West LA COLLEGE

2025 -2026
ACADEMIC CATALOG

WEST LOS ANGELES COLLEGE
2025 – 2026 ACADEMIC CATALOG
ONLINE EDITION

TABLE OF CONTENTS

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 - 428 J Street, Suite 400, Sacramento, CA 95814
(405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation
and the U.S. Department of Education.

CAMPUS MAP AND LOCATION

Map Online Version 2022

APPLICATION / ENROLLMENT Assistance ★

ACCESS ♿   ATM - PAWS (B-12)   BUS STOP 🚍

EMERGENCY CALL BOX ●

FREE SPEECH AREAS ●
1 Wildcat Walkway - Student & Public
2 CE Globe Sculpture Area - Public
3 GC/SSB Courtyard - Student

GENDER NEUTRAL BATHROOMS:
SSB, GC, MSB

LACTATION ROOM - SSB 4th Floor

TAXI, UBER, LYFT Pickup / Drop Off Zone

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

THE WLAC CATALOG

The West Los Angeles College (WLAC) catalog describes the policies, services, programs, and courses offered by the college for the 2025-2026 academic year. 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 2025 semester.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Satellite Imagery ©2025 Airbus, Data CSUMB SFML, CA OPC, Data USGS, Landsat / Copernicus, Maxar Technologies, Map data ©2025 Google

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.

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 (WLAC), 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 instruction, offer outstanding support services, and focus on student success as the College's first priority.

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" synopsizes 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 WLAC to help you prepare for an exciting future.

Cordially,

James M. Limbaugh, Ph. D.
President

THE LACCD

THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)

LOS ANGELES COMMUNITY
COLLEGE DISTRICT

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

Over the past fifty-six years the Los Angeles Community College District (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 is a leading educator in California for Latinx and African-American students, including DACA students. The District's nine colleges combined educate more Latinx and African-American students than the University of California system. All nine colleges are designated as Hispanic Serving Institutions.

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

THE MISSION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

THE VISION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

BOARD OF TRUSTEES

Kelsey K. Iino, Ed.D, President
Sara Hernandez, J.D., 1st Vice President
Andra Hoffman, 2nd Vice President
Gabriel Buelna, Ph.D.
Nichelle Henderson
Steven F. Veres
David Vela
Jasmine Monet Francis, Student Trustee

LACCD ADMINISTRATION

Alberto J. Róman, D.P.A., Chancellor
Nicole Albo-Lopez, Ed.D., Deputy Chancellor
Maury Pearl., 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
Jefferey Prieto, J.D., General Counsel
Leigh Sata,Ed.D., Vice Chancellor/Chief Facilities Executive
James Lancaster, Ed.D., Vice Chancellor, Workforce Development and Adult Education
Teyanna Williams, J.D., 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 (WLAC)

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 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 10th ,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 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcat. The WLAC motto of "Go West, Go Far" - adopted at that 40th 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 (GE) PHILOSOPHY

WLAC is committed to offering its students a robust academic foundation through its General Education (GE) program. WLAC affirms that the primary purpose of its GE 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 GE program at WLAC prepares students to be successful in a dynamic, complex, and multicultural world.

The GE 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, 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), subject to approval by the Board of Trustees
- 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

SSB 410; (310) 287-4537; foundation@wlac.edu

The West Los Angeles College Foundation is dedicated to advancing academic excellence, ensuring equitable access to education, and supporting the inherent potential of every WLAC student. WLAC Foundation champions the mission that a quality education at West should be within reach for all. The Foundation has been a driving force behind these efforts, securing resources to sustain innovative programs and services.

Through raising awareness and philanthropic support, our Foundation champions the mission that a quality education at West should be within reach for all—regardless of financial barriers.

ACADEMIC CALENDAR

Fall 2025: Traditional Semester	Dates
Session Period	Sept 1, 2025 – Dec 21, 2025
Finals (**see finals schedule**)	TBA
Open Enrollment	May 12, 2025 (How to find your registration date)

Winter Session 2026	Dates
Session Period	Jan 5, 2026 - Feb 8, 2026
Finals	Last day of class
Open Enrollment	TBA

Spring Semester Traditional 2026	Dates
Session Period	Feb 9, 2026 – June 8, 2026
Finals	TBA
Open Enrollment	TBA

Summer Session 2026	Dates
Session Period	June 15, 2026 – Aug 30, 2026
Finals	TBA
Open Enrollment	TBA

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
- 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."
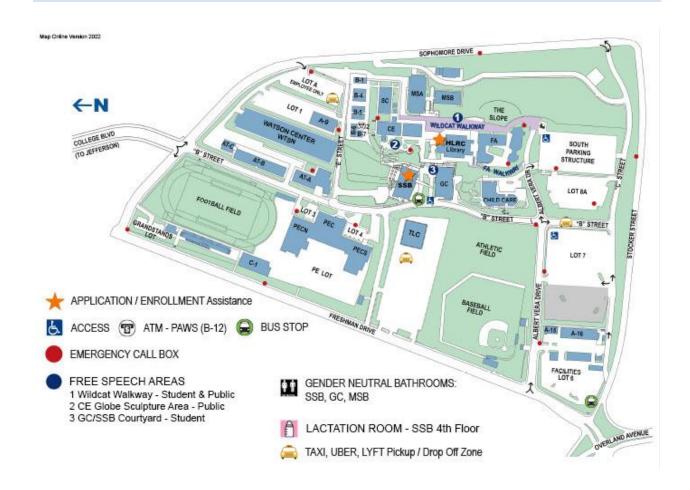
ACCREDITATION

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. WLAC's website, 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:
- Black Scholars United (BSU)
- The Dream Resource Center (DRC)
- The Child Development Center (CDC)
- Financial Aid
- Counseling
- The Wildcat Den and West Wardrobe (Food Pantry and Basic Needs)
- Foster Care Education and Support Services
- Disabled Students Programs and Services (DSP&S)
- Distance Learning
- The Career Center
- The Student Health Center
- The Transfer Center
- The Learning Center
- Veteran's Services
- The Welcome Center

Student Programs include
- College 2 Career
- CalWORKS/GAIN
- Extended Opportunity Programs and Services (EOPS)
- TRIO
- High School Outreach
- Upward Bound
- Puente
- 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 educational programs and activities sponsored by the Political Science program are held this day.

STARTING YOUR ACADEMIC OR CAREER PATHWAY

Four Pillars of Guided Pathways

EXPLORING OUR GUIDED PATHWAYS

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

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.

Through Guided Pathways, faculty, student services professionals, and administrators have created program maps describing specific course sequences. These maps can be found as part of a **Career and Academic Pathway (CAP) or "pathway".** You can choose a CAP/pathway to align with your career goals and develop an educational plan based on whatever map you choose within that CAP. Progress milestones are built into your maps, helping you stay on track toward your goals. Pathways and maps 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 seven (7) CAPs offered at WLAC can be found at the "WLAC Career and Academic Pathways" section of this catalog and at the Program Mapper webpage.

PLANNING YOUR PROGRAM/MAJOR

Visit the Counseling Center or the Transfer Center for more information on how to choose a CAP and use your desired map to create a Student Educational Plan (SEP).

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 (e.g., Fall and Spring), complete the LACCD Online Application. Expect to receive a Welcome Letter that includes your LACCD student ID number, student email, and additional instructions. Please note, this may take up to 5 business days to process.
- **For K to 12 Students:** The Supplemental K-12 Application and enrollment instructions can be found on the Free College Classes for High School Students webpage. This application will require approval of the student, parent, and K-12 school counselor and must be submitted every academic term. Email addresses for the student, parent, and K-12 school counselor is required on this application. Once your application is approved, you will be exempt from Steps 2 and 3 of the application process outlined below.

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, cashier's check, and money order at the Business Office on the second floor of the Student Services Building (SSB).
- You may also mail your cashier's check or money order to:
  West Los Angeles College
  Attn: Business Office
  9000 Overland Ave.
  Culver City, CA 90230
- Fees are due upon registration. If payment or financial arrangement is not made by the posted due date, enrollment may be cancelled.

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.

ADMISSION ELIGIBILITY

The following are prospective students 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 —Please see special instructions.

Special groups for admission eligibility exist. For more information, visit the Admissions: How to Apply webpage.

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

Instructions for how to apply and enroll as a concurrent enrollment student can be found on the Free College Classes for High School Students webpage. A Supplemental K-12 application must be completed and submitted every term or session you wish to enroll in credit or noncredit classes at WLAC.

ADMISSION TO BACHELOR OF SCIENCE PROGRAM S

Admission to the Dental Hygiene Bachelor of Science and Aviation Maintenance Technology - Avionics program requires an additional application. For more information about the application process, please see the sections of the catalog dedicated to each program.

READMISSION POLICY

If you haven't attended WLAC for two or more semesters, you 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 K-12 Supplemental application each semester.

ADMISSIONS & RECORDS

SSB 220, (310) 287- 4501
The Admissions & Records Office provides services including transcripts and enrollment verifications, residency corrections, and graduation, and other academic petitions.

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). 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.

You 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:

    a. WLAC ESL placement level 5 or above
    b. English is your native language
    c. Attendance at a U.S. high school for a minimum of two years
    d. Attendance at a U.S. college or university with a passing grade in ENGL C1000 or equivalent
    e. International Baccalaureate with an English Language score of 3 or better
    f. TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
    g. IELTS minimum score of 5
    h. iTEP minimum score of 3
    i. STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
    j. Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
    k. 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 $29,642 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), and the Learning Center. 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 unredacted copy of the veteran's DD214 and the Certification of Eligibility(COE) dated within the last 90 days. Student must request Certification of Benefits every semester by submitting the request for benefits to the Veteran's Office.

Program Planning for Veterans

Veterans should select their major and choose courses from those listed under that major. The Veterans Administration will not pay for courses that do not fit into a veteran's selected major. It is advisable to make an appointment with a counselor for academic assistance. Veterans are recommended to have their Joint Services Transcript (JST) reviewed by a counselor to identify any college credits they may be awarded Credit for Prior Learning based on their military training and experience.

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

(Reference LACCD Administrative Procedure 5040)

HOME COLLEGE

Students from other colleges in the District wishing to change their Home College to West LA should complete the Change Of Home College, Educational Goal, and Program Plan (Major) Petition.

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) or Student Portal
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 your Student Portal. 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 encompasses application and admission support, academic & general advisement, placement in English, English Speak of Other Language and math courses, along with enrollment support.

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: completion of "To Do" Items posted to your Student Portal, the identification of an academic and career goal upon applying to the college, and the declaration of a specific course of study after a specified time period or unit accumulation.

- For more information on matriculation, visit the Welcome Center website.
- 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 APPOINTMENTS

If you are continuing from the prior semester, you will automatically receive an email notification and reminder on your Student Portal about registration. If you are a new or returning student, you will be issued a registration appointment when your application for admission has been processed. You may register at any point on or after your 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 regular 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). Classes running shorter than the duration of the full semester may have different late registration periods.

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 at WLAC (or another LACCD college). You will take these concurrent enrollment courses on WLAC's campus. Concurrent enrollment courses are tuition-free.

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)

You 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 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 your 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. 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.

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 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 prior to the end of the second week of the term due to insufficient number of enrolled students.

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 during the Fall and Spring semester, and 9 units or less during the Summer and Winter Intersessions. If the students enroll in more than aforementioned units, they will have to pay the California resident enrollment fee for ALL enrolled units.

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 $377 per unit and an enrollment fee of $46 per unit for a total of $423 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 $377 per unit and an enrollment fee of $46 per unit for a total of $405 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) students admitted as special part-time students (K-12) or special summer school students.

ASO Fee (Optional)
The Associated Student Organization fee supports scholarships, enrichment programs and student events on campus. WLAC students are encouraged to join the Associated Student Organization by paying the ASO fee of $7 for Fall or Spring semester and $3 for Summer or Winter session. By joining the ASO, students can park in preferred parking spaces in designated lots. (Reference: LACCD Administrative Procedure 5400)

Student Representation Fee (Optional)
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
Enrollment Fees for ALL Students (subject to change by the California Legislature)	$46/unit	$46/unit
Additional Enrollment Fees For Baccalaureate Degree Coursework	$84/unit	$84/unit
Non-Resident Tuition for Out-of-State Residents All non-resident students must pay $46 per unit enrollment fee in addition to Non-Resident Tuition Fee	$377/unit	$377/unit
Non-Resident Tuition for International Student and/or F-1 VISA All non-resident students must pay $46 per unit enrollment fee in addition to: • Non-Resident Tuition Fee • Application Fee • SEVIS Processing Fee • International Student Medical Insurance (IMED)	$377/unit $50 one-time $25/semester $274.98 (Winter) $412.47 (Summer)	$377/unit $50 one-time $25/semester $824.94/ semester ($1,649.88 annual)
Audit Fee	$15/unit	$15/unit
Health Services Fee (Mandatory)	$16/semester	$19/semester
Associated Student Organization (ASO) Fee (Optional)	$3/semester	$7/semester
Student Representation Fee (Optional)	$2/semester	$2/semester
Parking Fee - Standard	$7/semester	$20/semester
Parking Fee - ASO Preferred	$10/semester	$27/semester
Instructional Materials Fee	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 Business Office Cashier's Window (SSB Building Room

230)

Hours of Operation (subject to change):
- Monday - Thursday 8:30 a.m. - 5:00 p.m.
- Friday 8:30 a.m. – 1 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.

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.

Nonpayment of student fees by the due date will result in being dropped from courses. See the Fee Payment Policy page for further details.

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

WLAC has partnered with BankMobile to provide students with a faster and easier way to receive their refund money. Students must choose their refund preference by selecting either the BankMobile option or if they prefer, to have the refund disbursed to another bank account. Contact the Business Office for more information about refunds using BankMobile. If fees were paid by credit card, refunds will be credited back to the card originally charged. If fees were paid by cash or check, refunds will be processed through BankMobile.

Enrollment and Non-Resident Tuition Fees

The enrollment fee and nonresident tuition fee are 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 prerequisite(s) or corequisite(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 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

Health fee is refunded 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) 287-4532

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 (SAP) standards, financial aid programs, procedures and regulations.

The following classes are eligible for financial aid.

- Online, hybrid and on-campus classes with credit evaluative grading (i.e., letter grades)
- Online, hybrid and on-campus classes with Pass, No Pass, or Satisfactory Progress grading

HOW TO APPLY FOR FINANCIAL AID

All students requesting financial aid must complete a Free Application for Federal Student Aid (FAFSA) form online or a California Dream Act Application (CADAA) for AB540 students. 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 4-6 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

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 Student Aid Index (SAI) and/or Other Financial Assistance.

	Cost of Attendance
-	SAI and/or Other Financial Assistance.
=	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) or California Dream Act Application (CADAA) 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 'financial aid offer' is provided which may be a combination of different aid programs. 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
- Cal Grant Access Award for Students with Dependent
- Children
- Student Success Completion Grant
- 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 (FSEOG), ACG, or State Student Incentive Grant.
6. Have a high school diploma or its equivalent or provide documentation of "Ability to Benefit.".

Ability to Benefit

If you have any of the qualifications listed below, you may 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 $7395 per academic year for LACCD students. The amount of the award is determined by the Federal government and is, in most cases, income from the past 2 years 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 you 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 students who are enrolled in a minimum of six financial aid approved units with the most financial need. Students must receive Pell Grant funds in order to receive FSEOG.

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 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 at least 6 approved/active units at WLAC, must maintain good academic standing while employed under the program, and have financial need. Hourly wages are set but can change to meet state/federal standards.

To apply, submit a Free Application for Federal Student Aid (FAFSA) form and select "yes" to be considered for work-study. Check your LACCD email for updates on FWS process.

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 meeting 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) or California Dream Act Application (CADAA) and have your verified GPA submitted to the California Student Aid Commission (CSAC) by the deadline date. Contact the Financial Aid Office for more information.

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 $1,648 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.

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.

Cal Grant Access Award for Students with Dependent Children

Cal Grant students with dependent children attending a University, or California Community College campus may be eligible for an access award of up to $6,000 for qualifying Cal Grant A and B recipients and up to $4,000 for eligible Cal Grant C recipients, per academic year.

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. To be eligible, you 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 within the student portal

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 you are pursuing a two-year program at a community college, you 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.

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, you 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 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 66.5% of all units attempted.

NOTE: You 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.
- 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 of Arts Degree (AA), Associate of 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 an online 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 (SLOS)

WLAC uses several kinds of Student Learning Outcomes (SLOs) to continually assess 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, SLO 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 you are expected to have acquired once you 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. PLOs 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

found in the "Degrees and Certificates Programs" and the "Noncredit 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 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

Four Pillars of Guided Pathways

Create clear curricular pathways to employment and further education.

Help students choose and enter their pathway.

Help students stay on their path.

Ensure that learning is happening with intentional outcomes.

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 known as "maps" that promote better enrollment decisions and prepare 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 you community college experience.

Related maps are grouped together within Career and Academic Pathways (CAPs) or "pathways". WLAC offers the following "CAPs"

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

To explore these pathways, visit the College's CAP 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 (BS)
2. Associate of Arts degree (AA)
3. Associate of Science degree (AS)
4. Associate in Arts for 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 Academic Departments webpage. 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, AS-T, and BS 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 and Aviation Maintenance Technology: Avionics. Please see each programs dedicated sections further in the 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's 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's degree within 60 semester or 90 quarter units. However, to graduate from the CSU with 120 units, you will need to choose a bachelor's degree 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 make an appointment with a 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 ADTs: an Associate in Arts for 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 California General Education Transfer Curriculum (CalGETC) pattern.
- Obtain a minimum GPA 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 2.0
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Film, Television, and Electronic Media
- Geology
- Global Studies
- History
- Hospitality Management
- Kinesiology
- Law, Public Policy & Society
- Mathematics
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Social Justice Studies: Chicano Studies
- Social Justice Studies: LGBTQ Studies
- Social Work and Human Services
- Sociology
- Spanish
- Studio 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 SCIENCE FOR THE UC TRANSFER PATHWAY (UCTP)

An Associate in Science for UC Transfer Pathway degree provides guaranteed admissions to certain University of California (UC) institutions under certain conditions. This includes admissions to the equivalent major at the UC campus with lower division major requirements satisfied. Students must complete the following in order to secure an admission guarantee:

- Complete the Transfer Pathway
- Meet or exceed the required campus-based Transfer Agreement Guarantee (TAG) Grade Point Average (GPA)
- Submit a Transfer Agreement Guarantee (TAG) application by September 30, and
- Apply for admission by November 30

ASSOCIATE OF ARTS (AA) OR ASSOCIATE OF SCIENCE (AS) DEGREES

An Associate of Arts (AA) or Associate of Science (AS) degree is granted to recognize your satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units including GE requirements and specific major requirements.

To earn an AA or AS, you must:

- Complete 60 degree-applicable semester units
- Complete the required number of GE credits
- Complete a minimum of 18 units in a single or related field (i.e., "major requirements")
- Complete each course towards the major or area of emphasis with a "C" or better, or a "P" if the course is taken on a "Pass/No Pass" basis.
- Obtain a minimum cumulative GPA of 2.0 or better.
- Students must complete no fewer than 12 units in the LACCD. Exceptions to residence requirements for the associate degree may be made by the College President when it determines that an injustice or undue hardship would be placed on the student.

These requirements are subject to change each year. Please see a counselor for more information. 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.

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	Public Safety & Paralegal Studies	Business	Accounting		AA	CA
Addiction Studies	Health Science	Health Sciences	Addiction Studies		AA	CA
Administration of Justice	Public Safety & Paralegal Studies	Behavioral & Social Sciences	Administration of Justice Corrections	AS-T	AA	CA
Anthropology	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Anthropology	AA-T	AA	
Art	Arts & Performance	Arts & Humanities	Studio Arts Art – Ceramics Art – Drawing & Painting	AA-T	AA AA	
Art History	Arts & Performance	Arts & Humanities	Art History	AA-T		
Athletic Training	Health Science	Health Sciences	Advanced Athletic Training Athletic Training and Sports Medicine Fundamentals of Athletic Training and Sports Medicine		AS	CA CA
Aviation	Applied Technology	Applied Technology & Computer Science	Aviation Maintenance Technician Aircraft Power Plant Technician Airframe Maintenance Technician Aviation Maintenance Technology: Avionics		AS BS Degree	CA CA
Biology	Science	STEM	Biology	AS-T		
Biotechnology	Science	STEM	Biotechnology			CA
Business	Business	Business	Business		AA	CA
Business Administration	Business	Business	Business Administration 2.0	AS-T		
Certified Nursing Assistant	Health Science	Health Sciences	Certified Nursing Assistant			CA
Chemistry	Science	STEM	Chemistry Chemistry (for UC Transfer)		AA AS	
Child Development	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Early Childhood Education Child Development Administration and Supervision of ECE Health, Nutrition, and Food Sanitation in ECE Programs Infant and Toddler Studies Preschool Associate Teacher Teaching Learners with Special Needs Title 22: Preschool Associate Teacher	AS-T	AA	CA CA CA CA CA CA CA
Climate Change	Science	STEM	Climate Change & Environmental Studies Climate Change Studies: Natural Science Climate Change Studies: Social Science		AA	CA CA
Communication Studies	Language Arts	Arts & Humanities	Communication Studies 2.0	AA-T		
Computer Applications Office Technologies (CAOT)	Computer Science & Applications	Applied Technology & Computer Science	Legal Secretary			CA
Computer Network & Security Mgmt.	Computer Science & Applications	Applied Technology & Computer Science	Computer Network & Security Management Cyber Security Essentials Computer Network Mgmt. Network & Information System Security		AS	CA CA CA CA

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Computer Science Information Tech.	Computer Science & Applications	Applied Technology & CS	Computer Science Computer Science Information Technology Cloud Computing Amazon Web Services Mobile Application Development Essentials Essentials of Video Game Programming	AS-T	AA	CA CA CA CA
Computer Web Support & Database Admin.	Computer Science & Applications	Applied Technology & Computer Science	Computer Web Support & Database Admin. Business Applications & Database Mgmt. Web Support & Administration		AS	CA CA CA
Data Science and Analytics	Computer Science & Applications	Applied Technology & Computer Science	Data Analytics Data Science Data Science Essentials			CA CA CA
Dental Assisting	Health Science	Health Sciences	Dental Assistant Fundamentals of Dental Assisting Orthodontic Dental Assistant		AS	CA CA CA
Dental Hygiene	Health Science	Health Sciences	Dental Hygiene		BS degree	
Early Childhood Education	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Early Childhood Education	AS-T		
Economics	Social Sciences	Business	Economics	AA-T	AA	
Elementary Teacher Education	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Elementary Teacher Education	AA-T		
Engineering	Computer Science & Applications	Applied Technology & Computer Science	Engineering: Computer & Software Track Engineer: Civil Track Engineering: Electrical Track Engineering: Mechanical Track Engineering I Engineering II: Mechanical and Civil Engineering Engineering III: Computer and Software Engineering		AS AS AS AS	CA CA CA
English	Language Arts	Arts & Humanities	English	AA-T		
Facilities Management	Business	Business	Facilities Management			CA
Film/TV	Arts & Performance	Arts & Humanities	Film/TV Production Crafts Film, Television, and Electronic Media Virtual Production	AS-T		CA CA
Fire Technology	Public Safety & Paralegal Studies	Applied Technology & Computer Science	Fire Technology		AS	CA
General Education	Academic Affairs	Arts & Humanities	CalGETC			CA
Geography	Science	STEM	Geography	AS-T		
Geology	Science	STEM	Geology	AS-T		
Global Studies	Social Sciences	Behavioral & Social Sciences	Global Studies	AA-T	AA	
Graphic Design	Arts & Performance	Arts & Humanities	Graphic Design I Graphic Design II			CA CA
Health Science	Health Science	Health Sciences	Health Science Emergency Medical Technician		AS	CA
History	Social Sciences	Behavioral & Social Sciences	History	AA-T	AA	

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Hospitality	Business	Business	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	Social Sciences	Behavioral & Social Sciences	Africa Asia Latin America Middle East		AA AA AA AA	
Interactive Design	Arts & Performance	Arts & Humanities	Interactive Design I Interactive Design II			CA CA
Kinesiology	Health Science	Health Sciences	Kinesiology	AA-T	AA	
Law, Public Policy, & Society	Public Safety & Paralegal Studies	Behavioral & Social Sciences	Law, Public Policy and Society	AA-T		
Liberal Arts & Science	Academic Affairs		Arts and Humanities Behavioral and Social Sciences Health Professions Math, Science and Computer Science		AA AA AA AA	
Management – Small Business & Entrepreneurship	Business	Business	Management – Small Business		AA	CA
Marketing	Business	Business	Marketing		AA	
Mathematics	Mathematics	STEM	Mathematics	AS-T	AA	
Medical Assisting	Health Science	Health Sciences	Medical Assisting Medical Assisting – Administrative Medical Assisting – Admin & Clinical Medical Assisting – Clinical Fundamentals of Medical Assisting		AS	 CA CA CA CA
Nutrition & Dietetics	Human Develop. & Fam. Studies	Health Sciences	Nutrition and Dietetics	AS-T		
Paralegal	Public Safety & Paralegal Studies	Business	Paralegal		AA	CA
Paramedicine	Health Science	Health Sciences	Paramedicine Paramedic		AS	 CA
Pharmacy Technician	Health Science	Health Sciences	Pharmacy Technician Pharmacy Technician Basic Pharmacy Technician Advanced		AS	 CA CA
Philosophy	Language Arts	Arts & Humanities	Philosophy	AS-T	AA	
Physics	Science	STEM	Physics Physics (for UC Transfer)	AS-T	AS	
Political Science	Social Sciences	Behavioral & Social Sciences	Political Science	AA-T	AA	
Real Estate	Business	Business	Real Estate Real Estate Appraisal Residential License Appraiser Practicum I Certified Residential License Appraiser Practicum II Real Estate Appraiser I Real Estate Appraiser II Real Estate Appraiser III Real Estate Broker Real Estate Salesperson		AA AS	CA CA CA CA CA CA CA CA

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Social Justice	Social Sciences	Behavioral & Social Sciences	Social Justice – LGTBQ Studies Social Justice – Chicano Studies	AA-T AA-T		
Sociology	Social Sciences	Behavioral & Social Sciences	Sociology	AA-T	AA	
Spanish	Language Arts	Arts & Humanities	Spanish	AA-T	AA	

NONCREDIT PROGRAMS: COLLEGE & CAREER PREP DIVISION

 College & Career Prep Division, (310) 287-4546; wlac-collcareerprep@laccd.edu

Area of Study	Program Name	Noncredit Certificate
Academic Preparation	Adult Basic Education	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
	Real Estate Supervisory/Trainee Appraiser Licensing	CN
Job Training	Administrative Assistant	CN
	Autism Services Aide	CN
	Banquet & Restaurant Server	CN
	Construction Industry Exploration & Preparation Program	CN
	Custodial Technician Preparation	CN
	Food Service Manager Skills Preparation	CN
	Food Handler's Preparation	CN
	Front Desk Representative and Reservationist Skills	CN
	Gig Economy Success Kit	CN
	Guest and Public Spaces Attendant	CN
	In-Home Supportive Services Provider	CN
	Tutor Training	CN
Employment Preparation	21st Century Employability Skills: Communication & Digital Literacy	CN
	21st Century Employability Skills: Diversity Awareness & Collaboration	CN
	21st Century Employability Skills: Empathy & Adaptability	CN
	21st Century Employability Skills: Entrepreneurial & Analytical Mindset	CN
	21st Century Employability Skills: Self-awareness & Resilience	CN
	Academic & Workforce Success	CY
	Computer Skills for the Workplace	CN
	Employment Readiness	CN
	Entrepreneurship Skills	CN
	Financial Literacy for College & Workforce Success	CN
	Interpersonal Skills for the Workplace	CN
	Introduction to Computers	CN
	Job Readiness	CN
	Leadership & Workplace Success in the Public Sector	CN
	Licensing/Employment Test Prep	CN
	Resilient Leadership for College Engagement	CN
	Technology for Success in the Workplace	CN
	Workplace Preparation & Career Success	CN
	Workplace Success I: Creative Leadership	CN
	Workplace Success II: Creativity & Innovation in the Workplace	CN

Area of Study	Program Name	Noncredit Certificate
Certificates for English Language Learners	College Readiness for the English Language Learner	CY
	The Foundation of English Skills	CY
	English as a Second Language – Conversation	CY
	English as a Second Language – Pronunciation	CY
	English for Speakers of Other Languages (Level 1)	CY
	English for Speakers of Other Languages (Level 2)	CY
	ESL Fundamentals I, II, III	CY
	ESL Pathways	CY
	Administrative Assistance for the English Language Learner	CN
	ESL Fundamentals and Custodial Training	CN
	In-Home Supportive Services Provider for the English Language Learner	CN

AVIATION MAINTENANCE TECHNOLOGY - AVIONICS BACHELOR OF SCIENCE DEGREE

BACHELOR OF SCIENCE DEGREE (BS) IN AVIATION MAINTENANCE TECHNOLOGY - AVIONICS

APPLIED TECHNOLOGY DIVISION

MAJOR CODE: 0950.40
ACADEMIC PROGRAM CODE: PENDING

The Bachelor of Science in Aviation Maintenance Technology – Avionics (or "Avionics") is designed to meet a critical demand for highly skilled technicians capable of troubleshooting complex aircraft, spacecraft and satellite systems, as well as possessing a high degree of critical and analytical skills coupled with an ability to communicate and organize sophisticated ideas in order to improve safety and maintenance reliability and lead programs and personnel.

Graduates will be certified Airframe and Power Plant mechanics by the Federal Aviation Administration (FAA), and licensed avionics technicians by the Federal Communication Commission (FCC) and National Center for Aerospace & Transportation Technologies (NCATT) in order to perform the necessary repairs and operational tests on all general and commercial airplanes. As holders of a baccalaureate degree, graduates will also possess the critical thinking, communication and leadership skills to become managers, reliability engineers, business owners, and other mid-level professionals.

AVIONICS DEGREE ADMISSION REQUIREMENTS

Information on admission requirements are available from the Counseling Office or the Avionics Program webpage.

Admission requires both of the following conditions be satisfied.

1. Completion of the LACCD or CalGETC general education pattern.
2. Completion of prerequisite Aviation Maintenance Technician coursework: AVIATEK001 through 020 (e.g., the AS in Aviation Maintenance Technology, or both the Certificates of Achievement in Power Plant Technician AND Airframe Maintenance Technician).
3. Completion of the Avionics program application by the deadline.

Criteria 1 shall be satisfied by coursework from institutionally (formerly regionally) accredited institutions. Criteria 2 may be satisfied by coursework from accredited institutions, industry certification, and/or military experience.

All prerequisite 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.

Students are encouraged to see a counselor to develop a Student Education Plan (SEP) for general education and prerequisite requirements.

Avionics Program Learning Outcomes
The Avionics program has the following Program Learning Outcomes (PLOs). By the end of the program, successful students should be able to…

1. Apply knowledge, techniques, skills and modern tools of mathematics, applied sciences, and technology

to solve broadly-defined systems problems appropriate to the discipline.

2. Analyze and interpret aeronautical and aircraft technical data
3. Function effectively as a member as well as a leader on maintenance crews, and multi-disciplinary and diverse teams.
4. Make professional and ethical decisions.
5. Apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature.
6. Conduct standard tests, measurements, and experiments and analyze and interpret the results to improve processes.
7. Research, adapt and display proficiency in the techniques, skills and technology of aircraft maintenance.
8. Apply knowledge of probability, statistics, and economic analysis and cost control, and other technical sciences and specialties necessary in the field of aircraft maintenance.
9. Evaluate and organize pertinent knowledge to identify and solve chronic issues.

BS DEGREE PREREQUISITE COURSEWORK

Required courses 60

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, Inspection, and Evaluation	4
AVIATEK 012	Aircraft Metal Assembly Inspection and Evaluation Laboratory	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	Powerplant Turbine and Reciprocating Systems	4
AVIATEK 020	Powerplant Turbine and Reciprocating Systems Lab	2

Additional LACCD GE units assuming completion of AS in Aviation Maintenance Technology..........................21 units
Total units ....81 units

BS DEGREE UPPER DIVISION COURSEWORK

Required courses 31

AVIATEK 310	Aircraft Electronic Circuits	4
AVIATEK 315	Aircraft Digital Circuits	3
AVIATEK 320	Aviation Electronic Communications	4
AVIATEK 325	Aviation Data Communications	3
AVIATEK 340	Aviation Standard Practices	3
AVIATEK 345	Avionics Circuit Repair	3
AVIATEK 350	Aircraft Navigation Systems	3
AVIATEK 355	Aircraft Pulse Systems	3
AVIATEK 360	Aircraft Radar Systems	3
AVIATEK 365	Avionics General Regulations	2

Required upper division general education courses 9

Total units 40
Total units for degree (lower + upper division) 134-139

DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE

BACHELOR OF SCIENCE DEGREE (BS) IN DENTAL HYGIENE
HEALTH SCIENCES DIVISION
MAJOR CODE: 1240.20
ACADEMIC PROGRAM CODE: W124000B

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

- A full-time cohort-based bachelor's degree program to prepare for the registered dental hygienists' licensure.
- A full time or part-time individual-based dental hygiene bachelor's degree completion program for the registered dental hygienists who completed an accredited associate degree dental hygiene program.

The Bachelor of Science (BS) 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 a master's degree 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.

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

The Bachelor of Science degree in Dental Hygiene program at WLAC 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.

DENTAL HYGIENE BS DEGREE ADMISSION REQUIREMENTS

Information on admission requirements are available from the Counseling Office or the Dental Hygiene department.

Admission is by the following special selection criteria.

- Completion of a minimum of 60 units of degree applicable lower division coursework
- Completion of all LACCD GE or CalGETC requirements for certification
- Completion of all dental hygiene prerequisite courses with a 'C' or better.
- A minimum science GPA of 3.0
- A minimum cumulative GPA of 2.5

Dental assisting license and certifications and relevant work experience will also be considered for admittance.

Dental hygiene courses are open only to students accepted into the dental hygiene program. The curriculum is planned sequentially (see the "BS Degree Course Sequence" section below). All required courses in each semester are corequisites and prerequisites for the next semester. 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. 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. Dental hygiene classroom, laboratory and clinical facilities are located at the WLAC campus.

Students are encouraged to see a counselor to develop a Student Education Plan (SEP) for general education and prerequisite 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 (PLOs):

10. 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.
11. 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.

12. 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.

DENTAL HYGIENE 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 C1000	Introduction to Public Speaking	3
ENGL C1001	Critical Thinking and Writing	3
STAT C1000	Introduction to Statistics	4
MICRO 020	General Microbiology	4
PHYSIOL 001	Introduction to Human Physiology	4
PSYC C1000	Introduction to Psychology	3
SOC 001	Introduction to Sociology	3

Additional LACCD GE units (less double-counted) 12
CSU-transferable elective units 7
Total units 60

DENTAL HYGIENE 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 Oral Tissues	2
DEN HY 388	Introductory Seminar in Dental Hygiene	1
DEN HY 389	Intermediate Seminar in Dental Hygiene	1
DEN HY 400	Cariology and Occlusion	1
DEN HY 401	Clinical Dental Hygiene III	4
DEN HY 304	Dental Health Education and Practicum	2
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded Functions	3
DEN HY 489	Advanced Seminar in Dental Hygiene	1
DEN HY 410	Emergencies in Dental Practice	1
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 451	Clinical Dental Hygiene IV	5
DEN HY 452	Law and Ethics of Dental Hygiene	2
DEN HY 305	Community Dental Health and Practicum	3

Required 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

Total units 65

DENTAL HYGIENE 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 and Healing	3
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 in Dental Hygiene	1
DEN HY 327	Local Anesthesia and Sedation Techniques	3
BIOLOGY 408	Pharmacology	3

SEMESTER 3 14

DEN HY 356	Histology & Embryology of Oral Tissues	2
DEN HY 389	Intermediate Seminar in Dental Hygiene	1
DEN HY 400	Cardiology and Occlusion	1
DEN HY 401	Clinical Dental Hygiene III	4
DEN HY 304	Dental Health Education and Practicum	2
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded Functions	3
ENGLISH 420	Research Design and Methodology	3

SEMESTER 4 12

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

Note: Students are eligible to take the Dental Hygiene National Board Examination while in the last semester of their senior year (Semester 4). 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.

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.

DENTAL HYGIENE BS DEGREE COMPLETION PROGRAM IN DENTAL HYGIENE

HEALTH SCIENCES DIVISION

MAJOR CODE: 1240.20
ACADEMIC PROGRAM CODE: W124000B

WLAC also offers a Bachelor of Science (BS) Degree Completion program in Dental Hygiene for students who want to return to college and complete their Bachelor of Science degree in Dental Hygiene.

This completion program 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 (CalGETC) 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 Associate of Science 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 program 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 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. An application for the completion program can downloaded from the Bachelor Degree Completion webpage or obtained by calling (310) 287-4464.

DENTAL HYGIENE BS COMPLETION PROGRAM PREREQUISITES

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

Required courses 85

ANTHRO 102	Cultural Anthropology	3
ENGL C1001	Critical Thinking and Writing	3
STAT C1000	Introduction to Statistics	4

DENTAL HYGIENE BS COMPLETION PROGRAM COURSE SEQUENCE

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.

Upper Division GE Courses: 9

ANTHRO 322	Cultural Perspectives in Health and Healing OR	3
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 and Practicum	2
DEN HY 305	Community Dental Health	3
DEN HY 323	Dental Practice Management and Leadership	3
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 and Practice	3
DEN HY 421	Dental Hygiene Capstone	5
DEN HY 460	Dental Hygiene Leadership Study & Practice	3

UPPER DIVISION COURSE LISTINGS & DESCRIPTIONS

AVIATION MAINTAINENCE TECHNICIAN (UPPER DIVISION)
(AVIATEK)

AVIATEK 310 Aircraft Electronic Circuits (4)
The student will learn and construct basic analog electronic circuits and solve solid state device problems. The course will include analysis, construction, testing and troubleshooting of analog circuits.

AVIATEK 315 Aircraft Digital Circuits (3)
The student will learn to analyze, construct and troubleshoot digital logic gate circuits and integrated circuits. This course covers number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

AVIATEK 320 Aviation Electronic Communications (4)
The student will examine electrical theory and analysis techniques and apply them in the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.

AVIATEK 325 Aviation Data Communications (3)
The student will study the techniques for sending and receiving information through space. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industry standards, networks, and error detection and correction techniques. Circuits are modeled, constructed and tested.

AVIATEK 340 Avionics Standard Practices (3)
This course introduces the student to various electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. The student will be applying electrical tools, soldering equipment, aircraft grade connectors and splice tools, wire and sleeve marking, coaxial cable termination and harness testing equipment.

AVIATEK 345 Avionics Circuit Repair (3)
The student will gain the necessary skills to assess and repair printed circuit boards. Topics include detailed drawings, chassis layout, drilling, reaming, punching, cutting, bending of metals, printed board circuit fabrication, wiring, soldering, harness and cable fabrication.

AVIATEK 350 Aircraft Navigation Systems (3)
The student will learn theory, operation and maintenance of Very High Frequency (VHF) receivers navigation aids, including Very high frequency Omni-directional Range (VOR) localizer, glide slope and marker beacon receivers. Other topics include long-range navigation systems, including inertial navigation systems and Global Positioning Systems. Class work is supplemented by aircraft testing, calibration and troubleshooting.

AVIATEK 355 Aircraft Pulse Systems (3)
The student will gain the knowledge to operate and maintain air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission,

signal reception and processing. Class work is supplemented by aircraft testing, alignment and troubleshooting.

AVIATEK 360 Aircraft Radar Systems (3)
The student will analyze the principles of pulse and microwave circuits as typically applied to search and weather radar. The student will learn to operate and maintain weather radar and radar altimeter systems. Topics cover timing, transmitter, modulator, receiver, signal processing and display circuits. Class work is complemented by laboratory exercises.

AVIATEK 365 Avionics General Regulations (2)
The student will interpret and apply FAA & FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also cover technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

DENTAL HYGIENE (UPPER DIVISION)
(DEN HY)

Note: The following DEN HY courses are open only to students enrolled in the Bachelor of Science Degree in Dental Hygiene program or the Bachelor of Science Degree Completion program in Dental Hygiene. See the coursework sequences in the previous catalog section.

DEN HY 300 Principles of Dental Hygiene (3) CSU
Corequisite: DEN HY 311
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) CSU
Prerequisites: CHEM 051, CHEM 101
Corequisite: DEN HY 300
This course is designed to provide in-depth exploration of infection control concepts for the dental health care provider. Emphasis will be on principles and practical application in dentistry. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented.

DEN HY 304 Dental Health Education and Practicum (3) CSU
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) CSU
Prerequisites: ENGL C1000, STAT C1000

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 experience 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) CSU
Corequisite: DEN HY 300
This course is designed to expand student knowledge of the anatomical structures of the head and neck, with a 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) CSU
Prerequisites: DEN HY 300, DEN HY 312
Corequisite: DEN HY 351
This course is designed to provide knowledge in periodontal disease etiology, histology, diagnosis and classification of periodontal diseases according to the Academy of Periodontology. Emphasis will be on principles of periodontal disease preventive therapy, treatment planning, reassessment, implantology, periodontal surgical procedures, supportive periodontal therapy and referral to periodontal specialty practice.

DEN HY 311 Pre-Clinical Dental Hygiene (2) CSU
Corequisite: DEN HY 300
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) CSU
Corequisite: DEN HY 300
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) CSU
Prerequisite: CHEM 066
This course is designed to provide knowledge in anatomical concepts of 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 323 Dental Practice Management and Leadership (3) CSU
Prerequisite: ENGL C1001
An introduction to business practices, finance, management, and policy creation for healthcare programs and businesses. This course examines current societal and professional issues and their impact on medical and dental business practices and management. The course will cover the following areas: planning, strategy and leadership, legal and ethical issues affecting businesses in the healthcare sector, financial statements, and personnel considerations. This course is intended for dental hygiene students admitted to the bachelor's degree completion program.

DEN HY 327 Local Anesthesia, Sedation Techniques (3) CSU
Prerequisite: DEN HY 306
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 requirements of the Dental Hygiene Board of California, California Code of Regulation, Title 16, Division 11.

DEN HY 351 Clinical Dental Hygiene II (3) CSU
Prerequisites: DEN HY 300, DEN HY 303, DEN HY 311
Corequisites: DEN HY 388
Students will build upon knowledge and skills learned in prior semesters' didactic and lab classes and integrate them into the clinical setting. Emphasis of learning will be on Periodontal Therapy for re-care and maintenance patients with mild to moderate active periodontal disease. In a variety of clinics, students will provide dental hygiene services to children, adults, geriatric, and medically compromised patients.

DEN HY 352 Care for Patients with Special Needs (2) CSU
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 corequisite clinical setting.

DEN HY 354 Pathology-General and Oral (3) CSU
This course is designed to provide concepts in etiology and pathogenesis of major human diseases, and the effects of these conditions to clinical 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. Students will formulate a differential diagnosis of lesions seen in the practice of dentistry so to make appropriate referrals.

DEN HY 355 Preventive Dentistry and Nutrition (3) CSU
Prerequisites: CHEM 051, CHEM 060, CHEM 066, COMM C1000, MICRO 020, ANATOMY 001, PHYSIOL 001, SOC 001, PSYC C1000, ENGL C10001, STAT C1000
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) CSU
Corequisite: DEN HY 308
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)
Prerequisites: DEN HY 300, DEN HY 312, DEN HY 354
Corequisite: DEN HY 351
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 alternative instrumentation and e-portfolio concepts will be presented.

DEN HY 389 Intermediate Seminar in Dental Hygiene (1) CSU
Prerequisites: DEN HY 351, DEN HY 388
Corequisite: DEN HY 401
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 research project. Discussions and exercises will center on accumulated theoretical knowledge, clinical experience, and case studies for Clinical Dental Hygiene practices.

DEN HY 400 Cariology and Occlusion (1) CSU
Prerequisites: DEN HY 308, DEN HY 351
Corequisite: DEN HY 401
This course provides concepts related to normal and abnormal occlusal function, assessment of Temporal Mandibular Joint (TMJ) 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.

DENTAL HYGIENE COURSE DESCRIPTIONS

DEN HY 401 Clinical Dental Hygiene III (4) CSU
Prerequisite: DEN HY 327
This course is designed to evaluate the integration of 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) CSU
Corequisite: DEN HY 308
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) CSU
Corequisite: DEN HY 451
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) CSU
Corequisite: DEN HY 400
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 421 Dental Hygiene Capstone (5) CSU
This advanced course will include research on contemporary issues in the field of dental hygiene, and implementation of a capstone project in poster presentation or online or journal publication. The completion of the capstone project includes evidence-based literature, project planning, implementation, and evaluation of project outcome, with an analysis and written literature review. Scientific communication methods with an emphasis on poster presentation techniques. Contemporary issues in dental hygiene, including healthcare reform and access to care, will be discussed. Practice management techniques will be examined. The course is intended for dental hygiene students admitted to the bachelor's degree completion program.

DEN HY 450 Advanced Periodontal Seminar (1) CSU
Prerequisites: DEN HY 401, DEN HY 406

Corequisite: DEN HY 451
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) CSU
Prerequisite: DEN HY 401
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 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) CSU
Prerequisites: DEN HY 304, 389, 400, 401, 406, 415
Corequisite: DEN HY 305, 410, 450, 489
Students study ethical theories and issues related to the practice of dental hygiene and professionalism. A personal philosophy of professional conduct, continuous quality assurance and self-assessment is explored. Fundamental factors necessary to practice within existing regulatory frameworks are stressed.

DEN HY 460 Dental Hygiene Leadership Study and Practice (3) CSU
Prerequisites: ENGL C1001, 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) CSU
Prerequisite: ENGL C1000.
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) CSU
Prerequisites: ENGL C1000.
This course will examine public health issues, policies and services that affect health care and oral health. Exploration of the dental hygienist's 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) CSU
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.

DEN HY 489 Advanced Seminar in Dental Hygiene (1) CSU
This course will center on case reasoning for clinical dental hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

CAREER AND ACADEMIC PATHWAYS

Arts & Humanities

Associate Degrees for Transfer

- Art History
- Communication Studies 2.0
- English
- Film, Television, and Electronic Media
- Philosophy
- Social Justice Studies – Chicana/o Studies
- Social Justice Studies – LGBTQ Studies
- Spanish
- Studio Arts

Associate Degrees

- Art – Ceramics
- Art – Drawing & Painting
- International Area Studies – Africa, Asia, Latin America, or Middle East
- Liberal Arts & Science – Arts & Humanities
- Philosophy
- Spanish

Certificates of Achievement

- CalGETC
- Film/TV Production Crafts
- Graphic Design I
- Graphic Design II
- Interactive Design I
- Interactive Design II
- Virtual Production

Applied Technology & Computer Science

Associate Degrees for Transfer

- Computer Science

Associate Degrees

- Aviation Maintenance Technician
- Computer Network & Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Engineering – Computer Software Track
- Fire Technology

Certificates of Achievement

- Aircraft Power Plant Technician
- Airframe Maintenance Technician
- Business Application & Database Management
- Cloud Computing - Amazon Web Services
- Computer Network Management
- Computer Network & Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Essentials of Video Game Programming
- Fire Technology
- Legal Secretary
- Mobile Application Development Essentials
- Network Computer and Information Systems Security
- Web Support & Administration

Health Sciences

Bachelor Degree

- Dental Hygiene

Associate Degrees for Transfer

- Kinesiology
- Nutrition & Dietetics

Associate Degrees

- Addiction Studies
- Athletic Training & Sports Medicine
- Dental Assistant
- Health Science
- Kinesiology
- Liberal Arts & Science – Health Professions
- Medical Assisting
- Paramedicine
- Pharmacy Technician

Certificates of Achievement

- Addiction Studies
- Advanced Athletic Training & Sports Medicine
- Certified Nursing Assistant
- Dental Assistant
- Emergency Medical Technician
- Fundamentals of Athletic Training & Sports Medicine
- Fundamentals of Dental Assisting
- Fundamentals of Medical Assisting
- Medical Assisting – Administrative
- Medical Assisting – Clinical
- Medical Assisting – Administrative & Clinical
- Orthodontic Dental Assistant
- Paramedic
- Pharmacy Technician – Basic
- Pharmacy Technician - Advanced

Behavioral & Social Sciences

Associate Degrees for Transfer

- Administration of Justice
- Anthropology
- Early Childhood Education
- Economics
- Elementary Teacher Education
- Global Studies
- History
- Law, Public Policy & Society
- Political Science
- Psychology
- Social Work and Human Services
- Social Justice Studies – Chicana/o Studies
- Social Justice Studies – LGTBQ Studies
- Sociology

Associate Degrees

- Administration of Justice
- Anthropology
- Child Development
- Economics
- Global Studies
- History
- Liberal Arts & Sciences: Behavioral & Social Sciences
- Political Science
- Sociology

Certificates of Achievement

- Corrections
- Child Development

Business

Associate Degrees for Transfer

- Business Administration 2.0
- Economics
- Hospitality Management

Associate Degrees

- Accounting
- Business
- Economics
- Hospitality
- Management -Small Business
- Marketing
- Paralegal
- Real Estate
- Real Estate Appraisal

Certificates of Achievement

- Accounting
- Business
- Hospitality
- Hospitality – Event & Convention Planning
- Hospitality – Hotel Front Desk & Back Office Operations
- Hospitality – Hotel Sales & Marketing
- Management – Small Business
- Paralegal
- Real Estate
- Residential License Appraiser Practicum I
- Certified Residential License Appraiser Practicum II
- Real Estate Appraiser I
- Real Estate Appraiser II
- Real Estate Appraiser III
- Real Estate Broker
- Real Estate Salesperson

STEM

Associate Degrees for Transfer

- Biology
- Computer Science
- Geology
- Mathematics
- Physics

Associate Degrees

- Chemistry
- Climate Change & Environmental Studies
- Computer Science Information Technology
- Engineering – Computer Software Track
- Engineering – Civil Track
- Engineering – Electrical Track
- Engineering – Mechanical Track
- Liberal Arts & Sciences: Math, Science & Computer Science
- Mathematics

Certificates of Achievement

- Biotechnology Lab Technician
- Engineering I
- Engineering II
- Engineering III

Climate Change & Environmental Justice

Associate Degrees for Transfer

- Geography

Associate Degrees

- Climate Change & Environmental Studies

Certificates of Achievement

- Climate Change Studies – Natural Science
- Climate Change Studies – Social Science

COMMON COURSE NUMBERING (CCN)

Looking for ENGLISH101, MATH227, and other popular courses? These have been replaced with new course numbers!

Old Course	New Course	Effective
COMM 101 Public Speaking	COMM C1000 Introduction to Public Speaking	Fall 2025
ENGLISH 101 College Reading and Composition I	ENGL C1000 Academic Reading and Writing	Fall 2025
ENGLISH 103 Composition and Critical Thinking	ENGL C1001 Critical Thinking and Writing	Fall 2025
POL SCI 001 The Government of the United States	POLS C1000 American Government and Politics	Fall 2025
PSYCH 001 Introductory Psychology	PSYC C1000 Introduction to Psychology	Fall 2025
MATH 227 Statistics	STAT C1000 Introduction to Statistics	Fall 2025
MATH 227S Statistics with Support	STAT C1000E Introduction to Statistics	Fall 2025

Same course number.

Every community college.

Supporting your path to graduation.

COMMON COURSE NUMBERING

Over the next three years, between Fall 2025 and Fall 2027, the California Community Colleges will be adopting a statewide Common Course Number (CCN) system to streamline credit transfer between institutions and help students make informed course selections that support degree completion. This is required as part of a new state law, AB1111 (Berman).

The goal of Common Course Numbering is to ensure that students can easily identify courses that meet equivalent transfer requirements across all California Community Colleges. This system will eventually assign common numbers, titles, and descriptions for approximately 75-80 of the highest volume transfer courses.

All colleges in the Los Angeles Community College District will be adopting new course numbers and titles beginning Fall 2025 as part of Phase 1 of the Common Course Numbering project.

Here are some frequently asked questions, and answers:

What if I took a CCN course under the previous name/title?
The old version and the CCN version are treated as exactly the same course. Whether you took it under the old number or the new number, they will fulfill the same requirements and clear the same prerequisites. If you have previously completed the course with a successful grade, you do not need to re-take the course.

How will CCN affect articulation and transfer?
Course articulation occurs at the college level, including for all CCN courses. Students are strongly encouraged to speak with a counselor and consult ASSIST to confirm how a course will apply to their specific academic plan. Courses that are not part of the CCN system will continue to fulfill general education, major preparation, and course-to-course equivalency credit under previously established transfer agreements between LACCD colleges and four-year transfer institutions.

For more information see the West LA Common Course Numbering page!

