

Los Angeles Harbor College

General Catalog

2014 - 2016





A Message from Dr. Otto Lee, President of Los Angeles Harbor College

65 Years of Educational Opportunity to Our Community

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for 65 years. Harbor College is known for the superb teaching and personalized attention that we offer students. As you read through this catalog, you will see that Harbor College offers a broad range of programs geared toward helping students prepare themselves for life in the 21st Century. We are proud of our faculty and staff who care about each and every student – and our rigorous academic programs. Our students transfer to UCLA, USC, Cal State Dominguez Hills and other colleges both within and outside California.

From the moment you step on our campus, we offer a variety of programs and services to help you achieve your goals. From the Counseling Office, Transfer Center, Learning Skills Center, to the Veterans Center, Financial Aid, as well as numerous workshops, our staff will assist you in making your learning experience here a success. We also offer numerous co-curricular student activities that will enrich your experience here at Harbor College including our excellent athletics program that boasts several state championships in several different sports, several student clubs that reflect a wide diversity of interests, and our Associated Students Organization (ASO) emphasizing student participation in campus and off-campus activities. ASO offers an unparalleled opportunity to expand your leadership skills through participation in the ASO Senate and/or on the ASO Executive Board as well as advocacy at the local, state, and federal levels addressing issues that affect students.

Thanks to California voters, this is an exciting time for Harbor College as we enter the final phase of the implementation of Propositions A and AA and Measure J – the bond programs responsible for several new buildings on our campus including our new Library Learning Resource Center (LLRC) and Science Complex that opened during the 2013-2014 academic year.

Again, welcome to Harbor College. We look forward to serving you.

Remember, Education Changes Everything



LOS ANGELES HARBOR COLLEGE

Items in blue represent corrections or revisions made since the publication of the print edition. Effective dates refer to approved revisions. All other changes are corrections effective at the time of publication. Last update: 02/17/2021

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For more information, see page 6
www.achievingthedream.org

Los Angeles Harbor College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Los Angeles Harbor College - 1111 Figueroa Place Wilmington, California 90744 - (310) 233-4000 - www.lahc.edu



LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, California 90017, (213) 891-2000

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Cover Photo Courtesy of Lori Minor

Equal Opportunity Policy

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.

Equal Opportunity Policy Compliance Procedure

In order to insure equal opportunity policy compliance at Los Angeles Harbor College, please direct inquiries to LACCD, Office of Affirmative Action, at (213) 891-2000, x2315 for complaints regarding Affirmative Action Discrimination, Sexual Harassment, Sex Equity, Americans with Disabilities Compliance, student grievances, and student, faculty and staff dispute resolution.

For Equal Opportunity Compliance of Title IX, Section 504, see Amarylles Hall, Director, Special Programs and Services at Los Angeles Harbor College, (310) 233-4621.

Programa en Relacion Con la Igualdad de Oportunidades

El Distrito de "Community Colleges" de Los Angeles está comprometido a la filosofía de igualdad de oportunidad e igualdad de acceso en todos los empleos, programas educativos y servicios. Mantenemos una posición firmemente comprometida a una política de no discriminación por motivos de raza, color, abolengo, origen, credo religioso, sexo, edad, preferencia sexual, incapacitación física, estado civil, o por ser veterano de guerra en nuestros empleos, actividades y programas educativos.

Política de Acuerdo Con Los Procedimientos, de Igualdad de Oportunidades

Para poder asegurar igualdad de oportunidades en Los Angeles Harbor College, por favor dirija sus preguntas a las siguientes personas a la oficina del Distrito de Acción Afirmativa, teléfono (213) 891-2000 x 2315.

A la filosofía de igualdad de oportunidad e igualdad Title IX, Section 504: Amarylles Hall, Coordinador del programa de personas incapacitadas en Los Angeles Harbor College, (310) 233-4621.

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Accuracy Statement

The Los Angeles Community College District and Los Angeles Harbor College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Los Angeles Community College District or Los Angeles Harbor College for reasons related to student enrollment, level of financial support, or for any reason at the discretion of the District and College Administration. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws. Any discrepancies between the English and Spanish information in the Catalog is unintentional. The original English version is the official language source of information.

This catalog is subject to revisions and updates after publication. The most accurate information is available on the college website at www.lahc.edu.

COLLEGE HISTORY AND MISSION

ACCREDITATION

Los Angeles Harbor College is a public two-year college providing educational services under the Los Angeles Community College District Board of Trustees. Los Angeles Harbor College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under the regulations of the California Community Colleges. The University of California, California State University systems and other colleges and universities give full credit for appropriate courses completed.

MISSION STATEMENT OF THE LACCD

“Changing Lives in a Changing Los Angeles”

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we--the faculty, staff, and administrators of the nine Los Angeles community colleges--dedicate ourselves to the goal of expanding access to educational opportunity across the many, diverse communities that contribute to the greater Los Angeles area.

We serve all Angelenos by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning.

To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for other peoples and other cultures.

District Guiding Principles

- Access & Opportunity
- Excellence & Innovation
- Student Learning & Success
- Free Inquiry
- The Power of Diversity
- Community Connection
- The Promise of Technology
- Public Accountability

NONDISCRIMINATION POLICY. All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veteran status.

HISTORY OF LOS ANGELES HARBOR COLLEGE

In 1941 the Education Committee of the Wilmington Chamber of Commerce petitioned the Los Angeles City Board of Education to establish trade extension classes at Banning High School to meet critical, war-inspired training needs.

Realizing that such trade extension classes would not be a long-range answer to the educational needs of the area, the Education Committee (expanded in 1945 to include representatives from San Pedro and Lomita) called a meeting of representatives of key industries located in the Harbor Area to discuss the need for either a trade or technical school.

After surveys of projected population, property valuation, and employment possibilities, these community leaders indicated a need for such a post-high school institution, and the Education Committee then petitioned the Los Angeles City Board of Education to provide such a school in the area.

Los Angeles Harbor College officially opened in September 1949. The College has grown from an enrollment of 400 students to a current enrollment of approximately 9,000 students including residents from Wilmington, Carson, Harbor City, Lomita, Gardena, Palos Verdes, San Pedro and Torrance. While still maintaining a technical program, the academic and general education offerings have increased to meet the changing needs of the community.

MISSION STATEMENT

[Los Angeles Harbor College promotes access and student success through associate and transfer degrees, certificates, economic and workforce development, and basic skills instruction. Our educational programs and support services meet the needs of diverse communities as measured by campus institutional learning outcomes.](#)

- Degree and Transfer Programs
- Vocational and workforce preparation
- Basic skills instruction
- English as a Second Language
- Credit and noncredit courses for life-long learning
- Contract education including customized corporate training
- Community services
- Support services
- Information literacy

An essential aspect of the mission for the community we serve is to advance economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement and civic responsibility.

We are committed to student learning in a supportive

educational environment that recognizes the uniqueness of individuals, provides a center for the cultural enrichment of the community, and seeks dynamic dialogue and reflective evaluation and improvement of the institution through ongoing assessment and evaluation of measurable student learning outcomes.

Goals

1. Learning and Instruction: To offer innovative, state-of-the-art, learner centered instruction in all Harbor College programs to promote effective learning.
2. Student Support & Services: To provide a positive and respectful environment that fosters educational and personal achievement.
3. Participatory Governance: To maintain an environment where students and all college personnel have a voice and an opportunity to participate effectively in governance.
4. Economic Resources: To optimize and be accountable for the responsible use of all financial resources.
5. Partnerships: To collaborate with local and global communities and organizations to enhance opportunities that are beneficial to our students, the college, and its mission.
6. Institutional Environment & Physical Resources: To provide and ensure an aesthetically pleasing, safe and healthful environment conducive to learning.
7. Human Resources & Development: To ensure a campus community that values diversity and promotes and encourages a climate of mutual respect, personal and professional growth, effective communication and teamwork.

Vision

The College vision is to create a personalized, student-centered learning environment dedicated to preparing our community for life's challenges and opportunities.

Values

Student Success
Excellence
Integrity
A Supportive Environment
Personal and Institutional Accountability
Civic Responsibility

FUNCTIONS OF THE COMMUNITY COLLEGES

To accomplish the mission of the Los Angeles Community Colleges, Los Angeles Harbor College offers the following

types of educational programs:

Transfer. A college transfer program enables the student who completes two years of study to continue upper division (third year) work at accredited four year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

Occupational. An occupational education program offers the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.

General Education. A program of general education is comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.

Transitional Education. A program of remedial and basic skills education is for students needing preparation for community college level courses and programs; English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Counseling and Guidance. A counseling and guidance program incorporates academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities. This program assists the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

Continuing Education. A program of continuing education is comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.

Community Services. An extended education program of community services is offered to meet the needs of the community for vocational, recreational, and non-credit courses, community and cultural events, and civic functions. The program is a self-supporting branch of the college completely financed by participant fees.

Joint Programs. Joint programs with business, industry, labor, education, government and other institutions enhance the educational opportunities of program participants, and advance the mission and functions of the District.

International Education. Opportunities to study in foreign countries are available so that the students may better understand other cultures. Students may fulfill certain programs, while studying and traveling in societies different from their own.



Achieving the Dream (AtD) is a nationwide initiative which seeks to identify barriers to student achievement and then implement college-wide strategies for addressing these obstacles. In March 2011, the Los Angeles Community College District (LACCD) joined the Achieving the Dream Initiative to help each campus improve student success. As part of this four-year project, LA Harbor College is one of 30-colleges participating in the 2011-2012 cohort which began working immediately to identify strategies for improving student success, closing achievement gaps, and increasing retention, persistence, and completion rates.

Achieving the Dream's Goal: Success for more of the nation's 6.7 million community college students, especially students of color and low-income students.

Success is defined by the rates at which students: 1) Successfully complete remedial or developmental instruction and advance to credit-bearing courses, 2) Enroll in and successfully complete the initial college-level or gateway courses in subjects such as math and English, 3) Complete the courses they take with a grade of "C" or better, 4) Persist from one term to the next, and 5) Earn a certificate or associate degree.

Achieving the Dream, the nation's most comprehensive community college reform network including more than 150 colleges has been and will continue to make considerable contributions significantly toward the nation's goal of increasing the number of Americans with a college certificate or degree with marketplace value within the next decade.

In 2014, Los Angeles Harbor College was awarded ATD Leader College status, a designation as one of the nation's top community colleges awarded for our commitment to improving student success and closing achievement gaps. Our interventions: include Front Door to Success Program, now know at the Harbor Advantage, Math Success and Completion, and Cultural Equity Awareness. For detailed information on LAHC's participation in ATD, visit <http://www.lahc.edu/facultystaff/atd/index.html>.

HARBOR COLLEGE FACTS

DEMOGRAPHICS, as of FALL 2013

	No.	Percentage
Gender		
Male	4173	41%
Female	5931	59%
Ethnicity		
White	1404	14%
African American	1455	14%
Hispanic	5436	54%
Asian / Pacific Islander	1657	16%
Age		
Concurrent H.S.	1071	11%
Under 20	2061	20%
20 - 24	3648	36%
25 - 34	1940	19%
35 and over	1394	14%

NOTE: "Unknown" and "Other" ethnic categories are excluded from the count. Credit students only. Figures are based on the percent ages applied to First Census college enrollments.

Retention Rate 84%

DISTRICT POLICIES AND PROCEDURES

Academic Freedom

The Board's policy on academic freedom is contained in Article 4 of the LACCD's Agreement with the American Federation of Teachers College Guild, which is in effect between July 1, 2008 and June 30, 2011. This article states that, "the Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students."

Affirmative Action

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry status, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer related), sexual orientation, or veteran status.

Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. A vigorous Affirmative Action Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the district workforce through the implementation of specific result-oriented procedures and activities (Board Rule 101301).

Inquiries regarding Affirmative Action at Los Angeles Harbor College should be directed to LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315.

Classroom Courtesy

As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable, headsets are not.

College Advisory Committees

College advisory committees, composed of representatives from business and industry, continually provide information and guidance in regard to occupational program development and trends affecting training and employment.

Copyright Statement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action including but not limited to suspension or expulsion.

Drug-Free Campus

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, and possession by students and college employees of illegal, controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards of Conduct, Section 9803.19).

The College maintains a drug and alcohol free awareness policy to inform students and employees about the dangers and health risks of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities.

Students and employees will be informed of the sanction that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law.

All students and employees are required to comply with this policy as a condition of their continued student status or employment. Any student or employee violating this policy may be required to participate satisfactorily in a Substance Abuse Rehabilitation Program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District Policies. In addition, an employee convicted of any workplace drug crime, must notify the college Personnel Office within five (5) days of conviction.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

- 1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.***

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

- 2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.***

With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights. If the College President, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- (a) 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 previous educational agency or institution attended by the student;
- (b) student employee records may be released in order to

comply with collective bargaining agreements;

(c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;

(d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, DC 20202-4605

Instructional Materials

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

Recording Devices

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

Sexual Harassment Policy

It is the policy of the Los Angeles Community College District 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, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf

of the Los Angeles Community College District, to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non employees and employees.

Copies of the District Sexual Harassment Policy and Procedures may be obtained from the LACCD, Office of Affirmative Action, at (213)891-2000, x 2315.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by nonsmoking students. Smoking is prohibited within 25 feet of any building entrance.

Student I.D. Numbers

Students receive a district wide identification number, which is not their social security number. This student identification number will be used in registration and to identify all records pertaining to the students.

Why you should use your social security number on your admissions application:

To be eligible for financial aid. You will not receive financial aid if you do not submit a social security number,

So your GPA can be submitted to the California Student Aid Commission to determine if you are eligible for a Cal Grant, and

Loan deferments are processed automatically only for students who have provided a social security number.

We, too, are concerned about your privacy. Your SSN will be safeguarded and only available to offices that must have it to assist you. We encourage all students to provide a social security number. If you have any questions, come to the Financial Aid Office in the Student Services & Administration Building (SSA 114). We will be glad to discuss your concerns with you.

Student Discipline Procedures

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

The District has adopted Board Rule 9804, Student Discipline Procedures, 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 these procedures shall relate specifically to an alleged violation of the established 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. Copies of the Student Discipline Procedures are available in the Office of the President.

Standards of Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators 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 sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students 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.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

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

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

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

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

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

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

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

Board Rule 9803.17. 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.

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

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

Board Rule 9803.20. 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.

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

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

Board Rule 9803.23. Any agreement between two or more persons to perform illegal acts.

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

Board Rule 9803.25. 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.

Board Rule 9803.26. 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.

Board Rule 9803.27. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804. 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 Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not to 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.

Board Rule 9805. Every person who attempts to cause, or causes, any officer or employee 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.

Board Rule 9805.10. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District 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 District 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.

Board Rule 9806. 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: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety directions of District and/or College staff; willful disregard to safety rules as adopted by the District and/or College; negligent behavior which creates an unsafe environment.

Student Grievance Procedures

The purpose of the Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student.

The procedures shall include, but not be limited to, alleged violations of the provisions of subsection (f) of section 55521

of Title V which pertain to a discriminatory prerequisite subject to challenge under subsection (d) (3) of section 58106; alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in the District's Sexual Harassment Policy, problems relating to financial aid, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides:

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

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President, the Office of Student Services or the College Ombudsperson.

Student Learning Outcomes

Los Angeles Harbor College is accredited by the Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges (WASC- ACCJC). As a part of the accreditation process, Los Angeles Harbor College is committed to constant improvement to better serve our students. The college uses many measurements in order to assess student learning, and uses the assessment data in order to improve our student services and academic programs. As we engage in measuring Student Learning Outcomes (SLOs) at multiple levels of learning, it is a fluid and dynamic process. Therefore, we have chosen to include the measurement and assessment data in our online catalog format so that the data is most accurate when you are reading it. You will see links throughout the catalog which will take you to the online report of SLOs for each academic area. You may either type in the website URL, if you are using the printed version of the catalog; or if you are viewing the catalog online, click on the link which will take you directly to the appropriate webpage. You may also contact the college and request a copy of the SLO information you need through the Vice President of Academic Affairs office (for academic programs SLOs); or contact the office of the Vice President of Student Services (for student services area SLOs).

For information on Student Learning Outcomes online, go to <http://www.lahc.edu/slo>.

Student Records/Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release

Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law. A record of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The record 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.

If you give your permission, the college can release to anyone certain facts about your record, called Directory Information. 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.

In addition, the military and the college foundation are entitled to receive the following student information for recruitment and fund raising purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study.

Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. You may change your Directory Release at any time by completing a Release of Directory Information form and returning it to the Admissions Office.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Office of Admissions.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Summer and Winter Intersessions

Summer and Winter Intersessions will be offered subject to approval by the Board of Trustees.

ADMISSION AND MATRICULATION

ADMISSION ELIGIBILITY

You are eligible to attend Harbor College if you meet any of the following criteria:

- You have graduated from high school or have successfully passed the California High School Proficiency Examination.
- You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
- You are under 18 years of age and not a high school student, with special permission as a full-time student. [Students under 18 and not in high school are considered special permission students and are ineligible for aid.](#)

Concurrent Enrollment at Harbor College and High School

As a high school student you may enroll concurrently at Harbor College. In addition to the application for admission, you must submit a separate Supplemental Application for Students in Grades K-12 form, approved and signed by your high school counselor and your Parent or guardian. Students in less than 9th grade require special processing. Call (310) 233-4021 for details. Concurrent students are given the last priority for registration. Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

International Students

Students who are not U.S. citizens but live outside of the United States and are interested in coming to the United States to study at Los Angeles Harbor College must apply directly through the Los Angeles Harbor College International Student Office. Application materials are available at the LAHC International Student website at <http://www.lahc.edu/studyinlosangeles/>. Students living outside of the U.S. who wish to take online classes while living outside the U.S. may file an online application (see Apply Online on the college home page www.lahc.edu).

Students are advised to apply 6-9 months in advance of the semester they wish to begin. Students will be considered for the semester following application processing.

Fall Semester Apply: January through July before the start of term

Spring Semester Apply: May through December before the start of term

PROCEDURES FOR ADMISSION AND REGISTRATION

Apply online on the Harbor College home page at <http://www.laccd.edu>

Complete all required information on the online application. All information requested on the application must be provided. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal

Student ID Number

Every student will be assigned a student ID number when they apply. Providing your Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

Enrollment Process

NEW STUDENTS

1. Complete Application

To receive the earliest possible registration appointment, apply online at www.lahc.edu. International students must complete their admissions process through the International Students Office. Returning students can also apply online. Concurrent high school students must also bring a completed Concurrent Enrollment for Students in Grades K-12 form to the Admissions Office.

2. Financial Aid

Apply for financial aid online at www.fafsa.gov every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. We still encourage students to apply after March 2nd, however funding for other financial aid programs are limited.

3. Assessment

Complete the English or English as a Second Language (ESL) and Mathematics placement process. This process helps place you in classes where you are most likely to succeed. You should complete the assessment process as early as possible. Sample English and Math test questions can be viewed at <http://lahc.edu/studentservices/matriculation>. Test scores and/or course work from other colleges might be used in place of the LAHC Assessment if accepted by the Assessment Center. Contact the Assessment Center at (310) 233-4072 with any questions.

4. Orientation

Orientation is completed immediately following assessment.

5. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

6. Registration

Enroll in classes online at www.lahc.edu. You will be enrolled in the classes of your choice or placed on a waiting list if the class is full and waiting list space is available. Write down and save your confirmation numbers. You can print your semester schedule if you enroll online.

7. Payment

Payment is due when you register. You may pay with cash, check, or credit card. You may pay online by using a credit card.

8. Student ID Card

Schedule a time to visit the Seahawk Center to take a picture and pick up your student ID.

CONTINUING STUDENTS

You are a continuing student if you were active in classes during either the previous Fall or Spring semester.

1. Registration Materials

Continuing students will receive an email with their priority online registration appointments for registration during the month before finals. Your priority registration appointment is also available on the LAHC website student information system.

2. Financial Aid

Apply for financial aid online at www.fafsa.gov every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

3. Assessment/Prerequisites

You may need to meet certain course prerequisites prior to registration. Check individual course requirements. Sample English and Math test questions can be downloaded at <http://lahc.edu/studentservices/matriculation>.

Bring proof of prerequisite courses completed at other colleges to the Assessment Center in the Student Services Building.
Questions? Call (310) 233-4072

4. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

5. Registration

Use your priority registration appointment to register by Internet. Write down and save your confirmation numbers.

6. Payment

Payments are due when you register. You may pay with cash, check, or credit card. You may pay online by using a credit card. A hold will be placed on your record if you do not pay when you register.

IMPORTANT MESSAGE TO ALL APPLICANTS:

Please make sure you submit a valid email address. You will receive a confirmation email once your online application has been submitted. You will receive your student ID number and registration appointment by email in five to ten business days. If you do not receive the emails in your email inbox, please check your spam/junk mail folder.

High School Students

Students who are currently enrolled in high school may apply online. Additionally, you are required to submit a Special Student Attendance Approval Form to the Admissions & Records Office by mail or in person BEFORE you will be allowed to register for classes. The Special Student Attendance Approval Form must be signed by you, your high school counselor and your parent or guardian. We require the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester (7 units in Summer Session).

OPEN ENROLLMENT

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites. The number of students permitted to enroll in a specific class may be limited by classroom size, available seats, and contractual agreements. Students are encouraged to enroll early.

STUDENT SUCCESS AND SUPPORT PROGRAM - MATRICULATION PROCESS

Every student must participate in the Student Success and Support Program (SSSP) before being allowed to enroll in any course. Students are **required by STATE LAW** (TITLE 5 SECTION 55530) to attend and complete assessment and testing, orientation and counseling.

The function of SSSP is to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components.

Student Rights and Responsibilities (TITLE 5 SECTION 55530)

- Identify an educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an education goal and completing a course of study.

A Matriculating Student Must:

- a. Identify a course of study.
- b. Participate in the assessment placement process.
- c. Complete an orientation activity provided by the college.
- d. Participate in counseling to develop at minimum an abbreviated student educational plan.
- e. Complete a Comprehensive Educational Plan by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective fall 2015).

Failure to complete a, b, c, and d (above) may result in a hold on a student's registration priority until the services have been completed.

Assessment Placement Process

The Assessment Placement process at LAHC consists of a computerized English and paper/pencil Math assessment tests. Assessment Testing Dates and Appointments are available online at <http://lahc.edu/studentservices/matriculation> after submitting the LAHC application and receiving a student identification number. Admission application must be submitted and processed prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process in order to receive a registration date. Assessments are offered during the day, evening and scheduled Saturdays in the Student Services and Administration Building (SSA Room 118). For more information,

please call the Matriculation/Assessment Office at (310) 233-4078 or visit us online at <http://lahc.edu/studentservices/matriculation>.

Please be prepared and study for the English and Math assessment as retesting policies are strictly enforced and are subject to change. Preparation materials are available online at <http://lahc.edu/studentservices/matriculation> and students are encouraged to participate in readiness workshops available through the English and Math Department. Assessment placement results from other California Community Colleges are accepted within the last two years.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, Reading, and Mathematics) by contacting the Special Programs and Services (Café 108) at (310) 233- 4629 and/or web page <http://www.lahc.edu/studentservices/sps/index.html>.

Orientation and Counseling

Prior to or after participation in the assessment placement process, students must participate in orientation and an abbreviated student educational plan will be provided. The orientation schedule is available on the Matriculation/Assessment Office web page <http://lahc.edu/studentservices/matriculation>.

All students should meet with a counselor during the semester to identify a program of study and develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop. The Probation Workshop schedule is available at the Counseling Center webpage <http://www.lahc.edu/studentservices/counseling/index.html>.

SSSP Exemption

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. EXEMPTIONS (TITLE 5 SECTION 55532).

The exemption policy is listed below:

Assessment Exemption Criteria:

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who have completed assessments or pre-requisite courses at other LACCD college.
3. Students who have completed an equivalent English or math course at another college or university.

Note: Students who have completed assessments or prerequisite courses at other colleges should present this documentation for verification to the Counseling Office.

(Verification must be presented before an exemption can be granted).

Orientation Exemption Criteria:

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who have completed assessments or pre-requisite courses at other LACCD college.

Counseling/Advisement Exemption Criteria:

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who have completed assessments or pre-requisite courses at other LACCD college.

Effective Fall 2014, based on student responses to the Los Angeles Harbor College application for admission, students will be identified as matriculating or non-matriculating, thereby meeting one of the allowable exemption criteria. Students identified as matriculating will be referred to complete the core matriculation services: orientation, assessment placement, and counseling. Students must complete the orientation, assessment placement, and counseling (including an Abbreviated Student Educational Plan) prior to their priority registration date and time. This will ensure that the student receives the highest possible priority registration date available. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate program.

Appeal Loss of Priority Registration

The enrollment priority appeal process for LAHC will be available to students only during specified periods during the Fall and Spring terms. The annual calendar for registration appointments (established by District) will be referenced to establish an appropriate start date and end date for appeals.

For Fall and Spring registration, students can initiate to appeal their enrollment priority Five (5) weeks prior to the first registration period of the upcoming term but no later than two (2) weeks before the upcoming term registration begins. Refer to the schedule of classes to determine the exact dates.

All enrollment priority appeals should be submitted with supporting documentation at the Admissions Office on a petition form.

The only appeals that will be approved are those for students that have extenuating circumstances. Circumstances that constitute grounds for an appeal are defined as:

1. Verified cases of accidents, illness, or other circumstances beyond the control of the student (e.g. fire, flood, or other extraordinary conditions).
2. Student designating that he/she applied for reasonable accommodation for a disability, but did not receive reasonable accommodation in a timely manner.
3. Significant academic improvement, which is defined as achieving no less than a 2.0 semester grade point average in the prior term for which restoration of enrollment priority is being requested.

Students that have approved appeals would be notified and their registration date will be changed to reflect their new enrollment priority, prior to the first date of registration for the subsequent term. Students whose petitions are denied will be advised of the denial and referred to the Assessment office to complete the enrollment process.

ENROLLMENT FEE

For California residents, the fee for community college attendance is \$46.00 per unit per semester. There is a mandatory \$1.00 Student Representation fee and mandatory Health Fees - \$11.00 (Fall and Spring) and \$8.00 (Winter and Summer) per semester. Non-resident fees are listed at the end of this section. Additional optional fees include a parking fee of \$20.00; members of the Associated Students Organization pay \$17.00. Membership in the Associated Students Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer).

Students admitted as "Special Part time Students Grades K-12" and enrolling in 11 or fewer units are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

Fees are correct as of the date of printing the catalog. Changes may be made by the state legislature or the LACCD Board of Trustees any time prior to the start of each semester's classes.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program, or the General Assistance Program, the enrollment fee may be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment. Financial aid may be available to students who meet the qualification. Students with questions concerning financial aid eligibility should contact the college financial aid

office. Applications should be submitted as soon as possible.

The Los Angeles Community College District policy exempts the following students from paying the student health fee:

- a) Students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect
- b) Students who are attending classes under an approved apprenticeship training program, non-credit education students,
- c) Students enrolled in District colleges exclusively at sites where student health services are not provided,
- d) Students who are enrolled in District colleges exclusively through Instructional Television or distance education classes,
- e) Students who are enrolled in District colleges exclusively through contract education.

Students exempted under the provisions of (b) and (c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Enrollment Fee Assistance

To learn about enrollment fee assistance, go to the Financial Aid section of the catalog or visit the website at <http://lahc.edu/student-services/financial-aid/index.html>

Enrollment Fee Refund Policy

For full-term and short-term classes: The student may receive a full refund for classes dropped by the Last Day to Drop for a Refund as published in the Schedule of Classes. There will be no refunds after that date, unless the student is dropped from a class because it is canceled or rescheduled by the college administration. Before the last day to drop for a refund, the student may drop a course and use the fee to add another class for that particular semester. When in doubt of the exact drop date, check with the Admissions and Records Office. Refunds are not processed automatically and must be requested in person. Refunds cannot be rolled over or applied to future enrollment fees.

RESIDENCY Requirements

California Residence Requirements

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residence Determination Date. The "Residence Determination Date" is that day immediately preceding the opening day of instruction of the semester or summer session. Residence is defined as a union of act and intent.

Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. 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 certain others are not. Check with the Admissions Office regarding your particular status.

Residency classification is made when the application is accepted. Students may petition for a change of classification before the semester in question or within 30 calendar days of receipt of notification of the residence classification.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

Non-Resident Fee Waiver (AB540) AB 540 Exemption

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

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

- a) The student must have attended a California high school (grades 9 through 12) for three or more years.
- b) The student must have graduated from a California high school or attained the equivalent thereof (e.g. GED or high school proficiency exam).
- c) Except for nonimmigrant aliens, any non-resident student who meets the requirements contained in "a" and "b" above shall be exempt from non-resident tuition even if he or she is a US citizen or lawful immigrant.

- d) Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.
- e) Persons who are “nonimmigrant aliens” are not eligible for this exemption. Nonimmigrant alien as defined by federal law, including, but not limited a foreign student (F visa) or exchange visitor (J visa).

Residence Reclassification

Students who have been classified as non-residents must petition to be reclassified as residents before the start of any semester and within 30 calendar days of receipt of notification of the residence classification. Non-resident students applying for reclassification as residents must also show financial independence for the past three years.

The Residence Reclassification form is available online at www.lahc.edu/studentservices/admissrec.html

Residence Appeal

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the college Admissions Officer who will forward it to the District Residency Appeal Officer.

Non-Resident Tuition Fee

In addition to the enrollment fee of \$46 per unit, U.S. residents who have not established residence in California also pay a non-resident tuition charge of \$193 per unit (\$46 + \$193 = \$249 per unit). Non-U.S. resident students, such as F-1 visa students, are charged an additional \$22 per unit capital outlay fee (\$46 + \$193 + \$22 = \$261 per unit). The aforementioned fees and tuition charges are current as of 2014-2015, and must be paid at the time of registration. Fees and tuition are subject to change based on California state legislative or LACCD Board of Trustee action.

Non-Resident Tuition Refund

Criteria and Schedule: A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the college’s Enrollment Fee Refund Policy. Such request must be made in writing on a form provided by the District. The date used for non-resident refund purposes is the date on which such request is filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

International Students

The International Student Office at Los Angeles Harbor College welcomes applications from prospective students living overseas who would like to study in the United States

and from prospective students currently in the U.S. on F-1, M-1, A, E, G, H, I, K, who would like to study full-time or part-time at the college. Applicants with B visas, who are currently in the U.S., may apply to the college through the International Student Office but cannot attend classes until or unless they are granted a change of status to F-1 (Student Status) by U.S. Citizenship and Immigration Services (USCIS).

Los Angeles Harbor College is approved by USCIS to issue the I-20 “Certificate of Eligibility for Nonimmigrant Student,” form which is the document students present to the U.S. Embassy or Consulate when initially applying for an F-1 or M-1 student visa or to DHS – USCIS for a change of status. (F-1 students are in “academic” programs while M-1 students are in “vocational training” programs. Because of this distinction, virtually all of Los Angeles Harbor College international students receive F-1 visas.) The college admits overseas applicants who have a high school diploma or equivalent, an appropriate level of English proficiency (see section below), and sufficient funds available for the first year’s educational and living expenses, with the expectation that subsequent semesters will also be provided by their sponsors.

Procedures for International Student Admission

For admission to the college as an international student, students must:

- 1) Complete the LAHC “International Student Application” front and back. (Note: All application materials are available at <http://www.lahc.edu/studyinlosangeles>.)
- 2) Provide evidence of English proficiency. A minimum or above score on the following: TOEFL (IBT: 45; CBT: 133; or PBT: 450; IELTS: Band 5.0; iTEP: 4.0; STEPEiken: Level 2. This requirement may be waived if the student is from an English-language speaking country or if his/her high school instruction was English or if transferring as an F-1 from another U.S. school/college/university.
- 3) Provide evidence of high school completion. Official transcripts in English must be sent directly from the student’s school(s) to the International Student Office. If transcripts in English cannot be provided, the student’s school can send native language transcripts; the student can then provide a notarized English translation of the document. If student has attended university, copies of university transcripts should also be sent directly to the International Student Office.
- 4) Sign and submit the “International Student Agreement.”
- 5) Submit a completed “Affidavit of Support” accompanied by appropriate supporting financial documents. (The appropriate financial documents are documents showing that the sponsor has sufficient funds to cover the first year of the student’s educational and living expenses (currently \$20,000).
 - a. Types of documents that may be submitted are the sponsor’s personal bank account or

- investment account statement,
- b. A letter from the sponsor's bank, or even a copy of the sponsor's income tax statement.
- 6) If an applicant is sponsoring himself or herself, he or she should write "Self" for the question "Students Relationship to You." If the student's sponsor is a U.S. citizen, the sponsor will have to complete both the Affidavit of Support and USCIS form.
 - 7) Submit two passport size photos taken within the last six months.
 - 8) Submit the \$35 application fee. (Do not send cash. Make payment with an international money order. The money order should list "LAHC" as the payee.)

After receipt and review, the International Student Office will issue the student:

- 1) An official letter of acceptance
- 2) An I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student]
- 3) A letter to the U.S. Embassy or Consulate and instructions on how to apply for a student visa at the U.S. Embassy.

The student can then apply for an F-1 (Student) Visa. The student may apply for a student visa up to 120 days prior to the report date listed in section 5 of his/her I-20; however, the student will not be permitted to enter the U.S. earlier than 30 days prior to report date.

Application Deadlines

Los Angeles Harbor College has a rolling admissions policy and applications are reviewed when they are received, so students may wish to file an application as early as possible to receive an acceptance decision as soon as possible. Filing early will permit earlier scheduling of visa interviews at a U.S. Embassy or Consulate, especially in countries where there are large numbers of applicants applying for U.S. visas. In any case, all application materials should be received by the college by mid-July for the Fall Semester and by mid-December for the Spring Semester. In certain situations, late applications may be considered and approved.

Call the International Student Office at (310) 233-4111 for clarification.

The Application Review and the Visa Application Process

The application packet is reviewed by the International Student Office. The student will be contacted if specific items are missing from the application packet. No action will be taken unless a complete application is submitted including the application fee.

When the application is approved, the International Student Office issues the student:

- 1) An official letter of acceptance
- 2) An I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student]

- 3) A letter to the U.S. Embassy or Consulate, and instructions on the steps involved for filing your F-1 student visa application.

The student can now apply for an F-1 (Student) Visa. Students may apply for an I-20 up to 120 days before the report date listed in section 5 of their I-20's; however, the student will not be permitted to enter the U.S. earlier than 30 days prior to report date.

To get an F-1 student visa, the applicant must pay the \$200.00 SEVIS I-901 processing fee at www.fmjfee.com. The SEVIS I-901 fee pays for the cost of the operating the U.S. Government's Student and Exchange Visitor Information System. To pay this fee, the student will need his/her SEVIS identification number - the number above the bar code on the upper right of the I-20 beginning with the letter N - and the college identification number (LOS214F00318000), which is on the I-20.

Schedule an appointment for his/her F-1 student visa interview at the nearest U.S. Embassy or consular office.

Bring the following documents to the interview:

- 1) The I-20 sent to him/her by this college.
- 2) The acceptance letter addressed to U.S. EMBASSY sent to the student by this office.
- 3) A passport that is valid for at least six months after date of entry to the U.S., though longer is better.
- 4) A completed Form DS-160
- 5) One 2" X 2" photograph. (For picture format, check <http://www.travel.state.gov/>)
- 6) The SEVIS I-901 fee receipt from www.fmjfee.com.

Copies of any documents the student submitted to Los Angeles Harbor College such as financial documentation and evidence of English language proficiency.

*****Please note that there are several steps to apply for a visa. The order of these steps and how you complete them may vary at the U.S. embassy or consulate where you apply. Please consult the instructions available on the embassy or consulate website where you intend to apply.***

U.S. Foreign Service Officers are required by law to interview all visa applicants. The Embassy/Consular Officer who interviews the student will seek to verify that:

- 1) The student's intent in coming to the U.S. is for education and not for immigration,
- 2) The student has sufficient funds to cover his/her first year's educational and living expenses and will not be a financial burden on the people of the United States, and
- 3) The student intends to return home after he/she completes his/her education and, if appropriate, one year of practical training in the U.S.

As part of this verification process, the interviewer will ask the student a few questions to verify that the student's intent in coming to the U.S. is for education and check the documents the student has brought. The interview will be in English.

When approved, the student will receive his/her passport with an F-1 visa in it. The consular officer may put the entry documents in a sealed envelope. In this situation, the envelope can only be opened by a U.S. Port-of-Entry officer. Once in the U.S., the Port-of-Entry official will stamp the student's I-20 and passport. The officer will also write "D/S," on the stamp, which means "Duration of Stay." "Duration of stay" means that a student with a current I-20 can stay in the U.S. for a reasonable but unspecified period of time to complete his or her program of study. You will need to print your I-94 online by going to <https://i94.cbp.dhs.gov/>

The I-94 is a very important document; students must be careful not to let it become separated from their passports. The Port-of-Entry official may ask what the student's purpose is for coming to the U.S. in order to verify that the student is coming for educational purposes.

Students should be sure to arrive in Los Angeles in time for the mandatory New Student Orientation meeting (whose date and time is listed on their I-20's). Students who arrive earlier are encouraged to stop by the International Student Office or contact the ISO to schedule an appointment with the International Student Advisor. Students should bring all of their documents (their passports, I-20's, and a printed I-94) when they first come to the International Student Office. The earlier we meet a student, the earlier we can begin the registration, assessment, and course selection process.

Maintaining F-1 Status

Harbor College is on the semester system, and there are two semesters per year, the fall and the spring. Many of the courses at the college are 3-unit courses, which means, they meet approximately 3 hours each week over the course of a semester. By law, F-1 visa students are required to take a minimum of 12 units of classes in each of the two semesters, fall and spring, and complete the classes with a grade in order to maintain their student status. The college usually offers a summer session and a winter intersession, though international students are not required to attend. F-1 students may work on campus, assuming job availability, with the permission of the international student advisor. International students, after a minimum of one year of study, may be eligible to apply to USCIS for permission to work off campus part time (Pre-Completion Optional Practical Training) while completing their programs of study or full-time (Post-Completion Optional Practical Training) after completing their programs of study.

Estimated Education-Related Expenses for International Students

	SEMESTER	
Non-Resident Tuition (\$193.00* per unit x 12 units)	\$2,316.00	
Enrollment Fee (\$46.00 per unit x 12 units)	\$552.00	\$1104.00
Capital Outlay Fee (\$22 per unit x 12 unit)	\$264.00	\$528.00
District SEVIS Filing Fee (Mandatory)	\$25.00	\$50.00
Health Fee (\$11.00) (Mandatory)	\$11.00	\$22.00
A.S.O. Student Representation Fee (Mandatory)	\$1.00	\$2.00
Associated Students Organization	\$10.00	\$20.00
Parking Fee	\$22.00	\$44.00
Medical Insurance ** (Mandatory)	**\$600.00	\$1200.00
TOTAL	\$3,801.00	\$7602.00

*These fees are subject to change each July 1.

**These fees are subject to change each January 1.

Tuition, Capital Outlay, and Enrollment Fees are based on a minimum of 12 units in a semester. The effective cost of 1 unit of classes is \$261 per unit as of July 1, 2014 which is the combined non-resident tuition of \$193/unit, the capital outlay fee of \$22/unit, and the enrollment fee of \$46/unit.

Note: Textbooks are not included in the above estimate and can range from \$500-\$700 per semester. Some students lower textbooks costs by buying texts used or renting them from reputable providers on the internet. Students should be certain that they have the correct edition of each text they purchase or rent.

The Associated Student Organization Representation Fee is

a charge related to student government.

The Health Fee is a fee to support the college health center which has a full time nurse on duty during the day time to assist with minor illnesses and referrals.

The Parking Permit Fee is only applicable if student has a car which he/she parks on campus.

All F-1 Visa (international) students are required to participate in the medical insurance program. Brochures for this program can be found in the International Student Office (SSA 115).

Housing and Living Expenses

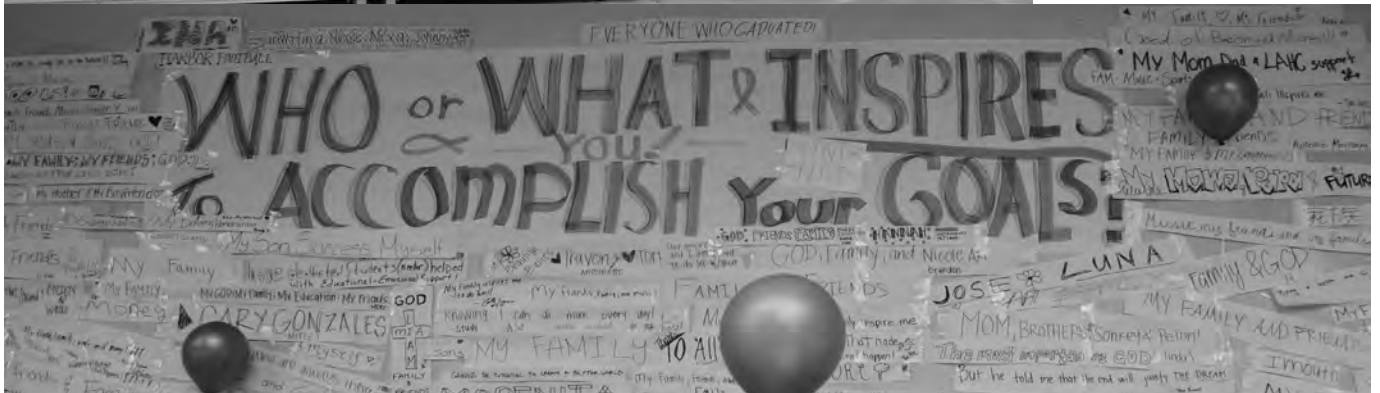
Actual housing and living expenses vary; however, we estimate that a frugal student would probably need at least \$10,000 per year to live in the general area with a roommate.

Housing

Harbor College does not have on-campus housing. Most international students live independently or with roommates in rental units in adjacent communities such as Harbor City, Lomita, Carson, San Pedro, Palos Verdes, Palos Verdes Peninsula, Palos Verdes Estates, Rolling Hills, Torrance, Gardena, Redondo Beach, and Hermosa Beach, though some students may commute from longer distances because of the college's proximity to bus lines and the freeways. Homestays can also be arranged. Check the college website for links to homestay programs. The International Student Office posts housing referrals. Students who have not made arrangements prior to coming usually stay at a nearby hotel for two or three days until appropriate housing is found.



Harbor's
65th Birthday
Celebration
October 2014



STUDENT SERVICES AND FINANCIAL AID

STUDENT SERVICES

Student handbooks/planners are available in the bookstore.

Assessment Center

The assessment test is required for all students who wish to enroll in English and/or math classes, and who are pursuing an Associate Degree or plan to transfer to a four-year university. Students may schedule an appointment to take the assessment test at <http://www.lahc.edu/sars/assessment/eSARS.asp> or by calling (310) 233-4072. Walk-in testing is also available. For more details, please see the Assessment Center website <http://www.lahc.edu/student-services/matriculation/assessment.html>. Prerequisites completed at another college must be cleared by the Counseling Office. An official or unofficial transcript is required for this purpose. Some science classes have prerequisites that need approval as well. Please see the class schedule to see if the class requires a prerequisite.

Bookstore

Books and supplies are housed in the college bookstore located on the first floor of the Sea Hawk Center and is open, when classes are in session, according to the hours posted. Used books are purchased "as is" and the bookstore assumes no responsibility for their condition.

