seniors successfully transition to WLAC and apply for free tuition through the [LA College Promise program](#)

### International Student Services

Welcome Center 1<sup>st</sup> floor; (310) 287-7283

The [International Student Services Office](#) is responsible for admission of students that will study at WLAC with an F-1 visa. Information about how to apply as a full-time or part-time F-1 visa student, along with non-immigrant student advisement can be found at the [F1 Student Admissions webpage](#).

### Puente

SSB 330; (310) 287-4399

The Puente Project at WLAC (i.e. Puente) is an interdisciplinary program designed to help underserved and underrepresented students achieve academic success. Puente can provide you with academic counseling, English courses, and mentoring by community leaders. Puente is designed to help you in earning degrees, transfer to four-year colleges and universities, and helps create leaders and mentors of their communities and future generations.

As a Puente student, you gain access to the following benefits:

- access to your own Puente counselor

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

- help with ensuring transfer readiness
- career exploration and student education plan development
- writing skill development
- tours of UC, CSU, and private universities
- leadership development, enrichment opportunities, and ongoing support

To join Puente, you must:

1. enroll in English 101 in the Fall semester and English 103 in the Spring semester; and
2. enroll in Counseling 040 in the Fall semester and Counseling 020 in the Spring semester; and
3. be a full-time student (12 units); and
4. participate in Puente Events/Activities; and
5. have a desire to transfer to a 4-Year university

For more information about the Puente project and its classes, visit the [Puente Project website](#).

### Police Orientation Preparation Program (POPP)

The [Police Orientation and Preparation Program \(POPP\)](#) is a two-year Associate's degree program supported by the Los Angeles Police Department (LAPD), the Los Angeles Unified School District (LAUSD), the LACCD, and WLAC. POPP recruits rising current 12th graders and recent high school graduates, aged 17-21, into a fast-paced, career-oriented program for students that aspire to launch careers in first response and public service. In addition to applying to join the LAPD, graduates of POPP are regularly considered as top choices for employment as parks department employees, private security officers, police aides, detention officers, sheriff's deputies, and more.

Over the course of the program, students can complete all academic requirements to earn an Associate of Arts degree in Sociology (AA-T) and an Associate of Science degree in Administration of Justice (AS-T) that are fully transferrable to the CSU and UC systems. All WLAC POPP classes are held at the Los Angeles Police Department's Ahmanson Recruit Training Center.

### Transfer Honors Program

GC 280H (310) 287-7276; [TransferHonors@wla.edu](mailto:TransferHonors@wla.edu)

The [Transfer Honors Program](#) gives students the opportunity to earn honors credits for select courses. Completing the program will give you priority admission consideration to selected, prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, Loyola Marymount University, Occidental College, and other alliance institutions.

Honors Program Benefits:

- transcripts reflect participation in the program with "Honors" designation.
- access to an Honors Counselor.
- guest speakers and seminars to further enhance Honors classes.
- priority in application for Transfer Alliance Program (TAP) scholarships.
- participation in the annual Honors Student Research Conference at UC Irvine.
- bus trips and tours to alliance universities.
- opportunities for interaction and individual conferences, and mentoring.

**Transfer Honors Program Qualification:** To qualify for the Transfer Honors Program as a continuing WLAC student, you must:

1. have completed 12 transferable college units
2. have a minimum GPA of 3.2

To qualify for the Transfer Honors Program as a high school graduate, you must:

1. complete at least 5 Honors courses totaling 15 units or more

**Applying for the Transfer Honors Program:** To apply for the Transfer Honors Program, you will need to obtain and complete a [Transfer Honors Program application](#) from the [Transfer Honors Program webpage](#). You will also need to upload the following with their application:

- unofficial transcripts from all institutions attended
- a 500-word essay describing academic experience, academic & professional goals for the future, and the reasons for participating in the program

Completed application packets should be submitted to the Transfer Center/ Counseling office during the submission period listed on the [Transfer Honors webpage](#). All applications will be reviewed by the Transfer Honors Committee and will be notified of the committee's selection decision by the Transfer Honors Program Director.

**Remaining in the Transfer Honors Program:** To remain in the Transfer Honors Program requires you as a student to:

1. complete English 101 within the first year of joining the program; and
2. maintain at least 3.2 GPA in all transfer course work; and
3. complete all transfer honors courses with either an "A" or "B"; and

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

4. enroll in at least 1 or 2 courses with an Honors component per semester; and
5. meet with a Transfer Honors Counselor each semester; and
6. attend two (2) verified Transfer Workshops during the year; and
7. meet with two (2) university representatives on the WLAC campus during academic year

Any UC/CSU transferable course is eligible as a transfer honors course (i.e. an Honors Course) with the instructor's permission. You will need to complete a Transfer Honors Contract. The Transfer Honors Program will have more [information about the Transfer Honors Contract](#). The Honors Contract will contain all requirements that must be met to earn the honor's credit. You must earn an "A" or "B" in the course to have the "Honors" notation placed on their transcript.

**Transfer Honors Program Completion:** To complete the Transfer Honors Program, you must:

1. complete a minimum of 18 transferable units at WLAC, consisting of 5 or 6 designated "Honors Courses"; and
2. complete a 200 level Math Course; and
3. have a GPA of 3.0 or higher in all course work; and
4. complete and file an application for admissions to your intended transfer university when appropriate; and
5. complete 15 hours of documented volunteer/community service

For more information, visit the [Transfer Honors Program webpage](#).

### Dean's Honor List

WLAC encourages academic excellence. If you have completed at least 12 units in one semester with a GPA of 3.5 or better, you will be placed on the Dean's List and will remain on the list by maintaining a 3.5 GPA. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a GPA of 3.5 or better and additionally for each semester's increment of 6-11 units for which a GPA of 3.5 is maintained. A notation of Dean's List achievement is made on your permanent record.

### TRIO – Educational Opportunity Center (EOC)

*B5-101; (310) 287-4554*

The Educational Opportunity Center (EOC) is part of the TRIO program. EOC provides eligible participants like graduating seniors, first time and re-entering college students with information and advisement on college enrollment at the college of their choice. Participants are given individual

assistance on college applications, essays, and financial aid applications. The EOC hosts career workshops focusing on which careers have the greatest future demands, salaries and can help you match your interests and aptitudes with a career. Individual academic coaching and mentoring can also be found. The EOC's objective is to make the transition to college easier so that you are able to reach your educational goals. All program services are free and enrollment at WLAC is not required.

To qualify for the EOC program, you must:

1. be an entering college student (e.g. recent high school graduate, first-time college student or returning college student); and
2. meet low-income family guidelines or be a potential first-generation student; and
3. be focused on completing a college education, and
4. be a citizen or permanent resident of the U.S.

For more information, visit the [Educational Opportunity Center webpage](#) at the Trio website.

### TRIO - Student Support Services (SSS)

*B5-100; (310) 287-4303*

TRIO SSS offers guidance on course selections, assistance with transfer and financial aid applications, career mentoring and resume development, campus and cultural field trips, and one-on-one tutoring to help you succeed and obtain your degree or transfer to a university. As a part of the TRIO SSS family, you also have access to computers with free printing, a textbook library, scantrons, and more.

TRIO SSS students receive these benefits:

- academic support and transfer assistance
- academic advising with your own TRIO SSS counselor
- campus tours of CSU, UC, and private universities (including virtual explorations)
- assistance with transfer applications and supplemental applications
- connection with other TRIO programs and transfer students at the school of your choice
- one-on-one tutoring

To qualify for TRIO SSS as student, you must:

1. be a current WLAC student; and
2. be a U.S. citizen or meet federal residence guidelines, or meet the residency requirements for federal student financial assistance (e.g. Pell Grant); and
3. meet at least one of the following:
  - a. be a first-generation college student; or
  - b. qualify as low-income as defined by federal income guidelines; or

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

- c. be a part of the WLAC Disabled Students Programs and Services (DSP&S)

More information can be found at the [TRIO SSS webpage](#).

### TRIO – Educational Talent Search

CE 229-230; (310) 287-4518

TRIO Educational Talent Search (or Talent Search) serves potential 1<sup>st</sup> generation college students, low income and academically at-risk students attending our partner schools. Services include SAT/ACT test prep and test taking, the “A through G” high school completion sequence, summer enrichment programs, mentoring, tutoring, college advising and the application process, assistance with financial aid applications, and cultural and college field trips. **Talent Search is available to students attending Susan Miller Dorsey High School, Daniel Webster Middle School, and Marina Del Rey Middle School.**

To qualify for the Talent Search program as a student, you must:

1. be a student at any of our target schools; and
2. be at least 11 years old or currently in grades 6-11; and
3. be interested in attending college and learning more about possible career paths; and
4. be willing to participate in extracurricular activities; and
5. complete an application

Interested students can chat with the Talent Search staff through the [Educational Talent Search webpage](#).

### Upward Bound

CE 232-34 & CE 214-215

The [Upward Bound \(UB\) program](#) is a federally-funded program that provides academic enrichment and college preparation to high school students who are of low income and/or are from a family where neither parent has a Bachelor degree. Upward Bound offerings include academic advisement and tutoring services, exposure to local colleges and universities, career advisement, a summer program and more. **Upward Bound is available to students at Dorsey High, Hamilton High and Los Angeles High Schools.**

As an Upward Bound student, you may receive many services, including:

- Exposure to academic programs and cultural events
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services

- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student Financial Aid programs and benefits
- Guidance and assistance on secondary school reentry or alternative education programs; entry into general educational development programs or postsecondary education

To qualify for the program, you must:

1. be in the 9th or 10th grade; and
2. have an academic need and want to go to college; and
3. meet low-income family guidelines or be a potential first-generation college student; and
4. be a citizen or permanent resident of the U.S.

If you are interested in the Upward Bound program, you can chat with the program directors at the [Upward Bound program webpage](#).

### Upward Bound Math & Science (UBMS)

CE 233-234

The [Upward Bound Math & Science program](#) is a STEM-focused upward bound designed to strengthen the math and science skills of low-income and/or first-generation students. UBMS helps students to recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession. **UBMS is available to students at Dorsey High and Los Angeles High School.**

UBMS students receive many services, including:

- Exposure to academic programs and cultural events
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student Financial Aid programs and benefits
- Guidance and assistance on secondary school reentry or alternative education programs; entry into

## STAYING ON YOUR PATHWAY: STUDENT SERVICES

general educational development programs or postsecondary education

If you are interested in the UBMS program, you can chat with the program directors at the [UBMS program webpage](#).

### Veterans Services

SSB 2<sup>nd</sup> floor admissions; (310) 287-4387

WLAC programs are approved for veterans, enabling the college to work in close cooperation with the [Veteran's Administration \(VA\)](#) by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

The Post 911 GI Bill helps individuals who have served on active duty on or after September 11, 2001 pay for school. More information can be found at the [GI Bill Educational Benefits website](#). In addition to the Post-911 GI Bill, there are a variety of other educational benefit programs for veterans. Eligibility for VA education benefits rests solely with the Department of Veterans Affairs. To determine what educational benefit program is best, or for any questions on eligibility, contact the VA at 1-888-442-4551, or visit the [VA Office's Education and Training webpage](#).

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

Information about Veteran's services at WLAC, including a checklist and important forms, can be found at [WLAC's Veteran's website](#).

**Withdrawals:** It is the responsibility of the veteran to immediately inform the VA of any changes in enrollment status (changes in units taken). The last day of your attendance in class must be immediately reported to the VA in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the [Admissions and Records Office](#) represents official withdrawal from a class.

### West LA College Promise

SSB 420; (310) 287-7250; [wla-promise@laccd.edu](mailto:wla-promise@laccd.edu)

West LA College Promise is also known as Los Angeles College Promise. West LA College Promise provides free tuition for two-years to qualifying first-time freshman of any

age or income. West LA College Promise students earn priority registration and additional resources and supports. See [WLAC's Welcome Center website](#) for more details.

West LA College Promise Success Coaches can guide you through completion of onboarding (orientation, placement, counseling), enrollment (full-time or full-time equivalent) for Fall and Spring semesters.

To be eligible for West LA College Promise, you must:

1. be a new college student or a returning student that is inactive for two (2) more semesters and is in good academic standing; and
2. have California residency or meet [AB 540 status](#); and
3. be a high school graduate (or equivalent); and
4. complete the [LACCD application for WLAC](#) and obtain an LACCD Student ID number; and
5. complete the OAC process; and
6. complete a Financial Aid Application\* ([FAFSA](#) or [CA Dream Act application](#)); and
7. complete the WLAC Transition Experience (free of charge); and
8. maintain a minimum 2.0 GPA; and
9. be enrolled full-time at the College for each Fall and Spring semester
  - o Summer/winter enrollment is not required
  - o Summer/winter enrollment fees are not waived
  - o Full-time equivalent for active DSPS students (12 units and under)

\* Note: Financial Aid eligibility is not required for West LA College Promise

Completion of the OAC process requires you to do the following:

- a. Complete Online Orientation
- b. Undergo English/math placement
- c. Develop a Student Education Plan

If you attend school part-time, you can also receive free tuition through the [California College Promise Grant \(CCPG\)](#). See the "Financial Aid" section of this catalog for more information. For more information about West LA College Promise, visit WLAC's [Promise Program website](#).

### ACADEMIC SUPPORT SERVICES

#### Associated Student Organization (ASO)

A-9 Building; (310) 287-4426

The Associated Student Organization (ASO) plans and funds select student activities and support official student clubs. The ASO offers great opportunities to develop leadership skills, make friends and enrich your college experience beyond the classroom. ASO members receive discounts and benefits, including eligibility for WLAC Foundation Scholarships. More information can be found at the [ASO website](#).

#### Career Connections Center

B5-102; (310) 287-4562; [wlaac-careerconnectn@laccd.edu](mailto:wlaac-careerconnectn@laccd.edu)

All WLAC students and alumni are encouraged to take advantage of our full range of career services, which have been designed exclusively for you. From our resume review and career advising services to interview prep and targeted job search resources, we offer robust tools to help you make valuable connections and identify potential employers. Wherever you are, our website enables you to search for jobs, research organizations, and attend workshops and informational sessions.

Career Connections Center services include support and help with:

- career exploration
- job readiness
- internships and job placement
- cooperative work experience education
- pre-apprenticeships and apprenticeships
- short-term job/career training

The Career Connections Center offers [virtual “walk-ins”](#) where you can chat with Center staff. For more information, including WLAC’s On-line Job Board, visit [WLAC’s Career Connection Center website](#).