WLAC DEGREES & CERTIFICATES

ACCOUNTING

PUBLIC SAFETY AND PARALEGAL DIVISION

ACCOUNTING (AA)

MAJOR CODE: 0502.00
ACADEMIC PROGRAM CODE: W003305C

The Associate of Arts degree in Accounting is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught. Students pursuing this AA degree are encouraged to meet with a counselor to develop and align a Student Educational Plan (SEP). Students interested in transferring to a four-year college or university with a major in accounting 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. Create basic financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Read basic financial statements, analyze, and understand the contents and be able to explain them to others
3. Record and understand the processing of accounting transactions and to prepare financial statements
4. Understand accounting as a professional discipline, and its contemporary setting and social responsibility
5. Understand the role of accounting in promoting the efficient use of resources, sustainable practices, critical thinking, and analytical techniques

Required core courses 25

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	3
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 025	Automated Accounting	3
BUS 001*	Introduction to Business	3
BUS 032	Business Communications	3
MGMT 001	Principles of Management	3

Total Major Units 34
LACCE GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 5
Total Units 60

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

† This course has a prerequisite or corequisite course. Please see the course description for further details.

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. Students are encouraged to meet with a counselor to develop an education plan to align this Certificate of Achievement with the accounting degree.

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

1. Create basic financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Read basic financial statements, analyze, and understand the contents and be able to explain them to others
3. Record and understand the processing of accounting transactions and to prepare financial statements
4. Understand accounting as a professional discipline, and its contemporary setting and social responsibility
5. Understand the role of accounting in promoting the efficient use of resources, sustainable practices, critical thinking, and analytical techniques

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**

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.

† This course has a prerequisite or corequisite course. Please see the course description for further details.

ADDICTION STUDIES

HEALTH SCIENCES DIVISION

ADDICTION STUDIES (AA)

MAJOR CODE: 2104.40
ACADEMIC PROGRAM CODE: W016828C

The Associate of Arts degree in Addiction Studies is primarily designed for career and technical education and workforce training/ development. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions. 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 **39**

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
ADDICTST 025	Clinical Counseling for Co-Occurring Disorders	3
ADDICST 030	Case Management and Documentation	3
ADDICST 084*	Fieldwork Practicum	4
ADDICST 085*	Advanced Fieldwork Practicum	4
PSYCH 014	Abnormal Psychology	3
SOC 011	Race and Ethnic Relations	3

Total Major Units **41**
LACCD GE Plan Units (less double-counted) **18**
Additional Degree-applicable Elective Units **1**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 39-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.

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 courses 39

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
ADDICTST 025	Clinical Counseling for Co-Occurring Disorders	3
ADDICST 030	Case Management and Documentation	3
ADDICST 084	Fieldwork Practicum	4
ADDICST 085	Advanced Fieldwork Practicum	4
PSYCH 014	Abnormal Psychology	3
SOC 011	Race and Ethnic Relations	3

Total Units 41

ADMINISTRATION OF JUSTICE

PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

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 CSU, but not to any particular campus or program in the CSU system. This coursework may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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)
2. Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
3. 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)
4. Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
5. 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

STAT C1000	Introduction to Statistics	4
PSYC C1000	Introduction to Psychology	3
SOC 001	Introduction to Sociology	3

Total Major Units 18-19

CalGETC GE Units (less double-counted) 25-28
CSU-transferable Elective Units 13-17

Total Units 60

ADMINISTRATION OF JUSTICE (AA)
MAJOR CODE: 2105.00
ACADEMIC PROGRAM CODE: W003328C

The Associate of 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 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. Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
2. Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
3. 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)
4. Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
5. Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

Required core courses 33

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
ADM JUS 006	Patrol Procedures	3

Total Major Units 33
LACCD GE Plan Units (less double-counted) 24
Additional Degree-applicable Elective Units 3
Total Units 60

CORRECTIONS (CA)
MAJOR CODE: 2105.10
ACADEMIC PROGRAM CODE: W043260D

The Certificate of Achievement in Corrections provides students with a high-quality education that prepares them for professional career in the Corrections field under the direct supervision of a seasoned Corrections Officer. It provides the student with the basic knowledge, skills, and a strong foundation needed to function at a competent level. It would also satisfy the minimum requirements for applicants applying for employment at the entry level in any juvenile or adult correctional facility in the State of California.

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

1. Understand how the corrections subsystem fits into the whole system of criminal justice.
2. Identify the primary differences between jails, prisons, juvenile halls, and probation camps.
3. Understand the concept of incapacitation.
4. Have a clear understanding of the juvenile justice system as it relates to delinquent, dependent, and status offenders.
5. Explain the juvenile court concept of least restrictive alternative.
6. Distinguish the basic difference between an interview with an interrogation.
7. Understand the purposes and goals of different correctional system programs offered to inmates such as educational programs, health programs, life skills, religious programs, and vocational programs.
8. Describe the three components of the criminal justice system: Explain the relationship
9. between the police, courts and corrections.

10. Understand the problems of parolees, and describe how they differ from those of probationers. Describe the concept of prisonization.
11. Explain the problem involved in confining elderly criminals, female prisoners, and the mentally ill prisoners.
12. Compare and contrast the difference between how adults, juveniles, gays, homosexuals, lesbians, and cross-gender persons are handled by the criminal justice system: Explain why this is important.
13. Understand the basic rights each inmate is entitled to under the 1st, 4th, 8th, and 14th Amendments.
14. Understand the conflicting roles of being a cop and social worker as a Probation Officer and Parole agent.

Required core courses 15

ADM JUS 008	Juvenile Procedures 3
ADM JUS 039	Probation and Parole 3
ADM JUS 075	Introduction to Corrections......................3
ADM JUS 309	Correctional Interviewing and Counseling 3
CORR 002	Correctional Institutions 3

Total Units **15**

ANTHROPOLOGY

HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

ANTHROPOLOGY (AA-T)

MAJOR CODE: 2202.00
ACADEMIC PROGRAM CODE: W032990G

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. The Associate in Arts in Anthropology for Transfer degree 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. The college will not demand any additional local units beyond what is required for the Associate in Art in Anthropology for Transfer degree. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 The CalGETC GE Pattern.

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
STAT C1000	Introduction to Statistics..........................4

Major elective units, List B (choose two from the following) 6-7

ANTHRO 121	Anthropology of Religion, Magic, and Witchcraft 3
ANTHRO 132	Native People of North America..............3

Any course from List A not used already

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

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 or B not already used

Total Major Units **22-23**

CalGETC GE Units (less double-counted) **24-27**
CSU-transferable Elective Units............................... 10-14

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ANTHROPOLOGY (AA)
MAJOR CODE: 2202.00
ACADEMIC PROGRAM CODE: W003329C

The Associate of 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 of 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 pursuing this 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. Apply critical thinking to investigate and interpret the influences of heredity and environment upon human beings.
2. Critically analyze anthropological topics.
3. To collect and synthesize research data using credible sources to write a cohesive document.
4. Practice and demonstrate behaviors, skills, and knowledge necessary to advance academically and professionally in the discipline.
5. Address social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world.
6. Apply to life the principles of cultural relativism.

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, and Witchcraft 3
ANTHRO 132   Native Peoples of North America 3

Major elective units, list B (choose 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

Total Major Units **22-23**
LACCD GE Plan Units (less double-counted)................. 21
Additional Degree-applicable Elective Units 6-7
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 University of California (UC) and California State University (CSU) systems. Completion of this AA-T program will provide students the foundation to pursue careers in therapy, liberal arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design.
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. This coursework may satisfy the lower division Studio Art requirements at some CSU campuses. Students will not be required to complete additional local graduation requirements to obtain this AA-T degree. Students should meet with a counselor for specific

university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 The CalGETC GE Pattern.

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 |

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

CalGETC GE Units (less double-counted) 31
CSU-transferable Elective Units.. 5

Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ART – CERAMICS (AA)
MAJOR CODE: 1002.30
ACADEMIC PROGRAM CODE: W008605C

The Associate of Arts degree in Ceramics is designed for students interested in the field(s) of ceramic arts and will provide students with a basic foundation in these areas. This program adequately prepares students for transfer to many 4-year institutions. Students pursuing this degree are encouraged to meet with a counselor to develop and align a Student Educational Plan (SEP). Visit the Transfer Center for complete information regarding transfer requirements.

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 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
LACCD GE Plan Units (less double-counted)................. 24
Additional Degree-applicable Elective Units 6
Total units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ART – DRAWING & PAINTING (AA)

MAJOR CODE: 1002.10
ACADEMIC PROGRAM CODE: W003314C

The Associate of Arts degree in Drawing and Painting is designed for students intending to enter the fields of design, illustration, art history, and art education. Students interested in transferring to a four-year college or university with a major in Art are encouraged to pursue the Associate in Arts Degree for Transfer (AA-T) in Art History or Studio Art. Students pursuing this degree are encouraged to meet with a counselor to develop and align a Student Educational Plan (SEP). Visit the Transfer Center for complete information regarding transfer requirements.

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 27

*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 204	Life Drawing I	3
ART 205†	Life Drawing II	3
*ART 300	Introduction to Painting	3

* Courses align with the Art History AA-T

Total Major Units 27
LACCD GE Plan Units (less double-counted)................. 24
Additional Degree-applicable Elective Units 9
Total units   60

† This course has a prerequisite or corequisite course. Please see the course description for further details.

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. This coursework may satisfy the lower division art history requirements at some CSU campuses. Completion of this AA-T program will provide students the foundation to pursue careers as art curator, interior designer, graphic designer, photographer, teacher, administrative assistant, and teacher's assistant. Students will not be required to complete additional local graduation requirements to obtain this AA-T degree. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern

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
	OR	

ART 102   Survey of Art History II............................3
ART 107   Mexican Art Modern 3
ART 201   Drawing I..3

Major elective units, list A 3
ART 117   Meso-American Art: Olmec
               to Aztec..3

**Major elective units, list B (choose one from
the following) 3**

ART 204   Life Drawing 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

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

Any course from List A or B not already used......................3

Total Major Units 18

CalGETC GE Units (less double-counted) 28
CSU-transferable Elective Units.................................... 14

Total Units   60

ATHLETIC TRAINING

HEALTH SCIENCES DIVISION
ATHLETIC TRAINING AND SPORTS MEDICINE (AS)
MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W042558C

The Athletic Training and Sports Medicine (ATSM) Associate of Science degree is part of a CTE-stackable program that included the Fundamentals of Athletic Training and Advanced Athletic Training Certificates of Achievement. This degree program is designed for students interested in the healthcare fields of athletic training and physical therapy. Students take on an 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 doctoral 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. Students

pursuing this 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. 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 core courses 30

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
LACCD GE Plan Units (less double-counted)................. 21
Additional Degree-applicable Elective Units 9
Total Units 60

FUNDAMENTALS OF ATHLETIC TRAINING AND SPORTS MEDICINE (CA)
MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W042485D

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 an 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 doctoral degree.

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 core courses 17

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 126	Fundamentals of Athletic Training...........3

Total Units **17**

ADVANCED ATHLETIC TRAINING AND SPORTS MEDICINE (CA)
MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W042555D

The Advanced Athletic Training and Sports Medicine (ATSM) Certificate of Achievement is part of a CTE-stackable program that continues to build upon the Fundamentals in ATSM Certificate of Achievement. This program is designed for students interested in going into the healthcare fields of athletic training and physical therapy. Students take on an 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 doctoral degree.

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 core courses 30

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 MAJ 127	Advanced Athletic Training 3
KIN MAJ 128	Care and Prevention of Athletic Injuries 3
PHYSIOL 001	Introduction to Human Physiology...........4

Total Units **30**

AVIATION TECHNOLOGY
APPLIED TECHNOLOGY DIVISION

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

Credit for Prior Learning

Please consult with the chair of the Applied Technology Division regarding credit for FAA-issued Airman certificate with Airframe and/or PowerPlant ratings.

Course Substitution
Course Substitution for Aviation courses will only be considered when student provides official transcripts from an FAA-approved Part 147 Aviation Maintenance Technician program along with catalog and course syllabi information.

AVIATION MAINTENANCE TECHNICIAN (AS)
MAJOR CODE: 0905.00
ACADEMIC PROGRAM CODE: W003313C

The Aviation Maintenance Technician Associate of Science degree meets the aerospace industry's demand for well-trained, certificated aircraft mechanics. The program is comprised of stackable certificates in Airframe Maintenance Technician and Aircraft Power Plant Technician. Upon completion of various certificates, students will qualify to sit for the written, oral and practical examinations. Successful completion of the Federal Aviation Administration (FAA) required examinations will lead to a certification from the FAA. The program prepares graduates to work in the aviation industry and other related fields. The program is regulated by the Federal Aviation Administration (FAA) and is a pathway to the Aviation Maintenance Technician: Avionics bachelor's degree program and other CSU programs. The Aviation Maintenance program is a cohort sequenced program with classes starting every eight weeks, with full-time evening

schedules. Students pursuing this 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. Effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. Apply basic mathematics and graphic principles as used in aviation (aerospace).
3. 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.
5. Properly inspect, check, service, repair and overhaul airframe and airframe components.
6. Properly use tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
7. Display proper work ethics for independent and collectively working with management, co-workers, and the FAA in order to maximize efficiency in the workplace.
8. Apply the knowledge from theory and laboratory training gained in the program to pass the required examinations for certification.

Required courses 60

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, Inspection, and Evaluation	4
AVIATEK 012*	Aircraft Metal Assembly Inspection and Evaluation Laboratory............................	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*	Powerplant Turbine and Reciprocating Systems	4
AVIATEK 020*	Powerplant Turbine and Reciprocating Systems Lab	2

Total Major Units 60
LACCD GE Plan Units (less double counted)................. 21
Total Units 81

*This course has a prerequisite or corequisite course. Please see the course description for further details.

AIRCRAFT POWER PLANT TECHNICIAN (CA)
MAJOR CODE: 0950.20
ACADEMIC PROGRAM CODE: W008604D

The Aircraft Power Plant Technician Certificate of Achievement program is designed for workforce training/preparation. The program meets the aerospace industry's demand for well-trained, certificated aircraft power plant technicians and related fields. Upon successful completion of the certificate program, students are eligible to sit for the Federal Aviation Administration's written, knowledge (oral), and skill (practical) examinations. The program is equipped with a repair station and three well-equipped laboratories for students to work through their hands-on, modularized sequence of courses. This program is certified by the Federal Aviation Administration (FAA). Cohorts begin year-round with day and evening courses available.

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 personnel using proper terminology, records, and forms.
2. Apply basic mathematics and graphic principles as used in aviation (aerospace).
3. 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.

Required courses 42

AVIATEK 001*	Maintenance Procedures	4
AVIATEK 002*	Maintenance Procedures Lab	2
AVIATEK 003*	Basic Aircraft Science............................	4
AVIATEK 004*	Basic Aircraft Science Lab	2
AVIATEK 005*	Basic Electricity and Auxiliary Systems ...	4
AVIATEK 006*	Basic Electricity and Auxiliary Systems Lab..	2
AVIATEK 007*	Electrical and Instrument Systems	4

AVIATEK 008*	Electrical and Instrument Systems Lab ...	2
AVIATEK 015*	Propeller and Power Plant Systems........	4
AVIATEK 016*	Propeller and Power Plant Systems Lab..	2
AVIATEK 017*	Ignition and Fuel Metering Systems	4
AVIATEK 018*	Ignition and Fuel Metering Systems Lab..	2
AVIATEK 019*	Powerplant Turbine and Reciprocating Systems	4
AVIATEK 020*	Powerplant Turbine and Reciprocating Systems Lab	2
Total Units	....	**42**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

AIRFRAME MAINTENANCE TECHNICIAN (CA)
MAJOR CODE: 0950.10
ACADEMIC PROGRAM CODE: W008603D

The Airframe Maintenance Technician Certificate of Achievement program is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are preparing to work in the aircraft maintenance industry and related fields. Training is given in servicing and overhauls of various powerplant systems and its components. The program is equipped with a repair station and three well-equipped laboratories for students to work through their hands-on, modularized sequence of courses. The program is certified by the Federal Aviation Administration (FAA). Cohorts begin year-round with day and evening courses available.

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

1. Properly inspect, check, service, repair and overhaul airframe and airframe components
2. Properly use tools, equipment, safety apparel, and use proper safety procedures in and around aircraft and equipment
3. Display proper work ethics for independent and collectively working with management, co-workers, and the FAA in order to maximize efficiency in the workplace
4. Apply the knowledge from theory and laboratory training gained in the program to pass the required examination for certification

Required courses 42

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, Inspection, and Evaluation 4	
AVIATEK 012*	Aircraft Metal Assembly Inspection and Evaluation Laboratory.............................	2
AVIATEK 013*	Hydraulic, Landing Gear, and Fuel Systems ………………………………………	4
AVIATEK 014*	Hydraulic, Landing Gear, and Fuel Systems Lab 2	
Total Units	....	**42**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

AVIONICS
APPLIED TECHNOLOGY DIVISION
(See the BACHELOR OF SCIENCE DEGREE in AVIATION MAINTAINENCE TECHNOLOGY - AVIONICS)

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. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 The CalGETC GE Pattern.

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

CalGETC GE Units (less double-counted) 24
CSU-transferable Elective Units 1

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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.

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 17

BIOTECH 001	Fundamentals of Biotechnology	3
BIOTECH 002	Biotechnology I	4
BIOTECH 003	Biotechnology II	4
BIOTECH 104	Cell Culture Laboratory	1
CHEM 060	Introduction to General Chemistry	5

Total Units 17

BUSINESS
BUSINESS DIVISION
BUSINESS (AA)
MAJOR CODE: 0501.00
ACADEMIC PROGRAM CODE: W003304C

The Associate of 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…

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

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
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**
LACCD GE Plan Units (less double-counted)................. **21**
Additional Degree-applicable Elective Units **5**
Total Units **60**

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

† This course has a prerequisite or corequisite course. Please see the course description for further details.

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 .…

1. Possess the communicative, technological, and analytical skills necessary to operate a successful business.
2. Be aware of domestic and global business issues and how they can improve business functions.
3. 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 005	Business Law I	3
BUS 031	Business English	3
BUS 032	Business Communications.......................	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. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 The CalGETC GE Pattern.

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

1. 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. Analyze business situations and recommend appropriate courses of action pursuant to professional standards and moral values.
3. 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
STAT C1000	Introduction to Statistics	4
MATH 236	Calculus for Business and Social Science	5
	OR	
MATH 261*	Calculus I	5

Total Major Units 31

CalGETC GE Units (less double-counted) 28
CSU-transferable Elective Units.. 1

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CERTIFIED NURSING ASSISTANT

HEALTH SCIENCES DIVISION

CERTIFIED NURSING ASSISTANT (CA)

MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W045277D

The Certificate of Achievement in Certified Nursing Assistant (CNA) prepares students for a career in an area with a high demand for employment. The CNA provides basic nursing care for patients in hospitals, assisted living, or long-term care. The CNA certificate consists of both classroom and clinical experiences. The program covers basic theory and skills such as patient rights, interpersonal skills, infection control, emergencies, body mechanics, patient care skills and procedures, vital signs, nutrition, observation and charting, long-term care, and rehabilitation. The program is approved by the California Department of Public Health. Upon successful completion of the course, students are eligible to apply to take the state of California certification examination for licensure as a CNA.

Upon successful completion of the initial CNA course, students will enter the Home Health Aide (HHA) course. This course prepares CNAs for certification as a HHA and Acute Care Training (ACT) by the State of California Department of Public Health. HHAs function as an entry-level worker on a health care team in a home health agency.

In addition to the policies and standards of West Los Angeles College, the CNA and HHA courses have policies and requirements based on professional standards, clinical agencies, and the state of California. The student must submit verification to the Health Science division of specific health requirements, First Aid and basic life support training, and a clear background check prior to clinical placement. Applicants to the program who have been convicted of a criminal offense may not be eligible for certification.

To complete the Certificate of Achievement in Certified Nursing Assistant, it is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Describe nursing assistants' roles and responsibilities, including ethics, communication, legal obligations, abuse laws, and CA State Board of Nursing regulations.
2. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
3. Adhere to the policies and procedures of clinical sites including effective communication with residents and facility staff.
4. Apply the knowledge and skills extracted from courses to pass the required California state certification examination.
5. Identify the rights of patients as specified in Title 22, California Code of Regulations section 72527 & in sections 1599.1, 1599.2 & 1599.3 of the Health & Safety Code and in Title 42 communication skills.
6. Demonstrate competent and safe patient procedures identified on the "NATP Skills Checklist.
7. Comply with privacy and confidentiality laws.
8. Demonstrates professional behaviors: empathy, self-motivation, appearance/personal hygiene, time management, teamwork, respect, patient advocacy

Required core courses **12.5**

ALD HTH 021	Basic Life Support for the Healthcare Provider	0.5
ALD HTH 056*	Communication & Customer Service Skills in Healthcare	1
NRS-HCA 399A*	Nurse Assistant Training Program	6
NRS-HCA 399B*	Home Health Aide Training Program	2
ALD HTH 033 OR	Medical Terminology	3
NRS-HCA 400*	Acute Certified Nursing Assistant	3

Total Units **12.5**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CHEMISTRY

SCIENCE DIVISION
CHEMISTRY (AA)
MAJOR CODE: 1230.30
ACADEMIC PROGRAM CODE: W003326C

The Associate of Arts degree in Chemistry includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities

within the University of California (UC) and California State University (CSU) systems. Additional coursework in math and physics is required at some UC and CSU campuses. The Associate of Arts 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.
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**
LACCD GE Plan Units (less double-counted) **15**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CHEMISTRY (AS FOR UC TRANSFER)
MAJOR CODE: 1905.00
ACADEMIC PROGRAM CODE: W043450M

The Associate in Science in Chemistry for UC Transfer (UCTP) degree is designed to provide a clear pathway and guaranteed admissions to most UC campuses. Completion of this degree will provide students the foundation to pursue careers in chemistry. 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. This coursework will satisfy the lower division Chemistry requirements at participating UC campuses.

In order to secure an admission guarantee in Chemistry, students must:

- Complete the Transfer Pathway,
- Meet or exceed the required campus-based TAG GPA
- Submit a TAG application by September 30, and
- Apply for admission by November 30
- Minimum grade of "C" (or "P") for each course in the major.

*The template guarantees admission into the University of California system in a Physics/Chemistry program for students who meet the minimum 3.5 GPA in the major.

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.
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 53

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
MATH 275*	Ordinary Differential Equations	3
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

Total Major Units 53
CalGETC GE Units (less double-counted) 27
Total Units 80

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CHILD DEVELOPMENT

HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

Students wishing to prepare for employment in early childhood programs or other related fields in early care and education and those currently employed may select several alternative patterns of study. The curriculum prepares students to teach or administer programs for young children, including private early childhood programs, public programs such as school district children's centers and Head Start or state preschool programs, infant programs, and school-age before and after-school programs. Courses allow students to prepare for increasingly higher levels of employment and certification. The programs may prepare the student for the educational requirements of the Department of Social Services Community Care Licensing, the California Child Development Permit, the Associate of Arts degree in Child Development, or the associate in science transfer degree in Early Childhood Education.

Credit for child development courses taken outside of the LACCD shall be determined by the Division Chair. Transcripts from institutions outside the Los Angeles Community College District must be evaluated by a counselor prior to applying for a certificate or degree.

CHILD DEVELOPMENT (AA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W008607C

The Associate of Arts degree in Child Development prepares those entering or currently employed in the rapidly expanding field of early childhood education. This degree is designed to meet the educational and vocational training needs to either prepare students for employment or broaden their 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 can 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 this 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.

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.................... | 3 |

AND
| 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...........................	3
	AND	
CH DEV 047	School Age Programs II..........................	3

Total Major Units 40
LACCD GE Plan Units (less double-counted)............ 18-21
Additional Degree-applicable Elective Units 0-2
Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CHILD DEVELOPMENT (CA)
MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W020247D

The Child Development Certificate of Achievement prepares those entering or currently employed in the rapidly expanding field of early childhood education. This certificate is designed to meet the educational and vocational training needs to either prepare students for employment or broaden their knowledge of best practices if already employed in public (Title 5) or private (Title 22) preschools. 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.

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	

Elective units (choose one 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

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION (CA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W044443D

The Administration and Supervision of Early Childhood Education Certificate of Achievement is designed for students interested in careers as preschool teachers, teaching assistants, and childcare workers. Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Early childhood education is essential for a child's short-and long-term intellectual and social development. More preschool teachers should be needed due to the increasing demand for early childhood education. In addition, the number of preschool-aged children is expected to increase; however, their share of the overall population should remain constant. Teachers who have experience working with preschool-aged children may have better opportunities to find a job than those without experience. Estimated employment for 2016-2026 is 55,600, projected to be 61,000. This certificate requires completion of all courses with a minimum grade of "C." Courses in this certificate program may be applied to several Certificates of Achievements, such as Title 22 Preschool Associate Teacher Certificate, Administration & Supervision of Early Childhood Certificate, Infant Toddler Certificate, Special Needs Children Certificate, and Health, Nutrition and Food Sanitation in Early Childhood Education Programs.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.

2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.

3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.

5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **15**

CH DEV 007*	Introduction to Curriculum in Early Childhood Education ....3 OR	
CH DEV 008	Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety, & Nutrition 3	
CH DEV 038	Administration and Supervision Early Childhood Programs I 3	
CH DEV 039	Administration and Supervision Early Childhood Programs II 3	
CH DEV 065	Adult Supervision and Early Childhood Mentoring.......................2	
CH DEV 172	Introduction to Child Development Careers 1	

Total Units **15**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

HEALTH, NUTRITION, AND FOOD SANITATION IN EARLY CHILDHOOD EDUCATION PROGRAMS (CA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W044396D

The Health, Nutrition, and Food Sanitation in Early Childhood Education Certificate of Achievement is designed for students interested in careers as preschool teachers, teaching assistants, and childcare workers. Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Early childhood education is essential for a child's short-and long-term intellectual and social development. More preschool teachers should be needed due to the increasing demand for early childhood education. In addition, the number of preschool-aged children is expected to increase; however, their share of the overall population should remain constant. Teachers who have experience working with preschool-aged children may

have better opportunities to find a job than those without experience. Estimated employment for 2016-2026 is 55,600, projected to be 61,000. This certificate requires completion of all courses with a minimum grade of "C." Courses in this certificate program may be applied to several Certificates of Achievements, such as Title 22 Preschool Associate Teacher Certificate, Administration & Supervision of Early Childhood Certificate, Infant Toddler Certificate, Special Needs Children Certificate, and Health, Nutrition and Food Sanitation in Early Childhood Education Programs.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.

2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.

3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.

5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **13**

CH DEV 001	Child Growth and Development 3	
CH DEV 010	Health, Safety, and Nutrition 3	
FAM & CS 021	Nutrition 3	
HEALTH 011	Principles of Healthful Living...................3 OR	
HEALTH 012	Safety Education and First Aid................3	
CH DEV 172	Introduction to Child Development Careers 1	

Total Units **13**

INFANT AND TODDLER STUDIES (CA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W044398D

The Infant and Toddlers Studies Certificate of Achievement is designed for students interested in careers as preschool teachers, teaching assistants, and childcare workers. Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Early childhood education is essential for a child's short-and long-term intellectual and social development. More preschool teachers should be needed due to the increasing demand for early childhood education. In addition, the number of preschool-aged children is expected to increase; however, their share of the overall population should remain constant. Teachers who have experience working with preschool-aged children may have better opportunities to find a job than those without experience. Estimated employment for 2016-2026 is 55,600, projected to be 61,000. This certificate requires completion of all courses with a minimum grade of "C." Courses in this certificate program may be applied to several Certificates of Achievements, such as Title 22 Preschool Associate Teacher Certificate, Administration & Supervision of Early Childhood Certificate, Infant Toddler Certificate, Special Needs Children Certificate, and Health, Nutrition and Food Sanitation in Early Childhood Education Programs.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.
2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and

linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **16**

CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 011	Child, Family, and Community	3
CH DEV 030*	Infant and Toddler Studies I	3
CH DEV 031*	Infant and Toddler Studies II	3
CH DEV 172	Introduction to Child Development Careers	1

Total Units **16**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PRESCHOOL ASSOCIATE TEACHER (CA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W044444D

The Preschool Associate Teacher Certificate of Achievement is designed for students interested in careers as preschool teachers, teaching assistants, and childcare workers. Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Early childhood education is essential for a child's short-and long-term intellectual and social development. More preschool teachers should be needed due to the increasing demand for early childhood education. In addition, the number of preschool-aged children is expected to increase; however, their share of the overall population should remain constant. Teachers who have experience working with preschool-aged children may have better opportunities to find a job than those without experience. Estimated employment for 2016-2026 is 55,600, projected to be 61,000. This certificate requires completion of all courses with a minimum grade of "C." Courses in this certificate program may be applied to several Certificates of Achievements, such as Title 22 Preschool Associate Teacher Certificate, Administration & Supervision of Early Childhood Certificate, Infant Toddler Certificate, Special Needs Children Certificate, and Health, Nutrition and Food Sanitation in Early Childhood Education Programs.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.
2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **16**

CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 011	Child, Family, and Community	3
CH DEV 007*	Introduction to Curriculum in Early Childhood Education	3
	OR	
CH DEV 008	Curriculum in Early Childhood Education	3
CH DEV 034	Observing and Recording Children's Behavior..	3
CH DEV 172	Introduction to Child Development Careers	1

Total Units **16**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

TEACHING LEARNERS WITH SPECIAL NEEDS (CA)
MAJOR CODE: 1305.00

ACADEMIC PROGRAM CODE: W044397D

The Teaching Learners with Special Needs Certificate of Achievement is designed for students interested in careers as preschool teachers, teaching assistants, and childcare workers. Employment of preschool teachers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Early childhood education is essential for a child's short-and long-term intellectual and social development. More preschool teachers should be needed due to the increasing demand for early childhood education. In addition, the number of preschool-aged children is expected to increase; however, their share of the overall population should remain constant. Teachers who have experience working with preschool aged children may have better opportunities to find a job than those without experience. Estimated employment for 2016-2026 is 55,600, projected to be 61,000. This certificate requires completion of all courses with a minimum grade of "C." Courses in this certificate program may be applied to several Certificates of Achievements, such as Title 22 Preschool Associate Teacher Certificate, Administration & Supervision of Early Childhood Certificate, Infant Toddler Certificate, Special Needs Children Certificate, and Health, Nutrition and Food Sanitation in Early Childhood Education Programs.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.
2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and

assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **16**

CH DEV 030*	Infant and Toddler Studies I	3
CH DEV 044	Early Intervention Children with Special Needs	3
CH DEV 031*	Infant and Toddler Studies II	3
CH DEV 034	Observing and Recording Children's Behavior	3
CH DEV 045	Programs for Children with Special Needs	3
CH DEV 172	Introduction to Child Development Careers	1

Total Units **16**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

TITLE 22: PRESCHOOL ASSOCIATE TEACHER (CA)

MAJOR CODE: 1305.00
ACADEMIC PROGRAM CODE: W044452D

The Child Development Title 22: Preschool Associate Teacher Certificate of Achievement is a 12-unit low initial level for preschool teaching. It indicates the student's academic Child Development Portfolio that they have achieved a level of proficiency to work as an associate teacher in a private or public ECE setting. The student can apply for their Associate Teacher's permit, which requires 50+ days of three hours and more per day of experience. Lastly, students are required to have a Live Scan and TB test to work with children in a school setting.

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

1. Understanding of Young Children: Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potential.
2. Equity Fairness, and Diversity: Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Assessment: Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them

effectively. Utilize a variety of methods, they 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. Promoting Child Development and Learning: Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experiences that integrate within and across the disciplines.

Required courses **12**

CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 011	Child, Family, and Community	3
CH DEV 007*	Introduction to Curriculum in Early Childhood Education	3
	OR	
CH DEV 008	Curriculum in Early Childhood Education	3

Total Units **12**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES

SCIENCE DIVISION

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES (AA)

MAJOR CODE: 0302.00
ACADEMIC PROGRAM CODE: W037026C

The Associate of 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. 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
STAT C1000	Introduction to 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 051	Fundamentals of Chemistry I	5
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

LACCD GE Plan Units (less double-counted)............ 12-15
Additional Degree-applicable Elective Units 20-24
Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. 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 of Arts degree.

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 (choose one from the following lectures with corresponding lab) 4-5

BIOLOGY 003	Introduction to Biology	4
BIOLOGY 010	Natural History	4
CHEM 051	Fundamentals of Chemistry I	5
CHEM 060	Introduction to General Chemistry	5
EARTH 001	Earth Science	3
and		

EARTH 002	Earth Science Laboratory	1
GEOG 001 and	Physical Geography	3
GEOG 015	Physical Geography Laboratory	2
GEOLOGY 001 and	Physical Geology	3
GEOLOGY 006*	Physical Geology Laboratory	1

Total Units **10-11**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 of Arts degree.

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 (choose one 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 2.0 (AA-T)

MAJOR CODE: 1506.00
ACADEMIC PROGRAM CODE: W043351G

The Associate in Arts in Communication Studies for Transfer degree 2.0 provides a clear transfer pathway to the California State University (CSU) system for students wishing to pursue a bachelor's degree in communication studies or similar major(s). The coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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 **6**

| COMM C1000 | Introduction to Public Speaking...............3 |
| COMM 121 | Interpersonal Communication ....3 |

Major elective units, list A (choose three from the following) **9**

COMM 104	Argumentation and Debate 3
COMM 122	Intercultural Communication 3
COMM 151	Small Group Communication 3
COMM 170	Communication and Mass Media 3

Major elective units, list B (choose one from the following) **3**

ANTHRO 102	Human Ways of Life: Cultural Anthropology 3
COMM 180	Data Driven Persuasion...........................3
ENGLISH 102	College Reading and Composition II 3
PSYC C1000	Introduction to Psychology 3
SOC 001	Introduction to Sociology.........................3
Any course from List A not already used	

Total Major Units **18**

CalGETC GE Units (less double-counted) **28-31**
CSU-transferable Elective Units................................ **11-14**

Total Units **60**

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES

COMPUTER SCIENCE & APPLICATION DIVISION

LEGAL SECRETARY (CA)

MAJOR CODE: 0514.10
ACADEMIC PROGRAM CODE: W015011D

The Legal Secretary Certificate of Achievement is primarily designed for students interested in legal secretary and secretarial careers that integrate office technology. The program prepares students for office administration occupations with an emphasis on performing secretarial duties using legal terminology, procedures, and documents. Students will learn a variety of computer and technology skills such as preparing legal papers and correspondence as well as word processing, customer service, e-filing and electronic spreadsheets.

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 including customer service.
2. Use general and specialized computer software employed in offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms, documents, exhibits, and records.
4. Demonstrate knowledge of practices used in major corporations, businesses and industry.

Required core courses **17**

CIS 101	Introduction to Computers and Their Uses......................................3
PALEGAL 010	Intro to Law and Legal Profession...........3
PALEGAL 014	Law Office Management & Procedures 3
CAOT 079	Microsoft Word: Advanced......................3
CIS 104	Microcomputer Application Software 3
CAOT 114	Adobe Acrobat for the Office and Web 2

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 Associate of Science degree is a two-year degree program. This program prepares individuals for employment in the Information Technology (IT) 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. Students pursuing this AS 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. 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 24

CIS 110	Apple Administration	3
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 two from the following) 6

CIS 104	Microcomputer Application Software	3
CIS 112	Operating Systems - Beginning Linux	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware	3
CIS 225	Enterprise Networking, Security, & Automation	3

Total Major Units 30
LACCD GE Plan Units (less double-counted)................. 24
Additional Degree-applicable Elective Units 6
Total Units   60

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.

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. Administer server network operating systems and infrastructure
5. Understand a full range of security concepts & techniques and apply them to the network, application and information system
6. Learn cloud technology and manage virtualized environments.

Required core courses 24

CIS 110	Apple Administration	3
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 two from the following) **6**

CIS 104	Microcomputer Application Software	3
CIS 112	Operating Systems - Beginning 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

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. 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.

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 **12**

CIS 225	Enterprise Networking, Security, & Automation	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 two from the following) **6**

CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 110	Apple Administration	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware	3
CIS 213	A+ Certification Preparation Software	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. 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.

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 12

CIS 211	Security+ Certification Preparation	3
CIS 214	Introduction to Network +	3
CIS 215	Network Security Fundamentals	3
CIS 110	Apple Administration	3

Major elective units (choose two from the following) 6

CIS 104	Microcomputer Applications	3s
CIS 110	Apple Administration	3
CIS 112	Operating Systems - Beginning Linux	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware	3
CIS 213	A+ Certification Preparation-Software	3
CS 101	Introduction to Computer Science	3

Total Units 18

CYBER SECURITY ESSENTIALS (CA)

MAJOR CODE: 0708.10
ACADEMIC PROGRAM CODE: W043359D

The Cyber Security Essentials Certificate of Achievement prepares individuals for employment in Information Technology fields in positions such as system and security technicians. This program is intended to help students develop skills to administer heterogeneous operating systems with a security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses also assist students in preparing for related industry certification exams. To complete the certificate of achievement in Cyber Security Essentials, it is recommended that students 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. Install, configure and administer industry standard computer operating systems with security emphasis.
2. Configure, administer and troubleshoot industry leading network systems.
3. Understand a full range of security concepts & techniques.

Required core courses 9

CIS 112	Operating Systems Beginning Linux	3
CIS 211	Security + Certification Preparation	3
CIS 213	A+ Certification Preparation - Software	3

Total Units 9

COMPUTER SCIENCE INFORMATION TECHNOLOGY

COMPUTER SCIENCE & APPLICATION DIVISION

COMPUTER SCIENCE (AS-T)

MAJOR CODE: 0706.00
ACADEMIC PROGRAM CODE: W039126H

The Associate in Science in Computer Science for Transfer Degree is designed for students desiring advanced degrees in computer 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. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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* | Beginning Micro 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**

CalGETC GE Units (less double-counted) **24**
CSU-transferable Elective Units **4**

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (AA)

MAJOR CODE: 0702.00
ACADEMIC PROGRAM CODE: W003310C

The Associate of Arts degree in Computer Science Information Technology provides students with a high-quality education that prepares them for professional career pathway in computer science information technology. This program is designed to give students a strong background in the fundamentals of computer science, software design and development. Students will be able to document software system requirements and use different programming languages to design, implement, test and deploy software solutions to solve technical/business problems. This program also covers designing and administering operating systems and security. 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 algorithms, and create a program using computer technology.
2. Design, develop, implement, and test software programs which demonstrate the use of classes, objects, and file operations to solve business and scientific problems using computer programming language.
3. Design, develop, implement, and test software programs which demonstrate the use of data structures, lists, and queues/stacks to solve business and scientific problems using computer programming language.
4. Understand the core components of operating systems and security.

Required core courses **21**

CIS 112	Operating Systems – Beginning Linux	3
CIS 211	Security+ Certification Preparation	3
CS 101	Introduction to Computer Science	3
CS 116*	Programming in C++	3
CS 118*	Beginning Micro 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) **9**

CIS 120	Introduction to Databases	3
CIS 192	Introduction to Cloud Computing	3
CIS 213	A+ Certification Preparation Software	3
CS 112	Programming in Java Script	3
CS 119	Programming in Python	3
CS 121	Python Programming for Data Science and Machine Learning	3
CS 131	Discrete Structures for Computer Science	3
CS 140	Programming for Mobile Application	3
CS 159	Foundation of Data Science	3
CS 216*	Object-Oriented Programming in C++	3
MIT 220	Introduction to Robotics	3

Total Major Units **30**
LACCD GE Plan Units (less double-counted) **24**
Additional Degree-applicable Elective Units **6**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CA)

MAJOR CODE: 0702.00
ACADEMIC PROGRAM CODE: W020234D

The Certificate of Achievement in Computer Science Information Technology program provides students with a high-quality education that prepares them for professional career pathway in Computer Science Information Technology (CSIT). The CSIT program is designed to give students a strong background in the fundamentals of computer science, software design and development. Students will be able to document software system requirements and use different programming languages to design, implement, test and deploy software solutions to solve technical/business problems. This program also covers designing and administering operating systems and security.

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

1. Understand the system, assess the need, develop algorithms, and create a program using computer technology.
2. Design, develop, implement, and test software programs which demonstrate the use of classes, objects, and file operations to solve business and scientific problems using computer programming language.
3. Design, develop, implement, and test software programs which demonstrate the use of data structures, lists, and queues/stacks to solve business and scientific problems using computer programming language.
4. Understand the core components of operating systems and security.

Required core courses **21**

CIS 112	Operating Systems – Beginning Linux	3
CIS 211	Security+ Certification Preparation	3
CS 101	Introduction to Computer Science	3
CS 116*	Programming in C++	3
CS 118*	Beginning Micro 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) **9**

CIS 120	Introduction to Databases	3
CIS 192	Introduction to Cloud Computing	3
CIS 213	A+ Certification Preparation Software	3
CS 112	Programming in Java Script	3
CS 119	Programming in Python	3
CS 121	Python Programming for Data Science and Machine Learning	3
CS 131*	Discrete Structures for Computer Science	3
CS 140	Programming for Mobile Application	3
CS 159	Foundation of Data Science	3
CS 216*	Object-Oriented Programming in C++	3
MIT 220	Introduction to Robotics	3

Total Units **30**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CLOUD COMPUTING – AMAZON WEB SERVICES (CA)
MAJOR CODE: 0708.00
ACADEMIC PROGRAM CODE: W037840D

The Cloud Computing-Amazon Web Services Certificate of Achievement provides students with a high-quality education that prepares them for a professional career as an Amazon Web Services (AWS) solution 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 demonstrate…

1. Understand basic cloud principles
2. Understand AWS global infrastructure
3. Understand computing technologies supported by AWS
4. Understand database services and features offered by AWS
5. Understand network technologies offered by AWS
6. Understand security features and tools that AWS provides and how they relate to traditional services

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**

ESSENTIALS OF VIDEO GAME PROGRAMMING (CA)
MAJOR CODE 0614.20
ACADEMIC PROGRAM CODE: W044613D

The Certificate of Achievement in Essentials of Video Game Programming will provide students with essential skills necessary to meet the growing employment demands in the video and electronic games industry. This certificate will prepare students for entry level employment positions at video game companies as programmers and coders. Training will center around the skill sets necessary for success such as basic game design and development, collaboration, communication, and fluidity and familiarity with the programming languages used in creating games and digital entertainment. Students will study programming languages such as C# and C++ and develop fluidity with specific game engines such as Unity and Unreal Engine, while building and testing original game designs.

To complete the Certificate of Achievement in Essentials of Video Game Programming" it is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Develop transferable coding problem solving skills and learn how object-oriented programming works in practice.
2. Learn game design basics such as game frameworks, game mechanics and game pillars.
3. Learn C++ and C# scripting as well as how to implement in game engine's API for building games.

Required core courses..17

CS 116	Programming in C++	3
CS 173	C# Scripting for Unity Game Development I	3
CS 175	Advanced Video Game Programming	3
FLM PRD 201	Introduction to Unreal Engine	3
GAD 101	Introduction to Game Design	3
GAD 210-1*	Production Studio I	2

Total Units... 17

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 of Science degree in Computer Web Support and Database Administration 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. Students pursuing this AS 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 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 21

CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 120	Introduction to Databases	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 148	Introduction to Web Development Using HTML5 CSS	3
CIS 150	Advanced Website Development Using JavaScript and Ajax	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3
CS 112	Programming in Javascript	3

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

CIS 104	Microcomputer Application Software	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 140	Programming for Mobile Application	3

Total Major Units 30
LACCD GE Plan Units (less double-counted)................. 27
Additional Degree-applicable Elective Units 3
Total Units   60

COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION (CA)

MAJOR CODE: 0709.00

The Certificate of Achievement in Computer Web Support and Database Administration 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.

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 develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL server and MySQL.
4. Design and maintain databases that are used to serve dynamic data to websites.
5. Understand the core concepts in building an e-Commerce site that is published on the Internet.

Required core courses 21

CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 120	Introduction to Databases	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 148	Introduction to Web Development Using HTML5 CSS	3
CIS 150	Advanced Website Development Using JavaScript and Ajax	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3
CS 112	Programming in Javascript	3

Major elective units (choose three from the following) 9

CIS 104	Microcomputer Application Software	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 140	Programming for Mobile Application	3

Total Units 30

WEB SUPPORT & ADMINISTRATION (CA)

The Certificate of Achievement in Web Support and Administration 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.

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
CIS 148	Introduction to Web Development Using HTML5 CSS	3
CIS 150	Advanced Website Development Using JavaScript and Ajax	3

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

CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 190	E-Commerce Essentials	3
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 195	Security in the Cloud	3
CS 112	Programming in Javascript	3
CS 140	Programming for Mobile Application	3

Total Units 18

BUSINESS APPLICATION & DATABASE MANAGEMENT (CA)

The Certificate of Achievement in Business Application and Database Management 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.

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 12

CIS 105   Introduction to Data Analytic Techniques
            and Tools 3
CIS 120   Introduction to Databases 3
CIS 124   Data Analytics (Advanced Excel and
            Access) 3
CIS 219   Introduction to Oracle: SQL and
            PL/SQL 3

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 190   E-Commerce Essentials 3
CIS 192   Introduction to Cloud Computing.............3
CIS 193   Database Essentials in Amazon Web
            Services 3
CS 112   Programming in Javascript 3
CS 140   Programming for Mobile Application 3

Total Units   18

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.
4. Develop mobile applications that use the hardware features of devices such as GPS, cameras, etc.

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

DATA SCIENCE AND ANALYTICS
COMPUTER SCIENCE & APPLICATION DIVISION
DATA ANALYTICS (CA)
MAJOR CODE 0702.00
ACADEMIC PROGRAM CODE: W043507D

The Certificate of Achievement in Data Analytics provides students with the skills and knowledge needed for employment in the rapidly emerging field of data analytics, which comprises analyzing and interpreting the datasets now available in a wide range of organizations and industries. Modern data analytics brings together tools and techniques from business, communication, information systems, and information technology to collect, interpret and represent datasets to illustrate concepts and inform decisions. This program is intended to help students develop skills to perform data manipulation, data analysis, data visualization and data reporting. To complete the Certificate of Achievement in Data Analytics, it is recommended that students meet with a counselor to develop a comprehensive Student Educational Plan and visit the Career Center for possible job opportunities.

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

1. Apply data analytics knowledge and skills to solve problems in real-world contexts.
2. Develop skills to perform data manipulation, data analysis, data visualization and data reporting.
3. Communicate effectively the solutions and decisions based on available static or dynamic data.

Required core courses 18

CIS 105	Introduction to Data Analytics Techniques and Tools	3
CIS 112	Operating Systems -Beginning Linux	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 192	Introductions to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services.	3
CIS 219	Introduction to Oracle: SQL and PL/SQ	3

Total Units 18

DATA SCIENCE (CA)
MAJOR CODE 0702.10
ACADEMIC PROGRAM CODE: W043762D

The Certificate of Achievement in Data Science prepares students for careers in careers as data scientists, data analysts, computer system analysts and network support specialists by providing the necessary skills in this highly sought-after professional pathway. This program gives students exposure to skills in analyzing data for actionable insights. Students will practice identifying data-analytics problems and producing solutions that offer the greatest benefits for various organizations by interpreting data sets and variables. Students will practice with large amount of data using various tools such as those that are available as Python libraries. To complete the Certificate of Achievement in Data Science, it is recommended that students meet with a counselor to develop a comprehensive Student Educational Plan and visit the Career Center for possible job opportunities.

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

1. Apply data science concepts and methods to solve problems in real-world contexts.
2. Develop skills in analyzing data and to build data models.
3. Use tools such as Jupyter notebooks for interactive data exploration and visualization.
4. Demonstrate proficiency using Python programming & tools for data analysis.

Required core courses 18

CS 119	Programming in Python	3
CS 121	Python Programming for Data Science and Machine Learning	3

CS 159	Foundation of Data Science	3
CIS 192	Introductions to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3

Total Units 18

DATA SCIENCE ESSENTIALS (CA)
MAJOR CODE 0702.10
ACADEMIC PROGRAM CODE: W043749D

The Certificate of Achievement in Data Science Essentials prepares the student by providing the basic skills in highly sought-after professional career pathways in…. This program gives students exposure to skills in analyzing data for actionable insights. Students will practice identifying the data-analytics problems and producing solutions that offer the greatest opportunities for various organizations, by determining the correct data sets and variables. Students will be practicing with large amount of data using various tools such as those that are available as Python libraries. This certificate is a stackable certificate that may lead to a Certificate of Achievement in Data Science. To complete the Certificate of Achievement in Data Science Essentials, it is recommended that students meet with a counselor to develop a comprehensive Student Educational Plan and visit the Career Center for possible job opportunities.

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

1. Apply data science concepts and methods to solve problems in real-world contexts.
2. Develop skills in analyzing data and to build data models.
3. Use tools such as Jupyter notebooks for interactive data exploration and visualization.
4. Demonstrate proficiency using Python programming & tools for data analysis.

Required core courses 9

CS 101	Introduction to Computer Science	3
CS 159	Foundation of Data Science	3
CIS 105	Introduction to Data Analytics Techniques and Tools	3

Total Units 9

DENTAL ASSISTANT
HEALTH SCIENCES DIVISION

DENTAL ASSISTANT (AS)

MAJOR CODE 1240.10
ACADEMIC PROGRAM CODE: W033794C

The [Associate of 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.

The Dental Assistant curriculum is planned in sequence. All required courses in each semester are corequisites and prerequisites for the next semester. 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 program.

Note: Clinical rotations will require students to obtain a medical clearance, background check and a Healthcare worker Cardiovascular Pulmonary Certification.

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](#).

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.

Required core courses 29.5

ALD HTH 021 Basic Life Support for the
       Healthcare Provider 0.5

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 2
DEN AST 015L Advanced Chairside Assisting
       Lab..1.5
DEN AST 912 Cooperative Education –
       Dental Assisting....................................1.5

Total Major Units 29.5
LACCD GE Plan Units (less double-counted) 27
Additional Degree-applicable Elective Units 3.5
Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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.

The Dental Assistant curriculum is a planned in sequence. All required courses in each semester are corequisites and prerequisites for the subsequent semester. 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.

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.

Required core courses 29.5

ALD HTH 021	Basic Life Support for the Healthcare Provider 0.5	
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 2	
DEN AST 015L	Advanced Chairside Assisting Lab..1.5	
DEN AST 912	Cooperative Education – Dental Assisting....................................1.5	

Total Units 29.5

*This course has a prerequisite or corequisite course. Please see the course description for further details.

FUNDAMENTALS OF DENTAL ASSISTING (CA)
MAJOR CODE 1240.10
ACADEMIC PROGRAM CODE: W041381D

The Fundamentals of Dental Assisting 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. These courses are also requirements for the Dental Assistant Certificate of Achievement award that prepares students to become licensed dental assistants, as well as for the Dental Assistant Associate of Science degree.

The Dental Assistant curriculum is a planned in sequence. All required courses in each semester are corequisites and prerequisites for the subsequent semester. 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. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

Program 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.

Required core courses 6.5

DEN AST 001	Orientation to Dental Assisting................2	
DEN AST 007	Infection Control for the Dental Setting....1	
DEN AST 008	Introduction to Dental Radiology 3	
ALD HTH 021	Basic Life Support for the Healthcare Provider 0.5	

Major elective units (Choose 1).. 2

DEN AST 004	Introduction to Dental Assisting Instruments 2	
DEN AST 013	Practice Management..............................2	
DEN AST 016	Essentials of Dental Assisting.................2	

Total Units 8.5

ORTHODONTIC DENTAL ASSISTANT (CA)
MAJOR CODE 1240.10
ACADEMIC PROGRAM CODE: W043694D

The Orthodontic Dental Assistant Certificate of Achievement is an entry-level workforce preparation program that prepares students for employment as an orthodontic assistant. The courses are an alternative pathway in dental assisting that meets the next level program that meets the next-level

requirements for a level II Certificate of Achievement award. This certificate is stackable to the level I Certificate of Achievement in Fundamentals of Dental Assisting. Orthodontic dental assistants can work in a variety of settings such as orthodontic dental offices and dental offices of general dentists, dental schools, private and government hospitals and clinics, state and local public health departments.

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

1. Provide comprehensive orthodontic assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds.
2. Assist in the clinical setting with orthodontic treatment procedures – using orthodontic instruments and materials, taking and processing dental radiographs, impressions and many other dental procedures within the scope of orthodontic dental assisting practice in the state of California.
3. Perform front office duties including scheduling appointments, insurance and/or financial aspects of the orthodontic dental practice and using dental management software systems.
4. Assume responsibility for prevention of disease transmission in the work environment.
5. Perform the orthodontic assisting functions according to state regulations in a safe and ethical manner.
6. Communicate with patients, other health professionals, dental suppliers, business contacts and insurance companies.

Required core courses **13**

DEN AST 001	Orientation to Dental Assisting	2
DEN AST 007	Infection Control for the Dental Setting	1
DEN AST 008	Introduction to Dental Radiology	3
ALD HTH 021	Basic Life Support for the Healthcare Provider	0.5
DEN AST 017	The Science of Orthodontics	3
DEN AST 018	Orthodontics Pre-Clinical	2
DEN AST 019	Orthodontic Dental Assisting Seminar	1
DEN AST 901	Cooperative Education – Dental Assisting	0.5

Major elective units (Choose 1) **2**

DEN AST 004	Introduction to Dental Assisting Instruments	2
DEN AST 013	Practice Management	2
DEN AST 016	Essentials of Dental Assisting	2

Total Units **15**

DENTAL HYGIENE
HEALTH SCIENCES DIVISION

(See the BACHELOR OF SCIENCE DEGREE in DENTAL HYGIENE)

EARLY CHILDHOOD EDUCATION
HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION
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's 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. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will only be required to complete an additional 60 units to earn a bachelor's degree. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 The CalGETC GE Pattern.