Bookstore - Regular Schedule:

Monday thru Thursday 8:00 a.m.-7:00 p.m.

Friday 8:00 a.m.- 1:00 p.m.

Closed Saturdays and Sundays

Rush Period Schedule:

(Two Weeks Only)

Monday thru Thursday 8:00 a.m.-7:00 p.m.

Friday 8:00 a.m.- 1:00 p.m.

Closed Saturdays and Sundays

**Summer School schedule to be announced

(See listing at bookstore).

Policy For Personal Checks and Credit Cards

Personal Imprinted Checks are accepted for the amount of purchase only. Two (2) ID's are required:

Current Harbor College registration fee receipt, or

Current Harbor College student identification card; and

Valid California Drivers License or California ID.

Checks are to be made out to Harbor College Bookstore. No out of L.A. County or Out Of State checks will be accepted. Visa, MasterCard, and Discover card are accepted if the card holder is present to sign and shows a California Driver's License or California Picture I.D.

Bookstore Refund Policy

Textbooks are eligible for refund under the following conditions:

All textbooks being returned must be accompanied by a current dated cash register sales receipt issued by the Bookstore. No exceptions.

Textbooks must be returned within the first 5 days of the Fall and Spring semesters and within the first 5 days of an Intersession and short-term classes. Holidays, Saturdays and Sundays are not considered school days.

Textbooks must be returned in the same condition as when purchased. New books must be free of any markings, underlinings, soil marks or erasures, and all pages must be intact. Used textbooks must be returned in a resalable condition for refund, and all pages must be intact. Determination of the condition of new or used textbooks will be made by the bookstore staff.

4. New textbooks returned with minor marks or damages may be refunded at a maximum of 75% of their retail price during the refund period.

5. Textbooks purchased after the 5th school day must be returned within 24 hours and be accompanied by a current dated cash register sales receipt to be given a refund.

6. Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy.

7. Trade paperbacks, study guides, dictionaries and workbooks must be returned within 24 hours and in an unused, clean and resalable condition for refund. No refund will be given on syllabus.

8. Refunds or exchanges will not be allowed on text books purchased during the last 2 weeks of the semester.

Supplies are eligible for refund under the following conditions:

Items required as materials for certain classes will be refunded the first 5 days of the Fall and Spring semesters and within the first 5 days of an Intersession. Items must be in new condition and accompanied by a current dated cash register sales receipt.

No refund is given on safety goggles and other personal clothing which are governed by California Health Laws.

No refunds will be made on computer disks of any type.

Refunds For Purchases Made By Checks

A waiting period of 15 school days will be imposed to allow the check to clear processing before a refund will be given. At the discretion of the College Fiscal Administrator a canceled check may be required before refund is made.

Refunds For Purchases Made By Credit Card

No cash refund will be made by the Bookstore. A credit will be issued and forwarded to the credit agency - Visa or MasterCard.

Book Buy-Back

The Book Buy-Back occurs during the final exam week of each Fall and Spring Semesters. (Date will Be Posted) watch for posters. The bookstore manager shall be responsible for the final approval or disapproval of any refund.

Business Office / Cashier's Office

The Business Office is located in the Seahawk Center Building near the Bookstore. It is the place where you can pay your school fees in person:

1. Enrollment Fees
2. Health, ASO, Rep. Fees.
3. Parking Fees.
4. Transcripts and Verification Fees.
5. Duplicate Registration forms
6. Dishonored/returned checks(including Bookstore checks)
7. Financial Aid overpayments
8. Lab Fees
9. Oceanography Fees

Other services:

- Student refunds
- Lost Warrant Affidavits (Financial Aid Checks)
- Associated Student Organization accounts set up, deposits, and checks.
- Checks disbursements to students and employees.
- Scholarships
- Other services(making all deposits, issuing checks, paying bills, processing fund commitments and other documents, reports, etc).

Regular Business Hours:

Monday thru Thursday 9:30 a.m. to 6:30 p.m. Closed Fridays.
Please check schedule for the registration time.

CalWORKs (California Work Opportunity and Responsibility to Kids Program)

The goal of the program is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment and ultimately self-sufficiency. This is accomplished through a partnership between key college and community partnerships. Students are provided counseling by professional faculty, peer advising, mentoring and paid work-study employment opportunities to support the 32-35 hour participation requirements. The office is located in the CDC Building Room, 105.

CARE (Cooperative Agencies and Resources for Education)

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve their educational goals. The program is only available to EOPS eligible students; see *Extended Opportunity Program and Services for additional information.*

If you are a single parent interested in developing new educational, career and employment skills, the Cooperative Agencies Resources for Education (CARE) program, can help you nurture your appetite for achievements and a better life style. The CARE program helps single parents receive the support and advisement necessary to explore their interests and move forward toward successful completion of educational, career or transfer pathways. CARE will bring you together with a group of students who are facing many of the same challenges as you are. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. By combining our energies, we can help you to become successful student and complete your goal.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. For more information, call (310) 233-4265 or drop by the EOPS/CARE office located in the Student Services & Administration Building, SSA 207, or visit the EOPS website (www.lahc.edu/eops).

Career Center

The Career Center offers a professional counseling service designed to extend career information, career guidance, counseling, and career planning courses to students who are in need of help in selecting a career goal or a college major, or who need help in considering alternate choices.

This specialized counseling service enables students to have an opportunity to determine their educational and/or vocational objectives. It also provides an opportunity to discuss plans regarding a meaningful, satisfying, realistic career selection in a job area where it is reasonable to assume there are future employment opportunities. Computerized assistance is available for career planning by the use of the Eureka Career Information System. The Center is located in the Student Services & Administration Building (SSA 105). The Center is open from 9:00 a.m. to 4 p.m. daily and evenings by appointment. Call (310) 233-4282 for information.

Child Development Center

The Harbor College Child Development Center was established to offer child care services to students. This well-equipped facility operates under the supervision of a credentialed director and three credentialed teachers. The Center provides a high-quality program for preschool-aged children who are ready for a group learning experience.

In addition, the Center offers opportunities for parents to better understand their child's behavior. To this end the Center involves parents in the education and development of their children, through parent education meetings and the establishment of a model child development center. Children who are ready for this experience are accepted on an objective basis of priorities. Children from families with a single parent receive high priority.

Fees for this service are based on financial need and range from no cost to \$2.00 per hour. For further information and application contact the Child Development Center at (310) 233-4200.

Computer and Internet Services

Los Angeles Harbor College has over 30 computer labs located throughout the campus. Access to computers changes periodically. Department offices will post hours of operation and guidelines for computer use in their respective labs. Computers in open-access areas of the campus are for students to work on course related materials only. The Library+Learning Resource Center's (LLRC) first-floor Computer Commons area has 100 computers dedicated to such open-access use. Additionally, wireless internet services are available throughout most of the campus. Students actively enrolled in the current semester may access these services using their personal computers, etc.

The use of campus computers and software programs is governed by District regulations. These regulations appear on the monitors of all campus computers upon logon. Students must agree to abide by the regulations before being permitted to gain access to the network. Printing fees are charged in most labs. The LLRC has a pay-to-print system that permits students to pay for and store printing credits for current and future use during a given semester. Students are encouraged to bring their own storage devices and headphones. Students must use headphones with any program that produces sound. Headphones may be checked out at the Circulation Desk for use in the LLRC.

Counseling Services

The counseling faculty helps students define their objectives and plan how to reach them. Counselors are on duty throughout the calendar year to provide information which will assist continuing students and new applicants to plan their college program of studies.

Students are urged to see a counselor periodically in order that their educational planning may continue wisely. Typical areas of discussion with a counselor include:

Review of requirements for the Associate degree at Harbor College;

Review of technical-vocational offerings at Harbor;

Clarification of the general education requirements and departmental major requirements of various four- year colleges and universities;

Analysis of those Harbor courses which will meet lower division requirements at local universities and state colleges;

Administration and interpretation of standardized tests to assist the student in choosing suitable educational and career goals;

Suggestion of methods of overcoming academic difficulties which the student may encounter;

Personal counseling for achieving a more meaningful college experience;

Suggestions for more challenging programs for gifted students.

To make an appointment with a counselor for educational advisement please go to <http://www.lahc.edu/sars/counseling/eSARS.asp> , by phone at (310) 233-4299, or in person at the Information Desk in the lobby of the Student Services & Administration Building.

Course Credit & Class Preparation

To earn one unit of credit, you must spend one hour each week in a lecture class. You are expected to devote a weekly average of two hours in outside-of-class/homework preparation for each one hour of lecture class time.

Disabled Student Programs and Services

(See Special Programs and Services)

Distance Education

Los Angeles Harbor College is adding fully online and hybrid courses at the rate of two a semester to its course offerings. These asynchronous courses provide students access to education "anywhere, anytime" through the Internet. (See the special section in the College Schedule of Classes for Internet or on-line offerings.)

Distance Education Disclaimer: If you currently live or plan to live outside of California while taking classes at Los Angeles Harbor College, be advised that the college is not authorized to provide educational services in all states. Go to <http://www.lahc.edu/authorization%2003-26-14.pdf> for a list of the states that have authorized the college's educational services, otherwise refer to your State Department of Education.

Extended Opportunity Program and Services (EOP&S)

Extended Opportunity Program and Services (EOPS) offers special support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services extended to eligible students. Services students can obtain include academic, career and personal counseling; book and cash grants; free tutoring; priority enrollment; and classes

focused on student success.

EOPS offers additional assistance to single parents through the CARE program, which offers support services in the form of cash grants to offset the cost of childcare and transportation to single parents as they pursue their educational and career goals.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. The EOPS faculty and staff is also prepared to assist students in both the English and Spanish language. For more information, call (310) 233-4265 or drop by the EOPS/CARE office in the Student Services & Administration Building, SSA 207, or visit the EOPS/CARE website (www.lahc.edu/eops).

Food Services

Vending machine snack bars (two locations) are available according to posted schedules. The College Bookstore, located in Seahawk Center provides food and snacks. Breakfast and lunch services are offered in the Cafeteria by the Culinary Arts program during the semester.

International Student Program

The International Student Program helps F-1 Visa students adjust to the American educational and cultural environment. The services provided include orientation to college programs and services, advisement on DHS USCIS (U.S. Government) rules and regulations, advisement on academic and personal matters, and referral assistance related to housing and community programs. The office also has the responsibility for processing international student applications, providing admission documentation for students planning to enter the U.S. for study, assisting students already in the U.S. who would like to transfer to this college full time or attend part time, and assisting students in the U.S. in different non-immigrant visa categories who would like to attend this college full time but need appropriate documentation (an I-20 marked initial – Change of Status) to apply to USCIS for a Change of Status). For additional information, contact the International Student Office at (310) 233-4111 or at www.lahc.edu/studyinlosangeles. The International Student Office is located in the Student Services/Administration Building, Room 131.

Health Services

The purpose of the Student Health Center is to contribute toward the educational aims and matriculation of students by promoting their physical and emotional well being.

The Student Health Services Center (Cafe 110) provides health counseling and education, assessment and treatment of acute and chronic illnesses, first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of health services.

The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of \$11.00 per semester for fall and spring and \$8.00 for summer and winter sessions.

Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee through the Office of the Dean

of Student Life (Seahawk Center Room 201). Emergencies: All medical emergencies should be reported to the Sheriff's Office. For speed in accessing the Sheriff's Office, dial 311 from any on campus phone, or 911 from any on campus pay phone. Non-emergencies: dial extension 4600. Calling from off campus you may dial (310) 233-4600. Accident reports should be completed by the instructor in charge, or by the staff member present, and sent to the College Business Manager.

Athletic physicals are authorized by the Athletic Director. Students must see the college-appointed physician.

Crisis intervention counseling is available to students on campus on a limited basis. Resources in Los Angeles County for students with family and personal problems are available by calling the Info Line: in the Los Angeles area, dial (800) 603-HOPE; in the South Bay area, call (310) 603-8962.

The Board of Trustees adopted Board Rule 2309.30 which instituted a mandatory health insurance fee for International Students. International Students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchase by the District on the student's behalf. Students are required to pay an international student medical insurance fees (IMED), currently \$420.00 per semester (Fall and Spring).

IMED fee Exception and Bypass: The International Student Medical Insurance fee only applies to the students attending an LACCD college under an I-20 issued by a college in the District. Students attending an LACCD college under I-20 issued by college outside the District are exempt from the IMED fee. This is the ONLY allowed exemption.

Job Placement Center

Los Angeles Harbor College provides the Job Placement and Training Center to assist students and the members of the community with their employment needs. The Center lists full and part time, permanent and temporary job referrals. In addition, job seekers may attend seminars and workshops on a variety of job related topics, such as resume preparation and interviewing skills.

Maintaining relationships with most of the South Bay placement agencies, the Job Placement and Training Center also works closely with the Torrance, Lomita, Carson Workforce Investment Network and WorkSource Center to meet the needs of workers unemployed due to a reduction in the workforce or economic cutbacks.

The Center also manages other employment related contracts, such as GAIN/CalWORKs. The Job Placement and Training Center is located in the CDC Building Room, 105.

Our goal is to provide an educational environment where the student may develop the needed vocational skills leading to meaningful employment.

Library + Learning Resource Center

The Library+Learning Resource Center (LLRC) houses the Library, the Learning Resource Center, and other programs. The services within the LLRC building are open according to posted schedules.

Library

The LAHC Library provides access to a collection of over 95,000 books (print and e-books), periodicals, newspapers, reference materials and online databases that support the college curriculum and our students' pursuit of educational goals. Students should consider the library their first source when researching topics for papers or class projects.

A librarian is always available to assist with basic questions and

research and to offer instruction in library use and literature searching.

Currently enrolled students may conduct their online searching in the computer commons. Wireless connectivity is available by logging in. Students can also use the online databases from off-campus by logging in with their student login. Instructors may request an information workshop to prepare students for special assignments. Materials are placed in the Reserve Section at the Circulation Desk when they are needed for class assignments or are otherwise in demand. These materials may have restricted loan periods.

There are nine group study rooms that may be reserved and used for collaborative group study. Photocopiers and printers are available and tables and study booths are located throughout the building. A current college ID card is required to check out library materials and to use the study rooms.

Learning Resource Center

The Learning Resource Center, (310) 233-4149, is located on the 1st floor of the Library+Learning Resource Center (LLRC) and provides the following support services:

Tutoring

- All day drop-in one-on-one tutoring in the Math Lab, Writing Lab, and Reading (Literacy Center) Lab

- One, two, three, or four day scheduled one-on-one and group tutoring sessions in such subject specific areas as Accounting, Anatomy, Economics, Chemistry, Physics, Microbiology, Physiology. Additional subjects may be added based on student request and budget availability.

- Tutoring for students enrolled in Special Programs and Services in the High Tech Lab (M-Th)

Support Courses with no fees and no units of credit.

- Tutoring students enroll in the 0 unit Supervised Learning Assistance 001

Support Courses for Credit

- English 67 (.5 unit) through the Writing Lab

- Developmental Communications 35 and 37 through the Writing (Literacy Center) Lab

Computer Access and Printing

- 100 computer stations with pay-to-print capabilities are available in the Computer Commons to active LAHC enrolled students.

Tracking Computer Commons' foreign language practice by students using online course textbook/publisher provided resources.

LearningExpressLibrary.com

Contacts:

LRC Subject Specific - (310) 233-4149

High Tech Center - (310) 233-4393

Math Lab - (310) 233-4498

Reading (Literacy) Lab - (310) 233-4238

Writing Lab - (310) 233-4238

Legal Aid

The Associated Students of Harbor College contracts yearly with a legal entity to provide legal services to students. Students who pay the voluntary ASHC membership fee are eligible for this important service at no further cost. Contact the Student Activities Office in the Seahawk Center for information and an appointment to see a lawyer.

Life Skills Center

The Life Skills Center was established to provide crisis intervention, personal counseling and community referrals to LAHC students who may be undergoing a personal or life crisis; and, to promote positive mental health for the campus community through offering workshops, skill-building seminars, and classroom speakers on a wide variety of topics throughout the school year. Services are available by appointment and on a drop-in basis Mondays through Thursdays, 8:00am - 8:00pm and Fridays 8:00am - 4:00pm. Located in the Health Center Cafe 110, the Life Skills Center is staffed by advanced psychology graduate students and supervised by a licensed Clinical psychologist. For additional information, call (310) 233-4586.

Lost and Found

Lost items should be taken to the Sheriff's Department, located on Figueroa Place in the P.E. & Wellness Center, where they may be claimed by the rightful owner. Most items are stored for a two-month period before being removed.

Ombudsperson

The role of the ombudsperson is that of a facilitator of the grievance process (E-55). Copies of the Student Grievance Procedures (E-55) may be obtained from Gary Gonzales, Seahawk Center, 201.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. For issues not resolved at the campus level, students may utilize a state administered complaint process [HEA Title IV, CFR, Sections 600.9 and 668.4 (3)(b)]. Information about the process and the complaint forms can be found at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

Orientation

After you complete the Assessment Test, you will take the student orientation and a quiz. The orientation will provide you with an overview of available student support services, and academic and vocational programs.

To save yourself some time, you may also take the online orientation at <http://www.lahc.edu/student-services/matriculation/welcome.html> before you take the Assessment Test. You must remember to complete the quiz at the end of the orientation, print the quiz results, and bring them to the Assessment Center. You must complete the student orientation to get your Assessment Test results.

Parking Areas

Well-lighted parking facilities are available on campus for over 1500 cars. Metered visitor parking is available on Figueroa Place. All California Vehicle Code rules and regulations are applicable at the College.

Parking Fee

Parking in areas marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Parking Permit procedures and fee information are available in the Business Office. Permits are required 7 days a week, 24 hours a day.

Project Academic Success Action Plan

The Academic Success Action Plan (Project ASAP) is a federally funded project at Los Angeles Harbor College that is designed to provide services and instruction to a select number of students with disabilities who demonstrate academic and/or financial need. Students can file an application for possible project assistance if they meet the federal eligibility criteria and desire attainment of any of the following educational goals: 1) The Associate in Arts Degree; 2) The Associate in Science Degree; 3) Certificate in a vocational area; or 4) A transfer curriculum leading to a four-year college or university. For more information about Project ASAP, please contact Amarylles D. Hall, at (310) 233-4075 or 233-4536.

Sheriff Services

The Sheriffs are available to assist students, faculty and campus visitors as needed. In addition to their regular duties of crime prevention, campus patrol and parking control, the College Sheriff have instituted an assertive program in the areas of personal safety and crime prevention. The College Sheriff's Office is located on Figueroa Place in the P.E. & Wellness Center; Telephone (310) 233-4600. For emergencies only, dial 311 from any campus phone and 411 from all campus pay phones.

All members of the college community are urged to lend their support in both reporting crimes and practicing preventive measures to reduce them. We all share the responsibility for making Los Angeles Harbor College the safest possible place to work and learn.

If you must remain in campus buildings after closing time, notify the Sheriff and make an effort to

arrange your stay in the company of at least one other co-worker or student.

The campus is well-lighted but it is wise, again, to employ the "buddy system" when walking to your car or traveling to other locations.

Refrain from using shortcuts; stay on the well-traveled thoroughfares.

Personal property, purses, briefcases, etc. should not be left unattended. Take such items with you if you are leaving the office, classroom or library study area, or lock them in your desk or file cabinet.

Try not to carry large amounts of cash on your person or display large amounts of money.

Make a record of the serial numbers of both District and personal property in your office. Engraving tools are available at the Sheriff's Office for check-out to students, faculty and staff for the purpose of identifying personal property. A record of your personal credit cards should also be maintained.

Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Store it in the trunk instead.

Give your car the quick "once over" before entering with a critical eye for possible break-in or persons in the rear seat or floor area.

The College prides itself on the record of safety maintained on campus; however, effective law enforcement and protection require citizen cooperation and assistance. The rapid and successful detection of crime and apprehension of criminals depends heavily on speedy reporting and dissemination of facts to the Sheriff's Department.

College Security and Safety

Los Angeles Harbor College prides itself on the safe environment that exists to encourage learning and enrichment for our community. Students, faculty, staff, and visitors form a partnership in creating and maintaining that environment. The College maintains a 24-hour, 7-day a week campus security facility in the PE Wellness Building, staffed by the Los Angeles County Sheriffs. Contact number (310) 233-4600. Following are annual crime statistics with comparison years under code 20 United States Code 1092 F:

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on

drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://www.lahc.edu/sheriff/crimestats.htm>. You may also request a paper copy by contacting the Sheriff's Office at 310-233-4600.

OFFENSE - ON CAMPUS	2011	2012	2013
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	0	0
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
Other Forcible Sex Offenses	0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY	0	0	1
AGGRAVATED ASSAULT	0	0	1
BURGLARY	1	4	7
MOTOR VEHICLE THEFT	8	4	1
ARSON	0	0	0
WEAPONS LAW - ARRESTS	0	0	1
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	1	1	0
DRUG LAW - ARRESTS	0	1	0
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0
LIQUOR LAW - ARRESTS	0	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	5	5	0
HATE CRIMES			
2011 - No reported hate crimes			
2012 - No reported hate crimes			
2013 - No reported hate crimes			
DOMESTIC VIOLENCE - STALKING			
2011 - Information not compiled			
2012 - Information not compiled			
2013 - There was one (1) incident of domestic violence (robbery) occurring on campus			

Special Programs and Services

The Office of Special Programs and Services has been established to assist individuals with mobility, visual, hearing, speech, learning and psychological disabilities or other health impairments who may require special assistance in the pursuit of an education. Special instructional support programs such as the Learning Disability Program (serving students with average to above average potential and an Assistive Technology Program (High Tech Center) are available. Students may receive special services such as priority registration special counseling, tutoring, mobility assistance, readers, note takers, registration assistance, special parking, and others on an as needed basis. The Office of Special Programs and Services is located in Cafeteria 108, telephone (310) 233-4628 or 233-4629.

Tech Prep

Tech Prep is a federally funded program designed to help high school students prepare themselves for employment upon graduation, and also to encourage them to continue their education at the college level. The program sponsors and designs activities and projects to serve the job-related needs of high school students, their families and the surrounding community.

The Los Angeles Harbor College Tech Prep Consortium began preparing students for the workplace in the field of Business Computing in 1995 by integrating vocational classes with academic classes, infusing the curriculum with the SCANS basic skills and competencies, and providing workplace learning experiences such as job shadowing opportunities, internships and cooperative education work experience credits.

The comprehensive Tech Prep program of study and job preparation begins in the Junior year of a Consortium-member high school and may continue through the Associate Degree in Business or a related field at Harbor College. The Consortium plans to extend Tech Prep into other career areas based on its experience with Business Computing. Banning High School, Narbonne High School, Carson High School, Gardena High School, San Pedro High School and the Harbor Occupational Center are members of the Harbor College Tech Prep Consortium. For more information, call (310) 233-4449.

Transfer Services Center

The Transfer Services Center is designed to provide prospective transfer students with catalogs, applications, and information about transfer to four-year universities. The Transfer Services Center regularly schedules appointments with representatives from four-year colleges so that students may obtain information about admission requirements, application procedures, and academic programs. Call (310) 233-4282 for more information. The Transfer Center is located in the Student Services Center (SSA 105).

Tutorial Services

Learning Resource Center - Individual and group tutoring is available in the Learning Resource Center. All students with an identified learning need, based on a referral from an instructor, are eligible for tutoring services. "Drop-in" tutoring is available

in the Math Lab, and Writing Lab, and Reading (Literacy) Lab which are housed in the LLRC. All students receiving tutoring in the LRC who are not enrolled in a for credit tutoring lab will be enrolled in the non-credit, zero-unit tutoring lab course, Supervised Learning Assistance – Tutor 001T. There are no enrollment fees or grades involved with this lab course, and the course does not appear on the student's transcript. On-line tutoring is available through the LRC on request.

Special Programs and Services (Disabled Student Programs and Services) - This office provides tutorial and other learning assistance, as needed, to students in this program. The phone number is (310) 233-4623.

Veterans Affairs Office - Tutoring in all subjects is available to eligible veterans. Costs are paid by the Veterans Administration.

Veterans' Services

Students planning to attend Los Angeles Harbor College under one of the Veterans Educational Benefits programs must report to the Veterans Office, located in the Student Services & Administration building (SSA 114) with the Financial Aid Office, to pick up the necessary paperwork. This should be done at least one month prior to registration. After picking up paperwork, students will be required to make an appointment with an educational counselor to complete an educational plan. The student must submit a transcript for all previous college work before starting the second semester at LAHC.

The Veterans Center is located in LRC 125 and provides a quiet study space, computer and printer access and the company of other veteran students. The Admissions & Records Office must be informed you are a veteran to grant priority registration.

FINANCIAL AID

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise could not afford it. Through grants, scholarships, part-time employment and loans the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation and by college policy. The premise for the determination of the type and amount of aid awarded is the belief that the primary responsibility of financing an education lies with the student and their family.

Student financial assistance is not a supplement to the student's income for meeting their normal living expenses, but is available to help the student offset the additional expenses incurred directly by their education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. Parents' or student's contribution is determined from the information reported on the FAFSA (Free Application for Federal Student Aid). Documentation of income such as a Federal Income Tax Return or verification from agencies providing non-taxable income to the family may be required. To be considered for financial aid, a student must meet the following minimum requirements:

Be a U.S. citizen or an eligible non-citizen. An

eligible non-citizen is a U.S. permanent resident who has documentation from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.

Demonstrate financial need.

Be making satisfactory progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.

Not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), or Supplemental Loan for Students (SLS) or Parents Loan for Undergraduate Students (PLUS) at any school the student attended.

Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant (SSIG).

Be registered with the Selective Service if required to do so.

A more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations can be obtained from the Financial Aid Office in the Student Services & Administration Building (SSA 114) and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices.

All disbursements are done electronically by direct deposit. Students receive their MyLACCD debit card from Higher One in the mail and can choose to activate that account or direct their disbursement to a bank account of their choice. If nothing is done, the disbursement will be delayed. ATMs are available in the Seahawk Center and Sheriff's Station where the debit card can be used with no fee. For more information, go to Mylacccdcard.com

Federal Pell Grant

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student who can demonstrate financial need. Grants range from \$602 to \$5,730 per academic year for Los Angeles Community College District students. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on prior year income and current asset information provided in the application.

Students who want to apply for the Federal Pell Grant and other federal financial aid programs should use the Free Application for Federal Student Aid.

In certain cases, a family's financial situation can change because of death, separation or divorce, loss of a job, or loss of non-taxable income or benefits. In such cases, the student should contact the Financial Aid Office.

Effective 2012-13, the Department of Education has capped federal Pell Grant for students at six years of full-time aid. Students will receive notice of their Lifetime Eligibility Used (LEU) beginning July 2012 so they are aware of how much Pell Grant eligibility will be remaining for them. Once they reach 600% (six years) they will have exhausted their Pell

Grant eligibility.

Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$200 to \$400 per year. When students apply for financial aid, they will automatically be considered for this program. All applicants must file a Free Application for Federal Student Aid in order to be considered.

Federal Work Study Program (FWS)

The FWS program is a federal program, which enables a student to earn part of his or her financial aid award through employment. To be eligible, a student must be a U.S. citizen or permanent resident, enrolled in at least six units and maintain good academic standing while employed under the program. Hourly wages vary with the type of work and the student's experience. Work-study may also be available for students qualifying for financial aid during the summer.

The State Government: The Cal Grants

The State of California, through the Student Aid Commission, sponsors several grant programs for undergraduate students. These include Cal Grants and a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty. To qualify for any of the state-funded grants, a student must be a California resident, be a U.S. citizen or permanent resident, obtain a Social Security number and be attending (or plan to attend) an eligible school or college in California. A student can receive only one Cal Grant, either Cal Grant A, B, or C at a time. The Dream Act will extend eligibility to AB540 students beginning 2013-2014.

Cal Grant A: This grant is used at four-year colleges to assist with tuition and fees. Grant winners are selected on the basis of financial need and grade point average. The award can be kept in reserve for up to three years while students complete work at a community college.

Cal Grant B: This grant provides a living allowance for students who come from very low-income families. When students transfer to a 4-year college, it can also assist with tuition and fees.

Cal Grant C: This grant assists students in occupational or vocational programs with tuition and training costs. At community colleges, grants are limited to \$576 for up to two years.

To apply, students must submit a Free Application for Federal Student Aid and a G.P.A. verification by the deadline date. The deadline to apply for the state grant programs is the March prior to the academic year in which the student intends to enroll. There is an additional September deadline for students attending community colleges. Los Angeles Harbor College G.P.A.'s are submitted electronically for eligible students.

Board of Governors Enrollment Fee Waiver (BOGFW)

The Board of Governors Enrollment Fee Waiver (BOGFW) offers 3 ways to help low income students pay the enrollment fee. The BOGFW is a waiver and does not require repayment. It is not tied to any other financial aid programs so it can be processed quickly. BOGFW applicants do not have to be enrolled in a specific number of courses and it pays the enrollment fees for the academic year and summer sessions. For instance, if you receive a BOGFW for the 2012-13 academic year, summer 2012, fall 2012, winter 2013 and spring 2013 terms are covered. You must complete the BOGFW application or FAFSA. You are eligible for a BOGFW if:

- You are a California Resident
- You are enrolled in at least 1 unit
- You qualify if any one of the following statements applies to you:

Method A: You or your parent is a recipient of TANF/ CalWORKS, SSI/SSP (Supplemental Security Income), or 5220 General Assistance.

Method B: You meet the following income standards:

No. in Household (including yourself)	Total Family Income Last Year (Adjusted Gross Income and/or Untaxed Income)
1.....	\$16,335 or less
2.....	\$22,065 or less
3.....	\$27,795 or less
4.....	\$33,525 or less

*Add \$5,730 for each additional dependent

Method C: You have financial need as determined by filing a FAFSA.

Students with the following special classifications are also eligible for a BOGFW:

Certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver.

Eligible recipients of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.

Dependents of deceased law enforcement/fire suppression personnel killed in the line of duty

Effective January 2013, AB540 students who are eligible under the Dream Act and have filed a Dream App available at www.caldreamact.org will be evaluated for eligibility for a fee waiver. Beginning fall 2012, a fee waiver application for Dream Act eligible students will also be available in the Financial Aid Office. Spring 2013 will be the first semester an AB540 student may receive a fee waiver.

Income standards are subject to change manually. Check with Financial Aid for changes.

Loans - Monies which must be repaid

The institution believes that the prudent use of loans by students is consistent with its mission. Loans, however, are a serious decision and have consequences for both the college and the student. The institution, therefore, has established a student debt limit of two years of loans from all sources. (If you are a transfer student with a debt of \$8,000 you may not be eligible for any additional loan).

Federal Perkins Loan

(Formerly National Direct Student Loan NDSL) - This loan is a long term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$1500 annually at L.A. Harbor College.

Repayment of the Loan: Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student and ending ten years and nine months after such date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

William D. Ford Federal Direct Loan Program

L.A.H.C. offers two types of Direct Loans. To be eligible a student must be enrolled in at least six units. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school.

Direct Subsidized Loans - "Subsidized" means the federal government pays the interest on these loans while the student is in school and during deferments (postponements of repayment). Students must show financial need to receive this type of loan. The maximum amount that any student may borrow is \$3,500 per year for first year students and \$4,500 for second year students at a 4.66% fixed interest rate.

Direct Unsubsidized Loans - the federal government does not pay the interest while the student is in school or in deferment. Students can get unsubsidized loans regardless of financial need. The maximum amount that any independent student may borrow is \$6,000 per year, \$2,000 for a dependent student at a 4.66% fixed interest rate.

Tax Credits

The American Opportunity Tax Credit offsets what you pay for the first four years of higher education by reducing the amount of income tax you pay. In addition, the credit is partially refundable so you may be able to get a check from the IRS even if you don't owe any income tax! This credit provides up to \$2,500 per student and up to \$1,000 of the credit can be refunded if your credit is more than you owe in taxes. You must have a modified adjusted gross income (MAGI) of \$90,000 or less (for married couples filing a joint return, \$180,000 or less). The credit is reduced if your MAGI is above \$80,000 and below \$90,000 (above \$160,000 and below \$180,000 for married couples filing jointly). The amount you are eligible for varies depending on your income, how much you spent on higher education expenses, and how many eligible students

are in your family. The student must have been enrolled at least half-time in an eligible program.

This credit replaced the Hope Credit and provides more generous benefits to more taxpayers. It was first available for the 2009 tax year and will expire after the 2012 tax year if Congress doesn't pass legislation to extend it.

The Lifetime Learning Credit is available for all types of post secondary education. Generally, you should only use this credit once you have exhausted your eligibility for more generous credits. This credit may be particularly helpful to graduate students. This credit provides up to \$2,000 per tax return (not per student). Unlike the American Opportunity Tax Credit, this credit is non-refundable so the maximum credit is limited to the amount of tax you owe. You must have a modified adjusted gross income (MAGI) of \$61,000 or less (for married couples filing a joint return, \$122,000 or less). The credit is gradually reduced for those with a MAGI between \$51,000 and \$61,000 (\$102,000 and \$122,000 if married and filing jointly). You don't have to be pursuing a degree or certificate to qualify for the Lifetime Learning Credit. You can claim it for any post secondary education and for courses to acquire or improve job skills. You must file a federal income tax return and have some income tax liability to get the credit. If you are claimed as a dependent on someone's tax return, only the person who claims you can receive the credit.

Social Security Beneficiaries

To receive benefits under the Social Security Act, a minimum of 12 units must be carried in the academic program. All requests for such benefits are processed by the Social Security Field Offices, not by the College.

SCHOLARSHIPS

Alpha Gamma Sigma / Alpha Psi Chapter – This state honor society local chapter (Alpha Psi) awards scholarships to transfer or graduating students who have been active members of AGS for at least one previous semester and have attended at least 6-8 official meetings. Scholarship awards are based on an application procedure whereby members in good standing submit their application, which is then scored along with their cumulative GPA. Alpha Psi members themselves fundraise the dollars that are distributed, honoring the hard work and academic dedication of all members. Statewide scholarships are available for eligible active members in good standing, which are awarded at the AGS annual spring convention.

Armine Janeves Scholarship – One of the “Forty-niners” faculty who opened LAHC in 1949, Armine Janeves has established this scholarship fund to recognize outstanding students in Business. Award recipients must have attained Sophomore standing.

Associated Students Organization Scholarship – Scholarships are based on leadership shown through the students’ participation in the A.S.O Senate and / or Campus Clubs.

Bill Stein Memorial Scholarship – Established by the family of Bill Stein, a very respected Adjunct Instructor and mentor in the Business Division for 35 years (1974-2009) and Director of Administration for the Port of Los Angeles. Scholarships are awarded annually to business majors who have taken at least one evening business class and who have demonstrated financial need.

Bonnie Easley Tutor Scholarship – This scholarship is open to tutors with a 3.0 gpa, completing at least 30 units at LAHC and having tutored at LAHC for at least 2 semesters and completed the Tutor Training class.

Bryan Nakano Scholarship – This scholarship was established by Brian Nakano’s family in his memory as a permanent endowment to the architecture department, and with the intention of encouraging students to follow their dreams of becoming architects.

Child Development Center Parents Scholarship
Established by faculty members of the Child Development Center to assist student parents with academic programs.

Claudia Naranjo Scholarship – Established by the family of Claudia Naranjo to assist students facing physical and mental challenges.

Communications Retirees Scholarship – The scholarship fund was established by the Communications Division’s retired professors to assist students in the field of Language Arts, Foreign Language, and Journalism.

Don Rogan Scholarship – This scholarship recognizes the accomplishments of students excelling in the field of the history.

Elma C. Korthe Geology Scholarship – Awarded annually to a student who has demonstrated dedication to geology and has financial need.

EOPS and CARE Scholarships – Awarded to participants of the EOPS and CARE programs, these scholarships recognize students who have performed outstandingly academically while overcoming significant social and economic obstacles to their continued college enrollment.

Faculty and Staff Book Fund Scholarship – LAHC faculty and staff contribute every month to this fund. It is used primarily to enable the Financial Aid Office to offer book vouchers to students whose financial aid is not ready when the semester begins. There is usually enough balance to fund some scholarships each year.

Foundation Scholarship – Los Angeles Harbor College Foundation Board’s Scholarship fund awards a generous number of scholarships per year from fundraising efforts such as the Annual Golf Tournament. Any Harbor College student that meets the college’s scholarship eligibility requirements may apply.

The Freye Scholarship – This scholarship recognizes diligent and highly motivated disabled students. Students must be goal oriented and working toward an academic goal/certificate. Priority will be given to single parents. Scholarship award must be used for fees or books at the college. Apply through Special Programs and Services.

George B. Potter Scholarship – A scholarship established in honor of George B. Potter who taught business and business data processing at Harbor College from 1972-1988. This scholarship continues his legacy of teaching and learning.

Harold W. Garvin and Robert W. Dunn Political Science Award – This scholarship was established to honor Professors Emeriti Harold W. Garvin and Robert W. Dunn, founding members of the Political Science Department, to recognize students excelling in the field of political science.

Henry Zbojniewicz Scholarship – This scholarship evolved from a loving counselor at Harbor College and is an open category for Harbor students who have made use of the Career Center.

Irving and Freida Muh Scholarship – This scholarship honors the memory of Dr. Linda M. Spink's parents, who emigrated to the United States and saw that their children were highly educated. Eligibility for this scholarship is that the student or his/her parents were born outside the United States.

Ismael Hernandez Scholarship – This scholarship is in memory of Mercedes Yanez's father who emigrated to the United States and saw that his daughters were highly educated. To be eligible, applicants must be an immigrant with a grade point average of 3.0 or better and involved in community or volunteer service.

Janice H. Sandell Scholarship – In memory of a wonderful educator who was well loved by students, staff, and faculty. Janice Sandell was a Sociology professor at Harbor College for 43 years.

John S. Meek Family Scholarship – To provide financial assistance to an economically disadvantaged student that has demonstrated progress toward attaining an A.A degree from Harbor College or toward transfer to a four year institution.

Latina Leadership Network Student Club Scholarship – Awarded to a member in recognition of their leadership, academic excellence, community outreach, fundraising efforts, and networking for the Latina Leadership Network.

Linda Whitehead Scholarship - Established by her family, in memory of Linda Whitehead. This scholarship continues her legacy of teaching and learning. Awarded to a student who has demonstrated dedication to Health/Kinesiology.

Nick and Betty Zorotovich Scholarship – This scholarship was established in memory of Nick Zorotovich, a former chair of the Social Sciences Division at LAHC and his wife, Betty, a long time teacher in San Pedro. The scholarship is awarded to an outstanding student in the field of social sciences.

Nursing Division Scholarship – The Nursing faculty selects students from each graduating class to receive the following scholarships funded by the Foundation Nursing Scholarship fund: Sally Gay Professional Nurse Award; Wendell Black Bedside Nurse Award; and Leadership Award. In addition, clinical agencies offer awards to nursing students. Other agencies that serve our students also periodically offer scholarships.

Osher Scholarship – Funding is provided by the generosity of the Bernard Osher Foundation as part of the California Community Colleges Scholarship Endowment. Mr. Osher's vision is to "not only benefit the community college students of today but countless more for years to come"

Paul M. and Catherine M. Humphreys Scholarship – Rev. and Mrs. Humphreys spent nearly a half century ministering to the spiritual, physical, and emotional needs of others.

Ricky K. Benjamin Speaker Scholarship
Established by Ricky K. Benjamin, LAHC staff member and first-ever LAHC Scholarship Ceremony Student Speaker, this annual scholarship is awarded to the runner-up applicant for Graduation Speaker. If no runner-up exists, the scholarship will be awarded to an active student member of Alpha Gamma Sigma Honor Society with a G.P.A of 3.0 or higher and has a minimum of 30 hours of volunteer experience.

Rosa Hoodye Scholarship - Established in memoriam of her caring spirit and dedication in service to the staff and students at Harbor College.

Soroptimist International of Los Angeles Harbor Women's Opportunity Award – The Women's Opportunity Award who provide the primary financial support for their families and who have shown an outstanding commitment to obtaining a college degree or completing a vocational program.

Spanish American Institute Scholarship – The Spanish American Institute is a private, nonprofit organization dedicated to providing educational assistance to Hispanic students in Southern California.

Stephen P. Harshfield Scholarship – This scholarship was established in honor of Stephen P. Harshfield who directed the Disabled Student Programs and Services from 1972 until 1986. Awards of varying amounts have been made annually to disabled students who have been in the Disabled Student Program at least one semester, have "strong motivation, determination and perseverance to overcome their disabilities

to achieve their educational goal,” and are example of what the human spirit can overcome when faced with tremendous adversity. Apply through Special Programs and Services.

William L. Gram Scholarship – Established by his family, this scholarship honors the memory of William L. Gram, History Professor, who served the students of Harbor College from 1966-1995.

Watson Land Company – The Watson Land Company originated from the land holdings of the Dominguez family descendants as one of the original Spanish land grants in Rancho San Pedro. Today, the company is the largest land owner in the City of Carson where it actively participates in community activities and especially supporting youth. As Harbor College serves a large student population from Carson, Watson Land Co. established a scholarship for students entering the fields of Architecture, Planning, Business, and International Trade.

Wendell C. Black Scholarship Fund – This fund has been established by friends, colleagues, former students, and community leaders to honor the former president of Harbor College, Wendell C. Black. The income from this fund is used to establish scholarships each semester, based on the criteria selected by the fund’s trustees.

William McMasters Scholarship - This fund has been established in the memory of William McMasters, former Assistant Dean of Admissions and Guidance. Income from this fund is used to award one or more scholarships per year to deserving students who show academic perseverance and improvement.

NEW BUILDINGS AT LAHC



STUDENT ACTIVITIES

The Office of Student Life administers the student activities and student government programs. These programs are designed to make the college experience more balanced and more meaningful, taking into consideration the whole student. Each student is encouraged to participate in extra-class activities which relate to vocational objectives, satisfy individual social needs, and permit practice in the processes of democracy.

Seahawk Center is the Campus Center at Harbor College. It is centrally located just south of the Library/Learning Resources Center and north of the Science Complex. The College Bookstore and Business Office are located on the first floor of the Center. The second floor includes the Student Activities Office, student government offices, a student lounge with recreational attractions.

ASSOCIATED STUDENTS

Student activities are financed by money received from the membership of the Associated Students Organization (ASO).

Funds are allocated to activities concerned with the health, social and recreational interests, and the general welfare of the student body, in accordance with policies, rules, and regulations defined by the Board of Trustees.

ASO membership costs \$10.00 for each student. The fee is paid by the student on a completely voluntary basis. Students should be aware of the benefits associated with membership in the ASO. Membership in this organization permits participation in ASO-sponsored activities and events including free admission to conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities. Additional benefits include the following:

- Xerox copies for 5 cents.
- Photo I.D. and Library Card.
- \$3.00 savings on parking fee.

In case of withdrawal from the College, the student receives a refund of the student body membership fee after returning the ASO stickers and according to the following schedule.