#### College & Career Preparation: Non-Credit Course Support

HLRC Library 1<sup>st</sup> floor; (310) 287-4546; [wlaac-collecareerpre@laccd.edu](mailto:wlaac-collecareerpre@laccd.edu)

The College and Career Preparation (CCP) Division is here to assist you to navigate college systems, and to find answers. CCP offers several non-credit courses and programs for students seeking an increase in literacy skills, access to higher education and employment, and strengthened self-sufficiency. Through CCP, you can enroll in free college and career pathways, including academic preparation, career exploration and preparation, job training, employment preparation, and English language learners. Numerous

Certificates of Completion and Certificates of Competency can be earned through these pathways.

Online counseling and live chats are available through the [CCP On-line Counseling webpage](#). For more information about CCP’s non-credit pathways, see the “Noncredit Programs & Courses” and the “Noncredit Course Listings & Descriptions” sections of the catalog. Additional information about these pathways, in addition to how apply and enroll in classes can be found at [WLAC’s College & Career Preparation website](#).

#### Counseling Center

SSB 350; (310) 287-7242; [wlaac-cnseldsk@laccd.edu](mailto:wlaac-cnseldsk@laccd.edu)

The Counseling Center at WLAC assists students in making decisions regarding educational, career, and personal concerns. Professional counselors are available to help you clarify your values and goals, and to make appropriate academic decisions. Individual counseling and referrals to appropriate resources are available on and off campus.

#### Summary of Counseling Services

Counseling services can help you with:

- educational goal setting
- the exploration of education options and opportunities
- an evaluation of the student’s educational background
- the provision of clear, concise, up-to-date educational information
- assistance in selecting the appropriate programs of study relative to the student’s chosen objectives

Counselors also can help you to assess your interests, strengths, abilities, and values. They can help you set goals, make plans to accomplish those goals and can help address personal challenges or barriers that may impede plans in fulfilling these goals.

Specific counseling services include:

- assistance in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
- assistance in development of individualized Student Educational Plans (SEPs) for academic, transfer and career goals.
- explanation of the requirements necessary to earn Associate Degrees, Associate Degrees for Transfer, Certificates, and transfer to four-year colleges and universities.
- assistance in making career choices and providing an understanding of the different majors and certificate programs offered at WLAC.

## STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

- limited personal counseling and referrals on and off campus when appropriate

Additional counseling services are also available through [EOPS/ CARE](#) and [DSP&S](#) programs.

### Making a Counseling Appointment

You can meet one-on-one with counselors either on-campus or virtually. Limited counseling services, including prerequisite clearances, home-school changes, and questions about course selection, are available on a walk-in basis or [through counseling live chat](#). Video or in-person appointments are required for educational planning (Student Educational Plans), graduation petitions, CSU/IGETC certifications, certificate, degree, and transfer requirements, transferability of WLAC courses and the review of out-of-district transcripts. Consult the [Counseling Center's website](#) for hours and days of operation.

Counseling appointments may be made through one of the following:

1. [On-Line Counseling webpage](#).
  - counseling hours for individual counselors can be found on this page
  - you may select a specific counselor or the next available
2. Through email at [wla-cnseldsk@lacc.edu](mailto:wla-cnseldsk@lacc.edu)
3. Using the [on-line counseling request form](#)
4. In person at the Counseling Front Desk located in SSB 340
5. By calling the Counseling Center directly at (310) 287-7242, extension 4399.

New students are encouraged to enroll in Counseling 040 (College Success Seminar). Returning students and continuing community college students are encouraged to enroll in Counseling 020 (Post-Secondary Education - The Scope of Career Planning). These courses are designed to help students become better acquainted with the educational opportunities at WLAC and will assist students in developing programs of study that will help them attain their educational and career objectives.

### Distance Learning

(310) 287- 4305; [wla-online@lacc.edu](mailto:wla-online@lacc.edu)

Anytime, anywhere education is available online at WLAC. Get connected with WLAC's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient. Online, hybrid, and Hyflex classes feature the same content and offer the same transferability as on-campus classes.

WLAC's online classes give students the flexibility of accessing their course materials 24 hours a day, 7 days a week through the internet. Most online classes at WLAC are fully interactive and do not require any campus visits. Hyflex classes can be attended on-campus or synchronously through the internet. Hybrid classes have an on-campus requirement.

You can search for classes in your desired modality (i.e. online, hybrid, Hyflex, on-campus) at the [Class Schedule webpage](#). A list of on-line and hybrid classes can also be found at the [Online/Hybrid Schedules webpage](#). Additional online services, such as the online help desk and online tutoring can be found at the [For Students webpage](#) on the Distance Learning website. The Library Instructional Research Lab (LIRL) on the 2nd floor of the Library has several computers for accessing online classes. For more information, visit the [Distance Learning Program website](#).

### Online Degrees & Certificates.

WLAC offers several certificates and degrees completely online, including all major and general education requirements with the exception of Math. You may take math online at another LACCD campus or with a university partner to fulfill this requirement. A current list of on-line certificates and degrees can be found at the Distance Learning's [Online Programs webpage](#).

### The Learning Center

HLRC, 1st Floor; (310) 287-4404, (310) 287-4546; [wla-careerprep@lacc.edu](mailto:wla-careerprep@lacc.edu)

The Learning Center provides free learning support resources, tutoring services, information about noncredit classes and programs (including application and registration assistance), and answers to general student questions about WLAC and its divisions and programs to WLAC students. Also, the Learning Center is a GED® Testing center. For more information about the center's services, including hours of operation, how to connect with a tutor, or taking the GED® exam, visit the [Learning Center's website](#).

Further information about the Learning Center's free onsite and online tutoring for specific courses can be found on the [Tutoring webpage](#). Tutoring is coordinated through the Learning Center's tutoring platform, Penji, and can be accessed directly through Canvas or by visiting the [Penji webpage](#). Students wishing to become a tutor can find more information at the [Become a Tutor webpage](#) on the Learning Center's website.

### Library

HLRC, 2<sup>nd</sup> Floor; (310) 287-4408 (circulation desk), (310) 287-4269 (reference desk)

The mission of the of Library is to provide access to appropriate educational content and resources in a variety of

## STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

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formats, to support individual and collaborative learning and to advance information competency across the college's curriculum.

The Library can accommodate and support a variety of learning modes for you to achieve success, such as:

- solo or group study
- traditional or online research approaches
- subject-content supplementation in a computer-assisted instructional environment

Free Wi-Fi access points are strategically located throughout the Library to allow internet access anywhere within the building. Operational hours vary from semester to semester, so please contact the Library Circulation Counter at extension 4408, the Reference Desk at extension 4269, or visit the [Library website](#) for current information.

### General Library Services

Library staff can assist you in using a variety of services. Answers about using the Library and its databases, finding and accessing Library materials, and speaking with a librarian can be found using the [How do I? page](#) on the Library's website.

### Reference Desk and Circulation Counter

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

### 24/7 Reference Services

The WLAC Library offers ["Ask a Librarian"](#) - a 24/7 online live chat reference services to answer research questions 24 hours a day, 7 days a week.

### Accessing Book Collections, Databases, and Other Library Resources

The Library's catalog consists of approximately 63,000 print titles and approximately 100,000 e-book collection titles. Numerous instructional media sources of DVDs, video tapes, CDs, and audio recordings are also available. Most print titles are available for general circulation. Others are held in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include books, e-books, videos, articles, digital media and more, which can be discovered through the Library using [OneSearch](#). Use the ["Ask a Librarian"](#) feature for online help with searches.

The Library maintains access to numerous databases to help you with research projects. Databases can be accessed using your WLAC username and password through the [Database webpage](#) on the Library's website. How to use a database and do research, including how to write a paper and create citations, can be found at the [Research Guides webpage](#) on the Library's website.

### Audio-Visual and Multimedia Services

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

### Library Instructional Research Lab

The [Library Instructional Research Lab \(LIRL\)](#) is comprised of several networked computers, printers, and scanners. All LIRL computers provide access to all Library research databases and to selected Microsoft applications like Word, Excel, and PowerPoint. The LIRL is staffed by experienced and trained staff during all operational hours who can assist you with formatting papers, printing, and other computing needs. Library staff can also help you with computer questions virtually during the Library's hours of operation. For assistance, visit the [Student Computer Help webpage](#).

### Making a Research Appointment with a Librarian

Library staff can work one-one-one with you virtually or in person to assist you in your research through the [Research Appointment webpage](#). You can also use the [24/7 Chat Reference](#) service for need immediate help.

### Tutoring Services

[Free tutoring services](#) are provided to you in the Library through the Learning Center located on the 1<sup>st</sup> floor of the HLRC building.

### Library Science Courses and Information Competency

The American Library Association defines information competency as "a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information". The UCs and CSUs endorse information competency as a priority for college students. College accreditation standards from the ACCJC require learning outcomes in information competency to be adopted by the College. To provide these outcomes, the Library offers several Library Science courses.

Library Science courses are ideal ways to accomplish several objectives:

- learning about valuable research resources and strategies and when and how to use them
- development of lifelong information competency skills

## STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

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- experiencing the convenience of a short-term or online course many of which transfer to the UC or CSU

Please consult the current Schedule of Classes for Library Science courses or the [Library Science website](#).

### Transfer Center

SSB 340; (310) 287-4542

The WLAC Transfer Center is committed to helping you successfully transfer from WLAC to the university of your choice.

The WLAC Transfer Center is a valuable resource for students interested in pursuing a bachelor's degree at a four-year university. Staff and student workers are available to help in the transfer process. You can meet with university representatives who can answer questions and provide information to increase transfer success. You can browse through literature and computer programs for transfer and career exploration.

The Transfer Center provides you with:

1. opportunities for one-on-one advising sessions with representatives from UC, CSU, and independent colleges and universities

2. accurate information on transfer requirements for majors from [assist.org](#)
3. information about transfer workshops and info sessions.
4. information on general education requirements for transfer.
5. computer-based informational resources needed to prepare for transfer.
6. participation in Transfer Day (Fall Semester), with representatives from over 40 colleges and universities.
7. Information about cultural and academic events at local colleges and universities.
8. computer workstations that enable student to access transfer information online, and/or file admissions applications.

For news about scheduled transfer events, up-to-date information about changes to transfer requirements and to chat with a Transfer Center staff member, visit the [Transfer Center webpage](#).

For information about the Transfer Honors program, see the "Transfer Honors Program" section in the catalog

## STUDENT HANDBOOK



### ACADEMIC POLICIES AND REGULATIONS

#### Academic Renewal

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must [meet with a counselor](#) and complete an [Academic Renewal Petition](#). A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with "D" and "F" grades) in courses not subsequently completed with a "C" or better at the LACCD colleges; and
2. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

To qualify for academic renewal, students must have completed credit coursework at a US-regionally accredited institution(s) at any time after the academic term of the coursework to be disregarded as follows:

1. A minimum of the equivalent of 12 credit semester units in a term with a 2.0 grade point average; or

2. A minimum of the equivalent of 12 credit semester units in two or more consecutive terms with a 2.0 grade point average.

Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in LACCD Administrative Procedure 4230 (Grading and Academic Record Symbols), or the equivalent credit evaluative grading symbol awarded by external institutions. All coursework completed in a term(s) must be used when calculating the required minimum 2.0 GPA, even if the units exceed the minimum of 12 credit semester units. (See LACCD Administrative Procedure 4240, Appendix A for examples). Coursework previously applied towards a degree, certificate of achievement or CSUGE/IGETC certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

(Reference: LACCD Administrative Procedure 4240)

#### Attendance Policies

##### Attendance Definitions

"Attendance" means attendance in at least one semester each calendar year. WLAC defines continuous attendance for the California Community Colleges as attendance in one semester during the calendar year before the current semester of

enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.) Attendance means enrollment and completion of graded academic course work. (CR, NC, I and W are acceptable grades) Summer is not included in continuous attendance. (Reference: [California Code of Regulations, Title 5, Section 40401](#)).

### Attendance Statement

Only students who have been admitted to the College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students have excessive absences, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class. Students are encouraged to advise their instructors of anticipated absences.

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

### Acceptance of Course Credits from Other Institutions

Students may use courses completed at other US-regionally accredited postsecondary institutions, including the LACCD colleges, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process. More information can be found in LACCD Administrative Procedure 4051.

### Auditing

Students who wish to audit a class must do the following:

1. Complete an application and be authorized to register in the College;
2. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation;
3. Pay an audit fee of \$15 per unit.
  - i. Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.
  - ii. Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.

4. Pay for instructional materials or other services which the student auditor uses in the class. (see the "Student Fees" section of the catalog).

No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the College.

Auditors may not take priority over students desiring to take a course for credit. A student who is currently enrolled in or has completed a credit course may be permitted to audit another section of the course. A student may audit multiple sections of a course.

The name of a student auditor will appear on the permanent roster. However, the instructor shall not be required to record attendance, grades or other marks for a student auditor. The name of a student auditor will not appear on exclusion rosters. A record of courses in which a student enrolls as an auditor will not appear on the student's permanent record.

A student auditing a course may not be permitted to change their enrollment in that course to receive credit for the course.

(Reference: LACCD Administrative Procedure 4070)

### Adding, Dropping & Section Transfers of Classes

#### Adding Classes

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

#### Dropping/Withdrawing Classes

Students wanting to drop (i.e. withdraw from) one or more classes they no longer plan to attend must do so through the [Student Information System \(SIS\)](#). It is the student's responsibility to drop or withdraw from a class. Failure to drop a class in a timely manner may result in a "W" or an "F" on your academic record. The student may also be held accountable for payment of all fees whether they do or do not attend the class(s). Please refer to the [current class schedule](#) for semester drop deadlines.

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

#### Section Transfer

Students may request a section transfer from one class to another class in the same course subject. Section transfers can only occur when both classes have the same start and end dates. Students can request a section transfer by contacting their current instructor, who will submit the request to the [Admissions & Records Office](#). Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

## Advanced Placement (AP) Credit for WLAC Courses

Advanced Placement (AP) courses offer college credit for those that have successfully passed the AP exam. Receiving AP college credit means less courses to take and savings on college tuition fees. The table below lists the AP courses and scores that qualify for WLAC college credit. Please refer to CSU External Exam Credit, IGETC Standards, private institutions AP credit policies, and campus-specific applicability towards majors as they may differ from the information below. Total semester units applied towards degrees and GE requirements can be found in LACCD Administrative Procedure 4236 – Appendix A. AP credit for ADT major requirements can be found in LACCD Administrative Procedure 4236 – Appendix B.