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

1. Demonstrate the use of developmentally appropriate practices for young children.

2. Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
3. Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.
4. Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
5. 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.
6. 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
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

CalGETC GE Units (less double-counted) 31
CSU-transferable Elective Units.. 4

Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ECONOMICS

SOCIAL SCIENCES DIVISION
ECONOMICS (AA-T)
MAJOR CODE: 2204.00
ACADEMIC PROGRAM CODE: W032977G

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. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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
STAT C1000	Introduction to 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
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

CalGETC GE Units (less double-counted) 6
CSU-transferable Elective Units 7-11

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ECONOMICS (AA)

MAJOR CODE: 2204.00
ACADEMIC PROGRAM CODE: W003330C

The Associate of Arts degree in Economics includes coursework that aligns with specific lower-division major requirements for the economics major at various universities within the University of California (UC) and California State University (CSU) systems. 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 of 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 globaleconomy.
3. Locate, utilize, and critically interpret economic information and data using statisticalmethods or economic theories.
4. Use the theory of demand and supply to explain market equilibrium and the effects ofgovernment 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-trustlegislation and regulation.

Required core courses 20

ACCTG 001*	Introductory Accounting I	5
ECON 001*	Principles of Microeconomics	3
ECON 002*	Principles of Macroeconomics	3
STAT C1000*	Introduction to 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
POLS C1000	American Government and Politics	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
LACCD GE Plan Units (less double-counted) 18-21
Additional Degree-applicable Elective Units 14-19
Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. 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. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations. Students completing this AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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 C1000	Introduction to Public Speaking	3
MATH 215	Mathematical Concepts for Teachers I	3
CH DEV 001	Child Growth and Development	3
ENGL C1000	Academic Reading and Writing	3
ENGLISH 102	College Reading and Composition II	3
GEOG 007	World Regional Geography	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 011	Political and Social History of the United States I to 1877	3
POLS C1000	American Government and Politics	3
EARTH 001 and	Earth Science	3
EARTH 002	Earth Science Laboratory	1
PHYS SC 001	Physical Science I	3

and
PHYS SC 014	Physical Science Laboratory	1
CHEM 051	Fundamentals of Chemistry I OR	5
CHEM 060	Introductory General Chemistry	5

Major elective units, List A (choose one from the following) 3

ENGL C1001	Critical Thinking and Writing	3

Major elective units, List B (choose from the following) 3

ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 103	Art Appreciation	3
MUSIC 111	Music Appreciation	3
THEATER 100	Introduction to the Theater	3

Total Major Units 53

CalGETC GE Units (less double-counted) 6
CSU-transferable Elective Units.. 1

Total Units 60

EMERGENCY MEDICAL TECHNICIAN

HEALTH SCIENCES DIVISION
EMERGENCY MEDICAL TECHNICIAN (CA)
MAJOR CODE: 1250.00
ACADEMIC PROGRAM CODE: W040223D

Emergency Medical Technicians (EMTs) are professional medical responders that work to help and transport ill and injured patients in various emergency field and clinical settings. They work for various Fire Departments and private ambulance companies. Principles that are covered throughout the Emergency Medical Technician Certificate of Achievement program include, but are not limited to: leadership, followership, communication, safety, situational awareness, decision making, patient assessment, and professionalism. EMT students will be trained to recognize and treat medical illnesses and traumatic injuries through facilitated discussion, skills lab, simulations, scenarios, role-play, tactical decision games and field experience.

Students successfully completing this program will be eligible to take the National Registry of Emergency Medical Technicians (NREMT) written exam. They will also be eligible for licensure in the State of California. Students are required to pay for a background check and additional material fees.

Proof of immunizations is required to complete hospital and ambulance field work and must include: Measles-Mumps-Rubella (MMR), Tetanus-Diptheria-Pertussis (Tdap), Varicella, and Tuberculosis results.

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 021	Basic Life Support for the ……………….0.5 Healthcare Provider Healthcare Provider (CSU – P/NP)	
ALD HTH 052*	Emergency Medical Training – Basic....................................8.5	
ALD HTH 900	Cooperative Education - Emergency Medical Training 0.5	

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING

COMPUTER SCIENCE & APPLICATION DIVISION AND SCIENCE DIVISION

ENGINEERING: CIVIL TRACK (AS)

MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W037864C

The [Associate of Science degree in Engineering: Civil Track](#) provides students with the lower division course work required to transfer to most four-year colleges and universities. This degree 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 degree may not satisfy all transfer requirements for specific institutions. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

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 45

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	

Civil Engineering Courses for Major................................15

CHEM 101*	General Chemistry I...............................5	
EGD TEK 101	Engineering Graphics 3	
ENG GEN 220*	Electrical Circuit I..................................4	
ENG GEN 131*	Statics...3	

Total Major Units 45
LACCD GE Plan Units (less double-counted)................. 15
Total Units   60

Students pursuing this degree are encouraged to [meet with a counselor](#) to determine if the CalGETC GE pattern better aligns with their educational goals.

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING: COMPUTER & SOFTWARE TRACK (AS)

MAJOR CODE: 0934.10
ACADEMIC PROGRAM CODE: W039123C

The [Associate of Science degree in Engineering: Computer and Software Track](#) prepares students to transfer to a four-year university for a bachelor's degree in engineering. Additional courses may be required by the transfer institution. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

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 Science 3
CS 136	Introduction to Data Structure 3
ENG GEN 120*	Introduction to Programming Concepts and Methodologies for Scientists and Engineers 4
ENG GEN 220*	Electrical Circuits I 4

Total Major Units 44
LACCD GE Plan Units (less double-counted)................. 15
Additional Degree-applicable Elective Units 1
Total Units 60

Students pursuing this degree are encouraged to meet with a counselor to determine if the CalGETC GE pattern better aligns with their educational goals.

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING: ELECTRICAL TRACK (AS)
MAJOR CODE: 0934.00
ACADEMIC PROGRAM CODE: W039122C

The Associate of Science degree in Engineering: Electrical Track prepares students to transfer to a four-year university for a bachelor's degree in electrical engineering. Additional courses may be required by the transfer institution, please see a counselor for additional information. Students are encouraged to consult with a counselor to develop a

comprehensive Student Educational Plan for this degree and its general education requirements.

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

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 Scientists and Engineers 4
ENG GEN 220*	Electrical Circuits I 4

Total Major Units 43
LACCD GE Plan Units (less double-counted)................. 15
Additional Degree-applicable Elective Units 2
Total Units 60

Students pursuing this degree are encouraged to meet with a counselor to determine if the CalGETC GE pattern better aligns with their educational goals.

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING: MECHANICAL TRACK (AS)
MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W037863C

The Associate of Science degree in Engineering: Mechanical Track will prepare students for a bachelor's degree in

mechanical, aerospace and manufacturing 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 are encouraged to consult with a counselor to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

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 48

Core Courses for 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

Mechanical Engineering Courses for Major 18

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 122*	Programming and Problem-Solving in MATLAB	3

Total Major Units 48
LACCD GE Plan Units (less double-counted)................. 15
Total Units 63

Students pursuing this degree are encouraged to meet with a counselor to determine if the CalGETC GE pattern better aligns with their educational goals.

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING I (CA)
MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W041358D

The Engineering I 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 of Science degree in Engineering and transfer to a UC or CSU to earn a bachelor's degree in engineering.

Program learning outcomes: Upon completion of this certificate, students will be able to:

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

Required courses 22

ENG GEN 101	Introduction to Science, Engineering and Technology	2
MATH 261*	Calculus I	5
MATH 262*	Calculus II	5
PHYSICS 037*	Physics for Engineers and Scientists I	5
CHEM 101*	General Chemistry I	5

Total Units 22

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING II: MECHANICAL AND CIVIL ENGINEERING (CA)
MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W041359D

The Engineering II: Mechanical and Civil Engineering Certificate of Achievement is designed to build on the basic Engineering I certificate. Completion of the Engineering II certificate provides a direct pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in engineering.

Program learning outcomes: Upon completion of this certificate, students will be able to:

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. 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 **41**

CHEM 101*	General Chemistry I 5	
ENG GEN 101	Introduction to Science, ...2	
	Engineering and Technology	
ENG GEN 122*	Programming and Problem-Solving in	
	MATLAB...3	
ENG GEN 131	Statics...3	
	OR	
ENG GEN 150*	Materials Science and Engineering 3	
MATH 261*	Calculus I 5	
MATH 262*	Calculus II 5	
MATH 263*	Calculus II 5	
MATH 270*	Linear Algebra 3	
	OR	
MATH 275*	Ordinary Differential Equations 3	
PHYSICS 037*	Physics for Engineers and 5	
	Scientists I	
PHYSICS 038*	Physics for Engineers and 5	
	Scientists II	
	OR	
PHYSICS 039*	Physics for Engineers and 5	
	Scientists III	

Total Units **41**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ENGINEERING III: COMPUTER AND SOFTWARE AND ELECTRICAL (CA)

MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W041360D

The Engineering III: Computer and Software, and Electrical Certificate of Achievement is designed to build on the basic Engineering I certificate. Completion of the Engineering III certificate provides a direct pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in engineering.

Program learning outcomes: Upon completion of this certificate, 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, andthermodynamics using skills in algebra, trigonometry, and calculus.

Required courses **43**

CHEM 101*	General Chemistry I 5	

ENG GEN 101	Introduction to Science, ...2	
	Engineering and Technology	
ENG GEN 120*	Introduction to Programming Concepts	
	and Methodologies for Scientists	
	and Engineers 4	
ENG GEN 220*	Electrical Circuits I 4	
	OR	
ENG GEN 225*	Digital Circuit Analysis 4	
MATH 261*	Calculus I 5	
MATH 262*	Calculus II 5	
MATH 263*	Calculus II 5	
MATH 270*	Linear Algebra 3	
	OR	
MATH 275*	Ordinary Differential Equations 3	
PHYSICS 037*	Physics for Engineers and 5	
	Scientists I	
PHYSICS 038*	Physics for Engineers and 5	
	Scientists II	

Total Units **43**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

ESSENTIALS OF ROBOTICS AND PROGRAMMING (CA)

MAJOR CODE: 0956.00
ACADEMIC PROGRAM CODE: W043838D

The Certificate of Achievement in Essentials of Robotics and Programming provides students with a high quality education that prepares them for professional career in programming and robotics. Building and programming a robot is a combination of mechanics, electronics, and problem solving. What student will learn while doing the activities and projects will be relevant to real- world applications that use robotic control, the only differences being the size and sophistication. The mechanical principles, example program listings, and circuits students will use are very similar to, and sometimes the same as, industrial applications developed by engineers. The curriculum prepares students for engineering, mechatronics, and software development as they design, construct, and program an autonomous robot. Obtaining a certificate in Essentials of Robotics and Programming prepares students for career in Robotics Technicians, Industrial Engineering Technicians and Electrical & Electronic Technicians. To complete the Certificate of Achievement in Essentials of Robotics and Programming, students must complete all of the program course requirements. It is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Understand electric motors, servos, sensors, switches, and actuators.
2. Use and learn topics of the Python language such as data types, variables, control structures, Python Objects and Oriented Design.
3. Utilize skills in programming and electronics engineering using Arduino.
4. Demonstrate knowledge of the major engineering disciplines, engineering decision-making, ethics and factors for success in academic and professional settings.

Required core courses 10

MIT 220	Introduction to Robotics 3
ENG GEN 101	Introduction to Science, Engineering, and Technology.....................................2
EET 123	Introduction to Arduino............................2
CS 119	Programming in Python 3

Total Units **10**

ENGLISH

LANGUAGE ARTS DIVISION
ENGLISH (AA-T)
MAJOR CODE: 1501.00
ACADEMIC PROGRAM CODE: W032887G

The Associate in Arts in English for Transfer degree 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. The coursework will satisfy lower division requirements in English at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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, them and context.

Required core courses 6

| ENGLISH 102* | College Reading and Composition II ....3 |
| ENGL C1001* | Critical Thinking and Writing ....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*	British Literature I 3
ENGLISH 206*	British 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

Total Major Units 18

CalGETC GE Units (less double-counted) 28

CSU-transferable Elective Units.....................................14

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

FACILITIES MANAGEMENT

BUSINESS DIVISION

FACILITIES MANAGEMENT (CA)

MAJOR CODE: 0506.00
ACADEMIC PROGRAM CODE: W042377D

The Certificate of Achievement in Facilities Management prepares students to work in 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.

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**

FILM AND TV

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, virtual production, stagecraft, set dressing, grip/ craft service, camera loader, apprentice/assistant editor, set lighting, and set painting.

WLAC has partnerships with various entertainment industry companies and organizations, who provide pathways into careers in the entertainment industry.

Please consult with the Chair of the Arts & Performance Division, the Counselor assigned to Film Production, or the Film Production Coordinator, if you are interested in a specific career pathway, which may require specific course selections within this Certificate of Achievement.

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. Demonstrate 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 **7**

FLM PRD 100	Intro to Film, TV, and Video Production Crafts 3
FLM PRD 101	Production Skills.....................................3
FLM PRD 300*	Entertainment Industry Career Preparation..1

Complete One Track from Below .... 10-15 units

Track A: Stage Craft

FLM PRD 101C*   Production Safety 4
FLM PRD 103A*   Beginning Tools for Production Crafts.....3
FLM PRD 105*   Stage Craft...3
FLM PRD 115A*   Grip Crafts Level 1.................................4
Or
FLM PRD 140A*   Set Lighting Crafts Level 1......................4

Track B: Set Dressing

FLM PRD 101C*   Production Safety 4
FLM PRD 103A*   Beginning Tools for Production Crafts.....3
FLM PRD 110A*   Set Dressing Crafts Level 1 4
FLM PRD 110B*   Set Dressing Crafts Level 2 3

Track C: Grip

FLM PRD 101C*   Production Safety 4
FLM PRD 103A*   Beginning Tools for Production Crafts.....3
FLM PRD 115A*   Grip Crafts Level 1.................................4
FLM PRD 115B*   Grip Crafts Level 2.................................3

Track D: Camera

FLM PRD 106*   Tech Literacy for Production & Post........3
FLM PRD 120*   Camera/Digital Utility Crafts Level 1 4
FLM PRD 121*   Camera/Digital Utility Crafts Level 2........3

Track E: Editing

FLM PRD 106*   Tech Literacy for Production & Post........3
FLM PRD 125*   Editing Crafts Level 1.............................4
FLM PRD 126*   Editing Crafts - Avid Media Composer
   Level 1 (101) 4
FLM PRD 129*   Editing Crafts - Avid Media Composer
   Level 2 3

Track F: Lighting

FLM PRD 103A*   Beginning Tools for Production Crafts.....3
FLM PRD 101C*   Production Safety 4
FLM PRD 140A*   Set Lighting Crafts Level 1......................4
FLM PRD 140B*   Set Lighting Crafts Level 2......................3

Track G: Set Painting

FLM PRD 103A*   Beginning Tools for Production Crafts.....3
FLM PRD 101C*   Production Safety 4
FLM PRD 145A*   Set Painting Crafts Level 1 4
FLM PRD 145B*   Set Painting Crafts Level 2 4

Track G: Set Painting

Electives   ....3 units minimum
FLM PRD 901*   Cooperative Work Experience

   Education
   0.5
FLM PRD 911*   Cooperative Work Experience
   Education 1

Students should repeat FLM PRD901 and 911 enough times to reach minimum number of elective units. Courses are repeatable, but the same course cannot be taken in the same 8-week period per Title 5 of the California Code of Regulations.

Total Units   20-25

*This course has a prerequisite or corequisite course. Please see the course description for further details.

FILM, TELEVISION, AND ELECTRONIC MEDIA (AS-T)
MAJOR CODE: 0604.20
ACADEMIC PROGRAM CODE: W043570H

The Associate in Science in Film, Television, and Electronic Media for Transfer degree provides a clear transfer pathway to the California State University (CSU) system for students wishing to pursue a bachelor's degree in TV, film, and electronic arts, or similar major(s). The coursework in this transfer degree may satisfy lower-division major requirements for this major at some CSU campuses. While this degree guarantees admission to the CSU, it is not to any particular campus or program. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 Associate in Science in Film, Television, and Electronic Media for Transfer 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 The CalGETC GE Pattern.

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

1. Identify major technological influences which have affected the content of motion pictures from the invention of the movie camera to the present day

2. Identify and describe film genres, cultural influences and major artistic movements in film history
3. Identify and classify professional film personnel and equipment
4. Demonstrate knowledge of movie pre-production, production and post production processes through writing directing, producing and editing their own original films
5. Practice critiquing, analyzing, and evaluating films based on visual values, story components and editing

Required core courses (choose two courses) 6

CINEMA 005	Introduction to Screenwriting	3
CINEMA 107	Understanding Motion Pictures	3
COMM 170	Communication and Mass Media	3

Major electives, List A (select one course from each area) 6

Area 1: Audio

CINEMA 009	Motion Picture Sound	3

Area 2: Video or Film Production

CINEMA 001	Introduction to Motion Picture Production	3
CINEMA 002	Motion Picture Production Workshop	3
FLM PRD 100	Intro to Film, TV, and Video Production Crafts	3

Major electives, List B (select one course) 3

CINEMA 003	History of Motion Pictures	3
CINEMA 006*	Introduction to Cinematography	3
Any course not already used above		3

Major electives, List C (select one course) 3

CINEMA 004	History of the Documentary Film	3
CINEMA 018	Introduction to Film Genres	3
CINEMA 112	Script Analysis	3
FLM PRD 202	Visual Effects and Motion Graphics	3
FLM PRD 385*	Directed Study	3
MULTIMD 805	Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media	3
Any course not already used above		3

Total Major Units 18

CalGETC GE Units (less double-counted) 31
CSU-transferable Elective Units..................................... 11

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

VIRTUAL PRODUCTION (CA)
MAJOR CODE: 0612.20
ACADEMIC PROGRAM CODE:

The Certificate of Achievement in Virtual Production is designed for students interested in careers working in the field of virtual production such as screen engineers and technicians, Virtual Art Department artists, and volume technicians. The Certificate of Achievement in Virtual Production provides students the foundational skills and knowledge to enter these fields, and to adapt as the technology continues to evolve.

This certificate requires completion of all courses with a minimum grade of "C" or "P". Students are encouraged to visit the Counseling office for a comprehensive educational plan.

Please note that a Virtual Production career may require student have the ability to lift 50 lbs.

Required courses 19

FLM PRD 200	Introduction to Adobe Photoshop	3
FLM PRD 201	Introduction to Unreal Engine	3
FLM PRD 202	Visual Effects and Motion Graphics	3
FLM PRD 207	CG Production	4
FLM PRD 214*	Virtual Production Thesis	3
ART 201	Drawing I	3

Total Units 19

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 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
LACCD GE Plan Units (less double-counted) 27
Additional Degree-applicable Elective Units 9
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.

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 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 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

GENERAL EDUCATION
ACADEMIC AFFAIRS
CALGETC (CA)
MAJOR CODE: 4901.10

The CalGETC Certificate of Achievement is awarded to students who receive full certification of the CalGETC requirements. A course can be used only if it is on the list when it is taken. Courses on the CalGETC list are approved for a specific academic year. See the CalGETC courses listed in the next 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.

For courses, see the CalGETC Pattern in the "Transfer Requirements" section of this catalog.

Note: Students who are awarded this Certificate of Achievement must also request CalGETC 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 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.

GEOGRAPHY

SCIENCE DIVISION
GEOGRAPHY (AA-T)
MAJOR CODE: 2206.00
ACADEMIC PROGRAM CODE: W043457G

The [Associate in Arts in Geography for Transfer degree](#) provides a clear transfer pathway to the California State University (CSU) system for students wishing to pursue a bachelor's degree in geography, earth science, or similar major(s). Students will learn about contemporary and pressing issues facing the world today, including climate change, inequality and justice, geopolitics, and extreme weather events. The coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. 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.

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 Geography for Transfer 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 The CalGETC GE Pattern.

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

1. Interpret geospatially data and draw valid conclusions by using maps, graphs, figures and/or Geographic Information Systems (GIS).
2. Describe the locations and distributions of major human and natural/physical surface features.
3. Explain the spatial and causal relationships between human and natural phenomena.
4. Students will be able to evaluate core concepts in cultural and physical geography and apply them to contemporary events and issues.

Required core courses 6

GEOG 001	Physical Geography 3
GEOG 002	Cultural Elements of Geography 3
	OR
GEOG 007	World Regional Geography.....................3

Major electives, List A (choose 2-3 courses)................. 6-8

| GEOG 003 | Weather and Climate ....3 |
| GEOG 015 | Physical Geography Lab.........................2 |
| Any core course not used above ....3 |

Major electives, List B (choose 2 courses)....................... 6

| ANTHRO 102 | Human Ways of Life: Cultural Anthropology ....3 |

GEOLOGY 001   Physical Geology.....................................3

Total Major Units 18-20

CalGETC GE Units (less double-counted) 24-25
CSU-transferable Elective Units................................ 15-18

Total Units   60

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 coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. 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.

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 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 The CalGETC GE Pattern.

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

CalGETC GE Units (less double-counted) 27
CSU-transferable Elective Units.. 5

Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. 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. The coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. 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.

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 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 The CalGETC GE Pattern.

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 21-23

CalGETC GE Units (less double-counted) 22-28
CSU-transferable Elective Units................................... 9-17

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

GLOBAL STUDIES (AA)
MAJOR CODE: 2210.00
ACADEMIC PROGRAM CODE: W033893C

The Associate of 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. 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

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 002	Introduction to Comparative Politics	3
POL SCI 014	Politics of the Middle East	3
POL SCI 017	Governments and Politics of Latin America	3
SPANISH 010	Latin American Civilization	3

Total Major Units 27
LACCD GE Plan Units (less double-counted)................. 21
Additional Degree-applicable Elective Units 12
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

*This course has a prerequisite or corequisite course. Please see the course description for further details.

GRAPHIC DESIGN
ARTS & PERFORMANCE DIVISION

GRAPHIC DESIGN I (CA)
MAJOR CODE: 1030.00
ACADEMIC PROGRAM CODE: W043073D

The Graphic Design I Certificate of Achievement prepares students for internships, assistant, and/or entry-level jobs in graphic & web design, advertising & marketing, social media, gaming, public relations, and entertainment occupations. The program begins with grounding in essential multimedia skills and design terminology. Students then study computer graphics, design principles, and create basic computer graphics projects for a portfolio. Students continue building their professional portfolio with more advanced projects in digital imaging and desktop publishing. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, commercial art, photojournalism, advertising & marketing. This certificate prepares students to obtain an advanced certificate in Graphic Design II.

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. Apply design skills and knowledge to create graphic art projects suitable for the commercial entertainment 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 2-Dimensional Design	3
ART 101	Survey of Art History I	3
	OR	

ART 102	Survey or Art History II............................3
	OR
ART 103	Art Appreciation.....................................3

Major elective units **9**

ART 633	Introduction to Computer Graphics..........3
ART 635	Desktop Publishing Design.....................3
ART 639	Introduction to Digital Imaging.................3

Total Units **21**

GRAPHIC DESIGN II (CA)

MAJOR CODE: 1030.00
ACADEMIC PROGRAM CODE: W043178D

The Graphic Design II Certificate of Achievement prepares students for assistant, entry-level jobs or intermediate jobs in graphic & web design, advertising & marketing, social media, gaming, 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 digital imaging and desktop publishing. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, commercial art, photojournalism, advertising & marketing.

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. Apply design skills and knowledge to create graphic art projects suitable for the commercial entertainment 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 2-Dimensional Design 3
ART 101	Survey of Art History I.............................3
	OR
ART 102	Survey or Art History II............................3
	OR
ART 103	Art Appreciation.....................................3

Major elective units **15**

ART 633	Introduction to Computer Graphics..........3
ART 635	Desktop Publishing Design.....................3
ART 639	Introduction to Digital Imaging.................3
ART 641*	Advanced Desktop Publishing 3
MULTIMD 807	Interactive Media Design 5

Total Units **27**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

HEALTH SCIENCE

HEALTH SCIENCES DIVISION

HEALTH SCIENCE (AS)

MAJOR CODE: 1260.00
ACADEMIC PROGRAM CODE: W033861C

The Associate of Science degree in Health Science is 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 are encouraged to meet with a counselor regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. It is recommended that students who intend to transfer select the CalGETC 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.

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
LACCD GE plan units (less double-counted) * 21
Additional Degree-applicable Elective Units * 15
Total Units 60

Students pursuing this degree are encouraged to meet with a counselor to determine if the CalGETC GE pattern better aligns with their educational goals.

*The following GE courses are recommended:

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
COMM C1000	Introduction to Public Speaking...............	3
PSYC C1000	Introduction to Psychology......................	3
PSYCH 041	Life Span Psychology	3
SOC 001	Introduction to Sociology.........................	3

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. This coursework may satisfy the lower division history requirements at some CSU campuses. Students are encouraged to meet with a counselor regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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 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 The CalGETC GE Pattern.

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
HISTORY 087	Introduction to World Civilization II 3

Area 2 .... **3**

| PSYC C1000 | Introduction to Psychology......................3 |
| SOC 001 | Introduction to Sociology.........................3 |

Total Major Units **18**

CalGETC GE Units (less double-counted) **25**
CSU-transferable Elective Units..................................... **17**

Total Units **60**

HISTORY (AA)
MAJOR CODE: 2205.00
ACADEMIC PROGRAM CODE: W003331C

The Associate of Arts degree in History includes coursework that aligns with specific lower-division major requirements for the history major at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring to a four-year college or university with a major in history may also consider the Associate of Arts degree in Liberal Arts and 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 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. Evaluate how the past relates to the present, so that the student may best prepare for the challenges of the future.
2. 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.
3. Attain cultural/historic literacy: students 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, follow a syllabus, and attend class punctually.
5. Become informed and responsible citizens who play active roles in the improvement of society at the local, state, and national levels.
6. 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............... 3 of United States I
HISTORY 012	Political and Social History of the United States II from 1865 3
	OR
HISTORY 042	African-American in the History............... 3 of United States II

Major elective units (choose two from the following from different disciplines)... **6**

ANTHRO 101	Human Biological Evolution 3
	OR
ANTHRO 102	Human Ways of Life: Cultural Anthropology 3
ECON 001	Principles of Microeconomics..................3
GEOG 001	Physical Geography 3
HISTORY 029	Asian Civilization: The Middle East 3
POLS C1000	American Government and Politics 3

Total Major Units **18**
LACCD GE Plan Units (less double-counted)................. **18**
Additional Degree-applicable Elective Units **24**
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 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 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 may satisfy the lower division requirements at some CSU campuses. Students will not be required to complete additional local graduation requirements to obtain this degree. Students are encouraged to meet with a counselor regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice.

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:
1. Completion of 60 semester units or 90 quarter units of degree-applicable courses,
2. Minimum overall grade point average of 2.0,
3. Minimum grade of "C" (or "P") for each course in the major, and
4. Completion of The CalGETC GE Pattern.

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

1. Use knowledge and skills associated with problem solving and creative and critical thinking.
2. Apply the concepts and skills necessary to achieve guest satisfaction.
3. Conduct himself or herself in a professional and ethical manner, and practice industry-defined work ethics.
4. Demonstrate knowledge and appreciation of multicultural perspectives to meet the needs of the guests, employees, and stakeholders.
5. Communicate effectively and confidently in the classroom, community, and industry.

Required core course 3

HOSPT 100   Introduction to Hospitality 3

List A (choose 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 (choose two courses) 6-9

ACCTG 001	Introductory Accounting I 5
BUS 005	Business Law I 3
STAT C1000	Introduction to Statistics..........................4

Any course from List A not already used. Students must accumulate 18 units for the major requirements of this degree.

Total Major Units 18-21

CalGETC GE Units (less double-counted) 28-34
CSU-transferable Elective Units................................. 5-14

Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

HOSPITALITY (AA)

MAJOR CODE: 1307.00
ACADEMIC PROGRAM CODE: W017282C

The Associate of Arts degree in Hospitality 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. This 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…

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients

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	
MARKET 001	Principles of Selling 3	
HOSPT 320*	Hospitality Law ....3 OR	
BUS 005	Business Law I 3	

Total Major Units **33**
LACCD GE Plan Units (less double-counted)................. **24**
Degree-applicable elective units...................................... **3**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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.

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

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. 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 330	Managing Technology & E-Commerce....3	
MGMT 002	Organization & Management Theory...3	
HOSPT 325	Guest Relations Management.................3 OR	
MGMT 006	Public Relations....................................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**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. 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 and Incentive 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**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

HOSPITALITY HOTEL FRONT DESK & BACK OFFICE OPERATIONS (CA)

MAJOR CODE: 1307.00
ACADEMIC PROGRAM CODE: W017283D

The Hospitality Hotel 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

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

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. 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 Operations	3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 330	Managing Technology and E-Commerce	3
HOSPT 325	Guest Relations Management	3
	OR	
MGMT 006	Public Relations	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. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. 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 I (CA)

MAJOR CODE: 1030.00

ACADEMIC PROGRAM CODE: W043067D

The Interactive Design I Certificate of Achievement 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.

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 core courses 12

ART 101	Survey of Art History I.............................3	
	OR	
ART 102	Survey of Art History II............................3	
	OR	
ART 103	Art Appreciation I....................................3	
ART 501	Beginning Two-Dimensional Design........3	
MULTIMD 100	Introduction to Multimedia.......................3	
PHOTO 007	Exploring Digital Photography.................3	

Major elective courses 9

ART 633	Introduction to Computer Graphics..........3	
MULTIMD 320	Web Design I...3	

MULTIMD 805	Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media 3	

Total Units **.. 21**

INTERACTIVE DESIGN II (CA)
MAJOR CODE: 1030.00
ACADEMIC PROGRAM CODE: W043074D

The Interactive Design II 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. 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 courses 9

ART 101	Survey of Art History I	3
	OR	
ART 102	Survey of Art History II	3
	OR	
ART 103	Art Appreciation I	3
ART 501	Beginning Two-Dimensional Design	3
MULTIMD 100	Introduction to Multimedia	3
PHOTO 007	Exploring Digital Photography	3

Major elective 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, and Compositing for Digital Video, Animation, Gaming, and New Media	3
MULTIMD 807	Interactive Media Design	3

Total Units 27

*This course has a prerequisite or corequisite course. Please see the course description for further details.

INTERNATIONAL AREA STUDIES

SOCIAL SCIENCE DIVISION

INTERNATIONAL AREA STUDIES – AFRICA (AA)

MAJOR CODE: 2210.10
ACADEMIC PROGRAM CODE: W035058C

The Associate of 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. 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.

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
LACCD GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 12
Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

| FRENCH 001 | Elementary French I | 5 |
| FRENCH 002 | Elementary French II | 5 |

INTERNATIONAL AREA STUDIES – ASIA (AA)

MAJOR CODE: 2210.10
ACADEMIC PROGRAM CODE: W035203C

The Associate of 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. 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 24

ANTHRO 102	Human Ways of Life: Cultural Anthropology	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 24
LACCD GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 15
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. 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 24

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 060	Introduction to Globalization	3
SPANISH 010	Latin American Civilization	3

Total Major Units 24
LACCD GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 15
Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

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 of 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. 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 courses 21

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 060	Introduction to Globalization	3

Total Major Units 21
LACCD GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 18
Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

| 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 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. The kinesiology courses in this degree 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. 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 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.

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 The CalGETC GE Pattern.

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

Movement-based electives (choose one course from three of the following areas).. 3

Area 3: Dance:

| DANCETQ 111 | Ballet Techniques I | 1 |
| DANCETQ 121 | Jazz Dance Techniques I | 1 |

Area 4: Fitness:

KIN 229	Body Conditioning	1
KIN 250	Weight Training Skills	1
KIN 329	Body Conditioning	1
KIN 334-1	Walking for Fitness I	1
KIN 350	Weight Training	1

Area 5: Individual Sports:

| KIN 251 | Yoga Skills | 1 |
| KIN 251-1 | Yoga Skills - I | 1 |

Area 6: Team Sports:

| KIN 287 | Basketball Skills | 1 |
| KIN 387 | Basketball | 1 |

List A (Select two courses) 7-9

| STAT C1000 | Introduction to Statistics | 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

CalGETC GE Units (less double-counted) 24-27
CSU-transferable Elective Units................................. 10-15

Total Units 60

KINESIOLOGY (AA)

MAJOR CODE: 0835.00
ACADEMIC PROGRAM CODE: W003311C

The Associate of 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. 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 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)........................ 3

HEALTH 012   Safety, Education & First Aid 3
KIN MAJ 126   Fundamentals of Athletic Training...........3

Movement-based electives (choose 4 courses total from at least three of the following areas) 4

Area 3: Dance:

DANCETQ 111   Ballet Techniques I 1
DANCETQ 121   Jazz Dance Techniques I........................1

Area 4: Fitness:

KIN 329   Body Conditioning 1
KIN 350   Weight Training 1

Area 5: Individual Sports
KIN 251-1   Yoga Skills - I 1

Area 6: Team Sports:
KIN 287   Basketball Skills 1
KIN 291   Volleyball Skills.....................................1
KIN 387   Basketball 1

Total Major Units 18
LACCD GE Plan Units (less double-counted).................21
Additional Degree-applicable Elective Units 21
Total Units   60

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. This coursework will satisfy the lower division law, public policy and society requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized

educational planning 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 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 The CalGETC GE Pattern.

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

ENGL C1000   Academic Reading and Writing...............3
STAT C1000   Introduction to Statistics..........................4
PHILOS 020   Ethics..3
POLS C1000   American Government and Politics 3
ADM JUS 001   Introduction to Administration..................3
                of Justice
                OR
BUS 005   Business Law I 3
COMM C1000   Introduction to Public Speaking...............3
                OR
COMM 104   Argumentation and Debate 3
                OR
COMM 151   Small Group Communication 3
COMM 104   Argumentation and Debate 3
                OR
ENGL C1001*   Critical Thinking and Writing 3
                OR
PHILOS 008   Deductive Logic......................................3
HISTORY 011   Political & Social History of the
                United States I to 1877 3
                OR
HISTORY 012   Political & Social History of the
                United States II from 1865 3

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 008   Juvenile Procedures 3
ADM JUS 067   Community Relations I............................3
ADM JUS 075   Introduction to Corrections 3

Area 2:
BUS 005   Business Law I 3

Area 3:

ECON 001   Principles of Microeconomics 3
ECON 002   Principles of Macroeconomics 3

Area 4:

POL SCI 002   Introduction to Comparative Politics........3
POL SCI 007   Introduction to International Relations 3

Area 5:

POL SCI 060   Introduction to Globalization....................3
SOC 002   American Social Problems......................3
ALD HTH 102   Health and Social Justice........................3
ALD HTH 103   Introduction to Public Health 3

Area 6:

ANTHRO 102   Human Ways of Life: Cultural
    Anthropology 3
COMM 122   Intercultural Communication 3
SOC 011   Race and Ethnic Relations......................3

Area 7:

COUNSEL 040   College Success Seminar.......................3

Total Major Units 31

CalGETC GE Units (less double-counted) 13-19
CSU-transferable Elective Units................................ 10-16

Total Units   60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

LIBERAL ARTS & SCIENCE

ACADEMIC AFFAIRS

The Liberal Arts and Sciences degree programs provide students with an opportunity to earn an Associate of 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 are also encouraged to consult the Counseling Office for individualized educational planning.

LIBERAL ARTS & SCIENCES: ARTS & HUMANITIES (AA)

MAJOR CODE: 4903.10
ACADEMIC PROGRAM CODE: W019431C

Coursework in the Associate of 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. Students interested in completing this degree should meet with a counselor to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

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 (choose from the following with no more than 6 units in any single discipline) 18

Disciplines & Course Numbers:

- A S L 001, 002
- ARABIC 001, 002
- ART 101, 102, 201, 202, 300, 501
- CINEMA 003, 107
- COMM C1000,104, 121, 122, 151
- ENGL C1000
- ENGLISH 101Y, 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
- PHILOS 001, 020, 033, 041
- THEATER 100
- SPANISH 001, 002

Total Elective Units.. 18
Total units 60

LIBERAL ARTS & SCIENCES: BEHAVIORAL & SOCIAL SCIENCES (AA)

MAJOR CODE: 4901.00
ACADEMIC PROGRAM CODE: W019432C

The Associate of Arts in Liberal Arts & Sciences: Behavioral and Social Sciences is designed for students who desire a broad education conducive to future studies in a behavioral or social science major. It may also be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should meet with a counselor to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Examine the perspectives, principles, theories, methods, and core concepts of the social and behavioral sciences within their contemporary, historical, cultural and geographical contexts.
2. 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. Compare and contrast the values, attitudes, modes of creative expression, and/or dynamics of interpersonal interactions of people from diverse cultural and societal backgrounds.

Area of Emphasis Elective Units (choose from the following with no more than 6 units in any single subject area) 18

Disciplines & Course Numbers:

- ADDICST 001

- ADM JUS 001, 002
- AFRO AM 004, 005
- ANTHRO 102, 103, 104, 109, 121, 130, 132
- BUS 005
- CH DEV 001, 002, 022, 030, 034
- COMM C1000, 121, 122
- CORR 002
- COUNSEL 020, 040
- ECON 001, 002, 010, 011
- EDUC 211, 212
- ENGL C1000
- ENV SCI 001, 002
- GEOG 002, 007
- HISTORY 001, 002, 011, 012, 027, 029, 040, 041, 042, 043, 044, 056, 058, 086, 087
- HUMAN 030, 031, 060
- LIB SCI 101, 103
- MATH 236
- PHILOS 033
- POLS C1000
- POL SCI 007, 014, 017, 020, 060, 061
- PSYC C1000
- PSYCH 002, 013, 014, 041, 054, 064, 065, 074, 079, 091†
- SOC 001, 002, 011, 031, 050
- STAT C1000†, C1000E†

† Only 1 course from this group can be used for the Area of Emphasis Elective Units

Total Elective Units.. 18
Total Units 60

LIBERAL ARTS & SCIENCES: HEALTH PROFESSIONS (AA)

MAJOR CODE: 4901.00
ACADEMIC PROGRAM CODE: W019433C

The Associate of Arts in Liberal Arts & Sciences: Health Professions is designed for students who desire a broad education conducive to future studies in a health profession. It may also be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should meet with a counselor to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Interrelate disparate fields (e.g., biology, psychology, chemistry, sociology, etc.) to explain how the human body functions.

2. Explain how human health can be maintained, and how diseases arise.
3. Describe the structure of the U.S. healthcare system.

Area of Emphasis Elective Units (choose from the following with no more than 6 units in any single subject area) **18**

Disciplines & Course Numbers:

- ADDICST 001, 002
- ALD HTH 021, 033, 043CO, 044CO, 045CO, 046CO, 047CO, 048CO, 049CO, 052, 102, 103
- ANATOMY 001
- BIOLOGY 003, 006, 110
- CH DEV 001
- CHEM 051, 060, 101, 102
- CIS 101
- COMM C1000, 121, 122
- COOP ED⁺ 095, 195, 295, 395, 495
- ENGL C1000
- ENGLISH 101Y
- FAM &CS 021
- HEALTH 011, 012
- HLTHOCC 054, 063
- KIN MAJ 100, 126
- MATH 227†, 227S†
- MICRO 020
- PHILOS 020
- PHRMCTK 023
- PHYSICS 006, 007
- PHYSIOL 001
- PSYCH 001, 041, 079, 091†
- SOC 001
- SPANISH 001

* Only 1 course from this group can be used for the Area of Emphasis Elective Units

† Only 1 course from this group can be used for the Area of Emphasis Elective Units

Total Elective Units.. **18**
Total Units **60**

LIBERAL ARTS & SCIENCES: MATH, SCIENCE & COMPUTER SCIENCE (AA)

MAJOR CODE: 4902.00
ACADEMIC PROGRAM CODE: W019434C

The Associate of Arts in Liberal Arts & Sciences: Math, Science, & Computer Science is designed for students who desire a broad background in science, technology, engineering, and mathematic (STEM) fields. It may be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should meet with a counselor to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
2. Compare and contrast "ways of knowing"/knowledge creation in science, technology, engineering, and mathematic fields.
3. Employ quantitative skills to present information in in science, technology, engineering, and mathematic fields.

Area of Emphasis Elective Units, List A (choose from the following with no more than 6 units in any single subject area) **12**

Disciplines & Course Numbers:

- ANATOMY 001
- ANTHRO 101, 111
- ASTRON 001, 005
- BIOLOGY 003, 006, 007, 010, 110
- BIOTECH 001, 002, 003, 102
- CHEM 051, 056, 060, 101, 240, 241
- CS 101, 111, 112, 116, 118, 119, 121, 122, 130, 131, 136, 140, 159, 213, 216
- EARTH 001, 002
- EET 123
- EGD TEK 101
- ENG GEN 122, 131, 150
- ENV SCI 001, 002, 024
- GEOG 001, 012, 015
- GEOLOGY 001, 006
- MICRO 020
- MIT 220
- OCEANO 001, 010
- PHYSICS 006, 007, 012, 037, 038, 039
- PHYSIOL 001
- PSYCH 002

Area of Emphasis Elective Units, List B (choose 2 from the following) **6-10**

- MATH 215, 227/227S, 230, 241/241S, 245 or 246, 259 or 260 or 259A† and 259B†, 261, 262, 263, 270, 275

† Completion of both MATH259A and 259B count as 1 course towards the two required for Area of Emphasis Elective Units, List B

Total Elective Units..**18**
Total Units **60**

MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP

BUSINESS DIVISION

MANAGEMENT - SMALL BUSINESS (AA)

MAJOR CODE: 0506.40
ACADEMIC PROGRAM CODE: W008599C

The Associate of Arts degree in Management - Small Business is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The small business management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses 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 the ability to understand the business environment of successful entrepreneurial ventures.
2. Develop and implement business strategies and they will also be able to identify the ethical and social implications of these strategies.
3. Have the skills and knowledge required to identify business opportunities.
4. Plan, implement, and conceptualize a small business.

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
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**
LACCD GE Plan Units (less double-counted).................**21**
Additional Degree-applicable Elective Units **4**
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 Certificate of Achievement in Management – Small Business 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-today decision-making concerns of those in small businesses

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

1. Develop the ability to understand the business environment of successful entrepreneurial ventures
2. Develop and implement business strategies and identify the ethical and social implications of these strategies
3. Have the skills and knowledge required to identify business opportunities
4. Plan, implement, and conceptualize a small business

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 of Arts degree in Marketing is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales professional. 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 marketing as a professional discipline, as a component of management, and understand it in its contemporary setting and its social responsibility.
2. Understand various marketing methods as they apply to business strategy.
3. Understand various marketing methods as they apply to consumer purchasing decisions.

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

Total Major Units **35**
LACCD GE Plan Units (less double-counted)................ **21**
Additional Degree-applicable Elective Units **4**
Total Units **60**

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. 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. The coursework in this degree may satisfy the lower division requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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.
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.

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**

STAT C1000 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
Or any unused elective from List A

Total Major Units **21-23**

CalGETC GE Units (less double-counted) **27**
CSU-transferable Elective Units................................. **10-12**

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

MATHEMATICS (AA)
MAJOR CODE: 1701.00
ACADEMIC PROGRAM CODE: W019283C

The Associate of 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 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. 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 (choose one from the following)............. **3-4**
STAT C1000 Introduction to Statistics..........................4
MATH 270* Linear Algebra 3
MATH 275* Ordinary Differential Equation 3

Total Major Units **18-19**
LACCD GE Plan Units (less double-counted)................. **24**
Additional Degree-applicable Elective Units **17-18**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

MEDICAL ASSISTING
HEALTH SCIENCES DIVISION
MEDICAL ASSISTING (AS)
MAJOR CODE: 1208.00
ACADEMIC PROGRAM CODE: W031478C

The Associate of 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 Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3

Total Major Units 38.5
LACCD GE Plan Units (less double-counted) 21
Additional Degree-applicable Elective Units 0.5
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 services 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 Occupations	1
HLTHOCC 051	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 061	Medical Insurance	3

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 Occupations	1

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 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 **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**

FUNDAMENTALS OF MEDICAL ASSISTING (CA)
MAJOR CODE: 1208.00
ACADEMIC PROGRAM CODE: W043483D

The Fundamentals of Medical Assisting Certificate of Achievement is part of a CTE-stackable certificate program that introduces students to the healthcare field of medical assisting. Students will be introduced to the first level of administrative and clinical courses that will prepare them to work in a medical setting with a basic skill set. The program is designed to encourage students to pursue the higher-level certificates and associate of science degree in medical assisting to broaden their knowledge base for working in various medical settings and gain experience in internships/practicum opportunities.

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 basic medical office and clinical procedures
3. Demonstrate proficiency in basic medical terminology

Required courses **12.5**

ALD HTH 021	Basic Life Support for the Healthcare	
	Provider	0.5
ALD HTH 033	Medical Terminology	3
HLTHOCC 061	Medical Insurance	3
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 062	Clinical Assisting Techniques I	2

Total Units **12.5**

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 may satisfy the lower division Associate in Science in Nutrition and Dietetics for Transfer degree requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern

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 **15**

CHEM 101*	General Chemistry I	5
FAM &CS 021	Nutrition	3
MICRO 020*	General Microbiology	4
PSYC C1000	Introduction to Psychology	3

Major elective units, List A (choose two from the following) **8-10**

ANATOMY 001	Intro to Human Anatomy	4
CHEM 211*	Organic Chemistry for Science	

CHEM 102*	General Chemistry II	5
	Majors	5
STAT C1000	Introduction to Statistics	4
PHYSIOL 001	Intro to Human Physiology	4

Major elective units, List B (choose one from the following) **3**

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
MATH 245	College Algebra	3

Total Major Units **26-28**

CalGETC GE Units (less double-counted) **18-21**
CSU-transferable Elective Units **11-16**

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. 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 of 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

ENGL C1000	Academic Reading and Writing	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 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

Total Major Units 42
LACCD GE Plan Units (less double-counted)................. 21
Total Units 63

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PARALEGAL (CA)

The Certificate of Achievement in Paralegal Studies is primarily designed for career and technical education and workforce training/development and is approved by the American Bar Association (ABA).

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 ß6450.
10. To encourage students to contribute to the advancement of the legal profession.

Required core courses 30

ENGL C1000	Academic Reading and Writing	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 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

Total Units 42

PARAMEDICINE

HEALTH SCIENCES DIVISION

PARAMEDICINE (AS)

MAJOR CODE: 1251.00
ACADEMIC PROGRAM CODE: W035053C

Note: Courses in this Degree are not intended to be offered during the 2025-2026 academic year. Students may be eligible for Credit for Prior Learning.

The Associate of Science degree in Paramedicine provides a transfer pathway for students completing the required sequence of courses. These courses are CSU transferrable and articulate 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.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certificate, have 6 months of work experience as an EMT, and valid driver's license (class C) to be eligible to participate in this program. Students are also required to successfully complete a background check and meet physical and immunization requirements.

Prior to enrollment in this program, students are also required to:

- Complete ALD HTH 021, ALD HTH 052 and ALD HTH 053
- Possess a high school diploma or general education equivalent

Students should contact the UCLA Center for Pre-Hospital Care (CPC) for more information (www.cpc.mednet.ucla.edu)

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.

ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the Paramedic program. Courses are taken together and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC).

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

Total Major Units 36
LACCD GE plan Units (less doubled-counted)............... 24
Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PARAMEDIC (CA)

MAJOR CODE: 1251.00
ACADEMIC PROGRAM CODE: W036925D

Note: Courses in this Certificate are not intended to be offered during the 2025-2026 academic year. Students may be eligible for Credit for Prior Learning.

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.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certificate, have 6 months of work experience as an EMT, and valid driver's license (class C) to be eligible to participate in this program. Students are also required to successfully complete a background check and meet physical and immunization requirements.

Prior to enrollment in this program, students are also required to:

- Complete ALD HTH 021, ALD HTH 052 and ALD HTH 053
- Possess a high school diploma or general education equivalent

Students should contact the UCLA Center for Pre-Hospital Care (CPC) for more information (www.cpc.mednet.ucla.edu)

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.

ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the paramedic program. Courses are taken together and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC).

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

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PHARMACY TECHNICIAN

HEALTH SCIENCES DIVISION

PHARMACY TECHNICIAN (AS)

MAJOR CODE: 1221.00
ACADEMIC PROGRAM CODE: W019603C

The [Associate of Science degree in Pharmacy Technician](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. 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.

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. Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
3. Follow the workflow of pharmacy practice in various pharmacy settings.
4. Exhibit professionalism competence, growth, and development when practicing the profession.
5. 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 912*	Work Experience: Community Pharmacy Externship	2.5
PHRMCTK 035	Inpatient Pharmacy Services	2
PHRMCTK 922*	Work Experience: In-Patient Pharmacy Services	2.5
PHRMCTK 037	Sterile Products	4.5
PHRMCTK 923*	Work Experience: Sterile Products Externship	2.5
ALD HTH 056*	Communication & Customer Service	1
ALD HTH 057	Computers in Health Occupations	1

Major Electives List A (choose two courses) 6

PSYC C1000	Introduction to Psychology	3
FAM &CS 021	Nutrition	3
COMM C1000	Introduction to 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
LACCD GE Plan Units (less double-counted)............ 15-18
Additional Degree-applicable Elective Units 1.5-3.5
Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PHARMACY TECHNICIAN BASIC (CA)
MAJOR CODE: 1221.00
ACADEMIC PROGRAM CODE: W019601D

The Basic Pharmacy Technician Certificate of Achievement program prepares students for an exciting career in pharmacy. Students completing the required course work are able to obtain a State of California Pharmacy Technician license and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

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

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. Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
3. Follow the workflow of pharmacy practice in various pharmacy settings.
4. Exhibit professionalism competence, growth, and development when practicing the profession.
5. 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 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 912*	Work Experience: Community Pharmacy Externship	2.5
ALD HTH 056*	Communication & Customer Service	1
ALD HTH 057	Computers in Health Occupations	1

Total Units 19

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PHARMACY TECHNICIAN ADVANCED (CA)
MAJOR CODE: 1221.00
ACADEMIC PROGRAM CODE: W019602D

The Advanced Pharmacy Technician Certificate of Achievement program 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 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.

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. 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. Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
3. Follow the workflow of pharmacy practice in various pharmacy settings.
4. Exhibit professionalism competence, growth, and development when practicing the profession.
5. 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 912*	Work Experience: Community Pharmacy Externship	2.5
PHRMCTK 035	Inpatient Pharmacy Services	2
PHRMCTK 922*	Work Experience: In-Patient Pharmacy Services	2.5
PHRMCTK 037	Sterile Products	4.5
PHRMCTK 923*	Work Experience: Sterile Products Externship	2.5
ALD HTH 056*	Communication & Customer Service	1
ALD HTH 057	Computers in Health Occupations	1

Total Units 30.5

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. This coursework may satisfy the lower division philosophy requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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 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.
3. Articulate clearly and verbalize and argument based on a careful analysis of data and research surrounding a specific moral, political, and social issue.
4. 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 already

Major elective units, List B (choose two from the following) **6**

HISTORY 001 Introduction to Western Civilization I 3
HISTORY 002 Introduction to Western Civilization II 3
PHILOS 033 Comparative Survey of World
       Religions 3
Any List A course not used already

Major elective units, List C (choose one from the following) **3**

PHILOS 041 Introduction to Philosophy and
       Literature...3
Any List A or B course not used

Total Major Units **18**

CalGETC GE Units (less double-counted) **28-31**
CSU-transferable Elective Units **11-14**

Total Units **60**

PHILOSOPHY (AA)

MAJOR CODE: 1509.00
ACADEMIC PROGRAM CODE: W003323C

The Associate of Arts degree in Philosophy includes coursework that aligns with specific lower-division major requirements for the philosophy major at various universities within the University of California (UC) and California State University (CSU) systems. Students 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 of 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, 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**
LACCD GE Plan Units (less double-counted) **15-18**
Additional Degree-applicable Elective Units **14-17**
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

PHYSICS

SCIENCE DIVISION
PHYSICS (AS FOR UC TRANSFER)

MAJOR CODE: 1902.00
ACADEMIC PROGRAM CODE: W043628M

The Associate in Science in Physics for UC Transfer (UCTP) degree is designed to provide a clear pathway and guaranteed admissions to most UC campuses. Completion of this degree will provide students the foundation to pursue careers in physical science, math, engineering, and computer science. 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.

In order to secure a transfer admission guarantee (TAG), students must:

- Complete the Transfer Pathway,
- Meet or exceed the required campus-based GPA for the Transfer Agreement Guarantee (TAG)
- Submit a Transfer Agreement Guarantee (TAG) application by September 30, and
- Apply for admission by November 30
- Minimum grade of "C" (or "P") for each course in the major.