First Week - \$10.00, Full Refund

Second Week through the Fourth Week - \$7.50, 3/4 Refund

After the Fourth Week - No Refund

Identification/Library Services Card

All students receive a free I.D. card which is also their Library Card. The card is issued for the first semester of attendance and must be retained throughout the student's enrollment in subsequent semesters. A new sticker is provided each semester to validate current enrollment. Stickers can be obtained from the Student Activities Office with a Fee Receipt/Class Schedule form or Printout. The Associated Students Organization (ASO) I.D. cards have the added advantage of a picture which is included in the ASO fee. Cards are provided upstairs in the Seahawk Center for all current LAHC students. There is a \$3.00 replacement fee for lost cards payable at the Business Office.

College Publications

Harbor Tides - When adequate funds and staff are available, the College newspaper is published as a learning experience, offered under the College journalism instructional program. The editorial and advertising materials published by the newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate State and Federal court decisions these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any District or College officer or employee.

Student Government

The Associated Students Organization (ASO) represents all students, and sponsors many activities including athletics, publications, assemblies, awards, student services, club, social activities, annual Honors Reception and Commencement. Membership in the ASO is not mandatory; however, the fee will be charged unless the student specifically requests a waiver. There are unique benefits associated with membership in the ASO. Membership in this organization permits participation in ASO-sponsored activities and events including free admission to conference games and certain social events. Members receive a reduction in the price of admission to all college-sponsored activities.

Leadership development is the foundation of the student government program. Student government of the College is patterned after the federal system. The ASO Senate, members of which are elected to serve for one semester, is the legislative branch.

The ASO president and cabinet serve as the executive branch, carrying out the business of the Associated Students. Students serve on college-wide committees to participate in college governance and to represent the interests and views of the students. Administrative Regulation E-22 sets the standards

for student eligibility. Check with the Student Activities Office for details.

Through participation in student government, students have the opportunity to build on their leadership skills working with fellow students to make a positive impact on the college. Opportunities are also available to work with students at colleges throughout the region and the state through participation in the statewide student organization.

Student Trustee Election Procedure

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

The process contained in Regulation E-78 provides for thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of a student representative to the Los Angeles Community College District Board of Trustees.

In accordance with existing law, candidates for Student Trustee must:

- Be currently enrolled at a District college.
- Be enrolled in at least 5 units.
- Plan to continue enrollment as a District student through the one-year term of office.
- Have completed a minimum of 12 units.

For further information, contact the Office of the President.

COLLEGE ORGANIZATIONS

Each student is encouraged to participate in a College organization or activity. Chartered groups are organized on the Harbor College campus to meet interests of students. Any student interested in more information about any of the clubs available at Los Angeles Harbor College should contact the Office of Student Activities, SHC 200 (on the second floor of Seahawk Center). Clubs are organized under the following categories:

Student activities Honor societies recognize and encourage outstanding achievement in scholarship and provide opportunity for developing leadership ability.

Alpha Gamma Sigma is a state honor scholarship organization which awards several scholarships annually to outstanding community college students.

Service clubs recognize and honor students for outstanding achievement in citizenship and service to the College and provide opportunities for students to plan and execute programs of meaningful service to the College community.

Departmental clubs stimulate interest in activities related to courses and programs, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to course work.

Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common concerns. All special interest clubs openly encourage all students to participate.

Intercollegiate Athletics

Harbor College is a member of the South Coast Conference of the California Association of Community Colleges in all intercollegiate sports except football. The South Coast Conference comprises Cerritos, Compton, El Camino, Harbor, Long Beach, Mount San Antonio, Pasadena, Los Angeles City, East Los Angeles, Los Angeles Southwest, and Los Angeles Trade-Technical. The South Coast Conference is recognized as one of the finest and most competitive in the state.

In football, Harbor College is a member of the Southern California Football Association, American Mountain Conference along with Goldenwest, Compton, Mt. San Jacinto, San Bernardino Valley, San Diego Mesa, Southwestern and Victor Valley colleges.

Harbor College sponsors women's teams in softball, volleyball, and soccer; and men's teams in football, baseball, basketball, and soccer. The baseball team has won three state championships, the men's basketball team has won two state titles, and the football team has won four bowl games. Harbor College has won the Team State Scholar Award in soccer and baseball. The college's student-athlete transfer rate is outstanding, with numerous athletes receiving scholarships to four-year universities.

ACADEMIC STANDARDS AND CHALLENGE

PROCEDURES

ACADEMIC HONORS

Alpha Gamma Sigma Honor Society

Alpha Gamma Sigma Harbor College has been granted a charter for the Alpha Psi Chapter of Alpha Gamma Sigma (AGS), California Community College Honor Scholarship Society. The organization develops programs to enrich the total experience of community college students.

The following categories of membership are available: Temporary Membership is extended to all first-semester students who are life members of California Scholarship Federation; Partial Membership is attained by students completing twelve semester units in a maximum of three semesters at any recognized institution of higher education and having a cumulative grade point average of 3.0.

No units acquired more than two years prior to application are acceptable for this determination; Continuing Membership is achieved by maintaining a GPA of 3.0 or better (members receive one semester's grace for each semester of earned membership provided their GPA's are 2.5 or better); and Permanent and Alumnus Memberships are granted to persons who have maintained a GPA of 3.5 in all college work or to continuing members of AGS (for at least two semesters) who have a GPA of 3.25 or better in all college work. Students who meet these qualifications must make an application and pay dues in order to become members of AGS. Gold seals are affixed to the diplomas of students who qualify for permanent membership.

Dean's Honor List

The College gives recognition to scholars each semester by publishing the Dean's and President's Honor Lists. Full-time students are placed on the Dean's List if they have achieved a grade point average of 3.5 or better in twelve or more units.

Part-time students are placed on the Dean's List if they have 12 or more cumulated units completed at Harbor College and have achieved a grade point average of 3.5 or better in six to eleven units. Students recognized on the Dean's List must be in good academic standing (not on academic or progress probation). Summer sessions do not count as qualifying semesters for the Dean's or Presidents lists. Grades of "Credit", "No Credit" and "Incomplete" are not counted in meeting the unit requirement. Only grades from courses completed at Harbor College will be used in calculating the grade point average.

President's Award for Outstanding Student Leader

This award will be presented annually to a student at Los Angeles Harbor College who has performed outstanding leadership and service to the college.

Nominees must be registered students at Los Angeles Harbor College carrying a minimum of 9 units for day students or 6 units for evening students.

Nominees must have a minimum G.P.A. of 2.5 for all course work at a District College.

Nominees must have performed outstanding leadership and service to the college. (This award is not limited to those serving in student government.)

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must:

Petition for the Associate Degree

Achieve a grade-point-average of 3.70 or better in all college work attempted at the time of petition, and be in good standing.

Complete at least 50% of all units utilized for the award within the Los Angeles Community College District.

Achieve a grade-point-average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester or the Spring semester.

Note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the President's Distinguished Honor Award. Students who possess Associate, equivalent or advanced degrees are not eligible for this award.

President's Honor List

Students whose names appear on the Dean's List for three consecutive semesters are eligible for the President's Honor List.

ACADEMIC AND PROGRESS PROBATION

Standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

A student shall be placed on probation if any one of the following conditions prevail:

1. **Academic Probation.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).
2. **Progress Probation.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) and "NP" (No Pass) are recorded reaches or exceeds fifty percent (50%).

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

Academic Probation.

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

Progress Probation.

A student on progress probation because of an excess of units for which entries of No-Credit (NC), No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty per cent (50%).

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week and the end of the 12th week (between 30% and 75% of the time the class is scheduled to meet, whichever is less) will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 12th week (or 75% of the time the class is scheduled to meet, whichever is less).

An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past the end of the

12th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the 12th 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. For further details, refer to "W" section of "Grading Symbols and Definitions."

It is recognized that students may have legitimate reasons for not being able to attend the first meeting of a particular class. A student to whom this circumstance pertains must notify the instructor in writing, at least one working day in advance of the first class meeting, stating the reason(s) for the class absence.

It is highly recommended that the written notification be sent by certified or registered mail so that the student may have a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Good standing is defined as not being on academic or progress probation.

Auditing Classes

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

1. Payment of a fee of \$15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

COURSE REPETITION

Course Repetition to Improve Substandard Grades

No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704 – Credit by examination may not be used to remove a substandard grade. Substandard grades are defined as "D", "F", "NC", "NP".

First Course Repetition to Remove a Substandard Grade

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student's academic record so annotated. All grades awarded will show on student's permanent records to insure a true and complete academic history.

Second Course Repetition to Remove a Substandard Grade

Upon completion of the second repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record so annotated. The two lower substandard grades will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

Third Course Repetition to Remove a Substandard Grade

A student may repeat the same course for a third time provided the student has:

1. Received two substandard grades for the same district course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstances upon which the petition is based. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The petition is approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Upon completion of the third repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on student's permanent records to insure a true and complete academic history.

Limit of Three (3) Attempts to Take the Same Course

Only three attempts at any one course will be allowed. Enrollment blocks on students who have had 3 attempts went into effective in summer 2012. All credit course repeats and withdrawals in a student's enrollment history will be counted towards the new limit, regardless of when they took the course. If the student has three recorded attempts for a course in any combination of "W", "D", "F", or "NP" grades, the student is not allowed to register for that course within the colleges in the Los Angeles Community College District.

Remedial Coursework Limit

No student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services. "Remedial coursework" refers to non-degree basic skills courses as defined in California Code of Regulation, Title 5, section 55000.

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL).

2. Students identified by the district as having a learning disability as defined in section 56036.

Course Repetition: Special Circumstances

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

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course.

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3).

Any combination may be used as long as 4 enrollments in one activity is not exceeded. A student may enroll in a specific required nursing class a maximum of three times. Enrollment is defined as attending at least one class meeting. However, a student who takes the same clinical nursing course two times, and who does not pass that course either time, may not repeat that course a third time.

This activity enrollment limitation begins with the Fall 1983 term. Excess enrollment will result in an administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

DISMISSAL

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations. For dismissal, "consecutive semester" are those where a break in the students enrollment does not exceed one full primary term.

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

who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained. For students receiving Veterans Benefits, if the Veteran fails to achieve a 2.0 grade-point average for two successive semesters, Veterans Benefits will terminate.

Progress Probation: A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "I," "W," and "NC" are recorded is less than fifty percent (50%).

Notification of Dismissal

A student who is subject to dismissal, and who has not been continued on probation throughout the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Appeal of Dismissal

A student who is subject to dismissal may appeal to the Counseling Division Chair and the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after two (2) semesters (primary terms) have elapsed. The student shall submit a written petition requesting readmission to his/her home College in compliance with the College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned to probationary status.

FINAL EXAMINATIONS

Final examinations are held in all subjects according to a schedule printed in the Schedule of Classes. No student will be excused from the final examinations. Should any circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Dean of Instruction.

PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have not successfully completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

Course Prerequisite Policy

Prerequisite means the preparation or previous course work considered necessary for success in the course. The college REQUIRES students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required). Prerequisites which are listed in the College Catalog include:

1. Courses for which specific prerequisites have been validated,
2. Sequential course work in a degree-applicable program, and/or
3. Sequential course work in certificate programs, and
4. Courses in which a prerequisite is necessary for transfer to a four-year college. (Students are directed to see a counselor prior to the first day of class for questions about prerequisites)

Prerequisite Challenge Procedures

A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A *Prerequisite Challenge Petition* form, which is used to file a prerequisite challenge, can be obtained from the counseling office in the Student Services Administration. The form also available at the Mathematics Division Chair Office and English Division Chair Office both located in the Northeast Academic Building.

Reasons for seeking a prerequisite challenge may include one or more of the following:

1. A prerequisite is not reasonably available;
2. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite;
3. The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;

4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

The prerequisite challenge must be completed within two weeks of the beginning of the semester in which the student plans to enroll. Upon filing the prerequisite challenge, the student may enroll into the desired class. If this challenge is not upheld the student will be dropped from the class.

Note: Students must have official transcripts on file in the Admissions and Records Office for all prerequisites completed at other institutions.

Grading Symbols and Definitions

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

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point-average, using the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing*	1
F	Failing	0
P	Passing**	
NP	No Pass***	

* Less than satisfactory

** At least equal to a "C" grade or better – units awarded are not counted in GPA. P has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.

*** Equal to a "D" or "F" grade- units are not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.

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

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

I - Incomplete

Incomplete academic work for unforeseeable, emergency, 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" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and a record shall be given to the student. A copy will also be on file in the college Admissions Office until the "I" is made up or the time limit 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 grade points. THE "I" MAY BE MADE UP NO LATER

THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete ("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.

IP - In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.

The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages.

If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

RD – Report Delayed

The "RD" symbol is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the twelfth 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 during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

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 twelfth 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 twelfth 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 twelfth week (or 75% of the time the class is scheduled, whichever is less), and after consultation with the appropriate faculty, students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the twelfth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W." The "W" shall not be used in calculating units attempted nor for the student's

grade-point-average. "W's" will be used as factors in progress probation and dismissal.

MW - Military Withdrawal

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" may be assigned at any time after 30% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the records of a student who withdraws during the first 30% of the time the class is scheduled. Enrollment fees will be refunded with military withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding Grading Symbols and Definitions Policy. The determination of the student's grade by the instructor is final in the absence of mistake, 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 determination concerning removal or change of grade will be made by the College President. Petitions for Grade Review must be filed with the Admissions and Records Office within one year from the last day of the semester in which the disputed grade was awarded.

SPECIAL CREDIT

Credit by Examination

The College may designate courses listed in the College Catalog wherein any student who satisfies the following requirements may be granted credit by examination in place of enrolling in and completing such courses:

1. Be currently registered and have a minimum cumulative grade-point-average of 2.0.
2. Have completed 12 units within the Los Angeles Community College District.
3. Is not currently enrolled in, or has not completed a more advanced course in this discipline.
4. Prerequisites (if any) for course are complete.

Limitation on Petitioning for Examination: The maximum number of units for which a student may petition for credit by examination for the Associate degree at the College shall be 15 units.

Maximum Units Allowable: The maximum number of credit by examination units with a grade of "P" that may be applied toward graduation requirements shall be limited to 15 units.

Acceptance Towards Residence: Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

Recording of Grade: Credit by examination shall be entered on the student's record as "P" or "NP" (or "CR" or "NC" prior to June 30, 2007) as provided by the District Grading Symbols and Definitions Policy. The student's record shall also be annotated "Credit by Examination".

The college grants credit by examination to students who can demonstrate mastery of specific subject matters. The purpose is to avoid needless repetition and to allow appropriate credit for knowledge not acquired in the classroom. Credit by examination may be recognized in the following ways:

Advanced Placement: Credit for AP tests may be made by each department on a petition basis. Each student should also check AP credits given by the university to which they want to transfer as this differs from campus to campus. Consult a counselor for procedures at Harbor College and policies of universities.

College-Administered Examination: Satisfactory completion of an examination administered by the College according to the district policy stated above. Achievement based on examinations administered by other agencies must be approved by the College. The charge for college-administered credit by exam is \$20 per unit, subject to change by the state legislature or the LACCD Board of Trustees.

CLEP: After completing 12 units at Harbor College, a registered student in good academic standing (not on probation) may petition for College Level Examination Program credit. The student must file a General Petition in the Admissions Office. Harbor College will grant 3 elective units for each of the five General Examinations passed with a score of 500 or higher. No specific course credit is granted for CLEP, and it cannot be used to fulfill General Education requirements, except by General Petition.

The student may be granted a maximum of 15 units of credit, with a three-unit maximum in each of the following areas: English Composition; Social Science/History (this credit will not satisfy the general education requirement in American Institutions); Natural Sciences, not including a laboratory requirement; Mathematics; and Humanities.

Students may not receive credit by enrollment in or by examination for the prerequisite(s) to an advanced course if they have completed the advanced course.

Students who qualify under (a), (b), and (c) above must present evidence to the division chairman of having received equivalent education or experience in other than traditional educational setting. The Credit by Examination option is not available for laboratory classes.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

Students who wish to apply for credit at Harbor College for course work completed at non-accredited institutions must request in writing to the appropriate Division Chairman that he or she evaluate the course work. This evaluation should be done at the time of the student's entry to Harbor College, not after completion of the College's 30-unit requirement of accredited course work; however, credit for the course work taken at non-accredited institutions will not be awarded until the 30-unit requirement is completed.

Students are encouraged to consult with a counselor at the time of entry to Harbor College to avoid duplication of course work taken at non-accredited institutions.

Credit for Graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:

- The student presents a valid, current California license as a licensed registered nurse to the designated administrative officer;
- The student has completed at least 12 units of credit at the College to which application is made.

The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.

Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

Credit for Military Service Training

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

Credit for Law Enforcement Academy Training

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

Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.

A single block of credit will be given and identified as academy credit.

One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

Credit for Courses Completed at Foreign Colleges and Universities

Students must first have their transcripts evaluated by a foreign transcript evaluation service and then petition for course equivalences at Los Angeles Harbor College. Please see a counselor for further instructions.

Pass/No-Pass Option

The College President may designate courses in the College Catalog wherein all students are evaluated on a "pass/no-pass" basis or wherein each student may elect at registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass/no-pass" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No-Pass Option.

Usage for Single Performance Standard: The credit/no-credit grading system shall be used in any course in which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.

Acceptance of Credits: All units earned on a "pass/no-pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

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

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

Standards of Evaluation: The student who is enrolled in a course on a “pass/no-pass” basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.

Conversion to Letter Grade: 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.

Course Repetition: A student who has received a grade of “No-Pass” (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy. Students wishing to take a course on a credit/no-credit basis should submit the appropriate form to the Records Office before the sixth week of the semester or the first week of the summer session.

A student may elect to take one course per semester on a credit/no-credit basis, in addition to any courses offered solely on a credit/no-credit basis. A maximum of fifteen (15) units of credit can be applied to the Associate in Arts or the Associate in Science degree. All courses offered by Los Angeles Harbor College are available to be taken on a pass/no-pass basis.

STUDY LOAD LIMITATIONS

A study load is defined as the total subjects and units carried in a program in any one semester. Sixteen units, including physical education, constitute the normal semester program. Twelve units are considered to be minimum full-time enrollment. In some cases a semester program may require more than sixteen units for the student to complete a major in the normal two-year period. Permission to carry a load in excess of eighteen units may be granted to individuals depending on the excellence of their previous semester’s academic work. This permission is granted by a counselor. The State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class.

Students who plan to transfer from Los Angeles Harbor College to other collegiate institutions should recognize that, in general, a maximum load of eighteen units per semester will be accepted credit by other colleges. Harbor College reserves the right to limit the number of units in which students on probation may enroll.

Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis.

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated “same as” in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct.)

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic records reviewed for academic renewal action of substandard academic performance under the following conditions: *Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and at least one calendar year must have elapsed from the time the course work to be removed was completed.* Official transcripts are required from the most recent colleges attended.

If the above conditions are met, academic renewal shall be granted, consisting of:

Eliminating from consideration in the cumulative grade-point-average up to 30 semester units of course work from all coursework taken within the Los Angeles Community College District, and annotating the student academic record indicating where courses have been removed by academic renewal action. Academic renewal actions are irreversible.

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

TRANSCRIPTS

Upon written request of the student, a copy of the student’s academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail, electronic transmission (if within the participating network) or other responsible forwarding agency. All official transcripts must be sent directly from the college attended to our admissions office, no hand carried (by staff or students) official transcripts will be accepted. Unofficial transcripts may be hand carried for meeting with a counselor, prerequisite requirements or other advisory uses. Transcripts from another institution are not available for copying. The cost of transcripts is subject to change each semester.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the college’s ability to provide this service.

The student’s transcript may be withheld if 1) any library books or other library materials or college equipment are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.

INSTRUCTIONAL PROGRAMS AND ALTERNATIVES

Los Angeles Harbor College offers courses leading toward the following objectives: Transfer to a four-year university, associate in Arts Degree (AA) and associate in Science Degree (AS), Occupational Certificates, and Skills Awards.

INSTRUCTIONAL PROGRAMS

Transfer

Four-year universities require students to complete certain requirements for the bachelor's degree; among these are general education and major requirements. Los Angeles Harbor College offers transferable courses which are equivalent to the lower division (i.e. Freshman and Sophomore) requirements at most colleges and universities in the U.S. The following is a partial list of colleges and universities in California:

University of California, Los Angeles (UCLA); UC Berkeley; UC Davis; UC Irvine; UC Riverside; UC San Diego; UC Santa Barbara; UC Santa Cruz; UC San Francisco; University of Southern California (USC); California State University, Northridge; CSU Los Angeles; CSU Long Beach; CSU Dominguez Hills; California State Polytechnic University, Pomona; California State Polytechnic University, San Luis Obispo; Stanford University, and Pepperdine University.

With counseling and careful planning a student can, in most instances, transfer as a junior with his/her lower division major requirements and appropriate general education requirements complete. Students who were ineligible to enter the California State University (CSU) or the University of California (UC) from high school can become eligible for transfer upon completion of 60 transferable units to CSU and 60 transferable units to UC (provided the appropriate grade and course requirements have been met).

Below is a list of the majors in which students can transfer: Accounting; Administration of Justice; Anatomy; Anthropology; Art; Astronomy; Biology; Botany; Business; Chemistry; Child Development; Cinema; Communication Studies; Dental Hygiene; Dentistry; Economics; Education; Engineering; Liberal Arts; English; Ethnic Studies; Family & Consumer Sciences; Foreign Language; Geography; Geology; Health Education; History; Humanities; Industrial Arts; Journalism; Law; Physical Education; Library/Media; Linguistics; Mathematics; Medicine; Meteorology; Music; Nursing; Occupational Therapy; Oceanography; Optometry; Pharmacy; Philosophy; Statistics; Physical Science; Physical Therapy; Physics; Physiology; Political Science; Psychology; Public Administration; Recreation Studies; Social Welfare; Sociology; Speech Communications; Television Broadcasting; Theater Arts; Urban Studies; Veterinary Medicine; Zoology.

Associate Degree (AA) and (AS)

Accounting; Administration of Justice; Architectural Technology; Art; Business; Business Administration; Chemistry; Child Development; Computer Applications and Office Technologies (CAOT); Administrative Assistant, Legal Office Assistant, and Medical Office Assistant; Computer Information Systems; Computer Technology; Culinary Arts; Drafting Production and Design; Early Childhood Education; Electronic Engineering; Engineering; Engineering Technologies: Electronics; Engineering Technologies: Mechanical/MFG; English; Fire Technology; History; Kinesiology; Liberal Arts and Sciences: Arts and Humanities, Health and Fitness, Mathematics and Natural Sciences, and Social and Behavioral Sciences; Mathematics; Music; Nursing: Professional and LVN to RN; Psychology; Real Estate; Studio Arts

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Los Angeles Harbor College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.lahc.edu/studentservices/counseling/AssociateDegreesforTransfer.html>. 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.

Certificate of Achievement

The Certificate of Achievement is awarded upon completion of a sequence of courses leading to a specific area of employment. It is designed for those students who have limited time to pursue their formal education and who wish to specialize in a particular employment.

Administration of Justice; Architectural Technology; Business Administration; Computer Applications Office Technologies: Accounting Clerk, Legal Office Assistant, Medical Office Assistant, Microcomputer Applications, Office Administration, and Office Automation; Child Development; Computer Technology; Cook Culinary Arts (Advanced); Culinary Arts;

INSTRUCTIONAL PROGRAMS AND ALTERNATIVES

Drafting; Electronic Engineering; Electronic Technician; Fire Technology; Kinesiology; Physical Education; Music: Copying and Notation, Electronic Music, Instrumental Performance, Music Arranging, Private Teaching, Recording Arts and Vocal Performance; Physical Education; Real Estate

Skills Certificate

Skills Certificates are offered for students who wish to pursue a career or trade. Students will be most successful in these programs if they have at least a 10th grade reading level and keyboarding skills. Accounting; Accounting Taxation; Architectural Technology; Architecture: Design, Environmental Graphics, and Production Drafting; Art: Media Arts-Digital Design; Business: Finance, Legal Studies, Management and Supervision, Marketing, Retail Management, Retail Management (Advanced); Computer Applications Office Technologies (CAOT); Administrative Assistant, Business Software Application, Clerical Records Filing, Keyboarding, Legal Office Assistant, Medical Office Assistant; Computer Information Systems: Programming, Web Development; Computer Technology: Fiber Optics, Computer Network, and Computer Repair; Cook Culinary Arts; Cook Culinary Arts (Advanced); Real Estate: Property Management; Music: Copying and Notation, Electronic Music, Instrumental Performance, Music Arranging, Private Teaching, Recording Arts, Songwriting

INSTRUCTIONAL ALTERNATIVES

Extension Program

Office of Community Services and Continuing Education

The Extension Program Office of Community Services and Continuing Education's primary purpose is to meet the personal and professional developmental needs of the community by providing continuing non-credit education in an ongoing program of classes, workshops, seminars, and experiential learning opportunities. The following is a description of services provided:

Community education and extension classes - The Extension Program offers over 1,000 not-for-credit fee based classes per year in: Recreation, The Arts, Career Development, Computers, Business and Entrepreneurship, Finance, Investments, Travel, Personal Development, Home Improvement, and Humanities. We have a diverse program for youth in our year round "College for Kids," which includes after school and Saturday courses, as well as a large summer program with complete sessions for ages 5-15.

Continuing Education non-credit "no-fee" classes - In our Continuing Education non-credit "no-fee" curriculum, we offer courses in Vocational Education. There is no required fee for

students, and you may enroll as often as you like in any of these courses.

Programs and Services - Additional programs and services include Certified Typing Tests and a weekly Swap Meet.

Registration - Students may register online at www.lahc.edu/ext, in person during business hours, by phone using MasterCard, Visa, or Discover, or by facsimile using the FAX number (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write The Extension Program, 1111 Figueroa Place, Wilmington, CA 90744.

The Extension Program is a self-supporting branch of Los Angeles Harbor College.

Evening and Outreach

The Evening and Outreach program presents college-level classes in academic, business, and technical fields. It is an extension of the day college, inasmuch as the same classes and educational programs are offered in the day, in the evening, on weekends, on campus and off campus. Please consult the Schedule of Classes each semester for credit courses being offered in the community at sites convenient to your home or place of employment. A staff of counselors is available during evening hours to assist students with academic, vocational, or personal problems affecting their college work.

CalWORKs/GAIN (Greater Avenues for Independence)

Greater Avenues for Independence (GAIN) is an educational program for students on temporary aid to needy families (TANF). The goal is to provide an educational environment where students may develop the needed skills in English as a Second Language, Adult Basic Education, and GED preparation. Students also learn vocational skills that will lead to meaningful employment. To receive more information contact the CalWorks office in the Job Placement and Training Services Center, Office Village 2, Monday through Friday 9:00 a.m. to 5:00 p.m. at (310) 233-4447.

International Education Program Study Abroad Classes

College credit classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all nine colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language and civilization, history, and art instruction in Mexico and Spain, French, French Civilization and art in Paris, Italian, Italian Civilization and art in Italy, Marine Biology in Mexico, theater in England, humanities in Europe, and Creative Writing in Prague. New programs include a semester in Oviedo, Spain. Again being offered is the very popular semester in Cambridge, England. On-site investigations of the history and culture of

other nations provide students and their instructors with some of the best educational experiences of their lives.

The LACCD is a member of California Colleges for International Education, a consortium of colleges offering semester programs in Paris, England, Germany, Mexico, China, and Spain. The International Education Program also cooperates with the Community Services Programs at District colleges in offering non-credit travel study programs.

The International Education Program expresses the shared commitment of the Los Angeles Community Colleges in furthering the development of international and intercultural awareness.

ITV/The Weekend College

Each semester the ITV/The Weekend College program of the Los Angeles Community College District offers transferable college classes that meet general education and transfer requirements for all students in the LA District. The program uses a blended instructional format combining video lessons broadcast on television and available in video streaming, an online component (Etudes) and weekend class meetings. The classes are offered in 8-week sessions.

Instructional Television classes are convenient, flexible and especially suitable for working adults and college students wanting to supplement their on-campus program for those times when campus attendance is difficult or not possible. Students complete 2/3 of a class on their own time and 1/3 of the class by attending the classes on the weekend. Students view video lessons at home or by video streaming (the videos are also in the Harbor College LRC), complete online quizzes, participate in discussion forums, reading and study assignments online and attend weekend class meetings at one of four colleges: Southwest or City College on Saturdays or Valley or Pierce College on Sundays. Transcripts are issued by our sister college, LA Mission College.

A Los Angeles Community College instructor with virtual and telephone office hours is assigned to each course. Students enrolled in classes keep in touch with faculty by telephone, the class website, email, as well as at the weekend seminars.

Interested students are advised to speak with their college counselor or may contact ITV directly at (800) 917-9277 or (818) 833-3594. To see a full schedule of classes go to the program website is: www.lamission.edu/itv ITV/The Weekend College Office is located at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342.

PACE Program

PACE, Plan for Accelerated College Education, is a transfer program designed to accommodate the working adult.

PACE students are required to:

- Attend class one evening per week and every other Saturday
- Complete online assignments

Students will earn 12-13 general education units per semester. The five semester PACE curriculum is designed to meet the lower division General Education requirements for the University of California and the California State University

institutions. Therefore, PACE offerings emphasize those courses that are mandated by the Liberal Arts-Transfer, CSU General Education certification, and IGETC requirements. For more information contact the Harbor College PACE Program via email at pace@lahc.edu or visit the website at <http://www.lahc.edu/classes/pace/>.

Honors Transfer Program

The Honors Transfer Program is a cooperative effort between Los Angeles Harbor College and the following institutions:

UCLA, UC Berkeley, UC Irvine, Loyola Marymount University, Azusa Pacific University, Mills College, Occidental College, Chapman University, Pitzer College, Pomona College, and La Sierra University. Students who complete the honors curriculum and preparation in their major with at least a 3.1 grade point average will receive priority admission consideration. Please view the following website for specific admission, scholarships and admission to university Honors Programs criteria for each college listed above: www.honorstcc.org/transfer/agreements.html

Honors Transfer Requirements:

Completion of preparation for the major
Completion of 6 honors courses
Completion of all lower division breadth curriculum or IGETC
Completion of a minimum of a 3.1 grade point average or higher as required by the transfer institutions

Participation in at least one form of campus or community service

Honors Admission Requirements:

Admission to this program is limited to students who meet at least one of the following criteria:
University of California eligible high school graduates. (Student must provide official high school transcripts, SAT or ACT test reports.)
High school graduates with a 3.2 GPA who are recommended from their high school counselors
Students currently enrolled at Los Angeles Harbor College with a grade point average of 3.0 or higher, with at least 12-15 UC transferable units and English 101 eligibility

Honors Curriculum

English 101, English 102, History 1, Humanities 1, Psychology 1
Philosophy 1, Anthropology 101, Music 101, Music 111, Biology 5,
Political Science 1, Oceanography 1 and 10, Art 101

Selected courses may be taken for contract honors credit by the approval of the honors counselor or director of the program. For more information call (310) 233-4038, Email: puebloyu@lahc.edu, ariasjj@lahc.edu or visit the Students Services and Administration Building, SSA 130.

Q & A'S ABOUT COLLEGE PROGRAMS

Frequently Asked Questions by All Students

1. What type of goal may I pursue at Harbor College?

Harbor College provides a number of options for community college students:

- Obtaining an A.A. or A.S. degree from the college
- Obtaining a certificate of competence in a vocational area.
- Preparing to transfer to a university.
- Taking courses to enhance or learn a skill.
- Taking courses for personal interest.

2. What if I am undecided about my goals?

You should discuss your educational and career plans with a counselor. Our Career Center can help you determine which aptitudes might lead you into a successful field of employment. A counselor can help you choose courses which will prepare you for a variety of options.

3. What is the difference between the Associate in Arts and the Associate in Science degree?

The college offers AA and AS degrees for both transfer and non transfer students. In order to understand them, let's take them in order:

Degrees for students who wish to transfer: The college offers a Liberal Arts and Sciences degree, which, when completed along with major requirements, allows for transfer. In order to choose the option which is best for you, it is important to see a counselor.

Degrees for students who do not wish to transfer: In most occupational areas, the Associate in Science degree can be earned in a specific occupational field. Students can also earn a Liberal Arts Associate in Arts non transfer degree. This is typically chosen by students who want to increase their breadth of knowledge, for personal interest or for job advancement.

4. How long may I take to complete a college program?

If you are not receiving financial aid or veterans benefits, there is no time limit for degree or certificate requirements. If you are receiving financial aid...

Won't the requirements change if I take a long time to finish a degree or certificate?

If you are continuously enrolled, the requirements stated in the catalog during the year you begin will remain applicable throughout your stay at Harbor College.

Frequently Asked Questions by Transfer Students

1. If I obtain a degree from Harbor, am I automatically ready to transfer to a university?

Not necessarily. You must follow your major and general education requirements for the university of your choice. A counselor can help you choose between following the CSU General Education Requirement, the UC Breadth Requirements, or the Intersegmental General Education Transfer Curriculum (IGETC) requirements, which allow you to transfer to either the UC or CSU systems. Private colleges have individual general education articulation agreements with Harbor College; a counselor can help you interpret the necessary coursework for any private college. The important thing to remember is that you must see a counselor early in your college career, so that you can make the most informed choices.

2. What is meant by General Education coursework?

General Education courses are a range of core subjects which focus upon critical thinking, reading and writing, analysis, criticism and synthesis of information. They provide the broad base of knowledge which provides a foundation of learning outside your major area of study. For a list of general education options, consult the contents of the catalog and see a counselor for clarification.

3. What is meant by General Education certification?

There are two types of General Education certification:

1. All CSU's require a common pattern of 39 units. Harbor College will certify your completion. CSU will honor this certification; that is they will not require additional courses in lower division General Education after transferring. Completion of general education requirements is not necessarily a requirement for university admission; students can often finish general education requirements at the university level after transfer. If possible, however, completing all general education courses at Harbor is strongly advised.

2. All CSU's and UC's participate in the IGETC (Intersegmental General Education Transfer Curriculum). This package allows a student to take a core group of general education transfer courses which, in combination with completion of courses required in preparation for a major, will allow transfer to any CSU or UC campus. If you choose this option, you must complete the general education coursework, and be fully certified by Harbor College, before transferring. Partial certification is allowed only with prior approval and

for a specific hardship that occurred in the final term before transfer.

4. If I plan to transfer, is it best to concentrate on preparation for my major or fulfilling my general education coursework?

Generally, it is best to complete both requirements. Some majors require few preparatory courses, in which case you can complete all coursework prior to transfer. However, some majors, particularly in science, may require many preparatory courses. In this case, concentrate on fulfilling those and fill in with as many GE courses as possible.

5. Can I earn an Associate degree and meet the requirements for transfer at the same time?

Yes. Often the requirements for transfer will meet the requirements for the Associate degree. However, if you find that you will need more than 70 units to complete both requirements, see a counselor to determine the most feasible plan.

Frequently Asked Questions about Occupational Programs

1. What is the purpose of occupational education?

Occupational education benefits both our students and our local employers. Students benefit by gaining knowledge and skills which meet the needs of area employers. Local business and industry benefit from the pool of skilled workers. Each program is based upon current needs of the area's industry; a good example is our Drafting and General Engineering program.

2. How can I be sure that the skills I gain will be useful in the job market?

Each occupational program follows the recommendations of an advisory committee made up of area local business and industry leaders and educators who are experts in the field and in the job market.

3. Will I be current in what I learn?

Harbor makes every effort to use the latest equipment and information found in business and industry. A recent example was the donation of nearly one hundred thousand dollars in support of our Drafting/CAD program by ACE Clear Water Enterprises.

4. Do I need prior experience to enter an occupational program?

Harbor has designed our occupational programs for ease of access so that you can start without specialized experience in the field. Basic skill levels, of course, are helpful when entering any program, and are prerequisites to some programs.

DIVISION AND PROGRAM LISTING

BUSINESS

Division Chair: Dr. Stanley Sandell

Career Technical Education Programs

Accounting, Business Administration,
Computer Information Systems,
Computer Applications and Office Technology

Disciplines

Accounting, Business,
Computer Information Systems, Finance,
International Business, Management,
Marketing, Computer Applications and Office
Technology, Real Estate, Supervision

COMMUNICATIONS

Division Chair: Carmen Carrillo

Disciplines

Developmental Communications, English,
ESL, French, Japanese, Journalism, Spanish,

COUNSELING

Division Chair: Joy Fisher

Career Center
Honors
Information Desk
Orientation
Transfer Center

Disciplines

Counseling (formerly Personal Development)

HEALTH SCIENCES

Division Chair: Lynn Yamakawa

Career Technical Education Programs

CNA/Home Health Aide
Professional Nursing,
Emergency Department Assistant

Disciplines

Nursing

HUMANITIES & FINE ARTS

Division Chair: Juan Baez

Career Technical Education Programs

Architectural Technology,
Commercial Music

Disciplines

Architecture, Art, Cinema, Communication Studies,
Environmental Design, Humanities, Music, Philosophy,
Photography, Theater

LIBRARY

Division Chair: Jonathon Lee

Library Science

MATHEMATICS & TECHNOLOGY

Division Chair: Farzaneh Saddigh

Career Technical Education Programs

Computer Technology, Drafting, Production Design,
Electromechanical Engineering Technologist, Industrial
Engineering Technology, Process Plant Technology

Disciplines

Computer Science, Computer Technology, Electronics,
Engineering Tech., Drafting, General Engineering,
Mathematics, Process Plant Technology,

KINESIOLOGY, HEALTH & WELLNESS

Division Chair: Nabeel Barakat

Dance, Health, Kinesiology

SCIENCE, FAMILY & CONSUMER STUDIES

Division Chair: Joyce Parker

Career Technical Education Programs

Child Development
Culinary Arts

Disciplines

Anatomy, Astronomy, Biology, Chemistry,
Child Development, Culinary Arts,
Environmental Science, Family and Consumer
Studies, Geography, Geology, Microbiology,
Oceanography, Physiology, Physical Science,
Physics

SOCIAL & BEHAVIORAL SCIENCES

Division Chair: Bradley Young

Career Technical Education Programs

Administration of Justice, Fire Technology

Disciplines

Administration of Justice, Anthropology,
Economics, Education, Fire Technology,
History, Learning Foundations, Learning Skills,
Personal Development, Political Science,
Psychology, Service Learning, Social Science,
Sociology

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Graduation Requirements

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about 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 lifetime interest. The following requirements apply to students entering for the first time after Fall 2009.

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment.

A continuing student is one who has completed a minimum of one course per calendar year, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

Note: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may meet a general education requirement for the Associate Degree and also partially satisfy a general education requirement at the California State University.

Unit Requirement: A minimum of 60 degree applicable semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

Scholarship Requirement: A "C" (2.0) grade point average or better in all work attempted.

Competency Requirement: Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:

The competency requirement in reading and written expression may be met by:

Completion of a course in College Reading and Composition with a grade of "C" or better, or

Completion of the following course with a grade of "C" or better:

English 101: *College Reading and Composition I; or satisfactory performance on a reading and writing competency test, recommended by the College English faculty and approved by the College President.*

Effective Fall 2009, mathematics competency must be demonstrated by achieving a satisfactory score on an approved competency examination or a grade of "C" or better in Math 123C or a higher level Mathematics course (excluding Math 160), or Statistics 1.

Note: Students continuously enrolled prior to Fall 2009 will not be affected by this requirement.

Residence Requirement: Students must complete at least twelve (12) units of work in residence with at least six (6) units, in the major for the degree being awarded, at the college conferring the degree. The governing Board may make exceptions when it determines that an injustice or undue hardship would be placed on the student.

Course Requirements. Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. Community colleges offer curricula paralleling the first two years of Bachelor's degree programs, as well as those preparing for employment at the completion of the Associate degree. These categories are not mutually exclusive, however, and the definition of a transfer course is somewhat complicated.

Each four-year institution decides for itself on the acceptance of courses from other colleges. In general, its policy will apply equally to entrants from community colleges and from other four year colleges, with two exceptions:

All four year colleges impose a limit to the number of community college credits they will accept, and

Community colleges offer remedial and vocational courses that are not intended for transfer.

In this context, a community college course can be transferable in any one of the following ways:

As meeting lower-division requirements of the major. The course must correspond almost exactly to the comparable course at the 4-year college in content, prerequisites and unit value. Consult a counselor or www.assist.org for more information.

As applying to general education requirements. Most four-year colleges are flexible in accepting courses for this purpose, provided that they are in

the proper categories, such as physical science and humanities. In some cases, an institution will accept only those courses paralleling its own lower division offerings.

As elective credit. A course which is not acceptable as part of the major or as general education credit may be accepted as an elective. This signifies that it will apply to the total unit requirement for the Bachelor's degree. Four-year institutions are generally liberal in accepting courses for elective credit, but may exclude vocational courses or specialized courses which they do not offer.

For subject credit only. Acceptance of a course for subject credit only, without unit credit, usually takes place in one of the following situations:

1. The student has accumulated as many units as the 4-year college will accept from a community college.
2. The corresponding course at the 4-year college is an upper division course.
3. The course is a prerequisite for a course in the student's major, but the prerequisite is normally completed in high school.

Federal Student Right To-Know Rates (SRTK)

All community colleges are required to provide their SRTK rates. The following are 2008 data for Los Angeles Harbor College from the California Community Colleges State Chancellor's office (<http://srtk.cccco.edu/index.asp>)

Completion rate: 19.47%

Transfer rate: 10.59%

Definitions: Completion Rate is the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program. Transfer Rate is the total number of cohort non-completers who were identified as having enrolled in another institution.

Associate Degree and Certificate Programs

The Liberal Arts Programs and Occupational Programs at Los Angeles Harbor College are two-year sequences of courses which lead to the Associate in Arts and the Associate in Science degrees.

The Associate in Science degree is conferred on students who complete one of the two-year programs outlined in pages of this catalog. Students may elect instead to complete the one-year technical curriculum of an Occupational Program, leading to a Career Education Certificate in that field. Units earned in the completion of a Career Education Certificate Program may be applied toward the Associate in Science degree in the same major.

The Associate in Arts degree is awarded to students completing a prescribed two-year course sequence. The majority of the courses in the programs leading to the Associate

in Arts degree have transfer value which permits students to continue their education with advanced standing at a four year college or university. (See a counselor).

This section describes liberal arts non-transfer degree programs, occupational certificates, and transfer degree programs. The many variations available make it essential that students see a counselor when forming an academic plan.

The counselor will help students understand the differences in plans and will assist in designing a program which will prepare them for a variety of options in case they desire to modify their plans at a later date.

As you read through the following material, you will see references to Graduation Plan A, Graduation Plan B, and the requirements for the Liberal Arts and Sciences with Emphasis Associate in Arts degree. Students fill in their general education requirements from these plans. Graduation plans are included at the end of this section.

Students preparing to transfer to a university need to complete the general education requirements of the college or university to which they are transferring and the lower division preparation for their major. They may concurrently earn a Liberal Arts transfer degree from Harbor College by following the Liberal Arts and Sciences with an area of emphasis plan along with their university requirements. Please see a counselor to coordinate all requirements.

Note: Many of the A.S. Degree and Certificate Programs listed in this section are occupational non-transfer programs, although, many of these majors also fulfill most of the requirements for transfer. Because the university requirements vary from school to school, you must see a counselor for all transfer major requirements.