AP EXAM	MINIMUM PASSING SCORE	WLAC COURSE EQUIVALENT
Art History	3	Art 101 & 102
AP Drawing	3	Art 201 & 202
AP Art Studio: 2D design	3	Art 501
AP Biology	3	Biology 003
AP Calculus AB	3	Math 261
AP Calculus BC	3	Math 261 & 262
AP Computer Science Principles	3	CS101
AP English Language and Composition OR English Literature and Composition	3	English 101
AP French Language & Culture	3	French 001
AP US Government and Politics	3	Political Science 001
AP History: European	3	History 002

AP EXAM	MINIMUM PASSING SCORE	WLAC COURSE EQUIVALENT
AP US History	3	History 011 & 012
AP World History: Modern	3	History 086 & 087
AP Human Geography	3	Geography 002
AP Macroeconomics	3	Economics 002
AP Microeconomics	3	Economics 001
AP Music Theory	3	Music 101
AP Physics B	3	Physics 006 & 007
AP Physics C: Mechanics	3	Physics 037
AP Physics C: Electricity and Magnetism	3	Physics 038
AP Psychology	3	Psychology 001
AP Spanish Language & Culture	3	Spanish 001
AP Statistics	3	Math 227

## Course Repetition

(Reference LACCD Administrative Procedures 4225 and 4227)

### Types of Repeatable Courses

The following types of courses are designated as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of the CSU or the UC system for completion of a Bachelor degree; and
2. Intercollegiate athletics courses (i.e., courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the LACCD or a conditioning course which supports the organized competitive sport); and
3. Intercollegiate academic or vocational competition courses, where enrollment in the course (and courses that are related in content) is limited to no more than four times for semester courses (i.e. active participatory courses). This enrollment limitation applies even if the student receives a substandard grade (a “D” or “F”) or a “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

## Limits on Active Participatory Courses

Certain courses in the class schedule marked "RPT" may be repeated for additional unit credit as "active participation courses" in which individual study or group assignments are the basic means by which learning objectives are obtained (i.e. kinesiology, visual arts, and performing arts). Kinesiology, visual arts, or performing arts courses are considered "active participation courses" related in content and are grouped into "course families." Courses in a family have similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes.

Students may not enroll in active participatory courses more than four times. Enrollment in "active participation courses" related in content is limited to four (4) enrollments per "course family." This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances. Active participatory courses which do not fall under the categories listed in "Type of Repeatable Courses" are not repeatable.

Students enrolling in classes in one of these active participatory courses, should check the academic division for updates on which restrictions apply to courses in your area. Under special circumstances, students may retake courses that are not designated as repeatable. (See LACCD Administrative Procedures 4225, 4228, and 4229)

## Limits on Enrollment in Repeatable Courses

Students may not take repeatable courses more than three (3) times beyond the first successful completion for credit. The grade received each time shall be included for purposes of calculating the student's grade point average, except if the course is repeated under circumstances identified pursuant to LACCD Administrative Procedure 4225 which permits the previous grade(s) to be disregarded.

## Limits on Enrollment in Non-Repeatable Courses

Students receiving a substandard grade (i.e. a "D" or "F") or a "W" in a course designated as non-repeatable may repeat the course. However, Title 5 regulations limit the number of times a student can enroll in a non-repeatable course to three (3) attempts (see [Title 5, Section 55042](#)). Receiving a "W" in a class or earning a grade of "D" or "F" count as attempts towards this repetition. If a class is dropped prior to the "No Penalty" withdrawal date so that no "W" is received, it does not count as an attempt at the course.

## Repeatable Courses

The following courses are classified as repeatable courses:

**Allied Health**  
ALD HTH 021

## Architecture

ARC 261

## Business

BUS 185

## Cinema

CINEMA 005, 015, 125

## Computer Information Systems

CIS 185

## Cooperative Education

COOP ED 195, 295, 395

## Counseling

COUNSEL 005

## Dance Studies

DANCEST 826

## Dental Hygiene

DEN HY 096, 397

## Education

EDUC 230

## English

ENGLISH 185

## Film Production

FLM PRD 115, 120, 125, 130, 385

## Health Occupations

HLTHOCC 051, 052, 053, 055, 056, 058, 059, 060, 061

## Kinesiology

KIN 388

## Kinesiology Athletics

KIN ATH 503, 504, 506, 508, 511, 512, 515, 516, 549, 552, 553, 554, 555, 556, 557, 558, 563, 564, 571

## Multimedia

MULTIMD 350, 807

## Music

MUSIC 265, 501, 755, 775, 781

## Nursing – Health Ancillaries

NRS-HCA 056

## Physics

PHYSICS 185

## Theater

THEATER 130, 232, 233, 265, 291

## Noncredit: Academic Preparation

ACAD PR 015CE, 016CE, 017CE, 018CE

## Noncredit: Basic Skills

BSICSKL 002CE, 005CE, 009CE, 023CE, 027CE, 034CE, 044CE, 056CE, 057CE, 058CE, 059CE, 065CE, 066CE, 070CE, 072CE, 073CE, 074CE, 075CE, 076CE, 077CE, 078CE, 089CE, 093CE, 094CE, 095CE, 096CE,

098CE, 099CE, 101CE, 102CE, 103CE, 104CE, 105CE, 106CE, 107CE, 108CE, 109CE, 110CE, 111CE, 112CE, 114CE, 115CE, 116CE, 117CE

## **ESL Noncredit**

ESL NC 006CE, 007CE, 008CE, 009CE, 015CE, 018CE, 019CE, 023CE, 024CE, 061CE, 062CE, 063CE

## **Noncredit: ESL Civics**

ESLCVCS 010CE, 011CE, 012CE, 013CE, 014E, 015CE

## **Noncredit: Tutor Training**

TUTOR 001T

## **Noncredit: Vocational Education**

VOC ED 033CE, 050CE, 060CE, 088CE, 089CE, 096CE, 097CE, 098CE, 123CE, 124CE, 197CE, 198CE, 22CE, 223CE, 242CE, 243CE, 244CE, 245CE, 246CE, 247CE, 248CE, 249CE, 250CE, 251CE, 252CE, 259CE, 281CE, 288CE, 289CE, 290CE, 292CE, 294CE, 296CE, 320CE, 353CE, 400CE, 401CE, 402CE, 403CE, 404CE, 405CE, 406CE, 407CE, 408CE, 409CE, 410CE, 411CE, 412CE, 415CE, 416CE, 417CE, 418CE, 419CE, 420CE, 425CE

## **Course Repetition Policy to Remove a Substandard Grade**

When a student repeats a course designated as repeatable in order to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of GPA. No more than two repetitions of a given course to alleviate substandard grades are allowed. A third repetition may be permitted with the approval of the College President (or designee) provided that apportionment is not claimed for that third repetition.

For the first, second, and when permitted, the third repetition of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student's cumulative GPA.

Students are required to fill out a [Course Repetition/Lineout form](#) to request the removal of a substandard grade.

## **Repetition of Courses in Which a Satisfactory Grade Was Recorded**

**Extenuating Circumstances:** Course repetition for which a satisfactory grade ("A," "B," "C," "CR," "P") has been recorded shall be permitted only upon petition of the student and with the written permission from the college president (or designee). Extenuating circumstances must be determined to permit the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.

Students are required to fill out a ["Third Course Repeat Petition"](#) for course repetition due to extenuating circumstances.

**Significant Lapse of Time:** Repeating a course due to significant lapse in time is permitted if the college has established a "recency prerequisite" for a course or program, or the student's transfer institution has established a recency requirement that the student cannot satisfy without repeating the course. A significant lapse of time is defined as no less than 36 months since the most recent grade was awarded. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted. More information can be found at LACCD Administrative Procedure 4228. "Recency" petitions can be found under the [Forms webpage](#) at the Admissions and Records Office.

Additional circumstances permitting the repeat of a course in which a satisfactory grade has been granted can be found in the LACCD's Administrative Procedure 4225.

## **Credit for Prior Learning (CPL)**

Credit for Prior Learning (CPL) is a strategy to help students get credit for what they already know and can do, saving them time and money on their educational path. More information about CPL processes and requirements can be found in LACCD Administrative Procedure 4235.

CPL can be granted through any of the following:

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

## **CPL Process**

For each course the student wishes to take for CPL, the student must sign and submit a completed [CPL assessment petition](#) along with all required CPL documentation (e.g. previous certification, current license, passed industry examinations, official transcripts). All materials can be emailed to [CPL-petition@wla.edu](mailto:CPL-petition@wla.edu). If course CPL requirements include transcripts from other educational institutions, they must be sent

by the educational institution directly to [transcripts@wla.edu](mailto:transcripts@wla.edu) to be considered official. Unofficial transcripts will not be accepted. Students must provide the name of the institution and the date transcripts were sent in their submission email.

### CPL eligibility

1. the student must be in good standing in the LACCD (i.e. have a minimum cumulative GPA of 2.0)
2. the student must have previously earned credit or noncredit from the LACCD or be currently registered in the LACCD
3. current student must have a Student Education Plan on file
4. the course must be listed in the catalog
5. the student is not currently in the course in which CPL is being requested

Except for the requirement that credits acquired through assessment of CPL shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree, there is no limit to the number of semester hours of credit that may be earned through assessment of CPL.

If a student is a concurrently enrolled student and has submitted K12 supplemental application, the student must have permission to enroll in class(es) to be eligible for CPL.

One or more than one method of assessment of CPL may be used for a single course. There is no unit fee for CPL courses and CPL units do not apply to financial aid minimum unit count. The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

### Industry-recognized credentials

Students interested in CPL using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee. See LACCD Administrative Procedure 4235 for more information.

### Student-created portfolio assessment

Students interested in CPL using a student-created portfolio shall receive credit as recommended by the appropriate division chair or faculty designee under certain circumstances. See LACCD Administrative Procedure 4235 for more information.

### Credit for Military Service/Training

Veterans, after successful completion of at least one course within the LACCD, may request an evaluation of credit earned through military service training schools and/or military occupational specialties. Students interested in CPL using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the college [CPL assessment petition](#);

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

WLAC will maintain, through the general petition process, a written record of previous education and training of the eligible veteran. Appropriate credit for previous education and training (with the training period shortened) will be indicated on this record. The student and the VA will be notified of this process. For the petition process, the student must include a copy of their [DD214](#), their school transcripts, and/or course documentation, and submit them to the [Admissions and Records Office](#). The physical education requirement for graduation will be waived upon verification of completion of a Basic Training course in any of the armed services. Waiving of the health education graduation requirement is not automatic and petitions will be evaluated on a case-by-case basis. A veteran may also receive six (6) units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis.

### CPL grading

Grading shall be according to the regular grading system in accordance with LACCD Administrative Procedure 4230. Students shall be offered a "Pass/No Pass" option, in accordance with LACCD Administrative Procedure 4232 (if that option is ordinarily available for the course). Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty.

### Credit by Examination

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

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

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

The College will award credit for the completion of the appropriate division examination administered and graded by the appropriate division faculty, in lieu of completion of a course listed in the college catalog. The student shall be given the opportunity to accept, decline, or appeal the grade pursuant to LACCD Administrative Procedure 4230 and LACCD Administrative Procedure 4231.

### **Credit by Examination eligibility:**

1. The student is registered in the LACCD and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by the division)
2. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

**Credit by Examination Process:** Upon completion of a Student Education Plan, students interested in CPL using Credit by Examination shall receive credit as recommended by the appropriate division chair or faculty designee under the following circumstances:

1. The student shall complete the [CPL assessment petition](#).
2. The student meets with the division chair or faculty designee for further instructions.
3. If the division chair or faculty designee determines that the student is eligible for Credit by Examination, the

division chair or faculty designee will work with the student to make a mutually agreeable appointment to complete the examination.

4. If the division chair or faculty designee determine the Credit by Examination assessment completed by the student measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the division/program for three years.

More information about Credit by Examination can be found in LACCD Administrative Procedure 4235.

### **Approved Credit by Examination Courses**

A student may petition for credit by examination for only the courses that are listed below.

#### **Applied Technology Division**

- All AVIATEK courses (Limited - must meet FAA rules)

#### **Arts and Performance Division**

- ART 101, 102
- MUSIC 101, 201, 211, 321

#### **Behavioral Sciences Division**

- ADM JUS 001, 002, 003, 004, 005, 006, 008, 014, 015, 067, 075
- ANTHRO 101, 102

#### **Business Division**

- BUS 001, 005, 038
- REAL ES 001, 003, 005, 007, 009, 010, 021, 039, 040, 041, 042, 043, 044, 045

#### **Computer Science and Applications Division**

- **CIS 101** (added 02/07/2023)

#### **Health Sciences Division**

- All DEN AST courses
- DEN HY 304, 305, 355, 421, 357, 408, 452
- ALD HTH 021, 043, 044, 045, 046, 047, 048, 049, 050, 052, 053
- All HLTHOCC courses
- All PHRMCTK courses

#### **Language Arts Division**

- HUMAN 001

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

### Science Division

- ASTRON 001
- BIOLOGY 003
- ENV SCI 001, 002
- GEOLOGY 001
- OCEANO 001

### Experiential Learning Credit

Dental Hygiene Baccalaureate Program: Subject to consultation and approval by the dental hygiene department.

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

Students may request credit for courses taken at International Institutions of higher learning (i.e. non-US Regionally Accredited Institutions) be applied towards meeting the requirements for:

- LACCD local Associate Degree majors
- Certificates of Achievement
- GE requirements
- Graduation competency

### Acceptance of International Coursework to meet LACCD Local Associate Degree Major and Certificate of Achievement Requirements

Course substitutions of major/area of emphasis course requirements for local degrees and certificates with international coursework are solely at the discretion of academic department faculty, or their designee (e.g. the Articulation Officer).

### Acceptance of International Coursework to meet LACCD Associate Degree General Education Requirements and Graduation Competency Requirements

1. LACCD General Education Plan, excluding Area B1  
American Institutions: international coursework shall be evaluated for applicability to the general education areas by Counseling faculty or Articulation Officer.
2. LACCD Graduation Competency requirements:  
international coursework shall be evaluated by Counseling faculty or Articulation Officer:
3. Mathematics competency may be met with international coursework upon evaluation.

4. Written Expression competency may only be met with coursework from a U.S regionally accredited institution. Written Expression may not be met with international coursework.

### International Coursework and Associate Degree for Transfer (ADT) Major Requirements

Coursework completed at non-US regionally accredited international institutions may not be applied towards ADT major requirements per the LACCD Academic Senate Associate Degree for Transfer (ADT) Reciprocity Guidelines.