*The template guarantees admission into the University of California system in a Physics/Chemistry program for students who meet the minimum 3.5 GPA in the major.

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 46

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
MATH270	Linear Algebra	3
MATH275	Ordinary Differential Equations	3
CHEM101	General Chemistry I	5
CHEM102	General Chemistry II	5

Total Major Units 46
CalGETC GE Units (less double-counted) 27
Total Units 73

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. 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. 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 may satisfy the lower division physics requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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

CalGETC GE Units (less double-counted) 27

CSU-transferable Elective Units... 3

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

POLITICAL SCIENCE

SOCIAL SCIENCE DIVISION

POLITICAL SCIENCE (AA-T)

MAJOR CODE: 2207.00
ACADEMIC PROGRAM CODE: W032972G

The Associate 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 should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework may satisfy the lower division political science requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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 9

POLS C1000	American Government and Politics	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3

Major elective units, List A (choose two from the following) **6-7**

STAT C1000	Introduction to Statistics	4
POL SCI 020	Race and Ethnicity in Politics	3
POL SCI 060	Introduction to Globalization	3

Major elective units, List B (choose one from the following) **3**

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 18-19

CalGETC GE Units (less double-counted) 25-28
CSU-transferable Elective Units................................ 13-17

Total Units **60**

POLITICAL SCIENCE (AA)

MAJOR CODE: 2207.00
ACADEMIC PROGRAM CODE: W003333C

The Associate of Arts degree in Political Science includes coursework that aligns with specific lower-division major requirements for the Political Science major at various universities within the University of California (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 transferring to a four-year college or university with a major in political science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students 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 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.
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 United States I to 1877	3
HISTORY 012	Political & Social History of the United States II from 1865	3
POLS C1000	American Government and Politics	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 United States I	3
HISTORY 042	The African-American in the History of the United States 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
LACCD GE Plan Units (less double-counted)............ 18-21
Additional Degree-applicable Elective Units 21-24
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's 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. This coursework may satisfy the lower division psychology requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning in order to facilitate a seamless transition.

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 The CalGETC GE Pattern.

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	
STAT C1000	Introduction to Statistics	4

| PSYC C1000 | Introduction to Psychology | 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 |

Major elective units, List B (choose one from the following) **3**

| PSYCH 041 | Life Span Psychology: From Infancy to Old Age | 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**

CalGETC GE Units (less double-counted) **22-25**
CSU-transferable Elective Units **16-19**

Total Units **60**

This course has a prerequisite or corequisite course. Please see the course description for further details.

REAL ESTATE

BUSINESS DIVISION

REAL ESTATE (AA)

MAJOR CODE: 0511.00
ACADEMIC PROGRAM CODE: W003308C

The Associate of Arts degree in Real Estate is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The Associate of Arts degree in Real Estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic program exploring all facets of the real estate profession. 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 courses 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**
LACCD GE Plan Units (less double-counted) **24-27**
Additional Degree-applicable Elective Units **3-6**
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 this 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.
3. 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.
4. 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 courses 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 APPRAISAL (AS)
MAJOR CODE: 0511.00
ACADEMIC PROGRAM CODE: W045278C

The Real Estate Appraisal Associate of Science degree allows students to upgrade their appraisal careers. This AS degree provides students with the legislatively mandated education requirements to qualify to take and pass the California State BREA Certified Residential License (AR) exam.

In addition to the 200 hours of basic education and the additional college credit hours that this AS degree provides, (AR) license applicants are required to complete a Fed & State Laws, the Regs for CA Appraisers, and an ethics course that are offered as a noncredit course at West Los Angeles College before they can obtain their license. There are additional experience requirements for the AR license.

To complete the Real Estate Appraisal Associate of Science, it is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Meet the educational requirements to qualify to sit, pass, and exceed the state's average score for the California State BREA licensing exam for the Certified Residential License (AR) license
2. Demonstrate mastery of the skills necessary to become a California State Certified Residential License Appraiser (AR)
3. 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 37-39.5

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
ECON 001	Principles of Microeconomics..................3
ECON 002	Principles of Macroeconomics 3
CS 101	Introduction to Computer Science 3
ENGL C1000	Academic Reading and Writing..............3
OR		
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab 3.5
REAL ES 005	Legal Aspects of Real Estate I................3
OR		
BUS 005	Business Law I 3
FINANCE 001	Principles of Finance 3
OR		
FINANCE 002	Investments..3
OR		
FINANCE 008	Personal Finance and Investments 3
MATH 245	College Algebra......................................3
OR		

MATH 246	College Algebra for STEM 4
STAT C1000	Introduction to Statistics..........................4
OR	
STAT C1000E	Introduction to Statistics..........................4
OR	
BUS 015	Business Statistics.................................3

Major elective units (choose two courses from the following) **6-10**

ACCTG 001	Introductory Accounting I 5
ACCTG 002*	Introductory Accounting II 5
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 011	Escrow Principles 3
REAL ES 014	Property Management 3
REAL ES 021	Real Estate Economics 3

Total Major Units **43-49.5**
LACCD GE Plan Units (less double-counted)................. 12
Additional Degree-applicable Elective Units 0-5
Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

RESIDENTIAL LICENSE APPRAISER PRACTICUM I (CA)

MAJOR CODE: 0511.00
ACADEMIC PROGRAM CODE: W045275D

The Residential License Appraiser Practicum I Certificate of Achievement is designed to provide an alternative to the traditional appraisal experience by offering practical, hands-on learning opportunities through a practicum environment. This certificate provides the required 1,000 practicum hours needed to qualify for the Residential License Appraiser (AL) exam, as mandated by the Department of Consumer Affairs Bureau of Real Estate Appraisers (BREA). Students must have completed the Real Estate Appraiser I Certificate to enter the Residential License Appraiser Practicum Program.

Through this certificate, students will fulfill the supervised practicum requirements necessary to take the Residential License Appraiser (AL) exam. Recent legislation enables states to create practicum programs for licensing purposes, and this certificate offers a classroom-based pathway for students to complete their hours and move forward in their appraisal careers.

To complete the Certificate of Achievement in Residential License Appraiser Practicum I, it is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Through lecture and lab students will create appraisals that fit the criteria for the Residential License (AL) for appraisers including non-complex, one-to-four-unit residential properties with transaction amounts up to one-million dollars ($1,000,000) and certain land. Through mentorship and work experience they will learn how to apply appraisal standards and ethics in keeping USPAP appraisal practices.
2. Demonstrate practical appraisal experience by completing 1,000 hours of Residential License appraisal practicum, as required by the California Bureau of Real Estate Appraisers (BREA), and applying skills through real-world projects to qualify for the Residential License Appraiser exam.
3. Master valuation methods by applying the Cost, Income, and Sales Comparison approaches in compliance with California real estate appraisal standards to accurately define and analyze residential appraisal problems.
4. Ensure ethical appraisal practices and USPAP compliance by adhering to the Uniform Standards of Professional Appraisal Practice (USPAP) and California state regulations to maintain ethical standards and meet licensure requirements.
5. Produce professional appraisal reports by developing comprehensive, well-supported reports that meet the requirements of the California BREA, regulatory standards, and client expectations, utilizing skills from coursework and field experience.
6. Understand California real estate markets by analyzing local and statewide real estate markets, considering property types, economic factors, and market influences specific to California in the valuation process.
7. Solve complex valuation problems by employing critical thinking to resolve residential appraisal issues in California's dynamic real estate market and adapt to changing market conditions using real-world scenarios.
8. Utilize technology and appraisal tools by employing industry-standard software and data resources commonly used in California to conduct research, compile data, and generate accurate property valuations.
9. Communicate effectively and manage stakeholders by presenting appraisal findings clearly to clients,

lenders, and stakeholders, while managing professional relationships with adherence to deadlines and California's specific regulatory requirements.

10. Manage risk and ensure regulatory compliance by identifying and mitigating risks in California real estate transactions through thorough analysis and adherence to state laws, regulations, and industry standards.

Required core courses 32

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
REAL ES 046*	Foundations of Real Estate Residential License Appraisal 1
REAL ES 047L*	Foundations of Real Estate Residential License Appraisal Lab 4.5
REAL ES 942*	Foundations of Real Estate Residential License Appraisal Work Experience 4
REAL ES 048*	Real Estate Residential License Appraisal Techniques and Applications 1
REAL ES 049L*	Real Estate Residential License Appraisal Techniques and Applications 4.5
REAL ES 943*	Real Estate Residential License Appraisal Techniques and Applications Work Experience 4

Total Units 32

*This course has a prerequisite or corequisite course. Please see the course description for further details.

CERTIFIED RESIDENTIAL LICENSE APPRAISER PRACTICUM II (CA)

MAJOR CODE: 0511.00
ACADEMIC PROGRAM CODE: W045276D

The Certified Residential License Appraiser Practicum II Certificate of Achievement is an alternative to the traditional supervisor/trainee model for gaining appraisal experience. This innovative hands-on learning opportunity offers a structured pathway to acquire the 500 practicum hours required for the Certified Residential License Appraiser (AR) license, as mandated by the Department of Consumer Affairs Bureau of Real Estate Appraisers (BREA). Through real-world application, participants will develop essential skills and knowledge, preparing them for success in the appraisal industry.

Participating in the Certified Residential License Appraiser Practicum II Certificate of Achievement equips students with the essential skills and experience needed for a successful career in the real estate industry. Graduates will be well-prepared for various roles, including Residential Appraiser, Appraisal Reviewer, Real Estate Analyst, and Market Research Analyst. This comprehensive program fosters a deep understanding of complex appraisal practices, ensuring students are ready to excel.

Appraisal licensees can find work in various industries, including real estate-residential, commercial, land, banking and finance, insurance, government, construction and development, and legal services. These diverse opportunities highlight the versatility of appraisal skills across multiple sectors.

To complete the Certificate of Achievement in Certified Residential License Appraiser Practicum II, it is recommended that students consult with the Counseling Office to develop a Comprehensive Student Educational Plan, and visit the Career Center for possible job opportunities.

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

1. Through lecture and lab students will create appraisals that fit the criteria for the Certified Residential License (AR) for appraisers including one-to-four-unit residential property without limitation based on transaction amounts, or assignment complexity, certain land and farms. Through mentorship and work experience they will learn how to apply appraisal standards and ethics in keeping USPAP appraisal practices.

2. Demonstrate practical appraisal experience by completing the 500 required hours of Certified Residential License appraisal practicum, as mandated by the California Bureau of Real Estate Appraisers (BREA), and applying skills through real-world projects to qualify for the Certified Residential License Appraiser license.

3. Master valuation methods by applying the Cost, Income, and Sales Comparison approaches in compliance with California real estate appraisal standards to accurately define and analyze complex residential appraisal problems.

4. Ensure ethical appraisal practices and USPAP compliance by adhering to the Uniform Standards of Professional Appraisal Practice (USPAP) and California state regulations to maintain ethical standards and meet licensure requirements for the Certified Residential License Appraiser license.

5. Produce professional appraisal reports by developing comprehensive, well-supported reports that meet the requirements of the California BREA, regulatory standards, and client expectations, utilizing practical skills gained through coursework and field experience.

6. Understand California real estate markets by analyzing local and statewide real estate markets, considering property types, economic factors, and market influences specific to California when conducting appraisals.
7. Solve complex valuation problems by employing critical thinking to resolve advanced residential appraisal issues in California's dynamic real estate market and adapt to changing market conditions.
8. Utilize technology and appraisal tools by employing industry-standard software and data resources commonly used in California to conduct research, compile data, and generate accurate and professional property valuations.
9. Communicate effectively and manage stakeholders by presenting appraisal findings clearly to clients, lenders, and stakeholders, while managing professional relationships with adherence to deadlines and California-specific regulatory requirements.
10. Manage risk and ensure regulatory compliance by identifying and mitigating risks in California real estate transactions through thorough analysis and adherence to legal, regulatory, and industry standards required for certified appraisers.

Required core courses 46.5-49

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
REAL ES 050*	Real Estate Residential License Appraisal Valuation Strategies	1
REAL ES 051L*	Real Estate Residential License Appraisal Valuation Strategies Advanced Lab	4.5
REAL ES 944*	Real Estate Residential License Appraisal Valuation Strategies Work Experience	4
ECON 001	Principles of Microeconomics.................	3
ECON 002	Principles of Macroeconomics	3
CS 101	Introduction to Computer Science	3
ENGL C1000 OR	Academic Reading and Writing	3
ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
REAL ES 005 OR	Legal Aspects of Real Estate I	3
BUS 005	Business Law I	3
FINANCE 001 OR	Principles of Finance	3
FINANCE 002 OR	Investments..	3
FINANCE 008	Personal Finance and Investments	3
MATH 245 OR	College Algebra....................................	3

MATH 246	College Algebra for STEM	4
STAT C1000 OR	Introduction to Statistics.........................	4
STAT C1000E OR	Introduction to Statistics.........................	4
BUS 015	Business Statistics.................................	3

Major elective units (choose two courses from the following) 6-10

ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
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 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics	3

Total Units 52.5-59

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 noncredit 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:

1. Meet the educational requirements to qualify for the California State BREA Trainee Appraiser (AT) license or the Residential Appraiser (AL) license exam.1
2. Demonstrate mastery of the skills necessary to become a California State Trainee Appraiser (AT).
3. Have the requisite knowledge to pass the California State BREA Residential Appraiser (AL) license exam.
4. 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

Total Units 10

REAL ESTATE APPRAISER II (CA)
MAJOR CODE: 0511.00
ADADEMIC 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.

Note: 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:

1. Meet the educational requirements to qualify to sit for the California State BREA licensing exam for the Certified Residential Appraiser (AR) license.
2. Have the requisite knowledge to pass the California State BREA Certified Residential Appraiser (AR) license exam.

3. Exceed the state average on the California State BREA 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
OR		
REAL ES 005	Legal Aspects of Real Estate I	3
ENGL C1000	Academic Reading and Writing	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
FINANCE 001	Principles of Finance	3
OR		
FINANCE 002	Investments	3
OR		
FINANCE 008	Personal Finance and Investments	3
MATH 245	College Algebra	3
OR		
MATH 246	College Algebra for STEM	4
STAT C1000	Introduction to Statistics	4
OR		
BUS 015	Business Statistics	3
CIS 101	Introductions to Computers and Their Uses	3
	OR	
CIS 104	Microcomputer Application Software	4

Major Elective units (choose 6 elective units from the following) 6

ACCTG 001	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
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 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics	3

Total Units 46-47

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 partial training for an Office of the Los Angeles County Assessor Appraiser position with the required competencies to upgrade their careers in residential and commercial real estate appraisal.

Note: Completion of the Real Estate Appraiser III Certificate of Achievement does not qualify students to become Los Angeles County Assessor Appraiser nor does it guarantee employment with the Office of the Los Angeles County Assessor.

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

1. Utilize the three professionally accepted approaches to value, and demonstrate the ability to obtain and utilize the market information needed in each of the approaches to determine their estimate of fair market value.
2. Demonstrate an understanding of appraisal theory and methodology and demonstrate the ability to reconcile the important factors affecting the marketability and value of subject property to decide its value estimate.
3. Generate accurate property measurements and descriptions, prepare scale diagrams of residential structures, and compute the land area that is required to calculate a valuation.

Required core courses 12

REAL ES 041	Real Estate Appraisal: Real Estate Foundations	2.5
REAL ES 042	Real Estate Appraisal: Assessment Practice	2
REAL ES 043	Real Estate Appraisal: Residential Cost Approach	2.5
REAL ES 044*	Real Estate Appraisal: Sales Comparison Approach	2.5
REAL ES 045*	Real Estate Appraisal: Income Approach	2.5

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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.

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

Major Elective units (choose 3 courses 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.

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

Major Elective units (choose 1 course) from the following **3**

ACCTG 001	General Accounting	3
BUS 005	Business Law I	3
REAL ES 004	Real Estate Office Administration............	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 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics...........................	3

Total Units **9**

SOCIAL JUSTICE STUDIES

LANGUAGE ARTS DIVISION & HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

SOCIAL JUSTICE: CHICANO STUDIES (AA-T)

MAJOR CODE: 2201.60
ACADEMIC PROGRAM CODE: W039485G

The Associate of Arts in Social Justice Studies: Chicana/o Studies for Transfer (AA-T) degree 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 Chicana/Chicano studies or related major. 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. This coursework may satisfy the lower division requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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 permeateracial 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
4. Evaluate interdisciplinary methods of inquiry used to explore race, gender, ethnicity, and sexuality

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

Area 2: Arts and Humanities
ART 117	Mesoamerican Art: Aztec	

& Olmec 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

Area 4: Quantitative Reasoning and Research Methods
STAT C1000   Introduction to Statistics...........................4

Area 5: Major Preparation
CHICANO 037   Chicano Literature 3

Total Major Units **18-19**

CalGETC GE Units (less double-counted) **19-22**
CSU-transferable Elective Units...............................**19-23**

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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. Students who have completed this degree will have satisfied the lower division requirements for many social science programs in the CSU system. Although students are guaranteed admission to a CSU with this degree, this guarantee is not to any particular campus or program in the CSU system. 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.

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 The CalGETC GE Pattern.

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 classminority 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 basedon 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

Area 2: Arts and Humanities
CHICANO 047   The Mexican-American Woman
in Society 3

Area 3: Social Science
ANTHRO 102   Human Ways of Life:
Cultural Anthropology 3

Area 4: Quantitative Reasoning and Research Methods
STAT C1000   Introduction to Statistics..........................4

Total Major Units **18-19**

CalGETC GE Units (less double-counted) **22-25**
CSU-transferable Elective Units................................ **16-20**

Total Units **60**

SOCIAL WORK AND HUMAN SERVICES

HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

SOCIAL WORK AND HUMAN SERVICES (AA-T)

MAJOR CODE: 2104.00
ACADEMIC PROGRAM CODE: W043667G

The Associate in Arts Degree in Social Work and Human Services for Transfer (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 Social Work or similar major. This degree is designed to provide a clear pathway to a CSU and guarantees admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. 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.

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 Work and Human Services 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 The CalGETC GE Pattern.

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

1. Envision ways of collaborating, negotiating, and advocating within social welfare and human service agencies and institutions
2. Demonstrate personal self-awareness, non-judgmental assessment, support capability, cultural competence, and readiness for professional work with various populations.

Required core course 23

PSYC C1000	Introduction to Psychology.........................3	
PSYCH 079	Introduction to Social Work 3	
PSYCH 900*	Seminar in Social Work and Human Services 1	
PSYCH 921*	Fieldwork in Social Work and Human Services 2	
ANATOMY 001	Introduction to Human Anatomy...............4	
SOC 001	Introduction to Sociology...........................3	
ECON 001	Principles of Microeconomics....................3	
OR		
ECON 002	Principles of Macroeconomics 3	
MATH227	Statistics..4	
OR		
PSYCH091	Elementary Statistics for the Social Sciences..4	

Major electives, List A (select two courses) 6

ANTHRO 102	Human Ways of Life: Cultural Anthropology 3	
CH DEV 001	Child Growth and Development 3	
CH DEV 011	Child, Family, and Community 3	
COMM 122	Intercultural Communication 3	
PSYCH 014	Abnormal Psychology 3	
PSYCH 041	Life-Span Psychology: From Infancy to Old Age 3	
SOC 002	American Social Problems.........................3	
SOC 011	Race and Ethnic Relations........................3	

Total Major Units **29**

CalGETC GE Units (less double-counted) **22-25**
CSU-transferable Elective Units................................ **16-20**

Total Units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

SOCIOLOGY

SOCIAL SCIENCES DIVISION

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. This coursework may satisfy lower division sociology requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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 the distinguish between macro and micro levels of analysis.

Required core courses 10

PSYCH 091	Statistics for the Social and Behavioral Sciences	4
OR		
STAT C1000	Introduction to 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	Race and Ethnic Relations	3

SOC 031	Sociology of Gender	3

Major elective units, list B (choose one from the following) 3

ADM JUS 001	Introduction to Administration of Justice	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
PSYC C1000	Introduction to Psychology	3
Any course not already used in List A		

Total Major Units 19

CalGETC GE Units (less double-counted) 25
CSU-transferable Elective Units..................................... 16

Total Units 60

SOCIOLOGY (AA)
MAJOR CODE: 2208.00
ACADEMIC PROGRAM CODE: W003334C

The Associate of Arts degree in Sociology includes coursework that aligns with specific lower-division major requirements for the sociology major at various universities within the UC and CSU systems. Students pursuing this AA degree are encouraged to meet with a counselor to develop and align a Student Educational Plan (SEP). Students interested in transferring to a four-year college or university with a major in sociology or a related major may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

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 and Ethnic Relations	3
SOC 031	Sociology of Gender	3

Major elective units (chose two from the following) 6-7

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 001	Principles of Microeconomics	3
HISTORY 011	Political & Social History of the United States I to 1877	3
HISTORY 012	Political & Social History of the	3
STAT C1000	Introduction to Statistics	4
PHILOS 001	Introduction to Philosophy	3
POLS C1000	American Government and Politics	3
PSYC C1000	Introduction to Psychology	3
PSYCH 013	Social Psychology	3
SOC 050	Introduction to Social Justice Studies United States II from 1865	3

Total Major Units 18-19
LACCD GE Plan Units (less double-counted)............ 18-21
Additional Degree-applicable Elective Units 20-24
Total Units 60

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. This coursework may satisfy lower division Spanish requirements at some CSU campuses. Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning 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 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 The CalGETC GE Pattern.

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 an 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 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	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

CalGETC GE Units (less double-counted) 31
CSU-transferable Elective Units.. 6

Total Units 60

*This course has a prerequisite or corequisite course. Please see the course description for further details.

SPANISH (AA)

MAJOR CODE: 1105.00
ACADEMIC PROGRAM CODE: W042488C

The Associate of Arts degree in Spanish includes coursework that aligns with specific lower-division major requirements for the Spanish major at various universities within the University of California (UC) and California State University (CSU) systems. 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**

CHICANO 037	Chicano Literature	3
SPANISH 007*	Conversational Spanish	3
SPANISH 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	3

Total Major Units **18**
LACCD GE Plan Units (less double-counted)............ **21-24**
Additional Degree-applicable Elective Units **18-21**
Total units **60**

*This course has a prerequisite or corequisite course. Please see the course description for further details.

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 (offering) 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 251-1)

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

"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.

PASS/NO PASS OPTION

Some credit courses may be taken with a Pass/No Pass grade option as outlined in LACCD Administrative Procedure 4232. Such credit courses will be designated as P/NP Option. Some noncredit courses may be taken with a Pass/No Pass/Satisfactory Progress (P/NP/SP) option.

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 may list required prerequisites or corequisites. If so, they will be listed in italics under the subject, course title and number. If a course lists any prerequisites, all such prerequisites must be satisfactorily completed prior to taking the course. Corequisites may be completed concurrently with the desired course. Students who have questions about prerequisite should consult a college counselor or an instructor before registration. For more information regarding prerequisites, corequisites, 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
ACADPR	Academic Prep (noncredit)
ADDICST	Addiction Studies
ADM JUS	Administration of Justice
AFRO AM	African-American Studies
ALD HTH	Allied Health
A S L	American Sign Language
ANATOMY	Anatomy
ANTHRO	Anthropology
ARABIC	Arabic
ART	Art
ASIAN	Asian-American Studies
ASTRON	Astronomy
AVIATEK	Aviation Maintenance Tech
BSICSKL	Basic Skills (noncredit)
BIOLOGY	Biology
BIOTECH	Biotechnology
BUS	Business
CHEM	Chemistry
CHICANO	Chicano/a Studies
CH DEV	Child Development
CINEMA	Cinema
COMM	Communication Studies
CAOT	Computer Applications & Office Technologies
CIS	Computer Information Systems
CS	Computer Science
COLLEGE	College Studies
COUNSEL	Counseling
CORR	Corrections
DANCEST	Dance Studies
DANCETQ	Dance Techniques
DEN AST	Dental Assistant
DEN HY	Dental Hygiene
EARTH	Earth Science
ECON	Economics
EDUC	Education
EET	Engineering, Electrical Technology
ENG GEN	Engineering, General
EGD TEK	Engineering Graphics & Design
ENGL	English (Common Course Numbering)
ENGLISH	English
ESL NC	English as a Second Language (noncredit)
ESLCVCS	English as a Second Language (Civics)
ENV SCI	Environmental Science
FAM & CS	Family and Consumer Studies
FLM PRD	Film Production
FINANCE	Finance
FIRETEK	Fire Technology
FRENCH	French
GEOG	Geography
GEOLOGY	Geology
HEALTH	Health
HLTHOCC	Health Occupations
HISTORY	History
HOSPT	Hospitality
HUMAN	Humanities
JAPAN	Japanese
KIN	Kinesiology
KIN ATH	Kinesiology Athletics
KIN MAJ	Kinesiology Major
LIB SCI	Library Science
MGMT	Management
MIT	Manufacturing & Industrial Technology
MARKET	Marketing
MATH	Mathematics
MICRO	Microbiology
MULTIMD	Multimedia
MUSIC	Music
OCEANO	Oceanography
PALEGAL	Paralegal Studies
PHRMCTK	Pharmacy Technician
PHILOS	Philosophy
PHOTO	Photography
PHYS SC	Physical Science
PHYSICS	Physics
PHYSIOL	Physiology
POLS	Political Science (Common Course Numbering)
POL SCI	Political Science
PSYC	Psychology (Common Course Numbering)
PSYCH	Psychology
REAL ES	Real Estate
SOC	Sociology
STAT	Statistics
SPANISH	Spanish
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
This course will cover managerial accounting, manufacturing costs, variable and fixed costs, job order cost, process cost, standard cost, budgeting, product pricing, capital statement analysis, performance evaluation using variances from standard cost and differential analysis, standard actual variance analysis, supply and inventory management, comparison of financial and managerial accounting, strategic vs. differential analyses, relevant cost, preferential costs, and decision making.

ACCTG 015 Tax Accounting I (3) CSU
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
Using the computer, this introduction to accounting will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

ADDICTION STUDIES
(ADDICST)

ADDICTST 001 Understanding Addiction and Counseling (3) CSU
This survey course includes the nature of addiction, history and theories of treatment, dual diagnosis, recovery, and rehabilitation. The knowledge, skills, and attitudes required in professional practice as a competent, educated, trained addiction counselor are also covered. This course is the introductory course for addiction counseling programs.

ADDICST 002 Physiology and Pharmacology of Psychoactive Drugs (3) CSU
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
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.

ADDICST 025 Clinical Counseling for Co-Occurring Disorders (3) CSU
Prerequisites: PSYCH014
In this course, students examine the co-occurrence of addiction and mental health disorders, focusing on the

identification of disorders, assessment, and treatment approaches. Attention is given to special populations including multicultural clients.

ADDICST 030 Case Management and Documentation (3) CSU

This course develops competencies in case management and documentation strategies for the addiction treatment setting, with attention to the admissions process, interventions, and documentation of information as it pertains to clients with substance use and other addiction disorders.

ADDICTST 084 Field Work Practicum (4) CSU

Prerequisites: ADDICTST 001, 004, 016, and 005
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 (4) CSU (RPT)

Prerequisites: ADDICTST 001, 004, 016, and 005
This is a supervised practicum course that includes an advanced internship at an addiction treatment and recovery facility to acquire 125 of the 250 hours required by the California Association of Alcohol and Drug Educators (CAADE). Internship hours must be completed during the semester of enrollment.

ADMINISTRATION OF JUSTICE
(ADM JUS)

ADM JUS 001 Introduction to Administration of Justice (3) UC/CSU

Philosophy, history, and theories of the criminal justice system, including the origins and evolution of criminal law and due process, the roles and functions of the local, state, and federal jurisdictions, and the interrelationships among criminal justice agencies: law enforcement, courts, and corrections; crime causation, analysis and the social impact of crime. The conceptual approach utilized in this course recognizes that criminal justice is itself a distinct academic discipline rather than an interdisciplinary course of study. Three hours lecture per week. (GE Areas - CalGETC: 4J)

ADM JUS 002 Concepts of Criminal Law (3) UC/CSU

Advisory: ADM JUS 001
This course presents concepts of criminal law, philosophy of law and constitutional provisions, definitions, classification of crime, and the applications of these to the system of justice. Legal research, case law, methodology, and concepts flow as a social force will be looked at in depth.

ADM JUS 003 Legal Aspects of Evidence (3) CSU

Advisory: ADM JUS 001 and 002

Origin, development, philosophy, and constitutional basis of evidence, constitutional procedural considerations affecting arrest, search and seizure; kinds of and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

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. (GE Areas - CalGETC: 4H)

ADM JUS 005 Criminal Investigation (3) CSU

Advisory: ADM JUS 001 and 003
This course covers the fundamentals of investigation; crime scene search and recording, collection and presentation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow p, and case preparation.

ADM JUS 006 Patrol Procedures (3) CSU (P/NP Option)

This course presents the history and development of patrol philosophy and planning for field activities. The topics considered include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

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

Advisory: ADM JUS 001
This course presents various types of technical writing commonly used in police reports, the appropriateness of different styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Aspects of standard report writing are included.

ADM JUS 015 Police Supervision (3) CSU

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 (P/NP Option)
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. Employment opportunities will be explained during class.

ADM JUS 042 Advanced Criminal Law (3) UC/CSU
Advisory: ADM JUS 001
Studies of the United States Constitution and how it affects criminal procedure and law enforcement activities. An in depth study of the Bill Rights and how it applies to law enforcement. This course will focus on substantive, procedural, and case law commonly encountered by the local, county, and state law enforcement agencies. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

ADM JUS 067 Community Relations I (3) UC/CSU
Advisory: ADM JUS 001
An examination of the complex relationship between the community and the justice system with emphasis on the challenges of dealing with the role of race, ethnicity, gender relations, sexual orientation, social class, language, and culture in shaping these relations. Emphasis is placed upon the professional image the police want to maintain and the concerns the public may have about police profiling. Discussions will include working with the homeless, illegal aliens, and other diverse populations. (GE Areas - CalGETC: 4J)

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
Students examine the organizational structure and administrative procedure on the implementation of law enforcement functions; history, theories, and methodologies of criminal justice organizations; assessment of the recruitment and hiring processes, career advancement and leadership; organizational structure and management strategies; administrative problems of staffing and morale as a law enforcement employer.

ADM JUS 309 Correctional Interviewing and Counseling (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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.

AFRICAN-AMERICAN STUDIES
(AFRO AM)

AFRO AM 004 The African-American in the History of the United States I (3) UC/CSU
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 and social development of the nation. This course also surveys the U.S. Constitution and California State and local government. (GE Areas - CalGETC: 4F)

AFRO AM 005 The African-American in the History of the United States II (3) UC/CSU
The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th century, the entire 20th century, and the early decades of the 21st century. This course examines the cultural shifts of the 19th century Reconstruction and Redemption periods and analyzes both the 20th century and early 21st century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary Black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present. (GE Areas - CalGETC: 4F)

AFRO AM 019 Introduction to African American Studies (3) UC/CSU
This course examines historical and emerging Black social and racial justice movements, with an emphasis on the political dimensions and historical context. Moreover, it investigates key scholarship on the nature and tradition of Black activism, resistance, agency, and political engagement in the collective struggle for liberation and social and racial justice. (GE Areas – CalGETC: 6)

ALLIED HEALTH
(ALD HTH)

ALD HTH 021 Basic Life Support for the Healthcare Provider (0.5) CSU/UC (P/NP)
This course is designed to teach CPR to healthcare providers and interested students. This course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of choking patients and heart disease prevention is also included. Successful course completion earns an American Heart Association Basic Cardiovascular Life Support for the Healthcare Provider card valid for two years.

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.

Note: ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the paramedic program. Courses are taken together and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC). ALD HTH 043 through 050 have ALD HTH 021, ALD HTH 052, and ALD HTH 053 as prerequisites.

ALD HTH 043CO Anatomy and Physiology for Emergency Health Care Personnel (4) CSU
Prerequisites: ALD HTH 021, 052, and 053
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
Prerequisites: ALD HTH 021, 052, and 053
Overview of Emergency Medical Service Systems including: the role of Emergency Medical Technicians, Paramedics, Medical Directors and the Local EMS Agency; licensure and certification; ethics; well being of the EMT and Paramedic; 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.

ALD HTH 045CO Patient Assessment and Airway Management (2) CSU
Prerequisites: ALD HTH 021, 052, and 053
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
Prerequisites: ALD HTH 021, 052, and 053
This course discusses the assessment and treatment options for cardiac emergencies and pharmacologic interventions.

ALD HTH 047CO Emergency Response to Crisis (4) CSU
Prerequisites: ALD HTH 021, 052, and 053
This course provides students with the knowledge and skills to assess, stabilize and treat traumatic emergencies of the head, chest, abdomen, and extremities.

ALD HTH 048CO Medical Emergencies and Pharmacological Interventions (5) CSU
Prerequisites: ALD HTH 021, 052, and 053.
Students will learn the pathophysiology, assessment and management of patients with medical emergencies and the application of advanced life support care and treatment.

ALD HTH 049CO Clinical Internship (4) CSU
Prerequisites: ALD HTH 021, 052, and 053
Coordination of advanced emergency medical service training in the hospital setting. Student will be able to participate in multiple departments within the hospital, critical care units, OB/GYN, operating rooms, anesthesia, recovery, pediatrics and psychiatric. This will assure a variety of patient presentations and complaints.

ALD HTH 050CO Field Internship (9) CSU
Prerequisites: ALD HTH 049CO, 021, 052, and 053.
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 (8.5) CSU
Prerequisite: ALD HTH 021
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
This course is designed to increase the depth and breadth of knowledge for certified Emergency Medical Technicians (EMTs) 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 or 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
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
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) CSU
This course allows students to pursue directed study in allied health on a contract basis under the direction of the supervising instructor.

ALD HTH 900 Cooperative Education - Emergency Medical Training (0.5) CSU
This course is for students who are enrolled in the Emergency Medical Training program and is approved for Cooperative Education, Work Experience, and Internships.

AMERICAN SIGN LANGUAGE
(A S L)

A S L 001 American Sign Language I (4) UC/CSU
In this course, students develop basic grammar and lexical proficiency in American Sign Language (ASL). Emphasis is placed on comprehension skills. Overview of topics include pronouns, colors, interrogatives, negations, schools, people, family relationships, work, life events, daily activities. transportation, time/calendar, finger spelling. Functional/notional discourse behavior are developed including conversational openers, greetings, identifying, introducing, asking/requesting, responding, comparing/contrasting. This course also 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
This course is a continuation of the study of elementary American Sign Language (ASL) vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns is presented together with the incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations. Topics are presented in readings, videos, and discussions in ASL. Non-verbal communication is emphasized.

ANATOMY
(ANATOMY)

ANATOMY 001 Introduction to Human Anatomy (4) UC/CSU
Examination of the structure of cells, tissues, and organs of the human body including the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive systems. Dissection and microscopy are used extensively in lab. (GE Areas - CalGETC: 5B, 5C)

ANTHROPOLOGY
(ANTHRO)

ANTHRO 101 Human Biological Evolution (3) UC/CSU
The student will be introduced to the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. Through the course, applying the scientific method, the student will trace the place of humans in the animal kingdom, with special emphasis on primates. Archaeological evidence associated with human fossils is examined and human physical variability is probed within the context of Mendelian and population genetics. Student will gain an understanding of the biological evolution that has led the human species to have changed and adapted over time to be what we are today. (GE Areas - CalGETC: 5B)

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. (GE Areas - CalGETC: 4A)

ANTHRO 103 Archaeology: Reconstructing the Human Past (3) UC/CSU

This course provides students with an introduction to the study of concepts, theories, and methods of anthropological archaeology and a review of significant data and models that contribute to knowledge of the human past. (GE Areas - CalGETC: 4A)

ANTHRO 104 Human Language and Communication (3) UC/CSU

Students will be introduced to Linguistic Anthropology. Students will survey the great variety of ways humans communicate both verbally and non-verbally. The course focuses on the phonetics, phonology, morphology, syntax, and semantics of language, the relation of language to social, cultural, and psychological factors, the evolution of language abilities, and historical linguistics. (GE Areas - CalGETC: 4A)

ANTHRO 109 Gender, Sex and Culture (3) UC/CSU

This course provides students with a cross-cultural study of gender roles and relationships. The comparison of gender roles is viewed from biological/evolutionary, cultural, psychological, prehistoric and historic perspectives as they relate to the status of women and men in range of societies, from band-level to modern Western State-level societies. (GE Areas - CalGETC: 4A)

ANTHRO 111 Laboratory in Human Biological Evolution (1) UC/CSU

Prerequisite OR Corequisite: ANTHRO 101
This course will enable students to apply key concepts and techniques in physical anthropology. Through the understanding and use of scientific methodology, students will experience how to solve problems related to genetics, human variation, the living primates, and human paleontology. (GE Areas - CalGETC: 5C)

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 121 Anthropology of Religion, Magic, and Witchcraft (3) UC/CSU

This course provides students a socio-cultural understanding of religious behaviors. Students will compare the components, function, and symbolism of religious behavior as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship, and cults. (GE Areas - CalGETC: 4A)

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. (GE Areas - CalGETC: 4)

ANTHRO 132 Native People of North America (3) UC/CSU

From the holistic and cross-cultural comparative nature of anthropological study, this course offers students a broad survey of Native Peoples living in North America, with an emphasis on cultural traditions of California. The various groups surveyed are viewed as they existed at time of contact. Issues facing modern native groups will be explored. Students will investigate the effects of culture contact, culture change processes, differential power relations, and the resilience of culture traditions. (GE Areas - CalGETC: 4A, 4C)

ANTHRO 322 Cultural Perspectives in Health and Healing (3) CSU

Prerequisite: ANTHRO 102
This course provides an introduction to the field of medical anthropology – the study of human health, disease and curing from a cross-cultural, historical, archeological, and evolutionary perspective. Societies throughout the world recognize certain bodily, emotional, and mental conditions as undesirable and in need of change. Individual and societal definitions of disease and responses to illness are shaped by biological characteristics, social dynamics, cultural values, and collective expectations. In this course we will examine various theories, methods, and frameworks in order to explore how health, illness, and healing are conceptualized and experienced in different cultures. Topics will include: medical ecology, cultural and political ecologies of disease, gender and health, medical systems as cultural systems, international health issues and programs, mental illness, and social definitions of health and illness.

ARABIC
(ARABIC)

ARABIC 001 Elementary Arabic I (5) UC/CSU

This course introduces the novice to Arabic language. Students will learn to write the alphabet, read and pronounce Arabic script, comprehend and speak basic colloquial Arabic

(Levantine dialect). It includes an exploration of Arab culture via a variety of sociolinguistic contexts of Arabic language.

ARABIC 002 Elementary Arabic II (5) UC/CSU
Prerequisite: ARABIC 001
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.

ART
(ART)

ART 101 Survey of Art History I (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
Survey of Art History from the Prehistoric through Gothic periods with attention given to the historical background and the analysis of art works of each period. (GE Areas - CalGETC: 3A)

ART 102 Survey of Art History II (3) UC/CSU
Note: ART 101 is not a prerequisite to ART 102.
This course will train students in basic visual analysis in the context of the history of art. Students will be able to situate art works within the development of visual arts in western Europe and North America from the Italian Renaissance to the Present, and to understand the impact of various non-western traditions on the western visual arts. (GE Areas - CalGETC: 3A)

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. (GE Areas - CalGETC: 3A)

ART 107 Mexican Art - Modern (3) UC/CSU
This course surveys the rich cultural production of Mexico, focusing primarily on the 19th-21st centuries. It will examine the social, economic, political and religious context of the production and use of the works of art considered. The course will look at work in a variety of media, including painting, sculpture, architecture, installations, prints, and photography. (GE Areas - CalGETC: 3A)

ART 117 Mesoamerican Art: Olmec-Aztec (3) UC/CSU
This course is a survey of Mesoamerican cultural beliefs, traditions, and practices from the prehistoric era to the present day. Through the the archaeological, historical and ethnographic record the course outlines an anthropological perspective on the global, national, regional, and local forces on everyday life in Mesoamerica. (GE Areas - CalGETC: 3B, 4C)

ART 201 Drawing I (3) UC/CSU
This course will teach beginning drawing techniques. Students learn to draw the world around them while developing their personal expressive visions. Various media including pencil, ink and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework and develop the discipline of working in a sketch book on a daily basis.

ART 202 Drawing II (3) UC/CSU
Prerequisite: ART 201
This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in ART 201, and expanding the variety of drawing materials and techniques. In addition to convincingly representing three-dimensional objects on a two dimensional surface, students learn to recognize and utilize various genres as they relate to drawing, articulate perceptual vs. conceptual approaches to drawing, and develop an awareness of current trends in the art world. Emphasis is placed on creating a content outside of the subject matter.

ART 203 Drawing III (3) UC/CSU
Prerequisite: ART 202
Students extend their experiences of basic drawing with special emphasis in various color media. Stresses individual artistic development. Students create an advanced portfolio of drawings utilizing techniques and media which emphasize individual artistic development.

ART 204 Life Drawing I (3) UC/CSU
A beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

ART 205 Life Drawing II (3) UC/CSU
Prerequisite: ART 204
This intermediate drawing course will enable students to develop their observation skills and systematic and analytical drawing of the human figure.

ART 206 Life Drawing III (3) UC/CSU
Prerequisite: ART 205
This advanced drawing course will enable students to develop their observation skills and systematic and analytical drawing of the human figure.

ART 300 Introduction to Painting (3) UC/CSU
An introduction to various painting materials, media and techniques. A survey of methods both contemporary and traditional.

ART 304 Acrylic Painting I (3) UC/CSU
This course will provide students an overview of acrylic painting techniques with an emphasis on materials used in acquiring these skills.

ART 305 Acrylic Painting II (3) UC/CSU
Prerequisite: ART 304

A continuation of Acrylic Painting I with an emphasis on composition.

ART 306 Acrylic Painting III (3) UC/CSU
Prerequisite: ART 305.
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
A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice.

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, foamcore and paint. Other material may be introduced depending on the assignments.

ART 503 Intermediate Design (3) UC/CSU
Prerequisite: ART 501
A comprehensive foundation in intermediate level design methods, conceptual skills and rendering techniques for graphic communications.

ART 521 Art Gallery Techniques (3) CSU
Advisory: ART 501 or 502
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 605 Graphic Design II (3) CSU
A continuing study of graphic communication with an introduction to the interaction between designer and client. Continued emphasis on the computer as a tool with focus on integration of Quark Xpress, Illustrator and PhotoShop

ART 633 Introduction to Computer Graphics (3) UC/CSU
This is an introductory course in computer graphics designed to introduce students to basic graphic design processes employed by commercial artists to create visually powerful design using the Adobe Illustrator application.

ART 635 Desktop Publishing Design (3) CSU
This course will focus on the basic principles of print and layout design as it applies to print media using Quark Express and Adobe InDesign. The course will cover areas of commercial, nonprofit, experimental, and corporate formats, including CD covers, posters, flyers, brochures and glossy magazine design.

ART 639 Introduction to Digital Imaging (3) CSU
This is an introductory course in computer still image manipulation. Topics will include image editing, application of filters, integration of text, restoration of photographs and the fundamentals of basic two dimensional design applied as a fine art and commercial venue. The course will use Photoshop and current photo editing software.

ART 641 Advanced Desktop Publishing (3) CSU
Prerequisite: ART 635
This is an advanced course in computer graphics designed to allow students to focus on concepts and projects that one would encounter in the commercial print media environment. The course will thoroughly cover the role of a professional graphic designer. Topics would include assignments geared toward, nonprofit, mainstream publications, underground, Tabloid, personal business, World Wide Web and corporate venues. Content will be crated in Adobe Illustrator and Adobe Photoshop then assembled in Quark X Press or Adobe InDesign.

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
Advisory: ART 709
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

Prerequisite: ART 710
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 presents continuing instruction in digital photographic imaging - utilizing the software and hardware of digital imaging and photography. Emphasis is given to creating and manipulating digital images, enhancement, and print to various media.

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. (GE Areas - CalGETC: 3B, 4C)

ASTRONOMY
(ASTRON)

ASTRON 001 Elementary Astronomy (3) UC/CSU
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. (GE Areas - CalGETC: 5A)

ASTRON 005 Fundamentals of Astronomy Laboratory (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. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated objectives. This work may be experiential, directed reading or independent research supervised by a faculty member.

AVIATION MAINTENANCE TECHNICIAN
(AVIATEK)
Note: Upper division courses can be found in the "Upper Division Course Listings & Descriptions" section of this catalog.

AVIATEK 001 Maintenance Procedures (4) CSU
Corequisite: 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: 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: 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: 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: 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.

CREDIT COURSE LISTINGS & DESCRIPTIONS

AVIATEK 006 Basic Electricity and Auxiliary Systems Laboratory (2) CSU
Corequisite: 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: AVITTEK 005
Corequisite: 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: AVIATEK 006
Corequisite: 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: 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: 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, Inspection, and Evaluation (4) CSU
Corequisite: AVIATEK 012
This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

AVIATEK 012 Aircraft Metal Assembly, Inspection, and Evaluation Laboratory (2) CSU
Corequisite: AVIATEK 011
Instruction and practice are 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: 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: 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: 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: 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: 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: AVIATEK 017
Instruction and practice are offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

AVIATEK 019 Powerplant Turbine and Reciprocating Systems (4) CSU
Corequisite: AVIATEK 020
Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

AVIATEK 020 Powerplant Turbine and Reciprocating Systems Laboratory (2) CSU
Corequisite: 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.

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. (GE Areas - CalGETC: 5B, 5C)

BIOLOGY 006 General Biology I (5) UC/CSU
Advisory: BIOLOGY 003 and eligibility for transfer level mathematics
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. (GE Areas - CalGETC: 5B, 5C)

BIOLOGY 007 General Biology II (5) UC/CSU
Advisory: BIOLOGY 003 or 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. (GE Areas - CalGETC: 5B, 5C)

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. (GE Areas - CalGETC: 5B, 5C)

BIOLOGY 408 Pharmacology (3) CSU
Prerequisites: DEN HY 327, 351, 352, 354, 356, and 388
This course is designed to classify and study therapeutic agents commonly encountered when treating medically compromised patients. Students learn chemical and physical properties, therapeutic effects, and methods of administration, dosage, contraindications and side effects of these agents. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infective, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

BIOTECHNOLOGY
(BIOTECH)

BIOTECH 001 Fundamentals of Biotechnology (3) CSU
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 (4) 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) CSU
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.

BIOTECH 104 Cell Culture Lab (1) CSU
Prerequisites: BIOTECH 001
This course provides an introduction to techniques for culturing cells, including media preparation, sterile technique, freezing, thawing, subculturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Additional experience includes the proper use and care of equipment for culturing cells. Stem cell technology is also examined.

BUSINESS
(BUS)

BUS 001 Introduction to Business (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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.

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.

BUS 015 Business Statistics (3) CSU
Prerequisites: *Eligibility for transfer-level mathematics per AB1705.*
The student will apply methods for describing data, probability concepts, sampling methods, confidence intervals, hypothesis testing, correlation, analysis of variance, and linear regression.

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.

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 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 facility 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.

CHEMISTRY
(CHEM)

CHEM 051 Fundamentals of Chemistry I (5) UC/CSU
A descriptive course in general, organic and biological chemistry. Topics include: the metric system of measurements, chemical symbols, formulas and nomenclature systems and chemical equations. Physical and chemical characteristics for all states of matter, such as density, solubility and reactivity are explored. Other topics deal with acids, bases, buffers and pH. Organic topics focus on functional group identification including hydrocarbons. Organic halide, alcohols, ketones ,carboxylic acids, esters, amines, amides, carbohydrates, lipids and proteins are also surveyed. This course is designed for Nursing and other Allied Health majors. Students in Environmental Hazardous Materials, and Elementary Education or Liberal Arts can also enroll in this class. (GE Areas – CalGETC: 5A, 5C)

CHEM 060 Introduction to General Chemistry (5) UC/CSU
Prerequisite: Eligibility for transfer-level math

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. (GE Areas – CalGETC: 5A, 5C)

CHEM 066 Organic and Biochemistry for Allied Health (5) UC/CSU
Prerequisite: CHEM 051
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. (GE Areas – CalGETC: 5B, 5C)

CHEM 101 General Chemistry I (5) UC/CSU
Prerequisites: CHEM 060
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. (GE Areas – CalGETC: 5A, 5C)

CHEM 102 General Chemistry II (5) UC/CSU
Prerequisite: CHEM 101
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. (GE Areas – CalGETC: 5A, 5C)

CHEM 211 Organic Chemistry for Science Majors I (5) UC/CSU
Prerequisite: CHEM 102
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. CHEM 211 is required as one of the pre-medical, pre-dental, pre-pharmacy etc. courses. (GE Areas – CalGETC: 5A, 5C)

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 synthesis, reaction mechanisms, stereo chemistry and modern instrumental and analytical methods. Special attention is given to the molecular structures and reactions of organic compounds with biological importance. Significant laboratory time is devoted to develop skills in multi-step synthesis and analysis of complex organic compounds using modern analytical instruments. (GE Areas – CalGETC: 5A, 5C)

CHEM 221 Biochemistry for Science Majors (5) UC/CSU
Prerequisite: CHEM 211
This course will provide a detailed introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biological molecules, the role of metabolism in energy production and common biochemical laboratory techniques. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (glycolysis, glycogenosis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include electrophoresis, spectroscopic analysis, spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays. This course prepares students for careers in physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural sciences, nutrition and food chemistry, and related fields. (GE Areas – CalGETC: 5A, 5C)

CHICANO STUDIES
(CHICANO)

CHICANO 002 The Mexican-American in Contemporary Society (3) UC/CSU
The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention is given to the social, cultural, literary, artistic, economic, and political elements which differentiate Mexican-Americans in relationship to other groups in American society. (GE Areas – CalGETC: 4, 6)

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. (GE Areas – CalGETC: 3B)

CHICANO 047 The Mexican-American Woman in Society (3) UC/CSU
This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing an interdisciplinary framework from which to analyze the experiences and treatment of Mexican-American women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included. (GE Areas – CalGETC: 4, 6)

CHICANO 505 Chicana/o/x Art, Literature, and Film (3) CSU
This advanced course prepares students to discuss and analyze late twentieth and early twenty first centuries Chicana/o/x cultural productions in the areas of art, literature and film. Beginning with the Chicana/o Movement of the 1960s to present-day, the course it includes historical background, content and close-reading analysis along with social implications of selected artwork, literature, and films. This course is an upper division GE course for students earning a BA at a community college.

CHILD DEVELOPMENT
(CH DEV)

CH DEV 001 Child Growth and Development (3) UC/CSU
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. (GE Areas – CalGETC: 4I)

CH DEV 002 Early Childhood: Principles and Practices (3) CSU
Required for Teaching Permit
Course requirements: TB test clearance and fingerprinting
This course provides a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

CH DEV 007 Introduction to Curriculum in Early Childhood Education (3) CSU
Required for Teaching Permit.
Prerequisite: CH DEV 001 and 002
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.

CH DEV 008 Curriculum in Early Childhood Education (3) CSU
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.

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 from birth to adolescence is explored.

CH DEV 011 Home, School, and Community Relations (3) CSU
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
Co-requisite: CH DEV 042.
Course requirements: TB test clearance and fingerprinting
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 are 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: CH DEV 022
Course requirements: TB test clearance and fingerprinting
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/Toddler Development (3) CSU
Prerequisite: CH DEV 001
This course provides an in-depth study of cognitive/language, social/ emotional and perceptual/motor development domains and milestones of infants from birth to 36 months, as well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

CH DEV 031 Infant/Toddler Care and Education (3) CSU
Prerequisite: CH DEV 001
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
This course examines and defines the principles and practices of early childhood programs organizational structure and administrative responsibilities. It will provide students with the opportunity to study and design budgets, personnel policies, record keeping, reporting techniques and utilizing community resources in preparation for administering and either starting a program or understanding how to operate an established pro-gram. The course will expose students to licensing requirements (Title 5 and Title 22), Early Childhood Environment Rating Scale, Program Administration Scale, Desired Results, NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 039 Administration II: Personnel and Leadership in Early Childhood Education (3) CSU
Prerequisite: 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
Advisory: CH DEV 001
This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families. Legal mandates and the impact of laws and legislation will be examined in respect to the impact on children and their families. Understanding the process of assessment and developing an Individual Family Service Plan will be analyzed and discussed. This course covers the theoretical aspects of working with children with special needs. This course will focus on children ages 0-8 to encompass school age children as well infants through pre-school age children.

CH DEV 045 Programs for Children with Special Needs (3) CSU
Advisory: CH DEV 044
Overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed, designed and implemented in the class projects. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

CH DEV 046 School Age Programs I (3) CSU
The student will be introduced to school-age programs. It is designed for those planning to work in before and after school childcare. Topics to be covered will include growth and development, creative experiences, and developmentally appropriate practices and environments. Techniques for guiding children's behavior and communication will be discussed. Appropriate administration and staffing for school age programs will be analyzed and discussed. This course deals with children kindergarten through school age.