Associate in Arts/Science for Transfer Degrees

Associate in Arts/Science for Transfer (AA-T/AS-T) degrees are intended for students planning to transfer into a corresponding Bachelor of Arts/Science program in the same discipline or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts/Science for Transfer degree by completing the requirements listed in the Catalog, including 60 semester units that are eligible for transfer to the CSU, a minimum of 18 units in the specified major or area of emphasis and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. These degrees comply with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Effective: Fall 2014 (Approved: CC, Senate, BOT, CCC)

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a Petition for Graduation early in the semester they expect to complete their requirements. The deadlines for filing each semester are listed in the Academic

Calendar section of the Schedule of Classes. Late Petitions for Graduation will not be accepted. Students seeking graduation should pick up a Petition for Graduation from the Admissions and Records Office, make an appointment with a counselor to review that the degree requirements will be met by the end of the current semester and then return the completed Petition for Graduation to the Admissions and Records Office. Students filing the petition will be notified of the results by mail.

ACCOUNTING DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING

Major Code: 050200

Plan B

The Associate in Science degree program qualifies the student for entry-level accounting positions in business, government, industry and financial institutions. This is not a transfer program. Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor. To obtain an A. S. degree in Accounting, a student must complete the following three-component program:

Program Learning Outcomes

Upon completion, students will be able to demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions are analyzed and transformed into financial statements, demonstrate the ability to identify key issues, select relevant data, and think critically and analytically about the possible solutions for the financial problem encountered, receive and process written and oral financial information and prepare an appropriate response for management, investor, clients, or other fellow professionals, demonstrate effective use of technology applicable to accounting practice and procedures, analyze and interpret financial activities to identify and anticipate problems and find acceptable solutions for the individual or organization served, demonstrate the ability to act with integrity and honesty and choose an ethical course of action in all contacts with employers, clients, co-workers, and general public.

	Units
COMPONENT I: Accounting Degree Core	25
COMPONENT II: Accounting Degree Electives	20
COMPONENT III: G.E. Requirements (Graduation Plan B)	18
Accounting Degree Total	63

COMPONENT I: Accounting Degree Core

Select a minimum of twenty-five (25) units from this list:

	Units
Acctg 1 Introductory Accounting I	5
Acctg 2 Introductory Accounting II	5
Acctg 3 Intermediate Accounting	3
Acctg 11 Cost Accounting	3
Acctg 15 Tax Accounting I	3
Acctg 16 Tax Accounting II	3
Bus 5 Business Law I	3
Co Info 16 Spreadsheet Applications	3
with Co Info 64 Microcomputer Lab	1
Co Info 24 Accounting on Microcomputers	2

COMPONENT II: Accounting Degree Electives

Select a minimum of twenty (20) units from this list:

	Units
Bus 1 Introduction to Business	3
Bus 6 Business Law II	3
Bus 31 Business English	3
Bus 32 Business Communications	3
Bus 38 Business Computation	3
Bus 060 Typing/Keyboarding Fundamentals	1
Co Info 1 Principles of Business Computer Systems I	3
with Co Info 23 Programming Lab	1
<i>Effective: Summer 2015 (Approved: CC, Senate)</i>	
Finance 2 Investments	3
Finance 8 Personal Finance and Investments	3

Some classes are not offered every semester or year.

CERTIFICATE OF ACHIEVEMENT IN ACCOUNTING CLERK

Major Code: 050200

This Certificate provides the student with minimum skills training necessary for entry-level accounting positions in business and other organizations such as government agencies, education and industry. Units earned toward the Certificate may be applied towards the A.S. degree in Accounting or the A.A. degree in Business Administration. The Certificate

of Achievement in Accounting is awarded upon completion of a minimum of 30 units, selected from the following:

Select a minimum of 15 Units from the list below:

	Units
Acctg 1	Introductory Accounting I 5
Acctg 2	Introductory Accounting II 5
Acctg 3	Intermediate Accounting 3
Acctg 11	Cost Accounting 3
Acctg 15	Tax Accounting I 3
Acctg 16	Tax Accounting II 3

Select a minimum of 15 units from the list below:

	Units
Bus 1	Introduction to Business 3
Bus 5	Business Law I 3
Bus 6	Business Law II 3
Bus 31	Business English 3
Bus 32	Business Communications 3
Bus 38	Business Computation 3
Bus 060	Keyboarding Fundamentals 1
Co Info 1	Principles of Business Computer Systems I 3
with Co Info 23 Programming Lab 4	
<i>Effective: Summer 2015 (Approved: CC, Senate)</i>	
Co Info 16	Spreadsheet Applications - Excel3
with Co Info 23 Programming Lab 4	
<i>Effective: Summer 2015 (Approved: CC, Senate)</i>	
Co Info 24	Accounting on Microcomputers 2
Finance 2	Investments 3
Finance 8	Personal Finance and Investments 3
Mgmt 2	Organization and Management Theory 3
Real Es 16	Income Tax Aspects of Real Estate 3

Some courses not offered every semester or year.

SKILLS CERTIFICATE IN ACCOUNTING

Required Courses		Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 3	Intermediate Accounting	3
Acctg 11	Cost Accounting	3
	or	
Acctg 15	Tax Accounting I	3
Total		16

SKILLS CERTIFICATE IN TAXATION*

Required Courses		Units
Acctg 1	Introductory Accounting I	5
Acctg 15	Tax Accounting I	3
Acctg 16	Tax Accounting II	3
Co Info 24	Accounting on Microcomputers	2
Real Es 16	Income Tax Aspects of Real Estate	3
Total		16

**Units earned toward the Skills Certificates may be used toward the Certificate of Achievement in Accounting or the A.S. Degrees in Accounting or Business Management or the A.A. Degree in Business Administration.*

For more information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ADMINISTRATION OF JUSTICE DEGREE AND CERTIFICATE PROGRAM

THE ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER (AS-T) DEGREE MAJOR CODE: 210500

The Associate in Science in Administration of Justice for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Administration of Justice, Law Enforcement, Correctional Science, Social Science, Pre-Law, Criminology, or related areas at a California State University (CSU); guaranteeing

admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. It will also prepare students for a career in the field of criminal justice, working in law enforcement agencies as police officers, probation officers, county deputy sheriffs, state correctional officers, game wardens, state park rangers, or in private security. A student may earn an Associate in Science in Administration of Justice (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion, students will be able to communicate effectively with other agency colleagues and with the public, use critical thinking skills to select an appropriate response to a public safety event, identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

GENERAL EDUCATION

(CSU G.E. or IGETC) 37-39 Units

Core Requirements 6 Units

Adm Jus 001	Introduction to Administration of Justice	3
Adm Jus 002	Concepts of Criminal Law	3

Electives

List A		6
Adm Jus 003	Legal Aspects of Evidence	3

Adm Jus 005	Criminal Investigation	3
Adm Jus 008	Juvenile Procedures	3
Adm Jus 037	California Criminal Court Procedures	3
Adm Jus 067	Community Relations	3
Adm Jus 075	Introduction to Corrections	3

List B		6
Any course from List A not already used		
Adm Jus 750	Ethics in Criminal Justice	3
Psych 001	Introduction to Psychology	3
Soc 001	Introduction to Sociology	3
Stat 001	Elementary Statistics	3

Total in the Major* 18
 *0-9 units may be double-counted toward the GE requirement, depending on courses chosen.

Additional CSU-transferable courses** 3-14
 **Depending on the eligible number of double-countable units

Effective: Winter 2015 (Approved: CC, Senate, BOT, CCC)

ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE (AS)

Major Code: 210500

Plan A

Students wanting a transfer major must see a counselor for requirements. The Administration of Justice program prepares persons students for entry level positions for a variety of career opportunities in the fields of criminal justice. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies; exception is Adm Jus 385 that is required during the student's last semester prior to degree or certificate completion. As part of the degree program, students must complete 30 units of General Education requirements from Graduation Plan A.

		Units
Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 14	Report Writing for Peace Officers	3
Adm Jus 16	Selection and Recruitment	3
Adm Jus 067	Community Relations	3
Adm Jus 319	Research Methods in Criminal Justice	3

Adm Jus 750	Ethics in Public Safety Careers	3
	+ Adm. Justice Electives	9
	GE Requirements	30
	Total	60

+ Nine units must be selected to meet degree and/or Career Education certificate requirements: Administration of Justice 003, 005, 006, 008, 037, 042, 072, 075, 086, Soc 003, Soc 007.

CERTIFICATE OF ACHIEVEMENT IN ADMINISTRATION OF JUSTICE

Major Code: 210500

Certificates of Achievement in Administration of Justice are awarded upon completion of 24 units of technical coursework in Administration of Justice, plus one course in written communications, (English 28) or Comm 101 and Math 123B or equivalent.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ANTHROPOLOGY DEGREE PROGRAM

ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER (AA-T) DEGREE

Major Code: 220200

The Associate in Arts in Anthropology (AA-T) for Transfer Degree is intended for students planning to transfer into a Bachelor of Arts program in Anthropology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Anthropology (AA-T) for Transfer Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 20 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more

information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon successful completion of the requirements for this degree, students will have achieved the following learning outcomes: the ability to, describe the scientific environment in which they live, and the challenges of their personal lives, describe the coherence among disciplines and promotion of openness to the diversity of the human experience, employ important skills that are critical for success in the modern workplace, such as verbal and written communication, mathematics, the effective use of technology for work and research, and the ability to work with others and live responsibly, Identify major topics, developments, debates, and issues in anthropology, apply their knowledge of key concepts in anthropology to discuss, analyze, and synthesize a variety of theoretical and practical foci within the discipline, discuss their global, national, and local perspective on issues pertaining to anthropology, preparing them for multiple pathways for future study and career opportunities.

GENERAL EDUCATION (CSU G.E. or IGETC)

37-39 Units

Core Requirements

9 Units

Anthro 101	Human Biological Evolution	3
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Anthro 103	Archeology: Reconstructing the Human Past	3

Electives

List A 3

Anthro 104	Human Language and Communication	3
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List B

Geology 001	Physical Geology	3
Geology 006	Physical Geology Laboratory	2

List C

3

Anthro 121 Anthropology of Religion, Magic and Witchcraft 3

Total in the Major* 20
 *14 units may be double-counted toward the GE requirement.

Additional CSU-transferable courses** 15-17
 **Depending on the GE plan chosen
Effective: Summer 2015 (Approved: CC, Senate, BOT, CCC)

ARCHITECTURAL TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ARCHITECTURAL TECHNOLOGY

Major Code: 020100

Plan B

The Architectural Technology program prepares men and women for careers in the Architectural Industry as drafters, designers, project managers, or material salespersons. Students are also prepared for related fields such as environmental design, industrial design, sustainable technology, urban planning, fabrication or construction management. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies. Students seeking a transfer major must see a college counselor and visit the Department of Architecture for requirements.

Program Learning Outcomes

Upon completion of the program, students will be able to communicate Architectural ideas through verbal, written, and graphic media, including documents, including drawings, symbols, conventions and models, adhering to Architectural industry standards, engage in logical and critical thinking using the Architectural design process: propose, refine and articulate solutions, employ appropriate digital tools and technologies to during the design process, research and evaluate current

information, latest technologies, and historical precedents using a variety of media such as online search, library resources, periodicals, and industry trade magazines, identify and apply Sustainable Design principles, demonstrate their value to the environment, building, economy, community, and self. develop an awareness of self and demonstrate the responsibilities of an ethical, informed and active citizen.

As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B.

		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3
Arc 115	Architectural Practice	2
Arc 121	Freehand Drawing	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
Arc 161	Introduction to Computer Aided Architectural Design	2
Arc 162	Computer Aided Design and Drafting	3
Arc 164	Design Software for Architecture	2
Arc 172	Architectural Drawing I	3
Arc 173	Architectural Drawing II	3
Arc 201	Architectural Design I	3
Arc 221	Architectural Rendering	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture	3
Arc 271	Architectural Drawing III	3
Arc 291	Strength of Architectural Materials	3
	Additional G.E. Requirements	18
	Total	62

CERTIFICATE OF ACHIEVEMENT IN ARCHITECTURAL TECHNOLOGY

Major Code: 020100

Two options for the Certificate of Achievement in Architectural Technology are offered. They are Architectural Graphics and Architectural Construction Documents. Below are the required courses for each option:

Continues on next page

ARCHITECTURAL GRAPHICS		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3
Arc 121	Freehand Drawing	2
Arc 160	Computers for Designers	3
Arc 164	Design Software for Architecture	2
Arc 172	Architectural Drawing I	3
Arc 221	Architectural Presentation Graphics	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture I	3
Arc 262	Computer-Aided Design for Architecture II	3
Eng 28	Intermediate Reading & Comp.	3
Math 123A	Elementary & Int. Algebra I	4
Math 123 B	Elementary & Int. Algebra II	4
	Total	36

OR

ARCHITECTURAL CONSTRUCTION DOCS.

		Units
Arc 115	Architectural Practice	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
Arc 161	Introduction to Computer Aided Architectural Design I	2
Arc 162	Computer Aided Design and Drafting	3
Arc 164	Design Software for Architecture	2
Arc 172	Architectural Drawing I	3
Arc 173	Architectural Drawing II	3
Arc 271	Architectural Drawing III	3
	or	
Arc 272	Architectural Drawing IV	3
Eng 28	Intermediate Reading & Comp.	3
Math 123A	Elementary & Int. Algebra I	4
Math 123 B	Elementary & Int. Algebra II	4
	Total	35

SKILLS CERTIFICATES IN ARCHITECTURE

These skills certificates are designed to help students prepare for careers in the Architectural Industry. Units earned for a Skills Certificate may also be used toward Certificates of Achievement and the Associate in Science Degree in Architectural Technology.

ARCHITECTURAL TECHNOLOGY		Units
Arc 115	Architectural Practice	2
Arc 151	Materials of Construction	3
Arc 160	Computers for Designers	3
Arc 161	Introduction to Computer Aided Architectural Design	2
Arc 162	Computer Aided Design and Drafting	3
Arc 172	Architectural Drawing I	3
	Total	16

DESIGN

		Units
Env 101	Foundations of Design I	3
Env 102	Foundations of Design II	3
Arc 160	Computers for Designers	3
Arc 164	Design Software for Architecture	2
Arc 201	Architectural Design I	3
Arc 202	Architectural Design II	3
	Total	17

ENVIRONMENTAL GRAPHICS		Units
Env 101	Foundations of Design I	3
Arc 121	Freehand Drawing	2
Arc 160	Computers for Designers	3
Arc 221	Architectural Rendering	2
Arc 223	Portfolio Development	1
Arc 261	Computer-Aided Design for Architecture I	3
Arc 262	Computer-Aided Design for Architecture II	3
	Total	17

PRODUCTION DRAFTING		Units
Arc 161	Introduction to Computer Aided Architectural Design	2
Arc 162	Computer Aided Design and Drafting	3
Arc 164	Design Software for Architecture	2
Arc 172	Architectural Drawing I	3
Arc 173	Architectural Drawing II	3
Arc 271	Architectural Drawing III	3
	or	
Arc 272	Architectural Drawing IV	3
	Total	16

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ART DEGREE PROGRAM

ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER (AA-T) DEGREE

Major Code: 100200

The Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Studio Arts or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts/Science in Studio Arts for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 24 units in Visual and Studio Arts, 0-2 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion of the program, students will be able to demonstrate mastery of the following outcomes: the ability to:

- Employ technical skills, creativity, and conceptual understanding in completing works of visual art and design.
- Compile a portfolio of work reflecting knowledge, techniques, and creativity gained during a student's course of study.
- Critically evaluate works of art and design through writing and discussion.
- Demonstrate an understanding of the contribution

of art and design to human experience.

- Transfer to a four-year CSU institution to pursue baccalaureate studies in Studio Arts or a related field.
- Apply their understanding of arts to their professional, personal, and civic lives.

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39

Core Requirements		12
Art 102	Survey of Art History II	3
Art 501	Beginning Two-Dimensional Design	3
Art 502	Beginning Three-Dimensional Design	3
Art 201	Drawing I	3
Electives		12
List A		3
Art 101	Survey of Art History I	3
List B		9
Art 202	Drawing II	3
Art 300	Introduction to Painting	3
Art 713	Beginning Ceramics I	2
and Art 714	Beginning Ceramics II	2
Art 706	Clay Sculpture I	2
and Art 707	Clay Sculpture II	2
0-2 additional CSU transferable electives.		
TOTAL		60

ASSOCIATE IN ARTS DEGREE IN ART

Major Code: 100200

Plan A

The Associate in Arts degree in Art is intended for students who are planning to transfer to a university, including University of California (UC) or California State University (CSU), as Art majors. A degree in Art will prepare a student for employment or further studies as a studio artist. The AA degree consists of a core general education component, 20 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

continues on next page

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Art Core Curriculum (14 units)

	Units
Art 101 or 102 Survey of Art History I or II	3
Art 201 Drawing I	3
Art 300 Introduction to Painting	3
Art 501 2-Dimensional Design	3
Art 640 Portfolio Development	2

And a minimum of **6 elective units** from the following courses. Students may choose a series of specialty courses in one area of art or a sampling of multiple art mediums.

Art 204 – 207 Life Drawing I-IV	3
Art 301 – 312 Painting	3
Art 637 Presentation Graphics	3
Art 639 Introduction to Digital Imaging	3
Art 706 – 714 Ceramics Sculpture	2 or 3
Photo 47 Digital Photography	3
Photo 121 History of Photography	3

SKILLS CERTIFICATE IN ARTS

Media Arts – Digital Design

Major Code: 103021

Completion of this certificate will provide media skills in the areas of basic two and three-dimensional design, vector and raster-based computer software as well as web authoring software to create various types of presentation graphics formats.

	Units
Art 501 Beginning Two-Dimensional Design	3
Art 502 Beginning Three-Dimensional Design	3
Art 633 Introduction to Computer Graphics	3
Art 637 Presentation Graphics	3
Art 639 Introduction to Digital Imaging	3
Total	15

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

BUSINESS DEGREE AND CERTIFICATE PROGRAM

The Business program offers two degree options, an Associate in Arts in Business Administration and an Associate in Science in Business. Students may also obtain a Certificate of Achievement in Business Administration and Skills Certificates in Basic Business, Finance, Legal Studies, Management and Supervision, Marketing, Retail Management and Advanced Retail Management.

Program Learning Outcomes

Upon completion of the program, students will be able to demonstrate mastery of the following outcomes: the ability demonstrate a firm understanding and working knowledge of the basic functions of a business enterprise, including the following components: business entrepreneurship, economics, business law, finance, human resource management, and marketing. Demonstrate a firm understanding of the communication process in a business and professional setting, including: written, oral (including non-verbal), and electronic communication, and active listening. Evaluate issues across the range of business functional areas by recognizing and analyzing problems using creativity, sound judgment, and business principles; and interpret business conditions, activities, or problems to provide solutions and means of continuous improvement in functional areas with

consideration to the solutions impact on business enterprise "Big Picture". Demonstrate actions of integrity, honesty and ethical, socially responsible in decision-making and interaction with customers, co-workers, employers, general public and society in general.

ASSOCIATE IN ARTS DEGREE IN BUSINESS

ADMINISTRATION

Major Code: 050100

Plan A

This degree program is designed to prepare students for transfer to a four year university Business program. Prospective students must consult a counselor to select the correct electives and general education courses for the university they plan to transfer to. The components of the degree are:

	Units
COMPONENT I: Business Core	21
COMPONENT II: Business Electives	9
COMPONENT III: Graduation Plan A	30
Business Degree Minimum	60

COMPONENT I: Business Core

The following courses are required of all majors:

Acctg 001	Introductory Accounting I	5
Acctg 002	Introductory Accounting II	5
Bus 005	Business Law I	3
Co Info 001	Principles of Business Computer Systems I	3
	with Co Info 23 Programming Lab	1
	<i>Effective: Summer 2015 (Approved: CC, Senate)</i>	
Econ 001	Principles of Economics I	3
Econ 002	Principles of Economics II	3

COMPONENT II: Business Electives

Choose a minimum of 9 units from the list below.

Acctg 003	Intermediate Accounting	3
Acctg 011	Cost Accounting	3
Acctg 015	Tax Accounting	3
Acctg 016	Tax Accounting II	3
Bus 001	Introduction to Business	3
Bus 006	Business Law II	3
Bus 032	Business Communications	3
Bus 130	Intro. to Supply Chain	

	Management	3
*CAOT 002	Computer Keyboarding II	3
*CAOT 030	Office Procedures	3
*CAOT 084	Microcomputer Office Applications: Word Processing	3
*CAOT 085	Microcomputer Office Applications: Spreadsheets	3
*CAOT 086	Microcomputer Office Applications: Database	3
*CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
Co Info 007	Introduction to Multimedia with Co Info 023 or 064 Laboratory	1
Co Info 008	Microcomputer Applications with Co Info 023 or 064 Laboratory	1
Co Info 014	Introduction to Computer Communications	3
Co Info 015	Database Programming with Co Info 023 or 064 Laboratory	1
Co Info 016	Spreadsheet Applications with Co Info 023 or 064 Laboratory	1
Co Info 021	Business Computer Programming with Co Info 023 or 064 Laboratory	1
Co Info 024	Accounting on Microcomputers	2
Co Info 027	Business Programming in Java with Co Info 23 or 64 Laboratory	1
Finance 002	Investments	3
Finance 008	Personal Finance and Investments	3
Int Bus 001	International Trade	3
Market 001	Principles of Selling	3
Market 021	Principles of Marketing	3
Mgmt 002	Organization & Management Theory	3
Mgmt 013	Small Business Entrepreneurship	3
Real Es 001	Real Estate Principles	3
Real Es 003	Real Estate Practice	3
Real Es 005	Legal Aspects of Real Estate	3
Real Es 007	Real Estate Finance	3
Real Es 009	Real Estate Appraisal I	3
Real Es 014	Property Management	3
Real Es 016	Income Tax Aspects of Real Estate	3
Real Es 018	Real Estate Investments I	3
Supv 001	Elements of Supervision	3

Continues on next page

*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year.

**ASSOCIATE IN SCIENCE IN BUSINESS (AS-T)
FOR TRANSFER DEGREE**

Major Code: 050500

The Associate in Science in Business Administration for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Business Administration or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. Additionally, students who complete a baccalaureate degree in this subject will be prepared for positions in management and/or supervision for a wide variety of business organizations requiring a preparation in business skills. A student may earn an Associate in Science in Business Administration for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 29 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

**GENERAL EDUCATION
(CSU G.E. or IGETC) 37-39**

Core Requirements	15
Acctg 001 Introductory Accounting I	5
Acctg 002 Introductory Accounting II	5
Bus 005 Business Law I	3
or	
Bus 006 Business Law II	3
Econ 001 Principles of Economics I (Microeconomics)	3
Econ 002 Principles of Economics II (Macroeconomics)	3

Electives	
List A	3
Math 227 Statistics	4

List B	6
Bus 001 Introduction to Business	3
or	
Bus 032 Business Communications	3
Co Info 001 Principles of Business Computer Systems	3

Total in the Major* 18
*9 units may be double-counted toward the GE requirement.

Additional CSU-transferable courses** 1-3
**Depending on the GE pattern chosen

Effective: Spring 2015 (Approved: CC, Senate, BOT, CCC)

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS

Major Code: 050100

Plan B

The Business Associate in Science degree program is designed to meet the educational needs of employees, managers and business owners. This program qualifies the student for careers in business, government and other organizations. This is not a transfer degree. Students wishing to transfer should pursue the A.A. in Business Administration with the advice of a counselor. To obtain an Associate in Science degree in Business, a student must complete the following three-component program:

	Units
COMPONENT I: Business Degree Core	24
COMPONENT II: Business Degree Electives	18
COMPONENT III: G.E. Requirements (Graduation Plan B)	18
Total	60

COMPONENT I:The Business Degree Core

The Business Core must be completed by all degree candidates.

continues on next page

		Units
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 Computation	3
Bus 060	Typing/Keyboarding Fundamentals	1
Co Info 001	Principles of Business Computer Systems I	3
Minimum Units in Business Core		24

COMPONENT II: Business Degree Electives

The student should select a minimum of eighteen (18) units from this list:

		Units
Bus 006	Business Law II	3
Finance 002	Investments	3
Finance 008	Personal Finance and Investments	3
Int Bus 001	International Trade	3
Mgmt 002	Organization and Management Theory	3
Mgmt 013	Small Business Management	3
Mgmt 031	Human Relations for Employees	3
Mgmt 033	Human Resources Management	3
Market 001	Principles of Selling	3
Market 031	Retail Merchandising	3
Market 021	Principles of Marketing	3
Real Es 001	Real Estate Principles	3
Supv 001	Elements of Supervision	3

CERTIFICATE OF ACHIEVEMENT IN BUSINESS

ADMINISTRATION CAREER

Major Code: 050100

The Business Administration Certificate of Achievement Program provides the student with a strong technical foundation for a wide variety of general entry level positions in the retail business, small business, as well as other organizations such as government agencies, education and industry. Units earned toward the certificate may be applied towards the A.A. in Business Administration or the A.S. degree in Business.

The Certificate is awarded upon completion of a **minimum of 30 units** selected from the courses listed below.

		Units
Acctg 001	Introductory Accounting I	5
Acctg 002	Introductory Accounting II	5
Bus 001	Introduction to Business	3
Bus 005	Business Law I	3
Bus 006	Business Law II	3
Bus 031	Business English	3
Bus 032	Business Communications	3
Bus 038	Business Computation	3
Bus 060	Keyboarding Fundamentals	1
Bus 031	Business English	3
Bus 032	Business Communications	3
*CAOT 084	Word Processing	3
Co Info 001	Principles of Business Computer Systems I	3
Co Info 016	Spreadsheet Apps. for Microcomputers	3
Co Info 024	Accounting on Microcomputers	2
Int Bus 001	International Trade	3
Finance 002	Investments	3
Finance 008	Personal Finance and Investments	3
Mgmt 002	Organization and Management Theory	3
Mgmt 013	Small Business Management	3
Mgmt 031	Human Relations	3
Mgmt 033	Human Resource Management	3
Market 001	Principles of Selling	3
Market 021	Principles of Marketing	3
Market 031	Retail Merchandising	3
Real Es 001	Real Estate Principles	3
Supv 001	Elements of Supervision	3

*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year.

SKILLS CERTIFICATES IN BUSINESS

Units earned for a Skills Certificate may be used toward the Associate in Arts in Business Administration, the Associate in Science in Business or the Certificate of Achievement in Business Administration.

Core Requirements		Units
Acctg 001	Introductory Accounting I	5
Acctg 002	Introductory Accounting II	5
Bus 005	Business Law I	3
Co Info 001	Principles of Business Computer Systems I	3
Total		16

SKILLS CERTIFICATE IN FINANCE

Core Requirements		16 Units
Additional Requirements		12 Units
Acctg 001	Introductory Accounting I	5
Finance 002	Investments	3
Finance 008	Personal Finance and Investments	3
Real Es 007	Real Estate Finance	3
Real Es 009	Real Estate Appraisal 1	3
Total		28

SKILLS CERTIFICATE IN LEGAL STUDIES

Core Requirements		16 Units
Additional Requirements		14 Units
Adm Jus 2	Concepts of Criminal Law	5
Bus 5	Business Law I	3
Bus 6	Business Law II	3
CAOT 23	Legal Secretarial Procedures I	3
Real Es 5	Legal Aspects of Real Estate	3
Total		30

SKILLS CERTIFICATE IN MANAGEMENT AND SUPERVISION

Core Requirements		16 Units
Additional Requirements		15 Units
Mgmt 2	Organization & Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations	3
Mgmt 33	Human Resources Management	3
Supv 1	Elements of Supervision	3
Total		31

SKILLS CERTIFICATE IN MARKETING

Required Courses

Core Requirements		16 Units
Additional Requirements		15 Units
Bus 1	Introduction to Business	3
Int Bus 1	International Trade	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Total		31

SKILLS CERTIFICATES IN RETAIL MANAGEMENT

The Retail Management Skills Certificates are a comprehensive program designed to prepare current and future retail employees for the challenges found in a competitive retail environment. Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing.

These certificates are endorsed by the Western Association of Food Chains (W AFC). This program is the product of years of collaboration between the food industry and the community college system in several states. This broad-based program will help students develop a clear sense of the scope of a management position and an understanding of the basic requirements for success, in order to be prepared to fill the numerous and varied management positions that become available.

Units earned toward the Skills Certificates may be applied to the Associate in Arts in Business Administration or the Associate in Science in Business. Many courses are transferable to 4 year universities.

SKILLS CERTIFICATE IN RETAIL MANAGEMENT

		Units
Bus 32	Business Communications	3
Bus 38	Business Computations or Math 123A or higher-level math class.	3
Mgmt 2	Organization & Management Theory	3
Mgmt 31	Human Relations	3

Market 21	Principles of Marketing	3
	Total	15

SKILLS CERTIFICATE IN ADVANCED RETAIL MANAGEMENT

		Units
Acctg 1	Introductory Accounting I or	5
Acctg 21	Bookkeeping and Accounting I	3
Co Info 1	Principles of Business Computer Systems I	3
Mgmt 33	Human Resources Management	3
Market 31	Retail Merchandising	3
Comm 101	Oral Communications or	3
Comm 103	Business and Professional Speaking	3
	Total	18 to 20

Some courses not offered every semester or year.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CHEMISTRY DEGREE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN CHEMISTRY

Major Code: 190500

Plan A

The Associate in Science degree in Chemistry is designed for students who either intend to transfer to the UC or CSU as Chemistry majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant. The AS degree consists of a core general education component, 30 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

Program Learning Outcomes

Upon completion of the program, students will have the following skills: **problem solving, scientific report writing, and laboratory skills.**

All students are strongly advised to meet with a

counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (30 units):

Chemistry 101, General Chemistry I	5 units
Chemistry 102, General Chemistry II	5 units
Chemistry 211, Organic Chemistry I	5 units
Chemistry 212, Organic Chemistry II	5 units
Mathematics 267, Calculus with analytic Geometry III	5 units
Physics 037, Physics for Engineers I	5 units

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CHILD DEVELOPMENT DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER (AS-T) DEGREE Major Code: 130500

Program Goals and Objectives

The Associate in Science in Early Childhood Education for Transfer (AS-T) degree is intended for students planning to transfer into a Bachelor of Science program in Child Development, Child and Adolescent Development, Human Development, Education, or related areas at a California State University (CSU); guaranteeing admission to the

system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Early Childhood Education for Transfer degree by completing 60 semester units that are eligible for transfer to the CSU, including 25 units in Early Childhood Education, 1 elective unit, and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon successful completion of the requirements for this degree, students will have achieved the following outcomes: the ability to:

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

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39 units

Core Requirements **25**
Ch Dev 001 Child Growth and Development 3

Ch Dev 011	Child, Family, and Community	3
Ch Dev 002	Early Childhood Principles and Practices	3
Ch Dev 004	Creative Experiences for Children II	3
Ch Dev 034	Observing and Recording Children's Behavior	3
Ch Dev 022	Practicum in Child Development	4
Ch Dev 010	Health, Safety and Nutrition	3
Ch Dev 042	Teaching in a Diverse Society	3

Electives

Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.

TOTAL **60**

ASSOCIATE IN SCIENCE DEGREE IN CHILD DEVELOPMENT

Major Code: 130500

Plan B

Students wanting a transfer major must see a counselor for requirements.

The Child Development program is designed to help students qualify for employment in occupations involving groups of young children who are under the guidance of public and private agencies. Completion of this program qualifies the student to apply for the California Child Development Permit. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical competencies.

As part of the degree program, students must complete 18 units of General Education requirements from **Graduation Plan B**.

A grade of "C" or better is required in all courses listed below to earn an AS degree in Child Development. G.E. requirements must follow standard college policy.

GE Plan B **Units**
18

Core Requirements **36 Units**

CH DEV 1	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles & Practices	3
CH DEV 003	Creative Experiences for Children II	1
CH DEV 004	Creative Experiences for Children II	3
CH DEV 005	Puppetry	3
CH DEV 010	Health, Safety, and Nutrition	3
CH DEV 011	Child, Family and Community	3
CH DEV 012	Parent-Teacher-Child Interaction	3
CH DEV 022	Practicum in Child Development I	4
CH DEV 023	Practicum in Child Development II	4
CH DEV 038	Administration and Supervision of Early Childhood Programs I	3
FAM &CS 021	Nutrition	3
<i>and either CH DEV 30, 34, 42, OR 45</i>		
Electives (choose one course)		
CH DEV 030	Infant and Toddler Studies I	3
<i>or</i>		
CH DEV 034	Observing and Recording Children's Behavior	3
<i>or</i>		
CH DEV 042	Teaching in a Diverse Society	3
<i>or</i>		
CH DEV 045	Programs for Children with Special Needs	3
Additional Child Development Electives		1
Total		60

Recommended Electives: The following courses may be selected to meet elective degree and/or Certificate of Achievement requirements: Child Development 36, Child Development 39, Child Development 185.

CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT

Major Code: 130500

Certificates of Achievement are awarded upon completion of 24 units of technical coursework in Child Development, including Child Development 22, completion of one course in written English (English 101 or higher), and one course in mathematics (Math 123A or higher).

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMMUNICATION STUDIES DEGREE PROGRAM

formerly "Speech Communications"

ASSOCIATED IN ARTS IN COMMUNICATION STUDIES FOR STUDIES FOR TRANSFER (AA-T) DEGREE

Major Code: 150600

The Associate in Art in Communication Studies (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Communication Studies or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in Communication Studies (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 18 units in Communication Studies and Journalism, 11-15 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better ("P" for "pass" grades are not acceptable) and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor

when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion of the program:

1. Compose writing that expresses the writer's viewpoint and which utilizes the fundamentals of rhetoric and editing to communicate effectively for different audiences and purposes.
2. Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

General Education

(CSU GE/IGETC) 37-39 Units

Core Requirement

COMM 101* Oral Communication 1 3

Electives

List A (choose from the following) 6

COMM 104* Argumentation 3

COMM 121* The Process of Interpersonal Communication 3

COMM 151 Small Group Communication 3

List B (choose from the following) 6

Any course from List A not already used 3

COMM 122* Communication Across Cultures 3

COMM 190* Communication and New Media 3

List C (choose from the following) 3

Any course from Lists A or B not already used 3

Total in the Major* 18

*6-12 units may be double-counted toward the GE requirement, depending on courses chosen.

Additional CSU-transferable courses** 11-15

**Depending on the eligible number of double-countable units

Effective: Spring 2015 (Approved: CC, Senate, BOT, CCC)

ASSOCIATE IN ARTS IN COMMUNICATION DEGREE

Major Code: 150600

The Associate in Arts degree in Speech Communication is designed for students who either intend to transfer to the CSU system campuses, or other four-year institutions, as Speech Communication majors, or who want to develop and enhance their skills in oral communication. The classes prepare students who seek careers in which effective communication skills are needed such as education, law, public relations, and service industry. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach a minimum of 60 units overall.

Choose either option 1 or 2 or 3 for the General Education Core:

1. Plan A 30 Units
2. CSU G.E. Breadth 39-41 Units
3. IGETC 34-41 Units

Courses requirements 18 Units

COMM 101 Public Speaking 3

COMM 102 Oral Communication II 3

COMM 104 Argumentation and Debate 3

COMM 111 Voice and Articulation 3

COMM 121 Interpersonal Communication 3

COMM 151 Small Group Communication 3

Effective Fall 2010 (Approved CC, Senate, BOT, CCC)

For more information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT) DEGREE AND CERTIFICATE PROGRAM

The Computer Applications and Office Technologies (CAOT) program offers an Associate in Science Degree with five options; Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation, or Office Communication. Certificates of Achievement are offered in Legal Office Assistant, Medical Office Assistant, Office Administration, and Office Automation. Skills Certificates may be obtained in Administrative Assistant, Clerical Records and Filing, Communication, Keyboarding, Legal Office Assistant, Medical Office Assistant, and Office Automation.

Program Learning Outcomes

Upon completion of the CAOT program, students will be able to, display proficiency with microcomputer software applications: word processing, spreadsheets, presentation design, databases, and desktop publishing, analyze, assess, and produce business documents that are a solution to given problems, demonstrate a proficient level of keyboarding speed and accuracy, demonstrate proficient communication (written and oral) skills as required in the workplace, demonstrate appropriate academic, ethical, and professional use of computer technology to communicate regionally, nationally, and globally and access the Internet for a variety of information and business purposes.

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The CAOT degree program offers Associate in Science degrees in Administrative Assistant, Legal Office Assistant, Medical Office Assistant, Office Automation and Office Communication. Students wishing to transfer should pursue an A.A. degree in Business Administration with the advice of a counselor.

Students must complete all three of the components shown below:

COMPONENT I:CAOT Core	Units
	28
COMPONENT II:CAOT Degree Option	18-20
COMPONENT III: G.E. Requirements	
(Graduation Plan B)	18
Minimum Total Units	64-67

COMPONENT I: The CAOT Core

The CAOT Core must be completed by all majors.

		Units
Bus 001	Introduction to Business	3
Bus 031	Business English	3
CAOT 001	Keyboarding I	3
CAOT 002	Keyboarding II	3
CAOT 030	Office Procedures	3
CAOT 034	Business Terminology	2
CAOT 078	Microcomputer Accounting Application for the Electronic Office	3
CAOT 084	Microcomputer Office Applications: Word Processing (Beginning)	3
CAOT 085	Microcomputer Office Applications: Spreadsheets	3
CAOT 061	Introduction to Office Machines	1
CAOT 064	Office Administration Lab	1
Minimum Units in CAOT Core		28

COMPONENT II: CAOT Degree Option

For any CAOT degree sought, candidates must complete the Degree Requirements in one of the following option areas in addition to the above. Option Requirements are completed in addition to the CAOT Core to satisfy the degree requirements of the Business Division-CAOT Program.

Degree Options:

	Units
Administrative Assistant	20
Legal Office Assistant	20
Medical Office Assistant	20
Office Automation	18
Office Communication	19

For a detailed list of the courses required in each option, see the Degree Option blocks illustrated below.

Administrative Assistant Option

Major Code: 051400

This option prepares students for positions in a variety of offices, including business, aerospace, education, government, health care and industry.

Core Requirements		28 Units
Option Requirements		20 Units
		Units
CAOT 007	Machine Transcription	3
CAOT 033	Records Management & Filing	2
CAOT 064	CAOT Lab	4
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey	3
CAOT 085	Microcomputer Office Applications: Spreadsheets	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3

Legal Office Assistant Option

Major Code: 051410

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal department of a corporation and related fields, such as government and regulatory agencies.

Core Requirements		28 Units
Option Requirements		20 Units
		Units
Bus 005	Business Law I	3
Bus 006	Business Law II	3
CAOT 023	Legal Secretarial Procedures I	5
CAOT 064	CAOT Lab	4
CAOT 082	Microcomputer Software Survey	3
CAOT 086	Microcomputer Office Applications: Database	3
Real Es 005	Legal Aspects of Real Estate	3

Medical Office Assistant Option

Major Code: 051420

This option prepares students for positions in a medical clinic office, doctor's office, hospital office and related offices.

Core Requirements		28 Units
Option Requirements		20 Units
		Units
Biology 033	Medical Terminology	3
CAOT 021	Medical Secretarial Procedures I	5
CAOT 033	Records Management & Filing	2
CAOT 064	CAOT Lab	4
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 185	Directed Study: Office Administration	1

Office Automation Option

Major Code: 051401

Core Requirements		28 Units
Option Requirements		18 Units

This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

		Units
CAOT 007	Machine Transcription	3
CAOT 082	Microcomputer Software Survey	3
CAOT 084	Microcomputer Office Applications: Word Processing (Advanced)	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3

Office Communication Option

Major Code: 051402

Core Requirements		28 Units
Option Requirements		17 Units

This option prepares students for positions requiring skills in communication for a variety of organizational offices in business, education, government and industry.

	Units
CAOT 033	Records Management * Filing 2
CAOT 034	Business Terminology Vocabulary and Spelling 2
CAOT 082	Microcomputer Software Survey 3
CAOT 064	Office Administration Lab 1
CAOT 079	Word Processing Applications 3
CAOT 086	Microcomputer Office Application: Database 3
CAOT 088	Microcomputer Office Applications: Desktop Publishing 3
CAOT 110	Presentation Design 3

Some courses not offered every semester or year.

CERTIFICATES OF ACHIEVEMENT IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The student is trained in the basic skills required for employment in the administrative assistant field. Units earned toward the certificate may be applied toward the AS Degree in CAOT or the A.A. Degree in Business Administration.

Certificates of Achievement are awarded upon completion of a **minimum of 30 units**

CERTIFICATE OPTIONS:

	Units
Legal Office Assistant	30
Medical Office Assistant	31
Office Administration	30
Office Automation	32

CERTIFICATE OF ACHIEVEMENT IN LEGAL OFFICE ASSISTANT

Major Code: 051410

This option prepares students for administrative positions in a legal environment such as a law office, police department, insurance offices, legal

department of a corporation and related fields, such as government and regulatory agencies.

Required Courses		Units
Bus 005	Business Law I	3
CAOT 001	Keyboarding 1 With CAOT 64 or 185	3
CAOT 002	Keyboarding II with CAOT 64 or 185	3 1
CAOT 009	Keyboarding Improvement	1
CAOT 023	Legal Office Procedures I with CAOT 64 or 185	5 1
CAOT 030	Office Procedures	3
CAOT 033	Records Management & Filing with CAOT 185 Directed Study CAOT	2 1
CAOT 034	Business Terminology	2
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey 3 or	3
CAOT 084	Microcomputer Office Applications: Word Processing (Intermediate)	3
CAOT 086	Microcomputer Office Application: Database	3
Total		30

CERTIFICATE OF ACHIEVEMENT IN MEDICAL OFFICE ASSISTANT

Major Code: 051420

This option prepares students for administrative positions in a medical clinic, doctor's office, hospital office and related offices.

Required Courses		Units
Biology 033	Medical Terminology	3
CAOT 001	Keyboarding 1 with CAOT 64 or 185	3
CAOT 002	Keyboarding II	3
CAOT 021	Medical Office Procedures I	5
CAOT 033	Records Management & Filing	2
CAOT 034	Business Terminology	2
CAOT 064	Office Administration Lab	1
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey 3	3
CAOT 085	Microcomputer Office Application: Spreadsheets	3

Continues on next page

CAOT 086	Microcomputer Office Application: Database	3
	Total	31

**CERTIFICATE OF ACHIEVEMENT IN
OFFICE ADMINISTRATION**

Major Code: 051400

This option prepares students for general administrative positions in a wide variety of organizational offices, including business, aerospace, education, government, health care and industry.

		Units
CAOT 001	Keyboarding 1 With CAOT 64 or 185	3
CAOT 002	Keyboarding II	3
CAOT 030	Office Procedures	3
CAOT 033	Records Management & Filing	2
CAOT 034	Business Terminology	2
CAOT 061	Introduction to Office Machines	1
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey	3
CAOT 084	Microcomputer Office Applications: Word Processing	3
CAOT 064 or 185	CAOT Laboratory	1
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing or	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	30

**CERTIFICATE OF ACHIEVEMENT IN OFFICE
AUTOMATION**

Major Code: 051401

This option prepares students for positions requiring computer use in a variety of organizational offices in business, education, government and industry.

		Units
CAOT 002	Keyboarding II	3
CAOT 030	Office Procedures	3

CAOT 033	Records Management & Filing	2
CAOT 034	Business Terminology	2
CAOT 061	Introduction to Office Machines	1
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey	3
CAOT 084	Microcomputer Applications: Word Processing (Intermediate)	3
CAOT 085	Microcomputer Office Applications: Spreadsheets	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office A Applications: Presentation Design	3
	Total	32

Some courses not offered every semester or year.