### International Coursework and CSUGE-Breadth and IGETC Certifications

Coursework completed at non-US regionally accredited international institutions may not be applied towards CSUGE-Breadth and IGETC certifications per CSU EO 1100 and the IGETC Standards (exception: IGETC Area 6A: Language Other Than English).

Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. The evaluation must indicate that the coursework is equivalent to associate level coursework or higher taken from a U.S regionally accredited post-secondary institution. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included in this evaluation office. Please contact the [Admissions and Records Office](#) for a list of approved agencies

*Note: Coursework from International Institutions that hold U.S Regional Accreditation will be accepted per the guidelines in Administrative Procedure 4051, Section 1. Approved evaluations of international coursework are only applicable to LACCD requirements and may not meet the requirements of other colleges and universities.*

(Reference LACCD Administrative Procedure 4051)

## Enrollment

### Minimum and Maximum Units for Full-time & Part-time Students

One unit of credit shall be awarded for every complete set of 54 Total Student Learning Hours (i.e. contact hours plus out of class hours). Partial hours are rounded down to the nearest 0.5 units.\*

*\*Note: As is standard in the sciences and other disciplines, units generated from hours of "Lab/Activity (3:0) (aka without homework)" shall be calculated solely on contact hours, rather than the Total Student Learning Hours, even though there may be an expectation of student work or preparation outside-of-class.*

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Maximum and minimum unit requirements are defined as follows:

**Unit Maximum:** The maximum study load is 19 units during a regular semester (Fall and Spring) and 9 units during a Summer or Winter Intersession (LACCD Administrative Procedure 5055). This includes enrollment at other LACCD campuses. WLAC defines a full-time student as one who is enrolled in 12 or more graded units. A part-time student is defined as a student who is enrolled in fewer than 12 graded units. For full-time students, the normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take more than 19 units must obtain approval from a counselor.

**Unit Minimum:** A student must be enrolled in at least one course per term to be classified as active status.

### Limitations on Enrollment

Unless specifically exempted by statute or regulation, every course offered at WLAC is fully open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites pursuant to [Title 5, Section 55003](#).

However, enrollment in specific courses may be limited based on:

- health and safety considerations
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Additional limitations on enrollment may be associated with specific active participatory courses. Enrollment in some courses may be limited exclusively to students who have been admitted to the associated program (e.g., Dental Hygiene). For more information, contact the chair of the division offering these courses. Enrollment in selected sections of courses may be limited to a cohort of students, provided that a reasonable percentage of all sections of the course are open to all students.

(Reference LACCD Administrative Procedure 5055)

### Challenges to Limitations on Enrollment

Students may challenge an enrollment limitation on any of the following grounds:

- The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; or

- The LACCD is not following its policy on enrollment limitations, or the basis upon which the LACCD has established an enrollment limitation does not exist.

Students shall bear the burden of showing that these grounds exist for the challenge. Challenges shall be addressed in five (5) working days and if the challenge is upheld, the enrollment limitation shall be waived. Upon completion of the challenge, WLAC shall advise the student that they may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the LACCD and the student attempted to informally resolve the complaint.

### Final Examinations

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

All students, as a part of their course work, may be required to take final examinations. All courses must have a scheduled meeting time in accordance with an examination schedule made available each semester by the [Office of Academic Affairs](#). No student will be excused from final examinations.

### Grading and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading and Academic Records Symbols Policy (Reference LACCD Administrative Procedure 4230).

The determination of a student's grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the College President or designee after the grievance procedure is completed. (Reference LACCD Administrative Procedure 4231). See "Student Grievance Procedure" under the "Student Conduct" section in this catalog.

Only the symbols in the grading scale given in this section shall be used to grade all courses (Reference LACCD Administrative Procedure 4230).

The following evaluative grades are used in the calculation of a student's grade point average (GPA).

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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<b>D</b>	Less than Satisfactory	1.00
<b>F</b>	Failing	0.00
<b>P</b>	Pass (at least satisfactory - units not counted in GPA; same meaning as CR)	0.00
<b>SP</b>	Satisfactory Progress	0.00
<b>NP</b>	No Pass (less than satisfactory – units not counted in GPA; same meaning as NC)	0.00

The following non-evaluative grade symbols are not used in the calculation of grade point average (GPA):

SYMBOL	DEFINITION	GRADE POINTS
<b>I</b>	Incomplete	0.00
<b>W</b>	Withdrawal	0.00
<b>CR</b>	Credit (replaced P -Pass)	0.00
<b>NCR</b>	No Credit (replaced by NP – No Pass)	0.00
<b>*</b>	No Grade Given (NGG), non-credit course, non- graded	0.00
<b>IP</b>	In Progress	0.00
<b>RD</b>	Report Delayed	0.00
<b>CRX</b>	Credit by Exam	0.00
<b>NCX</b>	Credit by Exam not passed	0.00
<b>MW</b>	Military Withdrawal	0.00
<b>EW</b>	Excused Withdrawal	0.00

*Note: P and NP grades may be given only in courses authorized by the LACCD, Pass/No Pass Option and Credit by Examination Policies*

### “I” Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record. This record shall be given to the student, and copy filed in the Admissions & Records Office until the “I” is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” symbol shall not be used in calculating units attempted nor for GPAs. **The “I” may be made up no later than one year following the end of the term in which it was assigned.** The student may petition for a time extension due to unusual circumstances.

*Note: Courses in which the student has received an incomplete (“I”) may not be repeated unless the “I” is removed and has been*

*replaced by a grade of “D” or “F.” This does not apply to courses which are repeatable for additional credit.*

(Reference: LACCD Administrative Procedure 4230)

### “IP” In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress”. The assignment of an evaluative symbol (a grade) must await the course completion. The “IP” symbol shall remain on the student’s permanent record to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s permanent record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating GPAs. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate instructor will assign a grade to be recorded on the student’s permanent record for the course.

(Reference: LACCD Administrative Procedure 4230)

### “W” Withdrawal

The “W” symbol may be used to denote withdrawal in accordance with the requirements of [Title 5 Section 55024](#).

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less. No notation (“W” or other) shall be made on the record of a student who withdraws before the census date of the course.

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

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

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

For purposes of withdrawal policies, the term “appropriate faculty” means the Instructor of Record for each course in

question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average. The "W" will be used as a factor in progress probation and dismissal.

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

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

(Reference: LACCD Administrative Procedure 4230)

### **"MW" Military Withdrawal**

The MW symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

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

Military withdrawals shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals. The LACCD shall refund the entire enrollment fee unless academic credit has been awarded.

(Reference: LACCD Administrative Procedure 4230)

### **"EW" Excused Withdrawal**

The EW symbol may be used to denote excused withdrawal in accordance with [Title 5 Section 55024](#).

"Excused Withdrawal" occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e. job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an "EW" non-evaluative symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the

permitted number of withdrawals or counted as an enrollment attempt.

The student with an approved "EW" grade may file a petition with the LACCD requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

(Reference: LACCD Administrative Procedure 4230)

## **Loss of Registration Priority**

With the exception of foster youth or former foster youth, students will lose registration priority at the first available registration after the following:

1. If placed on academic or progress probation, or any combination thereof, for two consecutive terms
2. Having earned one hundred (100) or more degree-applicable units in the LACCD (non-degree applicable basic skills do not count toward the 100 units)

(Reference LACCD Administrative Procedure 5055)

### **Appealing Loss of Registration**

Students appealing their loss of registration priority can fill out and submit a [LACCD Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal Form](#) to the [Admissions and Record Office](#). Each college in the LACCD shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. WLAC shall inform students of the appeals process and the time period by which appeals must be submitted.

Students may appeal their loss of priority registration status on one or more of the following grounds:

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
3. The student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

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

(Reference LACCD Administrative Procedure 5055)

## **Pass/No Pass**

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A College's Curriculum Committee may approve the following grading options for a credit course through the college course approval process, and as denoted on the course outline of record:

- Letter-grade only
- Pass-no pass grade only
- Letter-grade or pass-no pass grade (student choice)

Colleges shall identify in the college catalog all courses that are pass-no pass only, or where a pass-no pass grading option may be selected by the student. For courses for which students may select a letter grade or "pass/no pass" grading option, the student shall select the grading option no later than the end of the first 30% of the term.

### Recording of Grade

Assignment of grades of "P" or "NP" shall be determined only by the course instructor of record and based on that instructor's course grading policies, provided that a student a grade of "P" is awarded to students who earn the equivalent of a "C" or better. A student who is enrolled in a course on the "pass/no pass" basis shall receive both course and unit credit upon satisfactory completion of the course.

### Standards of Evaluation

The student who is enrolled in a course on a "pass/no pass" basis shall be responsible for completing all course requirements established in the course outline of record and administered by the instructor, and must be evaluated to the same standards of depth and rigor as all students receiving letter grades.

### Grade Point Calculation

Units earned on a "pass/no pass" basis shall not be used to calculate GPA. However, units attempted for which the "NP" symbol is recorded shall be considered in probationary and dismissal procedures.

A student who has received credit for a course taken on a "pass/no pass basis may not convert this credit to a letter grade.

*Note: Students electing "pass/no pass" grading should be aware that although such grades are not calculated into the GPA at WLAC, four-year colleges, in considering applications for admission, may consider the "pass" (P) grade as the equivalent of "C."*

### Acceptance of Pass Credits from Other Institutions

All courses and units (including those units earned on a "pass/no pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in LACCD Administrative Procedure 4232.

*Note: Accredited institution is a US-regionally accredited institution. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.*

(Reference: LACCD Administrative Procedure 4232)

Students must notify the Admissions and Records Office if they wish to take a course as "pass/no pass" through the [Pass/No Pass Grade Petition](#). Deadlines for "pass/no pass" decisions are posted in the college calendar of the class schedule. Once a "pass/no pass" is posted, this decision is irrevocable. Students should [consult with counselor](#) a before making "pass/no pass" grade elections.

"Pass/No Pass" is similar to Pass/Fail.

### Approved Pass/No Pass Courses

#### Arts and Performance Division:

- MUSIC 180-3, 180-4

#### Business Division:

- REAL ES 039

#### College & Career Prep Division (Credit/No Credit Only):

- ACAD PR 016CE
- BSICSKL 009CE, 034CE, 056CE, 057CE, 070CE, 072CE, 074CE, 076CE, 079CE, 089CE, 095CE, 096CE, 098CE, 099CE, 101CE, 102CE, 103CE, 105CE, 106CE, 107CE, 108CE, 109CE, 110CE, 111CE, 112CE, 113CE, 114CE, 115CE, 116CE, 117CE
- All ESL Non-Credit (ESL NC) Courses
- All ESL Civics (ESL CVCS) Courses
- VOC ED 033CE, 050CE, 060CE, 096CE, 098CE, 123CE, 124CE, 197CE, 198CE, 222CE, 288CE, 289CE, 290CE, 296CE, 403CE, 411CE, 412CE

#### Health Sciences Division:

- ALD HTH 050CO, 051, 285
- DEN HY 090, 096, 097, 397
- PHRMCTK 034

#### Language Arts Division:

- ENGLISH 072

### Pre-Requisites, Co-Requisites and Advisories Policy

Prerequisites, co-requisites, and advisories are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have

prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations on enrollment be established based solely on content review or content review with statistical validation.

**Pre-requisite:** a course that a student is required to complete to demonstrate readiness for enrolling in a course or educational program.

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

**Advisory (also known as recommended):** a course that a student is advised, but not required, to take in conjunction with, or prior to, a course or program.

A student who has met the stated prerequisite or co-requisite through the satisfactory completion of equivalent coursework at another institution shall be cleared by the College to enroll in the course and not be subject to the challenge process. For clearance, students will need to complete a [Prerequisite and Assessment Completion form](#).

### Procedures for Challenging Pre/Co-Requisites and Limitations on Enrollment

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 or corequisite.
- The student believes the prerequisite or corequisite is discriminatory or being applied in a discriminatory manner.

To learn more about the requirements to challenge a prerequisite or corequisite, please visit the [Counseling: Pre & Co-requisites webpage](#). More information about the prerequisite/corequisite challenge process can be found in LACCD Administrative Procedure 4260.

### Prerequisites & Advanced Courses: Course Credit

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

## Probation & Dismissal from the College

### Academic and Progress Probation

The following conditions for placing a student on academic or progress probation are outlined in LACCD Administrative Procedure 4250:

1. **Academic Probation:** A student who has attempted at least 12 semester units in the LACCD (as shown by the official academic record) shall be placed on academic probation if the student has earned a GPA below 2.0 in all graded units.
2. **Progress Probation:** A student who has enrolled in a total of at least 12 semester units (as shown by the official academic record) shall be placed on progress probation when the student receives symbols of "W," "I," or "NP" in fifty percent (50%) or more of all enrolled units.

### Veteran Academic Probation

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

### Appeal of Probation

A student who is placed on probation may submit a written appeal in compliance with college procedures.

### Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in LACCD Administrative Procedure 4250.

1. **Academic Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated GPA is 2.0 or higher, including through academic renewal (see Academic Renewal section in this catalog)
2. **Progress Probation:** A student on progress probation due to an excess of units for which entries of "W," "I," and "NP" and "NC" are recorded shall be removed from probation when the percentage of said units drops below fifty percent (50%).

Removal of substandard grades through course repetition (see "Course Repetition" policy in this catalog) or through academic renewal (see "Academic Renewal" policy in this catalog) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of being removed from probation.

(Reference LACCD Administrative Procedure 4250)

### Dismissal from the College

Dismissal from the College may occur as outlined in LACCD Administrative Procedure 4255.

### Standards for Dismissal

1. **Students on Academic Probation:** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative GPA of less than 2.0 in all units attempted in each of three (3) consecutive semesters. However, a student who is on academic probation and earns a semester GPA of 2.0 or higher shall not be dismissed as long as this minimum semester GPA is maintained.
2. **Students on Progress Probation:** A student who is on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). However, a student who is on progress probation, and during a semester and for which symbols of "W," "I," "NC," and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

Consecutive Semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the

student's enrollment does not exceed one full primary term. Enrollment occurs when a student receives an evaluative or nonevaluative grade symbol pursuant to LACCD Administrative Procedure 4230.

*Note: Dismissal is Districtwide. Dismissal from any one college in the LACCD shall disqualify a student from admission to any other LACCD college.*

**Notification of Dismissal:** A student who is subject to dismissal shall be notified by the College President or designee of the dismissal. Dismissal becomes effective the semester following notification. Dismissal from any one college in the LACCD shall disqualify a student from admission to any other LACCD college.