CH DEV 047 School Age Programs II (3) CSU
Students will be introduced to the different types of school age childcare programs. Topics to be covered will include the child in context to the family, community and society. The physical environment and the modalities for facilitating learning will be discussed and analyzed. Opportunities to develop and implement age and content appropriate curriculum activities for school aged children will be executed in classroom projects. Students will be required to create curriculum activities in the format of lesson plans for school age children.

CH DEV 065 Adult Supervision/Early Childhood Mentoring (2) CSU
This course is a study of the modalities and principles of supervising teachers, staff and student-teachers in an early childhood program. Emphasis is placed on the role of the director, teacher, staff and student-teacher. The course will review leadership styles, communication skills, conflict resolution techniques, as well mentoring responsibilities and techniques. This course includes reviewing and utilizing the ECERS Rating Scale in evaluating and assessing the classroom and teacher effectiveness and appropriateness. This course will discuss the NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 172 Introduction to Careers in Child Development (1) CSU
Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

CINEMA
(CINEMA)

CINEMA 001 Introduction to Motion Picture Production (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course provides the student a comprehensive overview of film production from script to screen. Coursework will include hands-on activities that build a practical understanding of basic film production techniques. Proper procedures are explained for the use of digital cameras, lenses, filters, shot composition, lighting and sound equipment, digital editing and other motion picture equipment. The goal of this course is to introduce the student to the theory, process and procedure of filmmaking from pre-production, through production and post production. The course will culminate in the student creating a short project 1 to 5 min in length.

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
This course will provide students a broad survey of the history of motion pictures. Classics and important films from the birth of the medium to the present time are screened and discussed with regard to their cultural influence. The course follows the evolution of the art, industry and technology of moviemaking. (GE Areas – CalGETC: 3A)

CINEMA 004 History of the Documentary Film (3) UC/CSU
This course examines the development of the documentary as a film form from the 1890's to present day. A variety of documentary styles and approaches will be covered, including historical, propaganda, educational, commercial, *cinema verite* and direct cinema. Students will develop critical standards for understanding and assessing documentary films. (GE Areas – CalGETC: 3A)

CINEMA 005 Introduction to Screenwriting (3) UC/CSU
Screen writing is taught with special attention to screenplay structure, plot and character development, especially as these relate to the creation of fictional narrative film, television and new media scripts.

CINEMA 006 Introduction to Cinematography (3) UC/CSU
Prerequisite: CINEMA 001
Advisory: ENGL C1000 or ENGLISH 101Y
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 009 Motion Picture Sound (3) CSU
Students learn the basics of motion picture production and postproduction sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

CINEMA 010 Introduction to Film Directing (3) UC/CSU
Prerequisite: CINEMA 001 and 003
Introduction to the crafts of directing in the film medium with an emphasis on visualizing the screenplay and working with actors.

CINEMA 018 Introduction to Film Genres (3) UC/CSU
A study of classic film genres such as drama, suspense, comedy, romance and so on, through screenings and analysis of style, characteristics and structure. (GE Areas – CalGETC: 3A)

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 032 Editing Fundamentals (3) CSU
Prerequisite: CINEMA 001 with a "C" 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 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. (GE Areas – CalGETC: 3A)

CINEMA 112 Script Analysis (3) CSU
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.

COLLEGE STUDIES
(COLLEGE)

COLLEGE 101 Navigating Your Path Through College to Career (1) UC/CSU
College success is strongly predicted by a student's sense of belonging, confidence as a learner, and work towards personally meaningful goals. This course aims to promote growth in all three of these areas. Students will explore career pathways and develop community with faculty and peers who share their academic interests. Students will identify their college readiness strengths and needs, explore relevant campus services, and practice essential academic skills to expand their personal tool-kit for academic success. Assignments and activities will develop critical thinking, communication, research, information literacy, and study skills in ways that integrate the student's career and academic interests and apply across general education disciplines.

COMMUNICATION STUDIES
(COMM)

COMM C1000 Introduction to Public Speaking (3) UC/CSU
Formerly known as COMM 101: Public Speaking

In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches.   (GE Areas – CalGETC: 1C)

COMM 104 Argumentation and Debate (3) UC/CSU
This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions as we do. Topics covered include claims, logic, definitions, evidence, reasoning, fallacies and persuasion.

COMM 121 Interpersonal Communication (3) UC/CSU
This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined.

COMM 122 Intercultural Communication (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. (GE Areas – CalGETC: 4)

COMM 151 Small Group Communication (3) UC/CSU
This course provides an analysis of the purposes, principles and types of discussions. Emphasis is placed on developing skills to assume roles of leadership and active participation. Creative decision making, groupthink, the nature of power, conflict management, anger management and problem solving are explored. (GE Area – CalGETC: 1C)

COMM 170 Communication and Mass Media (3) CSU
This course provides an examination of the impact of mass media on individuals, society and its effect on human communication and behavior. With a focus on critical thinking skills, students gain experience in analyzing and constructing persuasive arguments about problems facing the mass media including past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, social media and the internet.

COMM 180 Data Driven Persuasion (3) UC/CSU (P/NP Option)
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. (GE Areas – CalGETC: 4)

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES
(CAOT)

CAOT 023A Legal Secretarial Procedures IA (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 023B Legal Secretarial Procedures IB (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 023C Legal Secretarial Procedures IC (1) CSU
This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

CAOT 079 Microsoft Word: Advanced (3) CSU
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 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) CSU
Use Adobe Acrobat to create, review, and modify PDFs (Portable Document Files) from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasizes the use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 101 Introduction to Computers and Their Uses (3) UC/CSU
An 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
This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with Word. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational data base management will be taught with Access.

CIS 105 Introduction to Data Analytic Techniques and Tools (3) CSU
Microsoft Power BI is a data analytics and visualization tool. Power BI provides intuitive data insights and business intelligence capabilities and allows the building of accurate analytical models. Additionally, this course will cover concepts such as installation, designing effective data models, and building basic dashboards and visualizations to help make better decisions. Students will learn to obtain data from a variety of sources, clean data using Power BI Query Editor. In addition, design data models to navigate and explore relationships and build formulas. Apply visualization styles and enhanced digital storytelling techniques.

CIS 110 Apple Administration (3) CSU
This course, 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 & 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
Linux Operating System is the Operating System supporting most of the world's Internet services such as e-Commerce, web server services, database services, big data, artificial intelligence and cloud computing. In this class, students will learn Linux networking, Linux scripting, Linux security and various application services such as Apache web services, MariaDB database and PHP scripting language. This class is intended to help students build a solid foundation in the Linux operating system and application server services.

CIS 120 Introduction to Databases (3) CSU
This course 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.

CIS 148 Introduction to Web Development Using HTML5 CSS (3) CSU

This course teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, 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 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 190 E-Commerce Essentials (3) CSU
Recommended: CIS 148
This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the internet and world wide web. Topics include technology infrastructure, selling & marketing on the web, business-to-business strategies, virtual communities & web portals, web server hardware and software, electronic commerce software and electronic commerce security.

CIS 192 Introduction to Cloud Computing (3) CSU
This course 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
This course introduces Amazon Web Services (AWS) data storage services. The course will cover both an introduction of AWS database technologies and AWS block and object-based storage services. A range of AWS SQL and NoSQL database technologies will be covered, including the principles of database design and management. In addition, AWS block and object-based storage options will be introduced which includes the principles of block and object-based storage options and the various use case scenario for AWS data storage services.

CIS 194 Computer Engines in Amazon Web Services (3) CSU
Recommended: CIS 192
This course introduces Amazon Web Services computing related services. Students will learn the core computing technologies offered by Amazon Web Services (AWS). 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-service. 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
This course explores Amazon Web Services (AWS) security at both the AWS services layer and Amazon data center infrastructure layer. This course will go over how AWS-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
Recommended: CIS 213
This course 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 & application security, and data security.

CIS 212 A+ Certification Preparation-Hardware (3) CSU
This course 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 comptuing 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
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 and Linux operating systems using management tools, such as users and groups management, file management and permissions, disk and file systems, storage management, network and related protocols, back-up and recovery, security policies, scripting and automation, and using best practices.

CIS 214 Introduction to Network+ (3) CSU
Recommended: CIS 213
This course 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
This course 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 219 Introduction to Oracle: SQL and PL/SQL (3) CSU
Recommended: CIS 120
This course provides a rich environment for illustrating multi-user and client/ server database concepts, such as managing concurrent users and sharing database resources using the database developer utilities. This course addressed database development activities including using SQL commands to create tables and insert, update, delete, and view date values.

CIS 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
This course teaches IT Professionals how to manage core Windows Server workloads and services using on-premises, hybrid, and cloud technologies. The core topics include; how to implement and manage on-premises and hybrid solutions such as identity, management, compute, networking, and storage in a Windows Server hybrid environment. The course assumes some exposure or experience working with Windows Server and want to extend the capabilities of an on-premises environments by combining on-premises and Microsoft Azure technologies. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft: Windows Server Hybrid Administrator Associate Certification Exam AZ-800: Administering Windows Server Hybrid Core Infrastructure. Exam AZ-800 is the first of two exams required for this industry, in-demand associate level certification.

CIS 229 Introduction to Cisco Network Fundamentals (3) CSU
Recommended: CIS 214
This course is equivalent 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
This course follows CIS 229 and is equivalent 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 236 Palo Alto Network Cybersecurity Essentials (3) CSU
Recommended: CIS 214
This course 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.
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel. This course is one of the required elective courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

COMPUTER SCIENCE
(CS)

CS 101 Introduction to Computer Science (3) UC/CSU
This course is designed to take the student through the various aspects of writing algorithms to be used in computer programming. It introduces students to programming language Python, computer architecture and number systems. It covers functions, arrays, loops, Boolean logic, branching instructions and basic data types.

CS 111 Programming in Visual Basic (3) CSU
Recommended: CS 101
This course 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
This course 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
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
This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

CS 119 Programming in Python (3) UC/CSU
Advisory: CS 101
This course 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 and Machine Learning (3) UC/CSU
Recommended: CS 101
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 Calculus (3) UC/CSU
Corequisite: MATH 261
Advisory: CS 119
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 calculus problems and analyze other mathematical topics to aid preparation for other STEM fields. These topics include but not limited to graphing by transformations, exploring limits, area under the curve, and application in STEM.

CS 130 Introduction to Computer Architecture and Organization (3) UC/CSU
Prerequisites: CS116
This course covers the basics of computer architecture concepts and Assembly language. Topics include data representation, number systems, records and arrays, instruction sets and addressing modes, subroutines and macros, I/O and interrupts, machine language, and Assembly programming. This course focuses on MIPS architecture.

CS 131 Discrete Structures for Computer Science (3) UC/CSU
Prerequisite: CS 116 or CS 213
This course is an introduction to the discrete structures used in computer science with an emphasis on their applications. Topics covered include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees, and discrete probability. (GE Areas – CalGETC 2A)

CS 136 Introduction to Data Structures (3) UC/CSU
Prerequisite: CS 213
This course 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
This course provides students with a solid grounding in the fundamentals of mobile application development. Students will learn how to create applications to deploy and run on mobile devices such as iPhone or Android. The latest technology will be introduced in the class and student will learn to use the latest programming language to write software to run under iOS or Android and develop their programs.

CS 159 Foundation of Data Science (3) CSU
Foundation of Data Science combines an introductory look into the fundamental skills and concepts of data analysis and inferential statistics with hands-on experience in analyzing data sets by using Python code snippets that will be provided within the browser. Students will learn how powerful these simple looking snippets of Python code can be. Initially, students will be exposed to Excel spreadsheets and Access databases to demonstrate how powerful data analysis can be.

Students will get a handle on how data can be presented and analyzed on a smaller scale using some Excel formulas and Access queries. Students will be provided with data from various sources and learn how to analyze, arrive at a conclusion, report, and make predictions as needed.

CS 173 C# Scripting for Unity Game Development I (3) CSU
C# Scripting for Unity Game Development I is the first course that focuses on the fundamental concepts of C# programming and some basic features of Unity to build simple games. Students are encouraged to continue with C# Scripting for Unity Game Development II which delves into more complex topics such as advanced programming techniques, multiplayer game development, AR/VR integration, and AI implementation. By the end of the course, students should have a deeper understanding of Unity and be capable of developing sophisticated games and applications.

CS 175 Advanced Video Game Programming (3) CSU
Game Development builds upon the fundamental concepts introduced delving into more complex topics such as advanced programming techniques, multiplayer game development, AR/VR integration, and AI implementation. By the end of the course, students should have a deeper understanding of game programming and be capable of developing sophisticated games and applications.

CS 213 Advanced Programming in Java (3) UC/CSU
Prerequisite: CS 101 and CS 116
Advisory: CS119
This course 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
In this course 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.

COOPERATIVE EDUCATION (COOP ED)

Note: 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.

COOP ED 095 Work Experience - General I (0.5) (P/NP Option, RPT)
Work Experience 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 to assist students developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. This course requires that the student be paid or unpaid (intern) part-time employment. *Title 5, section 55253 states that work experience may be repeated for a maximum of 14 total units, subject to a maximum of 4 units per one enrollment period. Each 54 hours equals one unit of credit. Students must work, intern, or volunteer 27 hours during the semester to earn half a unit for this course.

COOP ED 195 Work Experience - General I (1) CSU (RPT)
Work Experience 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 to assist students in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. This course requires that the student be in paid or unpaid employment, full or part-time employment. *Title 5, section 55253 states that work experience may be repeated for a maximum of 14 total units, subject to a maximum of 4 units per enrollment period (Board Rule 6405.10). Each 54 hours equals one unit of credit. Students must work, intern, or volunteer 54 hours during the semester to earn one unit for this course.

COOP ED 295 Work Experience - General I (2) CSU (RPT)
Work Experience 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 to assist students in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. This course requires that the student be in paid or unpaid employment, full or part-time employment. *Title 5, section 55253 states that work experience may be repeated for a maximum of 14 total units, subject to a maximum of 4 units per enrollment period (Board Rule 6405.10). Each 54 hours equals one unit of credit. Students must work, intern, or volunteer 108 hours during the semester to earn one unit for this course.

COOP ED 395 Work Experience - General I (3) CSU (RPT)
Work Experience 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 to assist students in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. This course requires that the student be in paid or unpaid employment, full or part-time employment. *Title 5, section 55253 states that work experience may be repeated for a maximum of 14 total units, subject to a maximum of 4 units per enrollment period (Board Rule 6405.10). Each 54 hours equals one unit of credit. Students must work, intern, or volunteer 162 hours during the semester to earn one unit for this course.

COOP ED 495 Work Experience - General I (4) (P/NP Option, RPT)
Work Experience - General I 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 16 total units, subject to a maximum of 4 units per 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. Students must work 300 paid hours or 240 volunteer hours during the semester to earn four units for this course.

CORRECTIONS
(CORR)

CORR 002 Correctional Institutions (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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.

COUNSELING
(COUNSEL)

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 for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan.

COUNSEL 040 College Success Seminar (3) UC/CSU

This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

DANCE STUDIES
(DANCEST)

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. (GE Areas – CalGETC: 3A)

DANCE TECHNIQUES
(DANCETQ)

DANCETQ 111 Ballet Techniques I (1) UC/CSU

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

DANCETQ 112 Ballet Techniques II (1) UC/CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises.

DANCETQ 113 Ballet Techniques III (1) 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
Prerequisite: DANCETQ 113

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
Prerequisite: DANCETQ 121

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 124 Jazz Dance Techniques IV (1) UC/CSU
Prerequisite: DANCETQ 123

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.

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)
Advisory: ALD HTH 033

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 004 Introduction to Dental Assisting Instruments (2) CSU
This course will introduce students to identification and rationale of various instruments used in general and specialties within dentistry.

DEN AST 005 Pre-Clinical Chairside Assisting (5)
Advisory: ALD HTH 033
Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial examination, dental restorations, impressions and basic oral surgery

DEN AST 006 Dental Sciences for the Dental Assistant (2)
Advisory: ALD HTH 033
An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion , development and class of malocclusions; anatomy of the skull , arteries and veins, musculature and nervous structures of the head and neck: General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.

DEN AST 007 Infection Control for the Dental Setting (1)
This course will enable students to comprehend and apply protection from infectious diseases important in dentistry. Instruction on disinfection, instrument decontamination , sterilization procedures and try set-up preparation will be given. Regulatory compliance agencies such as OSHA, CDC and ADA recommendations will be introduced. Hazardous material management, protocols and emergency procedures for hazardous and bio-hazard 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. Mannequins 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 DEN AST 005 and other related classes toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with pit and fissures sealants, coronal polishing, ultrasonic unit set up, restorative, oral surgery, orthodontia, and pedodontia.

DEN AST 012 Dental Assisting Clinical Science (3)
Prerequisites: DEN AST 001, DEN AST 006. Co-requisite: DEN AST 005
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)
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, HIPAA; treatment planning and case presentation; scheduling of appointments; resume and interviewing skills.

DEN AST 015 Advanced Chairside Assisting (2)
Advanced skills needed to assist in complex dental procedures. Includes advanced chairside techniques: oral surgery, orthodontics, restorative, periodontics and prosthodontics. Two hour lecture.

DEN AST 015L Advanced Chairside Assisting Lab (1.5)
Advanced skills needed to assist in complex dental procedures and in the dental office laboratory. Includes advanced chairside techniques and laboratory procedures; endodontics

DEN AST 016 Essentials of Dental Assisting (2)
Students will apply dental assisting knowledge and basic clinical skills toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with coronal polishing, pit and fissure sealants, and fabrication of a temporary restoration.

DEN AST 017 Science of Orthodontics (3)
Students will learn to identify dental anatomy, morphology, types of malocclusion, learn the instruments necessary for orthodontic treatment, and discuss corrective orthodontics.

DEN AST 018 Orthodontics Pre-Clinical (2)
Students will learn the step-by-step procedures of Orthodontic Assisting through pre-clinical experience. Students will become familiar with the types of diagnostic records used to assess orthodontic problems, understand the importance of dietary and oral hygiene habits in orthodontics. In addition, the training program will also cover proper protocol and

techniques to ensure proper sterilization, disinfection, and sanitation in the orthodontist office.

DEN AST 019 Orthodontic Dental Assisting Seminar (1)
This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical orthodontic dental assisting. Accumulated theoretical knowledge will be related to practical clinical applications.

DEN AST 901 Cooperative Education – Dental Assisting (0.5) (RPT)
This course is for students enrolled in the Dental Assistant program and is approved for Cooperative Education, Work Experience, and Internships. Students will work toward meeting and/or exceeding workplace-clinical objectives involving the employer, the student-employee, and the college to ensure that the student receives on-the-job training and unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning to participate in the program. Developed with the guidelines set forth by the Dental Board of California Orthodontic Assistant certification program. Meets Title 5, section 55253.

DEN AST 912 Cooperative Education – Dental Assisting (1.5) (RPT)
This course is for students enrolled in the Dental Assistant program and is approved for Cooperative Education, Work Experience, and Internships. Students will work toward meeting and/or exceeding workplace-clinical objectives involving the employer, the student-employee, and the college to ensure that the student receives on-the-job training and unit credit for work experience or volunteer work/internship. Students must be employed or volunteering/interning to participate in the program. Developed with the guidelines set forth by the Dental Board of California Orthodontic Assistant certification program. Meets Title 5, section 55253.

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 "Upper Division Course Listings & Descriptions" section of this catalog.

DEN HY 090 Special Projects in Dental Hygiene (2) NDA (P/NP Option)
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 Option)
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 Option)
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 397 Special Projects in Dental Hygiene (1)
This course allows dental hygiene students and graduates to pursue special projects in dental hygiene on a contract basis under the direction of a supervising instructor.

EARTH SCIENCE
(EARTH)

EARTH 001 Earth Science (3) UC/CSU
EARTH 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. (GE Areas – CalGETC 5A)

EARTH 002 Earth Science Laboratory (1) UC/CSU
Co-requisite: EARTH 001
EARTH 002 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. (GE Areas – CalGETC 5C)

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 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. (GE Areas – CalGETC 4B)

ECON 002 Principles of Macroeconomics (3) UC/CSU
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. (GE Areas – CalGETC 4B)

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. (GE Areas – CalGETC 4B)

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. (GE Areas – CalGETC 4B)

EDUCATION
(EDUC)

EDUC 001 Introduction to Teaching (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Areas – CalGETC 4)

EDUC 212 Introduction to Inquiry and Research in Education (3) CSU
Advisory: EDUC 001
The course offers an introduction to empirical research in education, and how to find, interpret, and evaluate research. Students will learn about different methods of conceptualizing inquiry, framing and asking research question, and gathering evidence to answer these questions, including qualitative (e.g., semi-structured interviews, ethnographies, case studies), quantitative (e.g., correlation, experimental, descriptive, survey), and mixed methods. Lectures, readings, and assignments highlight norms for conducting and reporting different types of research that addresses important questions in the field of education, along with the ethics of conducting research in the social sciences more broadly.

ENGINEERING, ELECTRICAL TECHNOLOGY
(EET)

EET 123 Introduction to Arduino (2) CSU
In this course, students gain new skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can read sensors, control motors and lights, and upload your hand-built code that interacts with the real world. Students learn the Arduino programming language, which is based on C/C++.

ENGINEERING - GENERAL
(ENG GEN)

ENG GEN 101 Introduction to Science, Engineering and Technology (2) UC/CSU
This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips and classroom activities expose students

to the many ways engineering affects our lives and the variety of roles of engineers in society.

ENG GEN 120 Introduction to Programming Concepts and Methodologies for 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 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 5nd mass.

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.

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.

ENGLISH
(ENGLISH or ENGL)

ENGL C1000 Academic Reading and Writing (3) UC/CSU
Formerly known as ENGLISH 101: College Reading and Composition I
In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. (GE Areas – CalGETC 1A)

ENGL C1001 Composition and Critical Thinking (3) UC/CSU
Formerly ENGLISH 103: Composition and Critical Thinking
Prerequisite: ENGL C1000 (Formerly ENGLISH 101)
In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course. (GE Areas – CalGETC 1B)

ENGL C1000 is now known as ENGL C1000: Academic Reading and Writing

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 5000 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 ENGL C1000 with two additional lab support hours for students who desire additional support (GE Areas – CalGETC 1A)

ENGLISH 102 College Reading and Composition II (3) UC/CSU
Prerequisite: ENGL C1000
Students analyze literature and literary criticism in order to develop critical thinking, reading and writing skills beyond the level achieved in ENGL C1000, emphasizing logical reasoning, analysis, and strategies of argumentation. (GE Areas – CalGETC 3B)

CREDIT COURSE LISTINGS & DESCRIPTIONS

ENGLISH 103 is now known as ENGL C1001

ENGLISH 127 Creative Writing (3) UC/CSU
Prerequisite: ENGL C1000
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. (GE Areas – CSU GE:C2)

ENGLISH 203 World Literature I (3) UC/CSU
Prerequisite: ENGL C1000
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. (GE Areas – CalGETC 3B)

ENGLISH 204 World Literature II (3) UC/CSU
Prerequisite: ENGL C1000
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. (GE Areas – CalGETC 3B)

ENGLISH 205 British Literature I (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
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. (GE Areas – CalGETC 3B)

ENGLISH 206 British Literature II (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
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. (GE Areas – CalGETC 3B)

ENGLISH 207 American Literature I (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
This course surveys American literature from 1608 to the Civil War, emphasizing the works of major writers, culturally diverse and under-represented writers, and writers who suggest the diversity of subject and opinion in American literature. (GE Areas – CalGETC 3B)

ENGLISH 208 American Literature II (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
This survey of American literature from the Civil War period to the present emphasizes major and under-represented writers and works in order to understand, appreciate, and investigate multicultural influences within national identity. (GE Areas – CalGETC 3B)

ENGLISH 209 California Literature (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
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. (GE Areas – CalGETC 3B)

ENGLISH 215 Shakespeare I (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
This course is 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 Shakespeare's tragedies, histories, and comedies. Students will study Shakespeare's works in their social, cultural, and historical contexts. (GE Areas – CalGETC 3B)

ENGLISH 219 Literature of American Ethnic Groups (3) UC/CSU
Advisory: ENGL C1000 and ENGLISH 102
Students analyze the literature of American ethnic writers: stories, novels, plays, poems, essays, and other nonfiction prose works. Works are examined in the context of traditional and contemporary problems facing American ethnic groups that offer unique contributions to American society. (GE Areas – CalGETC 3B)

ENGLISH 234 African-American Literature I (3) UC/CSU
Advisory: ENGL C1000 and ENGLISH 102
This survey course examines the literary history of African Americans by studying oral traditions, novels, short stories, poems, dramas, and essays written by African-Americans, revealing the dynamics of American culture as interpreted by African-Americans seeking to define themselves and other Americans. (GE Areas – CalGETC 3B)

ENGLISH 239 Women in Literature (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
Students examine major literary works from ancient times to the present that make women their central character or focus. Students also examine women's changing status and sense of identity as reflected in essays, fiction, poetry, and drama. (GE Areas – CalGETC 3B)

ENGLISH 245 Queer Literature (3) UC/CSU
Prerequisite: ENGL C1000
Advisory: ENGLISH 102
This course acquaints students with the work of queer (gay, lesbian, bisexual, transgender, or gender non-conforming) writers, historical and contemporary, who have made important contributions to literature. Queer issues and relationships (both overt and in subtext) are examined in both historical and contemporary contexts. Students read works by Whitman, Baldwin, Walker, Kushner, and Highsmith among others. In addition, students become familiar with queer theory and use the work of writers such as Foucault, Butler, and Rich to analyze texts and write critical essays that analyze recurrent themes in this literature. (GE Areas – CalGETC 3B)

ENGLISH 420 Research, Design and Methodology (3)
Prerequisite: ENGL C1001
This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature and a capstone project. This is an upper division course, under the SB850 pilot project and only open to students in the baccalaureate degree program.

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. (GE Areas – CalGETC 5A)

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. (GE Areas – CalGETC 5B)

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. (GE Areas – CalGETC 5A)

FAMILY AND CONSUMER STUDIES
(FAM & CS)

FAM & CS 021 Nutrition (3) UC/CSU
This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their daily requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related diseases.

FILM PRODUCTION
(FLM PRD)

Note: The following information applies to the following courses: FLM PRD 101A, 101B, 101C, 103A. 122, 185A, 285A, 291B, 385A, 400. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and corequisites and established pursuant to Title 5, sections 55200 and Board Policy 4260.

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
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.

CREDIT COURSE LISTINGS & DESCRIPTIONS

FLM PRD 101A Production Skills A (4) CSU
Prerequisite: FLM PRD 100
This intermediate hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101C Production Safety C (4) CSU
Prerequisite: FLM PRD 100
This class focuses on development of the safety 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 103A Beginning Tools for Production Crafts (3) CSU
Prerequisite: FLM PRD 100
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 (3) CSU
Prerequisite: FLM PRD 100
Stagehands are technicians who construct and erect sets, rig electrical equipment and lighting, route and mix audio and manage props for live productions and specialized television applications. The class will introduce students to the fundamentals of stagecraft, including basic construction, rigging, electrical, lighting and audio support. This course provides instruction on the proper operation of all tools and equipment used in stagecraft. Students will learn how to measure accurately, perform necessary calculations, read blue prints, set-up and test back line equipment, run audio and electrical cabling, rig lights and build and erect simple flats. The course also incorporates instruction on job-related paperwork, interaction with other crafts, basic computer skills, workplace safety, written and verbal communication, work ethic and job-seeking skills

FLM PRD 106 Tech Literacy for Production & Post (3) CSU
Prerequisite: FLM PRD 100
This class provides students with an overview of entertainment industry technical topics and trends, preparing them to enter the Camera, Sound, Digital Production and Editing pathways within the Film Production Department. Topics include 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
In film and television, the Art Department creates the physical environment in which stories take place. As part of the Art Department, 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, Director and Producer(s). This class teaches the entry-level skills for set dressing. Coursework includes the aesthetics of decorating as well as tools demonstrations; concepts in measuring, basic mounting and hanging techniques; pulling and inventory of orders; identification and labeling, packing and unpacking protocols; concepts in moving and loading of items and the setting up and maintenance of sets. The course also covers job-related paperwork, interaction with other crafts, computer skills and workplace safety as well as written and verbal communication skills, work ethic and professional development. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 110A Set Dressing Crafts Level 1 (4) CSU
Prerequisite: FLM PRD 100
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 Level 2 (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
Motion picture and television grips are responsible for non-electrical lighting, rigging and camera movement. Students in this class learn what it takes to become a working grip on the set of a television show or motion picture. They learn how to work safely with the tools and equipment common to grip work, as well as understand the professionalism and physicality that are required to advance into a professional career pathway in the grip department.

FLM PRD 115A Grip Crafts Level 1 (4) CSU
Prerequisite: FLM PRD 100
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 Level 2 (3) CSU
Prerequisite: FLM PRD 115A
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 lbs.

FLM PRD 120 Camera Assistant/Digital Utility Level 1 (4) CSU
Prerequisite: FLM PRD 100
This course introduces students to the basic skills of the Loader, Digital Utility, Media Manager and Second Camera Assistant. The course covers many topics, including the fundamentals of image capture and optics for moving pictures, an overview of the camera crew - with a focus on Loading, Utility and Media Management - as well life skills on location and in the studio. The goal of the class is to teach students the skills necessary to work as a camera assistant with particular emphasis on working as a loader and digital utility on union productions. It includes lecture and hands-on lab time for the students to practice and drill skills including loading, monitor setup, camera settings and concepts, department paperwork and working collaboratively with other crew.

FLM PRD 121 Camera Assistant/Digital Utility Level 2 (3)
Prerequisite: FLM PRD 100; Prerequisite: FLM PRD 120
This Level 2 camera assistant/digital utility course follows the Level 1 FLM PRD 120 camera assistant/digital utility course. This class builds and expands on skills acquired in FLM PRD120. The goal of the class is to teach students the skills necessary to work as a camera assistant with particular

emphasis on working as a loader and digital utility on union productions. It includes lecture and hands-on lab time for the students to practice and drill skills including loading, monitor setup, camera settings and concepts, department paperwork and working collaboratively with crew. This class requires outstanding math and communication skills.

FLM PRD 125 Editing Crafts Level 1 (4) CSU
Prerequisite: FLM PRD 100
This course covers the art and craft of editing for audio-visual media, particularly as practiced in the professional entertainment industry. Coursework includes an overview of the history of editing and editing techniques, and how these have impacted audio-visual storytelling, as well as considerable practice in using modern editing tools and applications to import and edit footage. The course also explores various career pathway opportunities in post-production, and students will learn how to perform the core support work typically required of entry level positions in these pathways. The course requires strong computer and organizational skill.

FLM PRD 126 Editing Crafts - Avid Media Composer Level 1 (101) (4) CSU
Prerequisite: FLM PRD 100
This course is an introduction to Avid Media Composer, the industry standard video editing software. The curriculum follows Avid's official Media Composer 101 curriculum which leads to certification in the Level 2 class. Students will learn the software interface and menus, the fundamentals of importing and organizing footage, sequence assembly, syncing footage, basic audio, color tools, and project workflows. The course requires strong computer and organizational skills.

FLM PRD 128 Editing Crafts Lab 2 (1) CSU
Prerequisite: FLM PRD 100 & 101
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 Editing Crafts - Avid Media Composer Level 2 (110) (3) CSU
Prerequisite: FLM PRD 126
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. This course requires strong computer and organizational skills.

FLM PRD 140 Set Lighting Crafts (6) CSU
Prerequisite: FLM PRD 100

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 Level 1 (4) CSU
Prerequisite: FLM PRD 100
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 lbs.

FLM PRD 140B Set Lighting Crafts Level 2 (3) CSU
Prerequisite: FLM PRD 140A
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 50lbs.

FLM PRD 145 Set Painting Crafts (6) CSU
Prerequisite: FLM PRD 100
In this course, students learn the art and craft of set painting as it is currently practiced by studio set painters employed in the entertainment industry. Such work often involves the creation of faux finishing, and students will learn the basics of surface preparation and painting, as well as specialized faux finishing techniques. Coursework covers the history of set painting in scenic design for theater and motion pictures, color theory, paints and finishes, tools and tricks of the trade and a consideration of the differences between creating finishes for permanent applications versus temporary installations such as sets.

FLM PRD 145A Set Painting Crafts Level 1 (4) CSU
Prerequisite: FLM PRD 100
In this introductory course, students learn the art and craft of set painting as it is currently practiced by studio set painters employed in the entertainment industry. Students will learn the basics of surface preparation and painting, specialized faux finishing techniques, color theory, tools identification and use, and tricks of the trade. Coursework will also cover the history of set painting in scenic design for theater and motion pictures.

FLM PRD 145B Set Painting Crafts Level 2 (4) CSU
Prerequisite: FLM PRD 145A
This course covers intermediate topics and techniques in set painting for motion pictures and television. Students will

expand their knowledge of surface preparation, 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 lbs.

FLM PRD 146 Set Painting Crafts (3) CSU
Prerequisite: FLM PRD 100 & 101
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 185 Directed Study - Film/TV Production Crafts (1) CSU
Prerequisite: FLM PRD 100
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) CSU
Prerequisite: FLM PRD 100
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 necessary for film production, virtual production, animation, gaming, and visual effects. The course covers the fundamentals of digital art using Photoshop: 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 the quickly evolving world of film production, animation, gaming, and visual effects.

FLM PRD 201 Introduction to Unreal Engine (3) CSU
This career-focused course introduces students to Epic Games Unreal Engine technology for use with gaming, virtual production, animation, visual effects, and other career pathways. Topics covered will include but not be limited to getting started with Unreal Engine, the Epic Launcher, the Library, the user interface, the Marketplace, Quixel Bridge, Metahuman, Blueprints, creating environments, Animation, Cameras, the Sequencer, Exporting, and synchronizing the virtual camera with a real camera. Through lectures,

demonstrations, and hands-on exercises, students will learn the Unreal Engine workflow from pre-visualization, through production to postproduction. Students will become familiar with hardware such as Gaming PCs and / or Macs, cutting edge GPUs, Unreal Engine software, and applicable terminology, such as Nanite, Lumen, and the Virtual Production Glossary. 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

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

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 214 Virtual Production Thesis (3) CSU

Prerequisite: FLM PRD 201
This Capstone course allows students seeking a Certificate in Virtual Production to demonstrate their knowledge and skills by utilizing the latest technologies to create a virtual environment, play it in a Virtual Production volume or on LED walls, add elements such as metahuman, performance capture, and augmented reality, record it, and produce a final motion picture.

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)

Prerequisite: FLM PRD 100
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
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
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
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
This lab course will allow students to practice their collaborative skills via post production exercise and projects.

CREDIT COURSE LISTINGS & DESCRIPTIONS

FLM PRD 300 Entertainment Industry Career Preparation (1) CSU
Prerequisites: Completion of any first-level FLM PRD craft course with a 'C' or higher (FLM PRD126, FLM PRD140A, FLM PRD145A, FLM PRD115A, FLM PRD120, FLM PRD110A, FLM PRD125)
Students gain skills necessary to locate work in the entertainment industry. This course prepares students to successfully complete Work Experience Education courses in Film Production such as FLM PRD911. Students will learn about set etiquette, job searching, craft researching strategies, industry norms, time sheets, working with employers, developing resumes and business cards, creating a portfolio, and other essential skills for their success.

FLM PRD 385 Directed Study - Film/TV Production Crafts (3)
Prerequisite: FLM PRD 100
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 (RPT)
Prerequisite: FLM PRD 100
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 901 Cooperative Education - Film/TV Production Crafts (0.5) CSU (RPT)
Prerequisites/Corequisite: Completion of or concurrent enrollment in FLM PRD300
Students are required to obtain a minimum of 27 hours of verified work experience within the Film Production Crafts fields during the term. This course provides students with credit for employment on a part-time or full-time basis in various jobs within the Film Production Crafts field. It offers the student the chance to gain realistic work experience that is meaningfully related to the Film Production Crafts field. Furthermore, it helps the student acquire knowledge, skills and attitudes essential for successful employment. *Note: students may enroll in multiple sections of FLM PRD901 within the same term.*

FLM PRD 911 Cooperative Education - Film/TV Production Crafts (1) CSU (RPT)
Prerequisites/Corequisite: Completion of or concurrent enrollment in FLM PRD300
Students are required to obtain a minimum of 54 hours of verified work experience within the Film Production Crafts fields during the term. This course provides students with credit for employment on a part-time or full-time basis in various jobs within the Film Production Crafts field. It offers the student the chance to gain realistic work experience that is meaningfully related to the Film Production Crafts field. Furthermore, it helps the student acquire knowledge, skills and attitudes essential for successful employment. *Note: students may enroll in multiple sections of FLM PRD911 within the same term.*

FINANCE
(FINANCE)

FINANCE 001 Principles of Finance (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
This course covers an analysis of stocks, bonds, mutual funds, real estate trusts, commodities and related investments. Particular attention is given to the concepts and skills needed to make sound financial decisions, to understand financial statements, interest rates, bond and stock markets, as well as acquiring, managing and budgeting capital and making financial forecasts.

FINANCE 008 Personal Finance and Investments (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to their personal affairs. Personal and family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans.

FIRE TECHNOLOGY
(FIRETEK)

FIRETEK 201 Fire Protection Organization (3) CSU
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

FIRETEK 202 Fire Prevention Technology (3) CSU (P/NP Option)
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FIRETEK 203 Fire Protection Equipment and Systems (3) CSU (P/NP Option)
This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers

FIRETEK 204 Building Construction for Fire Protection (3) CSU (P/NP Option)
This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies

FIRETEK 205 Fire Behavior and Combustion (3) CSU (P/NP Option)
This course will provide students with the knowledge and information regarding basic fire chemistry and examines the various firefighting procedures recommended for attacking a variety of fires. A special emphasis will be given to the underlying theories regarding the fire combustion process.

FIRETEK 207 Wildland Fire Control (3) CSU
This course provides information relating to the incident command system and how it is used to control order and assign resources on wild land fires. The course will survey the methods used to suppress wild land fires, including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing.

FIRETEK 209 Fire Tactics and Strategy (3) CSU
Introduction to structural firefighting problems and methods. The course will provide students with the knowledge and information regarding the basic fires procedures and policies for attacking a variety of fires and includes information on the system that is required to direct large scale emergencies. Most aspects of emergency management will be covered; for example, high-rise and commercial buildings including a number of fire issues on residential fires along with fires in aircraft, ships and vehicles.

FIRETEK 210 Fire Company Organization and Procedure (3) CSU
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer including the major leadership and management theories.

FIRETEK 213 Fire Investigation (3) CSU
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes

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 provides the basic theoretical principles underlying the operation of fire apparatus and fire pumps. The course includes the specification process used for the bidding and purchase for fire apparatus of all types with special emphasis of specifications for: motors, pumps, chassis and body requirements. NFPA Pumping standards and testing procedures will also be covered.

FRENCH
(FRENCH)

FRENCH 001 Elementary French I (5) UC/CSU
FRENCH 001 is the first semester of Elementary French. It builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Information about France and other French-speaking cultures of the world is presented through readings supported and enhanced by multimedia.

FRENCH 002 Elementary French II (5) UC/CSU (P/NP Option)
Prerequisite: FRENCH 001 or two years of high school French or equivalent.
Elementary French II expands the knowledge of basic French grammar. Classroom instruction and videos are employed to develop an understanding of French culture, improve comprehension, enrich vocabulary, and to serve as topics for discussion. This course continues the development of French as a spoken language.

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. (GE Area – CalGETC: 5A)

GEOG 002 Cultural Elements of Geography (3) UC/CSU
This course introduces cultural elements of geography and their correlation with the physical environment. This course explores diverse human populations, cultural origins, diffusion and contemporary spatial expressions. Topics include: population patterns, cultural diversity, language, religion, livelihood, settlements, geopolitics, economic systems, development, and environmental modification. (GE Area – CalGETC: 4E)

GEOG 003 Introduction to Weather and Climate (3) CSU
This course is an introduction to weather and climate patterns through an examination of the scientific method and Earth's atmosphere and processes including atmospheric composition and structure, solar radiation, energy balances, temperature, seasonality, atmospheric moisture, clouds and fog, precipitation, air pressure and circulation, air masses and fronts, cyclones, weather forecasting, climate, and climate change.

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. (GE Area – CalGETC: 4E)

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. (GE Area – CalGETC: 5C)

GEOLOGY
(GEOLOGY)

GEOLOGY 001 Physical Geology (3) UC/CSU
GEOLOGY 001 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. (GE Area – CalGETC: 5A)

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. (GE Area – CalGETC: 5A)

GEOLOGY 006 Physical Geology Laboratory (1) UC/CSU
Prerequisite: GEOLOGY 001 or Corequisite: GEOLOGY 001.
GEOLOGY 006 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. (GE Area – CalGETC: 5C)

GEOLOGY 007 Earth History Laboratory (1) UC/CSU
Corequisite: 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. (GE Area – CalGETC: 5C)

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. (GE Area – CalGETC: 5A)

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.

GAME ART AND DESIGN
(GAD)

GAD 101 Introduction to Game Design (3) CSU
This course is an introduction to the theory and process of designing games. Students will critically explore the historical, cultural, economic, and social aspects of the concepts and techniques used in the design of games. Students discover what the components of games are, and what parts of games are influenced by their design. Students learn several ways to approach the design of a game, including processes and best practices for prototyping, playtesting and balancing a game after it has been designed.

GAD 210-1 Production Studio I (2) CSU
Prerequisites: GAD101 or 102
Students explore the initial process and production in game design and related industries by working in groups on projects. Students closely simulate the roles, responsibilities, and demands of a professional work environment such as animation studios, visual effects houses and game design companies. Students work on projects such as animated shorts, interactive content, and video games.

HEALTH
(HEALTH)

HEALTH 011 Principles of Healthful Living (3) UC/CSU
This course is recommended for students entering the teaching profession, or in preparation for health care professions such as nursing, medicine, physical therapy, dentistry, and areas in the biological sciences. 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
Advisory: ENGL C1000 or ENGLISH 101Y
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.

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 sepsis 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.

CREDIT COURSE LISTINGS & DESCRIPTIONS

HLTHOCC 061 Medical Insurance (3)
In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

HLTHOCC 062 Skill Set for the Health Care Professional (2) 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 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.

HLTHOCC 912 Practicum for the Medical Assistant (1.5)
This course provide introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

HLTHOCC 922 Medical Assistant Clinical Internship (2.5)
This 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.

HISTORY
(HISTORY)

HISTORY 001 Introduction to Western Civilization I (3) UC/CSU
This History course covers the major elements in the Western heritage from the earliest Mesopotamian civilizations through the religious reformations of the sixteenth century. Students are introduced to the history, ideas and institutions central to western civilization. Students will be knowledgeable, through reading and critical discussion, with representative contemporary documents and writings of enduring interest. (GE Area – CalGETC: 3B, 4F)

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. The global influence of Europe, Africa, Asia and the countries of the Western Hemisphere in the twentieth and twenty-first centuries will also be examined. (GE Area – CalGETC: 3B, 4F)

HISTORY 011 Political and Social History of the United States I to 1877 (3) UC/CSU
This course surveys the major socio-cultural, political and economic evolution of the United States from its pre-Columbian origins through the Civil War and Reconstruction. Special attention is put upon the development of the Constitution as well as America's central political structure and institutions. (GE Area – CalGETC: 4F)

HISTORY 012 Political and Social History of the United States II from 1865 (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. (GE Area – CalGETC: 4F)

HISTORY 027 History of Africa (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Area – CalGETC: 4C, 4F)

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. (GE Area – CalGETC: 4F)

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 interpreted and presented for mass viewing by movie-going audiences.

HISTORY 041 The African-American in the History of the United States I (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
HISTORY 041 (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. (GE Area – CalGETC: 4F)

HISTORY 042 The African-American in the History of the United States II (3) UC/CSU

The course covers post-Civil War United States history, identifying significant figures and events of the second half of the 19th century, the entire 20th century, and the early decades of the 21st century. This course examines the cultural shifts of the 19th century Reconstruction and Redemption periods and analyzes both the 20th century and early 21st century social change movements in the contexts of race, equality, gender, Black feminism, and social justice in contemporary Black history. This course documents the laws, policies, and culture that sought to deconstruct America's race caste system over 150 years and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present. (GE Area – CalGETC: 4F)

HISTORY 043 The Mexican-American in the History of the United States I (3) UC/CSU

A survey of United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican-Americans. This course provides a background in the political and social development of both the United States and Mexico, and, in addition, is for those who wish to gain a better understanding of Mexican culture in the Southwestern United States. Included is a survey of the U.S. Constitution. (GE Area – CalGETC: 4C, 4F)

HISTORY 044 The Mexican-American in the History of the United States II (3) UC/CSU

This course is a survey of the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe-Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican-American ethnic identity in the United States. (GE Area – CalGETC: 4C, 4F)

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 086 Introduction to World Civilization I (3) UC/CSU

HISTORY 086 is an introductory survey of world civilization up to the 16th century including a comparative study of the social, economic, political, intellectual and religious institutions of Africa, the Americas, Asia and Europe. The course will also examine traditions as well as changes brought by encounters between societies and their interactions with one another. (GE Area – CalGETC: 3B, 4F)

HISTORY 087 Introduction to World Civilization II (3) UC/CSU

Interactions of world civilizations from the early modern era (ca. 15 C.E.) to the present. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe. (GE Area – CalGETC: 3B, 4F)

HOSPITALITY
(HOSPT)

HOSPT 100 Introduction to the Hospitality Industry (3) CSU

Advisory: ENGL C1000 or ENGLISH 101Y

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
Advisory: ENGL C1000 or ENGLISH 101Y

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. An overview of food and beverage service costs and audio-visual equipment will also be presented. Incentive programs will be covered as well as

logistics, housing and transportation, function room set-up, marketing, promotion and publicity, and risk management. Students will learn industry terminology, the financial management aspects of meeting/convention planning, and about important industry-related professional associations.

HOSPT 136 Event Management (3) CSU
Prerequisite: HOSPT 100
Advisory: ENGL C1000 or ENGLISH 101Y
This course provides future event managers with the essential training and skills required to research, plan, schedule, organize, and market special events anywhere in the world. This course teaches the logistical know-how, and the theoretical understanding needed, to enter this rewarding sector of the hospitality industry. Topics covered include event management, meeting planning, trade show and exposition operations, catering, and marketing for all types of special events.

HOSPT 302 Introduction to Hotel/Motel Operations (3) CSU
With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

HOSPT 303 Hotel Front Office Operations (3) CSU
Exciting and rewarding careers are available in the hotel industry, and in this course, students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision making skills, and teamwork.

HOSPT 310 Hospitality Sales (3) CSU
Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

HOSPT 311 Hospitality Marketing (3) CSU
Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

HOSPT 320 Hospitality Law (3) CSU
Prerequisite: HOSPT 100
For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

HOSPT 325 Guest Relations Management (3) CSU
Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

HOSPT 330 Managing Technology and E-Commerce (3) CSU
The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

HOSPT 340 Introduction to Professional Food Service (3) CSU
The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to food service operations and give them the foundation they need to make smart decisions

in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high-quality food.

HUMANITIES
(HUMAN)

HUMAN 030 The Beginnings of Civilization (3) UC/CSU
This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. (GE Area – CalGETC: 3B)

HUMAN 031 People in Contemporary Society (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Area – CalGETC: 3B)

HUMAN 060 People and Their World: Technology and the Humanities (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course introduces the student to technology that was developed by various ancient cultures. These technologies may include such topics as the invention of language, art, medicine, high tech, sports and leisure, and personal effects (personal adornment and fashion). Since technological developments reflect the needs and values of a culture, we will look at the context of various ancient cultures for these advances. Specifics as well as time periods may vary based on instructor. (GE Area – CalGETC: 3B)

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.

KINESIOLOGY
(KIN)

KIN 229 Body Conditioning Skills (1) UC/CSU
This course provides students with the opportunity to participate in a variety of moderate to vigorous exercises for increasing cardiovascular fitness, muscular strength, and

flexibility and 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, cardio, speed walking/running, and weight training.

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 equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

KIN 251 Yoga Skills (1)
This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels

KIN 251-1 Yoga Skills – 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 287 Basketball Skills (1) UC/CSU
This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.

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 (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
This course 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 350 Weight Training (1) UC/CSU

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health-related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.

KIN 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.

KINESIOLOGY ATHLETICS
(KIN ATH)

KIN ATH 503 Intercollegiate Athletics - Baseball (3) UC/CSU

This course is for the intercollegiate baseball team. It 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.

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 515 Intercollegiate Athletics - Track and Field (3) UC/CSU

This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle- and long-distance skills while participating in intercollegiate competition. Tryouts are required.

KIN ATH 516 Intercollegiate Athletics - Volleyball (3) UC/CSU

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required.

KIN ATH 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.

KINESIOLOGY MAJOR
(KIN MAJ)

KIN MAJ 100 Introduction to Kinesiology (3) UC/CSU

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

KIN MAJ 126 Fundamentals of Athletic Training (3) UC/CSU

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

KIN MAJ 127 Advanced Athletic Training (3) UC/CSU

This course will build on the knowledge and skills introduced in KIN MAJ 126. The student will acquire more clinical experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries using an evidence-based practice approach.

KIN MAJ 128 Care and Prevention of Athletic Injuries (3) UC/CSU

The scope of this course includes the diagnosis and treatment of common athletic injuries, movement dysfunctions and upper/lower body impairment syndromes. The internal and external factors will be examined and discussed to provide the most appropriate care and management strategies.

LIBRARY SCIENCE
(LIB SCI)

LIB SCI 101 College Research Skills (1) UC/CSU

In this course, students will learn efficient research skills. These skills will enable students to find, evaluate, and appropriately cite academically acceptable resources, thereby avoiding the dreaded 'p'-word, plagiarism. That said, are there sources that cannot be used for a research paper--as long as they are properly documented? Students will learn and appreciate the freedom that the simple implementation of MLA (and other) documentation style(s) offers. The course will prepare students to mount effective research campaigns in other classes.

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.

MANAGEMENT
(MGMT)

MGMT 001 Principles of Management (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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
The course is an analytical study of the basic process of the management of an organization. The course presents the process of achieving set goals and objectives in a formal organization. The course objectives include: (1) To provide the student with a basic framework of the subject matter through an overview of how an enterprise is organized and managed. (2) To develop student sensitivity to the four key tools of management - planning, organizing, influencing, controlling. (3) To introduce learning tracks by which students will appreciate the essence of management activities throughout

the process and activities related to production, distribution, finance and administration, and decision-making.

MGMT 006 Public Relations (3) CSU
Covers essentials for organizing and operating a public relations program. Includes the study of relations with the community, customers, stockholders, news media, employees. Multicultural relations and PR writing are also covered.

MGMT 013 Small Business Entrepreneurship (3) CSU
This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making, and hands-on experience for creating a business plan

MGMT 031 Human Relations for Employees (3) CSU
Students will apply 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.

MANUFACTURING & INDUSTRIAL TECHNOLOGY
(MIT)

MIT 220 Introduction to Robotics (3) UC/CSU
This course is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

MARKETING
(MARKET)

MARKET 001 Principles of Selling (3) CSU
This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

MARKET 021 Principles of Marketing (3) CSU
This course provides an intensive study of concepts and strategies on which the field of marketing is based. Emphasis will be on product, distribution, promotion and pricing decisions. Additional topics are sales forecasting, domestic and international markets, personal selling, marketing legislation and the environmental factors that impact marketing.

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.

MATHEMATICS
(MATH)

MATH 215 Mathematical Concepts for Teachers I (3) UC/CSU
Prerequisite: Eligibility for transfer-level mathematics per AB1705.
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 and MATH227s are now known as STAT C1000 and STAT C1000E, respectively.

MATH 230 Mathematics for Liberal Arts Students (3) UC/CSU
Prerequisite: Eligibility for transfer-level mathematics per AB1705.
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. (GE Area – CalGETC: 2A)

MATH 230L Just in Time Support for Math for Liberal Arts (0.5)
Corequisite: MATH 230

This course covers core mathematics skills and concepts needed to succeed in Mathematics for Liberal Arts Students. The course is designed for students who concurrently enrolled in MATH 230, Mathematics For Liberal Arts Students. Topics in the course include concepts from Intermediate Algebra and Geometry such as linear equations with applications, set theory, graphs and modeling, equations and inequalities, principles of geometry, and writing proofs.

MATH 236 Calculus for Business and Social Sciences (5) UC/CSU

Prerequisite: Eligibility for transfer-level mathematics per AB1705.
This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences. (GE Area – CalGETC: 2A)

MATH 236L Support Component for Calculus for Business and Social Science (1)

Corequisite: MATH 236
This course covers core mathematics skills and concepts needed to succeed in a Calculus for Business and Social Sciences. The course designed for students who concurrently enrolled in MATH 236, Calculus for Business and Social Sciences. Topics in the course include concepts from Elementary and Intermediate Algebra such as linear equations in one and two variables with applications, literal equations, functions and graphs, systems of equations, inequalities, factoring, operations with polynomial, rational expressions, radicals; graph of linear, quadratics, exponential and logarithmic functions.

MATH 241 Trigonometry with Vectors (4) CSU

Prerequisites: Eligibility for transfer-level mathematics per AB1705.
The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors.