**SKILLS CERTIFICATES IN COMPUTER APPLICATIONS
AND OFFICE TECHNOLOGIES**

The student is trained in the basic skills required for employment in the office procedures and clerical field. Units earned toward this certificate may be applied toward the A.S. Degree in CAOT or the A.A. Degree in Business Administration.

SKILLS CERTIFICATE IN ADMINISTRATIVE ASSISTANT

		Units
CAOT 007	Machine Transcription	3
CAOT 030	Office Procedures	3
CAOT 034	Business Terminology	2
CAOT 061	Introduction to Office Machines	1
CAOT 082	Microcomputer Software Survey	3
CAOT 084	Microcomputer Office Application: Word Processing	3
	Total	15

**SKILLS CERTIFICATE IN CLERICAL RECORDS &
FILING**

		Units
CAOT 001	Computer Keyboarding I	3
CAOT 009	Keyboarding Improvements	1

CAOT 030	Office Procedures	3
CAOT 033	Records Management and Filing	2
CAOT 034	Business Terminology	2
CAOT 061	Introduction to Office Machines	1
CAOT 086	Microcomputer Office Applications: Database	3
	Total	15

SKILLS CERTIFICATE IN COMMUNICATION

		Units
CAOT 002	Computer Keyboarding II	3
CAOT 034	Business Terminology	2
CAOT 079	Word Processing Applications	3
CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	17

SKILLS CERTIFICATE IN KEYBOARDING

		Units
CAOT 001	Computer Keyboarding I	3
CAOT 002	Computer Keyboarding II	3
CAOT 007	Machine Transcription	3
CAOT 009	Keyboarding Improvement	1
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey	3
	Total	16

SKILLS CERTIFICATE IN LEGAL OFFICE ASSISTANT

		Units
Bus 005	Business Law I	3
CAOT 001	Computer Keyboarding I	3
CAOT 023	Legal Secretarial Procedures I	5
CAOT 030	Office Procedures	3
CAOT 084	Microcomputer Office Applications: Word Processing	3
	Total	17

SKILLS CERTIFICATE IN MEDICAL OFFICE ASSISTANT

		Units
Biology 033	Medical Terminology	3

CAOT 009	Keyboarding Improvement	1
CAOT 021	Medical Secretarial Procedures I	5
CAOT 064 or 185		1
CAOT 084	Microcomputer Office Applications: Word Processing	3
CAOT 086	Microcomputer Office Application: Database	3
	Total	16

SKILLS CERTIFICATE IN OFFICE AUTOMATION

Preparation for the Microsoft Office Certification Exams.

		Units
CAOT 001	Computer Keyboarding I or	3
CAOT 002	Computer Keyboarding II	3
CAOT 064 or 185		1
CAOT 079	Word Processing Applications	3
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 085	Microcomputer Office Applications: Spreadsheets	3

Choose one of the following:

CAOT 086	Microcomputer Office Applications: Database	3
CAOT 088	Microcomputer Office Applications: Desktop Publishing	3
CAOT 110	Microcomputer Office Applications: Presentation Design	3
	Total	16

Some courses not offered every semester or year.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

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COMPUTER INFORMATION SYSTEMS DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER INFORMATION SYSTEMS (formerly Micro Computer Applications)

Major Code: 070103

This certificate program provides the student with minimum skills training necessary for entry level positions. Units earned toward this certificate may be applied toward the A.A Degree in Business Administration or the A.S Degree in computer information Systems.

Upon successfully completing Computer Information Systems the student will be able to, explain why it is essential to learn about computers today and discuss several ways computers are integrated into our business and personal lives. Understand how data and programs are represented to a computer and be able to identify a few of the coding systems used to accomplish this, to be able to successfully complete business applications using Word, Power Point, Excel, and Access software. Explain why all computer users should be concerned about computer security and understand what information systems are and why they are needed.

COMPONENT I: Core Requirements 23 units

COMPONENT II: Electives 19 units

**COMPONENT III: General Education
(Plan B) 18 units**

Co Info Degree Minimum: 60 units

COMPONENT I: Co Info Degree Core

The Co Info Degree Core must be completed by all candidates.

	Units
Bus 001 Introduction to Business	3
Bus 060 Keyboarding Fundamentals	1
Co Info 001 Principles of Business Computer Systems	3
Co Info 008 Microcomputer Applications with Co Info 64 Programming Lab	3 1
Co Info 015 Database programming with Co Info 023 or 064 Programming Lab	3 1

Effective: Spring 2015 (Approved CC, Senate)

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Co Info 016 Spreadsheet Applications	3
Co Info 021 Business Computer Programming	3
Co Info 024 Accounting on Microcomputers	2
Total	23

COMPONENT II: Co Info Degree Electives

Select a minimum of 19 units from the list below:

Acctg 001 Introductory Accounting I	5
Art 633 Introduction to Computer Graphics	3
Bus 005 Business Law	3
Bus 031 Business English	3
Bus 038 Business Computations	3
Co Info 007 Introduction to Multimedia	3
Co Info 014 Introduction to Computer Communications	3
Co Tech 035 Linux+	3
Co Tech 080 Server+	3
Co Sci 092 HyperText Markup Language	3
Co Sci 344 Programming in Java	3

CERTIFICATE OF ACHIEVEMENT IN MICROCOMPUTER APPLICATIONS

MAJOR CODE: 070210

This certificate program provides the student with minimum skills training necessary for entry level positions. Units earned toward this certificate may be applied toward the A. A. Degree in Business Administration or the A. S. Degree in Computer Information Systems. The Certificate of Achievement is awarded upon completion of a minimum of 30 units.

Required courses

(choose from the following)	30 Units
Art 633 Introduction to Computer Graphics	3
Co Info 001 Principles of Business Computer Systems I	3
Co Info 007 Introduction to Multimedia with Co Info 23 or 64 Programming Lab	3 1
Co Info 008 Microcomputer Applications with Co Info 23 Programming Lab	3 1
Co Info 009 Network System Manager	4
Co Info 014 Introduction to Computer Communications	3
with Co Info 64 Programming Lab	1
Co Info 015 Database Programming with Co Info 23 Programming Lab	3 1

Co Info 016 Spreadsheet Applications	3
with Co Info 23 or 64 Programming Lab	1
Co Info 021 Business Computer Programming	3
with Co Info 64 Microcomputer Laboratory	1
Co Info 024 Accounting on Microcomputers	2
Co Tech 035 Linux+	3
Co Sci 092 Hyper-Text Markup Language	3
Co Tech 080 Server+	3

Effective Spring 2015 (Approved: CC, Senate)

SKILLS CERTIFICATE IN COMPUTER INFORMATION SYSTEMS

This certificate provides training in the skills necessary for creating business application software.

SKILLS CERTIFICATE IN COMPUTER INFORMATION SYSTEMS: BUSINESS SOFTWARE APPLICATIONS

Major Code: 070402

This certificate prepares the student for certification and employment using Microsoft® Office applications.

	Units
Co Info 001 Principles of Business Computer Systems	3
Co Info 008 Microcomputer Applications	3
with Co Info 64 Programming Lab	1
Co Info 015 Database programming	3
with Co Info 23 Programming Lab	1
Co Info 016 Spreadsheet Applications	3
Total	14

SKILLS CERTIFICATE IN COMPUTER INFORMATION SYSTEMS: PROGRAMMING

Major Code: 070401

This certification provides training in the skills necessary for creating business application software.

	Units
Co Info 001 Principles of Business Computer Systems	3
Co Info 015 Database programming	3
with Co Info 023 Programming Lab	1
Co Info 021 Business Computer Programming*	3
with Co Info 064 Microcomputer Laboratory	1
Co Info 027 Programming in Java*	3
or	

Co Sci 092 HyperText Markup Language*	3
or	
Co Sci 344 Programming in Java	3
Total	14

Effective Spring 2015 (Approved: CC, Senate)

SKILLS CERTIFICATE IN COMPUTER INFORMATION SYSTEMS: WEB DEVELOPMENT

Major Code: 070403

This certificate provides training in the skills necessary for the student to create and maintain interactive internet and web sites.

	Units
Co Info 001 Principles of Business Computer Systems	3
Co Info 007 Introduction to Multimedia	3
with Co Info 023 Programming Lab	1
Co Info 014 Introduction to computer Communications	3
with Co Info 064 Microcomputer Laboratory	1
Co Info 027 Programming in Java	3
with Co Info 023 Programming Lab	1
Co Sci 092 HyperText Markup Language	3
Co Sci 344 Programming in Java	3
Total	14

Effective Spring 2015 (Approved: CC, Senate)

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER SCIENCE DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER SCIENCE AND ENGINEERING

Major Code: 070710

Plan B

The Associate in Science in Computer Science and Engineering (A.S.) Degree is intended for students who are seeking employment as Computer Systems Analysts, Software Developers, Web Developers, and Computer Support Specialists and related fields, or transfer to a computer science, computer technology, or related program at a four-year institution*.

Program Learning Outcomes

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

*Note: additional units and/or alternative courses may be required for transfer. Transfer-bound students should consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the transfer institution of choice in order to facilitate a seamless transition.

General Education

Plan B

Core Requirements

18 Units

30 Units

Units

Co Sci 317	Micro Assembly Language Programming	3
Co Sci 340	Programming in C++	3
Co Sci 344	Programming in Java	3
Co Sci 360	Introduction to Data Structures	3
Co Sci 942	Discrete Structures	3
Math 265	Calculus and Analytic Geometry I	5
Physics 037	Physics for Engineers and Scientists I	5
Physics 038	Physics for Engineers and Scientists II	5

Electives

(choose from the following):		12
Chem 101	General Chemistry I	5
Co Sci 058	Computer Literacy	3
Co Sci 091	Beginning Basic Programming	3
Co Sci 092	Hypertext Markup Language	3
Co Tech 074	A+ Certification I	4
Co Tech 076	A+ Certification II	4
Math 266	Calculus and Analytic Geometry II	5
Math 267	Calculus and Analytic Geometry III	5
Total		60

Effective Spring 2015 (Approved: CC, Senate, BOT, CCC)

SKILLS CERTIFICATE IN COMPUTER SCIENCE

Major Code: 0707.00

Core Requirements

12 Units

Units

Co Sci 317	Micro Assembly Language Programming	3
Co Sci 340	Programming in C++	3
Co Sci 344	Programming in Java	3
Co Sci 360	Introduction to Data Structures	3

Electives (choose one course)

3 Units

Co Sci 091	Beginning Basic Programming	3
Co Sci 092	Hypertext Markup Language	3
Co Sci 942	Discrete Structures	3
Total		15

Effective Spring 2015 (Approved: CC, Senate)

For more information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

COMPUTER TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN COMPUTER TECHNOLOGY

Major Code: 093411

Plan B

Students wanting a transfer major must see a counselor for requirements. This two-year course of study has been designed to prepare students to function as computer customer engineers, as computer systems test technicians with specialized training for the field of research and development. The skilled technicians may find employment with a wide variety of industrial firms dealing with Mini/Micro computers, peripheral devices (hard disk, printers, terminals, magnetic media, etc.), automated office equipment, automated manufacturing processes, electronic control devices or animatronics. Below is a departmentally recommended sample program which groups required major courses into four semesters. As part of this degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

General Education Plan B 18 Units
Core Requirements 22 Units

	Units
Co Tech 035 Introduction to Linux +	3
Co Tech 052 Fundamental Computer Circuits & Lab	4
Co Tech 056 Computer Logic & Arithmetic	4
Co Tech 061 Computer Mathematics II	5
Co Tech 076 A+ Certification Prep/Intro to PC Repair II	4
Co Tech 078 Intro to Network +	4
<i>Effective Spring 2015 (Approved: CC, Senate)</i>	
Eng Tek 81 Fabrication Techniques	1

Major Electives (choose at least 1 course) 1-2

Eng Tek 025 Industrial Safety	1
Electrn 081 Fabrication Techniques	1
Other Electives	19-20

CERTIFICATE OF ACHIEVEMENT IN COMPUTER TECHNOLOGY

Major Code: 093410

The certificate of achievement in Computer Technician provides the student with the minimum information required for entry-level positions in the computer field. The certificate is awarded upon completion of 32 units of technical course work in Computer Technology, one course in written communications selected from English 28 or English 101, and one course in Computer Mathematics selected from Co Tech 60, 61, or Eng Tek 49, 50.

Core Requirements 19 Units

	Units
Co Tech 035 Introduction to Linux +	3
Co Tech 052 Fundamental Computer Circuits & Lab	4
Co Tech 056 Computer Logic & Arithmetic	4
English 028	
or English 101 Written Communications	3
Co Tech 060, 061,	
or Eng Tek 049, 050 Technical Mathematics	5
Electives	13
<i>Effective Spring 2015 (Approved: CC, Senate)</i>	

SKILLS CERTIFICATES IN NETWORK ADMINISTRATION

Completion of this certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment as a Network Administrative Technician. Setting up or modifying existing LAN systems within small to medium sized businesses, including the documentation, providing local "Help Desk" assistance, troubleshooting and repairing computers, are typical employment duties. Courses cover basic troubleshooting, upgrading and repair of hardware/network configurations, networking and server applications

Courses required for the Skills Certificate

	Units
Co Tech 035 Intro to Linux +	3
Co Tech 076 A+ Certification Prep/Intro to PC Repair II	4
Co Tech 078 Intro to Network +	4
Co Tech 080 Intro to Server +	4
Co Tech 081 Intro to Fiber Optics	1
Total	16

SKILLS CERTIFICATE IN COMPUTER NETWORK TECHNOLOGY

Completion of this skills certificate will provide the student with the necessary analytical skills for entry-level employment installing, configuring and maintaining small to medium scale computer network systems. Students select the type of network configuration to be installed, load the OS and utilities for the network administration and security as required. Students perform preventative

Continues on next page

maintenance procedures and network system upgrades necessary to maintain reliable operations.

		Units
Co Tech 050	Basic Electronics for Computer Technicians	4
Co Tech 078	Introduction to Network +	4
Eng Tek 081	Fabrication Techniques	1
Co Tech 185, 285	Directed Study - Computer Technology	3
Maximum of three units for Directed Studies courses		
Total		12

SKILLS CERTIFICATE IN COMPUTER REPAIR TECHNOLOGY

Completion of this skills certificate will provide the student with the necessary analytical and mechanical skills for entry-level employment for troubleshooting and repairing computers. Students learn basic electronic fabrication techniques, installing and upgrading standard IBM compatible operating systems, troubleshooting, upgrading and repairing hardware configurations and the technical math skills necessary for assessing computer compatibilities and manufacturer's specifications.

		Units
Co Tech 050	Basic Electronics for Computer Technicians	4
Co Tech 060	Computer Mathematics I	5
Co Tech 074	A+ Certification Prep/ Intro to PC Repair I	4
Co Tech 076	A+ Certification Prep/ Intro to PC Repair II	4
Total		17

SKILLS CERTIFICATE IN FIBER OPTICS

This course provides students with advanced laboratory experiences in electronic fabrication principles. Topics include basic theory of fiber optic data transmission, fabrication of SC, ST and FC fiber optic cable connectors, patch panel and network hub installations, mechanical and fusion splicing techniques, OTDR testing and measurement techniques, termination procedures, troubleshooting and documentation requirements used for fiber optic installations. Note: currently, there is a shortage of qualified fiber optic cable installation and maintenance technicians. Successful completion of

this course can lead to employment opportunities for those who desire to work in this unique industry.

		Units
Co Tech 081	Introduction to Fiber Optics	1
Total		1

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CULINARY ARTS DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN CULINARY ARTS **Major Code: 130630** **Plan B**

The Associate in Science degree in Culinary Arts is designed to qualify students for employment in occupations in the growing food industry. The program provides students with theory and practical experience. Students completing the program will be able to enter careers as cooks in restaurants, hotels, school food service programs, and catering companies; in other areas of hospitality including food sales and consulting; and in entry level management. The AS degree consists of a core general education component of 18 units, 36 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

Program Learning Outcomes

Upon completion of the program, students will be able to execute verbal, written, and visual instructions in recipe and menu development utilizing the art and science of cooking, communicate effectively with customers, co-workers and management considering the diverse composition of the team and guest, use mathematical concepts and methods to analyze recipes, products, pricing, and vendor services to purchase goods, demonstrate proficiency in any station of a commercial kitchen including the Garde Mange, butcher, savory, pastry, and

short order areas, and demonstrate the skills necessary for employment as a manager of a small restaurant operation including utilizing the computer to perform research on culinary and management topics.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

1. Complete LAHC's Graduation Plan B, including English 101 – minimum of 18 units

2. Complete the 36 unit pattern for the Culinary Arts major listed below with grades of "C" or better in all classes.

Note: The National Restaurant Association certification requires passing ServSafe and ServSafe Alcohol exams.

3. Complete a minimum of 6 units of electives for a total of 60 units for the degree.

General Education Plan B 18 units
Core Requirements 36 units

FIRST SEMESTER		Units
CIn Art 113	Culinary Skills I*	3
CIn Art 114	Aromatics*	2
CIn Art 115	Food Fabrication*	2
CIn Art 116	Product Identification & Purchasing*	2
CIn Art 117	Food Sanitation & Safety*	3

* Concurrent enrollment required

SECOND SEMESTER		Units
CIn Art 123	Culinary Skills II*	3
CIn Art 124	Menu Planning & Nutrition*	3
CIn Art 125	Breakfast & Lunch Cookery*	3
CIn Art 126	Baking Skills*	3

* Concurrent enrollment required

THIRD SEMESTER

CIn Art 133	Advanced Garde Manger*	3
CIn Art 134	Classic & Contemporary Cuisine*	3
CIn Art 135	Dining Room & Beverage Management*	3
CIn Art 136	Restaurant Management*	3

* Concurrent enrollment required

Electives 6 Units

CERTIFICATE OF ACHIEVEMENT IN CULINARY ARTS

Major Code: 130630

The intense hands-on curriculum is paired with management practice and concepts to complete the Certificate of Achievement in Culinary Arts. The students manage and operate the marquee 1111 Bistro at Harbor with the popular Signature Dinner Series.

The third semester classes feature the students mastery of the Classic & Contemporary Cuisines, showcase their skills in Advance Garde Manger and Charcuterie, a thorough understanding of Restaurant Management and it's practical application into Dining Room and Beverage management.

The requirements for this certificate are the same as the core requirements listed under the Associate in Science in Culinary Arts degree.

Required Courses 36 Units
(See the Core Requirements under the Associate in Science in Culinary Arts)

First semester requirements 12 Units

Second semester requirements 12 Units

Third semester requirements 12 Units

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation Culinarian Certification Program upon completion of the second semester classes.

SKILLS CERTIFICATE IN CULINARY ARTS:

Advanced Cook Skills

The student builds on the Cook Skills Certificate requirements for an advanced laboratory experience that will prepare them for line-cooks positions, as sauciers, or as workers in the cold kitchen and/or the bakeshop. The curriculum includes intense hands-on experience in the cold kitchen, preparations of soups and sauces, vegetable and starch cookery, short order cooking in both the breakfast and lunch stations, introduction to basic baking skills, an understanding of nutrition and menu planning.

Required Courses 12 Units
(See the Core Requirements under the Associate in Science in Culinary Arts)

Second semester requirements 12 Units

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation Culinarian Certification Program upon completion of the second semester classes.

Cook Skills Certificate in Culinary Arts

The culinary arts program at LAHC provides an intensive hands-on curriculum that prepares students who complete the first semester classes for entry level jobs in the food service industry. The curriculum includes a mastery of the fundamentals of cookery, aromatics, food fabrication, product identification and purchasing, and the state required certification in ServSafe.

The requirements for this skills certificate are the same as the first semester core requirements listed under the Associate in Science in Culinary Arts degree.

Required Courses 12 Units
(See the Core Requirements under the Associate in Science in Culinary Arts)

First semester requirements 12 Units

Note: A 200 hour kitchen rotation Internship is required for those who are working toward certification from the American Culinary Federation

Culinarian Certification Program upon completion of the second semester classes.

All Culinary Arts courses must be completed with a grade of "C" or better to earn a certificate or AS Degree. G.E. requirements must follow standard college policy.

For more information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

DRAFTING PRODUCTION DESIGN DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE IN DRAFTING PRODUCTION

Major Code: 095300

Plan B

Students wanting a transfer major must see a counselor for requirements.

The curriculum is planned to prepare well trained drafters and designers to fill the widening gap between theoretical engineering concepts and practical manufacturing applications. A Certificate Program is offered, whose program requirements can be satisfied while en route to the degree, since the same technical courses apply toward both. This program is offered for persons seeking to enhance their advancement potential or for those who cannot pursue a full degree program or who already hold degrees in other fields. This two-year outline meets graduation requirements. As part of each degree program, students must also complete 18 units of General Education requirements from Graduation Plan B.

Program Learning Outcomes

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic,

comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

General Education

Plan B

18 Units

Core Requirements

31-34* Units

		Units
Draft 001	General Drafting	3
Draft 004	Applied Descriptive Geometry	4
Draft 009	Mechanical Drafting	3
Draft 016	Blueprint Reading I	2
Draft 017	Blueprint Reading II	2
Draft 051	Tool Design	4
Draft 050	Production Drafting	4
Draft 054	Simplified Stress Analysis	4
Draft 052	Electro-Mechanical Drafting	4
Draft 055	Computer-Aided Drafting	3
Draft 056	Automated Manufacturing	3
Draft 081	Projects Laboratory	1
Eng Tek 081	Fabrication Techniques	1
Math 123C	Elementary and Intermediate Algebra III	4
Electives		9-12
	Total	61

***Students who passed High School Drafting or a course equivalent to High School Drafting may petition to waive Draft 001.**

Effective Fall 2014 (Approved: CC, Senate)

CERTIFICATE OF ACHIEVEMENT IN DRAFTING

Major Code: 095300

The certificate of achievement in Drafting provides the student with the minimum information required for entry-level positions in the technical drafting field. The certificate is awarded upon the completion of 24 units of technical courses in drafting production design, engineering or industrial technology program. The certificate also requires one course in written communications selected from English 028 or English 101, and one course in Mathematics

selected from Engineering Technician 049, Mathematics 123A and 123B or equivalent higher level.

Core Requirements

28 Units

Draft 001	General Drafting	3
Draft 004	Applied Descriptive Geometry	4
Draft 009	Mechanical Drafting	3
Draft 016	Blueprint Reading I	2
Draft 017	Blueprint Reading II	2
Draft 050	Production Drafting	4
Draft 051	Tooling Drafting	4
Draft 052	Electromechanical Drafting	4
	<i>Effective Fall 2014 (Approved: CC, Senate)</i>	
Draft 054	Simplified Stress Analysis	4
Draft 055	Computer-Aided Design and Drafting	3
Draft 056	Automated Manufacturing	3
Draft 081	Projects Laboratory I	3
Draft 082	CAD Drafting Laboratory	2
Draft 185	Directed Studies	1
Draft 285	Directed Studies	2
Eng Tek 081	Fabrication Techniques	1
	Total	32
	Electives	4

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ELECTRONIC ENGINEERING TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ELECTRONIC ENGINEERING TECHNOLOGY

Major Code: **093401**

Plan B

Students wanting a transfer major must see a counselor for requirements.

This course of study combines theory with manipulative skill training, vocabulary, use of test equipment, and the technical knowledge required for employment in the Electronics Industry. Skilled

technologists may find employment with a wide variety of industrial and government contract firms dealing with aerospace, computers, aviation, automotive, quality control, circuit design, and research and development. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

Program Learning Outcomes

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

	Units
Co Tech 035 Linux +	3
Electrn 004 Fundamentals of Electronics	4
Electrn 005 Fundamentals of Electronics I Lab	1
Electrn 006 Fundamentals of Electronics II	4
Electrn 007 Fundamentals of Electronics II Lab	1
Electrn 016 Selected Elements of Electronics Mathematics	5
Electrn 017 Calculus for Electronics	5
<i>Effective Fall 2012 (Approved: CC, Senate)</i>	
Electrn 022 Electronics Circuits II	4
Electrn 054 Computer Logic and Arithmetic	4
Electrn 081 Projects Lab	1
Eng Tek 025 Industrial Safety	1
<i>Effective Fall 2014 (Approved: CC, Senate)</i>	
Eng Tek 081 Fabrication Techniques	1
Adv Tek **Elective	12
Additional G.E. Requirements	18
Total	64

****Electives are to be selected from Co Tech and/or Electrn courses not already counted toward the above requirements.**

CERTIFICATE OF ACHIEVEMENT IN ELECTRONIC TECHNOLOGY

Major Code: 093400

The certificate of achievement in Electronic Technology provides the student with the minimum training required for entry-level positions in the electronics field. The certificate is awarded upon completion of 27 units of technical coursework in electronics, one course in written communications selected from English 28 or English 101, and one course in Mathematics of Electronics selected from Electronics 16, 17 or Engineering Technician 49.

Core Technical Courses	Units
Co Tech 035 Introduction to Linux +	3
Electrn 004 Fundamentals of Electronics	4
Electrn 006 Fundamentals of Electronics II	4
Electrn 022 Electronics Circuits II	4
Electrn 054 Computer Logic and Arithmetic	4
English 028 or 101	3
Technical Mathematics (Electrn 16 or 17 or Eng Tek 49)	5

ELECTIVE TECHNICAL COURSES

Electrn 005 Fundamentals of Electronics I Lab	1
Electrn 007 Fundamentals of Electronics II Lab	1
Electrn 020 Electronics Circuits I	4
Electrn 040 Electronic Instruments I	3
Electrn 056 Computer Circuits	3
Electrn 057 Computer Circuits Lab	1
Electrn 060 Microwave Fundamentals	3
Eng Tek 081 Fabrications Techniques	1
Draft 001 General Drafting	3
Total	32

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

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ENGINEERING TECHNOLOGY DEGREE PROGRAM

ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING TECHNOLOGY: **ELECTRONICS**

Major Code: 093400

Plan B

(Emphasis on Transfer Preparation)

This program places special emphasis on the preparation necessary to enter the Engineering Technology Program in the School of Engineering at California State Polytechnic University, Pomona. (Please see a counselor for additional requirements of the university). Two-year graduates in Electronics Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering. They work in research and development, prototype construction, circuit design layout, and quality control. They apply scientific and engineering knowledge and methods combined with technical skills in support of engineering activities. Due to the necessary intensification of electronics classes required for immediate employment, it should be understood that some Electronics units may not transfer into the university program. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

Program Learning Outcomes

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional

and ethical responsibilities in engineering.

General Education Plan B 5 Units*
Core Requirements 42 Units

		Units
Chem 101	General Chemistry I	5
Co Tech 035	Introduction to Linux +	3
Electrn 004	Fundamentals of Electronics	4
Electrn 005	Fundamentals of Electronics I Lab	1
Electrn 006	Fundamentals of Electronics II	4
Electrn 007	Fundamentals of Electronics II Lab	1
Electrn 022	Electronics Circuits II	4
Electrn 054	Computer Logic and Arithmetic	4
Eng Tek 050	Technical Mathematics III	5
Eng Tek 081	Fabrication Techniques	1
Eng Tek 051	Technical Mathematics IV	5
MIT 201	Fundamentals of Manufacturing and Processes	3
*Physics 006	General Physics I	4
Physics 007	General Physics II	4
*Chem 101 or Physics 6 may double-count 3 units toward the GE Requirement		3
Electives		3
Additional G.E. Requirements		15
Total		61

For more information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING: **MECHANICAL/MFG. OPTION**

Major Code: 092400

Plan B

(Emphasis on Transfer Preparation)

This program trains designer/drafters and places special emphasis on the preparation necessary to enter the technical oriented Engineering Technology Program in the School of Engineering at CSULB. (Please see a counselor for additional requirements of the university). Two-year graduates in Engineering Technology will enter a rapidly growing career field tremendously important in modern engineering.

They work as assistants to the university graduate engineering technologists. They apply scientific skills in support of engineering activities. Due to the necessary intensification of drafting classes required for immediate employment, it should be understood that some drafting units may not transfer into the university program. Students interested in transfer should see a counselor. As part of the degree program, students must also complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

General Education Plan B Core Requirements		9 Units*
		42 Units
		Units
Chem 065	Elementary Chemistry II	4
Draft 004	Applied Descriptive Geometry	4
Draft 009	Mechanical Drafting	3
Draft 016	Blueprint Reading I	2
Draft 017	Blueprint Reading II	2
Draft 050	Production Drafting	4
Draft 051	Tooling Drafting	4
Draft 052	Electromechanical Drafting	4
Draft 054	Simplified Stress Analysis	4
Draft 056	Automated Manufacturing	3
Draft 081	Projects Laboratory	1
+Math 265	Calculus with Analytic Geometry I	5
Physics 006	General Physics I	4
Physics 007	General Physics II	4
Additional G.E. Requirements		12
Electives		9
Total		60

*Chem 65 or Physics 6 and Math 265 may each double-count 3 units toward the GE requirement.

ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING

Major Code: 090100

Plan B

(Emphasis on Transfer Preparation)

This program provides the student with the opportunity to experience a broad introduction into

the field of engineering and aid in his or her selection of a specific area of specialization within the broad spectrum of engineering. Though every effort has been made to insure maximum transferability, it should be recognized that each university may have special requirements. (Please see a counselor for additional requirements for the university). As part of the degree program, students must complete 18 units of General Education requirements from Graduation Plan B and one course in Written Communications (English 28 or higher) and meet the Mathematics competency requirement.

General Education Plan B Core Requirements		9 Units*
		56 Units
		Units
Chem 101*	General Chemistry	5
Chem 102*	General Chemistry II	5
Eng Gen 111	Eng. Drafting	3
Eng Gen 112	Descriptive Geometry	3
Eng Gen 243	Statics and Strength of Materials	4
Eng Gen 912	Elementary Engineering Drafting	3
+Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus III	5
Math 275*	Ordinary Differential Equations	3
+Physics 037*	Physics for Eng. & Scientists	5
Physics 038*	Physics for Engineers & Scientists II	5
Physics 039*	Physics for Engineers & Scientists II	5
Chem 101	General Chemistry	5
*Chem 101 or 102 or Physics 037, 038, or 039 and Math 265, 266, 267, or 275 may each count 3 units toward the GE requirement.		
*Eng Gen Engineering, General Elective		3
Additional G.E. Requirements		12
Total		65

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/>

ENGLISH DEGREE PROGRAM

ASSOCIATE IN ARTS TRANSFER (AA-T) DEGREE

Major Code: 150100

The English major provides students with a Liberal Arts concentration a deeper appreciation of literature and enhanced skills in written communication. The major is intended to allow students to better understand the cultural, historical, and social significance of texts, ranging from ancient to contemporary world literature. In addition, the program emphasizes critical reading and writing skills required in a variety of career fields including law, education, communication arts, business and industry.

Students who also plan to transfer will be prepared to transfer to the UC or CSU system universities as English majors. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach a **minimum of 60 units overall**.

Students must complete these minimum of 60 required semester units of CSU transferable course work with a minimum GPA of 2.0, including a minimum of 18 semester units in the major with a grade of "C" or better. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) Pattern is also required.

The Associate in Arts in English for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in English or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in English for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including

18 units in English, Humanities, and/or Journalism, 15-17 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion, students will be able to:

- Compose writing that expresses the writer's viewpoint and which utilizes the fundamentals of rhetoric and editing.
- Demonstrate the fundamentals of technological literacy.
- Communicate effectively for differing audiences and purposes
- Demonstrate critical thinking skills by conducting research, evaluating source material and presenting supportive, reasoned arguments on substantive issues in accordance with an appropriate style guide.

Required CORE Courses (6 units):

		Units
English 101	College Read. and Comp. I	3
English 102	Introductions to Literature	3

List A **(6 units)**

English 203	World Lit I	3
English 204	World Lit II	3
English 205	English Lit. I	3
English 206	English Lit. II	3
English 207	American Lit. I	3
English 208	American Lit. II	3

List B **(3 units)**

English 127	Creative Writing	3
English 209	California Literature	3
English 211	Fiction	3

English 214	Contemporary Literature	3
English 215	Shakespeare I	3
English 219	American Ethnic Groups	3
English 239	Women's Literature	3
English 240	Film and Literature I	3

List C (3 units)

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

Journal 101	Collecting and Writing News	3
Human 001	Cultural Patterns of West. Civil.	3

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.htm>

FIRE TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM

**ASSOCIATE IN SCIENCE DEGREE IN FIRE
TECHNOLOGY (AS)**

Major Code: 213300

Plan A

Students wanting a transfer major must see a counselor for requirements. The Fire Technology Program is designed to prepare persons for positions in the various branches of the fire-fighting industry, to upgrade the competency of those already employed in the field to qualify for promotion, and to prepare individuals for employment in certain industrial occupations. As of Fall 2014, the Fire Technology Program follows the recommended State Curriculum devised by the Chancellor's Office of the California Community Colleges. Courses of study may be selected and scheduled in any order based on course prerequisites, the available class schedule, and/or academic and technical

competencies. **As part of the degree program, students must complete 24 units of General Education requirements from Graduation Plan A and meet college graduation requirements in Written Communication and the Mathematics competency requirement.** Students must have earned a "C" or better in the required Fire Tech courses listed, as well as the other classes listed in the degree or certificate electives.

Program Learning Outcomes

Upon completion, students will be able to communicate effectively with other agency colleagues and with the public, use critical thinking skills to select an appropriate response to a public safety event, identify relevant solutions to contemporary safety and security concerns, participate effectively in multi-cultural or interagency teams to solve safety problems on a national, state and local level and demonstrate an understanding of ethical issues and values required to make sound decisions about public safety.

**FOR STUDENTS COMPLETING DEGREES/
CERTIFICATES AS OF FALL 2014 AND AFTER.**

General Education

Plan B 9 Units*

Core Requirements 58 Units

Units

Adm Jus 750	Ethics in Public Safety Careers	3
Fire Tek 201	Fire Protection Organization	3
Fire Tek 202	Fire Prevention Technology	3
Fire Tek 203	Fire Protection Equipment and Systems	3
Fire Tek 204	Building Construction for Fire Protection	3
Fire Tek 205	Fire Behavior and Combustion	3
Fire Tek 216	Fundamentals of Personal Fire Safety & Emergency Action	3

Electives (choose 3 of the following) 9

Fire Tek 207	Wildland Fire Control	3
Fire Tek 209	Fire Tactics and Strategy	3
Fire Tek 210	Fire Company Organization and Procedure	3
Fire Tek 216	Fire Investigation	3

	Three Additional 3-Unit Courses+9	
Fire Tek	Three Additional 3-Unit Courses+9	
	Additional G.E. Requirements—30	
Total		60

+ Nine units must be selected to meet degree and/or Career Education certificate requirements: Fire Technology 207, 209, 210, 213, 217, AJ 16, AJ 319.

CERTIFICATE OF ACHIEVEMENT IN FIRE TECHNOLOGY
Major Code: 213300

The certificate of Achievement is awarded upon completion of 24 units of technical course work in Fire Technology, plus one course in written communications (English 28 or English 101 and one course in mathematics (Math 115 or Math 123A and Math 123B or a more advanced course in mathematics).

Core Requirments	21 Units
Fire Tek 201	Introduction to Fire Protection 3
Fire Tek 202	Fire Prevention Technology 3
Fire Tek 203	Fire Protection Equipment & Systems 3
Fire Tek 204	Building construction for Fire Protection 3
Fire Tek 205	Fire behavior and combustion 3
Fire Tek 216	Fundamentals of Personal Fire Safety & Emergency Action 3

Electives	
(choose 3 of the following)	9
Fire Tek 207	Wildland Fire Control 3
Fire Tek 209	Fire Tactics and Strategy 3
Fire Tek 210	Fire Company Organization and Procedure 3
Fire Tek 216	Fire Investigation 3
Fire Tek	Two additional courses 6
	Written Communication 3
	Mathematics 3
Total	24

^ Required for students beginning Fall 2014
 For information on Student Learning Outcomes

for this program, go to <http://www.lahc.edu/slo/program.htm>

HEALTH OCCUPATIONS CERTIFICATE PROGRAM

Skills Certificate in Health Occupations

The Skills Certificate in Health Occupations is designed for students who wish to enter one of the many health career programs in the Los Angeles Community College District (such as Certified Nurse Assistant/Home Health Aide, Emergency Department Assistant, Dental Hygiene, Senior Care Specialist, Health Information Technology, Medical Assistant, and Registered Nurse), and/ or prepare for a job in a related health care position in the Los Angeles area. The program will 1) introduce students to health care pathways and careers, 2) provide foundational knowledge necessary for a career in health care, and 3) better prepare students for entry into a health care pathway.

Required Core:	Units
HLTHOCC 062	Skill Set for the Health Care Professional 2.0
HLTHOCC 063	Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional 2.0
HLTHOCC 064	Cultural and Legal Topics for Health Care Professionals 1.0
HLTHOCC 065	Fundamentals for the Health Care Professional 2.5
Total	7.5

HISTORY DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE (AA-T)

Major Code: 220500

The Associate in Arts in History for Transfer (AA-T) is intended for those transfer-directed students who plan to complete an AA in History, guaranteeing admission to the CSU system (but not to a specific campus or major). In order to earn the AA-T in History, students must complete a minimum of 60 required semester units of CSU-transferable coursework which includes the CSU General Education or IGETC requirements with a minimum GPA of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion students will be able to:

- Summarize and critically analyze graphic and textual information.
- communicate a clear argument both orally and in writing. The argument will include a thesis statement, support data, and citations.
- Identify field-specific theories/perspectives and apply the theories to new information or situations.
- Locate, identify, and evaluate relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- Describe how different cultures have contributed to the workforce, community, and the world.

GENERAL EDUCATION (CSU G.E. or IGETC)

37-39

Core Requirements

6

History 011	Political and Social History of the United States I	3
History 012	Political and Social History of the United States II	3

Electives 12

List A (choose one course from each paired option listed below) 6

History 086	Introduction to World Civilization I	3
or		
History 001	Introduction to Western Civilization I	3

and

History 087	Introduction to World Civilization II	3
or		
History 002	Introduction to Western Civilization II	3

List B (choose one course from each group not including those taken to satisfy List A) 6

Group 1

History 086	Introduction to World Civilization I	3
History 087	Introduction to World Civilization II	3
History 001	Introduction to Western Civilization I	3
History 002	Introduction to Western Civilization II	3
Japan 021	Fundamentals of Japanese I	3
Spanish 021	Fundamentals of Spanish I	3

Group 2

History 021	History of the Russian People	3
History 074	History of Asian Civilization	3
Poli Sci 002	Modern World Governments	3

Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.

TOTAL 60

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.htm>.

INDUSTRIAL ENGINEERING TECHNOLOGY DEGREE AND CERTIFICATE PROGRAM*

*The three program awards listed below are under review. Pending the outcome of that review, they are not available to students entering under the current catalog. Students who have declared these

majors under a previous catalog and have maintained rights to continue under that catalog must complete the program as specified therein. Such students are advised to consult a counselor for guidance on completing the program.

Program Learning Outcomes

Upon completion of the program, students will be able to, articulate and justify technical problems through oral, written, and graphical communication, troubleshoot a variety of electronic and/or computer-based components and systems including signal processing, communications, computer networks, and controls, employ mathematics, science, and computing techniques in a systematic, comprehensive, manner to support the study and solution of engineering problems, demonstrate industry-standards when interpreting and creating engineering drawings, and describe professional and ethical responsibilities in engineering.

**ASSOCIATE IN SCIENCE DEGREE IN
ELECTROMECHANICAL TECHNOLOGY
Major Code: 093500**

**CERTIFICATE OF ACHIEVEMENT IN
ELECTROMECHANICAL TECHNOLOGY
Major Code: 093500**

**CERTIFICATE OF ACHIEVEMENT IN PROCESS PLANT
TECHNOLOGY
Major Code: 095601**

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

KINESIOLOGY DEGREE AND CERTIFICATE PROGRAM

formerly Physical Education

**ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER
(AA-T) DEGREE
Major Code: 127000**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). In order to earn the AA-T in Kinesiology, students must complete: a minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework; 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; no more than 60 semester units are required.

Program Learning Outcomes

Upon completion students will be able to:

- Demonstrate the principles and skills to develop a curriculum for the discipline of physical education.
- Assess how National Mandates and Standards are needed to improve the physical education curriculum.
- Compare the fields of recreation, dance and sport. Explain how sub disciplines or fragmentations of physical education relate to health.
- Assess risk factors for stress, reproductive health, infectious diseases, major chronic diseases and personal safety.
- Demonstrate that diversity of career and professional opportunities are available in school and non-school settings.

**GENERAL EDUCATION
(CSU G.E. or IGETC)**

37-39 Units

Continues on next page

*Course Descriptions * 91*

	Units
Core Requirements	10
Kin Maj 100 Introduction to Kinesiology	3
Anatomy 001 Human Anatomy	4
Physiology 001 Introduction to Human Physiology	4
Movement-based courses (choose 1 course from any three areas)	3
 Combatives	
Kin 217 Self Defense Skills	1
Kin 217-1 Self Defense Skills 1	1
Kin 217-2 Self Defense Skills 2	1
 Dance	
DanceTQ 141 Modern Dance Techniques I	1
 Individual Sports	
Kin 268 Golf Skills	1
 Team Sports	
Kin 287 Basketball Skills	1
Kin 287-1 Basketball Skills 1	1
Kin 287-2 Basketball Skills 2	1
Kin 291 Volleyball Skills	1
Kin 291-2 Volleyball Skills 1	1
Kin 291-3 Volleyball Skills 2	1
 Electives	
Choose two courses	6
Math 227 Statistics	4
STAT 001 Elementary Statistics for Social Sciences	3
Health 12 Safety Education and First Aid	3
 Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.	
TOTAL	60

CERTIFICATE OF ACHIEVEMENT IN PHYSICAL EDUCATION

Major Code: 127000

Required Courses 22 Units

Anatomy 001 Introduction to Human Anatomy 4

KIN 217-1	Self Defense Skills I	1
KIN 217-2	Self Defense Skills II	1
KIN 229-1	Body Conditioning Skills I	1
KIN 229-2	Body Conditioning Skills 2	1
KIN 250-1	Weight Training Skills I	1
KIN 250-2	Weight Training Skills II	1
KIN 268-1	Golf Skills I	1
KIN 268-2	Golf Skills 2	1
KIN 287-1	Basketball Skills 1	1
KIN 287-2	Basketball Skills 2	1
KIN 291-1	Volleyball Skills I	1
KIN 291-2	Volleyball Skills II	1
KIN 349	Stress Reduction for Physical Efficiency	2
KIN 350-1	Weight Training I	1
KIN 350-2	Weight Training 2	1
KIN MAJ 119	Physical Education – Physical Efficiency	2

Effective Spring 2010 (Approved: CC, Senate, BOT, CCC)

SKILLS CERTIFICATE IN KINESIOLOGY: FITNESS TRAINING
MAJOR CODE: 127000

Content and curriculum within each course in the program is designed to present the student with the knowledge, skills and abilities to become a successful Personal Fitness Trainer. Students will learn how to apply their client's health history, goals, and abilities integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases. The Certificate Program is designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging fitness/health industry, and for allied health and medical professionals from all fields seeking to broaden their careers to become full or part-time personal Fitness Trainer.