**Dismissal Notification Timeline:** At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive a notification of their academic standing. The notification will also inform students of available college support services. At the end of the third consecutive semester in which the student is on academic or progress probation, and has not met the conditions for being removed from probation, the student will be notified that they are subject to dismissal.

**Dismissal Notification:** The dismissal notification shall include, at a minimum, a reference to the appropriate LACCD Board Policies and Administrative Procedures, an explanation of the dismissal and its ramifications, the procedure for the appeals process, and procedure to appeal dismissal. The notice shall also clearly state that two (2) consecutive primary terms of probation will lead to loss of the California Promise Grant.

Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the California Promise Grant and ensure that students have the opportunity to receive appropriate and adequate counseling, assessment, advising, and/or other services on a timely basis.

Each college shall make reasonable efforts to notify a student of removal from probation, reinstatement after dismissal, and restoration of California Promise Grant within timelines established by the District. Students may appeal their loss of their California Promise Grant as a result of dismissal from the College by filling out and submitting a [LACCD Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal Form](#) to the [Admissions and Record Office](#).

Removal of substandard grades through course repetition (see "Course Repetition" section in this catalog) or through academic renewal (see "Academic Renewal" section in this catalog) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their

academic standing reviewed for the purpose of no longer being subject to dismissal.

**Fall Dismissals:** Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. "Subject to Dismissal" notifications will be sent no later than the end of March informing students:

1. That if the student is enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
2. That if the student is not enrolled in the Spring semester, they have the right to appeal the dismissal (see Appeal of Dismissal section below)

### Appeal of Dismissal

Students may appeal their dismissal as outlined in LACCD Administrative Procedure 4255. The student has the right to file a written petition with the [Admissions and Records Office](#) to appeal a proposed dismissal action, if they experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.

### Appeals Process

1. The student must file the written petition of appeal within ten (10) working days after the dismissal notification was sent. If the student fails to file a written petition within the 10-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request. (Exception: Appeals Timeline for Dismissals as a Result of Fall Semester Grades)
2. The student will be continued on probation until the student's appeal is concluded.
3. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or their designee, the Chief Student Services Officer or their designee, the Admissions and Records Officer or their designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.
4. The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee's action electronically within ten (10) working days of the filing deadline.
5. The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within five (5) working days of the date of notification. The decision of the College President, or his/her designee, is final.

6. If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.

**Standards for Evaluating Dismissal Appeals:** Dismissal appeals may be granted under the following conditions:

1. If the dismissal determination is based on the academic record for a semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. The student's petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.
2. When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.

### Appeals Timeline for Dismissals as a Result of Fall

**Semester Grades:** Appeals for students who are subject to dismissal as a result of Fall grades must be filed within ten (10) working days of notification during the Spring semester.

The following conditions apply:

1. Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status evaluated at the end of the Spring semester.
2. Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures outlined in the Appeals Process above.

### Readmission After Dismissal

Readmission to the College may be sought using the criteria and processes outlined in LACCD Administrative Procedure 4255. The College President or designee shall consider requests for readmission to the college. Uniform criteria will be used in considering whether or not students may be readmitted after a dismissal and two semesters absence.

The following criteria will be considered in reviewing individual situations:

1. Documented extenuating circumstances presented during their appeal.
2. Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.

3. Semesters on which disqualification was based were atypical of past academic performance.
4. Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.
5. Formal or informal educational, occupational or other appropriate individual experiences since completion of semesters on which disqualification was based.

### Transfer Credit Policy

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate degrees (AA or AS), Associate Degree for Transfer (AA-T or AS-T) or Certificates. Students

must provide official transcripts. See the “General Services: Transcripts” section in this catalog for submission processes.

### Withdrawing from the College

WLAC recognizes that a student does not leave college for superficial reasons. Students in need of advice should [see a counselor](#) prior to leaving the College. Official withdrawal requires that a student drop classes through the online [Student Information System \(SIS\)](#). A student who does not comply with these requirements may receive failing grades. Deadlines for withdrawal vary according to the term start/end dates. They are available online via the [Student Information System \(SIS\)](#).

### DISCRIMINATION POLICIES

#### Equal Opportunity Statement

The LACCD Board of Trustees supports the intent of the California Legislature to assure that every effort is made to build a community in which opportunity is equalized. Community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agree that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board of Trustees, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as modified or clarified by judicial interpretation from time to time.

The LACCD (i.e. District) shall ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived protected status categories as delineated in BP 3410 Nondiscrimination

The Board of Trustees commits the District to vigorous equal employment opportunity in all aspects of its employment programs, including recruitment, assignment, retention, promotion, and transfer.

(Reference LACCD Board Policy 3420).

#### You Have the Right!

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

#### Discrimination Policy

The LACCD (i.e. District) is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or

military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No LACCD funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the LACCD or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

(Reference LACCD Board Policy 3410).

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

If you feel you have been discriminated against by a student or a WLAC employee, faculty, staff or administrator, you may contact the LACCD Office of Diversity, Equity, and Inclusion to file a complaint (see contact information below). You may also file a complaint with the Office for Civil Rights (see contact information below). If you have witnessed discrimination, you may contact the LACCD Office of Diversity, Equity, and Inclusion or the Office for Civil Rights to file a complaint.

[LACCD Office of Diversity, Equity, and Inclusion](#)

770 Wilshire Blvd., 2nd Floor  
Los Angeles, CA 90017  
Office: (213) 891-2315  
Fax: (213) 891-2295

[Office for Civil Rights](#)  
50 United Nations Plaza

Mailbox 1200, Room 1545  
San Francisco, CA 94102

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

Copies of discrimination policy and procedures may be obtained from the [LACCD Office for Diversity Equity and Inclusion](#)

(Reference: LACCD Administrative Regulation C-14)

### Sexual Harassment Policy

As a college in the LACCD, WLAC is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Any member of the WLAC community, which includes students, faculty, and staff, who believes, perceives, or experiences conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Employees, students, or other persons acting on behalf of the LACCD and/or WLAC who engage in sexual harassment as defined in [LACCD policy](#) or federal law ([Federal Civil Rights Law - Title IX](#)) shall be subject to discipline, up to and including discharge, expulsion or termination of contract. Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

The LACCD has a policy which provides formal and informal procedures for resolving sexual harassment complaints. Copies of the policy and procedures may be obtained from the [District Title IX Coordinator for WLAC](#), at (213) 891-2000 x 3113.

### Disability Accommodation Policy

#### Grievance Procedure for Faculty Refusal to Provide Approved Accommodation

It is the obligation of the WLAC faculty under LACCD Board Policy 5140 to render accommodations approved by the [Disabled Student Program and Services \(DSP&S\)](#) professionals in accordance with State and Federal laws, as applicable. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a disability-related discrimination complaint. Any individual who believes they have been

subjected to retaliation may file a complaint under the resolution processes below.

Both informal and formal grievance processes exist for students not receiving approved accommodations from any course of study at WLAC. Resolution procedures apply to complaints by students or third parties that allege discrimination based on disability, including complaints that allege actions taken by WLAC employees, by students, or by third parties are discriminatory, such as an allegation that a faculty member is not implementing a DSP&S approved accommodation or an allegation that a WLAC policy or procedure (or lack thereof) is discriminatory.

Students are not required to engage in the informal resolution procedure before filing a formal complaint for disability-related discrimination. Throughout either the informal or formal resolution procedure, if an aggrieved student pursues resolution, the accommodation originally approved by DSP&S will be provided to the student.

#### Informal Grievance Process

If a WLAC faculty member is not implementing an accommodation approved by DSP&S, an aggrieved student may engage in the following informal resolution procedure:

1. Contact the [DSP&S Office](#) for assistance, at (310) 287-4450.
2. Upon notification by the student that a member of the faculty is not implementing a DSP&S approved accommodation, a DSP&S staff member will attempt to resolve the matter within five (5) calendar days.
3. DSP&S will communicate with the instructor and, if needed, the division chair and/or Dean of the division for resolution.
4. If there is no resolution within five (5) calendar days, DSP&S will inform the student in writing of his/her rights to file a formal grievance with:
  - WLAC through the formal resolution procedure (see below);
  - The [LACCD Office for Diversity, Equity and Inclusion](#); and/or
  - [The Department of Education, Office of Civil Rights](#)

#### Formal Grievance Process

Allegations of disability-based discrimination at WLAC may be investigated and resolved in accordance with this formal resolution procedure:

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

## THE STUDENT HANDBOOK: DISCRIMINATION POLICIES

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annual training in appropriate investigatory approaches and the applicable legal standards.

WLAC ADA Coordinator  
Brian Stokes, Vice President, Administrative Services

9000 Overland Ave.  
Culver City, CA 90230  
email: [stokesb@wlac.edu](mailto:stokesb@wlac.edu)  
phone: (310) 287-4367

2. The College ADA Coordinator and designee(s) will immediately begin a reliable and impartial investigation, which includes an opportunity for the complainant to present documents and witnesses and requires the College ADA Coordinator and designee(s) to gather relevant documentary evidence and interview relevant witnesses.
3. The College ADA Coordinator will issue a written notice of outcome to the complainant, the appropriate Deans of Student Services and Academic Affairs, and respondent within sixty (60) calendar days of receiving the complainant's written complaint. The written notice of outcome will include:
  - a. A determination if discrimination occurred, thus violating the College's and LACCD's discrimination policies based on the preponderance of the evidence, and the rationale for this determination;
  - b. If discrimination is found to have occurred, the College will identify and implement remedies that stop the discrimination, prevent recurrence, and remedy discriminatory effects on the complainant and others, if appropriate; and,
  - c. Appeal rights (see below).
4. If the complainant or respondent disagrees with the determination by the College ADA Coordinator, the following appeal process is available:
  - a. The complainant or respondent may submit a written appeal to the College President within ten (10) calendar days of the date of the College ADA Coordinator's written notice of outcome. The written appeal should include the reason for appeal, such as the complainant or respondent feels there was an error in the College ADA Coordinator's investigation or would like to present new information/evidence.
  - b. The College President shall have ten (10) calendar days from the date of the appeal to issue their written decision on the appeal, including the findings of fact and rationale for the decision.
  - c. The College President can alter or change the determination and corrective measures in the

College ADA Coordinator's written notice of outcome.

- d. The College President's decision on the appeal is final.

(Reference: LACCD Board Policy 5140)

## STUDENT CODE OF CONDUCT

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

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

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

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
9. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the LACCD or colleges of the LACCD or while participating in any LACCD or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:
  - a. opiates, opium and opium derivatives
  - b. mescaline
  - c. hallucinogenic substances
  - d. peyote
  - e. marijuana
  - f. stimulants and depressants
  - g. cocaine
11. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the LACCD's Non-discrimination Policy, which requires that all programs and activities of the LACCD be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. Any assemblage of two or more persons to
  - a. do an unlawful act, or
  - b. do a lawful act in a violent, boisterous or tumultuous manner.
14. Any agreement between two or more persons to perform illegal acts.
15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

## THE STUDENT HANDBOOK: STUDENT CODE OF CONDUCT

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16. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
  - e. Use of unlicensed software.
  - f. Unauthorized copying of software.
  - g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
  - h. Use of computing facilities to interfere with the regular operation of the college or district computing system.
18. Conduct while present on a college campus or at a location operated and/or controlled by the LACCD or at a LACCD-sponsored event, which is prohibited by local, State, or federal law.
19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
20. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the LACCD, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.
21. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
22. Every parent, guardian, or other person who assaults or abuses any instructor employed by the LACCD in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on LACCD premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.
23. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:
24. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
25. Failure to follow safety directions of LACCD and/or College staff;
26. Willful disregard of safety rules as adopted by the LACCD and/or College; and/or
27. Negligent behavior which creates an unsafe environment.

(Reference: LACCD Board Policy 5500)

### ADDITIONAL POLICIES

#### Freedom of Speech Policy

Free speech on WLAC's campus is required under LACCD Board Rule Chapter IX, Article IX (also known as [Administrative Regulation B-38 – Free Speech and Campus access](#)). LACCD is required to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each campus.

The purpose of this Administrative Regulation is to foster free speech, assembly, and other expressive activities, while addressing the need of each college campus to make necessary arrangements to assure that such activities do not interfere with its mission and operations or with the rights of others. Accordingly, the rules and regulations of Administrative Regulation B-38 are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of college business and activities.

WLAC shall have copies of Administrative Regulation B-38, copies of the campus time, place and manner regulation, and copies of the campus map identifying the Free Speech Area(s) (FSAs) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

A copy of Administrative Regulation B-38 can be found in the [WLAC FSA Time, Place, and Manner Regulation Form](#). For WLAC's policy on FSAs and how to use them, download the [WLAC Policy on Use of Free Speech Area](#).

#### Applicability of Free Speech Rights

All free speech rights accorded students in LACCD Board Rule Chapter X, Article IX shall be accorded them in activities conducted under this Article; the college president shall not approve any rules relating to non-Free Speech Areas which would deny students their free speech rights were they conducting such activities in Free Speech Areas. (Reference LACCD Board Rule 91005)

#### Events and Activities of Students and Student Groups

LACCD Board Rule Chapter X, Article X grants each LACCD college president the right to adopt and approve rules not set forth in this Chapter for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article. (Reference LACCD Board Rule 91002)

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give prior written

notice identifying the speaker to the college president or his/her designated representative. (Reference: LACCD Board Rule 91004.10)

Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative. (Reference: LACCD Board Rule 91004.11)

Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to ensure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution. (Reference: LACCD Board Rule 91004.12)

#### Recording Devices Policy

As per [Education Code Section 78907](#), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities. Student requests to use a recording device should be made to the instructor in writing. Requests by students with disabilities will be approved on an individual basis, in collaboration with the instructor as appropriate, and must be discussed with a DSPS Counselor. For more information on the rights of students approved for Audio Recording Lectures, please see the [Office for Civil Rights - A & A Regarding Audio Recording](#).

#### Drug-Free Campus Policy

The LACCD is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

The LACCD shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

WLAC adheres to, supports, and is in full compliance with policies that maintain our college as a drug-free institution of higher education.

**Legal Problems:** Legal problems include loss of driver's license, limitations on career choices, fines, and jail sentences.

**Health Risks:** Alcohol and drug abuse, addiction, and dependency are behavioral/medical problems. Health risks

associated with the use of illicit drugs and the abuse of alcohol include hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death.

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

(Reference: LACCD Board Policy 3350)

**Counseling, Treatment and Rehabilitation:** Students should contact the campus [Counseling Center](#) or the [Student Health Center](#) for assistance and referrals. Employees should contact the [LACCD Employee Assistance Program \(EAP\)](#).