MATH 241L Just in Time Support for Trigonometry (1)

Corequisite: MATH 241
This course covers core mathematics skills and concepts needed to succeed in Trigonometry. The course is designed for students who are concurrently enrolled in MATH 241, Trigonometry with Vectors. Topics include concepts from Elementary and Intermediate Algebra that are needed to succeed in Trigonometry: polynomial operations, rules for exponents, integer and rational exponents, the algebra of functions, solving linear, quadratic, rational and radical equations, solving systems of equations, identifying domains of functions and their graphs, graphing transformations of functions, and conic sections.

MATH 241S Trigonometry with Vectors with Support (4) UC/CSU

Prerequisite: Eligibility for transfer-level mathematics per AB1705.
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: Eligibility for transfer-level mathematics per AB1705.
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. (GE Area – CalGETC: 2A)

MATH 245L Just in Time Support for College Algebra (1)

Corequisite: MATH 245
The course covers core mathematics skills and concepts needed for College Algebra. Intended for students who are concurrently enrolled in MATH 245, College Algebra. Topics include concepts from elementary and intermediate algebra that are needed to succeed in a College Algebra course: linear equations in one and two variables with applications, literal equations, functions and graphs, systems of equations, inequalities, factoring, polynomial operations, rational expressions, radicals, quadratics, and complex numbers.

MATH 246 College Algebra for STEM (4) CSU

Prerequisite: Eligibility for transfer-level mathematics per AB1705.
This course is a college-level course in algebra. Topics include the properties of real numbers, relations, functions and their graphs, complex numbers, theory of equations, and conic sections.

MATH 246L Just in Time Support for College Algebra for STEM (0.5)

Corequisite: MATH 246
This course covers core mathematics skills and concepts needed to succeed in College Algebra. The course designed for students who concurrently enrolled in MATH 246, College Algebra for STEM. Topics in the course include concepts from Elementary and Intermediate Algebra such as linear equations with applications, functions and graphs, systems of equations, inequalities, factoring, operations with polynomial, rational, radical, exponential and logarithmic expressions.

MATH 260 Pre-Calculus (5) UC/CSU

Prerequisite: MATH 241 with a grade of "C" or better, or placement
Preparation for calculus. Topics include functions and their graphs (polynomial, absolute value, radical, rational,

exponential, logarithmic, and trigonometric); inverses of functions, algebra of functions; analytic geometry, polar coordinates; equations including rational, linear, radical, polynomial, exponential, trigonometric, logarithmic, and absolute value; linear, nonlinear, and absolute value inequalities; systems of equations and inequalities; trigonometric and inverse trigonometric identities and formulas. (GE Area – CalGETC: 2A)

MATH 260L Just in Time Support for Precalculus (0.5)
Corequisite: MATH 260
This course covers core mathematics skills and concepts needed for Precalculus, intended for students who are concurrently enrolled in MATH 260. Topics include concepts from Elementary and Intermediate Algebra that are needed to succeed in Precalculus: linear equations in one and two variables with applications, literal equations, functions and graphs, systems of equations, inequalities, factoring, polynomial operations, rational expressions, radicals, quadratics, exponential and logarithmic functions.

MATH 261 Calculus I (5) UC/CSU
Prerequisite: MATH 260 with a grade of "C" or better, or placement
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. (GE Area – CalGETC: 2A)

MATH 261L Just in Time Support for Calculus (1)
Corequisite: MATH 261
This course covers core mathematics skills and concepts needed for Calculus I, intended for students who are concurrently enrolled in MATH 261. Topics include concepts from Intermediate Algebra and Trigonometry that are needed to succeed in Calculus I: the algebra of functions, solving equations and graphing related to linear, polynomial, rational, radical, exponential, logarithmic and trigonometric functions.

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. (GE Area – CalGETC: 2A)

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. (GE Area – CalGETC: 2A)

MATH 270 Linear Algebra (3) UC/CSU
Prerequisite: MATH 261
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. (GE Area – CalGETC: 2A)

MATH 275 Ordinary Differential Equations (3) UC/CSU
Prerequisite: MATH 262.
The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems. (GE Area – CalGETC: 2A)

MICROBIOLOGY
(MICRO)

MICRO 020 General Microbiology (4) UC/CSU
Prerequisite: BIOLOGY 003.
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. (GE Area – CalGETC: 5B, 5C)

MULTIMEDIA
(MULTIMD)

MULTIMD 100 Introduction to Multimedia Computer Applications (3) CSU
This course provides an overview of the interactive multimedia industry, the profession and career options, the market, and production, forming the basis for the study of digital arts and technologies.

MULTIMD 210 Digital Editing (3) CSU
Advisory: MULTIMD 100
Video editing is a beginning course that focuses on current digital video and sound editing using the current industry standard computer programs and design techniques.

MULTIMD 320 Web Design (3) CSU
A fundamental course in the application of the principals of design in building web sites. Students will use current state-of-the-art Web Designing programs, Flash and other applications to design, build and publish a contemporary website.

MULTIMD 350 Web Design II (3) CSU
Prerequisite: MULTIMD 320

CREDIT COURSE LISTINGS & DESCRIPTIONS

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 805 Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media (3) UC/CSU

Intermediate level course dealing with motion graphics and compositing for film and television using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

MULTIMD 807 Interactive Media Design (3) UC/CSU

This course introduces students to basic concepts of interactive design for digital media with a journalistic emphasis. Students will design interactive multimedia packages, graphics, animation, mobile applications, digital e-book reader interactives, widgets, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

MUSIC
(MUSIC)

MUSIC 101 Fundamentals of Music (3) UC/CSU

For non-music majors. The rudiments of musical notation, scales, keys, intervals, common musical terms, with an introduction to chord structure.

MUSIC 111 Music Appreciation I (3) UC/CSU

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements. A survey of a wide variety of musical styles and periods past and present in Western musical tradition. The emphasis is on perceptive listening along with expository readings. (GE Area – CalGETC: 3A)

NURSING-HEALTH CARE ANCILLARIES
(NRS-HCA)

Note: The following information applies to NRS-HCA 399, 399A, 399B - Students must attend a mandatory orientation. Students are required to have malpractice insurance and health clearances, including but not limited to a TB test, immunizations, and physical examination. Background clearance via Live Scan Fingerprinting and American Heart Association Health Provider CPR training must be completed. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statues, regulations or contracts. Enrollment may also be limited to students meeting prerequisites established pursuant to Title 5, sections 55200-55202 and Board Policy 4260.

NRS-HCA 056 Essential Practical Skills for Nurse Assistants (1) (P/NP Option)
Prerequisite: NRS-HCA 399
This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with activities of daily living.

NRS-HCA 399 Certified Nurse Assistant / Certified Home Health Aide (7)
Prerequisite: ENGL C1000 or ENGLISH 101Y
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 399A Nurse Assistant Training Program (6)
Prerequisite: ENGL C1000
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 Home Health Aide Training Program (2)
Prerequisite: NRS-HCA 399A
This course will introduce students to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support.

NRS-HCA 400 Home Health Aide Training Program (3)
Prerequisite: NRS-HCA 399A
This course prepares the student to perform basic nursing care in an acute care hospital setting under the supervision of a licensed Registered or Vocational Nurse. Areas covered are medical and surgical patient care, oncology, orthopedics, obstetrics, and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. An emphasis will be placed on providing safe and efficient care in a diverse patient setting.

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. (GE Area – CalGETC: 5A)

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. (GE Area – CalGETC: 5C)

PARALEGAL STUDIES
(PALEGAL)

PALEGAL 010 Introduction to Law and Legal Profession (3) CSU
Prerequisite: ENGL C1000.
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 II (3) CSU
Prerequisite: PALEGAL 010 & ENGL C1000.
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 ENGL C1000.
This course provides an overview of the fundamentals of tort law including intentional torts to the person and to property, negligence, and strict liability. Additionally, students will study personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and how to prepare for tort litigation.

PALEGAL 013 Wills, Trusts, and Probate Administration (3)
Prerequisite: PALEGAL 010 & ENGL C1000.
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 & ENGL C1000.
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
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 & ENGL C1000.
This course covers advanced legal drafting and writing, including special research and projects.

PALEGAL 018 Family Law (3)
Prerequisite: PALEGAL 010 & ENGL C1000.
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 & ENGL C1000.
This course is a study of the law of property including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, a study of the system of recording and search of public documents, a study of bankruptcy laws. The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies.

PALEGAL 020 Probate Procedures (3)
Prerequisite: PALEGAL 010 & ENGL C1000.
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 & ENGL C1000.
An overview of the legal aspects of the entertainment industry. The student 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 & ENGL C1000.
This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Re- search and writing will be emphasized in

the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

PALEGAL 041 Contract Law for Paralegals (3)
Advisory: ENGL C1000 or ENGLISH 101Y
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)
Advisory: ENGL C1000 or ENGLISH 101Y
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)
Advisory: ENGL C1000 or ENGLISH 101Y
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)
Advisory: ENGL C1000 or ENGLISH 101Y
This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

PALEGAL 045 Litigation Document Preparation (3)
Advisory: ENGL C1000 or ENGLISH 101Y
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: ENGL C1000.
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 & ENGL C1000
Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and loose-leaf services. Students also receive hands-on training in Westlaw and LexisNexis.

PHARMACY TECHNICIAN
(PHRMCTK)

PHRMCTK 023 Introduction to Pharmacy (2) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

PHRMCTK 029 Body Systems I (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 030 Body Systems II (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 031 Pharmacy Calculations (2) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
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 023, 029, 030, 031, 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
Advisory: ENGL C1000 or ENGLISH 101Y
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 057.
In this course, students practice newly developed skills in the in-patient pharmacy setting.

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 and 057, and PHRMCTK 037.
In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

PHRMCTK 912 Work Experience: Community Pharmacy Externship (2.5) CSU
Prerequisite: ALD HTH056, ALD HTH057, PHRMCTK023, PHRMCTK029, PHRMCTK030, PHRMCTK031, and PHRMCTK032
In this course students practice skills developed in other courses in a community or outpatient pharmacy.

PHRMCTK 922 Work Experience: In-Patient Pharmacy Services (2.5) CSU
Prerequisite: ALD HTH056, ALD HTH057, PHRMCTK023, PHRMCTK029, PHRMCTK030, PHRMCTK031, and PHRMCTK032
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 923 Work Experience: Sterile Products Externship (2.5) CSU
Prerequisite: ALD HTH056, ALD HTH057, PHRMCTK035, PHRMCTK037
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
Advisory: ENGL C1000 or ENGLISH 101Y
This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. (GE Area – CalGETC: 3B)

PHILOS 006 Logic in Practice (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course is designed to foster critical thinking skills, without exclusively appealing to the traditional techniques of formal logic. A number of general issues connected with rational criticism of arguments are explored. These include a discussion of the special features associated with critical thinking in different fields of argumentation and a discussion of fallacies as non-formal failures in the process of reasoning. (

PHILOS 008 Deductive Logic (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course introduces some principles of valid reasoning with emphasis on deductive logic. The course must include a study of formal techniques of sentential logic. The course may also include a treatment of inductive reasoning, language, or fallacies.

PHILOS 009 Symbolic Logic I (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
PHILOS 009 is an introduction to the basic concepts of symbolic logic. This introduction will include the Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, Formal Deductive Proofs, and Natural Deduction Proofs in Sentential and Predicate Logic.

PHILOS 012 History of Greek Philosophy (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Area – CalGETC: 3B)

PHILOS 020 Ethics (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course introduces classical theories of ethics including morality and values, utilitarianism, deontological theories, and virtue theory. Issues of meta-ethics including relativism, are explored in the context of contemporary moral problems, including ethical issues surrounding our moral obligations to wilderness areas and other species. (GE Area – CalGETC: 3B)

PHILOS 028 Environmental Ethics (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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). (GE Area – CalGETC: 3B)

PHILOS 033 Comparative Survey of World Religions (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
An historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Taoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues. (GE Area – CalGETC: 3B)

PHILOS 041 Introduction to Philosophy and Literature (3) UC/CSU
This course introduces an analysis of philosophical ideas as expressed in both philosophical treatises and great works of literature. Initially, we will explore the relationship between philosophy and literature, including any difference between philosophical writing and literary writing, what Plato says about art and truth, and the quarrel between philosophy and poetry. The material will examine issues of truth and rhetoric and what makes philosophical writing unique, and how philosophical ideas are expressed in mythical and religious texts, stories, novels, plays and poems. These and other topics will be addressed in this class, as well as some traditional philosophical questions that arise in classical and popular works of literature. These issues include the concept of the self, the problem of evil, free will and determinism, ethics and the good life, the nature of reality and questions of knowledge, appearance and reality. (GE Area – CalGETC: 3B)

PHOTOGRAPHY
(PHOTO)

PHOTO 007 Exploring Digital Photography (3) UC/CSU
Advisory: MULTIMD 100
An introductory course in digital photography with an emphasis on exploring the traditions of a medium which has produced great works of the human imagination. Students will learn uses and applications of professional digital SLR cameras which include camera controls, lens choice, exposure settings, elements of composition, and photographing with natural light and studio light. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

PHYSICAL SCIENCE
(PHYS SC)

PHYS SC 001 Physical Science I (3) UC/CSU
Designed for the non-science major or prospective elementary teachers, 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. (GE Area – CalGETC: 5A)

PHYS SC 014 Physical Science Laboratory (1) UC/CSU
Corequisite: PHYS SC 001
Designed for the non-science major or prospective elementary teacher, 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 concepts in physics, chemistry, astronomy and geology. (GE Area – CalGETC: 5C)

PHYSICS
(PHYSICS)

PHYSICS 006 General Physics I (4) UC/CSU
Advisory: MATH 241 or MATH241S
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. (GE Area – CalGETC: 5A, 5C)

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. (GE Area – CalGETC: 5A, 5C)

PHYSICS 012 Physics Fundamentals (3) UC/CSU
This introductory course 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 that 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. (GE Area – CalGETC: 5A)

PHYSICS 037 Physics for Engineers and Scientists I (5) UC/CSU
Corequisite: MATH 261
Advisory: A year of high school physics or a physics prep course is recommended. Completion of MATH261 and concurrent enrollment in MATH262 is highly recommended.
The first semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. This course introduces the use of modeling of physical systems and the use of calculus and vectors to solve problems involving Classical Mechanics, gravity, the conservation of energy and momentum (linear & angular), statics & dynamics/kinematics, characteristics of solids and fluids, and fluid mechanics. Students will develop skills in modeling, formulating and solving physics problems and will enhance their ability to analyze different situations in terms of fundamental physics principles. The analytical and theoretical work will be reinforced and blended with laboratory experiments that will permit students to verify, illustrate, and deduce various laws of physics. (GE Area – CalGETC: 5A, 5C)

PHYSICS 038 Physics for Engineers and Scientists II (5) UC/CSU
Corequisite: MATH 262
Prerequisites: PHYSICS 037
Advisory: Completion of MATH262 and concurrent enrollment in MATH263
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. (GE Area – CalGETC: 5A, 5C)

PHYSICS 039 Physics for Engineers and Scientists III (5) UC/CSU
Corequisite: MATH 262
Prerequisite: PHYSICS 037
Advisory: Completion of MATH262 and concurrent enrollment in MATH263 (if PHYSICS039 is taken before PHYSICS038).
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. (GE Area – CalGETC: 5A, 5C)

PHYSICS 185 Directed Study – Physics (1) CSU
Students study physics on a contract basis under the direction of a supervising instructor. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated objectives. This work may be experiential, directed reading or independent research supervised by a faculty member.

PHYSICS 285 Directed Study – Physics (2) CSU
Students study physics on a contract basis under the direction of a supervising instructor. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated

PHYSIOLOGY
(PHYSIOL)

PHYSIOL 001 Introduction to Human Physiology (4) UC/CSU
Advisory: BIOLOGY 003, CHEM 051 or CHEM 060 or CHEM 066 or CHEM 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 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. (GE Areas - CalGETC: 5B, 5C)

POLITICAL SCIENCE
(POL SCI/POLS)

POLS C1000 American Government and Politics (3) UC/CSU
Formerly POL SCI 001: The Government of the United States
This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. (GE Areas - CalGETC: 4H)

POL SCI 002 Introduction to Comparative Politics (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Areas - CalGETC: 4H)

POL SCI 007 Introduction to International Relations (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course is a survey of the factors involved in international relations today. Emphasis is placed on providing the student with a historical and theoretical framework for the analysis of world affairs. (GE Areas - CalGETC: 4H)

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 the western world. (GE Areas - CalGETC: 4H)

POL SCI 017 Government and Politics in Latin America (3) UC/CSU
This introductory course provides a framework for understanding and analyzing the governments, politics and institutions of Latin America in connection with the region's diverse cultures and societies and their markets and economies in the context of the global economy. (GE Areas - CalGETC: 4H)

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
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Areas - CalGETC: 4H)

POL SCI 061 Global Issues (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Areas - CalGETC: 4)

PSYCHOLOGY
(PSYCH/PSYC)

PSYC C1000 Introduction to Psychology (3) UC/CSU
Formerly PSYCH 001: Introductory Psychology
This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. (GE Areas - CalGETC: 4I)

PSYCH 002 Biological Psychology (3) UC/CSU
Prerequisite: PSYCH C1000.
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. (GE Areas - CalGETC: 5B)

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. (GE Areas - CalGETC: 4I, 4J)

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. (GE Areas - CalGETC: 4I)

PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
This course presents the psychological development of the person from the prenatal period through old age and death. Each of the eleven stages is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social, and biological aspects of human development. Psychosocial and lifespan approaches are employed to illustrate the interconnectedness of life. (GE Areas - CalGETC: 4I)

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. (GE Area – CalGETC: 4I)

PSYCH 074 Research Methods in the Behavioral Sciences (3) UC/CSU
Prerequisite: PSYC C1000 and STAT C1000 or PSYCH 091
An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and their application to data as applied to both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of the internet 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) UC/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
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. (GE Areas - CalGETC: 2A)

PSYCH 342 Business Psychology (3) CSU
Prerequisite: PSYCH 013
Introduction to the scientific study of human behavior in the workplace. Application of psychological principles and methodology to improve individual and organizational well-being including work motivation, interpersonal relationships in the workplace, individual and organizational performance, group dynamics, leadership skills, stress, and job attitudes. The structure of organizations and organizational policies, teams, employee recruitment, selection, training, and development, performance appraisal, and satisfaction will be addressed.

PSYCH 900 Seminar in Social Work and Human Services (1)
Prerequisite: PSYC C1000 or PSYCH 079 or SOC 001
Corequisite: PSYCH 921

For the student who is participating in a supervised field experience in a community organization, agency, or institution, this course provides a weekly class meeting that provides the academic element to the experiential course (PSYCH 921). Applying concepts learned in the prerequisite and corequisite courses will be emphasized. This course is designed to provide the student with an opportunity to develop skills that would facilitate gainful employment in the human services field.

PSYCH 921 Fieldwork in Social Work and Human Services (2) CSU (RPT)
Prerequisites: PSYC C1000 or PSYCH 079
Corequisite: PSYCH 900
This course offers the student a supervised field experience in a community organization, agency or institution, allowing the application of knowledge and new skills outside of the classroom environment. The student will have an opportunity to observe, practice, and develop skills that will facilitate gainful employment in the social work field.

REAL ESTATE
(REAL ES)

REAL ES 001 Real Estate Principles (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. The course is required for those seeking the California Salesperson and Broker's license. *Note: This course is required for those seeking the California Broker's license.*

REAL ES 004 Real Estate Office Administration (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
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
Advisory: ENGL C1000 or ENGLISH 101Y
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 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
Advisory: ENGL C1000 or ENGLISH 101Y
This course is designed for real estate brokers, salespeople and owners of income producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics, and legal and professional relationships.

REAL ES 018 Real Estate Investments I (3) CSU
Advisory: ENGL C1000 or ENGLISH 101Y

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
Advisory: ENGL C1000 or ENGLISH 101Y
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 (P/NP Option)
This course fulfills the 15-hour requirement for the Uniform Standards of Professional Appraisal Practice, which is required by the California Bureau of Real Estate Appraisers (BREA) to qualify to take the Trainee Appraiser license examination. Students will learn the basic standards of professional appraisal and how to apply them to practical situations.

REAL ES 040 Residential Report Writing and Case Studies (3)
This course fulfills the requirement to qualify for the California Bureau of Real Estate Appraisers (BREA) Trainee Appraiser license examination. This course teaches how to reason and use logic in the writing of a residential appraisal of a one-unit property using the 14MC 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) CSU
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) CSU
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) CSU
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) CSU
Prerequisite: REAL ES 041 and REAL ES 043
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) CSU
Prerequisite: REAL ES 041 and REAL ES 043
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.

REAL ES 046 Foundations of Real Estate Residential License Appraisal (1) CSU
Prerequisite: REAL ES 009, 010, 039, 040
This course provides a comprehensive introduction to real estate appraisal practicum program. It equips students with the essential skills and knowledge required for successful appraisal practice in California. Through a structured

curriculum, students will delve into the fundamentals of the appraisal industry, learn about their responsibilities, and gain proficiency in utilizing appraisal software and tools. Students must maintain final reports from this course for five years in keeping with the record keeping section of the Ethics Rule of USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 047L Foundations of Real Estate Residential License Appraisal Lab (4.5) CSU
Prerequisite: REAL ES 009, 010, 039, 040, 046
This course is a laboratory course designed to complement the theoretical concepts introduced in the lecture component of this course. This course provides students with hands-on experience in conducting property inspections, utilizing appraisal tools, and applying valuation techniques essential in the real estate appraisal industry. By engaging in guided exercises and reviews, students will develop proficiency in conducting thorough property assessments and problem-solving skills essential for success in the appraisal profession. Students must maintain final reports for five years in keeping with the record keeping section of the ETHICS RULE of USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 048 Real Estate Residential License Appraisal Techniques and Applications (1) CSU
Prerequisite: REAL ES 009, 010, 039, 040, 046, 047L, 942
This course delves into intermediate topics in property valuation, equipping students with the knowledge and skills necessary for success in the real estate appraisal profession. Through a comprehensive exploration of valuation approaches and techniques, including the sales comparison, cost, and income approaches, students learn to analyze property value based on diverse market conditions and property types. The course emphasizes the critical process of final reconciliation, where students assess data accuracy, consistency, and quality to develop well-supported opinions of value. With preparation for the licensed residential appraiser exam, this course offers a comprehensive pathway for students seeking to excel in the real estate appraisal field. Students must maintain final reports for five years in keeping with the record keeping section of the Ethics Rule of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 049L Real Estate Residential License Appraisal Techniques and Applications Lab (4.5) CSU
Prerequisite: REAL ES 009, 010, 039, 040, 046, 047L, 048, 942
This course offers students the opportunity to deepen their understanding and proficiency in intermediate appraisal techniques through hands-on laboratory exercises that go with the lecture course. This course provides hands-on training in intermediate property valuation techniques and methodologies. Students engage in practical exercises to

review and apply valuation approaches, including the sales comparison, cost, and income approaches. Emphasis is placed on ensuring the adequacy of data selection, conducting final reconciliations, and developing comprehensive appraisal reports adhering to industry standards. Additionally, students explore complex topics relevant to licensed residential appraisers and prepare for the licensed residential appraiser exam. Students must maintain final reports for five years in keeping with the record keeping section of the Ethics Rule of USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 050 Real Estate Residential License Appraisal Valuation Strategies (1) CSU
Prerequisite: REAL ES 009, 010, 039, 040
This advanced practicum course develops students' awareness of issues/resolutions that arise when valuing complex properties. Students research the scope of work assigned and discuss and develop proficiency in describing how population, employment trends, market conditions, and physical site attributes affect real property valuation. Emphasis is placed on a deeper understanding of how to utilize the highest and best use, sales comparison, and income approach, in addition to the Uniform Standards of Professional Appraisal Practice (USPAP) when preparing to write an opinion of value report.

REAL ES 051L Real Estate Residential License Appraisal Valuation Strategies Advanced Lab (4.5) CSU
Prerequisite: REAL ES 009, 010, 039, 040, 050
This course provides students with market research exercises in reviewing and analyzing various complex property and site physical characteristics, data collection, and the applicable methods of appraisal practice for the certified licensed credential category. Emphasis is placed on complex issues that arise to produce credible appraisals that utilize actual subject properties, applying and reporting appraisal approaches in conformity with USPAP.

REAL ES 942 Foundations of Real Estate Residential License Appraisal Work Experience (4) CSU (RPT)
Prerequisite: REAL ES 009, 010, 039, 040, 046, 047L
This course provides students with practical training in real-world appraisal practices, building upon theoretical knowledge gained in previous coursework. Through on-the-job training, students apply appraisal principles under the guidance of experienced professionals. The course emphasizes the development of essential appraisal skills, including report writing, technological proficiency, and adherence to ethical standards. Students also explore career pathways within the appraisal valuation profession, gaining insight into industry trends and advancement opportunities. This course equips students with the hands-on experience and skills necessary for successful employment in the appraisal industry. This course requires that the student be employed in a paid or unpaid (intern) position. Work experience may be repeated. Students must work 216 hours during the semester to earn

units for this course. Students must maintain final reports for five years in keeping with the record keeping section of the Ethics Rule USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 943 Real Estate Residential License Appraisal Techniques and Applications Work Experience (4) CSU (RPT)
Prerequisite: REAL ES 009, 010, 039, 040, 046, 047L
This course identifies work sites where students can synthesize valuation methodologies so that they can assess the appropriate scope of work required, create, and deliver the written report that was requested. Students will learn the appraisal process through on-the-job experience and create and deliver written appraisal reports for academic purposes only. This course requires that the student be employed in a paid or unpaid (intern) position. Work experience may be repeated. Students must work 216 hours during the semester to earn units for this course. Students must maintain final reports for five years in keeping with the record-keeping section of the Ethics Rule of USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up to date USPAP criteria must be used to govern all coursework.

REAL ES 944 Real Estate Residential License Appraisal Valuation Strategies Work Experience (4) CSU (RPT)
Prerequisite: REAL ES 009, 010, 039, 040, 050, 051L
This course identifies work sites where students can synthesize valuation methodologies so that they can assess the appropriate scope of work required, create, and deliver the complex written report. Students will learn the appraisal process through on the job experience and create and deliver written appraisal reports for academic purposes only. 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. Work experience may be repeated. Students must work 216 hours during the semester to earn units for this course. Students must maintain final reports for five years in keeping with the record-keeping section of the Ethics Rule of USPAP. The final assignment in the course will be communicated in compliance with the Appraisal Report requirements of USPAP. The most up-to-date USPAP criteria must be used to govern all coursework.

SOCIOLOGY
(SOC)

SOC 001 Introduction to Sociology (3) UC/CSU
An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics.

Students will learn how to apply sociological ideas to everyday life. (GE Areas - CalGETC: 4J)

SOC 002 American Social Problems (3) UC/CSU
This course is an introduction to the causes, consequences, solutions and changing definitions of social problems. Examples of problems discussed are poverty, race relations, sexism, crime, drugs, environmental issues, and population problems. Identification and analysis of contemporary American social problems including: (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary. (GE Areas - CalGETC: 4J)

SOC 011 Race and Ethnic Relations (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. (GE Areas - CalGETC: 4J)

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. (GE Areas - CalGETC: 4)

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.

SPANISH
(SPANISH)

SPANISH 001 Elementary Spanish I (5) UC/CSU (P/NP Option)
Advisory: ENGL C1000 or ENGLISH 101Y
This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context.

SPANISH 002 Elementary Spanish II (5) UC/CSU

Prerequisite: SPANISH 001 or two years of high school Spanish
This course continues to teach language acquisition in a cultural context through listening, speaking, reading and writing at the second semester level. The students will continue to interact with authentic language in cultural context. (GE Areas - CalGETC: 3B)

SPANISH 003 Intermediate Spanish I (5) UC/CSU
Prerequisite: SPANISH 002 or three years of high school Spanish.
This course reviews and expands grammatical concepts learned in previous courses and emphasizes idiomatic construction and conversational ability. It introduces students to Spanish and Latin-American authors and discussions on selected readings from contemporary Latin American and Spanish literature will provide training in oral and written expression. (GE Areas - CalGETC: 3B)

SPANISH 004 Intermediate Spanish II (5) UC/CSU
Prerequisite: SPANISH 003 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. Readings and discussions of Spanish and Spanish-American literature, history and culture are the basis for regular composition assignments. (GE Areas - CalGETC: 3B)

SPANISH 007 Conversational Spanish (3) UC/CSU
Prerequisite: SPANISH 002
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) UC/CSU
Advisory: ENGL C1000 or ENGLISH 101Y
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. (GE Areas - CalGETC: 4F, 4H)

SPANISH 012 Survey of Mexican Literature (3) UC/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. (GE Areas - CalGETC: 3B)

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.

STATISTICS
(STAT)

STAT C1000 Introduction to Statistics (4) UC/CSU
Formerly MATH 227: Statistics
Prerequisite: Eligibility for transfer-level mathematics per AB1705.
This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. (GE Area – CalGETC: 2A)

STAT C1000E Introduction to Statistics (4) UC/CSU
Formerly MATH 227S: Statistics with Support
Prerequisite: Eligibility for transfer-level mathematics per AB1705.
This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. **This course has embedded support.** (GE Area – CalGETC: 2A)

THEATER
(THEATER)

THEATER 100 Introduction to the Theater (3) UC/CSU
This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. (GE Areas - CalGETC: 3A)

THEATER 110 History of The World Theater (3) UC/CSU
The study of the history of theatre from the Origins of Theatre through the 19th Century. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Throughout history we can see how the theater changes in response to the changing needs and concerns of a given culture. Our goal for this course is to help students begin to understand and articulate the relationship between theater and society. Plays are read for analysis of structure, plot, character and historical relevance. (GE Areas - CalGETC: 3A)

THEATER 200 Introduction to Acting (3) UC/CSU
o critique a play.

This course is designed to release the natural storyteller in all of us. Students will discover a freedom of expression using their imagination, voice and physicality. Through games, improvisations and character work students will explore an awareness of self that will allow them to feel comfortable performing in front of others in a sincere and honest environment. Students will also perform an autodrama, an autobiographical portrayal of a person's life which empowers them to create characters and connect on a deep level to their own emotions, igniting a powerful, truthful performance on stage. Students will also work on scenes, monologues, learn script analysis and how t

COLLEGE AND CAREER PREPARATION DIVISION
ADULT EDUCATION PROGRAM

The College and Career Preparation Division provides comprehensive, tuition-free adult education programs designed to empower basic skills learners, English language learners, disadvantaged populations, and non-traditional students. Our mission is to equip individuals with the essential knowledge, skills, and abilities necessary for:

- **Successful Employment:** Acquiring and retaining jobs in high-demand occupations.
- **Seamless College Transition:** Preparing for and transitioning to college-level coursework.
- **Strategic Career Development:** Exploring, planning, and establishing career pathways leading to growth opportunities.

PROGRAM FEATURES:

- **Comprehensive Support Services:** Access to free personal, career, and academic counseling.
- **Extensive Course Offerings:** Over 50 noncredit courses and more than 20 Career Development and College Preparation (CDCP) certificates.
- **Certificates:** CDCP programs designed to enhance employability, job placement, and academic skills.
- **Flexible Scheduling and Accessible Locations:** Open-entry enrollment throughout the academic year, with daytime, evening, weekend classes offered at the college campus (in-person or virtually) and multiple sites to ensure equitable access.

FOCUS AREAS:

- **English as a Second Language (ESL):** Enhancing English proficiency, conversation, pronunciation, and strengthening academic skills.
- **Citizenship:** Preparing for the U.S. Citizenship and Immigration Services (USCIS) interview and exam.
- **High School Equivalency (HSE) Preparation:** Equipping students with the skills necessary to pass the GED or HiSET exams and obtain a California HSE Certificate.
- **Career Exploration and Preparation:** Providing pathways to careers in business, information technology, healthcare, hospitality, and other high-demand fields.
- **Job and Career Training:** Offering skills and training for immediate employment or transition to credit degree programs.
- **Employment Preparation:** Developing 21st-century job-ready skills for successful employment and career advancement.
- **Academic Preparation:** Improving foundational skills in reading, writing, math, and science to prepare for college-level coursework and HSE exams.

OUR COMMITMENT:

We are dedicated to assisting students in navigating college systems and achieving their educational and career goals. Our programs foster increased literacy, access to higher education and employment, and strengthened self-sufficiency. We invite you to discover life-changing opportunities through enrollment in our tuition-free programs.

NONCREDIT PROGRAMS & COURSES

Academic Preparation

Certificates of Competency:
1. Adult Basic Education
2. Arithmetic Fundamentals
3. College Readiness
4. Foundation for Academic Success I
5. Foundation for Academic Success II
6. Liberal Arts Math Prep
7. Pre-Algebra Fundamentals
8. Science preparation
9. Statistics Preparation
10. STEM Math Preparation

Career Exploration & Preparation

Certificates of Completion:
1. Business Tools
2. Career Exploration: Information Communications Technology/Digital Media
3. Choosing Business Careers
4. Communicating in Business
5. Conservation Studies
6. Dental Career Skill Enhancement
7. Facilities Management
8. Healthcare Career Discovery
9. Healthcare Careers Preparation
10. Healthcare Services
11. Pre-Dental Career Preparation
12. Pre-Nursing Career
13. Real Estate Supervisory/Trainee Appraiser Licensing

Job Training

Certificates of Completion:
1. Administrative Assistant
2. Autism Services Aide
3. Banquet & Restaurant Server
4. Construction Industry Exploration & Preparation Program
5. Custodial Technician Preparation
6. Food Service Manager's Skills Preparation
7. Food Handler's Preparation
8. Front Desk Representative & Reservationist
9. Gig Economy Success Kit
10. Guest & Public Spaces Attendant
11. In-Home Supportive Services (IHSS) Provider
12. In-Home Supportive Services Provider for the English Language Learner
13. Tutor Training

Employment Preparation

Certificates of Completion
1. 21st Century Employability Skills: Communication & Digital Literacy
2. 21st Century Employability Skills: Diversity Awareness & Collaboration
3. 21st Century Employability Skills: Empathy & Adaptability
4. 21st Century Employability Skills: Entrepreneurial & Analytical Mindset
5. 21st Century Employability Skills: Self-Awareness & Resilience
6. Computer Skills for the Workplace
7. Employment Readiness
8. Entrepreneurship Skills
9. Financial Literacy for College & Workforce Success
10. Interpersonal Skills for the Workplace
11. Introduction to Computers
12. Job Readiness
13. Leadership and Workplace Success in the Public Sector

English Language Learners

Certificates of Completion:
1. Administrative Assistant for the English Language Learner
2. ESL Fundamentals & Custodial Technicians

Certificates of Competency:
3. College Readiness for the English Language Learner
4. English as a Second Language – Conversation
5. English as a Second Language – Pronunciation
6. English for Speakers of Other Languages (Level 1)
7. English for Speakers of Other Languages (Level 2)
8. ESL Fundamentals I
9. ESL Fundamentals II
10. ESL Fundamentals III
11. ESL Pathways
12. The Foundation of English Skills

14. **Licensing/Employment Test Prep**
15. **Resilient Leadership for College Engagement**
16. **Technology for Success in the Workplace**
17. **Workplace Preparation and Career Success**
18. **Workplace Success I: Creative Leadership**
19. **Workplace Success II: Creativity & Innovation in the Workplace**

Certificates of Competency:

20. **Academic & Workforce Success**

21ST CENTURY EMPLOYABILITY SKILLS: COMMUNICATION & DIGITAL LITERACY (CN)

(6-18 hours)

The 21st 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: Upon successful completion of this program, students will be able to…
1. Speak in a professional manner, use 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. Know how to use social media appropriately in work settings.
3. Understand what technology tools are available to help people work together in person and online.
4. Demonstrate 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   21st Century Employability Skills: Communication ....3-9 hours
BSICSKL 117CE   21st Century Employability Skills: Digital Fluency ....3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: DIVERSITY AWARENESS & COLLABORATION (CN)

(6-18 hours)

The 21st 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: Upon successful completion of this program, students will be able to…
1. Use social or cultural differences to help expand the concept of what is "normal" and use this to generate new ideas.
2. Value diversity in the workplace, including gender, sexual orientation, ethnicity, and age. Understand these differences can improve products, services, or work processes.
3. Develop and improve relationships with people of different backgrounds and beliefs by improving self-awareness, sensitivity to others' feelings, and professionalism.
4. Share leadership by gathering ideas and using the skills of all team members. Offer help and encourages everyone to share responsibilities.
5. Find positive ways to deal with conflict amongst team members and see failure as a way to learn.

Required Courses
BSICSKL 112CE   21st Century Employability Skills: Diversity Awareness ....3-9 hours
BSICSKL 113CE   21st Century Employability Skills: Collaboration ....3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: EMPATHY & ADAPTABILITY (CN)

(6-18 hours)

The 21st 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: Upon successful completion of this program, students will be able to…
1. Know the difference between empathy (putting yourself in someone else's shoes) versus sympathy (feeling sorry for/ understanding what someone is going through) and know when to use one approach or the other.
2. Connect with others by being a good listener, asking questions to help understand what the other person is

feeling, being honest, and mirroring positive nonverbal communication to build trust.
3. Notice when things change, like new technology or new responsibilities, and see it as an opportunity rather than being negative about it.
4. Be 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   21st Century Employability Skills: Empathy ....3-9 hours
BSICSKL 111CE   21st Century Employability Skills: Adaptability.............................3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: ENTREPRENEURIAL & ANALYTICAL MINDSET (CN)

(6-18 hours)

The 21st 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: Upon successful completion of this program, students will be able to…
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. Consider different viewpoints and put effort into understanding why information may be presented in a certain way.
4. Look at the bigger picture of the work situation, community, or society when solving problems.
5. Take time to think about different ways of solving a problem and test out ideas to see which one is best.

Required Courses
BSICSKL 108CE   21st Century Employability Skills: Entrepreneurial Mindset.......................3-9 hours
BSICSKL 109CE   21st Century Employability Skills: Analysis/Solution Mindset ....3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: SELF-AWARENESS & RESILIENCE (CN)

(6-18 hours)

The 21st 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: Upon successful completion of this program, students will be able to…
1. Know own personality, strengths, and areas of knowledge, skills, or habits that can be improved.
2. Look for work opportunities that would be a good match for personal strengths and skills.
3. Improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating
4. Believe in personal growth and change by seeing new knowledge and skills as a way of life, not just a one-time thing.
5. Listen to others' views while also speaking up for oneself in order to learn from feedback and resolve conflicts.

Required Courses
BSICSKL 114CE   21st Century Employability Skills: Self-awareness.......................3-9 hours
BSICSKL 115CE   21st Century Employability Skills: Resilience ....3-9 hours

ACADEMIC & WORKFORCE SUCCESS (CY)

(54-108 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: Upon successful completion of this program, students will be able to…
1. Effectively navigate and utilize college website, email system, student portal, and student services.

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

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 hour
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: Upon successful completion of this program, students will be able to…
1. Demonstrate effective written and oral communication skills to a variety of workplace audiences (supervisors, clients, co-workers)
2. Employ office technology and skills relevant to the workplace (PowerPoint presentations, excel spreadsheets, email, and other communication tools)
3. Employ effective business vocabulary, customer service, and etiquette to meet the needs and goals of the workplace

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

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: Upon successful completion of this program, students will be able to…
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

ADULT BASIC EDUCATION (CY)

(153 hours)

The Adult Basic Education Certificate of Competency is designed to prepare students for basic reading, writing, spelling, and math skills used in the high school equivalency test preparation, workforce preparation and training courses, and college-level courses.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Demonstrate proficient skills in basic writing, mathematics, reading and spelling used in GED

preparation, other high school equivalency programs, and college-level courses.

Required Courses

BSICSKL 023CE   College and Scholastic Assessment Preparation............................72 hours
BSICSKL 034CE   High School Equivalency Test Preparation............................117 hours

ARITHMETIC FUNDAMENTALS (CY)

(54 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: Upon successful completion of this program, students will be able to…
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: Whole Numbers, Decimals and Integers ....27 hours
BSICSKL 057CE   Arithmetic Review: Fractions, Decimals and Percentages ....27 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: Upon successful completion of this program, students will be able to…
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 Success ....9-36 hours
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: Upon successful completion of this program, students will be able to…
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 Training..9-18 hours
VOC ED 246CE   Restaurant Server Skills Training....................................9-18 hours
VOC ED 247CE   Kitchen Steward Skills Training....................................9-18 hours

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: Upon successful completion of this program, students will be able to…
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

CAREER EXPLORATION: INFORMATION COMMUNICATIONS TECHNOLOGY/DIGITAL MEDIA (CN)

(36 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: Upon successful completion of this program, students will be able to…

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 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: Upon successful completion of this program, students will be able to…

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 a New

                Business ....18 hours

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: Upon successful completion of this program, students will be able to…

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
                Opportunities ....18 hours
BSICSKL 105CE   Student Success in Hybrid and
                Online Classes ....18-36 hours
VOC ED 290CE   Computer Literacy for
                College..................................18 hours

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: Upon successful completion of this program, students will be able to…

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 Education .... 9 hours
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: Upon successful completion of this program, students will be able to…

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

COMPUTER SKILLS FOR THE WORKPLACE(CN)

(162 hours)

The Computer Skills for the Workplace Certificate of Completion is designed to prepare students with practice skills to use software commonly used in educational program and employment. Students will increase competency with word processing, spreadsheets and multimedia presentation software.

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

1. Create, save, format, edit, and print word processing documents.

2. Develop formatted spreadsheets to organize and interpret data.
3. Design multimedia presentations for academic or career-related use.

Required Courses

VOC ED 103CE Introduction to Word Processing .... 54 hours
VOC ED 104CE Introduction to Excel Spreadsheets........................ 54 hours
VOC ED 105CE Introduction to Multimedia Presentations........................ 54 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: Upon successful completion of this program, students will be able to…

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.
4. 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

CONSTRUCTION INDUSTRY EXPLORATION AND PREPARATION (CN)

(81-216 hours)

The Construction Industry Exploration & Preparation Certificate of Completion program will provide students with the essential skills needed to obtain and retain entry-level construction positions in the public and private sectors.

Required Courses

| VOC ED 252CE | Exploration of Construction and Maintenance Careers ....54-108 hours |
| VOC ED 259CE | OSHA Safety Standards: Construction & Industry ....18-36 hours |

Elective Courses (choose one from the following)

| VOC ED 096CE | Blueprint for Workplace Success ....9-36 hours |
| BSICSKL 074CE | Employment Test Prep ....36-72 hours |

CUSTODIAL TECHNICIAN PREPARATION (CN)

(72-99 hours)

The Custodial Technician Preparation certificate program will help students meet the application requirements for entry-level custodial positions.

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

1. Develop a resume, complete a job application, practiced job interviewing skills, and learned about workplace performance and communication standards, skills, and practices
2. Complete the required 60 hours of basic custodial safety and cleaning training.

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: Upon successful completion of this program, students will be able to…

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

Required Courses

| VOC ED 406CE | Visual Spatial Perception and Psychomotor Skill Training................................. 18 hours |
| VOC ED 407CE | Career Preparation and Orientation in the Dental Field .... 36 hours |

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: Upon successful completion of this program, students will be able to…

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 Workplace Success I – Teamwork **..............................**36 hours |
| BSICSKL 078CE | Fundamentals for Workplace Success II – Effective Communication and Leadership Skills ....36 hours |

ENTREPRENEURSHIP SKILLS (CN))

(45-54 hours)

The Entrepreneurship Skills Certificate of Completion is designed to give students the necessary knowledge and skills to plan, develop, and operate a business. The business entrepreneur utilizes the understanding of business concepts, strategies, and technology to shape ideas not opportunities supported by research, data and business models.

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

1. Apply entrepreneurship and customer service concepts to analyze and improve various
2. Develop a business plan, marketing strategies, and measure business success.

Required Courses

| VOC ED 084CE | Entrepreneur Training Program   36 hours |
| VOC ED 097CE | Blueprint for Customer Service. 9-18 hours |

ENGLISH AS A SECOND LANGUAGE – CONVERSATION (CN)

(108 hours)

The English as a Second Language – Conversation Certificate of Competency is designed to prepare students in listening comprehension and speaking skills by using conversational strategies using formal and informal language in preparation for enhanced job opportunities, the transition to academic studies, and increased community participation.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Demonstrate essential oral communication skills in English
2. Interpret information presented in an authentic listening passage and answer comprehension questions
3. Participate in conversations and discussions about a range of topics, texts, and issues

Required Courses
ESL NC 050CE   Beginning Conversation..........54 hours
ESL NC 060CE   Conversation – Level 2 ....54 hours

ENGLISH AS A SECOND LANGUAGE – PRONUNCIATION (CN)
(54 hours)

The English as a Second Language Pronunciation Certificate of Competency is designed to prepare students in the areas of pronunciation for effective communication in English to succeed in daily life, community participation, employment, and academic studies. Students learn vowel and consonant sounds, syllabification, pronunciation contrast, rhythm, focus words, connected speech, intonation, thought groups and stress.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Demonstrate fundamental communication skills with a focus on pronunciation in English
2. Recognize and produce rhythm and intonation patterns appropriate to a given situation

Required Courses
ESL NC 048CE   Pronunciation I:
                       Producing Sounds ....18 hours
ESL NC 049CE   Pronunciation II:
                       Improving Fluency ....36 hours

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (LEVEL 1) (CN)
(162-270 hours)

The English for Speakers of Other Languages (Level 1) Certificate of Competency is designed to prepare students in various levels of beginning English proficiency. Students learn the fundamentals of reading, writing, listening, and speaking, preparing them for enhanced job opportunities, academic studies, and increased community participation.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Identify and write alphabetical letters and numerals to communicate basic information in English such as name, address, phone number, and apply information to complete simplified forms
2. Answer simple questions with non-verbals, Yes/No, one-word responses, or short phrases
3. Recognize and produce sentences with basic English word order

Required Courses
ESL NC 110CE   English as a Second Language –
                       Introductory ....108 hours
ESL NC 221CE   Multilevel English for Speaks of Other
                       Languages (ESOL) –
                       Level 1 ....54-162 hours

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (LEVEL 2) (CN)
(108 hours)

The English for Speakers of Other Languages (Level 2) Certificate of Competency is designed to prepare students in various levels of intermediate English proficiency. Students learn creative oral language activities, comprehending and participating in conversations, introductory critical thinking skills, and academic reading and writing tasks. Students are exposed to authentic spoken and written content to prepare for college, the workplace, and civic participation

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Demonstrate essential reading, writing, listening, and speaking skills in English
2. Answer comprehension questions to demonstrate understanding of written materials
3. Write paragraphs related to everyday life at a developmental level of proficiency

Required Courses
ESL NC 210CE   English as a Second Language –
                       Level 3 ....54 hours
ESL NC 222CE   Multilevel English for Speaks of Other
                       Languages (ESOL) –
                       Level 2 ....54 hours

ESL FUNDAMENTALS & CUSTODIAL TECHNICIANS (CN)

(72-99 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: Upon successful completion of this program, students will be able to…

4. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
5. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
6. 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
Training ....63 hours
VOC ED 096CE   Blueprint for Workplace
Success ....9-36 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. 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.

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

1. Provide a transformative educational experience for every student, the ESL Pathways Certificate of Competency confirms that student has demonstrated achievement in the prescribed set competencies outlined in the approved sequence of courses.

Required Courses

ESL NC 006CE   English as a Second
Language – 0 ....216 hours

VOC ED 289CE   Computer Basics for the English Language
Learner...................................18-54 hours

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: Upon successful completion of this program, students will be able to…

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
Language – I ....216 hours
ESL NC 008CE   English as a Second
Language – II ....216 hours

ESL FUNDAMENTALS III (CY)

(432 hours)

The ESL Fundamentals III 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: Upon successful completion of this program, students will be able to…

1. Employ low advanced English skills in reading, writing, listening, and speaking with an emphasis in writing.
2. Use 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. Apply 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: Upon successful completion of this program, students will be able to…
1. Communicate in a variety of written forms with purpose, meaning and grammatical corrections.
2. Comprehend and analyze a variety of passages and content to construct meaning as a skilled reader.
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

ENTREPRENEURSHIP SKILLS (CN)

(45-54 hours)

The Entrepreneurship Skills Certificate of Completion is designed to give students the necessary knowledge and skills to plan, develop, and operate a business. The business entrepreneur utilizes the understanding of business concepts, strategies, and technology to shape ideas not opportunities supported by research, data and business models.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Apply entrepreneurship and customer service concepts to analyze and improve various
2. Develop a business plan, marketing strategies, and measure business success.

Required Courses

VOC ED 084CE	Entrepreneur Training Program	36 hours
VOC ED 097CE	Blueprint for Customer Service.	9-18 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: Upon successful completion of this program, students will be able to…
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 and 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: Upon successful completion of this program, students will be able to…
1. Develop the budgeting and analysis skills to save regularly and spend less than their income.
2. 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

FOOD HANDLER'S PREPARATION (CN)

(48 hours)

The Food Handler's Preparation Certificate of Completion will prepare students with service-industry concepts and skills

including food handling and safety, person hygiene, time and temperature, FDA guidelines, cross-contamination and allergens, cleaning and sanitizing kitchen tools, surfaces, and equipment.

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

1. Identify appropriate personal hygiene practices for use in a food preparation setting.
2. Explain health regulation standards to prevent the spread of diseases to self and customers.
3. Implement successful test taking strategies.
4. Describe optimal employee behaviors in a food service environment.

Required Courses

VOC ED 253	Food Handler's Card Test Preparation	18 hours
VOC ED 247	Kitchen Steward Skills Training	18 hours
VOC ED 098CE	30 Ways to Shine as a New Employee	12 hours

FOOD SERVICE MANAGER SKILLS PREPARATION (CN)

(48 hours)

The Food Service Manager Skills Preparation Certificate of Completion is designed to prepare students with food service-industry concepts and skills, including personal hygiene, contamination, best practices for purchasing, receiving , storing, cooking, serving, cleaning and sanitization, food safety management, equipment maintenance, and pest control

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

1. Identify strategies for maintaining a safe kitchen environment, including proper food storage, food preparation, cleaning, sanitization, and employee hygiene practices.
2. Comply with health regulation standards to prevent the spread of diseases.
3. Implement successful test taking strategies.

Required Courses

VOC ED 254	Food Service Manager Test Preparation Preparation	18 hours
VOC ED 247	Kitchen Steward Skills Training	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 pass a High School equivalency.

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

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: Upon successful completion of this program, students will be able to ..

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: Upon successful completion of this program, students will be able to ..
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 Representative .....9-18 hours
VOC ED 249CE   Reservationist Skills Training ..9-18 hours

GIG ECONOMY SUCCESS KIT (CN)

(72 hours)

The Gig Economy Success Kit Certificate of Completion is designed to prepare students with practical skills and knowledge to navigate the gig economy. Students learn about personal spending and budgeting, planning and goal setting for personal finances, preventing identify theft, development a business plan, leadership, developing a professional image, and fostering business growth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ..
1. Develop a budget to manage spending, saving, and investing.
2. Apply strategies for starting and growing a business.
3. Create a simple business plan.

Required Courses

VOC ED 084   Entrepreneur Training Program   36 hours
VOC ED 063   Managing Money ....36 hours

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: Upon successful completion of this program, students will be able to ..
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
                Training....................................9-18 hours
VOC ED 245CE   Public Space Cleaner Skills ......9-18 hours
VOC ED 250CE   Guestroom Attendant Skills
                Training....................................9-18 hours

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: Upon successful completion of this program, students will be able to…
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: Upon successful completion of this program, students will be able to…
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 Health Care Professions ....18 hours
VOC ED 405CE Professionalism in Health Occupations ....18 hours

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: Upon successful completion of this program, students will be able to…
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 Terminology ....18 hours
VOC ED 401CE Medical Documentation and Charting ....18 hours

VOC ED 403CE Law & Ethics for Health Professions ....18 hours

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: Upon successful completion of this program, students will be able to…
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

IN-HOME SUPPORTIVE SERVICES PROVIDER FOR THE ENGLISH LANGUAGE LEARNER(CN)

(54-198 hours)

The IHSS for English Language Learners certificate program provides students the knowledge and skills needed to begin a career in health care as an In-Home Support Services provider (IHSS). 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 more importantly grant them the skills necessary to become gainfully employed. This exciting career fits those with a passion for helping people 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. Integrated English language skills curriculum will effectively target the necessary strategies and knowledge to communicate effectively in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
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 408CE In-Home Supportive Provider
(IHSS)....................................36-90 hours

VOC ED 096CE Blueprint for Workplace
Success ....9-36 hours
VOC ED 097CE Blueprint for Customer
Service..................................9-18 hours

VOC ED 411CE Vocational English as a
Second Language B ....54 hours

INTERPERSONAL SKILLS FOR THE WORKPLACE (CN)

(72 hours)

The Interpersonal Skills for the Workplace Certificate of Completion provides students with the skills and knowledge needed to communicate effectively and maintain positive attitude at the workplace. Students are introduced to anger management techniques, effective relationship building strategies, and habits that promote success and wellness.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Identify ways to achieve wellness through physical, emotional, social, and intellectual development.
2. Develop effective communication and relationship-building strategies.
3. Describe how to apply anger management skills in personal development goals, school, community, and at the workplace.