Requirement Courses 17 Units

Biology 005	Introduction to Human Biology	4
Comm 101	Public Speaking or	3
	or	
Comm 121	Interpersonal Communication	3
Family		

& CS 021	Nutrition	3
Health 012	Safety Education and First Aid	3
KIN MAJ 119	Physical Efficiency	2
KIN 010	Scientific Physical Fitness Laboratory	1
KIN 250-1 or 250-2	Weight Training Skills I or II	1

Effective Spring 2015: Approved (CC, Senate)

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.htm>.

LIBERAL ARTS AND SCIENCES/ GENERAL EDUCATION DEGREE AND CERTIFICATE PROGRAM

ASSOCIATE IN ARTS IN LIBERAL ARTS AND SCIENCES DEGREE

The Associate in Arts in Liberal Arts and Sciences degrees are designed for students who desire a broad base of knowledge in the liberal arts and sciences. Each Liberal Arts and Sciences degree consists of a core general education component, a minimum of 18 units in an area of emphasis, and a number of electives sufficient to reach a **minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

ASSOCIATE IN ARTS IN ARTS AND HUMANITIES DEGREE

Major Code: 490313

The courses in this area emphasize the study of cultural, literary, humanistic, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them with respect to artistic and cultural creation. Students will also learn to value aesthetics and incorporate these concepts

when constructing value judgments. The Arts and Humanities concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Film, Music, Philosophy and more.

General Education Requirements

(choose one of the following plans):

Plan A	30 Units
CSU GE	37-39 Units
IGETC	34-41 Units

Core requirements

(choose 18 units from the following):

Architecture 132, 133
 Art 101, 102, 103, 111, 201, 501, 502, 639, 713
~~Cinema 105~~
 Comm 101, 104, 121, 122, 151, 190
 English 127, 203, 204, 205, 206, 207, 208, 209,
 211, 212, 213, 214, 215, 218, 219, 234, 239, 240,
 241, 251, 252
 French 001, 002, 003, 004
 German 001, 002, 003, 004
 History 086, 087
 Humanities, 001, 006, 017, 031, 060
 Japanese 021, 022
 Kinesiology 032
 Music 101, 111, 136, 141, 200
 Philosophy 001, 006, 020, 033
 Photography 121
 Spanish 001, 002, 003, 004
 Theater Arts 100, 200, 270, 300

Electives (sufficient to reach the degree total of 60 units)

Effective Spring 2015 (Approved: CC, Senate)

Health and Fitness

Major Code: 490101

An emphasis in this area is designed to familiarize students with the various aspects that contribute to healthful living. Students will learn how to incorporate these principles into their own lives. They will also learn to critically evaluate their personal choices regarding disease prevention and fitness. The Health and Fitness concentration allows students to take courses that will prepare them for possible majors within the fields of

Kinesiology, Dance, Kinesiology and others.

General Education Requirements

(choose one of the following plans):

Plan A	30 Units
CSU GE	37-39 Units
IGETC	34-41 Units

Core requirements

(choose 18 units from the following):

Family and Consumer Studies 021
Health 002, 006, 009, 010, 011, 012, 025
Kinesiology 104, 105, 100, 103, 126, 032*
Kinesiology activity (limit 4 units)
Sociology 021
Anatomy 001
Physiology 001

Electives (sufficient to reach the degree total of 60 units)

Effective Spring 2015 (Approved: CC, Senate)

Mathematics and Natural Sciences

Major Code: 490201

This emphasis provides a broad based degree in mathematics and the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of math and science as investigative tools. The Mathematics and Natural Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Physics, and more.

General Education Requirements

(choose one of the following plans):

Plan A	30 Units
CSU GE	37-39 Units
IGETC	34-41 Units

Core requirements

(choose 18 units from the following):

Anatomy 001
Anthropology 101, 111
Astronomy 001, 005
Biology 001, 003, 005, 010, 060, 101, 102, 103
Chemistry ~~040, 055~~, 065, 066, ~~070~~, 101, 102, ~~201, 202~~, 211, 212
Computer Science and Information Technology 059
Environmental Science 001, 002, 008, 021
Geography 001, 015
Geology 001, 006, 011
Mathematics 215, 216 227, 230, 234, 235, 236, 240, ~~245~~, 260, 265, 266, 267, 271, 275
Microbiology 001, 020
Oceanography 001, 004, 010, 012
Physiology 001
Psychology 002*

Electives (sufficient to reach the degree total of 60 units)

Effective Spring 2015 (Approved: CC, Senate)

Social and Behavioral Sciences

Major Code: 490107

These courses focus on people as members of society. The courses in this area are designed to develop an awareness of the method of inquiry used by the Social and Behavioral sciences. Students will learn the perspectives, concepts, theories and methodologies of the disciplines that comprise the social and behavioral sciences, and will learn to think critically about, and appreciate, the ways people act and have acted in societies and social subgroups. The social and Behavioral Sciences concentration allows students to take courses that will prepare them for possible majors within the fields of Anthropology, Economics, History, Political Science, Psychology, Sociology and more.

General Education Requirements

(choose one of the following plans):

Plan A	30 Units
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CSU GE
IGETC

37-39 Units
34-41 Units

Core requirements

(choose 18 units from the following):

Administrative Justice 001
Anthropology 101, 102, 103, 104
Business 001
Child Development 001
Economics 001, 002
Geography 002, 007
History 001, 002, 005, 006, 011, 012, 019, 020,
021, 041, 042, 043, 044, 052, 058, 074, 081, 082,
086, 087
Political Science 001, 002, 004, 007, 030
Psychology 001, 002*, 003, 014, 041
Sociology 001, 002, 012, 021*
Statistics 001

Electives (sufficient to reach the degree total of
60 units)

Effective Spring 2015 (Approved: CC, Senate)

*For information on Student Learning Outcomes for this
program, go to <http://www.lahc.edu/slo/program.html>*

LIBERAL STUDIES DEGREE PROGRAM

ASSOCIATE IN ARTS DEGREE IN LIBERAL STUDIES

Major Code: 490120

The Associate in Arts degree in Liberal Studies is designed primarily for students who are preparing to transfer to either CSU Dominguez Hills or CSU Long Beach to become elementary school teachers.

All students are strongly advised to meet with a

counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

The degree requires a minimum of 60 transferable semester units as follows:

Area I: (9 units)

English 101	College Reading and Composition	3
Comm 101	Oral Communications I	3

One course from:

English 102*	205, 206	3
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Area II: (6 units)

Math 215	Principles of Mathematics I	3
Math 216	Principles of Mathematics II	3

Area III: (7-13 units)

Biology 003	Introduction to Biology	4
Astron 001 or Geology 001 with 006		3 or 5
Phys Sci 001 with 014		4

Area IV: (12 units)

History 011	Poli. and Social History of the US	3
	or	
History 012	Poli. and Social History of the US	3
	and	
Poli. Sci. 001	The Government of the US	3
Geog 007	World Regional Geography	3
History 086	World Civilization I	3

Area V: (9 units) from the following

courses: 9 units

Art 103, Music 101, [Dance ST 805](#), English 218, Theater 100, Philosophy 001, 020, 033

Area VI: (3 units) from the following

courses: 3 units

Comm 104*, Philosophy 006*, Child Development
Continues on next page

001

Area VII: Health 002, 3 units

**This course will fulfill the critical thinking requirement for CSU admission.*

Additional units, as electives, to equal a total of 60 transferable units, including but not limited to:

Art 201, 300

Math 227, 230, 234, 235, 240, 245

Child Development 010, 011, 042, 045

Oceanography 012, Chemistry 065,

Oceanography 001, Physics 006

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

CERTIFICATE OF ACHIEVEMENT IN INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Certificate of Achievement in the Intersegmental General Education Transfer Curriculum (IGETC) is designed for students who intend to transfer to the University of California (UC)—option 1 or California State University (CSU)—option 2 into any baccalaureate program that requires the IGETC*. In order to earn this certificate, a student must complete all IGETC requirements listed on page [catalog page number will be inserted here] of the current catalog**. Enrollment in some courses may be limited by the English and math placement and/or prerequisite coursework. A grade of “C” or better is required in all courses used to satisfy the requirements for this certificate, and courses may not be used to satisfy more than one IGETC requirement, unless otherwise noted in the program requirements.

*Though completion of this certificate constitutes eligibility for transfer, general education certification by the Admissions and Records Office is required in order for this eligibility to appear on the transcript prior to submission to the transfer institution. Furthermore, additional major course preparation may be required for admission to the student's

intended major program.

**Because these requirements are approved for a specific academic year only, catalog rights are only valid for courses currently approved at the time this certificate is awarded. The most up-to-date list of approved courses can be found at the website assist.org. Updates to the requirements listed in the printed catalog will be reflected in the online edition of the catalog as soon as it is practical to publish them. Students are advised to consult a counselor to insure that they enroll in courses that will satisfy these requirements.

Effective Fall 2015 (Approved: CC, Senate, BOT, CCCCCO)

MATHEMATICS DEGREE PROGRAM

ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER (AS-T) DEGREE

Major Code: 170100

Program Goals and Objectives

The Associate in Science in Mathematics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Mathematics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Mathematics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 21-23 units in Mathematics, Physics, and/or Computer Technology, 1-9 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better (“P” for “pass” grades are not acceptable) and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with

The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion of the program, students will be able to:

- * Create, interpret and analyze graphs and charts that communicate quantitative or relational information.
- * Apply mathematical techniques to solve problems that arise in the real world.
- * Determine and carry out an appropriate mathematical algorithm to solve problems with or without the support of technology.
- * Communicate content information formally, using appropriate mathematical notation and terminology.
- * Engage in logical and critical thinking

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39 units

Core Requirements	15
Math 265 Calculus with Analytic Geometry I	5
Math 266 Calculus with Analytic Geometry II	5
Math 267 Calculus with Analytic Geometry III	5

Electives 7-8

List A (choose at least one course)	3-6
Math 275 Ordinary Differential Equations	3
Math 270 Linear Algebra	3
List B (choose one course)	4-5
Physics 037 Physics for Engineers and Scientists I	5
Math 227 Statistics	4

Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.

Total **60**

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS

Major Code: 170100

Plan A

The Associate in Science degree in Mathematics is designed for students who either intend to transfer to the UC or CSU as Mathematics majors. The

AS degree consists of a core general education component, 30 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall.**

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (30 units):

Mathematics 227, Statistics	4 units
Mathematics 265, Calculus with analytic Geometry I	5 units
Mathematics 266, Calculus with analytic Geometry III	5 units
Mathematics 267, Calculus with analytic Geometry III	5 units
Mathematics 270, Linear Algebra	3 units
Mathematics 275, Ordinary Differential Equations	3 units
Physics 038, Physics for Engineers II	5 units

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

MUSIC DEGREE AND CERTIFICATE PROGRAM

The Music Program offers a comprehensive

Continues on next page

curriculum designed for students who wish to develop professional skills and who wish to transfer to a four-year music program. Students may earn an Associate in Arts in Music for Transfer (AA-T) degree and/or any of the 40-unit Certificates of Achievement or 17-unit Skills Certificates in any of the eight areas of specialization: Arranging, Copying and Notation, Electronic Music, Instrumental Performance, Private Teaching, Songwriting, Recording Arts, and Vocal Performance. The requirements for each of these are listed below. Note: some of the courses listed may not be offered every semester or during summer/winter sessions. Students interested in earning any of these awards should consult a music faculty member and college counselor.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Recognize the compositional processes associated with a musical work and articulate the technical, historical, and cultural forces that shape it.
- Employ appropriate theoretical, stylistic, and historical performance practices to a representative body of solo and ensemble music literature.
- Utilize print materials, concert attendance, and electronic media to perform research related to music.
- Demonstrate the collaborative skills necessary to perform music as a member of an ensemble and respect for differing cultural musical traditions,
- Demonstrate continuing growth in applying instrumental or vocal technique, musicianship, the ability to read music notation, and aesthetic awareness to the preparation of expressive musical performances.

ASSOCIATE IN ARTS IN MUSIC DEGREE FOR TRANSFER (AA-T)

Major Code: 100400

Program Goals and Objectives

A student may earn an Associate in Arts in Music for Transfer degree by completing 21- 22 core units in Music and 37-39 CSU GE Breadth units in General Education with a minimum GPA of 2.0. The Associate in Arts in Music for Transfer degree is intended for students who are planning to transfer to a California State University (CSU) into a Bachelor

of Arts Music program; guaranteeing admission to the CSU system (but not to a specific campus or major – a process that may require auditions and/ or placement tests at the transfer institution). Note – 3 units, depending on course selection, may be double counted as meeting GE requirements.

Pursuant to Ed Code Section 66746, students should complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.” ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39 units

Core Requirements	22
Music 216-1 Music Theory 1 (or Music 200 or 216A)	3
Music 217-1 Musicianship 1 (or Music 200 or 216B)	1
Music 216-2 Music Theory 2 (or Music 201 or 217A)	3
Music 217-2 Musicianship 2 (or Music 211 or 217B)	1
Music 216-3 Music Theory 3 (or Music 202)	3
Music 217-3 Musicianship 3 (or Music 212)	1
Music 216-4 Music Theory 4 (or Music 203)	3
Music 217-4 Musicianship 4 (or Music 213)	1
Music 181 Applied Music I	.5
Music 182 Applied Music II	.5
Music 183 Applied Music III	.5
Music 184 Applied Music IV	.5

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Plus, Performance Ensembles, choose 4 units		
Music 251	Jazz Improvisation Workshop	1
Music 251-1	Jazz Improvisation Workshop I	1
Music 251-2	Jazz Improvisation Workshop II	1
Music 251-3	Jazz Improvisation Workshop III	1
Music 251-4	Jazz Improvisation Workshop IV	1
Music 501*	College Choir	1
Music 511*	Collegiate Choir	1
Music 531*	Philharmonic Choir	1
Music 765*	Percussion Ensemble	1
Music 775*	Jazz Ensemble	1
*Repeatable for up to 4 units		
TOTAL		60

CERTIFICATE OF ACHIEVEMENT IN MUSIC

Core Requirements (for all areas of specialization) 26

Theory, Musicianship, and Business		
Music 216-1	Music Theory 1 (or Music 200 or 216A)	3
Music 217-1	Musicianship 1 (or Music 200 or 216B)	1
Music 216-2	Music Theory 2 (or Music 201 or 217A)	3
Music 217-2	Musicianship 2 (or Music 211 or 217B)	1
Music 216-3	Music Theory 3 (or Music 202)	3
Music 217-3	Musicianship 3 (or Music 212)	1
Music 216-4	Music Theory 4 (or Music 203)	3
Music 217-4	Musicianship 4 (or Music 213)	1
Music 280	Business of Commercial Music	3

Plus, Performance Ensembles, choose 4 units		
Music 251	Jazz Improvisation Workshop	1
Music 251-1	Jazz Improvisation Workshop I	1
Music 251-2	Jazz Improvisation Workshop II	1
Music 251-3	Jazz Improvisation Workshop III	1
Music 251-4	Jazz Improvisation Workshop IV	1
Music 501*	College Choir	1
Music 511*	Collegiate Choir	1
Music 531*	Philharmonic Choir	1
Music 765*	Percussion Ensemble	1

Music 775*	Jazz Ensemble	1
*Repeatable for up to 4 units		

Plus, Music Technology, choose 3 units		
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3

Electives (choose any not used for core or specialization requirements, required units vary by area of specialization)

Music 111	Music Appreciation	3
Music 116	Survey and History of Rock, Pop, and Soul Music	3
Music 141	Jazz Appreciation	3
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 231	Orchestration and Arranging I	3
Music 232	Orchestration and Arranging II	3
Music 241	Music Copying and Notation I	1
Music 242	Music Copying and Notation II	1
Music 261 (or 261-1)	Electronic Music Workshop (I)	3
Music 265 (or 265-1)	Recording Arts Workshop (I)	3
Music 271	Songwriters Workshop	3
Music 272	Songwriters Workshop II	3
Music 273	Songwriters Workshop III	3
Music 321	Piano I	2
Music 322	Piano II	2
Music 323	Piano III	2
Music 324	Piano IV	2
Music 411	Elementary Voice I	2
Music 412	Elementary Voice II	2
Music 413	Elementary Voice III	2
Music 414	Elementary Voice IV	2
Music 400s	Voice Classes	2
Music 600s	Instrument Classes	2
Music 650	Beginning Guitar	2
Music 651	Classical Guitar I	2
Music 652	Classical Guitar II	2
Music 653	Classical Guitar III	2
Music 654	Classical Guitar IV	2
Additional Performance Ensemble(s) (see list in core requirements)		1

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AREAS OF SPECIALIZATION:

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

ARRANGING

Major Code: 100506

Core Requirements 26 Units

Specialization Requirements 6 Units

Music 231	Orchestration and Arranging I	3
Music 232	Orchestration and Arranging II	3

Electives

(chosen from Music Electives list above) 6 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

COPYING AND NOTATION

Major Code: 100502

Core Requirements 26 Units

Music 231	Orchestration and Arranging I	3
Music 241	Music Copying and Notation I	1
Music 242	Music Copying and Notation II	1
Music 251 or 251-1	Jazz Improvisation Workshop	1
Music 271	Songwriters Workshop	3

Electives

(chosen from Music Electives list above) 9 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

ELECTRONIC MUSIC

Major Code: 100507

Core Requirements 26 Units

Specialization Requirements 9 Units

Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	*

*Double-counts as satisfying the music technology CORE requirement.

Electronic Music Workshop

(chosen from the following): 6 Units

Music 261	Electronic Music Workshop	3
Music 261-1	Electronic Music Workshop I	3
Music 261-2	Electronic Music Workshop II	3
Music 261-3	Electronic Music Workshop III	3

Electives

(chosen from Music Electives list above) 6 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

INSTRUMENTAL PERFORMANCE

Major Code: 100503

Core Requirements 26 Units

Specialization Requirements 9 Units

Music 181	Applied Music I	.5
Music 182	Applied Music I	.5
Music 183	Applied Music III	.5
Music 184	Applied Music IV	.5
Music 251 or 251-1	Jazz Improvisation Workshop (I)	1

Applied Music Lab

(chosen from the following) 6 Units

Music 180	Applied Music Lab	1.5
Music 180-1	Applied Music Lab I	1.5
Music 180-2	Applied Music Lab II	1.5
Music 180-3	Applied Music Lab III	1.5
Music 180-4	Applied Music Lab IV	1.5

Electives

(chosen from Music Electives list above) 5 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

PRIVATE TEACHING

Major Code: 100500

Core Requirements 26 Units

Specialization Requirements 11 Units

Music 111	Music Appreciation	3
Music 181	Applied Music I	.5

Music 182	Applied Music II	.5
Music 183	Applied Music III	.5
Music 184	Applied Music IV	.5

Applied Music Lab

(chosen from the following): 6 Units

Music 180	Applied Music Lab	1.5
Music 180-1	Applied Music Lab I	1.5
Music 180-2	Applied Music Lab II	1.5
Music 180-3	Applied Music Lab III	1.5
Music 180-4	Applied Music Lab IV	1.5

Electives

(chosen from Music Electives list above) 3 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

RECORDING ARTS

Major Code: 100505

Core Requirements 26 Units

Specialization Requirements 9 Units

Music 161	Introduction to Electronic Music	*
Music 165	Introduction to Recording Arts	3

*Double-counts as satisfying the music technology CORE requirement.

Recording Arts Workshop

(chosen from the following) 6 Units

Music 265	Recording Arts Workshop	3
Music 265-1	Recording Arts Workshop I	3
Music 261-2	Recording Arts Workshop II	3
Music 265-3	Recording Arts Workshop III	3

Electives

(chosen from Music Electives list above) 5 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

SONGWRITING

Major Code: 100501

Core Requirements 26 Units

Specialization Requirements 8 Units

Music 271	Songwriter's Workshop	3
Music 272	Songwriters Workshop II	3
Music 411	Elementary Voice I	2

Electives

(chosen from Music Electives list above) 6 Units

CERTIFICATE OF ACHIEVEMENT IN MUSIC:

VOCAL PERFORMANCE

Major Code: 100504

Core Requirements 26 Units

Specialization Requirements 8 Units

Music 181	Applied Music I	0.5
Music 182	Applied Music II	0.5
Music 183	Applied Music III	0.5
Music 184	Applied Music IV	0.5

Applied Music Lab

(chosen from the following) 6 Units

Music 180	Applied Music Lab	1.5
Music 180-1	Applied Music Lab I	1.5
Music 180-2	Applied Music Lab II	1.5
Music 180-3	Applied Music Lab III	1.5
Music 180-4	Applied Music Lab IV	1.5

Electives

(chosen from Music Electives list above) 6 Units

SKILLS CERTIFICATES IN MUSIC

Core Requirements

(for all areas of specialization) 11

Music 216-1	Music Theory 1 (or Music 200 or 216A)	3
Music 217-1	Musicianship 1 (or Music 200 or 216B)	1
Music 216-2	Music Theory 2 (or Music 201 or 217A)	3
Music 217-2	Musicianship 2 (or Music 211 or 217B)	1
Music 280	Business of	

Commercial Music 3

Performance Ensembles

(choose any not used for core or specialization requirements, required units vary by area of specialization)

Music 251	Jazz Improvisation Workshop	1
Music 251-1	Jazz Improvisation Workshop I	1
Music 251-2	Jazz Improvisation Workshop II	1
Music 251-3	Jazz Improvisation Workshop III	1
Music 251-4	Jazz Improvisation Workshop IV	1
Music 501*	College Choir	1
Music 511*	Collegiate Choir	1
Music 531*	Philharmonic Choir	1
Music 765*	Percussion Ensemble	1
Music 775*	Jazz Ensemble	1

*Repeatable for up to 4 units

AREAS OF SPECIALIZATION:

SKILLS CERTIFICATE IN MUSIC: ARRANGING
Major Code: 100506

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from Performance Ensembles list above) **2 Units**

Music 231	Orchestration and Arranging I	3
Music 241	Music Copying and Notation I	1

SKILLS CERTIFICATE IN MUSIC: COPYING AND NOTATION
Major Code: 100502

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from Performance Ensembles list above) **2 Units**

Music 241	Music Copying and Notation I	1
Music 271	Songwriters Workshop I	3

SKILLS CERTIFICATE IN MUSIC: ELECTRONIC MUSIC

Major Code: 100507

Core Requirements 11 Units

Specialization Requirements 6 Units

Music 161	Introduction to Electronic Music	3
Music 261-1	Electronic Music Workshop I	3

SKILLS CERTIFICATE IN MUSIC: INSTRUMENTAL PERFORMANCE
Major Code: 100503

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from Performance Ensembles list above) **1 Unit**

Music 251 (or 251-1)	Jazz Improvisation (I)	1
Music 181-2	Applied Music I and II	1

Applied Music Lab (chosen from the following): 3 Units

Music 180	Applied Music Lab	1.5
Music 180-1	Applied Music Lab I	1.5
Music 180-2	Applied Music Lab II	1.5
Music 180-3	Applied Music Lab III	1.5
Music 180-4	Applied Music Lab IV	1.5

SKILLS CERTIFICATE IN MUSIC: PRIVATE TEACHING
Major Code: 100500

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from

Performance Ensembles list above) **2 Units**
 Music 181-2 Applied Music I and II 1

Applied Music Lab
(chosen from the following): 3 Units

Music 180 Applied Music Lab 1.5
 Music 180-1 Applied Music Lab I 1.5
 Music 180-2 Applied Music Lab II 1.5
 Music 180-3 Applied Music Lab III 1.5
 Music 180-4 Applied Music Lab IV 1.5

SKILLS CERTIFICATE IN MUSIC: RECORDING ARTS
Major Code: 100505

Core Requirements 11 Units

Specialization Requirements 6 Units

Music 165 Introduction to Recording Arts 3
 Music 265-1 Recording Arts Workshop I 3

SKILLS CERTIFICATE IN MUSIC: SONGWRITING
Major Code: 100501

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from
 Performance Ensembles list above) **2 Units**

Music 241 Music Copying and Notation I 1
 Music 271 Songwriter's Workshop I 3

SKILLS CERTIFICATE IN MUSIC:
VOCAL PERFORMANCE
Major Code: 100504

Core Requirements 11 Units

Specialization Requirements 6 Units

Performance Ensembles (chosen from
 Performance Ensembles list above) **2 Units**

Music 181-2 Applied Music I and II 1

Applied Music Lab

(chosen from the following): 3 Units

Music 180 Applied Music Lab 1.5
 Music 180-1 Applied Music Lab I 1.5
 Music 180-2 Applied Music Lab II 1.5
 Music 180-3 Applied Music Lab III 1.5
 Music 180-4 Applied Music Lab IV 1.5

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

**ASSOCIATE OF SCIENCE DEGREE IN
 NURSING, PROFESSIONAL (R.N.)**

Major Code: 123010

Plan B

Admission by Special Application

Note: The nursing program is operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical-condition, sexual orientation, age, disability, or veteran status.

The Registered Nursing Program is a four-semester program of concentrated study (after the completion of program prerequisites) which prepares a diverse body of students to become safe, competent, and caring practitioners for entry-level positions in health care settings in the community, while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning.

Coursework in the biological, social, and behavioral sciences and humanities serves as the basic foundation in the nursing program. The program integrates theoretical instruction in the classroom with small group discussions and clinical experiences in hospitals, home health care agencies, and other settings in the community. Students also have the opportunity to participate in simulated clinical experiences and practice clinical skills in the state-of-the art Simulation Laboratory and Nursing Learning Laboratory.

Program Learning Outcomes

Upon completion of the program, students will be able to, integrate the nursing process using the Roy Adaptation Model to promote adaptation of individuals, families, and the community, internalize professional behaviors of nursing practice, formulate clinical judgements in practice that promote the health of patients, and provide safe, patient care.

Upon the successful completion of this program, graduates receive an Associate of Science Degree, Professional Nursing and are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination leads to licensure as a Registered Nurse in the state of California.

The program is approved by the:
Board of Registered Nursing
P.O. Box 944210
Sacramento, California 94244
(916) 322-3350
www.rn.ca.gov

The program is accredited by the:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000
<http://www.acenursing.org/>

General information, schedules of monthly nursing group counseling sessions, and application instructions for the nursing program may be found at <http://www.lahc.edu/classes/nursing/index.html>. Students are admitted into the program in the fall and spring semesters. *Please see the nursing website for filing dates and instructions.* Late applications will not be considered.

Routes of Admission into the Registered Nursing program:

Route 1: The student enters as a generic nursing student and completes all courses in the approved nursing curriculum. Completion of the program

leads to the Associate of Science Degree in Nursing, Professional. Applicants must successfully complete established admission requirements:

Prerequisites

Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School Proficiency Examination, or graduation from an accredited U.S. college or university.

Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.

Accepted as a fully matriculated student at LAHC.

High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.

An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition of any substandard grade in any one of these courses.

A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.

A grade of "C" or better for Psychology 1 (General Psychology) and Psychology 41 (Life- Span Psychology).

Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher .

A cumulative GPA of 2.5 for all college coursework taken.

Completion of standardized admission

test at or above required cut score.

Official high school and college transcripts, official foreign transcript evaluations, and/or approved petitions must be submitted to the Health Sciences Division with the nursing program application. Applications without official transcripts will not be considered. Application deadlines, continuation requirements, and program prerequisites apply to all nursing program applicants.

Route 2: Students with verified previous health experience may be eligible for this route. The Policy for Transfer and Challenge may be obtained from the Health Sciences Division. All transfer courses must be verified with official transcripts prior to enrollment. The student must be in progress with classes in the first semester to establish eligibility to take challenge examinations. The maximum number of units for which a student may petition for credit by examination at the college is 15 units.

Route 3 (“LVN 30 unit option”): Applicants are required to meet with the Chairperson of the Health Sciences Division if considering this route for individual counseling and consideration. This option is open to applicants who possess a current California Vocational Nursing (L.V.N.) license. Completion of this option allows students to become eligible for the examination for licensure as a Registered Nurse, however completion of this option does NOT meet the requirements for the Associate of Science Degree in Nursing, Professional. Students completing this option will not be a graduate of LAHC and cannot receive the program’s nursing pin. Additionally, several states do not recognize persons completing this option as being a Registered Nurse even though they may have successfully completed the NCLEX-RN examination. [\(Students pursuing this option should follow the Non-degree LVN to RN Pathway listed after the degree requirements.\)](#)

Applicants are expected to demonstrate mathematical and clinical nursing competence equivalent to a second year generic nursing student.

Route 3 includes general education courses and advanced theory and clinical experiences. The student must perform satisfactorily in both theory and clinical portions of the courses to receive credit in any nursing courses and must receive a grade of “C” or better for all courses. Entry by this route is on a space-available basis.

Prerequisites:

Current California L.V.N. license

An overall GPA of 2.5 for Physiology 1 and Microbiology 20 with no less than a “C” for each course and no more than one repetition in any one of these courses.

Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of “C” or better

Completion of standardized admission test at or above required cut score

Route 4 (Career Ladder Option): This route leads to graduation from the generic program with an Associate of Science Degree, Professional Nursing. An L.V.N. with a current California license may enter the generic program at an advanced level after completing the required program prerequisites and the transition semester courses. The general education co-requisites must be completed before graduation. Applicants must achieve the required cut score on the standardized admission test. Entry by this route is on a space-available basis.

Without regard to semester admitted, students are required to complete all general education and graduation requirements under Graduation Plan B in order to be awarded the Associate of Science Degree, Professional Nursing.

Prerequisites:

Current California L.V.N. license

Evidence of graduation from an accredited U.S. high school or equivalent, as determined by the Graduate Equivalency Diploma (G.E.D.) test or the California High School

Proficiency Examination, or graduation from an accredited U.S. college or university.

Foreign students must have either high school or college transcripts evaluated for equivalency to U.S. senior high school graduation or a U.S. college degree. All foreign coursework will receive the equivalent grade of "C" for each course given such credit.

Accepted as a fully matriculated student at LAHC.

High school chemistry (with lab) with a grade of "C" or better OR college chemistry (with laboratory) with a grade of "C" or better.

An overall GPA of 2.5 for Anatomy, Physiology, and Microbiology prerequisite courses with no grade less than "C" for each course and no more than one repetition of **any substandard grade** in any one of these courses.

A grade of "C" or better for English 101 (College Reading and Composition 1), minimum 3 semester units.

A grade of "C" or better for Psychology 1 (General Psychology) and Psychology 41 (Life Span Psychology).

Meet the LAHC math requirement by successfully passing the LAHC Math Competency Examination or the completion of Math 123C or higher.

A cumulative GPA of 2.5 for all college coursework taken.

Completion of Nursing 329A and B, Nursing 311 and Nursing 321 with a grade of "C" or better.

Completion of standardized admission test at or above required cut score

Transfer Students: Transfer applicants who are requesting admission from another nursing program are considered on a space-available basis. Transfer

applicants must meet all program requirements. Information may be obtained from the Health Sciences Division office.

Application Process:

The procedure and process for application to the nursing program are available on the Health Sciences Division website: <http://www.lahc.edu/classes/nursing/index.html>. Prospective students are highly encouraged to attend the nursing program information sessions; dates can be found on the division website.

Admitted Students:

Students who accept an invitation for admission to the nursing program must complete the following requirements of the LACCD and clinical agencies prior to clinical placement. It is the student's responsibility to bear the expenses of these requirements.

A criminal background check from the nursing program-designated agency must be completed. (Note: *Students who are denied placement in a clinical agency due to the inability to pass a required background check will **not** be permitted to continue in the nursing program, unless an appropriate clinical placement can be found at an alternative agency.)

**Conviction of a felony or misdemeanor may affect a student's eligibility for licensure in the state of California. It is the student's responsibility to contact the California Board of Registered Nursing as soon as possible for more information or to seek clarification. <http://www.rn.ca.gov/enforcement/index.shtml>

Physical Examination, specific laboratory blood studies, 2-step TB skin test or chest x-ray (if skin test is positive), and immunizations* as required by the LACCD and clinical agencies. The physical examination must be repeated every 3 years.

Titers to demonstrate immunity from rubella, rubeola, varicella, polio, hepatitis B, and mumps

Copies of all laboratory results and physical examination must be submitted to the instructor.

Standard American Red-Cross First Aid and Personal Safety certificate (note- not required for LVNs or EMTs)

Current American Heart Association Health-Care Provider level Basic Life Support certification (BCLS)

Current Student Nurse professional liability insurance. Information and applications for insurance are available in the Health Sciences Division office.

Other requirements as outlined by clinical agencies.

*Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers and the community. Students must obtain the immunizations listed in Section 4b prior to clinical placement. Copies of all immunization results must be submitted to the Nursing Department as specified. If additional tests or immunizations are required by a hospital or other affiliating facility, students will be notified.

Students must be free from communicable diseases, infection, psychological disorder, and other conditions which would present a threat to, or negatively impact the well-being of faculty, students, or consumers, or would prevent the successful performance of responsibilities and tasks required in the nursing program. If any such condition is developed by the student after admission to the program, it may be considered sufficient cause for suspension from the program.

Students are responsible for all costs incurred in meeting program requirements and there is a

financial commitment to being a student in the nursing program. Expenses incurred include, but are not limited to, books and classroom supplies; uniforms; medical supplies; standardized nursing tests; and mandatory health requirements. For Financial Aid assistance, see <http://www.lahc.edu/student-services/fees.html>.

Following admission into the program, students must maintain a "C" or better in all General Education requirements of the approved required nursing curriculum, including humanities, communications, kinesiology, and social, behavioral, and biological sciences. Students must also achieve a grade of "C" or better in the theory AND clinical component of each nursing course in order to progress through the program. The nursing program has a separate and distinct policy regarding academic and progress suspension, readmission, and disqualification, which differs from the LAHC policy. Disqualification from the nursing program will occur if a student withdraws or receives a substandard grade in any required nursing course in the first semester of coursework. After the first semester, a student may be suspended from the program for academic or progress reasons and is required to complete a plan for remediation before an application is considered for readmission into the program. For a detailed explanation of suspension and disqualification from the nursing program, see Administrative Regulation E-10 (http://www.laccd.edu/admin_regs/).

ASSOCIATE OF SCIENCE DEGREE IN NURSING, PROFESSIONAL (R.N.)

Major Code: 123010

Plan B

General Education (Plan B)

18 Units

Required Courses

71-72 Units*

***Many of these units may double-count toward meeting the GE requirements.**

The sequence of courses in the curriculum is approved the Board of Registered Nursing:

continues on next page

Prerequisite course

		Units
Anatomy 1	Introduction to Human Anatomy	4
Physiology 1	Introduction to Human Physiology	4
English 101	College Reading and Composition 1	3
Microbiology 20	General Microbiology or	4
Microbiology 1	Introductory Microbiology	5
Psychology 1	General Psychology	3
Psychology 41	Life Span Psychology	3

First Semester:

Nursing 311	Communication in Nursing	1
Nursing 313	Introduction to Nursing Process Practice	4
Nursing 315	Fundamentals of Nursing	4
Nursing 321	Nursing Process	1
Sociology 1	Introduction to Sociology *	3
or		
Anthropology 102	Human Ways of Life: Cultural Anthropology *	3

Second Semester:

Nursing 323	Care of the Adult Client I	5
Nursing 325	Care of the Adult Client II	5
Humanities requirement *		3

Third Semester:

Nursing 333	Health Care of Women	3
Nursing 335	Care of Children	3
Nursing 339	Care of Geriatric Client	2
Comm 121	Interpersonal Communication*	3
or		
Comm 101	Oral Communication *	3
Kinesiology requirement *		1

Fourth Semester:

Nursing 343	Psychosocial Adaptation of Client	3
Nursing 345	Care of the Adult Client II	3
Nursing 347	Leadership and Management in Nursing	3

US History or Political Science requirement * 3

*It is highly recommended that co-requisite courses be taken prior to entering the nursing program.

**It is strongly recommended that the student enroll in related Nursing 185 or 318 courses to enhance learning.

In order for a student to be approved as completing the requirements of the nursing program at LAHC, he or she must be currently enrolled in the nursing program and be in good academic standing. To graduate from the nursing program, a student must complete all requirements for graduation under "Plan B", including the college competency requirements in mathematics and in reading and written expression. All students must file a Petition to Graduate and be approved for graduation by the Director of the Nursing Program and the Dean of Admissions. The school nursing pin is awarded only to those students who complete all requirements for graduation, and whose petitions for graduation have been approved.

In order to take the NCLEX-RN, the candidate must submit to a Live-Scan, complete required applications, and submit required transcripts, documentation, and payment to the California Board of Registered Nursing. Remediation may be required, prior to program approval of the application for the NCLEX-RN, if the candidate has not applied for and taken the NCLEX-RN within one year after completing the nursing program and all required coursework.

ASSOCIATE OF SCIENCE DEGREE IN NURSING, PROFESSIONAL (L.V.N. to R.N.)

Major Code: 123001

Plan B

General Education (Plan B) 18 Units

Required Courses 28-29 Units*

*Many of these units may double-count toward meeting the GE requirements.

Required Prerequisite Courses:

Anatomy 1	Introduction to Human Anatomy	4
Physiology 1	Introduction to Human Physiology	4
Microbiology 20	General Microbiology	4
or		
Microbiology 1	Introduction to Microbiology	5
Psychology 1	General Psychology	3
Psychology 41	Life Span Psychology	3
English 101	College Reading and Comprehension	3

Transition Semester:

Nursing 311	Communication in Nursing	1
Nursing 321	Nursing Process	1
Nursing 329A	Role Transition LVN to RN	1
Nursing 329B	Role Transition LVN to RN	1
Sociology 1	Introduction to Sociology	3
or		
Anthropology 102	Human Ways of Life	3

Electives (the number of units sufficient to reach the degree minimum of 60 units)

NON-DEGREE LVN TO RN PATHWAY
MAJOR CODE: 123001

Recommended Prerequisite course:
 Psychology 41 Life Span Psychology 3

Required Courses 29 Units

Required Prerequisite courses:	Units
Physiology 1 Introduction to Human Physiology	4
Microbiology 20 General Microbiology	4
Nursing 329A Role Transition RN to LVN	1
Nursing 311 Communication in Nursing	1
Nursing 321 Nursing Process	1
Nursing 329B Role Transition RN to LVN	1

Required Nursing Courses (First semester):

Nursing 333	Health Care of Women	3
Nursing 335	Care of Children	3
Nursing 339	Care of Geriatric Client	2

Required Nursing Courses (Second semester):
 Nursing 343 Psychological Adaptation of the

Client	3
Nursing 345 Care of Adult Client III	3
Nursing 347 Leadership and Management in Nursing	3

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

PHYSICAL EDUCATION DEGREE AND CERTIFICATE PROGRAM

See Kinesiology Degree and Certificate Program

PHYSICS DEGREE PROGRAM

ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER (AS-T) DEGREE

Major Code: 190200

The Associate in Science in Physics for Transfer (AS-T) Degree is intended for students planning to transfer into a Bachelor of Science program in Physics or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Science in Physics for Transfer (AS-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 30 units in Physics and Mathematics and the Intersegment General Education Transfer Curriculum (IGETC) requirements, all with a grade of C or better and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Accurately and safely use lab equipment.
- Use data obtained from lab equipment to construct graphs, and judge the accuracy and precision of the results.
- Apply basic physics laws such as Newton's three laws of motion and the three laws of thermodynamics in problem solving.
- Use algebra and calculus to set up and then solve equations related to classical physics, electromagnetism and waves, demonstrating logical and critical thinking.

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39 units

Core Requirements		24 units
Physics 037	Physics for Engineers and Scientists I	5 units
Physics 038	Physics for Engineers and Scientists II	5 units
Physics 039	Physics for Engineers and Scientists III	5 units
Math 265	Calculus with Analytic Geometry I	5 units
Math 266	Calculus with Analytic Geometry II	5 units
Math 267	Calculus with Analytic Geometry III	5 units

Electives

Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.

TOTAL **60**

ASSOCIATE IN SCIENCE DEGREE IN PHYSICS

Major Code: 190200

Plan A

The Associate in Science degree in Physics is designed for students who either intend to transfer to the UC or CSU as Physics majors, or who want to prepare for work as a Physical Sciences Laboratory Assistant. The AS degree consists of a core general education component, 30 units in the

major, and additional elective units as needed to reach **a minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A (30 units)
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government (39-41 units)
3. IGETC -- including Health or Nutrition, P.E. and U.S. history or U.S. government (34-41 units)

Courses required for the major (30 units):

Chemistry 101, General Chemistry I	5 units
Chemistry 102, General Chemistry II	5 units
Mathematics 267, Calculus with analytic Geometry III	5 units
Physics 037, Physics for Engineers I	5 units
Physics 038, Physics for Engineers II	5 units
Physics 039, Physics for Engineers III	5 units

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

PSYCHOLOGY DEGREE PROGRAM

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER (AA-T) DEGREE

Major Code: 200100

The Associate in Arts in Psychology for Transfer (AA-T) Degree is intended for students planning to transfer into a Bachelor of Arts program in Psychology or related areas at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts in

Los Angeles Harbor College

Psychology for Transfer (AA-T) Degree by completing 60 semester units that are eligible for transfer to the CSU, including 20 units in Psychology, Statistics or Mathematics, and/or Biology, 10-12 elective units, and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C or better (“P” for “pass” grades are not acceptable) and a minimum cumulative grade point average (GPA) of 2.0. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440).

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Compare and contrast the major theoretical orientations in psychology, demonstrate knowledge of basic psychological terminology and be able to express this clearly when writing or speaking about psychology.
- Evaluate psychological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply these conclusions to personal, community, and scientific problems.
 - Integrate content knowledge derived through the evaluation of relevant sources of traditional and electronic information and demonstrate an ethical use of these sources.
- Recognize the complexity of social, cultural, and international diversity and the principles of equity, justice, and inclusion in their lives.
- Apply psychological principles to the development of interpersonal, occupational, and social skills and life-long personal growth.

GENERAL EDUCATION (CSU G.E. or IGETC) 37-39 units

Core Requirements		Units
Math 227	Statistics	4
Psych 001	General Psychology	3
Psych 010	Principles of Psychology	3

Electives **10**

<u>List A</u>		
Biol 003	Introduction to Biology	4

<u>List B</u> (choose one)		
Psych 002	General Psychology II	3
Psych 041	Life Span Psychology	3

<u>List C</u>		
Psych 014	Abnormal Psychology	3

Additional CSU transferable courses not taken above sufficient to meet the minimum degree requirement of 60 units.

TOTAL **60**

ASSOCIATE IN ARTS IN PSYCHOLOGY (AA) DEGREE Major Code: 200100

The Associate of Arts degree in Psychology will give students a foundation for more advanced psychology courses and a foundation for optimal human interaction in the workplace and/or in their own personal relationships. Students who complete this degree will be prepared to transfer to the CSU system campuses, or other 4-year institutions, as a Psychology major. The AA degree consists of a core general education component, 18 units in the major, and additional elective units as needed to reach **a minimum of 60 units overall**.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition.

Choose either option 1 or 2 or 3 for the General Education Core:

1. LAHC G.E. Plan A 30 Units
2. CSU G.E. Breadth -- including Health or Nutrition, P.E. and U.S. history or U.S. government 39-41 Units
3. IGETC -- including Health or Nutrition,

continues on the next page

P.E. and U.S. history or U.S. government
34-41 Units

Courses required for the major: 18 Units

Core Requirements: 12 Units

Psych 001	General Psychology I	3
Psych 002	General Psychology II	3
Psych 010	Principles of Psychology	3
Statistics 1	Elementary Statistics I for the Social Sciences	3

**Psychology Electives
(chosen from the following): 3**

Psych 3	Personality and Social Development	3
Psych 14	Abnormal Psychology	3
Psych 41	Life-Span Psychology: From Infancy to Old Age	3

**Electives in Anthropology or Sociology
(chosen from the following): 3**

Anthro 101	Human Biological Evolution	3
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Socio 1, Introduction to Sociology		3
Socio 21, Human Sexuality		3

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.htm>.