### Smoking Policy

The right to designate the campus a smoke-free campus can be found in LACCD Board Policy 3570. WLAC is a 100% smoke free campus. In the interest of the health and welfare of students, employees, and the public, the smoking of any item and/or product on the WLAC campus is explicitly and 100% prohibited. This 100% smoke free policy also applies to any event or activity on WLAC campus property. This 100% smoke free policy applies to all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by WLAC.

## STUDENT DISCIPLINE PROCEDURES

### Student Responsibility

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

### Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation ([Education Code Section 66300](#)). The LACCD has complied with this requirement by adopting Board Policy 5500, Standards of Student Conduct (see "Student Code of Conduct" section in this catalog).

The LACCD has adopted Administrative Procedure 5520 to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Administrative Procedure, shall relate to an alleged violation of appropriate standards of student conduct. These provisions

do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

For more information on Student Discipline Procedures, refer to [LACCD Administrative Procedure 5520](#) (found under the Policies tab).

## STUDENT GRIEVANCE POLICIES & PROCEDURES

### Student Grievance Procedure

Students have the right to file a complaint or grievance against WLAC. Most student complaints, grievances, or disciplinary matters should be resolved at the campus level. The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. More information about the WLAC's student grievance and complaint resolution process can be found at the [WLAC Grievance webpage](#). For additional information about the grievance procedures, request a copy of the E-55 Regulation, Student Grievance Procedures, from the [WLAC Ombudsperson](#).

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

If the matter is not resolved informally, or if students need assistance with the grievance process, students can contact the [Office of the Ombudsperson](#) at [ombuds@wla.edu](mailto:ombuds@wla.edu) for support. Students also have the option to request a student advocate who assists the complainant with the grievance process.

LACCD Administrative Procedure 5530 fully describes the Student Grievance process. The procedure enumerated in this Administrative Procedure shall be available to any student or applicant for admission who believes a college decision or action has adversely affected his or her status, rights, and/or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The grievance procedure outlined in this Administrative Procedure does NOT apply to the following:

1. Challenge process for prerequisites, corequisites, advisories and limitations on enrollment. Information on

challenges to prerequisites is available from the [Office of Academic Affairs](#).

2. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. For discrimination complaints, refer to the "Discrimination Policies" section of this catalog. For complaints or grievances about disability accommodation services, refer to the "Disability Accommodation Policy" section of this catalog.
3. An appeal for residency determination. Residency appeals should be filed with the [Admissions and Records Office](#).
4. Eligibility, disqualification or reinstatement of financial aid. Procedures for eligibility, disqualification or reinstatement of Financial Aid may be obtained in the [Financial Aid Office](#).
5. Student Discipline: Actions dealing with student discipline are handled through the [Office of Student Services & Resources](#).
6. Freedom of the Press: Issues pertaining to freedom of press and journalism are addressed in board policies and administrative procedures.
7. Employee Discipline. Students may file complaints about employee conduct with the appropriate administrator
8. Challenges of established LACCD policies, e.g. Board Policies and Administrative Procedures. Grievances regarding LACCD policy, which are beyond the authority of a college president, shall be referred to the Chancellor or Chancellor's designee for appropriate handling and response.
9. Financial claims against the LACCD. Financial claims need to be made through the [District's Office of General Counsel](#).

Grievance issues that are not resolved at the campus level may be presented to:

- The [Accrediting Commission for Community and Junior Colleges \(ACCJC\) – Complaint Process](#): for complaints associated with the institution's

compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- The [CCC Chancellor's Office – Complaint Process](#): for complaints that do not involve discrimination or academic program quality and accrediting standards.

(Reference: LACCD Administrative Procedure 5530)

### Grade Grievance Procedure

Grievances pertaining to grades are subject to the [California Education Code Section 76224\(a\)](#) which states:

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

\* In general, there is no definitive definition of bad faith. However, bad faith may exist if there is neglect or refusal to fulfill some duty or obligation (e.g., ignoring student evaluation standards published in the course syllabus), not prompted by an honest mistake.

The burden of proving mistake, fraud, bad faith and/or incompetence is on the student. Basically, this means that you, the student, must provide the evidence to prove "mistake, fraud, bad faith or incompetence" against the instructor you are grieving

More information about the grievance process with regards to grades can be found at the [Grade Grievance Procedure webpage](#).

(Reference: LACCD Administrative Procedure 5530)

## LACCD BOARD OF TRUSTEES & ADMINISTRATION



### LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

### BOARD OF TRUSTEES

Gabriel Buelna, Ph.D, President  
David Vela, 1<sup>st</sup> Vice President  
Nichelle Henderson, 2<sup>nd</sup> Vice  
President  
Andra Hoffman  
Kelsey K. Iino, Ed.D.  
Ernest H. Moreno  
Steven F. Veres  
Kenneth-Alan Callahan, Student  
Trustee

### LACCD ADMINISTRATION

Francisco C. Rodriguez, Ph.D.,  
Chancellor  
Melinda A. Nish, Ed.D., Deputy  
Chancellor  
Nicole Albo-Lopez, Ed.D., Interim  
Vice Chancellor, Educational  
Programs and Institutional  
Effectiveness  
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Carmen V. Lidz, MS, Vice  
Chancellor/Chief Information Officer  
Maribel S. Medina, J.D., General  
Counsel  
Rueben C. Smith, D.C.Sc., Vice  
Chancellor/Chief Facilities Executive  
Katrina Vanderwoude, Ed.D., Interim  
Vice Chancellor, Workforce  
Development and Adult Education  
Shairon Ann Zingsheim, J.D., Interim  
Vice Chancellor, Human Resources

# WLAC ADMINISTRATION



## West Los Angeles College

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

### PRESIDENT'S OFFICE

#### College President

James M. Limbaugh  
B.S., Frostburg University  
M.A., Texas A&M University -  
Commerce  
Ph.D., Univ. of Maryland College Park  
[limbaujm@wla.edu](mailto:limbaujm@wla.edu) | Phone: 4325 |  
Office: SSB440

#### Vice-President, Academic Affairs

Jeffery Archibald  
B.A., Cornell University  
M.S., Illinois State University  
Ed.D., Drexel University  
[archibjd@wla.edu](mailto:archibjd@wla.edu) | Phone: 4238 |  
Office: CE 115

#### Vice-President, Student Services

Roberto Gonzalez  
B.A., UCLA  
M.S., CSU Long Beach  
Ed.D., USC  
[gonzalro@wla.edu](mailto:gonzalro@wla.edu) | Phone: 4238 |  
Office: CE 122

#### Vice-President, Administrative Services

Brian Stokes  
B.A., State University of New York -  
Geneseo  
M.P.P.M., University of Southern  
Maine  
Ed.D., University of Miami

[stokesb@wla.edu](mailto:stokesb@wla.edu) | Phone: 4367 |  
Office: SSB 430A

#### Director of Advertising/Public Relations

Michelle Long-Coffee  
B.A., USC  
M.B.A., Loyola Marymount University  
[longcoml@wla.edu](mailto:longcoml@wla.edu) | Phone: 4597 |  
Office: CE 111

#### Dean of Institutional Effectiveness

Artour Aslanian  
B.A., CSU San Bernardino  
M.A., Ph.D., Claremont Graduate  
University  
[aslania@wla.edu](mailto:aslania@wla.edu) | Phone: 4361 |  
Office: CE 133

#### Ombudsperson

Jamie Jenson  
B.A., M.A., CSU, Fullerton  
[jensonjl@wla.edu](mailto:jensonjl@wla.edu) | Phone: 4219 |  
Office: MSB 221

#### WLAC Foundation Executive

Director  
Etelvina De La Torre  
B.A., M.S.P.A., CSU Los Angeles  
[delatoe@wla.edu](mailto:delatoe@wla.edu) | Phone: 4378 |  
Office: SSB 410

### ACADEMIC AFFAIRS

#### Deans of Academic Affairs

Carmen Dones  
B.S., CSU Los Angeles  
M.S., CSU East Bay  
Ed.D., CSU Northridge  
[donescm@wla.edu](mailto:donescm@wla.edu) | Phone: 4522 |  
Office: CE 112

**Academic Areas:** Applied  
Technology Division, Business  
Division, Health Sciences Division,  
Human Development & Family  
Studies Division

**Academic Programs:** Curriculum,  
Catalog Development, Workforce &  
Perkins Grants, Guided Pathways

Kimberly Manner  
B.A., M.A., and Ph.D., USC  
[mannerke@lacc.edu](mailto:mannerke@lacc.edu) | Phone: 4551 |  
Office: CE 114

**Academic Areas:** Arts &  
Performance Division, Language Arts  
Division, Social Science Division

**Academic Programs:** Dual  
Enrollment, Honors Program,  
Professional Development

Allison Tom-Miura  
B.A., UC Santa Barbara  
M.P.L., D.P.D.S., USC  
[tommiaa@wla.edu](mailto:tommiaa@wla.edu) | Phone: 4431 |  
Office: CE 113

**Academic Areas:** Computer Science  
Division, Mathematics Division, Public  
Safety & Paralegal Studies Division,  
POPP, Science Division

**Academic Programs:** Credit for Prior  
Learning

#### Dean of Adult & Continuing Education (Interim)

Andrea Rodriguez-Blanco  
B.S., CSU Los Angeles  
M.B.A., CSU Monterrey Bay  
[rodrigaa3@lacc.edu](mailto:rodrigaa3@lacc.edu) | Phone: 4266 |  
Office: SC 107

**Academic Areas:** College & Career  
Prep Division, Counseling Instruction,  
Cooperative Education, Learning  
Center, Non-credit / Adult Ed  
Programs

**Academic Programs:** CAEP, WIOA,  
Workforce Grant, POPP, Career  
Connections Center, Fresh Success,  
Rising Scholars Network

#### Dean of Apprenticeships

Tiffany Miller  
M.L.S.T., USC  
[millerts@wla.edu](mailto:millerts@wla.edu) | Phone: 4521 |  
Office: TLC 210

**Academic Areas:** Library, Distance  
Learning

**Academic Programs:** Department of Labor Apprenticeship Grant & Grant Development.  
Westside Extension

## STUDENT SERVICES

### Deans of Student Services

Angeles Abraham  
A.A., WLAC  
B.A., CSU Dominguez Hills  
M.A., Loyola Marymount University  
[abrahaa@wlac.edu](mailto:abrahaa@wlac.edu) | Phone: 4399 |  
Office: SSB 330E  
**Service Areas:** CalWorks, CARE, Counseling Services, Dream Resource Center, EOP&S, Family Approval, Foster & Kinship Care Education (FKCE), Guardian Scholars, NextUp, Puente, Transfer

Celena Burkhardt  
B.A., M.P.A., USC  
M.A., CSU Northridge  
Ed.D., USC  
[alcalac@wlac.edu](mailto:alcalac@wlac.edu) | Phone: 4290 |  
Office: CE 228  
**Service Areas:** Commencement, TRIO - Educational Opportunities Center, TRIO - Student Support Services, TRIO - Talent Search, Upward Bound Programs

Edna Chavarry  
M.A., UCLA  
J.D., Loyola Marymount University  
[chavarer@wlac.edu](mailto:chavarer@wlac.edu) | Phone: 4429 |  
Office: SSB 320  
**Service Areas:** Associated Students Organization (ASO), Basic Needs, Cal Fresh, Campus Wide Retention, Child Development Center, College to Career Program (C2C), Disabled Student Programs & Services (DSP&S), Equity Taskforce, Student Health Center

Angel Viramontes  
B.A., UCLA  
M.S. CSU Northridge  
[virmoa@wlac.edu](mailto:virmoa@wlac.edu) | Phone: 4473 |  
Office: SSB 420  
**Service Areas:** Athletics, Black Student Union, Guided Pathways,

High School Outreach, LA College Promise, Student Equity & Achievement, Welcome Center

### Dean of Admissions & Student Services

Michael Goltermann  
B.A., New College of Florida  
J.D., USC  
[goltermj@wlac.edu](mailto:goltermj@wlac.edu) | Phone: 4579 |  
Office: SSB 220

**Service Areas:** Admissions & Records, Financial Aid, International Students, Outreach, Veteran's Resource Center, Behavioral Intervention Team, Student Discipline

### Director of Athletics

Jones, Anthony D.  
B.S., Arizona State University  
M.Ed., Azusa Pacific University

### Financial Aid & Scholarships Director

Glenn Schenk  
B.A., CSU, Chico  
M.P.A., CSU, Dominguez Hills  
[schenkga@wlac.edu](mailto:schenkga@wlac.edu) | Phone: 4275 |  
Office: SSB 210

## ADMINISTRATIVE SERVICES

### College Facilities Director

Dean Felton  
B.A., UC San Diego  
M.A., San Diego State University  
M.S., Mount St. Mary's College  
[feltond@wlac.edu](mailto:feltond@wlac.edu) | Phone: 4349 |  
Office: A15

### College Store Manager

Olga Pech  
A.A., WLAC  
[pechol@wlac.edu](mailto:pechol@wlac.edu) | Phone: 4425 |  
Office: SSB 108

### Administrative Analyst

Hansel Tsai  
B.S., USC  
[tsaih@wlac.edu](mailto:tsaih@wlac.edu) | Phone: 4338 |  
Office: SSB 430

### College Financial Administrator

Karen Yao  
B.A., UC Berkeley  
M.B.A., UCLA  
[yaokx@wlac.edu](mailto:yaokx@wlac.edu) | Phone: 4379 |  
Office: SSB 230

## ARTICULATION OFFICE

### Articulation Officer

Aaron Benitez  
A.S., WLAC  
B.A., CSU Northridge  
M.S.D.H., Forsyth School of Dental Hygiene  
[beniteab@wlac.edu](mailto:beniteab@wlac.edu) | Phone: 4540 |  
Office: CE 116

## RESOURCE SERVICES

### Child Development Center

Director – Joanne Grey  
B.A., Pacific Oaks College  
[greyj@wlac.edu](mailto:greyj@wlac.edu)  
Phone: 4250 | Office: CDC

### CDC Faculty

Baugh, Amy  
Ramos-Alvarado, Dalila  
Winn, Vanessa  
Aleman, Ruth

## ACADEMIC DIVISION CHAIRS

Rudy Triviso, Applied Technology  
Elise Forier-Edie, Arts & Performance  
Todd Matosic, Business  
Anna Chiang, Computer Science & Applications  
Robert Henrichs, Counseling  
Carlos Sermenio, Health Sciences  
Dolores Gallegos, Human Development & Family Studies  
Clare Norris-Bell, Language Arts  
Susan Trujillo, Library Services  
Bonnie Blustein, Mathematics  
Corey Flournoy-Williams, Public Safety & Paralegal Studies  
Elisa Atti, Science

## WLAC ADMINISTRATION

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### ACADEMIC SENATE OFFICERS

Patricia Zuk, Academic Senate President  
[zukp@wla.edu](mailto:zukp@wla.edu) | Phone: 4452 | Office: MSB 210

Ana Figueroa, Academic Senate Secretary  
[figuerab@wla.edu](mailto:figuerab@wla.edu) | Phone: 4512 | Office: GC 280D  
Tamara Jones, Academic Senate Treasurer  
[jonest@wla.edu](mailto:jonest@wla.edu) | Phone: 4247 | Office: SSB 350

For a complete list of WLAC employee information please refer to the online [Faculty & Staff Directory](#). All phone numbers listed can be reached off campus by dialing (310) 287-#### (extension).