Required Courses

VOC ED 122CE Habits for Success..................36 hours
VOC ED 822CE Anger Management Skills ....36 hours

INTRODUCTION TO COMPUTERS (CN)

(108 hours)

The Introduction to Computers Certificate of Completion is designed to provide foundational knowledge and practical skills for students preparing for employment or educational programs that use computers and the internet. Course content includes basic keyboarding, computer software and navigating the internet.

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

1. Demonstrate basic computer skills including using a mouse, keyboarding, creating and saving documents, and navigating the Windows environment.
2. Navigate the internet browser and access online resources such as email and search utilities.

Required Courses

VOC ED 128CE Introduction to Keyboarding and Windows
for the Workplace.................. 54 hours
VOC ED 129CE Introduction to the Internet....... 54 hours

JOB READINESS SKILLS (CN)

(40-66 hours)

The Job Readiness Skills certificate program prepares students with the essential 21st century communication and workplace skills to effectively gain and maintain employment.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
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: Upon successful completion of this program, students will be able to…
1. Understand self-awareness which includes their values and beliefs
2. Understand and appreciate diversity
3. Develop an understanding of group dynamics including conflict resolution and group decision making processes
4. Demonstrate an understanding for ethical decision making and why it is important
5. Demonstrate effective communication skills and techniques

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 MATHEMATICS PREPARATION (CY)

(24-126 hours)

The Liberal Arts Mathematics Preparation certificate program supports student success in transfer-level mathematics classes such as MATH 215, MATH 230 and MATH 245. The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency 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.

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

1. 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 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: Upon successful completion of this program, students will be able to…

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 074CE   Employment Test
Preparation............................36-72 hours

VOC ED 096CE   Blueprint for Workplace
Success ....9-36 hours

PRE-ALGEBRA FUNDAMENTALS (CY)

(36-90 hours)

The Pre-Algebra Fundamentals certificate program provides students with a set of courses that will help strengthen their academic readiness to progress through the pre-algebra math sequence as well as assist them in the application of math in their career technical and STEM-related courses.

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

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: Real Numbers,
Variables and Equations ....18-45 hours
BSICSKL 059CE   Pre-Algebra Review: Rates, Proportions,
Percentages, and Graphing
Linear Equations...18-45 hours

PRE-DENTAL CAREER PREPARATION (CN)

(36 hours)

The Pre-Dental Career Preparation certificate program will provide students with the necessary knowledge, interpersonal, navigation, and leadership skills needed to effectively transition to and succeed in a dental training program and workplace

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

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.

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: Upon successful completion, students will be able to….
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 Terminology Professions ....18 hours
VOC ED 409CE	Pre-Nursing Career Pathways ....18 hours

REAL ESTATE SUPERVISORY/TRAINEE APPRAISER LICENSING (CN)

(9-18 hours)

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

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 Courses

| VOC ED 197CE | Supervisory/Trainee Appraiser ....4.5-9 hours |
| VOC ED 198CE | Federal & State Laws and Regulations for California 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: Upon successful completion of this program, students will be able to…
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
BSICSKL 044CE   Reading and Writing for College and
                Career Readiness...................45 hours
BSICSKL 078CE   Fundamentals for Workplace Success II:
                Effective Communication and Leadership
                Skills ....36 hours
BSICSKL 101CE   Introduction to Workforce
                Opportunities.........................9-18 hours

SCIENCE PREPARATION (CY)

(108 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: Upon successful completion of this program, students will be able to…
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
                Review ....54 hours
BSICSKL 094CE   Chemistry Fundamentals
                 Review ....54 hours

STATISTICS PREPARATION (CY)

(24-90 hours)

The Statistics Preparation certificate program supports student success in transfer-level Statistics classes. The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency 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.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Use mathematical reasoning, tools and strategies to analyze quantitative aspects problems arising in their major or area of concentration.

Required Courses
ACAD PR 015CE   Data Analysis ....12-36 hours

ACAD PR 016CE Algebra...................................12-54 hours

STEM MATH PREPARATION (CY)

(24-90 hours)

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

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. 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

TECHNOLOGY FOR SUCCESS IN THE WORKPLACE (CN))

(120 hours)

The Technology for Success in the Workplace Certificate of Completion provides students with the basic computing skills necessary for success in modern workplaces. Students are introduced to word processing, spreadsheets, multimedia presentations, the internet, and workplace soft skills. Students select their specific area of interest (word processing, spreadsheets, or multimedia presentations) for the final course in the certificate.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Create word processing documents, spreadsheets, and multimedia presentations for academic or career purposes.
2. Navigate the internet browser and access online resources including email and search utilities.
3. Identify strategies and skills necessary for success in the workplace.
4. Develop competency with computer software specific to academic or career goals.

Required Courses:

VOC ED 003CE   Workplace Readiness –
               Computers.............................54 hours
VOC ED 098CE   30 Ways to Shine as a New
               Employee ....12 hours

Elective Courses (choose 1):

VOC ED 103CE   Introduction to
                Word Processing ....54 hours
VOC ED 104CE   Introduction to Excel
                Spreadsheets........................ 54 hours
VOC ED 105CE   Introduction to Multimedia
                Presentations........................ 54 hours
VOC ED 129CE Introduction to the Internet....... 54 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: Upon successful completion of this program, students will be able to…
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
                Language I ....54 hours
ESL NC 062CE   English as a Second
                Language II ....54 hours
ESL NC 063CE   English as a Second
                Language III ....54 hours

TUTOR TRAINING (CN)

(18-36 hours)

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-12th grade schools.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
1. Develop critical thinking skills to apply to working in the public sector or interacting with public entities.
2. Understand the laws and regulations regarding public information and transparency for meetings and decision-making.

Required Courses
VOC ED 088CE   Introduction to Tutor
                Training ....9-18 hours
VOC ED 089CE   Advanced Tutor
                Training ....9-18 hours

WORKFORCE PREPARATION & CAREER SUCCESS (CN)

(45-90 hours)

This Workforce Preparation certificate program prepares students to effectively transition from college to career with 21st communication skills and job-ready skills to be successful applying and working in current and emerging entry-level high-demand jobs in the public and private work sectors.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
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 and skills and how to gain employment, be successful and keep a job.

Required Courses
BSICSKL 101CE   Introduction to Workforce
                Opportunities ....9-18 hours
BSICSKL 102CE   Workforce Opportunities I ....18-36 hours
BSICSKL 103CE   Workforce Opportunities II ......18-36 hours

WORKPLACE SUCCESS I: CREATIVE LEADERSHIP (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: Upon successful completion of this program, students will be able to…
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: Outstanding
Leadership ....54 hours
BSICSKL 079CE   Creativity, Innovation and
Leadership ....54 hours

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. The required courses provide students with a foundation and framework for innovation in the discipline of creativity as well as skills in how to use creativity and innovation effectively in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to…
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 Creativity
at Work..................................54 hours
BSICSKL 076CE   Successful Innovation and Creativity
in the Workplace....................54 hours

NONCREDIT COURSE LISTINGS & DESCRIPTIONS

Note: Courses denoted as "NDA" are Non-degree Applicable
P/NP/SP Option denotes courses which may be taken as
Pass, No Pass, or Satisfactory Progress

ACADEMIC PREPARATION
(ACAD PR)

ACAD PR 015CE Data Analysis (12-36 hours) NDA (P/NP/SP Option)
Corequisite: STAT C1000 or STATA C1000E
This course provides extra support for students concurrently enrolled in STAT C1000 and 1000E. 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 (P/NP/SP Option)
Corequisite: MATH 215 or MATH 241 or MATH 241S or MATH 245 or MATH 259 or MATH 259A or MATH 259B
This course provides extra support for students concurrently enrolled in MATH 241 (Trigonometry with Vectors), MATH 245 (College Algebra) 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 (36 hours) NDA (P/NP/SP Option)
Corequisite: MATH 241 or MATH 241S

This course provides extra support for students enrolled in MATH 241 (Trigonometry with Vectors), MATH 241S (Trigonometry with Vectors with Support) 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 (24-72 hours) NDA (P/NP/SP Option)
Corequisite: MATH 215 OR MATH 230
This course provides extra support for students enrolled in MATH 215 (Principles of Mathematics), MATH 230 (Math for Liberal Arts Majors), MATH 245 (College Algebra) 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.

ACAD PR 020CE Mathematics Using Technology (18 hours) NDA (P/NP/SP Option)
Corequisite: STAT C1000 or STAT C1000E or MATH 245
This course provides extra support for students concurrently enrolled in STAT C1000 and C1000E. 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.

BASIC SKILLS
(BSICSKL)

BSICSKL 002CE Developing English Composition Skills (18-54 hours) NDA
Corequisite: BSICSKL 023CE or BSICSKL 034CE
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. Student writing will be based on academic readings that will challenge the student's thinking. The course will also involve hands-on application and practice of the topics covered, including thesis development, organization, synthesizing various texts, and working with outside sources.

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 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 (P/NP/SP Option)
This course introduces a wide range of resources and services available in public and academic libraries: print, audio, and electronic books; magazines; audio-visual materials; online databases; and librarian assistance.

BSICSKL 023CE College and Scholastic Assessment Preparation (72 hours) NDA (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
Corequisite: ENGL C1000 or ENGLISH 101Y or ENGLISH 102 or ENGL C1001
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: Whole Numbers, Decimals and Integers (27 hours) NDA (P/NP/SP Option)
Corequisite: BSICSKL 023CE or BSICSKL 034CE
An entry level course in foundational arithmetic designed to improve competency in whole numbers, decimals, and integers. Emphasis is placed on improving number sense and number confidence by employing estimation and work-checking techniques. This course features "Just in Time Teaching and Remediation" techniques as well as implementation of a diagnostic tool.

BSICSKL 057CE Arithmetic Review: Fractions, Decimals and Percentages (27 hours) NDA (P/NP/SP Option)
Corequisite: BSICSKL 023CE or BSICSKL 034CE
This course 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, student 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 058CE Pre-Algebra Review: Real Numbers, Variables and Equations (18-45 hours) NDA
Corequisite: BSICSKL 023CE or BSICSKL 034CE
An entry level course in pre-algebra designed to improve competency in real numbers as well as introduce the logic of algebra relating to solving linear equations. Emphasis is placed on improving logical reasoning and overall comprehension of the language of algebra by relating abstract ideas to real-world applications. This course features "Just in Time Remediation" techniques as well as a diagnostic tool.

BSICSKL 059CE Pre-Algebra Review: Rates, Proportions, Percentages, and Graphing Linear Equations (18-45 hours) II NDA
Corequisite: BSICSKL 023CE or BSICSKL 034CE
An entry level course in pre-algebra designed to improve competency in rates, proportions, and percentages as well as introduce the logic of algebra relating to basic geometry and graphing linear equations. Emphasis is placed on improving logical reasoning and overall comprehension of the language of algebra by relating abstract ideas to real-world applications. This course features "Just in Time Teaching and Remediation" techniques as well as implementation of a diagnostic tool.

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 (P/NP/SP Option))
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 success.

BSICSKL 079CE Creativity, Innovation, and Leadership (54 hours) NDA (P/NP Option)
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 (P/NP Option)

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, microbiology, anatomy and physiology and 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 CHEM 050 and CHEM 060. 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 098CE Math for College and Career Readiness (18-54 hours) NDA (P/NP/SP Option)
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 (P/NP/SP Option)
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 different professionals, identify key employers, and review educational and skill requirements for different careers.

BSICSKL 101CE Introduction to Workforce Opportunities (9-18 hours) NDA (P/NP/SP Option)
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 (P/NP Option)

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 (P/NP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 108CE 21st Century Employability Skills: Entrepreneurial Mindset (9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Analysis/Solution Mindset (9 hours) (P/NP/SP Option)

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 21st Century Employability Skills: Empathy (9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Adaptability (3-9 hours) (P/NP/SP Option)
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.

BSICSKL 112CE 21st Century Employability Skills: Diversity Awareness (3-9 hours) (P/NP/SP Option
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 21st Century Employability Skills: Collaboration (3-9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Self-awareness (9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Resilience (9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Communication (9 hours) (P/NP/SP Option)
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 21st Century Employability Skills: Digital Fluency (9 hours) (P/NP/SP Option)
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.

ENGLISH AS A SECOND LANGUAGE – NONCREDIT
(ESL NC)

ESL NC 006CE English as a Second Language – 0 (216 hours) NDA (P/NP/SP Option)
This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a literacy level. The focus of the course is on basic survival English skills, English sound/symbol correspondence, and reading and writing of simple English sentences.

ESL NC 007CE English as a Second Language – I (216 hours) NDA (P/NP/SP Option)

This is an 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 (P/NP/SP Option)

This is an open-entry, open-exit course that emphasizes listening/speaking skills and reading/ writing skills at a beginning level. The focus of the course 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 short, clearly organized paragraphs and messages.

ESL NC 009CE English as a Second Language – III (216 hours) NDA (P/NP/SP Option)

This is an integrated skills noncredit ESL course that emphasizes listening, speaking, reading, writing, and more developed computer literacy.

ESL NC 015CE English as a Second Language – IV (216 hours) (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

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 048CE Pronunciation I: Producing Sounds (18 hours) NDA (P/NP/SP Option)

This introductory course focuses on areas of pronunciation for effective communication in English. Students will learn how to speak with clear articulation to be understood with ease. Topics to be covered are vowel and consonant sounds, syllabification, and pronunciation contrast.

ESL NC 049CE Pronunciation II: Improving Fluency (36 hours) NDA (P/NP/SP Option)

This introductory course focuses on areas of pronunciation for effective communication in English. Students will review articulation of vowel and consonant sounds, and develop pronunciation fluency by learning about rhythm, focus words, connected speech, intonation, thought groups, and

ESL NC 050CE Beginning Conversation (54 hours) NDA (P/NP/SP Option)

This course is designed for students who wish to improve their listening comprehension of English and to increase their ability

to make themselves understood, using conversational American English speech. This is the introductory level ESL conversation course.

ESL NC 060CE Conversation – Level 2 (54 hours) NDA (P/NP/SP Option)

This course focuses on conversational strategies including verbal and nonverbal communication within large and small groups. Emphasizes differences between formal and informal language based on U.S. attitudes and culture.

ESL NC 061CE English as A Second Language I (54 hours) NDA (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

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.

ESL NC 110CE English as a Second Language – Introductory (108 hours) NDA (P/NP/SP Option)

This is the introductory course for the Introduction to Academic Skills pathway. It is designed to accelerate the reading, writing and grammar skills of beginning high/low-intermediate ESL students. Topics included are reading comprehension skills, critical thinking, and vocabulary development. Additionally, students practice the communication skills necessary for academic settings. The course promotes the development of reading strategies using a variety of text selections that highlight topics of interest to academically bound students. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments.

ESL NC 210CE English as a Second Language - Level 3 (54 hours) NDA (P/NP/SP Option)

This course emphasizes comprehending and participating in conversations, communicating needs and opinions, reading, and performing written tasks. Students will be exposed to authentic spoken and written content, to prepare for Adult Education, the workplace, and civic participation.

ESL NC 221CE Multilevel English for Speakers of Other Languages (ESOL) – Level 1 (54 hours) NDA (P/NP/SP Option)

Provides instruction for students in various foundational levels of English proficiency. Emphasizes speaking, listening, reading, and writing through focus on familiar topics related to career, education, and community.

ESL NC 222CE Multilevel English for Speakers of Other Languages (ESOL) – Level 2 (54 hours) NDA (P/NP/SP Option)

Provides instruction for students in various developing levels of English proficiency. Emphasizes creative oral language activities, introductory critical thinking skills, and writing tasks.

ESL NC 360CE VESL: English for Special Uses (36 hours) NDA (P/NP/SP Option)

This course covers English as a Second Language (ESL) speaking, writing, vocabulary, and study skills for career and technical education (CTE) and academic purposes. Focus areas include critical thinking, cultural awareness, teamwork, and autonomous learning strategies.

ENGLISH AS A SECOND LANGUAGE – CIVICS
(ESLCVCS)

ESLCVCS 010CE ESL and Civics I (9-18 hours) NDA (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

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. 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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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.

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, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

VOCATIONAL EDUCATION
(VOC ED)

VOC ED 003CE Workplace Readiness – Computers (54 hours) NDA (P/NP/SP Option)

The objective of this course is to provide students with hands-on experience using a computer for use in the classroom, home, and the workplace. Introduction of basic computer components and functions, including hardware, operating systems, office applications, and web browsers. This course is modifiable for the limited English proficient student.

VOC ED 053 Spanish in the Workplace (54 hours) NDA (P/NP/SP Option)
This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

VOC ED 054CE VESL for CD I: Vocabulary in Developmental Theories (18 hours) NDA
This class is designed for Child Development (CD) students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory CD coursework. In addition, students will be taught study skills strategies, reading strategies, and test-taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with CH DEV 001.

VOC ED 060CE Custodial Technician Training (63 hours) NDA (P/NP/SP Option)
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 063CE Managing Money (36 hours) NDA (P/NP/SP Option)
This course prepares students with personal financial planning and decision-making skills. Students learn how to prepare and follow a budget, the benefits and disadvantages of credit and debt, leveraging education for career development, investing basics, and identity theft and fraud.

VOC ED 084CE Entrepreneur Training Program (36 hours) NDA (P/NP/SP Option)
Students are introduced to basic concepts of entrepreneurship. Topics covered include, but are not limited to, thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, developing a business plan, managing business financials, and performance.

VOC ED 088CE Introduction to Tutor Training (9-18 hours) NDA (P/NP/SP Option)

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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 103CE Introduction to Word Processing (54 hours) NDA (P/NP/SP Option)
This course provides a basic introduction to word processing software, including creating, saving, formatting, editing, and printing of documents using word processing software and cloud-based (online) word processing software.

VOC ED 104CE Introduction to Spreadsheets (54 hours) NDA (P/NP/SP Option)
This course provides a basic introduction to spreadsheet software including terminology, data entry, formatting, references, and databases.

VOC ED 105CE Introduction to Multimedia Presentations (54 hours) NDA (P/NP/SP Option)
This course provides a basic introduction to multimedia presentation software, including understanding concepts of combining text, graphics, animations, and/or sound to create slides for electronic output; and developing computer-generated presentations for academic or career-related purposes.

VOC ED 122CE Habits for Success (36 hours) NDA (P/NP/SP Option)
This course provides students with classroom discussion and information about discovering/accepting responsibility for habits, attitudes, and behaviors (past, present, and future), and making choices based on principles that influence success in their personal, educational, and career development.

VOC ED 123CE Facilities Project Management (27-63 hours) NDA (P/NP/SP Option)
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, workflow, 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 (P/NP/SP Option)
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 128CE Introduction to Keyboarding and Windows for the Workplace (54 hours) NDA (P/NP/SP Option)
This course provides introductory instruction for manual keyboarding and MS Windows. Students are introduced to Windows: terminology, navigation, views, commands, file management, desktop customization, and simple graphics. This basic course is recommended for students with limited or no computer experience.

VOC ED 129CE Introduction to the Internet (54 hours) NDA (P/NP/SP Option)
This course provides a basic introduction to using the Internet for academic, career, or personal use. Students explore topics including types of Internet connections, email, research, and data retrieval techniques.

VOC ED 197CE Supervisory/Trainee Appraiser (9 hours) NDA (P/NP/SP Option)
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 (9 hours) NDA (P/NP/SP Option)
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 (P/NP/SP Option)
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. Students will learn the components that make up local ecosystems, how to conserve and protect these systems and how to restore disturbed habitats. Students will learn to identify local organisms, collect and share data effectively and use their field experience for nature interpretation and public education. Students will have the opportunity to engage with professionals in the fields of biology, restoration, and environmental education.

VOC ED 223CE Conservation Service Learning (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. Through this course, students will also develop networking skills, gain valuable volunteer experience to add to their resumes, and create real-world connections where they can apply the ecology knowledge they are concurrently gaining in the Conservation Education course.

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
The 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 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 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 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 253CE Food Handler's Card Test Preparation (18 hours) NDA (P/NP/SP Option)

This course prepares students to take a food handler's examination to become a certified Food Handler in the state of California. Content includes proper food handling practices including: personal hygiene, time and temperature, cross-contamination and allergens, and cleaning and sanitization. This course is part of a short-term vocational certificate for students entering the food service industry.

VOC ED 254CE Food Service Manager Test Preparation (54 hours) NDA (P/NP/SP Option)

This course is designed for students interested in developing skills for the food service industry, focusing specifically on safe food handling, preparation, and service. Topics include personal hygiene; contamination; best practices for purchasing, receiving, storing, cooking, and serving; cleaning and sanitization; food safety management; equipment maintenance and pest control. Students who complete this course will be prepared to take a food manager certification examination.

VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry (18-36 hours) NDA (P/NP/SP Option)

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 (P/NP/SP Option)

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 (P/NP/SP Option)

This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

VOC ED 289CE Computer Basics for the English Language Learner (18-54 hours) NDA (P/NP/SP Option)

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 (P/NP/SP Option)
This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively us the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

VOC ED 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 your website and blog.

VOC ED 320CE Exploring Health Care Careers (9-18 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 research health care career information, including work description, work environment, employment opportunities, educational requirements and earnings by using online resources.

VOC ED 322CE Environmental Conservation: Team Crew Leader (36 hours) NDA (P/NP/SP Option)
This course is designed to create knowledgeable leaders who are interested in pursuing positions in wildlife conservation with federal and state agencies. Course content includes: wilderness activity management, land management theory and practice, and wildfire resilience training. The intended goal is for students to build foundational and career leadership skills, while gaining specific work-related certifications.

VOC ED 353CE First Aid and Basic CPR Training (9-18 hours) NDA (P/NP Option)
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 (9-18 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 (9-18 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 (9-18 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 (9-18 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 (9-18 hours) NDA
This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

VOC ED 405CE Professionalism in Health Occupations (18 hours) NDA

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

VOC ED 406CE Visual Spatial Perception and Psychomotor Skills Training (18 hours) NDA
This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

VOC ED 407CE Career Preparation and Orientation in the Dental Field (36 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 prerequisites established pursuant to Title 5, sections 55200-55202.
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) (27-90 hours) NDA (P/NP/SP Option)
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 411CE Vocational English as a Second Language B (54 hours) NDA (P/NP/SP Option)
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 (P/NP/SP Option)
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 enable students to obtain basic business vocabulary as well as 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 (P/NP/SP Option)
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
The course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

VOC ED 418CE Effective Business Correspondence (18 hours) NDA
This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form. In addition, this course will teach students the principles of effective business communication and to apply those principles in analyzing business situations and determining and creating appropriate business communications.

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 440CE Introduction to People Management (18 hours) NDA
This course provides students with the opportunity to explore the employment life cycle from an emerging leader's perspective. Students learn tools to effectively hire, manage, motivate, and retain talent.

VOC ED 441CE People Management: Emerging Leader (18 hours) NDA
This course examines different leadership styles and their application. Students learn and apply the communication, time management, problem-solving, organization, and motivational skills needed to be an effective leader.

VOC ED 442CE People Management: Workplace Compliance (18 hours) NDA
This course explores employment laws affecting the workplace in connection with the leader's role in ensuring compliance.

VOC ED 464CE Construction Materials and Processes (36 hours) NDA (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
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 (P/NP/SP Option)
This course will examine the principles of green building and its effects on building construction. Students will examine required measures and plans.

VOC ED 472CE Virtual and Executive Administrative Assistant Preparation (18 hours) NDA (P/NP/SP Option)
This course will provide a comprehensive overview of the administrative role in virtual and hybrid professional environments. Students will gain knowledge of project management, customer-focused service, applicable technology and automation tools, ethics, and data and equipment security. Students will be equipped with knowledge and practical skills that include theoretical and work-based virtual experiences.

VOC ED 822CE Anger Management Skills (36 hours) NDA (P/NP/SP Option)
This course introduces students to the basic concepts of anger management. Students learn about anger triggers, anger build-up, destructive thinking, and the role of self-awareness, stress and conflict management, assertive communication, calming techniques, and practical solutions to cope with anger in a healthy manner. Students will identify

strategies to support healthy relationships with self, school, community, and at the workplace.

CALIFORNIA CENTER FOR CLIMATE CHANGE EDUCATION

FA Building: Room 203; CCCCE Director: Jo Tavares;
CAClimateCenter@wlac.edu

Woven into the College's mission is a statement on the institution's commitment to environmental responsibility. As a result of the College's advocacy for the environment, the LACCD recently established the California Center for Climate Change Education (CCCCE) at WLAC, a first-of-its-kind, forward-looking resource that will help prepare students for good-paying, fulfilling careers in the clean energy and climate technology industries. The CCCCE will be accessible to students and staff from all nine LACCD campuses.

The CCCCE was funded with a state allocation of $5 million as part of AB 1913, sponsored by Asm. Isaac G. Bryan and $1.3 million from the federal government were sponsored by then Rep. Karen Bass (now Los Angeles Mayor) and Sen. Alex Padilla. The federal funding was approved in the Federal Consolidated Appropriations Act of 2023.

The purpose of the CCCCE is the following:

- To serve as a resource for community colleges on climate change education with the understanding that at its core, climate change is a global issue of equity and social justice;
- To build a clear climate change pathway that leads to appropriate certificates, degrees, and employment opportunities;

- To enhance partnerships with nonprofit organizations that encourage the development of student internships and work-based learning opportunities;
- To explore and expand internships, pre-apprenticeships, apprenticeships, and other work-based learning opportunities in the equity, environmental justice, and green jobs sectors;
- To partner with local and regional entities to support the workforce training needed in the greening of the energy grid and other industries;
- To develop and sustain an annual urban climate change and sustainability conference.

As an indicator of the LACCD's commitment to sustainability and environmental issues, the Board of Trustees recently passed the "Clean Energy and Sustainability Resolution" to "eliminate the LACCD's carbon-energy use, reduce greenhouse gas emissions and to protect the vulnerable communities the LACCD serves from the negative impacts of the climate change crisis."

In addition to serving as the location of the CCCCE, WLAC has the only Climate Change Studies degree and certificate programs of any California community college. Through their curricula, these programs aim to educate students about the root causes of climate change and prepare them for work in the burgeoning fields of climate science and green technology.

WLAC ATHLETICS

PEC Building; (310) 287-4577; 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 (CCCAA). The WLAC Athletic Department is governed by the intent and spirit of the Constitution of the California Community College Athletic Association (CCCAA), 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 CCCAA, 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

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.

2022-2023 Athletic Accomplishments

Men's Basketball
- GPA
- 2nd place finish in Western State Conference
- Regional Semi-Finalist (CCCAA)
- Finished 14th in the state (CCCAA)

Women's Track and Field
- Western State Conference Champions (South)
- CCCAA State Champions (4x100 Relay Team)

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.

Major Updates to GE Patterns!

Starting with the 2025-2025 academic year, there have been major updates to the General Education patterns available to students. This is due to new state laws (i.e., AB928) and regulations (i.e., updates to California Code of Regulations, Title 5). Students are highly encouraged to review the following pages carefully, and to see a counselor to determine if catalog rights to older GE patterns are applicable.

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 GE 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 CalGETC plan.

Student Responsibility for Meeting Transfer Requirements

You are strongly advised to gather as much information as possible about your 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 you 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 will complete the California General Education Transfer Curriculum (CalGETC). This pattern can be used for transfer to both the CSUs and UCs.

WLAC students who are awarded an Associate Degree for Transfer (ADT) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission

consideration to their local CSU campus or to a program that is deemed similar to their community college major.

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:

1. Completion of the specific requirement for junior standing at 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 for a specific major, including:

1. Completion of an Associate Degree for Transfer (ADT); or
2. Completion of CalGETC Areas 1A, 1B, 1C, and 2A ("The Golden Four" with a grade of "C" or higher in each) and 60 CSU-transferrable 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 for admission to high-demand majors and campuses; or
3. Completion of 60-transferable units, including units in the CalGETC patterns, in addition to major prep courses with a minimum GPA of 2.0.

Contact the Counseling Office to determine what approach is best for you.

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 CalGETC courses in Areas 1A, 1B, and 2A, and four courses from Areas 3, 4, or 5 (known as "The 7-Course Pattern") and 60 transferrable units with a 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 CalGETC 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 CalGETC 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.

California General Education Transfer Curriculum (CalGETC) Requirements

There are two ways you can satisfy the UC's GE requirements:
1. California General Education Transfer Curriculum (CalGETC); or
2. UC campus-specific requirements.

The California General Education Transfer Curriculum (CalGETC) is a GE program of a minimum of 34 units that 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. Completion of CalGETC does not guarantee admission, nor is it required for admission.

You may, however, be better served by taking courses that fulfill the requirements of the specific UC campus. The CalGETC 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 CalGETC pattern. Please see a counselor for assistance in planning your transfer program.

CalGETC Subject and Unit Requirement

The following categories of courses are required to fulfill the CalGETC GE pattern. More information can be found in the "General Education Patterns" section of the catalog. Worksheets for the CalGETC pattern can be found on the Transfer Center webpage.

CalGETC SUBJECT AREA	REQUIRED COURSES	UNITS
1. English Communication: one (1) course in composition, one (1) course in critical thinking/ composition, and one (1) course in oral communication.	3 courses	9 semester units minimum
2. Mathematical Concepts and Quantitative Reasoning	1 course	3 semester units minimum
3. Arts and Humanities: two (2) courses with at least	2 courses	6 semester units minimum

one from the arts and one from the humanities		
4. Social and Behavioral Sciences: two (2) courses from at least two disciplines, or an interdisciplinary sequence	2 courses	6 semester units minimum
5. Physical and Biological Sciences: one (1) physical science course and one (1) biological science course, at least one of which includes a laboratory	2 courses	7 semester units minimum
6. Ethnic Studies	1 course	3 semester units minimum
Total	11 courses	34 semester units minimum

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. Worksheets for the CalGETC pattern can be found on the Transfer Center webpage. CSU transfer requires one more course in Area 1.

GPA Requirement for CalGETC

CalGETC 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 CalGETC requirements.

Use of AP Exams for CalGETC

CalGETC 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 CalGETC-approved courses. Please be aware of the following stipulations:

- There is no equivalent AP exam for Cal-GETC Area 1B (Critical Thinking and Composition)
- Students earning a score of 3, 4 or 5 in a Physical or Biological science AP examination earn credit toward Cal-GETC Area 5A (Physical Science) or 5B (Biological Science) and also meet the Cal-GETC 5C (Laboratory) requirement. With this exception, each AP exam may only be applied to one Cal-GETC area

CalGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a counselor to determine whether they should complete CalGETC 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 CalGETC GE plan. However, this coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. It is your responsibility to request CalGETC certification during the last semester of attendance. WLAC will then verify that you have completed the CalGETC requirements prior to transfer to the UC or CSU system.

All CalGETC coursework must be completed before your transfer to receive complete CalGETC Certification.

LACCD General Education (GE) Pattern – GE Pattern for Associate Degrees

2025-2026 Requirements
- Minimum of 27 semester units
- Course grades of "D-" and higher are permissible
- ***Note:*** These requirements are not applicable to any AS-T, AA-T degree offered by West Los Angeles College. Please utilize the CalGETC General Education pattern.
- ***Disclaimer:*** 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:
- Course may only be used to meet 1 area requirement
- # Same as course
- ** Students in majors with 34-36 major units, may waive 3 units from area 4A or 7 (student choice). Students in majors of 37 or more units may waive 6 units from areas 4A and 7. Please consult with a counselor.

1. English Communications
Required: two (2) courses (6 semester/8 quarter units)

Courses

1A - English Composition: ENGL C1000, ENGLISH 101Y
1B - Critical Thinking/English Composition:
COMM C1000, 104, 121, 122, 151
ENGL C1001
ENGLISH 102
PHILOS 006, 008, 009

2. Mathematical Concepts & Quantitative Reasoning
Required: 1 course (3 semester/4 quarter units)

Courses

BUS 015
CIS 113, 213
CS 111, 112, 131, 213, 216
FINANCE 008
MATH 215, 230, 236, 241, 241S, 245, 246, 259, 260, 261, 262, 263, 270, 275
PSYCH 091
STAT C1000, C10000E

Note: Returning students, who previously completed below-transfer-level courses like beginning algebra, intermediate algebra, and plane geometry, have satisfied this area. (See AP4100)

3. Arts and Humanities
Required: 3 semester / 4 quarter units minimum

Courses	
AFRO AM 004 005	DANE ST 085, 814
ANTHRO 104, 121	ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239, 245
ASIAN 003	
A S L 001, 002	FLM PRD 100
ARABIC 001, 002	FRENCH 001, 002
ART 101, 102, 103, 107, 117, 201, 202, 203, 204, 205, 206, 300, 501, 502, 605, 633, 635, 639, 708, 709, 806	HISTORY 001, 002, 006, 011, 012, 029, 040, 041, 042, 043, 044, 074, 086, 087
CHICANO 037, 047	HUMAN 030, 031, 060
CINEMA 001, 003, 004, 005, 018, 107	JAPAN 001

MULTIMD 100
MUSIC 101, 111, 121
PHILOS 001, 012, 020, 028, 033, 041

SPANISH 001, 002, 003, 004, 007, 010, 012, 035
THEATER 100, 110, 200

4. Social & Behavioral Science and American Institutions

Required: 6 semester / 8 quarter units minimum, 3 semester units from each 4A and 4B.

Courses

4A. American Institutions (3 semester units minimum)
AFRO AM 004, 005
ECON 010
HISTORY 011, 012, 041, 042 043, 044, 056, 058
POLS C1000

4B. Social and Behavioral Sciences (3 semester units minimum)
ADDICST 001
ADM JUS 001, 002, 003, 004, 067, 075
AFRO AM 004, 005, 019
ALD HTH 102
ART 117
ASIAN 003
ANTHRO 102, 103, 104, 109, 121, 130, 132
BUS 001, 005
CH DEV 001, 002, 010, 011, 042, 045, 046
CHICANO 002, 047
COMM 121, 122, 151, 190
ECON 001, 002, 010, 011
EDUC 001, 211
GEOG 002, 007
HISTORY 001, 002, 011, 012, 027, 029, 040, 041, 042, 043, 044, 056, 058, 086, 087
LAW 003
POL SCI 002, 007, 014, 017, 020, 060, 061
POLS C1000
PSYC C1000
PSYCH 013, 014, 041, 052, 074
SPANISH 010
SOC 001, 002, 011, 031, 050

5. Natural Sciences

Required: 3 semester/ 4 quarter units minimum

Courses

ANATOMY 001
ANTHRO 101, 103, 116
ASTRON 001
BIOLOGY 003, 006, 007, 010
BIOTECH 002, 003
CHEM 051, 056, 060, 066, 101, 102, 211, 212, 221
EARTH 001
ENV SCI 001, 002, 024
FAM & CS 021

GEOLOGY 001, 002, 012
GEOG 001, 003
OCEANO 001
MICRO 020
PHYS SC 001
PHYSICS 006, 007, 012, 037, 038, 039
PHYSIO 001
PSYCH 002

6. Ethnic Studies

Required: 1 lower-division course (3 semester/4 quarter units)

Courses

AFRO AM 004, 005, 019
CHICANO 002, 047
HISTORY 041, 042

7. Lifelong Learning and Self Development

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

Required: 3 semester / 4 quarter units minimum

Courses
ADDIC ST 001
CH DEV 001, 011
COUNSEL 020, 040
DANCE ST 805
DANCE TQ 111,112,113,114,121,122,124
FAM & CS 021
HEALTH 011, 012
KIN 185,229,250,251,285,287,329,331, 350,351,387,388,250-1,251-1,334-1
KIN ATH 503,504,506,508,511,515,516,552,553,554,555,556,557,558,563
KIN MAJ 100, 127
LIB SCI 103
PSYC C1000
PSYCH 013, 014, 041, 052

California General Education Transfer Curriculum (CalGETC) 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 CalGETC (California General Education Transfer Curriculum)?

- Per the passing of Assembly Bill 928 (2021), the creation of a single, transfer general education pattern was required. This supplants the CSU and IGETC general education patterns.

- The California General Education Transfer Curriculum (CalGETC) 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 CalGETC 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 CalGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy CalGETC GE areas and major preparation requirements. Major preparation requirements can be accessed at www.assist.org, the official source for California articulation and student transfer information.

- **The CalGETC pattern is not an admission requirement to the UC or CSU system**. There is no connection between completion of the CalGETC 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 CalGETC plan totals approximately 34 transferable units.

- Completion of the CalGETC 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 CalGETC. *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.

- Courses taken at U.S. regionally accredited institutions may be used to fulfill CalGETC. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the CalGETC. Students should be aware that placement of courses within CalGETC subject areas vary from college to college. Placement of a course is based on the college of attendance and its CalGETC pattern at the time the course was completed.

- The material in this publication has been prepared from the CalGETC handouts as carefully as possible. WLAC does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.

CalGETC – General Education Plan for UC/CSU Systems

2025-2026 Requirements

- CalGETC: 34 units with a minimum cumulative GPA of 2.0 ('C')
- All courses applied to the CalGETC pattern must be completed with a 'C' or higher
- **Note:** as of the writing of this catalog, there is no STEM specific version of the CalGETC General Education pattern. All students must complete the pattern below. Please consult with a counselor to create a comprehensive educational plan if you are majoring in a STEM field.
- **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.
- **Catalog Rights:** Transfer students with catalog rights prior to Fall 2025 will be able to maintain their use of their CSU GE Breadth or IGETC pattern for GE certification to the extent permitted by the relevant programs and institutions. Please consult with a counselor.
- **Additional Requirements:** Please note that there may be additional requirements beyond completion of the CalGETC education pattern such
- CSU campuses have the discretion on whether to allow Cal-GETC Area 4 (Social and Behavioral Sciences) courses to also satisfy the CSU United States History, Constitution and American Ideals (AI) graduation requirement. Please consult with a counselor if you intend to transfer to a CSU.

Students can download an CalGETC 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
- └ Lab course
- Courses may only be used to fulfill one area requirement.

1. English Communications

Required: three (3) courses (9 semester/12 quarter units)

Courses

1A - English Composition: ENGL C1000, 101Y
1B - Critical Thinking/English Composition: ENGL C1001
1C - Oral Communication: COMM C1000

2. Mathematical Concepts & Quantitative Reasoning

Required: 1 course (3 semester/4 quarter units)

Courses

BUS015
CS 131
MATH 230, 235, 236, 245, 246, 259, 259B, 260, 261, 262, 263, 270, 275
PSYCH 091
STAT C1000, C10000E

Note: Students taking MATH to fulfil this area should consult with a counselor

3. Arts & Humanities

Required: 2 courses (6 semester/8 quarter units)
Choose 1 course from 3A, and 1 course from 3B.

Courses

A. Art:
ARC 130, 131
ART 101, 102, 103, 107
CINEMA 003, 004, 018, 107
DANCEST 805
MUSIC 111, 121, 122

PHILOS 040
THEATER 100, 110

B. Humanities:
ART 117
ASIAN 003*
CHICANO 037
ENGLISH 102, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239, 245

FRENCH 003, 004
HISTORY 001*, 002*, 086*, 087*
HUMAN 030, 031, 060
PHILOS 001, 012,, 020, 028, 033, 041
SPANISH 002, 003, 004, 012

4. Social & Behavioral Sciences

Required: 2 courses (6 semester/8 quarter units)
Choose 2 courses from two different disciplines.

Courses

ADM JUS 001, 004, 067
AFRO AM 004, 005
ANTHRO 102, 103, 104, 109, 121, 130, 132, 322
ART 117
ASIAN 003
CHICANO 002, 047
CH DEV 001
COMM 122
ECON 001, 002, 010, 011
EDUC 211, 212
GEOG 002, 007

HISTORY 001, 002, 011, 012, 027, 029, 041, 042, 043, 044, 074, 086, 087
POLS C1000
POL SCI 002, 007, 014, 017, 060, 061
PSYC C1000
PSYCH 013, 014, 041, 052
SOC 001, 002, 011, 031
SPANISH 010

5. Physical & Biological Sciences

Required: 2 courses (7 semester/9 quarter units)
Choose 1 course from 5A, 1 course from 5B. At least 1 course must include a corresponding lab. Lecture courses with labs included are marked with an ^{L}. Separate lab courses are listed in 5C.

Courses

5A. Physical Science:
ASTRON 001
CHEM 051^L,, 060^L, 101^L, 102^L,211^L, 212, 221^L;
EARTH 001
ENV SCI 001, 024
GEOG 001
GEOLOGY 001, 002, 012
OCEANO 001
PHYS SC 001
PHYSICS 006^L,007^L, 012, 037^L, 038^L, 039^L

Note: Students taking chemistry or physics courses to fulfil this area should consult with a counselor

5B. Biological Sciences:
ANATOMY 001^L
ANTHRO 101
BIOLOGY 003^L,006^L, 007^L, 010^L
CHEM 066^L
ENV SCI 002
MICRO 020^L
PHYSIOL 001^L
PSYCH 002

5C. Laboratory Activity: Requirement can be met by any corresponding lecture/lab course in Area 5A or 5B.
ANTHRO 111
ASTRON 005
EARTH 002
GEOG 015
GEOLOGY 006, 007
OCEANO 010
PHYS SC 014

6. Ethnic Studies

Required: 1 lower-division course (3 semester/4 quarter units)

Courses

AFRO AM 019
CHICANO 002, 047

GRADUATION REQUIREMENTS

More information on graduation requirements, 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 of Arts (AA)
- Associate of Science (AS)
- The Associate Degree for Transfer (ADT) known as the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)
- Bachelor of Science

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 21 semester units of study in general education.
2. Completion of the California General Education Transfer Curriculum (CalGETC), or the local GE Plan (LACCD 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 California General Education Transfer Curriculum (CalGETC).
- A minimum grade point average of 2.0

(Reference LACCD Administrative Procedure 4100)

Residency Requirement

Graduating students must complete no fewer than 12 units within the Los Angeles Community College District. 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)

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.

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: A student's home college *may* confer a certificate of achievement, certificate of completion, or certificate of competency without the student initiating a graduation petition if all of the following are true:

1. The certificate is conferred in the term its requirements were completed per the conferring college's catalog in effect at the time or any previous version for which the student has maintained rights; and
2. The student is given the opportunity to opt out; and
3. During the opt-out period, the student does not opt out.

(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 calendar year at any United States institutionally accredited institution of higher education. Courses with a "W" (withdrawal) count towards determining continuous attendance. Credit and noncredit coursework both count toward attendance.

Courses with a "W" (withdrawal) count towards determining continuous attendance. Students granted 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.

Exceptions to the Catalog Rights requirements stated in this procedure may be made at the discretion of the college Articulation Officer on a case-by-case basis, in conjunction with college discipline faculty as appropriate, provided that exceptions are not more restrictive than what is stated in this procedure.

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 General Education Transfer Curriculum (CalGETC)

Associate of Arts and Associate of Science degrees may use either of these GE plans. Associate in Arts for Transfer or Associate in Science for Transfer degrees can only use the CalGETC plan. For Associate in Arts for Transfer or Associate in Science for Transfer degrees, 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, 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 Associate of Arts or Associate in Science degree, an Associate in Arts for Transfer or Associate in Science for Transfer degree, or a bachelor's 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 all major courses
- 60 degree-applicable units
- One of the following GE plans:
  a. LACCD General Education Pattern
  b. the California General Education Transfer Curriculum (CalGETC) - for all majors

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

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 Associate of Arts, Associate in Science, Associate in Arts for Transfer, or Associate in Science for Transfer 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 1st Floor (310) 287-4310; wlac-dreamcenter@laccd.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;
wlac-freshsuccess@laccd.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* wlac-freshsuccess@laccd.edu *for more information about Fresh Success and how to apply.*

Wildcat Den (Food Pantry)

FAB 104A; (310) 287-4487; wlac-basicneeds@wlac.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 with support of the West LA College Foundation For more information, including hours and dates of operation visit WLAC's Wildcat Den webpage.

Student Health Center

FAB 103 (323) 268-9191
The Student Health Center offers free or low-cost healthcare services to currently enrolled students, including short term mental health counseling services (by appointment only) to

students on campus. Medical and mental health services are provided in person and via telehealth (telephone or Zoom). Please check the website for student health center hours of operation. Note that the center is closed on weekends and all official holidays.

A mandatory Student Health Fee 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

FAB 104A; (310) 287-4487; wlac-basicneeds@wlac.edu
West Wardrobe provides new and gently used professional attire free to students for interviews and employment. We also have limited graduation gowns for free to West students.

GENERAL SERVICES

College Store

SSB 1st Floor
The Wildcats Campus Store, also known as the Bookstore, offers a variety of services to students, faculty and staff at WLAC. The store sells a variety of new and used textbooks to save students money! Supplies, college and Wildcats gear and clothing, amongst a large supply of other merchandise is available. 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@wlac.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; wlac.edu/child-care

The WLAC Child Development Center (CDC) is a nurturing place for children of WLAC student-parents. 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) 287-4532; financialaid@wlac.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 catalog for more information on the types of aid and how to apply.

Food Services

West Cafe
SSB 1st Floor
Hot meals, snacks, grab & go sandwiches and salads, beverages and coffee.

Sheriff's Services

TLC, 1st 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 1st Floor; (310) 287-4314

LASD Sheriff: Alex Villanueva.
LASD Community College Bureau: Captain John Gannon
Team Leader: Deputy Francisco Carrillo
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 on the SIS Student Information System Portal and picked up in person from the Business Office, or directly from the Business Office. For more information, visit the Business Office website.

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.

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 3rd 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.
- Roller-skates, in-line skates, scooters and skateboards are not permitted on campus.
- 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.

(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 prerequisite 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.

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 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; welcomecenter@wlac.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

Black Scholars United (BSU)

FA 102; (310) 287-9031; blackscholars@wlac.edu
The Black Scholars United (BSU) is an academic support pathway designed to provide Black students at WLAC with the academic preparation, support services, and life skills coaching needed to achieve collegiate success. The BSU offers a variety of services such as:

- New student orientation and campus tours
- Academic and personal counseling
- Tutoring
- Workshops: academic skills and life skills
- University tours
- Social/cultural field trips
- Cultural enrichment

Students who participate in the BSU have opportunities for priority registration, book grants, and various scholarship opportunities. BSU is committed to creating a welcoming community and a safe space, where Black students at WLAC can connect with each other and mentors, voice concerns, and proudly celebrate Black Culture, uninhibited.

College 2 Career (C2C)

CE 202; (310) 287-4439; c2cinfo@wlac.edu
The College to Career (C2C) is an educational program that mentors and supports students with intellectual disabilities in order to help build personal and professional skills leading to employment by the completion of the program. C2C students earn noncredit and/or credit certificates and work experience

in on/off campus internships with support from C2C educational coaches, a job coach, and job developer. The C2C program serves 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

SSB-330 Building; (310) 287-4261; 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.

Disabled Student Programs & Services (DSP&S)

SSB 320; (310) 287-4450; dsps@wlac.edu
WLAC recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with 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 DSP&S students must email the DSP&S Office 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; wlac-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 student services offered by the College. EOPS services are specifically designed for students who are economically and educationally disadvantaged. Help in applying for the EOPS program can be found at WLAC's EOPS website.

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).

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.

(Reference: LACCD Administrative Procedure 5150)

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.

EOPS 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.

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 their 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 wlac-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; wlac-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 wlac-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@wlac.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
4. 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@wlac.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@wlac.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; guardianschorlars@wlac.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.

Outreach & Recruitment

(310) 287-4419; wlac-outreach@laccd.edu
The Outreach & Recruitment 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 1st 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

HLRC 123; (310) 287-4545
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
- 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 ENGL C1000/ENGLISH101Y in the Fall semester and ENGL C1001 in the Spring semester; and
2. Enroll in COUNSEL 040 in the Fall semester and attend monthly counseling workshops in the Spring semester; and
3. Participate in Puente Events/Activities; and
4. 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 degree program supported by the Los Angeles Police Department (LAPD), Los Angeles Community College District (LACCD), and West Los Angeles College (WLAC), with supplemental support from the Police Academy Magnet Schools (PAMS)/Los Angeles Unified School District (LAUSD). POPP recruits current high school seniors 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 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 Science degree in Administration of Justice (AS-T) that is fully transferable to the CSU system or an Associate of Arts degree in Liberal Arts: Behavioral and Social Sciences that may align with lower-division major requirements for various majors at universities within the UC and CSU systems. All WLAC POPP classes are held at the Los Angeles Police Department's Ahmanson Recruit Training Center. Ahmanson Recruit Training Center.

Transfer Honors Program

GC 280 (310) 287-7276; TransferHonors@wlac.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.

Transfer Honors Program benefits include the following:

- 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 3.0 (students whose GPAs fall below 3.0 will be considered for provisional admission)
3. Be eligible for ENGL C1000

To qualify for the Transfer Honors Program as a high school graduate, you must complete have a minimum GPA 3.0 (students whose GPAs fall below 3.0 will be considered for provisional admission)

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 250 to 300-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 you must:

1. Complete ENGL C1000 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
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; and
8. Participate in the annual WLAC Poster Showcase each year you are in the program

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 15 transfer honors 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
6. Participate in the annual WLAC Poster Showcase each year you are in the program

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)

(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)

(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
   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 1st 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

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)

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.**

As a UBMS student you can 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

If you are interested in the UBMS program, you can chat with the program directors at the UBMS program webpage.

Veterans Services

SSB 2nd 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.

All veterans are strongly encouraged to download their Joint Services Transcript (JST) and meet with a counselor to review what college credits they may be awarded through Credit for Prior Learning for their military training and experience.

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; wlac-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
   - Summer/winter enrollment is not required
   - Summer/winter enrollment fees are not waived
   - 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 the online orientation
   b. undergo English/math placement
   c. develop a Student Education Plan (SEP)

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 Center

HLRC-112; (310) 287-4562; wlac-careercenter@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 and assessments
- job and career readiness
- internships and job search support
- learning-aligned employment program
- pre-apprenticeships and apprenticeships
- short-term job/career training
- work experience education program

The Career 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 Center website.

College & Career Preparation: Noncredit Course Support

HLRC 1st floor; (310) 287-4546; wlac-collcareerpre@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 noncredit 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 noncredit 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; wlac-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 & CalGETC Certification).
- 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.
- 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 include 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, CalGETC certification, 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.
   o counseling hours for individual counselors can be found on this page
   o you may select a specific counselor or the next available
2. Through email at wlac-cnseldsk@laccd.edu
3. Using the on-line counseling request form
4. In person at the Counseling Front Desk located in SSB 350.
5. By calling the Counseling Center directly at (310) 287-7242.

New students are encouraged to enroll in COUNSEL 040 (College Success Seminar). Returning students and continuing community college students are encouraged to enroll in COUNSEL 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; wlac-online@laccd.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. Students can contact the Online Help Desk for information on additional online services, such as online tutoring. 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
The Learning Center provides free tutoring and learning support resources, study spaces, computer and printer 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 how to schedule the GED® exam, visit the Learning Center's website.

Tutoring Services

Free tutoring services are provided to you through the Learning Center located on the 1st floor of the HLRC building. 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, 2nd Floor; (310) 287-4408 (circulation desk), (310) 287-4269 (reference desk)
The mission of the Library is to provide access to appropriate educational content and resources in a variety of 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. Books, textbook reserves, periodicals, and other materials may be checked out at the circulation counter 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, maps, encyclopedias, dictionaries, and legal materials. Other resources include 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 in accessing and using 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 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.

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 (LIB SCI) courses.

LIB SCI 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
- 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 LIB SCI 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 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 students to access transfer information online, and/or file admissions applications.

For information about the Transfer Honors program, see the "Transfer Honors Program" section in the catalog.

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.

STUDENT HANDBOOOK

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 be eligible for academic renewal, students must have earned a minimum 2.0 GPA in any one or more academic terms in which a minimum of 3 units of degree-applicable coursework was completed at a United States institutionally accredited institution of higher education, provided that academic term(s) is subsequent to the academic term in which the coursework to be alleviated was completed. Students who completed at least 3 units of degree-applicable coursework with Pass/No Pass (P/NP) grades rather than letter grades in the subsequent term(s) may be considered for academic renewal on a case-by-case basis.

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 CalGETC 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. Pre-college level/non-degree applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units, 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 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

Coursework completed at United States institutions of higher education accredited by the following United States institutional accrediting agencies of higher education may be considered for substitution to complete requirements for degrees, certificates, and general education through the college course substitution process. Course substitutions are made solely at the discretion of the faculty.

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(es). 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 withdrawal deadline, 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.

Auditing a Class
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.
   iii. No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the College.
4. Pay for instructional materials or other services which the student auditor uses in the class. (see the "Student Fees" section of the catalog).

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)

Advanced Placement (AP) Credit (AP4236)

Use of AP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates. Students must

receive a passing score (3, 4, or 5) on an AP exam to receive the general education credit indicated in AP4236 Appendix A.

Use of Advanced Placement (AP) Exams for meeting the Associate of Arts and Associate of Science and Associate Degree for Transfer Major Requirements and Certificates of Achievement Requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates. Students must receive a passing score (3, 4, or 5) on an AP exam to receive the course credit indicated in AP4236 Appendix B.