REAL ESTATE DEGREE AND CERTIFICATE PROGRAM

The Real Estate program offers an Associate in Science degree, a Certificate of Achievement and Skills Certificates in Property Management and Real Estate.

**ASSOCIATE IN SCIENCE DEGREE IN REAL ESTATE
Major Code: 051100
Plan B**

Students wishing to transfer should pursue an A.A.

degree in Business Administration with the advice of a counselor. The A.S. in Real Estate is designed to meet the specific needs of persons currently employed in the Real Estate field and seeking additional information for the purpose of upgrading their positions, and for those individuals who want to enter this field. This program is of interest to those who either are now, or hope to become salespersons, brokers, appraisers, escrow officers, property managers, and community developers.

Program Learning Outcomes
Upon completion of the program, Students will demonstrate competency in the major areas of Real Estate including but not limited to Principles, Practice, Legal Aspects, Economics, Property Management, and Real Estate Appraisal. Apply knowledge of Real Estate Law, Principles, and Practice to properly complete Real Estate documents. Perform research and organize information to advance their careers as well as their own self-development. Students will demonstrate an understanding of how local, state, and federal laws and economic conditions affect the Real Estate environment.

Students must complete the following three components:

	Units
COMPONENT I: Real Estate Core	21
COMPONENT II: Real Estate Electives	21
COMPONENT III: General Education (Graduation Plan B)	18
Minimum Total Units	62

COMPONENT I: Real Estate Degree Core
All students must complete the following:

		Units
Acctg 001	Introductory Accounting I	5
Bus 005	Business Law I	3
Real Es 001	Real Estate Principles	3
Real Es 003	Real Estate Practices	3
Real Es 005	Legal Aspects of Real Estate I	3
Real Es 007	Real Estate Finance	3
Real Es 009	Real Estate Appraisal I	3
	Total	23

COMPONENT II: Real Estate Degree Electives

Choose a minimum of 21 units from the list below.

	Units
Bus 001	Introduction to Business 3
Bus 006	Business Law II 3
Bus 031	Business English 3
Bus 032	Business Communications 3
Bus 038	Business Computations 3
Bus 060	Keyboarding Fundamentals I 3
Co Info 001	Principles of Business Computer Systems 3
Market 1	Principles of Selling 3
Market 21	Principles of Marketing 3
Real Es 14	Property Management 3
Real Es 16	Income Tax Aspects of Real Estate 3
Real Es 18	Real Estate Investments 3

CERTIFICATE OF ACHIEVEMENT IN REAL ESTATE

The [Certificate of Achievement in Real Estate](#) granted in conjunction with the California Division of Real Estate and the California Real Estate Association, may be earned by completing the following courses. Units earned in the completion of this certificate, may be applied toward the A.S. degree in Real Estate or the A.A. degree in Business Administration.

Note: A California Real Estate Certificate requires a grade of "C" or better in all real estate courses. Please check with a counselor to ensure that Real Estate Certificate courses are currently being offered.

All students must complete the following:

Core Requirements	23 Units
	Units
Bus 005	Business Law I 3
Real Es 001	Real Estate Principles 3
Real Es 003	Real Estate Practices 3
Real Es 005	Legal Aspects of Real Estate I 3
Real Es 007	Real Estate Finance 3
Real Es 009	Real Estate Appraisal I 3

Acctg 001 Introductory Accounting I 5

Electives (chosen from the following): 9 Units

	Units
Bus 001	Introduction to Business 3
Bus 006	Business Law II 3
Bus 031	Business English 3
Bus 032	Business Communications 3
Bus 038	Business Computations 3
Bus 060	Keyboarding Fundamentals I 3
Co Info 001	Principles of Business Computer Systems 3
with Co Info 23 Programming Lab 1	
<i>Effective Summer 2015 (Approved: CC, Senate)</i>	
Market 1	Principles of Selling 3
Market 21	Principles of Marketing 3
Real Es 10	Real Estate Appraisal II 3
Real Es 14	Property Management 3
Real Es 16	Income Tax Aspects of Real Estate 3
Real Es 18	Real Estate Investments 3
Total	32

SKILLS CERTIFICATE IN PROPERTY MANAGEMENT

Required Courses	Units
Acctg 001	Introductory Accounting 1 5
Real Es 001	Real Estate Principles 3
Real Es 005	Legal Aspects of Real Estate I 3
Real Es 014	Property Management 3
Bus 005	Business Law 1 3
or	
Real Es 018	Real Estate Investments 3
Total	17

SKILLS CERTIFICATE IN REAL ESTATE

Major Code: 051102

Required Courses	Units
Real Es 001	Real Estate Principles 3
Real Es 003	Real Estate Practices 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
Total	15

NON-DEGREE/CERTIFICATE PATHWAYS*

*As the California Department of Real Estate

determines the exact requirements for obtaining Real Estate licenses, the student should contact the Department of Real Estate directly. See www.dre.ca.gov.

Real Estate Salesperson

Successful completion of three college level courses is required to qualify to take the real estate salesperson examination given by the California Department of Real Estate:

Real Es 001	Real Estate Principles	3
Real Es 003	Real Estate Practices	3

And one course from the following list:

Acctg 001	Introductory Accounting I	5
Bus 005	Business Law I	3
Real Es 005	Legal Aspects of Real Estate I	3
Real Es 007	Real Estate Finance	3
Real Es 009	Real Estate Appraisal I	3
Real Es 014	Property Management	3

Real Estate Broker

Successful completion of the following eight statutorily required college level courses:

Acctg 001	Introductory Accounting I	3
Bus 005	Business Law I	3
Real Es 003	Real Estate Practices	3
Real Es 005	Legal Aspects of Real Estate I	3
Real Es 007	Real Estate Finance	3
Real Es 009	Real Estate Appraisal I	3
Real Es 014	Property Management	3

Courses listed above do not meet the 45 hour continuing education requirement for Real Estate License renewal every four years. Consult local Real Estate Boards for information about continuing education course offerings. Not all courses are offered each semester.

For information on Student Learning Outcomes for this program, go to <http://www.lahc.edu/slo/program.html>

STUDIO ART

See Art Degree Program

GENERAL EDUCATION REQUIREMENTS FOR TRANSFER

The student preparing for a major field should consult a counselor regarding the specific lower division courses which should be taken at Los Angeles Harbor College in order to transfer to the upper division school of the student's choice with a minimum loss of credit.

To assist the student in selecting courses, an up-to-date listing of Harbor College courses applicable to many major fields is available at the Information Desk in the lobby of the Student Services Center. For comprehensive information relative to the requirements of a school the student may wish to attend, students are urged to refer to the official catalog of that college or university. The College Library, the Counseling Office, and the Transfer Center have many catalogs on file for reference. Students should obtain a catalog for their personal use directly from the Registrar of the college which they plan to attend.

A student who transfers from Harbor College to another institution of higher education should request that a transcript of work taken at Harbor College be forwarded to the other school. A university or college cannot in any way disturb or alter the records, including transcripts, of another institution.

Thus, grades earned by a student at Harbor College are not changed, reduced, or altered by the college to which the student transfers. A student who establishes an outstanding scholastic record at Harbor College, and who continues to maintain an outstanding record after transferring has an opportunity equal to that of the native student to earn high scholastic honors, such as Phi Beta Kappa.

Every effort has been made to include the most current and accurate information relative to transfer to the schools noted in this section. In no way, however, does this part of the catalog release the student from the need to study the catalog of the college or university of the student's choice.

Each college or university has its own requirements for admission and junior standing. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. Furthermore, the information in this catalog does not bind any other college or university. It is the student, alone, who is in the position to make final choices and who must assume responsibility for the decisions made.

The following pages list requirements for transfer to the California State University (CSU) system, the University of California (UC) system, and private and independent colleges and universities that are in existence at the time of printing this catalog.

At the end of this section, transfer sheets have been included which outline the CSU general education certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC), which is applicable to both the UC and CSU systems.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

Admission with Advanced Standing (Transfer Students)

A student may be admitted to the California State University with advanced undergraduate standing if either one of the following conditions is met:

1. The student was eligible for admission to the California State University upon graduation from high school and has met the following requirements:
 - a) Has attained a grade point average of at least 2.0 (a grade of "C" on a four-point scale) in all college courses undertaken,
 - b) Has submitted the results of the ACT or SAT test, if he or she has less than 60 transferable college units, and
 - c) Was in good academic standing at the last accredited degree-granting college or university attended.
2. The student was not eligible for admission to the California State University upon graduation from high school but has earned 60 semester units of transfer college courses with a grade point average of at least 2.0 (grade of "C" on a four-point scale) in the total coursework attempted, and completed general education Area A and B.4 with "C" grades or higher.

Applicants who desire to attend the California State University, but who do not meet the conditions listed above, should consult with school officials or refer to the catalog of the college or university regarding the possibility of gaining admission. Most students find it desirable to complete two years of work in the community college and obtain certification before transferring to a state college or university. See a counselor for more information.

Admission with Junior Standing

In addition to meeting the general admission requirements of the state college or university, the student who wishes to be accepted with junior standing should complete 60 transferable units, the general education requirements and the specific lower division course requirements included in the major the student plans to follow.

The student who is interested in obtaining an Associate in Arts degree from Los Angeles Harbor College should also include the requirements for the Associate in Arts degree which

are listed in this catalog. The requirements for upper division standing at the California State University are as follows: (*course and grade requirements*)

Course and grade requirements:

The student must complete at least 60 units of transfer courses with a grade point average of at least 2.0. A maximum of 70 units may be transferred. No upper division credit is granted for courses taken at a community college.

The California Administrative Code, Title 5, Section 40405, authorizes community colleges to certify that the student has completed the required minimum of 39 semester units of general education when transferring to the California State University.

The student who completes the pattern of Los Angeles Harbor College courses as outlined under "Minimum Requirements for Certification at the California State University" will have to meet a minimum of 39 units of general education requirements. The CSU may require the fully certified transfer student to be responsible for 9 semester units, or 12 quarter units, of upper division courses.

Students are to make an appointment with a counselor early in their academic planning as well as prior to registering for their last 12 units at Los Angeles Harbor College as preliminary checks for Graduation and General Education requirements.

The pattern of general education for the bachelor's degree is common to all major fields of study.

California State University, Dominguez Hills and Long Beach:

In addition to the major, all students must complete a minimum of 48 semester units (of which the equivalent of nine semester units must be taken after transferring) of general education, and the state requirements in U.S. History and American Institutions.

California State Polytechnic University:

Many students enter Harbor College with occupational objectives plan to complete their formal education at the end of two years.

Some students, however, change their objectives before the completion of the two-year period and decide that they would like to continue their education after graduation from a community college. Most four-year institutions grant no transfer credit or only limited transfer credit for specialized work taken in occupational programs. The California State Polytechnic University, however, with campuses at San Luis Obispo and Pomona, offers upper division programs which permit community college graduates of occupational programs to transfer numerous courses for application toward the bachelor's degree in a variety of curricula.

Representatives of the Los Angeles Community College District and the California State Polytechnic University have agreed that all courses designated as transfer courses, including all general education or liberal arts courses, will be accepted and applied to similar course requirements in

the student's chosen major curriculum at the California State Polytechnic University. If similar courses are not required, the units involved will be accepted as elective units.

In addition to the credit which may be granted for courses commonly referred to as transfer courses, including general education and liberal arts courses, students who transfer may receive credit for other courses completed, many of them occupational in nature, which are equivalent to courses offered at the California State Polytechnic University.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

University of California Requirements for Admission to Advanced Standing

It is suggested that a student planning for transfer to the University of California discuss the transfer plans with a counselor, semester by semester, as major changes frequently occur in requirements subsequent to the printing of this Catalog.

Note: Students planning to transfer to the University of California are required to complete at least 60 semester units of transferable work with a minimum 2.4 GPA.

General Education for Transfer to a UC Campus

Students who plan to transfer to a University of California campus may satisfy general education requirements by following either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific breadth requirements of the UC campus of choice. See a counselor to determine which plan would best fit your needs.

Credit Limits: University of California System

Architecture 9,10,17,33,34: Maximum credit combined 18 semester units.

Art 400A, 400B and 412 combined: Maximum credit 3 units.

Biology 1 and 3: Maximum credit one course. No credit for 1 or 3 or 5 if taken after Biology 6

Business 5 and 6: Maximum credit one course.

Chemistry 65: No credit if taken after Chemistry 101.

Chemistry 70, 211 and 212: Maximum credit two courses.

CIS 1 and CSIT 58. Maximum credit one course.

CSIT 306 and Math 170: Maximum credit one course.

CSIT 313 and Math 150: Maximum credit one course.

CSIT 340 and Math 175: Maximum credit one course.

English 86: Maximum credit for ESL courses 8 units.

English 137 and Lib Sci 101: Maximum credit one course.

English 240 and 241: Maximum credit one course.

English 290, 291, 292, and 293: Minimum credit 3 units.

French 8: Maximum credit two courses (4 units).

German 8: Maximum credit two courses (4 units).

Health 2, 10, and 11: Maximum credit one course.
 History 12, 13, 42 and 44: Maximum credit one course.
 History 11, 41, and 43: Maximum credit one course.
 History 14: No credit if taken after 11, 41 or 43.
 Humanities 6: If repeated, maximum credit one course.
 Japanese 21 and 22: Maximum credit 5 units. Both must be taken to receive transfer credit.
 Lib Sci 101 and English 137: Maximum credit one course.
 Math 170 and CSIT 306: Maximum credit one course.
 Math 150 and CSIT 313: Maximum credit one course.
 Math 175 and CSIT 340: Maximum credit one course.
 Math 215, 216 and 230: Maximum credit one course.
 Math 225, 227, and Statistics 1: Maximum credit one course.
 Math 235 and 245: Maximum credit one course.
 Math 236 and 265: Maximum credit one course.
 Microbiology 1 and 20: Maximum credit one course.
 Personal Development 17 and 20: Maximum credit one course.
 P.E. 97 through 328, 469, 502 through 516, 552, and 690: Maximum credit 4 units.
 P.E. 710, 711, and 713: Maximum credit 8 units.
 Physical Science 1: No credit if taken after a college course in astronomy, chemistry, geology, or physics.
 Physics 6-7 and 37-38-39: Maximum credit one series.
 Physics 11: No credit if taken after 6 or 37.
 Spanish 8: Maximum credit two courses (4 units). Both must be taken to receive transfer credit.
 Spanish 21 and 22: Maximum credit 5 units.
 Statistics 1 and Math 225 and 227: Maximum credit one course.

TRANSFER TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's accredited independent colleges and universities provide numerous options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the college catalog, available upon request from the college's Office of Admissions.

Independent institutions frequently are generous in awarding credit. They invite contact with their Office of Admissions in order to discuss transfer opportunities on a personal basis. Financial aid may be a primary factor in making it possible to attend an independent college. Independent colleges and universities encourage students to inquire about financial assistance from their Office of Financial Aid.

The independent colleges include:

California Baptist College, California Institute of Tech., Chapman College, Claremont McKenna College, Harvey Mudd College, Loyola Marymount University, Marymount College, Mount St. Mary's College, Occidental College, Pacific Oaks College, Pepperdine University, Pomona College, Pitzer College, Scripps College, University of Redlands, University of Southern California, Westmont College, Whittier College, Woodbury University

Please see the following pages for the CSU General Education Certification and Intersegmental General Education Curriculum (IGETC) transfer sheets.

Students who would like breadth requirements of a specific UC campus should see a counselor. Copies are also available at the Information Desk in the Student Services and Administration Building.



Los Angeles Harbor College
California State University GENERAL EDUCATION CERTIFICATION REQUIREMENTS 2014-2015

This pattern of CSU general education requirements applies to students beginning Fall (or Summer) 1981 or later. Thirty nine units (39) of general education coursework excluding the Statutory Requirement, may be certified by Harbor College as acceptable toward the bachelor's degree general education at a California State University. The student will have to complete 9 additional units of upper division coursework for G.E. after transfer. Beginning Spring 1987, courses to be used for Area A and B4 (Mathematics) must be completed with "C" grades or better.

A maximum of 30 units will be allowed in Areas "B", "C" and "D" collectively for certification. A minimum of 9 units must be completed in each of Areas "A", "B", "C", and "D" if the student wishes to have more than 30 units certified. If Areas "A" and "B" are not completed at time of transfer, the CSU campus may request proof that these subject requirements were cleared by high school coursework. Most universities will expect students to finish 60 transferable units with a minimum 2.0 GPA, usually higher.

Students not complying with the above minimum certification requirements must follow the catalog of the intended university of transfer in place of these requirements; consult with a counselor. It is strongly recommended that students request certification through the Office of Admissions & Records before sending final transcripts to the University.

C= Completed I=In Progress N= Need

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 Units)			
Select one course from each A1, A2 and A3	C	I	N
A1 Oral Communication Communication Studies **(Speech) 101, 102, 121			
A2 Written Communication English 101			
A3 Critical Thinking Computer Sciences 58 Journalism 105**(5) Philosophy 6 Communication Studies**(Speech) 104 English 102			
AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 Units)			
Courses selected for this Area must include at least one course listed in each of the categories below			
B1 Physical Science (at least one course): Astron 1 Chem 65, 66, 101, 102, 211, 212 Env Sci 1 Geog 1 Geology 1 Oceano 1 Phys Sc 1 Physics 6, 7, 11, 37, 38, 39			
B2 Life Science (at least 1 course): Anatomy 1 Anthro 101 Biology 3, 5, 101 Env Sci 2 Oceano 12 Physiol 1 Psych 2			
B3 Laboratory Activity Anatomy 1 Anthro 111 Astron 5 Biology 3, 5, 101 Chem 65, 66, 101, 102, 211, 212 Geog 15 Geology 6 Oceano 10 Phys Sc 14 Physics 6, 7, 11, 37, 38, 39 Physiol 1			
B4 Mathematics/Quantitative Reasoning (at least 1 course): Math 215, 216, 227, 234, 235, 236, 240, 260, 265, 266, 267, 270, 275 Stat 1			
AREA C- ARTS AND HUMANITIES (9 Units)			
Select at least one course from Arts (C1) and one course from Humanities (C2). The third course may be from either category			
C1 Arts (Arts, Cinema, Dance, Music, Theater) Art 100, 101, 102, 103, 111, 201 Arc 132**(43), 133**(44) Music 101, 111, 116, 141 Photo 121 Theater 100			

C2 Humanities (Lit, Philos, Lang, other than Eng.) English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, 240 History 74^, 81^, 82^, 86^, 87^ Human 1, 6, 17, 60 Japan 21, 22 Philos 1, 20, 23, 33 French 1, 2, 10 Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36			
AREA D – SOCIAL SCIENCES (9 Units)			
Select courses from at least two disciplines (Courses may be counted in only one D section).			
D1 Anthropology and Archeology Anthropology 102, 103, 121			
D2 Economics Econ 1, 2 Business 1			
D5 Geography Geog 2,7			
D6 History History 1, 2, 5, 6, 11, 12, 19, 20, 21, 41, 42, 43, 44, 52, 58, 74^, 81^, 82^, 86^, 87^			
D7 Interdisciplinary Social and Behavioral Science Engineering Gen Tech 28 same as Drafting 6 Comm 122^, 190			
D8 Political Science Government, & Legal Institutions Pol Sci 1, 2, 4, 7, 30, History 11, 41, 43			
D9 Psychology Psych 1, 14, 41 Ch Dev 1^			
D0 Sociology and Criminology Soc 1, 2, 12			
AREA E – LIFELONG LEARNING AND SELF DEVELOPMENT (3 Units)			
Select from E1 or the E1 and E2 combination			
E1 Lifelong Learning and Self-Development Ch Dev 1^, 11 Family & CS 21 Health 2, 6, 11 Counsel 20 Psych 3 Soc 21 *Please see note below			
E2 Activity (Limit 1 Unit) Kinesiology** (P.E.) All Kinesiology courses & Dance TQ 141 ** (PE 431) meet the E2 activity requirement except for 32, 100 to 105, 700 and 900 series			
STATUTORY REQUIREMENT (6 UNITS)			
These courses may be completed prior to transfer, they are not required for certification, and may be "double counted" in Area D above.			
Select one course from "A" and one course from "B" below: A Pol.Sci 1, 30			
B History 5, 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82			

^ May be counted for one area only, not for both.

*Students wanting an AA Degree must take Health or Family & Consumer Studies 21 and one unit of Kinesiology** (P.E.)

Name: _____ 88- _____ Counselor: _____ Date: _____

(Effective Fall 2008 and later)

Los Angeles Harbor College

Associate of Arts Degree in Liberal Arts and Sciences With Emphasis

The Liberal Arts and Sciences Associate of Arts degree is designed for students who desire a broad base of knowledge in the liberal arts and sciences. The Liberal Arts and Sciences degree consists of a core general education component, a minimum of 18 units in an area of emphasis, 2.0+ gpa, and a minimum of 60 units overall.

All students are strongly advised to meet with a counselor for academic planning. Students who plan to transfer will need to consult a counselor and the Transfer Center for specific information regarding preparation for the intended major at the colleges/universities of choice, in order to facilitate a seamless transition. See www.assist.org.

- Choose either option 1 or 2 or 3 or 4 for the General Education Core:
 1. LAHC G.E. Plan A (30 units) A recommended option for students who do not plan to transfer.
 2. LAHC G.E. Plan B (18 units) A recommended option for students who do not plan to transfer.
 3. CSU G.E. Breadth – including Health or Nutrition, **(P.E.) and U.S. history or U.S. government (39-41 units)
 4. IGETC – including Health or Nutrition, **(P.E.) and U.S. history or U.S. government (34-41 units) UC or CSU
- Choose a minimum of 18 units in one Area of Emphasis listed below (C grades or better required):

Arts and Humanities

Architecture **132 (43), 133 (44)
Art 100, 101, 102, 103, 201, 300, 501, 502, 639, 713
Communication Studies 101, 104, 121, 122, 151, 190
English 102, 127, 203, 204, 205, 206, 207, 208, 209, 211, 214,
215, 218, 219, 234, 239, 240,
French 1, 2
History 74*, 81*, 82*, 86*, 87*
Humanities 1, 6, 17, 60

Japanese 21, 22
Music 101, 111, 116, 141
Philosophy 1, 20, 33
Photography 121
Spanish 1, 2, 3, 4, 12, 21, 22, 35, 36
Theater Arts 100, 200, 270, 300

Health and Fitness

Family and Consumer Studies 21; Health 2, 6, 11, 12
Kinesiology 32 **(P.E. 800*) and Kinesiology Major
100 **(PE 712), 103 **(PE 713), 104 **(PE 710), 105 **(PE 711), 136 **(PE 718)
Kinesiology Activity & DanceTQ 141 **(PE 431) (limit 4 units)
Microbiology 20*

Sociology 1*, 2*, 12*, 21*
Anatomy 1*
Anthropology 102*
Physiology 1*
Biology 3*, 5*
Nursing 302, 364
Psychology 1*, 2*, 3*, 14*, 41*

Mathematics and Natural Sciences

Anatomy 1*
Anthropology 101*, 111
Astronomy 1, 5
Biology 3*, 5*, 101, 102, 103
Chemistry 65, 66, 101, 102, 211, 212
Environmental Science 1, 2
Geography 1, 15
Geology 1, 6

Mathematics 123C, 125, 215, 216, 227, 234, 235,
236, 240, 260, 265, 266, 267, 270, 275
Microbiology 20*
Oceanography 1, 10, 12
Physical Science 1
Physics 6, 7, 11, 37, 38, 39
Physiology 1*
Psychology 2*

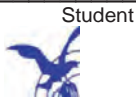
Social and Behavioral Sciences

Admin. of Justice 1
Anthropology 101*, 102*, 103, 104, 121
Business 1
Child Development 1
Economics 1, 2,
Eng Gen Tech 28
Geography 2, 7

Fire Tech 201
History 1, 2, 6, 11, 12, 19, 20, 21, 41, 42, 43,
44, 52, 58, 74*, 81*, 82*, 86*, 87*
Political Science 1, 2, 4, 7, 30
Psychology 1*, 2*, 3*, 14*, 41*
Sociology 1*, 2*, 4, 12*, 21*
Statistics 1

* May be counted for one emphasis only. NOTE: All courses double count for G.E. if listed on the chosen G.E. pattern. Grades of "C" or better required.
**Indicates number and/or prefix in parenthesis changed. Please refer to the College Catalog and/or consult with a counselor.

Requirements are subject to change. Please check periodically for updates and consult a counselor if you have any questions about the preparation for this major. THIS PUBLICATION IS AVAILABLE IN ALTERNATE FORMAT UPON REQUEST 8/14



Student _____

Student ID _____

L. A. Harbor College
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN A 2015-2016

General Education Requirements: Minimum of 30 semester units.

Major Requirements: Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better. Any math course in D2, or Stat 1, completed with “C” grade or better meets required math competency for graduation, as does placement above intermediate algebra or passing the math competency exam. **English 101 with “C” grade or better meets English competency for graduation.**

Please see a counselor and check the college catalog for specific major requirements.

	C	IP	N
THIS FORM SUBJECT TO CHANGE EACH YEAR			
A. NATURAL SCIENCES 3 Semester Units minimum Anatomy 1, Anthro 101, Astron 1, Biology 3, 5, 101, Chem 40, 65, 66, 101, Env Sci 1, 2, Geog 1, Geology 1, Micro 20, Oceano 1, 12, Phys Sci 1, Physics 6, 11, 37, Physiol 1, Psych 2, Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES 9 Semester Units minimum B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) History 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82, Pol Sci 1, 30 B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum) Anthro 102, 103, 104, 121, Bus 1, Ch Dev 1, Drafting 6, Econ 1, 2, Eng Gen Tech 28, Geog 2, 7, History 1, 2, 19, 20, 21, 58, *74, 81*, 82*, 86*, 87*, Pol Sci 2, 4, 7, Psych 1, 3, 14, 41, Soc 1, 2, 4, 12, 21 B3. Minimum of 3 additional semester units from B1 or B2 above. Other College _____ Advanced Placement _____			
C. HUMANITIES 3 Semester Units minimum Arc 132, 133, Art 100, 101, 102, 103, 111, 201, Dance Studies 805, English 203, 204, 205, 206, 207, 208, 209, 211, 212, 214, 215, 218, 219, 234, 239, 240, French 1, 2, History *74, 81*, 82*, 86*, 87*, Human 1, 6, 17, 60, Japan 21, 22, Music 101, 111, 116, 141, Philos 1, 20, 33, Photo 121, , Spanish 1, 2, 3, 4, 8, 12, 21, 22, 35, 36, Theater 100, 200 Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY 12 Semester Units minimum D1. ENGLISH COMPOSITION (3 Semester Units minimum) English 101, 28, 31, Journ 101 (English 101 meets the AA/AS English Composition Competency for graduation) D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum) Communication Studies 101, 102, 104, 111, 121, 122, 190, Co Sci 58, 91, 92, 340, 344, Co Tek 61, Eng Tek 50, English 102, Journ 105, Math 123C, 125, 215, 216, 227, 234, 235, 236, 240, 260, 265, 266, 267, Philos 6, Stat 1 D3. Minimum of 3 additional semester units from D1 or D2 above. Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum E1. HEALTH EDUCATION (2 Semester Units minimum) Health 2, 6, 11, 12, Fam & CS 21, Child Dev. 11 E2. ONE KINESIOLOGY ACTIVITY, (1 Semester Unit minimum) Military credit Health 2, 6, Dance TQ 141, Kinesiology 10 through 350 (if applicable) _____			
Major / Area of Emphasis:			
Major Courses (min. 18 units)			
Electives:			
Competency Met: English: Course _____ Math: Course _____ Test _____	TOTAL		

* May be counted for one area only, not both.

C = Completed IP = In Progress N = Need



Los Angeles Harbor College
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
PLAN B 2015-2016

General Education Requirements: Minimum of 18 semester units.

Major Requirements: Minimum of 36 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better. Any math course in D2, or Stat 1, completed with “C” grade or better meets required math competency for graduation, as does placement above intermediate algebra or passing the math competency exam.

English 101 with “C” grade or better meets English competency for graduation.

Please see a counselor and check the college catalog for specific major requirements.

THIS FORM SUBJECT TO CHANGE EACH YEAR	C	IP	N
A. NATURAL SCIENCES 3 Semester Units minimum Anatomy 1, Anthro 101, Astron 1, Biology 3, 5, 101, Chem 40, 65, 66, 101, Env Sci 1, 2, Geog 1, Geology 1, Micro 20, Oceano 1, 12, Phys Sci 1, Physics 6, 11, 37, Physiol 1, Psych 2 Other College _____ Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES 3 Semester Units minimum B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) History 6, 11, 12, 41, 42, 43, 44, 52, 58, 81*, 82*, Pol Sci 1, 30 Other College _____ Advanced Placement _____			
C. HUMANITIES 3 Semester Units minimum Arc 132, 133, Art 100, 101, 102, 103, 111, 201, Dance Studies 805, English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, French 1, 2, History 81*, 82*, 86, 87, Human 1, 6, 17, 60, Japan 21, 22, Music 101, 111, 116, 141, Philos 1, 20, 33, Photo 121, Spanish 1, 2, 3, 4, 8, 12, 21, 22, 35, 36, Theater 100, 200 Other College _____ Advanced Placement _____			
D. LANGUAGE AND RATIONALITY 6 Semester Units minimum D1. ENGLISH COMPOSITION (3 Semester Units minimum) English 101, 28, 31, Journ 101 (English 101 with “C” grade or higher meets English competency for graduation) D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) Communication Studies 101, 102, 104, 111, 121, 122, 190, Co Sci 58, 91, 92, 340, 344, Co Tek 61, Eng Tek 50, English 102, Journ 105, Math 123C, 125, 215, 216, 227, 234, 235, 236, 240, 260, 265, 266, 267, Philos 6, Stat 1 Other College _____ Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum E1. HEALTH EDUCATION (2 Semester Units minimum) Health 2, 6, 11, 12, Fam & CS 21, Child Dev. 11 E2. ONE KINESIOLOGY ACTIVITY (1 Semester Unit minimum) Military credit Health 2, 6, DanceTQ 141 & Kinesiology 10 through 350 (if applicable) _____			
Major / Area of Emphasis:			
Major Courses (min. 36 units)			
Electives:			
Competency Met: English: Course _____ Math: Course _____ Test _____ TOTAL			

* May be counted for one area only, not both.

C = Completed IP = In Progress N = Need

IGETC INFORMATION

COMMON QUESTIONS ABOUT THE IGETC

What is IGETC?

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California community college to a campus in either the University of California or California State University System without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements.

Who can't use IGETC?

Students who began their collegiate work at a University of California campus and who intend to transfer back to any UC campus may not be able to use IGETC. See a counselor to determine the appropriate G.E. pattern to follow. Also, students transferring to the following programs should not use IGETC: School of Business and the College of Environmental Design at UC Berkeley, School of Engineering and Applied Sciences at UCLA, Revell and Eleanor Roosevelt College at UC San Diego.

What is Certification?

Harbor College will verify the completion of Intersegmental General Education Transfer Curriculum for transfer to either the University of California or the California State University System. Students who complete the entire IGETC curriculum with grades of "C" or better in all courses can have their general education certified by Harbor College. Up to 15 units of coursework in which a "credit" or "pass" grade is received will be certified providing either is equivalent to a grade of "C" or better. With a score of 3 or higher, Advanced Placement exams may be used to satisfy one general education course in the appropriate area. Although not part of the IGETC, Harbor College will also certify the completion of the CSU American History and Institutions graduation requirement.

Why should I have my courses certified?

To earn a Bachelor's degree from UC or CSU, students must complete a program of general education. Harbor College will certify the completion of all lower division general education requirements for graduation from UC or CSU. Students who transfer without certification will have to meet the general education requirements of the specific UC or CSU campus to which they are transferring. This usually requires completion of additional courses after transfer.

What about courses taken at other colleges?

Harbor College will certify courses taken at other colleges and universities accredited by a regional association of Schools and Colleges. Harbor College will place courses taken at other California community colleges in the IGETC areas identified by the offering college. Courses taken at 4-year schools in California or at out-of-state 2-year or 4-year schools must either be equivalent to courses offered at Harbor College or at another California community college (CCC). These courses will be placed in the subject areas where the comparable LAHC courses are listed, or courses from another California community college on an approved IGETC pattern. If a course is not comparable to a CCC course listed on an approved IGETC pattern, it may be reviewed by petition to determine whether or not it meets IGETC Area Standards. Unless a foreign institution has United States regional accreditation, courses completed at foreign institutions are not acceptable for IGETC except for certification of competence in a language other than English.

How do I get my courses certified?

Certification is not automatic; request for certification must be made in the Admissions and Records Office when you send your final transcript to UC or CSU. Completion of the full IGETC pattern is highly recommended; partial certification is now allowed. Students can be missing no more than two courses to qualify for partial certification. **WARNING:** You need to complete minimum UC/CSU transfer admissions requirements. Therefore, if you are missing courses in IGETC Area 1 and/or 2, you may not be eligible for admissions and could put your admissions in jeopardy; please consult with a counselor. Furthermore, in order to do the certification, we must have all official transcripts on file from every college you have attended. If you are using two years of high school foreign language to satisfy the UC Language Other Than English requirement (IGETC Area 6), you must also have official copies of your high school transcripts on file. You may also meet this requirement by providing official documentation showing satisfactory completion, with a "C" grade or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Exam results used to meet this requirement must be on file in the Admissions and Records Office at Harbor College.

I G E T C

(INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM)

2014-2015

LOS ANGELES HARBOR COLLEGE

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements and replaces the University of California Transfer Core Curriculum. Students in high unit majors may find it advantageous to follow a particular UC campus's breadth requirements instead of the IGETC. Students with prior UC coursework may be ineligible to follow the IGETC to transfer back to a UC. See a counselor for additional information.

IMPORTANT: Students need to have the IGETC certified prior to sending final transcripts to the university. Failure to have general education certified may result in additional lower-division coursework being required after transfer. All courses must be completed with "C" grade or higher. Most universities will expect students to finish 60 transferable units with a minimum 2.4 gpa, and significantly higher for competitive majors.

AREA 1 – ENGLISH COMMUNICATION

(2-3 courses, 6-9 semester/ 12-15 quarter units)

1A: ENGLISH COMPOSITION

(1 course, 3 semester/ 4-5 quarter units)
English 101

1B: CRITICAL THINKING/ ENGLISH

COMPOSITION (1 course, 3 semester /4-5 quarter units).
Courses must have English Composition as a prerequisite.
English 102~

~Must be taken Fall 1992 or after.

1C: ORAL COMMUNICATION (CSU only)

(1 course, 3 semester / 4-5 quarter units)
Communication Studies **(Speech) 101, 102, 121

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(1 course, 3 semester / 4-5 quarter units)

Math 227*, 234, 235*, 236* 260, 265*, 266, 267, 270, 275
Statistics 1*

AREA 3– ARTS and HUMANITIES

(At least 3 courses, 9 semester / 12-15 quarter units)

At least one course from the Arts and one from the Humanities.

3A: ART COURSES:

Architecture 132**(43), 133**(44)
Art 100,101, 102, 103, 111, 201
Music 101, 111, 116, 141
Photo 121
Theater 100

3B: HUMANITIES COURSES:

History 74^, 81^, 82^, 86^, 87^
Humanities 1, 6*, 17, 60
English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 219, 234, 239, 240
French 2
Philosophy 1, 20, 33
Spanish 2, 3, 4, 12, 36

^ May be counted for either Humanities or Social and Behavioral Sciences credit, but not for both.

*Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

** Indicates number and/or prefix in parenthesis changed. Please refer to the College Catalog and/or consult with a counselor. **12/14**

AREA 4 – SOCIAL and BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester/ 12-15 quarter units)

Courses from at least two disciplines or an inter-disciplinary sequence.

Anthropology 102, 121
Child Development 1, Communication Studies 190
Economics 1,2
Geography 7
History 1, 2, 6, 11*, 12*, 19, 20, 21, 41*, 42*, 43*, 44*, 52, 58, 74^, 81^, 82^, 86^, 87^
Political Science 1, 2, 7, 30
Psychology 1, 14, 41
Sociology 1, 2, 12, 21

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES

(At least 2 courses, 7-9 semester / 9-12 quarter units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

5A: PHYSICAL SCIENCE: Astronomy 1, Chemistry 65*, 101, 102, 211*, 212* Env. Sci. 1, Geography 1, Geology 1, Oceanography 1, Physical Science 1*, Physics, 6*, 7*, 11*, 37*, 38*, 39*

5B BIOLOGICAL SCIENCE: Anthropology 101, Anatomy 1*, Biology 3*, 5, 101, Environmental Science 2, Microbiology 20*, Oceanography 12, Physiology 1*, Psychology 2

5C: SCIENCE LABORATORY: Anatomy 1*, Astronomy 5, Biology 3*, 5, 101, Chemistry 65*, 101, 102, 211*, 212*, Geography 15, Geology 6, Microbiology 20*, Oceanography 10, Physical Science 14*, Physics 6*, 7*, 11*, 37*, 38*, 39*, Physiology 1*

LANGUAGE OTHER THAN ENGLISH

Proficiency equivalent to two years of high school study in the same language. **(High school transcripts are required if proficiency was met in high school.)**

The following course(s) at this institution fulfill the requirement: (UC requirement only)

French 1 Japanese 21 and 22
German 1
Spanish 1, 22, 35

CSU GRADUATION REQUIREMENT IN US HISTORY, CONSTITUTION AND AMERICAN IDEALS

Not Part of IGETC, may be completed prior to transfer, and the courses may be "double counted" to satisfy requirements for IGETC Area 4 above.

6 units, one course from (A) and one course from (B)

(A) Political Science 1 or 30

(B) History 6, 11, 12, 41, 42, 43, 44, 52, 58, 81, 82

COURSE DESCRIPTIONS

ACCOUNTING

ACCTG 001 (5.00 Units) INTRODUCTORY ACCOUNTING I

5.00 hours lecture

Credit is allowed in only one of Accounting 1 or the Accounting 21 and 22 combination.

Grading: Letter Graded

This course provides an introduction to financial accounting and accounting information systems. Areas covered include recording, summarizing, and reporting of business transactions, preparation of financial statements, revenues and expense recognition; assets, liability, and capital accounts. Emphasis is placed on accounting for sole proprietorships and corporations and the use of accounting information in decision making by various stakeholders.

[DE** Effective Summer 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: UC/CSU

ACCTG 002 (5.00 Units) INTRODUCTORY ACCOUNTING II

5.00 hours lecture

Prerequisite: Completion of Accounting 1 or the Accounting 21 and 22 combination with a letter grade of "C" or better.

Grading: Letter Graded

Topics covered include corporate income tax reporting, unusual income statement items, accounting for investment in stocks and bonds, bonds payable, statement of cash flows, present value concept and financial statement analysis. However, course emphasizes mainly managerial accounting concepts and principles for planning and decision making.

Transfer Credit: UC/CSU

ACCTG 003 (3.00 Units) INTERMEDIATE ACCOUNTING I

3.00 hours lecture

Prerequisite: Completion of Accounting 2 with a letter grade of 'C' or better.

Grading: Letter Graded

This course emphasizes the application of generally accepted accounting principles in the preparation and use of financial statements for decision-making purposes. Special emphasis is placed on the recognition and measurement of revenues, cash, receivables, inventories, property, plant and equipment, depreciation and depletion, and intangibles

Transfer Credit: CSU

ACCTG 011 (3.00 Units) COST ACCOUNTING

3.00 hours lecture

Prerequisite: Completion of Accounting 2 with a letter grade of 'C' or better.

Grading: Letter Graded

A study of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Emphasis is on the use of cost accounting information for decision making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting and profit planning, activity based costing.

Transfer Credit: CSU

ACCTG 015 (3.00 Units) TAX ACCOUNTING I

3.00 hours lecture

Grading: Letter Graded

A practical study of the current federal revenue acts and California State Tax Law as they relate to business and individual income tax procedures is made. Topics studied include income inclusions and exclusion, capital gains and losses, and business and personal deductions.

Transfer Credit: CSU

ACCTG 016 (3.00 Units) TAX ACCOUNTING II

3.00 hours lecture

Prerequisite: Completion of Accounting 1 or 15 with a letter grade of 'C' or better.

Grading: Letter Graded

A continued study of income tax regulations and procedures is made. Accounting methods, installments sales, partnerships and corporate income tax procedures are studied.

Transfer Credit: CSU

ACCTG 021 (3.00 Units) BOOKKEEPING AND ACCOUNTING I

3.00 hours lecture

Grading: Letter Graded

This course is the first half of Accounting I and it is an introduction to financial accounting and accounting information systems. It includes recording, summarizing, and reporting of business transactions in various journals and ledgers, preparation of trial balance and financial statements, revenues and expense recognition; assets, liability, and capital accounts

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ACCTG 022 (3.00 Units)
BOOKKEEPING AND ACCOUNTING II**

3.00 hours lecture

Prerequisite: Completion of Accounting 21 with a letter grade of 'C' or better.

Grading: Letter Graded

This course is the second half of Accounting I and it is an introduction to financial accounting and accounting information systems. It includes a study of the voucher system, payroll accounting, depreciation, inventory valuation, bad debts, notes and interest. Emphasizes accounting for sole proprietorships and corporations and the use of accounting information in decision making by investors, creditors and others.

Transfer Credit: CSU

ADMINISTRATION OF JUSTICE

**ADM JUS 001 (3.00 Units)
INTRODUCTION TO ADMINISTRATION OF JUSTICE**

3.00 hours lecture

Grading: Letter Graded

This course details the philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdictional local, state and federal agencies. Survey of qualifications required.

DE**

Transfer Credit: UC/CSU

**ADM JUS 002 (3.00 Units)
CONCEPTS OF CRIMINAL LAW**

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course deals with the structure of law, definitions, and the most frequently used sections of the California Penal Code. Topics include origins of federal and state laws, interpretation and application of laws, identifying elements of property crimes and criminal liability.

DE**

Transfer Credit: UC/CSU

**ADM JUS 003 (3.00 Units)
LEGAL ASPECTS OF EVIDENCE**

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course includes the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

DE**

Transfer Credit: CSU

**ADM JUS 005 (3.00 Units)
CRIMINAL INVESTIGATION**

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course includes fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, and follow-up and case preparation.

DE**

Transfer Credit: CSU

**ADM JUS 006 (3.00 Units)
PATROL PROCEDURES**

3.00 hours lecture

Grading: Letter Graded

This course includes the responsibilities, techniques, and methods of police patrol procedures.

DE**

Transfer Credit: CSU

**ADM JUS 008 (3.00 Units)
JUVENILE PROCEDURES**

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course includes the organization, functions, and jurisdiction of the juvenile agencies, the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

DE**

Transfer Credit: CSU

**ADM JUS 014 (3.00 Units)
REPORT WRITING FOR PEACE OFFICERS**

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

Involved in this course are the study of and practice in various types of technical writing commonly used in police agencies, the appropriateness of different styles in different contexts and the conceptualization of the material, and the utilization of machine tabulation in reports and methods of reporting criminal statistics.