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## FULL-TIME FACULTY



For a complete list of faculty information please refer to the online [Faculty & Staff Directory](#). All phone numbers listed can be reached off campus by dialing (310) 287-####.

### FULL-TIME FACULTY BY DIVISION

#### APPLIED TECHNOLOGY DIVISION

Chair – Rudy Triviso

[trivisry@wlaac.edu](mailto:trivisry@wlaac.edu)

Phone: 4519 | Office: ATB 215

Division Secretary – Candice Becerra

[becerrct@wlaac.edu](mailto:becerrct@wlaac.edu)

Phone: 4421 | Office: CE Building  
(Academic Affairs Office)

#### **Subject Fields**

- Aviation Maintenance Technician
- Aircraft Power Plant Technician
- Airframe Maintenance Technician

#### **Full-Time Faculty**

- Edmund Guzman
- Jack Moy
- Rudy Triviso

#### ARTS AND PERFORMANCE DIVISION

Chair – Elise Forier-Edie

[forierem@wlaac.edu](mailto:forierem@wlaac.edu)

Phone: 4565 | Office: ATA 212

#### **Subject Fields**

- Architecture
- Art
- Art History
- Cinema
- Dance Studies
- Dance Techniques
- Film Production
- Multimedia
- Music
- Theater

#### **Full-Time Faculty**

- Michael Arata
- Kevin Considine
- Gary Dagg
- Elise Forier-Edie
- Laura Guichard
- Charles McIntyre

#### BUSINESS DIVISION

Chair – Todd Matosic

[matosit@wlaac.edu](mailto:matosit@wlaac.edu)

Phone: 4213 | Office: CE 213

Division Secretary – Candice Becerra

[becerrct@wlaac.edu](mailto:becerrct@wlaac.edu)

Phone: 4421 | Office: CE Building  
(Academic Affairs Office)

#### **Subject Fields**

- Accounting
- Business
- Business Administration
- Finance
- Hospitality
- Management, Small Business
- Marketing
- Real Estate

#### **Full-Time Faculty**

- Charles Daniel
- Gustavo Demoner
- DeAnna Gossett
- Todd Matosic
- Lorenzo Ybarra

#### COLLEGE AND CAREER PREPARATION DIVISION

Chair – Tim Russell

[russeltm@wlaac.edu](mailto:russeltm@wlaac.edu)

Phone: 4318 | Office: HLRC 108

Student Services Specialist – Karen Carmichael

[carmicky@wlaac.edu](mailto:carmicky@wlaac.edu)

Phone: 4489 | Office: SC 107

## FULL-TIME FACULTY

### Subject Fields

- Academic Preparation
- Basic Skills
- Cooperative Education
- ESL Non-credit
- Supervised Learning
- Tutoring
- Vocational Education

### Full-Time Faculty

- Lisa Glionna
- Ricardo Hooper
- Timothy Russell
- Chase Selby

### COMPUTER SCIENCE AND APPLICATIONS DIVISION

Chair - Anna Chiang

[chianga@wlaac.edu](mailto:chianga@wlaac.edu)

Phone: 4253 | Office: CE 229

Computer Lab Technician – Laurent Phung

[phunhl@wlaac.edu](mailto:phunhl@wlaac.edu)

Phone: 4268 | Office: CE 101

### Subject Fields

- Computer Applications & Office Technologies
- Computer Science Information Technology
- Computer Network & Security Management
- Computer Web Support & Database Administration
- Computer Science (CS)
- Engineering : Computer & Software Track
- Engineering : Electrical Track
- Manufacturing and Industrial Technology (MIT)

### Full-Time Faculty

- Anna Chiang
- Parvaneh Ghaforyard
- KaleAb Gorfu
- Manish Patel
- Ashok Patil

### COUNSELING DIVISION

Chair – Robert Henrichs

[henricrw@wlaac.edu](mailto:henricrw@wlaac.edu)

Phone: 4289 | Office: SSB 330D

Student Services Aide – Susi Dovlatian

[dovlati@wlaac.edu](mailto:dovlati@wlaac.edu)

Phone: 4375 | Office: SSB 340

### Subject Fields

- Counseling

### Full-Time Faculty

- Alma Narez-Acosta
- Nancy Brambilla
- Lorna Bukasa
- Hye Jin “Esther” Gelsi
- David Hernandez
- Robert Henrichs
- Tamara Jones-Jamison
- Adriana Martinez
- Lily Mozafari
- Roberto Perez
- Leslie Ann Picazo
- Daniel Ruiz
- Irene Shvarts
- Kyle Skinner

### HEALTH SCIENCE AND KINESIOLOGY DIVISION

Chair – Carlos Sermeño

[sermenc@wlaac.edu](mailto:sermenc@wlaac.edu)

Phone: 7224 | Office: MSB 107

Vice-Chair – Melinda Smith

[smithmm@wlaac.edu](mailto:smithmm@wlaac.edu)

Phone: 4581 | Office: PECS 135

Division Office Assistant – Berenice Cordero

[corderb@wlaac.edu](mailto:corderb@wlaac.edu)

Phone: 4464, 4568 | Office: MSB 100

### Subject Fields

- Addiction Studies
- Allied Health
- Certified Nursing Assistant/Home Health Aide
- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Health Science
- Health Occupations
- Kinesiology
- Medical Assisting
- Nutrition & Dietetics
- Paramedicine

- Pharmacy Tech
- Public Health Science

### Faculty

- Aaron Benitez
- Yervant Boghos
- Carrie J. Canales
- Amanda de la Vega
- Natalie Ferrigno
- Lisa Kamibayashi
- Raquel Medina
- Marguet Miller
- Joy Ogami-Avila
- Carlos Sermeno
- Melinda Smith

### HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

Chair – Dolores Gallegos

[gallegd@wlaac.edu](mailto:gallegd@wlaac.edu)

Phone: 4446 | Office: GC 180 D

### Subject Fields

- Anthropology
- Child Development
- Early Childhood Education
- Elementary Teacher Education
- Family & Consumer Studies
- Psychology
- Social Justice : LGBTQ Studies

### Full-Time Faculty

- Carrie Canales
- Dolores Gallegos
- Monica Juarez
- Aimee Preziosi
- Marini Smith
- Payal Jain

### LANGUAGE ARTS DIVISION

Chair – Clare Norris-Bell

[norrisc@wlaac.edu](mailto:norrisc@wlaac.edu)

Phone: 4590 | Office: GC 280C

Vice-Chair – Anthony Cuomo

[cuomoa@wlaac.edu](mailto:cuomoa@wlaac.edu)

Phone: 4584 | Office: CE 114

Division Secretary – Linda Rodriguez

[rodriglc@wlaac.edu](mailto:rodriglc@wlaac.edu)

Phone: 4313 | Office: GC 280A

## FULL-TIME FACULTY

### Subject Fields

- American Sign Language
- Arabic
- Communication Studies
- English
- French
- Humanities
- Japanese
- Philosophy
- Social Justice: Chicana/o Studies
- Spanish

### Full-Time Faculty

- Linda Alexander
- Jeanene Ames
- Holly Bailey-Hofmann
- Katherine Boutry
- Luis A. Cordova
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- Biology
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- Chemistry
- Climate Change and Environmental Science
- Climate Studies
- Earth Science
- Engineering: Civil Track
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- Environmental Science
- Geography
- Geology
- Microbiology
- Oceanography
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 Nee, M., Aviation Technology  
 Nelson, E., Cinema  
 Nesia, V., Child Development  
 Newell, D., Paralegal  
 Neyman, I., Geography  
 Nguyen, J., Chemistry  
 Nguyen, J., Dental Hygiene  
 Nicholas, V., Paralegal  
 Nogueira, M., Business  
 Noonan, L., Humanities  
 Okawa, R., English  
 Okbamichael, M., Earth Science  
 Olescski, K., Health & Kinesiology  
 Ortiz, V., ASL  
 Padnick, E., Dental Hygiene  
 Paknia, F., Chemistry  
 Palloti, C., Philosophy  
 Parsa, A., Humanities & History  
 Paymah, E. E., Accounting  
 Peers, M. A., Art  
 Penton, J., Family Studies  
 Perales, C., Counseling  
 Perez, R., Counseling  
 Perez, R., Sociology  
 Perez, R. E., Mathematics

## ADJUNCT FACULTY

Pfiffner, B., Health  
 Pilaro, J., English  
 Piller, D., Real Estate  
 Porras-Collantes, E., Spanish  
 Porter, A., Real Estate  
 Price, G., Child Development  
 Provost, J., Humanities  
 Pulido, V., Health & Kinesiology  
 Pullukalayil, B., Allied Health, Nursing  
 Pullukalayil, N., Allied Health, Nursing  
 Puterbaugh, J., English  
 Raack, J., Health  
 Raffe, D., Dental Hygiene  
 Ratkovich, J., Real Estate  
 Redoles, M., Spanish  
 Reonisto, P., Anatomy & Physiology  
 Rhaburn, S., Counseling  
 Rimas, B., Paralegal  
 Robertson, M., Mathematics  
 Robinson, B., Counseling  
 Rodrigo-Blanco, A., Basic Skills Interdisc.  
 Rose, M. I., Real Estate  
 Rostami, M., Child Development  
 Roston, J., Dance Studies  
 Ruvalcaba, V., English  
 Salerno, M., English  
 Samilton, J., Counseling  
 Sanchez, N., Spanish  
 Sanders, L., English  
 Sandoval, M., Dental Assisting  
 Sandowicz, R., English  
 Saperston, L., ESL  
 Sarantopoulos, P., Mathematics  
 Schneidewind, S.D., Dental Hygiene  
 Schweitzer, E., Biological Sciences  
 Schulz, V., Philosophy  
 Sekiyoba, B., Economics  
 Selamo, M., English  
 Seno, V., Computer Science  
 Servin, M., COAT Voc. Ed

Sewell, K., Communication Studies  
 Shea, M., Library Services  
 Shepherd, M., Family Studies  
 Simo, A., Mathematics  
 Small, P., Music  
 Smiley, C., Counseling  
 Smith, F., Communication Studies  
 Smith, K., Management  
 Snyder, J., Anthropology  
 Spano, A., Music  
 Sprague, R., Finance  
 Stafford, L., Hospitality  
 Stapleton, C., Admin. of Justice  
 Stern, J., Education  
 Susuki, D., Political Science  
 Swan, D., Basic Skills Interdisc.  
 Taitt, S., Child Development  
 Takemae, S., Physics  
 Takeshita, T., Counseling  
 Tannious, B., Pharmacy Technician  
 Tannious, C., Allied Health & Pharmacy Tech  
 Tarian, T., Psychology  
 Taylor, A., Art  
 Taylor, W., Architecture  
 Torabian, S., Health  
 Thompson, C., Aviation Technology  
 Tiaxca, P., ESL  
 Tom-Miura, A., Cooperative Educ.  
 Tu, W. T., Mathematics  
 Urtecho, J-B., Biological Sciences  
 Valdivia, A., Accounting  
 Vallejo, Jaime, Mathematics  
 Vanderpool, J. P., Business  
 Vasquez, R., Aviation Technology  
 Vega, W., Business  
 Velasco, I., Dental Hygiene  
 Vishwanadha, H., English  
 Wagner, E., English  
 Wagner, E., Counseling  
 Wallach, M., English  
 Wang, E., Music  
 Wang, J., Mathematics  
 Wang, L., Computer Science  
 Washington T., Child Development  
 Webster, N., Real Estate  
 White, S., Sociology  
 Wilson, D., Counseling

Williams, S., Computer Science  
 White, G. Psychology  
 Wilhoit, J., Kinesiology  
 Willenborg, P., English  
 Williams, R., Administration of Justice  
 Williams, R., Child Development  
 Willoughby, G., Art  
 Wilson-Spaulding, J., English  
 Winter, A., Humanities  
 Wu, M., Dental Hygiene  
 Xu, Lan, Mathematics  
 Yankey, K., Economics  
 Yassin, K., Astronomy  
 Ybarra, D., History  
 Yilan, L., Economics  
 Yoffe, A., Chemistry  
 Young, F., Real Estate  
 Yuen, Y., Computer Science  
 Zamora, V., English  
 Zanders, C., Psychology  
 Zaragoza, J., Spanish  
 Zipnik, D., Communication Studies