For the purpose of granting unit credit applicable to the minimum of 60 units required for the local Associate degree and the Associate Degree for Transfer, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education (ACE):

International Baccalaureate (IB) Credit (AP4237)

IB Exams shall be used toward meeting LACCD General Education requirements for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in AP4237 Appendix A. Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

The use of International Baccalaureate exams on the California General Education Transfer Curriculum (CalGETC) pattern is determined by the Intersegmental Council of Academic Senates. Refer to the current CalGETC Standards for applicability to the CalGETC.

WLAC does not accept any IB exams for course equivalency.

College-Level Examination Program (CLEP) Credit (AP4238)

Course equivalency for CLEP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement, shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 50 or higher on exam as stated in AP4238 Appendix A.

The use of CLEP exams on the CalGETC is not permitted as determined by the University of California. Refer to the current CalGETC Standards for details.

WLAC does not accept any CLEP exams for course equivalency.

Duplicative External Exam Credit

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are

AP4236 (AP Exam) Appendix A

AP Subject Area	AP Score	Total Semester Units Awarded Toward AA/AS/ ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled AP 4100
2-D Art and Design	3, 4,5	3	3	Area 3: Humanities
3-D Art and Design	3, 4, 5	3	3	Area 3: Humanities
Art History	3, 4, 5	6	3	Area 3: Humanities
Biology	3, 4, 5	6	3	Area 5: Natural Science
Calculus AB	3, 4, 5	3	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Calculus BC	3, 4, 5	6	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Calculus BC/AB Sub-score	3, 4, 5	3	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Chemistry	3, 4, 5	6	3	Area 5: Natural Science
Chinese Language and Culture	3, 4, 5	6	3	Area 3: Humanities
Comparative Government and Politics	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences
Computer Science A	3, 4, 5	3	NA	
Computer Science Principles	3, 4, 5	6	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Drawing	3, 4, 5	3	3	Area 3: Humanities
English Language and Composition	3, 4, 5	6	3	Area 1A: English Composition
English Literature and Composition	3, 4, 5	6	3	Area 3: Humanities or Area 1A: English Composition
Environmental Science	3, 4, 5	4	3	Area 5: Natural Science
European History	3, 4, 5	6	3	Area 4B: Social and Behavioral Sciences or Area 3: Humanities
French Language and Culture	3, 4, 5	6	3	Area 3: Humanities
German Language and Culture	3, 4, 5	6	3	Area 3: Humanities
Human Geography	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences

AP Subject Area	AP Score	Total Semester Units Awarded Toward AA/AS/ ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled AP 4100
Italian Language and Culture	3, 4, 5	6	3	Area 3: Humanities
Japanese Language and Culture	3, 4, 5	6	3	Area 3: Humanities
Latin	3, 4, 5	6	3	Area 3: Humanities
Macroeconomics	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences
Microeconomics	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences
Music Theory	3, 4, 5	3	3	Area 3: Humanities
Physics 1	3, 4, 5	4	3	Area 5: Natural Science
Physics 2	3, 4, 5	4	3	Area 5: Natural Science
Physics C(Mechanics)	3, 4, 5	4	3	Area 5: Natural Science
Physics C (Electricity and Magnetism)	3, 4, 5	4	3	Area 5: Natural Science
Psychology	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences
Precalculus	3,4,5	3	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Seminar	3, 4, 5	3	0	NA
Spanish Language and Culture	3, 4, 5	6	3	Area 3: Humanities
Spanish Literature and Culture	3, 4, 5	6	3	Area 3: Humanities
Statistics	3, 4, 5	3	3	Area 2: Mathematical Concepts & Quantitative Reasoning
United States Government and Politics	3, 4, 5	3	3	Area 4A: American Institutions
United States History	3, 4, 5	6	3	Area 4A: American Institutions or Area 3: Humanities
World History: Modern	3, 4, 5	3	3	Area 4B: Social and Behavioral Sciences or Area 3: Humanities

AP4236 (AP Exam) Appendix B

AP Exam	Score	LACCD Course
2-D Art and Design	3, 4 or 5	ART 501
3-D Art and Design	3, 4 or 5	ART 502
Art History	3, 4 or 5	ART 101
Biology	3, 4 or 5	BIOLOGY 003
Chemistry	3, 4 or 5	CHEM 060 or 065
Comparative Government and Politics	3, 4 or 5	POL SCI 002
Drawing	3, 4 or 5	ART 201
Macroeconomics	3, 4 or 5	ECON 002
Microeconomics	3, 4 or 5	ECON 001
English Language and Composition	3, 4 or 5	ENGL C1000 or ENGLISH 101Y
English Literature and Composition	3, 4 or 5	ENGL C1000 or ENGLISH 101Y
European History	3, 4 or 5	HISTORY 001 and 002
Human Geography	3, 4 or 5	GEOG 002
Math: Calculus AB	3, 4 or 5	MATH 236 or 238 or 238S or 247 or 261 or 265
Math: Calculus BC/AB Subscore	3, 4 or 5	MATH 236 or 238 or 238S or 247 261 or 265
Math: Calculus BC	3, 4 or 5	MATH 247&248 or 261&262 or 265&266
Physics 1: Algebra-Based	3	PHYSICS 011 or 012014
Physics 1: Algebra-Based	4 or 5	PHYSICS 006
Physics 2: Algebra-Based	3	PHYSICS 011 or 012+014
Physics 2: Algebra-Based	4 or 5	PHYSICS 007
Physics C: Electricity and Magnetism	3	PHYSICS 011 or 012+014
Physics C: Electricity and Magnetism	4 or 5	PHYSICS 002 or 022 or 038 or 067 or 102
Physics C: Mechanics	3	PHYSICS 011 or 012+014
Physics C: Mechanics	4 or 5	PHYSICS 001 or 021 or 037 or 066 or 101
Psychology	3, 4 or 5	PSYC C1000
Spanish Language & Culture	3	SPANISH 003

AP Exam	Score	LACCD Course
Spanish Language & Culture	4 or 5	SPANISH 003 and 004
Spanish Literature & Culture	3, 4 or 5	SPANISH 004
Statistics	3, 4 or 5	STAT C1000 or C1000E or 227B or 228B or PSYCH 091 or SOC 125 or STAT 001 or STAT 101
U.S. History	3, 4 or 5	HISTORY 011 and 012
U.S. Government and Politics	3, 4 or 5	POLS C1000

Caution: The Advanced Placement unit, general education and course equivalency credit in these appendices is for LACCD degrees and certificates only. Advanced Placement credit and policies for transfer institutions, including the CSU and UC campuses, are the purview of those systems. Students are advised to consult with a counselor to ensure applicability to their educational goal.

Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit which may result in the student having to take the course after transfer

AP4237 (IB Exam) Appendix A

IB Subject Area	Minimum Passing Score AA/AS	Total Semester Units Awarded Toward Associate Degree	Semester Units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled AP 4100
Biology HL	5	6	3	Area 5: Natural Science
Chemistry HL	5	6	3	Area 5: Natural Science
Economics HL	5	6	3	Area 4B: Social and Behavioral Sciences
Geography HL	5	6	3	Area 4B: Social and Behavioral Sciences
History (any region) HL	5	6	3	Area 4B: Social and Behavioral Sciences OR Area 3: Humanities
Language A Literature HL	4	6	3	Area 3: Humanities
Language A Language and Literature HL	4	6	3	Area 3: Humanities
Language B (any language) HL	4	6	NA	NA
Mathematics HL: Analysis and Approaches	4	6	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Mathematics HL: Applications and Interpretation	4	6	3	Area 2: Mathematical Concepts & Quantitative Reasoning
Physics HL	5	6	3	Area 5: Natural Science
Psychology HL	5	3	3	Area 4B: Social and Behavioral Sciences
Theater HL	4	6	3	Area 3: Humanities

AP4238 (CLEP Exam) Appendix A

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree [1]	Semester Units Applied Toward Associate Degree GE Requirements [2]
American Government	50	3	3
American Literature	50	3	3
Analyzing and Interpreting Literature	50	3	3
Biology	50	3	3
Calculus	50	3	3
Chemistry	50	3	3
College Algebra	50	3	3
College Algebra - Trigonometry	50	3	3
College Composition	50	NA	NA
College Composition Modular	50	NA	NA
College Mathematics	50	NA	NA
English Literature	50	3	3
Financial Accounting	50	3	NA
French Language, Level 1	50	6	NA
French Language, Level 2	59	9	3
German Language, Level 1	50	6	NA
German Language, Level 2	603	9	3
History of the United States I	50	3	3
History of the United States II	50	3	3
Human Growth and Development	50	3	3
Humanities	50	3	3
Information Systems and Computer Apps	50	3	NA
Introduction to Educational Psychology	50	3	NA
Introductory Business Law	50	3	NA

Introductory Psychology	50	3	3
Introductory Sociology	50	3	3
Natural Sciences	50	3	3
Precalculus	50	3	3
Principles of Macroeconomics	50	3	3
Principles of Management	50	3	NA
Principles of Marketing	50	3	NA
Principles of Microeconomics	50	3	3
Spanish Language, Level 1	50	6	NA
Spanish Language, Level 2	63	9	3
Spanish with Writing I	50	6	NA
Spanish with Writing Level II	63	9	3
Social Sciences and History	50	3	NA
Western Civilization I	50	3	3
Western Civilization II	50	3	3

[1] The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of 'C' in the corresponding course. The credit in this table is applicable for local Associate Degrees only.

[2] The credit listed applies toward Associate Degree GE requirements on the LACCD General Education Pattern only.

.

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.

Course Families

The following courses are offered at West Los Angeles College and are part of a course family:

Art - Acrylic
ART 304, 305, 306

Art - Ceramics
ART 709, 710, 711

Art - Design
ART 501, 502, 503

Art - Drawing
ART 201, 202, 203

Art - Graphic Design
ART 604, 605

Art - Life Drawing
ART 204, 205, 206

Dance - Ballet Techniques
DANCETQ 111, 112, 113, 114

Dance - Jazz Techniques
DANCETQ 121, 122, 124

Kinesiology - Aerobics, Circuit Training
KIN 229, 250, 250-1, 326, 329, 331, 350

Kinesiology - Directed Studies
KIN 185, 285

Kinesiology - Mind/Body Conditioning
KIN 251, 251-1

Kinesiology - Team Sports
KIN 287, 387, 388

Repeatable Courses

The following courses are classified as repeatable courses:

Allied Health

ALD HTH 021

Cooperative Education

COOP ED 095, 195, 295, 395, 495

Counseling

COUNSEL 005

Dental Hygiene

DEN HY 096, 397

Education

EDUC 230

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, 515, 516, 552, 553, 554, 555, 556, 557, 558, 563

Multimedia

MULTIMD 350, 807

Nursing – Health Ancillaries

NRS-HCA 056

Physics

PHYSICS 185

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)

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

Determination of Eligibility for CPL
1. Student seeking Credit by Exam must be in good standing at the college.
2. Student must submit, prior to CPL transcription, official test scores for processing of CPL for standardized exams such as: AP, IB, CLEP, and/or DLPT. Unofficial copies may be used for CPL education planning purposes.
3. Student is not currently enrolled in the course for which CPL may be granted.
4. Student has not received credit on their academic record(s) for an equivalent course.
5. The course is listed in the current college catalog

Limitations on CPL
1. Credit acquired by CPL may not be applicable to meeting load requirements for programs such as Selective Service deferment, veterans' benefits, CalWORKS, EOPS and other special programs, or Social Security benefits.
2. Credit acquired by CPL shall not be counted in determining residency.
3. Credit awarded through CPL may not be used in determining financial aid eligibility as required by law. Any credits awarded through CPL will be counted toward maximum unit count under the Financial Aid Satisfactory Academic Progress Policy.

Fees for CPL
Fees shall not be charged for students seeking course credit using Credit for Prior Learning.

CPL Process
Visit the [WLAC CPL website](#) to learn about the different types of CPL, the courses eligible for CPL, the process to apply for, and the documents required for CPL. You can also email CPL-petition@wlac.edu with questions.

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.

Current courses accepted for CBE are below.

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

Public Safety and Paralegal Division
- ADM JUS 001, 002, 003, 004, 005, 006, 008, 014, 015, 067, 075

Business Division
- BUS 001, 005, 038
- REAL ES 001, 003, 005, 007, 009, 041, 042, 043, 044, 045

Health Sciences Division
- All HLTHOCC courses
- All PHRMCTK courses

Language Arts Division
- 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
- BIOLOGY 003
- ENV SCI 002

Please see the CPL website for an up to date list of courses accepted for CBE.

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

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

LACCD General Education (GE) Plan, excluding Area 4A American Institutions: international coursework shall be evaluated for applicability to the general education areas by Counseling faculty or Articulation Officer.

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 CalGETC Certification

Coursework completed at non-US regionally accredited international institutions may not be applied towards CalETC certification per the CalGETC Standards.

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.

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 maybe 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
D	Less than Satisfactory	1.00
F	Failing	0.00
P	Pass (at least satisfactory - units not counted in GPA; same meaning as CR)	0.00
SP	Satisfactory Progress	0.00
NP	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
I	Incomplete	0.00
W	Withdrawal	0.00
CR	Credit (replaced P -Pass)	0.00
NCR	No Credit (replaced by NP – No Pass)	0.00
*	No Grade Given (NGG), noncredit course, non-graded	0.00
IP	In Progress	0.00
RD	Report Delayed	0.00
CRX	Credit by Exam	0.00
NCX	Credit by Exam not passed	0.00
MW	Military Withdrawal	0.00
EW	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

The 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

Business Division:

- REAL ES 039

College & Career Prep Division (Noncredit):

- 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 Noncredit (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 & Kinesiology Division:

- ALD HTH 050CO, 051, 285, 900
- DEN HY 090, 096, 097, 397
- NRS-HCA 056
- PHRMCTK 034

Language Arts Division:

- ENGLISH 072

Mathematics Division:

- MATH 259L

Cooperative Education:

- COOP ED 095, 495

Prerequisites, Corequisites and Advisories Policy

Prerequisites, corequisites, 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, corequisites, 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, corequisites, advisories, and limitations on enrollment be established based solely on content review or content review with statistical validation.

Prerequisite: a course that a student is required to complete to demonstrate readiness for enrolling in a course or educational program.

Corequisite: 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 corequisite 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/Corequisites 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 Board Policy 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 (DEI) 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

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

   WLAC ADA Coordinator
   Brian Stokes, Vice President, Administrative Services

9000 Overland Ave.
Culver City, CA 90230
email: 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.
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.

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@wlac.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 LACCD'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

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., East Texas A&M University
Ph.D., Univ. of Maryland College Park
limbaujm@wlac.edu | Phone: 4325 |
Office: SSB 440

Vice-President, Academic Affairs and Workforce Development
Jeffery Archibald
B.A., Cornell University
M.S., Illinois State University
Ed.D., Drexel University
archibjd@wlac.edu | Phone: 4238 |
Office: SSB 414L

Vice-President, Student Services, Enrollment Management, and Equity Initiatives
William Syms
M.A., CSUN
Ed.D., USC
symsw@wlac.edu | Phone: 4248|
Office: SSB 414M

Vice-President, Administration and Innovation
Brian Stokes
B.A., State University of New York - Geneseo
M.P.P.M., University of Southern Maine

Ed.D., University of Miami
stokesb@wlac.edu | Phone: 4367 |
Office: SSB 430A

Director of Advertising/Public Relations
Michelle Long-Coffee
B.A, USC
M.B.A., Loyola Marymount University
longcoml@wlac.edu | Phone: 4597 |
Office: HLRC 115

Dean of Institutional Effectiveness
Artour Aslanian
B.A., CSU San Bernardino
M.A., Ph.D., Claremont Graduate University
aslania@wlac.edu | Phone: 4361 |
Office: SSB 414
Academic Areas: Public Safety & Paralegal Studies Division

Ombudsperson
Jamie Jenson
B.A., M.A., CSU, Fullerton
jensonjl@wlac.edu | Phone: 4219 |
Office: MSB 221

WLAC Foundation Executive Director
Jerry De Felice
defelijs@wlac.edu | Phone: 4378 |
Office: SSB 410

California Center for Climate Change Education Director
Joana Tavares - Reager
B.S., Federal University of Rio Grande
M.S., University of Delaware, Newark
M.S., UCI
Ph.D., UCI
tavarej@wlac.edu | Phone: 9044 |
Office: FA 203

ACADEMIC AFFAIRS

Deans of Academic Affairs
Andrea Rodriguez-Blanco
A.A., WLAC
B.A., CSULA

M.B.A, CSU Monterey Bay
rodrigaa3@wlac.edu | Phone: |
Office: SSB 414
Academic Areas: Applied Technology Division, Business Division, Health Sciences Division
Academic Programs: Workforce & Perkins Grants, Guided Pathways

Kimberly Manner
B.A, M.A., and Ph.D., USC
mannerke@laccd.edu | Phone: 4551 |
Office: SSB 414
Academic Areas: Arts & Performance Division, Human Development & Family Studies Division, Language Arts Division, Social Science Division
Academic Programs: Dual Enrollment, Honors Program, Professional Development

Allison Tom-Miura
B.A., UC Santa Barbara
M.PL., D.P.D.S, USC
tommiua@wlac.edu | Phone: 4431 |
Office: SSB 414
Academic Areas: Computer Science Division, Mathematics Division, POPP, Science Division
Academic Programs: Credit for Prior Learning, Curriculum, Catalog Development

Dean of Academic Affairs & Adult Education
Imelda Perez
Ed.D.
perezi@wlac.edu | Phone: 9305|
Office: SSB 414
Academic Areas: College & Career Preparation Division, Counseling Instruction, Cooperative Education, Learning Center, Noncredit / Adult Ed Programs
Academic Programs: CAEP, WIOA, Workforce Grant, Fresh Success, Rising Scholars Network

Dean of Apprenticeships

Tiffany Miller
M.L.S.T., USC
millerts@wlac.edu | Phone: 4521 |
Office:TLC 210
Academic Areas: Library, Distance
Learning
Academic Programs: Department of
Labor Apprenticeship Grant & Grant
Development, Career Center,
Learning-aligned employment
program, & Westside Extension

STUDENT SERVICES

Deans of Student Services
Angeles Abraham
A.A., WLAC
B.A., CSU Dominguez Hills
M.A., Loyola Marymount University
Ed.D., UCLA
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 | 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 | Phone: 4429 |
Office: SSB 320
Service Areas: Associated Students
Organization (ASO), Basic Needs,
Cal Fresh, Child Development Center,
College to Career Program (C2C),
Disabled Student Programs &
Services (DSP&S), Equity Taskforce,
Student Health Center, LGBTQIA

Angel Viramontes

B.A., UCLA
M.S. CSU Northridge
viramoa@wlac.edu | Phone: 4473 |
Office: SSB 420
Service Areas: Athletics, Black
Student Union, Guided Pathways,
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
golterjm@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 | 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 | Phone: 4349 |
Office: A15

College Store Manager
Olga Pech
pechol@wlac.edu | Phone: 4425 |
Office: SSB 108

College Human Resources Officer
Kashawn Mariner

B.S., Spelman College
M.S., Troy University
marineke@wlac.edu | Phone: 4338 |
Office: SSB 430B

College Financial Administrator
Karen Yao
B.A., UC Berkeley
M.B.A., UCLA
yaokx@wlac.edu | Phone: 4379|
Office: SSB 230

ARTICULATION OFFICE

Articulation Officer
Aaron Benitez
A.S., WLAC
B.A., CSU Northridge
M.S., MCPHS University
D.H.Sc., University of the Pacific
beniteab@wlac.edu | Phone: 4540 |
Office: MSA 008-B

RESOURCE SERVICES

Child Development Center
Director – Joanne Grey
B.A., Pacific Oaks College
greyj@wlac.edu
Phone: 4250 | Office: CDC

CDC Faculty
Baugh, Amy
Ramos-Alvarado, Dalila
Winn, Vanessa
Aleman, Ruth

ACADEMIC DIVISION CHAIRS

Ed Guzman, Applied Technology
Laura Guichard, Arts & Performance
Gustavo Demoner, Business
Anna Chiang, Computer Science &
Applications
Angelica Hermosillo, Counseling
Carlos Sermeno, Health Sciences
Dolores Gallegos, Human
Development & Family Studies
Clare Norris-Bell, Language Arts
Susan Trujillo, Library Services
Vidya Swaminathan, Mathematics

Corey Flournoy-Williams, Public Safety & Paralegal Studies
Elisa Atti, Science
Tiffany Lanoix, Social Sciences

CATALOG COMMITTEE MEMBERS (AY 2025-2026)

Allison Tom-Miura
Anthony Cuomo
Colonda Hawkins
Ema Becerra
Jason Librande
Joyce Realegeno
Sanjay Marwah

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)

ACADEMIC SENATE OFFICERS

Patricia Zuk, Academic Senate President
zukp@wlac.edu | Phone: 4452 | Office: MSB 210

Jeremy Jankans, Academic Senate Vice-President
jankanjb@wlac.edu | Phone: 4441 | Office: MSB 213
Jeanene Ames, Academic Senate Secretary
amesjl@wlac.edu | Phone: 4508 | Office: GC 280H
Adriana Martinez, Academic Senate Treasurer
martinaf@wlac.edu | Phone: 4356 | Office: SSB 340D

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 – Ed Guzman
guzmane@wlac.edu
Phone:4514 | Office: ATB 214

Division Secretary – Candice Becerra
becerrct@wlac.edu
Phone: 4421 | Office: SSB 414

Subject Areas
- Aviation Maintenance Technician
- Aircraft Power Plant Technician
- Airframe Maintenance Technician
- Avionics

Full-Time Faculty
- Edmund Guzman
- Kasbar Mirkhanian
- Alex Tavakkoli
- Rudy Triviso
- Carlos Urias

ARTS AND PERFORMANCE DIVISION
Chair –Laura Guichard
guichalw@wlac.edu
Phone: 4332 | Office: ATA

Subject Areas
- Art
- Art History
- Cinema
- Dance Studies
- Dance Techniques
- Film Production
- Game Art and Design
- Multimedia
- Music
- Theater

Full-Time Faculty
- Michael Arata
- Imhotep Coleman
- Kevin Considine
- Gary Dagg
- Laura Guichard
- Joel Kyack
- Charles McIntyre
- Jennifer Penton

BUSINESS DIVISION
Chair – Gustavo Demoner
demonegd@wlac.edu
Phone: 4362 | Office: TLC Second Floor

Division Secretary – Candice Becerra
becerrct@wlac.edu
Phone: 4421 | Office: SSB 414

Subject Areas
- Business
- Business Administration
- Finance
- Hospitality
- Management, Small Business
- Marketing
- Real Estate

Full-Time Faculty
- Gustavo Demoner
- DeAnna Gossett
- Chantal Grayson
- Todd Matosic

COLLEGE AND CAREER PREPARATION DIVISION
Chair – Tim Russell
russeltm@wlac.edu
Phone: 4318 | Office: HLRC 108

Subject Areas
- Academic Preparation
- Basic Skills

- Cooperative Education
- ESL Noncredit
- Supervised Learning
- Tutoring
- Vocational Education

Full-Time Faculty
- Lisa Glionna
- Ricardo Hooper
- Andrea Rodriguez-Blanco
- Timothy Russell
- Chase Selby

COMPUTER SCIENCE AND APPLICATIONS DIVISION
Chair - Anna Chiang
chianga@wlac.edu
Phone: 4253 | Office: TLC 203

Subject Areas
- 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 Ghaforyfard
- KaleAb Gorfu
- Manish Patel
- Ashok Patil
- Bill Williams

COUNSELING DIVISION
Chair – Angelica Hermosillo
hermosam@wlac.edu
Phone: 4527 | Office: SSB 340B

Student Services Aide – Susi Dovlatian
dovlats@wlac.edu
Phone: 4375 | Office: SSB 340

Subject Areas

- Counseling

Full-Time Faculty
- Nancy Brambila
- Cornelia Brandon
- Lorna Bukasa
- Kassidy Camilleri
- Ronnie Felder
- Hye Jin "Esther" Gelsi
- Trayce Jones
- David Hernandez
- Angelica Hermosillo-Hernandez
- Iliana Limas
- Adriana Martinez
- Emanuel Menjivar
- Lily Mozafari
- Alma Narez-Acosta
- Eros Rice Jr.
- Irene Shvarts
- Kyle Skinner
- Elvia Viramontes

HEALTH SCIENCE AND KINESIOLOGY DIVISION
Chair – Carlos Sermeño
sermenc@wlac.edu
Phone: 7224 | Office: MSB 107

Vice-Chair – Melinda Smith
smithmm@wlac.edu
Phone: 4581 | Office: PECS 135

Division Office Assistant – Berenice Cordero
corderb@wlac.edu
Phone: 4464, 4568 | Office: MSB 100

Subject Areas
- 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
- Mariah Bonner
- Amanda de la Vega
- Natalie Ferrigno
- Rachel Hipolite
- Lisa Kamibayashi
- Anthony Jones
- Raquel Medina
- Rocio Garcia
- Joy Ogami-Avila
- Carlos Sermeno
- Melinda Smith
- Idalia Velasco

HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION
Chair – Dolores Gallegos
gallegd@wlac.edu
Phone: 4446 |Office: GC 180D

Subject Areas
- Anthropology
- Child Development
- Early Childhood Education
- Elementary Teacher Education
- Family & Consumer Studies
- Psychology
- Social Justice : LGBTQ Studies

Full-Time Faculty
- Carrie Canales
- Dolores Gallegos
- Payal Jain
- Monica Juarez
- Aimee Preziosi
- Marini Smith

LANGUAGE ARTS DIVISION
Chair – Clare Norris-Bell
norrisc@wlac.edu
Phone: 4590 | Office: GC 280

Division Secretary – Linda Rodriguez
rodriglc@wlac.edu
Phone: 4313 | Office: SSB 414

Subject Areas
- American Sign Language
- Arabic
- Chicana/o Studies
- Communication Studies

FULL-TIME FACULTY

- English
- French
- Humanities
- Japanese
- Philosophy
- Spanish

Full-Time Faculty
- Linda Alexander
- Jeanene Ames
- Elena Aviles
- Holly Bailey-Hofmann
- Luis A. Cordova
- Anthony Cuomo
- Ana Figueroa
- Katherine LaTourette
- Nuala Mary Lincke
- Rick Mayock
- Margot Michels
- Clare Norris-Bell
- Jennifer Ortiz
- Sandra Ruiz
- Stella Setka
- Leslie Tejada
- Timothy Welch

LIBRARY SERVICES DIVISION
Chair – Susan Trujillo
trujilse@wlac.edu
Phone: 4406 | Office: HLRC 312

Subject Areas
- Library Science

Full-Time Faculty
- Ryan Edwards
- Susan Trujillo
- Maria Yanez

MATHEMATICS DIVISION
Chair – Vidya Swaminathan
swaminv@wlac.edu
Phone: 4214 | Office: MSB 219

Division Secretary – Larry Tibbs
tibbsla@wlac.edu
Phone: 4377 | Office: SSB 414
Subject Areas
- Mathematics
- Statistics

Full-time Faculty
- Zachary Brown

- Tanshee Cheng
- Thomas Harjuno
- Jeremy Jankans
- Jamie Jenson
- Manushak Movsisyan
- Vidya Swaminathan

PUBLIC SAFETY AND PARALEGAL STUDIES DIVISION

Chair – Corey Flournoy-Williams
fournc@wlac.edu
Phone: 4246 | Office: GC 480B

Paralegal Director – Sonya DeRose
derosesb@wlac.edu
Phone: 4246 | Office: TLC 203

Subject Areas
- Accounting
- Administration of Justice
- Corrections
- Fire Technology
- Law
- Paralegal Studies

Full-time Faculty
- Bianca Cecilia Alcala-Ruiz
- Charles Daniel
- Corey Flournoy-Williams
- Nikki Jacobson
- George Yan
- Lorenzo Ybarra
- F. Debbie Zexter

SCIENCE DIVISION
Chair – Elisa Atti
attie@wlac.edu
Phone: 7275 | Office: MSB 231

Division Secretary – Larry Tibbs
tibbsla@wlac.edu
Phone: 4377 | Office: Office: SSB 414

Subject Areas
- Anatomy
- Astronomy
- Biology
- Biotechnology
- Chemistry
- Climate Change and Environmental Science
- Climate Studies

- Earth Science
- Engineering: Civil Track
- Engineering: Mechanical Track
- Environmental Science
- Geography
- Geology
- Microbiology
- Oceanography
- Physics
- Physical Science

Full-time Faculty
- Elisa Atti
- Elizabeth Bell
- Bryon Curletto
- Laurimar Escudero
- Jesus Iniguez
- Jason Librande
- Kareen Martin
- Dominic Merkle
- Vered Mirmovitch
- Michelle Priest
- Neil Quebbemann
- Mesfin Taye
- Beraki Woldehaimanot
- Patricia Zuk

SOCIAL SCIENCE DIVISION
Chair – Tiffany Lanoix
lanoixtr@wlac.edu
Phone: 7279 |Office: GC 380

Subject Areas
- African-American Studies
- Asian-American Studies
- Economics
- Global Studies
- History
- International Studies – Africa
- International Studies - Asia
- International Studies – Latin America
- International Studies – Middle East
- Political Science
- Sociology

Faculty
- Victor Corona
- Christian Green
- Meric Keskinel
- Tiffany Lanoix
- Christopher Lee

- J. Richard Olivas
- David Smith

FULL-TIME FACULTY – ALPHABETICAL LISTING

Aleman, Ruth
CDC Teacher
B.A., Pacific Oaks College
M.A., Pacific Oaks College

Alexander, Linda
Professor, Communication Studies
B.A., UCLA
M.A., Ph. D., USC

Ames, Jeanene
Professor, English
B.A., M.A., CSU San Marcos

Arata, Michael A.
Professor, Art
B.A., M.A., M.F.A., San Jose State University

Atti, Elisa
Chairperson, Science Division
Professor, Chemistry
M.S., Rutgers University
Pharm.D., Bologna University

Avilés, Elena
Associate Professor, Spanish
B.A., UCLA
M.S., CSU Los Angeles
Ph.D., University of New Mexico

Bailey-Hofmann, Holly
Professor, English
B.A., St. Mary's College of Maryland
M.A., Univ. of Cincinnati, Ohio
Ed.D., UCLA

Baugh, Amy
CDC Teaching
B.A., Mount St. Mary's University
M.S., University of Laverne

Bell, Elizabeth
Professor, Physics
B.A., M.S., CSU Northridge

Benitez, Aaron
Assistant Professor, Dental Assisting
A.S., WLAC

B.A., CSU Northridge
M.S., MCPHS University
D.H.Sc., University of the Pacific

Bonner, Mariah
Assistant Professor, Dental Hygiene
A.A., A.S., Pasadena City College
B.A., CSULA
M.S., USC

Boghos, Yervant
Professor, Allied Health
M.D., Yerevan State Medical University

Brambila, Nancy
Professor, Counseling
B.A., M.S., Cal State LA

Brandon, Cornelia
Assistant Professor, Counseling
B.A. Sociology CSUSB
M.S.W. USC

Brown, Zachary
Professor, Mathematics
B.A., M.A., CSU Fullerton

Bukasa, Lorna
Professor, Counseling
B.A., CSU Dominguez Hills
M.A., National University

Camilleri, Kassidy
Transfer Center Director
Assistant Professor, Counseling

A.A., Santa Barbara City College
B.A., UCLA
M.A., Loyola Marymount University
Ed.D., UCLA

Canales, Carrie J.
Professor, Psychology
B.A., Southern Methodist Univ.
M.A., Pepperdine University
M.A., Ph.D., USC

Cheng, Tanshee
Professor, Mathematics
B.A., M.S., CSU Los Angeles

Chiang, Anna
Chairperson, Computer Science Division
Professor, Computer Science
B.A., Fu-Jen University, Taiwan
M.S., Utah State Univ.

M.C.S.E., Microsoft Certified Systems Engineer
M.C.T., Microsoft Certified Trainer

Considine, Kevin
Professor, Film Production
State Equivalency– Cinema/TV

Cordova, Luis
Associate Professor, English
B.A., M.A., CSU Dominguez Hills

Corona, Victor
Assistant Professor, Sociology
B.A., Yale University
Ph.D., Columbia University

Cuomo, Anthony
Professor, Communication Studies
B.A., CSU San Marcos
M.A., CSU Long Beach
Ed.D., UCLA

Curletto, Bryon
Professor, Biological Science
B.S., Cal Poly San Luis Obispo
M.A., Boston Univ. Sch. of Medicine

Dagg, Gary
Assistant Professor, Film Production
B.S., Indiana University

Daniel, Charles
Professor, Accounting
B.S. Southern University A&M
M.A., USC

De La Vega, Amanda
Assistant Professor, Dental Hygiene
B.S., San Francisco State University
M.S., Colorado State University

Demoner, Gustavo
Chairperson, Business and Real Estate
Associate Professor, Business
B.A., Univ. Fed do Espirito Santo, Brazil
M.B.A., St. Mary's College of California

Edwards, Ryan,
Associate Professor, Library Science, Electronic Resources & Systems Librarian
B.A., UC San Diego,
M.I.T., Amer. InterContinental Univ.
M.L.I.S., San Jose State University,

C.A.S., Digital Libraries, University of Illinois, Urbana-Champaign

Escudero, Laurimar
Professor, Biological Science
B.S., University of Puerto Rico, Mayagùez
Ph.D., UC Irvine

Felder, Ronnie
Assistant Professor, Counseling.
B.B.A, M.A. Education Counseling

Ferrigno, Natalie R.
Professor, Dental Hygiene
A.A., RDH, WLAC
B.S., CSU Los Angeles
M.S., CSU East Bay

Figueroa, Ana B.
Associate Professor, Spanish
C. Phil, B.A., UCLA
M.A., Arizona State University

Gallegos, Dolores
Chairperson, Human Development and Family Studies
Associate Professor, Child Development
B.A, M.A., Ed.D., CSU Los Angeles

Garcia, Rocio
Associate Professor, Dental Assisting
A.S., West LA College
B.S., West LA College

Gelsi, Hye Jin (Esther)
Professor, Counseling
B.A., UCLA
M.Ed., UCLA

Ghaforyfard, Parvaneh
Professor, Computer Science-IT
A.S., Pasadena City College
B.S., Univ. of Tehran
B.A., M.S., Cal State Los Angeles

Glionna, Lisa
Associate Professor, Interdisciplinary Noncredit
B.S., Univ. of Nevada, Las Vegas
M.S., UC Riverside

Gorfu, KaleAb,
Professor, Computer Sciences
B.S., M.S., CSU Long Beach

Gossett, DeAnna
Professor, Real Estate

B.A., M.A., Columbia University

Guichard, Laura
Chairperson, Arts and Performance
Associate Professor, Film Production
B.A., Williams College
M.F.A., Univ. of Texas, Austin

Guzman, Edmond
Chairperson, Applied Technology and Aviation Maintainence
Assistant Professor, Aviation Maintenance Technology
B.A., University of LaVerne

Grayson, Chantal
Assistant Professor, Real Estate
B.A., UCSB
M.A., CSUDH

Green, Christian
Assistant Professor, African-American Studies
B.A., M.A., UCLA

Harjuno, Thomas
Professor, Mathematics
B.S., Padjadjaran Univ., Indonesia
M.S., CSU Los Angeles

Hernandez, David
Assistant Professor, Counseling
B.A., M.S., CSU Los Angeles

Hermosillo, Angelica
Chairperson, Counseling Division
Professor, Counseling
B.A., UCLA
M.S., CSU Northridge

Hipolite, Rachel
Assistant Professor, Dental Hygiene
A.S., WLAC
M.A.E. University of Massachusetts

Jacobson, Nikki
Professor, Law
B.A., CSU Northridge
J.D., Pepperdine Univ. School of Law

Jain, Payal
Professor, Psychology
B.A, UC Irvine
M.A., USC

Jankans, Jeremy
Associate Professor, Mathematics
B.S., UC Irvine

M.S., Long Beach State
Ph.D., UC Irvine

Jenson, Jamie
Professor, Mathematics
B.A., M.A., CSU, Fullerton

Jones, Tracye
Professor, Counseling
B.S. Business Finance CSULB
M.B.A. Business Marketing National University
M.A. Clinical Psychology Pepperdine

Juarez, Monica
Professor, Child Development
B.A., University of Redlands
M.A., Pacific Oaks College

Kamibayashi, Lisa
Professor, Dental Hygiene
Director, Dental Hygiene Dept.
B.S., USC
M.S., Univ. of Missouri-Kansas City

Keskinel, Meric
Professor, Economics
B.A., Univ. of Istanbul, Turkey
M.A., Northeastern University
Ph.D., Claremont Graduate Univ.

Lanoix, Tiffany
Chairperson, Social Sciences
Professor, Sociology
B.A., CSU Dominguez Hills
M.A., UC Irvine

LaTourette, Katherine
Professor, English
B.A., M.A., Georgetown Univ.
Ph.D., Harvard University

Lee, Christopher Blake
Professor, Political Science
B.A., M.A., Ph.D., UCLA

Librande, Jason
Associate Professor, Biological Sci.
A.A., Edmonds Community College
B.A., University of Washington
M.S., University of Florida

Limas, Iliana
Assistant Professor, Counseling
A.A., Santa Ana College
B.A., UCI
M.S., CSULB

Lincke, Nuala M.
Professor, English
B.A., M.A., Univ. of Florida,
Pensacola

Martinez, Adriana
Professor, Counseling
B.A., CSU Northridge
M.A., CSU Dominguez Hills

Martin, Kareen
Associate Professor, Biological Sci.
B.S., M.S., D.E.A., University Paul
Sabatier, Toulouse, France
Ph.D, University of Manchester, UK

Matosic, Todd
Associate Professor, Business
B.A., M.B.A. University of La Verne

Mayock, Rick
Professor, Philosophy
B.A., Kings College, Wilkes-Barre
M.A., Cal State Los Angeles
M.A., Fordham University

McIntyre, Charles
Associate Professor, Film Production
Entertainment Technician Certificate
B.A., California Lutheran University

Medina, Raquel
Professor, Dental Hygiene
A.A., R.D.H., WLAC
M.S., CSU East Bay

Menjivar, Emanuel
Assistant Professor, Counseling
B.A. Sociology UCLA
M.A. Educational Counseling USC

Merkle, Dominic
Assistant Professor, Geography
B.A., San Jose State University
M.S., Kiel University, Germany

Michels, Margot
Professor, French
B.A., M.A., Ph.D., UCLA

Mirkhanian, Kasbar
Assistant Professor, Aviation
Maintenance Technology

Mirmovitch, Vered
Professor, Biological Science
B.S., M.A., The Hebrew University of
Jerusalem, Israel

Ph.D., UC Riverside

Movsisyan, Manushak
Associate Professor, Mathematics
B.A., M.A., CSU Northridge

Mozafari, Lily
Professor, Counseling
B.S., CSU Northridge
M.S., University of Laverne

Narez-Acosta, Alma
Professor, Counseling
B.A., Univ. of Nevada, Las Vegas
M.A., CSU Dominguez Hills

Norris-Bell, Clare
Chairperson, Language Arts
Professor, English
B.A., UC Riverside
M.A., Univ. of Texas, San Antonio

Priest, Michelle
Assistant Professor, Biological Sci.
No degree, Saddleback College
B.S., UCLA
M.A., CSUF
Ed.D., USC

Ogami Avila, Joy
Professor, Dental Hygiene
B.S., UC Davis
M.S., CSU East Bay

Olivas, J. Richard
Professor, History
B.A., Stanford Univ.
M.A., Ph.D., UCLA

Ortiz, Jennifer
Associate Professor, English
B.A., M.A., Mills College

Patel, Manish
Professor, Computer Sci.
B.S., Long Beach State

Patil, Ashok
Professor, Computer Science
Information Technology
B.E., Gulgurga Univ., Karnataka
State, India
M.S., Bradley University

Penton, Jennifer
Assistant Professor, Film Production
B.A., UCLA
MFA, California Institute of the Arts

Preziosi, Aimee
Professor, Anthropology
B.A., CSU Long Beach
M.A., Ph.D., UCLA

Quebbemann, Neil
Assistant Professor, Chemistry
B.S., UC Riverside
M.S., Ph.D., UCLA

Ramos-Alvarado, Dalila
CDC Teacher
B.A., Pacific Oaks College

Rice, Eros
Assistant Professor, Counseling
B.A. Communication Studies CSUN
M.A. Education Counseling with
P.P.S. Azuza Pacific University

Ruiz, Sandra
Professor, Spanish
B.A., M.A., Ph.D. UCLA

Russell, Timothy
Chairperson, College & Career Prep
Professor, Learning Skills
B.S., M.S., Virginia State University

Selby, Chase
Professor, Learning Skills
B.A., M.F.A., CSU Long Beach

Sermeño, Carlos
Chairperson, Health Sciences
Professor, Dental Hygiene
D.D.S., University of Brasilia

Setka, Stella
Professor, English
B.A., UCLA
M.A., Loyola Marymount University
Ph.D., Purdue University

Shvarts, Irene
Assistant Professor, Counseling
B.A., UC Irvine
M.A., USC

Smith, David
Professor, History
B.A., Loyola Marymount University
M.A., Long Beach State

Smith, Marini
Professor, Child Development
B.A., CSU Los Angeles
M.A., Pepperdine University

Ed.D., USC

Smith, Melinda
Professor, Health
B.A., UC Irvine
M.P.H., Loma Linda University

Swaminathan, Vidya
Chairperson, Mathematics
Professor, Mathematics
B.A., UC Santa Cruz
M.S., Tulane University
Ph.D., UC Santa Cruz

Taye, Mesfin
Professor, Physics
M.S., Addis Ababa University, Ethiopia
Ph.D., Max Planck Institute of Colloids and Interfaces/ University, Potsdam, Germany

Tavakolli, Alex
Assistant Professor, Avionics
B.S., St. Louis University
M.S., Univ. of Central Missouri

Tejada, Leslie
Professor, English
B.A., M.A., Long Beach State

Triviso, Rudy
Professor, Aviation Maintenance Technology
A.S.

Trujillo, Susan
Chairperson, Library Services

Associate Professor, Library Science
B.S., UC Riverside
M.L.I.S., San Jose State University

Urias, Carlos
Assistant Professor, Aviation Maintenance Technology
A.S., WLAC

Velasco, Idalia
Assistant Professor, Dental Hygiene
A.S., WLAC
B.S., CSULA
M.S., CSU East Bay

Welch, Tim
Professor, English
A.A. Chabot College
B.A. New Mexico State University
M.A. Lib Sci, CSU Northridge
M.A., CSU Northridge
M.F.A, San Jose State

Williams, Bill
Assistant Professor, Computer Science
B.A., Chapman University
M.A., Webster University

Williams, Corey Flournoy
Chairperson, Public Safety & Paralegal
Professor, Administration of Justice
A.A., WLAC
B.S., Biola University
M.S.A., CSU Bakersfield
Ed.D., USC

Winn, Vanessa
CDC Teacher
B.A., CSU Los Angeles

Woldehaimanot, Beraki
Professor, Geology
B.S., Addis Ababa University, Ethiopia
M.S., University. of Roorkee, India
Ph.D., Justus-Liebig University, Germany

Yan, George G.
Professor, Administration of Justice
A.A., ELAC
B.A., CSU Dominguez Hills

Yanez, Maria A.
Professor, Library Services
B.A., CSU Fullerton
M.L.I.S., San Jose State University

Ybarra, Lorenzo
Professor, Accounting
B.S., USC
M.B.A., Harvard University

Zexter, Debbie
Professor, Paralegal
B.A., Boston University
J.D., Whittier Law School

Zuk, Patricia
Professor, Biological Sciences
B.S., McMaster University, Canada
M.S., Ph.D., Wayne State University

ADJUNCT FACULTY

For a complete list of WLAC employee information please refer to the online Faculty & Staff Directory.

ADJUNCT FACULTY – ALPHABETICAL LISTING

Abad, M., Dental Hygiene
Abraham, A., Counseling
Abrazado, M. Biological Sciences
Acosta, R., Counseling
Adelman, S, Humanities
Aguiar, A., Dental Hygiene
Aguilera, P., Sociology
Allen, J., English
Alvarez, W., Dental Assisting
Anselmo, J., Athletics
Anzalone, A. Library Services
Aono, T., Art
Apigo, M.J., Computer Science
Arriola, P., Mathematics
Austin, N., History
Bakeer, K., Child Development
Bandyopadhyaya, S., Chemistry
Barcos, C., Theater
Battle, A., Paralegal
Bayssa, B., Mathematics
Bedassa, A., Mathematics
Belgarde-Duru C., Dental Hygiene
Bellamy, S., Business
Bimber, K., Child Development
Bitar, E., Computer Science
Blake, L., Art
Blechner, D.A., Art
Bobis, A., Nursing

Boles, N. Hospitality
Bowin, S. Bus. Voc. Ed
Brach, E., English, Basic Skills Interdisc.
Brame, L., Nursing
Brenish, S., Japanese
Buckner, K., Computer Science
Bui, V., Chemistry
Burgh, S.J., Finance
Butler, M., Computer Science
Cain, L., Psychology
Calderon, P., Cinema
Campbell, K., Economics
Camplone, A., Psychology
Carty, B., Mathematics
Casas, A., Allied Health
Casser, L., Cinema
Castillo, J.C, Medical Assisting
Castro, A., Basic Skills Interdisciplinary
Center, M., Dental Assisting
Chambers, C., Dental Hygiene
Charnov, E., Cinema
Chee, G., History
Chie, S., Dental Hygiene
Coffee, K., Communication Studies
Cole, J., Art
Cole, J., Earth Science
Coppolla, S., Dental Hygiene
Cosgrove E., Art
Coulter, C., Music
Cranon-Charles, A., Political Science
Cruz, J., COAT Voc. Ed.
Culton, J., Spanish

Cunin-Borer, M., Anthropology
Dabagh, S., Mathematics
Daniel, D., Addiction Studies
Dawson, K., English
Dera, L, Mathematics
DeVelasco, B., Biological Sciences
Diaz, D., English
DeBusk, J., ASL
DiMichele, D., Art
DeRose, S., Paralegal
Dones, C, Dental Hygiene
Dungey, J., Business
Dungey, K., Basic Skills Interdisc.
Duran, D., Counseling
Dutton., D., Music
Elmi, I., Cinema & Theater
Elrington, D., Finance
Encisco-Givhan, G., Real Estate & Business
Esmaeili, Farrah, Mathematics
Esparza, T., Health Occupations
Evans, E., Child Development
Farmer, K., Accounting
Festinger, K., Music
Fife, P., Communication Studies
Filerman, B. A., Biological Sciences
Finn, M., Business
Fisher, H., Health & Kinesiology
Fitzpatrick, D., Athletics
Flores, M., Biological Sciences
Fogel, S., Administration of Justice
Forbes, J., Mathematics
Foreman, N.J., Mathematics
Fox, B., Paralegal

Franks, M., Business
Frederick, A., Counseling
Frykenberg, J., History
Fuller, D. M., Business
Gandomi, F., Anatomy & Physiology
Gandomi S., Anatomy & Physiology
Garza, M., Psychology
Gharamanians, J., Mathematics
Gilbert, C., Accounting
Givhan, G., Business & Real Estate
Goldberg, B., Film Production
Goldberg, N., English
Goldenring, D., Dental Hygiene
Gomez, E., Child Development
Gonsoski, S. K., Computer Science
Gonzalez, A. B., Spanish
Gordon, M., Anthropology
Graham, M., Political Science
Grant, R., Kinesiology
Green, C., Sociology
Guilak, N., Theater
Gunter, M., ASL
Gvildys, Z., Chemistry
Ha, M., Dental Hygiene
Habas, H., Aviation Technology
Hall, T., Library Science
Hallman, E., Basic Skills Interdisc.
Hammond, J., Kinesiology
Hardy, M., Anthropology
Harrison, M., Cinema
Harris, M., Sociology
Harvey, D., Art
Hawk, R., Biological Sciences
Hayduk, C., Basic Skills Interdisc.
Henderson, J., Health
Henninger-Rener, S., Anthropology
Henk, N., Sociology
Henrichs, Robert, Counseling
Herdzina, S., English
Hernandez, O., Sociology
Hickman, B., Nursing
Hines, D., Communication Studies
Horejs, M., Health
Horwitz, G., Biological Sciences
Howe, J., Mathematics
Howell, L. J., Real Estate
Huang, Carrie, Mathematics
Huben, K., Allied Health
Huotari, K., Art
Irvin, R., Psychology
Jackson, B., Health & Kinesiology
Jobe, A., Astronomy
Johnson-Adkins, B., Nursing
Johnson, B., Basic Skills Interdisc.
Johnson, C., Child Development
Johns, A.D, Basic Skills Interdisc.
Jones, K., English
Jones, R., Sociology
Jordan, A., Political Science
Kami, S., Computer Science

Kang, N., Library Science
Kanjanapangka, J., Biological Sciences
Kasty, M., Basic Skills
Kazadi, M., Paralegal
Kelley K., Child Development
Kidd, S., Nursing
Kim, A., Mathematics
Kim, Y., Spanish
Kinney, B., Art
Kolkey, J. M., History
Kowaney, R.,Computer Science
Kuckreja, J., Health & Kinesiology
Lai, I-Shen, Mathematics
Laurin, J., Business
Lavasani, N., Art
Lawrence, D., Dental Hygiene
Lawson, B., History
Ledezma, A., Dental Assisting
Lee, A., History
Lee, C., Political Science
Lee, K. H., Biological Sciences
Legassick, T., Allied Health
Lemonds, B., Communication Studies
Leslie, L., Management
Leung, J., Administration of Justice
Levy, S., Dental Hygiene
Liggins, L., Basic Skills Interdisc.
Loring., G., English
Lu, M., Accounting
Ludwig, G., Accounting
Lulejian, A., Health & Kinesiology
Lyons-Burns, S., English
Mackey, J., Counseling
Malik, A., Dental Hygiene
Manner, K., English
Markman, K., History
Martyn, M., Computer Science
Matsuno, D., Computer Science
Mazzarelli, Ariel, Mathematics
Matosic, Raquel, Dental Hygiene
McCane, D. S., Cinema
McCarthy, S., Art
McCaskill, T., Business
McDowell, C., Kinesiology
McDowell, P., Humanities
McIntosh, J., Accounting
McKnight, A., FireTek
McOmber, A., English
Mendez, J., Dental Assisting
Meredith, S., Anthropology
Minami, A., English
Mirfattah, M., Mathematics
Mirkhanian, K., Aviation Technology
Mizuki, A., Spanish
Monroe, R., Child Development
Monzon, F., Computer Science
Moore, P., Pharm Tech
Moorty, S., Kinesiology
Morgan, A., Accounting

Morris, P. W., CAOT/Legal Secretary
Most, R., Child Development
Murillo, S., Counseling
Najarian, H., Dental Assisting
Nee, M., Aviation Technology
Nelson, E., Cinema
Nesia, V., Child Development
Newell, D., Paralegal
Nguyen, D., Dental Assisting & Dental Hygiene
Nguyen, J., Dental Hygiene
Nicholas, V., Paralegal
Nogueira, M., Business
Noonan, L., Humanities
Okawa, R., English
Okbamichael, M., Earth Science
Olescyski, K.,Health & Kinesiology
Ortiz, V., ASL
Padnick, E., Dental Hygiene
Paknia, F., Chemistry
Palloti, C., Philosophy
Parsa, A., Humanities & History
Patel, S., Dental Hygiene
Paymah, E. E., Accounting
Peers, M. A., Art
Penton, J., Family Studies
Perales, C., Counseling
Perez, B., Child Development
Perez, R., Counseling
Perez, R., Sociology
Perez, R. E., Mathematics
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
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
Ruvaleaba, 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
Schulz, V., Philosophy
Sekiyoba, B., Economics
Selemo, 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, D., Dental Hygiene
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
Turley, U., Dental Hygiene
Valadez, R. Child Development
Valdivia, A., Accounting
Vallejo, Jaime, Mathematics
Vanderpool, J. P., Business
Vasquez, R., Aviation Technology
Vega, W., Business
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
Xu, Lan, Mathematics
Yankey, K., Economics
Yassin, K., Astronomy
Ybarra, D., History
Yilan, L., Economics
Young, F., Real Estate
Yuen, Y., Computer Science
Zakharov, E.M., Physics
Zamora, V., English
Zanders, C., Psychology
Zaragoza, J., Spanish
Zarrinnam, L., Dental Hygiene
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

Fink, Steven

Professor, Biology

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

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

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

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

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 Californiat General Education Transfer Curriculum (CalGETC). CalGETC 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: "Continuous attendance" means attending at least one term (fall, winter, spring, summer) each calendar year at any United States institutionally accredited institution of higher education. Courses with a "W" (withdrawal) count toward determining continuous attendance. Credit and noncredit coursework both count toward attendance.

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.

Work Experience Education (formerly 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.

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 must petition for readmittance at the end of that period.

GLOSSARY OF TERMS

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."

California General Education Transfer Curriculum (CalGETC): 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.

CalGETC 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 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 schedule 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.

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.

INDEX