## EMERITUS FACULTY



**Ambers, Bruce**  
Professor, Physical Education,  
Athletics & Mathematics

**Anders, Bruce**  
Professor, English

**Babcock, James**  
Professor, Physical Education,  
Athletics & Mathematics

**Banday, Patricia**  
Counselor  
Student Success & Support

**Bates, Frank J.**  
Associate Professor, Business  
Administration; Construction  
Technician; Dean

**Barnard, Christopher**  
Professor, Travel

**Bucher, William**  
Professor, Mathematics

**Butler, Marcus**  
Professor, Computer Science

**Chow, Judy**  
Professor, Library Science

**Crippens, Eloise**  
Articulation Officer/Professor,  
Counseling

**Culton, Josefina**  
Professor, Spanish

**DuBois, May L.**  
Professor, Humanities & Music

**Eisman, Shirley B.**  
Professor, Art

**Evans, Elizabeth**  
Professor, Child Development

**Feiner, Henri**  
Professor, Mathematics

**Feinerman, Sheldon "Scott"**  
Professor, Hospitality

**Feingold, Carl**  
Professor, Business

**Feldman, Paul**  
Professor, Counseling Services

**Fels, Eugene N.**  
Professor, Biology; Coordinator,  
Instruction

**Field, Norman**  
Professor, Psychology-Special  
Reading

**Fieman, Marvin**  
Professor, History

**Fisher, Albert**  
Professor, Cooperative Education

**Frederic, Andrea M.**  
Professor, Counseling

**Foster, Adrienne**  
President, Academic Senate

**Floyd, Suzanne**  
Associate Professor, English

**Froloff, Catherine**  
Professor, Library Science

**Goldberg, Bernard**  
Professor, English

**Gorenbein, Alvin**  
Professor, Aviation Maintenance  
Technology

**Grounds, Donald G.**  
Professor, Aircraft Electronics  
Technology

**Harris, Arthur**  
Professor, Health & Physical  
Education, Athletics

**Heckman, Richard**  
Professor, History

## EMERITI FACULTY

### Hicks, Robert L.

Professor, Aviation Maintenance  
Technology

### Hollaway, Charles

Professor, Health & Physical  
Education, Athletics

### Horowitz, Jack

Professor, Psychology

### Isaksen, Leonard

Professor, Biology

### Israel, Frances

Associate Professor, Learning  
Specialist

### Jackson, Gladys

Professor, Music

### Jordan, John

Professor, Speech Communications

### Khorooshi, Sholeh

Professor, Political Science

### King, Thomas

Professor, Aviation  
Maintenance Technology

### Korach, Simon M.

Professor, Physical Education  
Coordinator, Student Activities

### Korst, William L.

Professor, Chemistry

### Lee, Jeffrey W.

Professor, Psychology

### Lee, John M.

Professor, Physical Education  
Assistant Dean, Admissions

### Lemborn, Ulla

Professor, Dental Hygiene

### Leonard, Frances T.

Professor, English

### Mancusi, Katherine F.

Professor, Counseling Services

### Marks, James

Professor, Psychology

### Matsuhara, Colleen

Associate Professor, Kinesiology

### McMaster, Mary-Jane

Mathematics

### McFadden, Jean K.

Professor, Business

### Metzger, Carol K.

Professor, English

### Mulrooney, Virginia

Professor, History

### Nee, Martin

Professor, Aviation Maintenance  
Technology

### Nilsen, Lena K.

Professor, Music

### Oester, John

Vice President, Administrative  
Services

### Patterson, Rodney

Professor, Political Science

### Pena, Ben

Professor, Spanish

### Peterman, Anthony J.

Professor, Speech Communications

### Peters, Jeannine

Professor, Humanities &  
Counseling

### Piedrahita-Rook, Carmen

Associate Professor, Spanish

### Pracher, Mark

Vice President, Workforce Education

### Price, Adeline S.

Professor, Business

### Prince, Gray

Professor, Philosophy

### Quitschau, Karen

Professor, Language Arts

### Raack, James

Professor, Health

### Ramos, Carlos

Professor, Art

### Robertson, Matthew

Professor, Mathematics

### Ruebensaal, Jack

Professor, Political Science

### Rutherford, Ray

Professor, Chemistry

### Sander, Nancy

Professor, ESL

### Saraffian, Edward

Professor, Mathematics

### Scott, Consuela

Professor, Library Services

### Siever, Patricia

Professor, History

### Sprague, Robert

Vice President, Academic Affairs  
Professor, English

### Starret, Esther R.

Professor, French

### Sternberg, Roy D.

Professor, Accounting

### Sumetz, Aaron

Associate Professor, History

### Sutton, George

Professor, Aeronautics

### Terebinski, Nina

Professor, Anthropology

### Thomas, Lloyd

Professor, English

### Tillberg, Rebecca

Dean, Institutional Effectiveness

### Titus, Clyde

Emeritus, Computer Science

### Vella, Frances G.

Professor, Library Services

### Vidal, Adele T.

Professor, Spanish

### Virgin, Richard

Professor, Aviation

### Wallace, Richard

Professor, Counseling

### Walton, Kathy

Dean, Academic Affairs

## EMERITI FACULTY

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**Weinstein, Rafael E.**

Professor, English

**Rouzan, Sherron**

Professor, Counseling

**Williams, Robert N.**

Professor, Music & Humanities

Dean, Academic Affairs

**Wilson, Kenneth**

Instructor, Art

**Winer, Etta Skyle**

Professor, History

**Witt, George S.**

Professor, Dean, Student

Personnel Services

**Wolf, Martin**

Professor, Aviation

## GLOSSARY OF TERMS

**Academic Probation:** After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

**Academic Renewal:** Removal from a student's academic record (for the purpose of computing the grade point average) of a previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

**Accredited Institution:** A postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. (E.C. 66721, Title 5, C.C.R., 53406, 55000, 55022)

**Add Permission Code:** The student may be issued a permission code to add the class if the instructor determines that there is room. Enrollment in the class is official only if the code is processed by Admissions and Records before the published deadline.

**Administration:** Officials of the college who direct and supervise the activities of the institution.

**Admissions and Records:** The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

**Advisory:** An advisory is a recommendation that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

**Appeal:** A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge etc...

**Application for Admission:** A form upon which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and processed.

**Articulation Agreement:** An established course agreement that enables transfer students from a community college to receive credit for their academic progress at the University of California (UC), the California State University (CSU), and private post-secondary colleges/universities.

**Assessment:** Assessment is the process the college uses to evaluate skills prior to registering, which are used to recommend students to the appropriate class level

**Associate Degree (A.A. or A.S.):** A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

**Associate Degree for Transfer (AA-T or AS-T):** A degree (Associate in Arts for Transfer/AA-T or an Associate in Science for Transfer/AS-T) designed to provide a clear pathway to completion of a Bachelor's degree in a similar major at a California State University (CSU) and

is an organized program of study consisting of 60 semester units.

**Associated Students Organization (A.S.O):** A student association that conducts activities on behalf of students. All enrolled students are eligible to join.

**Audit:** A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

**Bachelor Degree (B.A., B.S., A.B.):** A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

**Certificate Program:** A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Units will vary according to the certificate.

**Career Education Program:** A group of courses leading to competency in a particular field of study and to either a certificate or a degree.

**Catalog Rights:** Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purposes of determining whether the student meets the requirements for WLAC graduation. The continuing student may select the catalog that was in effect when the student initially enrolled at WLAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification

## GLOSSARY OF TERMS

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**Certificate of Achievement (CA):** A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 12 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of Achievement (CA).

**Certificate of Competency (CY):** A noncredit certificate confirming that a student enrolled in a noncredit educational program of noncredit courses and has demonstrated achievement of a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

**Certificate of Completion (CN):** A document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

**Certification:** Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

**Class Number (also known as "Section Number"):** A five-digit class identification number which appears in the schedule of classes before the time of day (or evening) the class meets.

**Clery Act:** Federal law that requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

**College Catalog:** A comprehensive publication containing general

information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

**Community College:** A two-year college offering a wide range of programs of study, many determined by local community need.

**Concurrent Enrollment:** A student may enroll in two mutually dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

**Continuous Attendance:** No more than one semester absence within a school year, excluding summer and winter sessions. Students granted a "military withdrawal" (MW) under the provisions of LACCD Board Rule 6701.10 will be considered to be in continuous attendance for their required period of military service.

**Continuing Student:** A student registering for classes who attended the college during one of the previous two semesters. A student registering for the fall semester is a continuing student if they attended the college during the previous spring or fall semester. Attendance during the summer and/or winter sessions are not included in this determination.

**Cooperative Education (also known as "Coop Ed"):** An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

**Corequisite:** A course required to be taken in conjunction with another course.

**Counseling:** Guidance provided by professionals in collegiate, vocational, social, and personal matters.

**Course:** A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: "Accounting 001."

**Course Description:** A description of the course content being offered in a discipline

**Course Title:** A phrase descriptive of the course content. The course title of Accounting 001 is "Introductory Accounting."

**Credit-by-Examination:** Course or unit credit granted for demonstrated proficiency through testing

**Credit for Prior Learning:** College credit that is awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as military training, industry training, state/federal government training, apprenticeships, internships, work-based learning, or other industry-based experiential learning, validated volunteer and civic activities

**Cross-listed:** A course whose content is the same as another course, e.g. African American History and History 041.

**CSU Certification:** See Certification

**Disabled Students:** Students who have special needs due to physical, learning or communicating impairments.

**Discipline:** A field of study

**Dismissal:** A student on academic or progress probation for three semesters may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year, and

## GLOSSARY OF TERMS

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must petition for readmittance at the end of that period.

**Drop:** A student's official withdrawal from a class.

**Education Code (also known as "Ed Code"):** A collection of all the laws directly related to California K-12 public schools. Ed Code sections are created or changed by the Governor and Legislature when they make laws. Local school boards and county offices of education are responsible for complying with these provisions.

**Educational Program:** A planned sequence of credit courses leading to a defined educational objective such as an Associate Degree, an Associate Degree for Transfer or a Certificate.

**Electives:** Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

**Enrollment:** That part of the registration process during which students select classes by section number to reserve a space and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

**Evaluative Grades:** A grade of "A", "B", "C", "D", "F", "P" (pass), "SP" (satisfactory progress) or "NP" (no pass). Grades of "A", "B", "C", "D", and "F", are used in the calculation of a student's GPA.

**Excused Withdrawal (EW):** A withdrawal granted to petitioning students when circumstances beyond the student's control prevents them from completing the course. An "EW" will have no effect on the student's GPA or ability to repeat a course.

**Exclusion:** An instructor may exclude a student from a course for excessive or unexcused absences.

**Family Educational Rights and Privacy Act (FERPA):** Federal law

that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (see 20 U.S.C. § 1232g; 34 CFR Part 99).

**Full-Time Student:** A student enrolled and active in 12 or more units during the spring or fall semester.

**General Education (GE) Requirements (also called Lower Division Breadth Requirements):** A group of courses selected from several disciplines which are required for graduation.

**Grade Point Average (GPA):** A measure of academic achievement determined by dividing the total grade points earned by the number of units attempted. GPA is used in decisions on probation, graduation, and transfer.

**Grade Points:** The numerical value of a college letter grade whereby: "A" = 4 points, "B" = 3 points, "C" = 2 points, "D" = 1 point, and "F" = 0 points; used in the calculation of GPA.

**Grade Points Earned:** Grade points times the number of units for a class; used in the calculation of GPA. For example, an "A" in a 3-unit class would be 12 grade points earned.

**Graded Units:** Courses in which grades of "A", "B", "C", "D", or "F" are received.

**Graduate:** A student certified as having satisfied academic requirements.

**Guided Pathway:** a structure to provide all students with clear enrollment avenues, course-taking patterns, and support services.

**Home Campus:** The campus to which a student applies. Students will receive services, such as financial aid and counseling from the "home campus."

**Intersegmental General Education Transfer Curriculum (IGETC):** A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need, after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upper division general education requirements.

**IGETC Certification:** See Certification

**Incomplete (I):** A non-evaluative grade symbol that is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester, or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

**In Progress (IP):** A non-evaluative grade symbol. A "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

**Lower Division:** Courses at the freshman and sophomore levels of college.

**Major:** A planned series of courses and activities selected by a student for special emphasis which is

## GLOSSARY OF TERMS

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designed to teach certain skills and knowledge.

**Matriculation:** A combination of placement of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

**Military Withdrawal (MW):** Occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol may be assigned at any time after the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

**Module:** A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

**Non-degree applicable (NDA):** Non-degree applicable credit courses that do not apply toward a degree and are not transferable. Marked in the schedule as NDA. Established in AB1725

**Non-evaluative grades:** Grades not used in the calculation of grade point average (GPA).

**Non-Penalty Drop Period:** The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term, summer and winter session courses.

**Parent Course:** A course which may be offered in modules.

**Pass (P)/No Pass:** A form of evaluative grading whereby a student receives a grade of "P" or "NP" instead of an "A", "B", "C", "D", or "F". "P" is assigned for class work equivalent to a grade of C or above. "NP" denotes works below a grade of "C".

**Petition for Credit:** A student with coursework completed outside of the LACCD may consult with a counselor and petition for the outside credits to be applied to the student record in the LACCD. See the "Credit for Prior Learning" section in the catalog for more information.

**Prerequisite:** A class, skill, or test score level that a student must have before enrolling in a particular course.

**Progress Probation:** A student who has enrolled in 12 or more units and has received a "W", "NP", or "I" in 50 percent (50%) or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a "W", "NP", or "I" has been assigned equals 50 percent (50%) or more for three consecutive semesters is subject to dismissal from the college.

**Qualifying Semester:** The semester for which the students is considered for the Dean's Honor List.

**Report Delayed (RD):** A temporary administrative symbol that is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

**Registration:** The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

**Repeat (RPT):** A course that can be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Returning Student:** A student registering for classes who at one time was enrolled in the college, but who did not attend the college during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination.

**Satisfactory Completion:** Completion of a course with a grade of "C" or better.

**Satisfactory Progress (SP):** An evaluative grade signifying the successful completion of a noncredit course for the purpose of satisfying the requirements of a noncredit certificate of competency or completion.

**Schedule of Classes:** A listing of courses used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

**Section Transfer:** A process that permits a student to transfer to another section of the same class.

**Semester:** One-half of the academic year-usually 15 weeks of instruction in the fall or spring, plus one week of final exams.

**Student Educational Plan (SEP):** An individualized plan developed by a counselor in conjunction with the student.

**Subject:** A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or English.

**Subject Deficiency:** Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

## GLOSSARY OF TERMS

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**Substandard Grade:** An earned grade of “D” or “F”.

**Title 5:** A section of the California Code of Regulations (CCR) that explains Education Code for community colleges in further detail.

**Transcript:** A student’s permanent record, and an official list of all courses taken at a college or university showing the final grade received for each course.

**Transfer:** Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

**Transfer Course:** A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

**Transferable Units:** College units earned through satisfactory

completion of courses which have been articulated with four-year institutions.

**Units:** The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in a laboratory or on other exercises not requiring outside preparation.

**Units Attempted:** Total number of units in all courses for which a student received a grade of “A”, “B”, “C”, “P”, “D”, or “F”.

**Units Completed:** Total number of units in all courses for which a student received a grade of “A”, “B”, “C”, “P”, or “D”.

**Units Enrolled:** Total number of units in which the student is enrolled at the end of the non-penalty drop period. The total number of units for all

courses appearing on the student’s transcript.

**University of California Transfer Pathway (UCTP):** A single set of courses you can take to prepare for your major on any of the nine undergraduate UC campuses.

**Upper Division Courses:** Courses at the junior and senior levels of college. Part of Pilot Project, upper division courses are offered only in the dental hygiene discipline.

**Withdrawal (W):** A non-evaluative grade symbol assigned to a student’s permanent record for all classes which a student has dropped, or has been excluded from by the instructor, after the end of the non-penalty drop date, but before the last day to drop.

**Withdrawal:** The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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