DE**

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ADM JUS 016 (3.00 Units) RECRUITMENT SELECTION PROCESS

3.00 hours lecture

Grading: Letter Graded

This course provides an in-depth coverage of the legal selection process designed to assist student with employment in a law enforcement agency. Written and oral exam techniques and the agility exam are covered. The background investigation process is examined in detail.

DE**

Transfer Credit: CSU

ADM JUS 037 (3.00 Units) CALIFORNIA CRIMINAL PROCEDURES I

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course includes a study of the history and organization of the court system, jurisdiction, arrest, search and seizure, bail, complaints and extradition.

DE**

Transfer Credit: CSU

ADM JUS 042 (3.00 Units) ADVANCED CRIMINAL LAW

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

DE**

Transfer Credit: CSU

ADM JUS 067 (3.00 Units) COMMUNITY RELATIONS I

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course deals with the latest concepts in police-community relations and the events that created them. It covers the changing role of police in a society that is both dynamic and unprecedented. It touches upon the interplay of social mores, changing values, and urban crime as they relate to and affect traditional police-community positions.

DE**

Transfer Credit: UC/CSU

ADM JUS 075 (3.00 Units) INTRODUCTION TO CORRECTIONS

3.00 hours lecture

Grading: Letter Graded

This course surveys the total correctional cycle and the relationships of its components, including historical, theoretical and philosophical explanations of criminal behavior; statistics and research findings; employment opportunities; and employment requirements. This course will also examine the basic nature of correctional work; aims and objectives of correctional administration; probation and parole; skills; knowledge and attitudes required for employment in this field.

Transfer Credit: CSU

ADM JUS 319 (3.00 Units) RESEARCH METHODS & STATISTICS IN CRIMINAL JUSTICE

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

Introduction to research methodologies used most often in the study of crime and criminal behavior, police/court systems, and correctional institutions, policies, and programs. Students will acquire the knowledge to conceptualize a research problem and develop a number of complementary design, measurement, and data collection approaches to bring evidence to bear on a criminal justice policy issue. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

DE**

Transfer Credit: CSU

ADM JUS 750 (3.00 Units) ETHICS AND THE CRIMINAL JUSTICE SYSTEM

3.00 hours lecture

Recommended: Completion of Administration of Justice 001 with a grade of 'C' or better.

Grading: Letter Graded

This course explores ethical dilemmas, value definitions, and their application to decision making, by police, court, probation, parole, corrections, and private security personnel. Remediation strategies relating to unethical behavior by individuals and groups will also be addressed in this course.

DE**

Transfer Credit: CSU

ANATOMY

ANATOMY 001 (4.00 Units) INTRODUCTION TO HUMAN ANATOMY

3.00 hours lecture and 3.00 hours lab

Prerequisites: High school chemistry or one semester of college chemistry. Concurrent enrollment in lecture and laboratory section is required.

Grading: Letter Graded

Study of structures of the human body. Cat dissection may be used to compare to man. A materials fee of \$20.00 is required.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ANATOMY 001L (1.00 Units)
INTRODUCTION TO HUMAN ANATOMY**

3.00 hours lab

Grading: Letter Graded

Concurrent enrollment in lecture and laboratory section is required. Study of structures of the human body. Cat dissection may be used to compare to man. A materials fee of \$30.00 is required.

Transfer Credit: UC/CSU

**ANATOMY 001U (3.00 Units)
INTRODUCTION TO HUMAN ANATOMY**

3.00 hours lecture

Grading: Letter Graded

Concurrent enrollment in lecture and laboratory section is required. Study of structures of the human body. Cat dissection may be used to compare to man.

Transfer Credit: UC/CSU

ANTHROPOLOGY

**ANTHRO 101 (3.00 Units)
HUMAN BIOLOGICAL EVOLUTION**

3.00 hours lecture

Grading: Letter Graded

Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

DE**

Transfer Credit: UC/CSU

**ANTHRO 102 (3.00 Units)
HUMAN WAYS OF LIFE: CULTURAL
ANTHROPOLOGY**

3.00 hours lecture

Grading: Letter Graded

This course attempts to define culture and to survey the variety of man's cultures at all levels of socio-cultural development from the small-scale, technologically simple cultures to the large-scale technologically complex ones. Topics described and analyzed include the social institutions, such as kinship, marriage, family, religion, politics, language, and economics in a cross-cultural perspective.

DE**

Transfer Credit: UC/CSU

**ANTHRO 103 (3.00 Units)
ARCHAEOLOGY: RECONSTRUCTING THE
HUMAN PAST**

3.00 hours lecture

Recommended: Completion of English 101 with a grade of "C" or better.

Grading: Letter Graded

This course covers the objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving of human culture.

Transfer Credit: UC/CSU

**ANTHRO 104 (3.00 Units)
HUMAN LANGUAGE AND COMMUNICATION**

3.00 hours lecture

Recommended: Completion of English 101 with a grade of "C" or better.

Grading: Letter Graded

As an introduction to linguistic anthropology, this course will cover the study of language, culture, and society from an anthropological perspective. Language will be presented as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, and linguistic anthropology in the contemporary world. Special topics may include pidgins and creoles, language death and revival, and the relationship between language, identity, and power.

Transfer Credit: UC/CSU

**ANTHRO 111 (2.00 Units)
LABORATORY IN HUMAN BIOLOGICAL
EVOLUTION**

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Anthropology 101 with a grade of "C" or better.

Grading: Letter Graded

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.

DE**

Transfer Credit: UC/CSU

**ANTHRO 121 (3.00 Units)
ANTHROPOLOGY OF RELIGION, MAGIC AND
WITCHCRAFT**

3.00 hours lecture

Grading: Letter Graded

This course considers the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ARCHITECTURE

ARC 115 (2.00 Units) ARCHITECTURAL PRACTICE

2.00 hours lecture

Grading: Letter Graded

This course covers the role of an Architect in professional practice, including employment, legal and administrative procedures, and relationship to other design and construction professions. Licensing requirements and the operation of a professional office are also studied.

Transfer Credit: CSU

ARC 121 (2.00 Units) FREEHAND DRAWING I

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

Students will study drawing and sketching using pencil, ink, and charcoal, mostly of perspective drawings of architectural forms. This course includes studies of composition, form, value, and scale. A \$20 lab fee is required.

Transfer Credit: UC/CSU

ARC 132 (3.00 Units) ARCHITECTURAL HISTORY I: PREHISTORY TO THE MIDDLE AGES

3.00 hours lecture

Grading: Letter Graded

This course covers the development of architecture from prehistoric times to the beginning of the Renaissance, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities. (Same as Art 137 (3) UC:CSU)

[DE** Effective Spring 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: UC/CSU

ARC 133 (3.00 Units) ARCHITECTURAL HISTORY II: LATE MIDDLE AGES TO MODERN

3.00 hours lecture

Grading: Letter Graded

This course covers the development of architecture from Renaissance to modern architecture of today and tomorrow, focusing on geographical, geological, climatic, religious social and historical aspects. Note this course satisfies GE Requirements in Humanities.

[DE** Effective Spring 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: UC/CSU

ARC 151 (3.00 Units) MATERIALS OF CONSTRUCTION

3.00 hours lecture

Grading: Letter Graded

This course investigates principal building materials: wood, steel, concrete, and masonry, and their uses in the architecture and construction field. Non-structural materials such as glass, roofing, plastics, and paint are covered as well as sustainable strategies and materials.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

ARC 160 (3.00 Units) COMPUTERS FOR DESIGNERS

1.50 hours lecture and 4.50 hours lab

Grading: Letter Graded

This course is an introduction to Photoshop and Illustrator, geared toward architects, environmental and industrial designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 161 (2.00 Units) INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DESIGN

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces AutoCAD drafting geared toward architects, covering all basic commands, drawing organization, and residential projects. A \$20 lab fee is required.

DE**

Transfer Credit: CSU

ARC 162 (3.00 Units) COMPUTER-AIDED DESIGN AND DRAFTING

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Architecture 161 with a grade of 'C' or better.

Grading: Letter Graded

This course is a continuation of ARC 161 presenting studies of AutoCAD for architects focusing on advanced concepts such as dynamic blocks and annotative text and dimensioning. Includes basic 3-dimensional modeling in AutoCAD and Rhino. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 164 (2.00 Units) DESIGN SOFTWARE FOR ARCHITECTURE

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces Revit and BIM concepts. Creation of a 3-dimensional model and resulting 2-dimensional drawings such as plan, section, elevation. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 165 (2.00 Units) SUSTAINABLE DESIGN AND BUILDING INFORMATION MODELING

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Architecture 164 with a grade of 'C' or better.

Grading: Letter Graded

This course examines the underlying principles of sustainability design. Major aspects of sustainable design such as site location, energy efficiency, and material selection are covered. In addition, this course addresses the importance of Building Information Modeling (BIM) as it relates to sustainable design. Advanced topics in BIM are covered. A \$20 lab fee is required.

DE**

Transfer Credit: CSU

TBA** indicates that this course may be offered in TBA format

**ARC 170 (2.00 Units)
BEGINNING ARCHITECTURAL DRAFTING**

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

This course is an introduction to architectural skills for students entering architecture, urban planning, art, landscape, environmental, or interior design. Training in drawing at scale, developing multi-view drawings of buildings, floor plans, elevations, etc. Introduction to model building, sketching, and spatial comprehension. A \$20 lab fee is required.

Transfer Credit: CSU

**ARC 172 (3.00 Units)
ARCHITECTURAL DRAWING I**

2.00 hours lecture and 4.00 hours lab

Grading: Letter Graded

In this course techniques of architectural drafting, symbols, dimensioning, and methods of representation, including the fundamentals needed to prepare a complete set of working drawings for a simple wood frame structure. A \$20 lab fee is required.

Transfer Credit: CSU

**ARC 173 (3.00 Units)
ARCHITECTURAL DRAWING II**

2.00 hours lecture and 4.00 hours lab

Prerequisite or corequisite: Completion of Architecture 172 with a grade of 'C' or better. Completion of Architecture 161 with a grade of "C" or better, or concurrent enrollment.

Grading: Letter Graded

In this course students will study further development of drafting skills centered around the documentation of a two-story wood frame structure including floor plans, elevations, sections, details, plot plan, and topography. Covers the fundamental use of materials in construction with emphasis on building codes. A \$20 lab fee is required.

Transfer Credit: CSU

**ARC 201 (3.00 Units)
ARCHITECTURAL DESIGN I**

1.00 hour lecture and 5.00 hours lab

Prerequisites: Completion of Architecture 172 and Environmental Design 102 with grades of 'C' or better.

Grading: Letter Graded

In this course students will work in a design lab studio exploring an architectural design problem, focused on analysis, layout, aesthetics, interpretation, sustainability and the nature of materials. Methods of presentations are studied as well as design approaches. A \$20 lab fee is required.

Transfer Credit: UC/CSU

**ARC 202 (3.00 Units)
ARCHITECTURAL DESIGN II**

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Architecture 201 with a grade of 'C' or better.

Grading: Letter Graded

Students in this course will work in a design lab studio exploring an architectural design problem, focused on analysis, function, site, urban environment, aesthetics, culture and sustainability. Methods of presentations are studied as well as design approaches. A \$20 lab fee is required.

Transfer Credit: UC/CSU

**ARC 221 (2.00 Units)
ARCHITECTURAL RENDERING**

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Architecture 160 and Architecture 161 with a grade of 'C' or better.

Grading: Letter Graded

In this course students will study a variety of digital media including 3DStudio Max, AutoCAD, Illustrator, InDesign, and Photoshop used in the creation of advanced rendering and illustration of architectural projects. Graphic layouts, montage, and interchange between various formats are explored. A \$20 lab fee is required.

Transfer Credit: CSU

**ARC 223 (1.00 Units)
PORTFOLIO DEVELOPMENT**

2.00 hours lab

Prerequisite: Completion of Architecture 160, Architecture 161, and Environmental Design 102 with a grade of 'C' or better.

Grading: Letter Graded

Students in this course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Synthesize previous projects and skills into a cohesive graphic package. A \$20 lab fee is required.

Transfer Credit: CSU

**ARC 261 (3.00 Units)
COMPUTER-AIDED DESIGN FOR
ARCHITECTURE I**

1.00 hour lecture and 5.00 hours lab

Grading: Letter Graded

This course is an introduction to 3D Studio Max, including 3-dimensional modeling of objects and environments, rendering and materials. A \$20 lab fee is required.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ART

ARC 262 (3.00 Units) COMPUTER-AIDED DESIGN FOR ARCHITECTURE II

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Architecture 261 with a grade of 'C' or better.

Grading: Letter Graded

In this course students will further development of 3D Studio Max skills and techniques, focused on advanced modeling and rendering techniques. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 271 (3.00 Units) ARCHITECTURAL DRAWING III

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Architecture 173 with a grade of 'C' or better.

Grading: Letter Graded

In this course students study the design and construction of masonry buildings are studied together with a further development of wood framing. Analysis is made of long span techniques and construction. Air conditioning equipment, specification writing, and cost estimating are introduced. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 272 (3.00 Units) ARCHITECTURAL DRAWING IV

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Architecture 173 with a grade of 'C' or better.

Grading: Letter Graded

In this course students study the design and construction of steel buildings are studied with wood as a secondary system. Special code requirements and drawing conventions as they relate to steel construction are emphasized. A \$20 lab fee is required.

Transfer Credit: CSU

ARC 291 (3.00 Units) STRENGTH OF ARCHITECTURAL MATERIALS I

3.00 hours lecture

Grading: Letter Graded

This course introduces basic principles of architectural structures and materials, including various structural systems used in buildings. The structural design and sizing of columns, beams and their relationships in building structures are developed.

Transfer Credit: CSU

ART 100 (3.00 Units) INTRODUCTION TO STUDIO ART FOR NON- ART MAJORS

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Basic theories in drawing, painting, color and two dimensional design. Use of various media and emphasis on developing perceptual skills. Students are required to provide \$10.00 Material Fees and purchase other materials in order to complete this class.

Transfer Credit: UC/CSU

ART 101 (3.00 Units) SURVEY OF ART HISTORY I

3.00 hours lecture

Grading: Letter Graded

Survey of Art History from Prehistory through the Gothic Period.

Transfer Credit: UC/CSU

ART 102 (3.00 Units) SURVEY OF ART HISTORY II

3.00 hours lecture

Grading: Letter Graded

The visual arts of the Western World from Renaissance to the Twenty-first Century.

Transfer Credit: UC/CSU

ART 103 (3.00 Units) ART APPRECIATION I

3.00 hours lecture

Grading: Letter Graded

This course is designed to develop a student's understanding and appreciation of art and the artistic process.

Transfer Credit: UC/CSU

ART 111 (3.00 Units) HISTORY OF CONTEMPORARY ART

3.00 hours lecture

Grading: Letter Graded

This survey course examines the various art movements beginning with the cubist movement and advancing through today's modern art scene.

Transfer Credit: UC/CSU

ART 120 (3.00 Units) ENTREPRENEURIAL PRACTICES IN THE ARTS

3.00 hours lecture

Grading: Letter Graded

This course is designed to give students of art an understanding of the processes, procedures and regulations required for developing and maintaining a business in art production. General business practices combined with student specific discipline requirements will be addressed.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ART 201 (3.00 Units)
DRAWING I**

2.00 hours lecture and 2.00 hours lab

Recommended: concurrent enrollment in Art 501.

Grading: Letter Graded

A fundamental course in drawing. Problems in drawing basic forms from nature, using pencil, charcoal, ink, and wash media.

Transfer Credit: UC/CSU

**ART 202 (3.00 Units)
DRAWING II**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 201 with a grade of 'C' or better.

Recommended corequisite: Art 501. A continuation of Art 201.

Grading: Letter Graded

This course is a continuation of Drawing I with continued emphasis on technical, observational and analytical aspects of drawing with the addition of color media as well as mixed drawing media. Projects are designed to test conceptual skills.

Transfer Credit: UC/CSU

**ART 204 (3.00 Units)
LIFE DRAWING I**

2.00 hours lecture and 2.00 hours lab

Recommended prerequisite: Completion of Art 201 and 501 with grades of 'C' or better.

Grading: Letter Graded

This is 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.

Transfer Credit: UC/CSU

**ART 205 (3.00 Units)
LIFE DRAWING II**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 204 with a grade of 'C' or better.

Grading: Letter Graded

is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure

Transfer Credit: UC/CSU

**ART 206 (3.00 Units)
LIFE DRAWING III**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 205 with a grade of 'C' or better.

Grading: Letter Graded

This is an advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

Transfer Credit: UC/CSU

**ART 207 (3.00 Units)
LIFE DRAWING IV**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Art 206.

Grading: Letter Graded

Transfer Credit: UC/CSU

**ART 300 (3.00 Units)
INTRODUCTION TO PAINTING**

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Beginning instruction and survey of various painting media, oil and acrylics, emphasis is placed on color mixing, experiencing contrasts of value, hue and intensity and on compositional organization.

Transfer Credit: UC/CSU

**ART 301 (3.00 Units)
WATERCOLOR PAINTING I**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 300 with a grade of 'C' or better.

Grading: Letter Graded

This course provides experience with selected aqueous media; water color and gouache, technical control, organizational and compositional skills are emphasized.

Transfer Credit: UC/CSU

**ART 302 (3.00 Units)
WATERCOLOR PAINTING II**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 301 with a grade of 'C' or better.

Grading: Letter Graded

This course provides continued experience with selected aqueous media; water color and gouache, technical control, organizational and compositional skills are emphasized.

Transfer Credit: UC/CSU

**ART 303 (3.00 Units)
WATERCOLOR PAINTING III**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 302 with a grade of 'C' or better.

Grading: Letter Graded

This course provides advanced watercolor painting experience stressing technical achievement, creative improvisations, and complex compositions.

Transfer Credit: UC/CSU

**ART 304 (3.00 Units)
ACRYLIC PAINTING I**

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 300 with a grade of 'C' or better.

Grading: Letter Graded

This course provides an overview of acrylic painting techniques with emphasis on materials, color mixing, and application.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ART 305 (3.00 Units) ACRYLIC PAINTING II

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 304 with a grade of "C" or better.

Grading: Letter Graded

Continuation of Art 304, with emphasis on personal exploration and experimentation.

Transfer Credit: UC/CSU

ART 306 (3.00 Units) ACRYLIC PAINTING III

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 305 with a grade of "C" or better.

Grading: Letter Graded

The creative exploration of acrylic paints in studying still life, landscape and the human figure.

Transfer Credit: UC/CSU

ART 310 (2.00 Units) BEGINNING OIL PAINTING

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Art 300 with a grade of 'C' or better.

Grading: Letter Graded

This course provides introductory experience with oil painting. Technical control, organizational and compositional skills are emphasized.

Transfer Credit: UC/CSU

ART 311 (2.00 Units) INTERMEDIATE OIL PAINTING

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Art 310 with a grade of 'C' or better.

Grading: Letter Graded

This course provides continued oil painting experience stressing technical achievement, creative improvisations, and complex compositions.

Transfer Credit: UC/CSU

ART 312 (2.00 Units) ADVANCED OIL PAINTING

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Art 311 with a grade of 'C' or better.

Grading: Letter Graded

This course provides advanced oil painting experience stressing technical achievement, creative improvisations, and complex compositions.

Transfer Credit: UC/CSU

ART 501 (3.00 Units) BEGINNING TWO-DIMENSIONAL DESIGN

2.00 hours lecture and 2.00 hours lab

Recommended corequisite: Art 201.

Grading: Letter Graded

This course presents an introduction to the fundamentals of art which involve creative exploration of visual elements and principles of design. The student experiences color, color theory, light and dark value line, texture and shape, and their integration in art structure.

Transfer Credit: UC/CSU

ART 502 (3.00 Units) BEGINNING THREE-DIMENSIONAL DESIGN

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Art 501 with a grade of 'C' or better.

Grading: Letter Graded

This course covers the principles of three-dimensional design. Explorations are made in materials and media involving considerations to space. Applied design problems in three dimensions as well as creative sculptured forms and assemblages are included.

DE Effective Winter 2015 (Approved: CC, Senate)**

Transfer Credit: UC/CSU

ART 503 (3.00 Units) INTERMEDIATE DESIGN

2.00 hours lecture and 2.00 hours lab

Prerequisite: Art 502.

Grading: Letter Graded

A studio art course focused on further studies of the elements of art and the principles of design. These include line, shape, value, texture, color, space, and composition.

Transfer Credit: UC/CSU

ART 521 (3.00 Units) ART GALLERY TECHNIQUES

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Art 521 covers the basics of 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 lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation. This course may be scheduled at times to be arranged (TBA) for a minimum of 72:00 hours.

TBA**

Transfer Credit: CSU

ART 633 (3.00 Units) INTRODUCTION TO COMPUTER GRAPHICS

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Introductory course in computer graphics using primarily Adobe Illustrator. This is an ideal course for students interested in computer art. Material fee: \$15.00.

Transfer Credit: CSU

ART 637 (3.00 Units) PRESENTATION GRAPHICS

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Students learn to prepare and optimize images, design and create layouts and interactive environments specific to a variety of audiences using Flash, Dreamweaver, Fireworks, Photoshop and Illustrator.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ART 638 (1.00 Units)
COMPUTER-AIDED ART LABORATORY**

2.00 hours lab

Grading: Letter Graded

This course is designed to reinforce lecture topics presented in each computer-aided art course. It provides students with the opportunity to practice and apply concepts learned in lecture.

TBA**

Transfer Credit: CSU

**ART 639 (3.00 Units)
INTRODUCTION TO DIGITAL IMAGING**

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Introduction to digital imaging using Adobe Photoshop. Students learn to capture and manipulate all types of images in Photoshop for both print and other types of media formats. Material fee: \$15.00.

TBA**

Transfer Credit: CSU

**ART 640 (3.00 Units)
PORTFOLIO DEVELOPMENT**

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

This is a specialized class devoted to assisting students in preparing and electronic portfolio tailored to their specific career and/or academic goals. Students will produce an electronic portfolio as an outcome of this class.

Transfer Credit: CSU

**ART 644 (3.00 Units)
ADVANCED DIGITAL IMAGING**

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

In this course students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

Transfer Credit: CSU

**ART 706 (2.00 Units)
CLAY SCULPTURE I**

1.00 hour lecture and 3.00 hours lab

Prerequisites: Completion of Art 501 and 713 with grades of 'C' or better.

Grading: Letter Graded

This course provides the student an exploration of ceramic sculpture in three dimension and relief. Creative experimentation is pursued with form, line and space. Reference is made to the history of and contemporary issues involving clay sculpture. Individual creativity is stressed. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

TBA**

Transfer Credit: UC/CSU

**ART 707 (2.00 Units)
CLAY SCULPTURE II**

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Art 706 with a grade of 'C' or better.

Grading: Letter Graded

The student continues study begun in Art 706 using clay as a medium in three dimensions and relief. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: UC/CSU

**ART 712 (2.00 Units)
CERAMICS WORKSHOP**

4.00 hours lab

Prerequisite: Completion of Art 714 with a grade of 'C' or better.

Grading: Letter Graded

Independent study in ceramics. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: UC/CSU

**ART 713 (2.00 Units)
BEGINNING CERAMICS I**

4.00 hours lab

Recommended prerequisite: Concurrent enrollment in Art 501.

Grading: Letter Graded

Making things in clay: hand building, wheel throwing and glazing. Students are required to provide \$15.00 worth of instructional materials in order to complete this class.

Transfer Credit: UC/CSU

**ART 714 (2.00 Units)
BEGINNING CERAMICS II**

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of Art 713 with a grade of 'C' or better.

Recommended prerequisite: Concurrent enrollment in Art 501.

Grading: Letter Graded

Ceramic materials design and production emphasizing glazes and kiln firing. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: UC/CSU

ASTRONOMY

**ASTRON 001 (3.00 Units)
ELEMENTARY ASTRONOMY**

3.00 hours lecture

Grading: Letter Graded

Completion of Astronomy 005 with a grade of "C" or better. Effective Summer 2015 (Approved: CC, Senate) A study of early astronomy, the moon, sun planets, stellar origin and evolution, nebulae, galaxies, and cosmology.

This course introduces astronomical methods used to determine the nature of our universe. Course work includes use of astronomical instruments in a laboratory setting. A planetarium is used to study star patterns and constellations.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ASTRON 005 (1.00 Units)
FUNDAMENTALS OF ASTRONOMY
LABORATORY**

3.00 hours lab

Prerequisite: Completion of Astronomy 1 with a grade of "C" or better or concurrent enrollment.

Grading: Letter Graded

Use of physical instruments and planetarium to gain further insight into astronomical knowledge.

Transfer Credit: UC/CSU

BASIC SKILLS

**BSICSKL 023CE (0.00 Units)
COLLEGE AND SCHOLASTIC ASSESSMENT
PREPARATION**

12.00 hours lab

Grading: No Grade Given

This course is designed to prepare students to be assessed and/or to take standardized or proficiency exams in the content areas of Mathematics and English. This course provides an overview and review of these areas and is not intended to provide in-depth instruction.

Transfer Credit: Non Transferable

**BSICSKL 083CE (0.00 Units)
GED PREPARATION: LITERATURE AND THE
ARTS**

10.00 hours lab

Grading: No Grade Given

This course is designed to prepare students for the General Educational Development (GED): Literature and the Arts Test. The class will include critical thinking skills - reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, interpreting poetry, drama, plays, on-fiction and commentaries.

Transfer Credit: Non Transferable

**BSICSKL 084CE (0.00 Units)
GED PREPARATION: MATHEMATICS**

10.00 hours lab

Grading: No Grade Given

This course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It will include arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study.

Transfer Credit: Non Transferable

**BSICSKL 085CE (0.00 Units)
GED PREPARATION: SCIENCE**

10.00 hours lab

Grading: No Grade Given

This course is designed to prepare students to pass the General Educational Development (GED): Science Test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

Transfer Credit: Non Transferable

**BSICSKL 086CE (0.00 Units)
GED PREPARATION: SOCIAL STUDIES**

10.00 hours lab

Grading: No Grade Given

This course is designed to assist students prepare for the Social Studies component of the General Education Development (GED) examination. This course enhances students' ability to read, understand, and use information in the context of social studies. Students will focus on the five basic social studies content areas: United States history, civics and government, economics, and geography.

Transfer Credit: Non Transferable

**BSICSKL 087CE (0.00 Units)
GED PREPARATION: WRITING SKILLS**

10.00 hours lab

Grading: No Grade Given

This course is designed to prepare students for the Language, Writing Skills component of the General Educational Development (GED) examination. It will include sentence structure, English usage, mechanics, and writing 5-paragraph essays.

Transfer Credit: Non Transferable

BIOLOGY

**BIOLOGY 003 (4.00 Units)
INTRODUCTION TO BIOLOGY**

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Not open to students who have credit in Botany 1 or Zoology 1. Concurrent enrollment in lecture and laboratory section is required. Laboratory study of major concepts of biology, cellular structure, function, and organization of living systems. A materials fee of \$20.00 is required.

Transfer Credit: UC/CSU

**BIOLOGY 005 (4.00 Units)
INTRODUCTION TO HUMAN BIOLOGY**

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

A lecture/laboratory course that introduces the student to basic biological principles and their relationship to humans. Also, a foundation course for students who will enter the Health Sciences. May fulfill requirements in programs such as Physicians' Assistant, Human Services, Social Services, Home Health Care, and other Health related fields.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

BIOLOGY 033 (3.00 Units) MEDICAL TERMINOLOGY

3.00 hours lecture

Grading: Letter Graded

Develops comprehensive medical vocabulary for careers in nursing, clinical science, medical records, and medical transcribing. Recommended prerequisite to Anatomy 1 for students who have a minimal background in the life sciences.

[DE** Effective Summer 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: CSU

BIOLOGY 101 (5.00 Units) BIODIVERSITY AND ENVIRONMENTAL BIOLOGY

4.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Chemistry 101 with a grade of 'C' or better or concurrent enrollment.

Grading: Letter Graded

This is the first course of a three-course lecture and laboratory sequence for Biology majors. It includes the scientific method, cell structure and function, organisms at and above the cellular level of organization, as well as morphology, systematics, ecology, and behavior. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, veterinary medicine, among others. A materials fee of \$35.00 is required.

Transfer Credit: UC/CSU

BIOLOGY 102 (5.00 Units) MOLECULAR CELL BIOLOGY AND EVOLUTION

4.00 hours lecture and 3.00 hours lab

Prerequisite: Successful completion of Biology 101 and Chemistry 101 with a grade of C or better.

Grading: Letter Graded

This is the second course of a three-course lecture and laboratory sequence for Biology majors. Introduction to cell chemistry and function; cell division, patterns of inheritance, gene structure and function, and evolutionary theory. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, veterinary medicine, among others. A materials fee of \$35 is required.

Transfer Credit: UC/CSU

BIOLOGY 103 (5.00 Units) MOLECULAR GENETICS AND PHYSIOLOGY

4.00 hours lecture and 3.00 hours lab

Prerequisite: Successful completion of Biology 102 and Chemistry 102 with a grade of 'C' or better.

Grading: Letter Graded

This is the third course of a three-course lecture and laboratory sequence for Biology majors. This course is an introduction to genetic expression, regulation, and analysis, DNA technology, development, and physiology. This course prepares students entering the fields of medicine, dentistry, pharmacy, public health, and veterinary medicine. Students should have basic computer literacy and Internet skills. A materials fee of \$35 is required.

Transfer Credit: UC/CSU

BUSINESS

BUS 001 (3.00 Units) INTRODUCTION TO BUSINESS

3.00 hours lecture

Grading: Letter Graded

This survey course introduces the various technical specialties used in a business including: organization, entrepreneurship, international business, marketing, finance, human resource management, and production. The student is exposed to many different aspects of the world of business throughout the course and can evaluate potential careers.

[DE** Effective Winter 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: UC/CSU

BUS 005 (3.00 Units) BUSINESS LAW I

3.00 hours lecture

Grading: Letter Graded

Virtually all activities, both business and personal, are governed by laws. This course examines the legal principles of business transactions and everyday life. It provides an awareness of the legal system as it is applied to employment, operating your own business or as an ordinary consumer. Learn about the legal system, crimes, torts, contracts, and banking. This course is required for the Business Degree.

Transfer Credit: UC/CSU

BUS 006 (3.00 Units) BUSINESS LAW II

3.00 hours lecture

Grading: Letter Graded

This course continues the study of legal principles of business and consumer transactions. Learn your rights in sales transactions, creditor and debtor relations, bankruptcy, partnerships, corporations, consumer protection, environmental regulations, and international law. This course is required for the Business Degree.

Transfer Credit: UC/CSU

BUS 031 (3.00 Units) BUSINESS ENGLISH

3.00 hours lecture

Grading: Letter Graded

Word choice, sentence and paragraph construction, punctuation, spelling, and vocabulary are studied within the context of modern business communications.

[DE** Effective Summer 2015 \(Approved: CC, Senate\)](#)

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CHEMISTRY

BUS 032 (3.00 Units) BUSINESS COMMUNICATIONS

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of *Business 31 and English 101* or equivalent with a letter grade of 'C' or better. DE** Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

Success in today's competitive, diverse and global business environment requires excellent communication and teamwork skills. This course will help students to solve problems, use various forms of written communication, collaborate with work teams and use technology to communicate.

DE**

Transfer Credit: CSU

BUS 038 (3.00 Units) BUSINESS COMPUTATIONS

3.00 hours lecture

Grading: Letter Graded

This course covers basic mathematics as it applies to business problems. The student will examine questions related to banking, interest, investments, mortgages, taxes, financial statements and business statistics.

Transfer Credit: CSU

BUS 060 (1.00 Units) KEYBOARDING FUNDAMENTALS

3.00 hours lab

Grading: Letter Graded

Beginning/introductory keyboarding class for computer users. No credit if taken by CAOT majors. Course should be taken by Business and CIS majors and those interested in taking courses on computers for word processing, spreadsheets, graphics, and desktop publishing.

Transfer Credit: Non Transferable

BUS 130 (3.00 Units) INTRODUCTION TO SUPPLY CHAIN MANAGEMENT

3.00 hours lecture

Grading: Letter Graded

This course is an overview of the entire supply chain and its key elements. It covers basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning, fulfillment planning, and related components of a supply chain.

DE**

Transfer Credit: Non Transferable

BUS 185 (1.00 Units) DIRECTED STUDY - BUSINESS

1.00 hour lecture

Grading: Pass/No Pass

Transfer Credit: CSU

CHEM 065 (4.00 Units) INTRODUCTORY GENERAL CHEMISTRY

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of *Math 123C* with a grade of 'C' or better or equivalent, or concurrent enrollment in *Math 123C*.

Grading: Letter Graded

Not open for credit to students who have credit in Chemistry 101. An introductory course for science majors. This course serves as a prerequisite to Chemistry 101. A materials fee of \$15.00 is required.

Transfer Credit: UC/CSU

CHEM 066 (5.00 Units) ORGANIC AND BIOCHEMISTRY FOR ALLIED HEALTH

3.00 hours lecture and 6.00 hours lab

Prerequisite: Completion of *Chemistry 65 and Math 123C* with grades of 'C' or better.

Grading: Letter Graded

Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities. A materials fee of \$15.00 is required.

Transfer Credit: UC/CSU

CHEM 101 (5.00 Units) GENERAL CHEMISTRY I

3.00 hours lecture and 6.00 hours lab

Prerequisites: Completion of *Chemistry 065 and Mathematics 123C* or equivalent with grades of 'C' or better.

Recommended: Eligibility for *English 101*, or concurrent enrollment in *English 028*.

Grading: Letter Graded

Lecture and laboratory dealing with general principles of chemistry. A materials fee of \$15.00 is required.

Transfer Credit: UC/CSU

CHEM 102 (5.00 Units) GENERAL CHEMISTRY II

3.00 hours lecture and 6.00 hours lab

Prerequisite: Completion of *Chemistry 101* with a grade of 'C' or better.

Grading: Letter Graded

Continuation of Chemistry 101; lab is qualitative inorganic analysis. A materials fee of \$15.00 is required.

Transfer Credit: UC/CSU

CHEM 211 (5.00 Units) ORGANIC CHEMISTRY FOR SCIENCE MAJORS I

3.00 hours lecture and 6.00 hours lab

Prerequisite: Completion of *Chemistry 102* with a grade of 'C' or better.

Grading: Letter Graded

Introduction to structure, stereochemistry and reactions of carbon compounds. A materials fee of \$25.00 is required.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CHEM 212 (5.00 Units)
ORGANIC CHEMISTRY FOR SCIENCE MAJORS II

3.00 hours lecture and 6.00 hours lab

Prerequisite: Completion of Chemistry 211 with a grade of 'C' or better.

Grading: Letter Graded

Continuation of Chemistry 211 topics with additional emphasis on mechanisms and stereochemistry. Lab is devoted to synthesis of complex organic molecules.

A materials fee of \$25.00 is required.

Transfer Credit: UC/CSU

CHILD DEVELOPMENT

CH DEV 001 (3.00 Units)
CHILD GROWTH AND DEVELOPMENT

3.00 hours lecture

Grading: Letter Graded

A comprehensive study of physical, cognitive, and social/emotional development from the prenatal to adolescent periods of human growth is explored. Students will explore the unique characteristics of each period through historical and contemporary philosophies of theorists.

Transfer Credit: UC/CSU

CH DEV 002 (3.00 Units)
EARLY CHILDHOOD: PRINCIPLES AND PRACTICES

3.00 hours lecture

Grading: Letter Graded

Recommended for those interested in professions involving children. Survey of preschool education, current philosophies and practices. Role of the teacher is emphasized.

Transfer Credit: CSU

CH DEV 003 (3.00 Units)
CREATIVE EXPERIENCES FOR CHILDREN I

3.00 hours lecture

Grading: Letter Graded

This course explores a variety of creative experiences for young children focusing on the domain area of creative art. Emphasis is placed on planning and implementing activities in early childhood learning environments. Materials fee: \$25.00

Transfer Credit: CSU

CH DEV 004 (3.00 Units)
CREATIVE EXPERIENCES FOR CHILDREN II

3.00 hours lecture

Grading: Letter Graded

This course explores a variety of creative experiences for young children focusing on the domain areas of music and movement, creative art, science, motor skills, math readiness and emergent learning environments. Materials fee: \$25.00.

Transfer Credit: CSU

CH DEV 005 (3.00 Units)
PUPPETRY I

3.00 hours lecture

Grading: Letter Graded

A variety of puppets will be created using hands-on techniques. Use of puppets to teach and engage children in math, science, literature, socialization, art, culture and diversity activities are explored. Materials fee: \$35.00.

Transfer Credit: CSU

CH DEV 010 (3.00 Units)
HEALTH, SAFETY AND NUTRITION

3.00 hours lecture

Grading: Letter Graded

Recommended for those interested in working with young children in a normal or special setting. Special health problems of young children are identified, including childhood diseases.

Transfer Credit: CSU

CH DEV 011 (3.00 Units)
CHILD, FAMILY AND COMMUNITY

3.00 hours lecture

Grading: Letter Graded

Survey of sociological, cultural and economic influences on children and family life patterns.

Transfer Credit: CSU

CH DEV 012 (3.00 Units)
PARENT-TEACHER-CHILD INTERACTION

3.00 hours lecture

Recommended preparation: Child Development 1 and 2.

Grading: Letter Graded

This course familiarizes students with positive discipline techniques and other guidance models to be used with children from early childhood through adolescence. Communication techniques used in parent-teacher conferences are explored to give the student confidence in working with parents/guardians.

Transfer Credit: CSU

CH DEV 022 (4.00 Units)
PRACTICUM IN CHILD DEVELOPMENT I

2.00 hours lecture and 6.00 hours lab

Prerequisites: Child Development 1 and 3 units from Child Development 3 or 4 Completion of Ch DEV 001, 002, 004, and 011 with a grade of 'C' or better; health exam and TB test. Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

Transfer Credit: CSU

CH DEV 023 (4.00 Units)
PRACTICUM IN CHILD DEVELOPMENT II

2.00 hours lecture and 6.00 hours lab

Prerequisite: Completion of Child Development 22 with a grade of "C" or better.

Grading: Letter Graded

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CH DEV 030 (3.00 Units) INFANT AND TODDLER STUDIES I

3.00 hours lecture

Grading: Letter Graded

This course includes development from birth through 3 years. It provides information on teaching techniques, curriculum development and implementation, principles of caregiving, environmental design and observational opportunities.

Transfer Credit: CSU

CH DEV 031 (3.00 Units) INFANT AND TODDLER STUDIES II

3.00 hours lecture

Grading: Letter Graded

This course is a study of infant and toddler development, brain research and a relationship based approach to responsive program planning. Skill building in assessment, intervention, and inclusion will be developed. Direct observation in infant and toddler programs are required. Creating developmentally appropriate curriculum is emphasized.

Transfer Credit: CSU

CH DEV 034 (3.00 Units) OBSERVING AND RECORDING CHILDREN'S BEHAVIOR

3.00 hours lecture

Grading: Letter Graded

This course explores appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

Transfer Credit: CSU

CH DEV 036 (1.00 Units) LITERATURE FOR EARLY CHILDHOOD

1.00 hour lecture

Grading: Letter Graded

Students will analyze traditional and contemporary literature to address issues of diversity and development. Students will analyze traditional and contemporary literature to address issues of diversity and development.

Transfer Credit: CSU

CH DEV 038 (3.00 Units) ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I

3.00 hours lecture

Prerequisite: Completion of Child Development 1 and 2 with grades of "C" or better.

Grading: Letter Graded

This course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State California licensing regulations, fiscal planning and management, personnel management, child abuse recognition and reporting requirements, and brochure development are some of the important topics covered. Professionalism and quality standards are emphasized.

Transfer Credit: CSU

CH DEV 039 (3.00 Units) ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II

3.00 hours lecture

Prerequisite: Child Development 1 and 2 with grades of "C" or better

Recommended: Child Development 38.

Grading: Letter Graded

This course provides an in depth study of finances, including grant and proposal writing. Licensing requirements for a wide variety of children's programs will be explored. Risk management and disaster preparedness for children's programs will be covered. Other topics covered include advocacy, staff development, professionalism as well as current trends in child development.

Transfer Credit: CSU

CH DEV 042 (3.00 Units) TEACHING IN A DIVERSE SOCIETY

3.00 hours lecture

Recommended Preparation: Child Development 11

Grading: Letter Graded

Child Development 42 - THE
CHILD IN A DIVERSE SOCIETY
(3 UNITS) CSU

This course is designed to enhance a teacher's sensitivity to and knowledge of cultural diversity. Appropriate multicultural instructional resources will be developed. Meaningful curriculum activities and experiences will be explored. Students will be introduced to creative ethnic materials in the areas of art, language, music, literature, dramatic play, foods, etc.

Transfer Credit: CSU

CH DEV 045 (3.00 Units) PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

3.00 hours lecture

Recommended: Child Development 1 & 10

Grading: Letter Graded

A survey course covering slow-learner to gifted. For teacher aides and those who work with exceptional children.

Transfer Credit: CSU

CH DEV 065 (2.00 Units) ADULT SUPERVISION/EARLY CHILDHOOD MENTORING

2.00 hours lecture

Prerequisite: Completion of Child Development 38 with a grade of "C" or better, one year of teaching experience or a two semester C.D. practicum course. Meets the Child Development Matrix requirement.

Grading: Letter Graded

This course presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood program. The study of methods of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities are explored.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**CH DEV 075 (1.00 Units)
CHILD SAFETY**

1.00 hour lecture

Grading: Letter Graded

This course offers a first aid and cardiopulmonary resuscitation (CPR) training program giving individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. American Red Cross CPR and First Aid certificates are awarded.

Transfer Credit: Non Transferable

**CH DEV 185 (1.00 Units)
DIRECTED STUDY - CHILD DEVELOPMENT**

1.00 hour lecture

Grading: Letter Graded

The importance of music and physical movement in the education of young children is emphasized. Appropriate music delivery systems and movement activities are identified as a means of promoting cognitive and language development, kinesthetic and musical-rhythmic intelligence and socialization.

Transfer Credit: CSU

**CH DEV 911 (1.00 Units)
COOPERATIVE EDUCATION - CHILD DEVELOPMENT**

1.00 hour lecture

Grading: Letter Graded

Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

Transfer Credit: CSU

**CH DEV 921 (2.00 Units)
COOPERATIVE EDUCATION - CHILD DEVELOPMENT**

2.00 hours lecture

Grading: Letter Graded

Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

Transfer Credit: CSU

**CH DEV 931 (3.00 Units)
COOPERATIVE EDUCATION - CHILD DEVELOPMENT**

3.00 hours lecture

Grading: Letter Graded

Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

Transfer Credit: CSU

COMMUNICATION STUDIES

**COMM 076 (3.00 Units)
ENGLISH SPEECH AS A SECOND LANGUAGE**

3.00 hours lecture

Grading: Pass/No Pass

For students whose native language is NOT English. Stresses the speaking of English, pronunciation, idiomatic expressions, and oral composition.

Transfer Credit: CSU

**COMM 101 (3.00 Units)
PUBLIC SPEAKING**

3.00 hours lecture

Grading: Letter Graded

The purpose of this course is to train the student in critical thinking, research, and the organization of ideas presented in discussion and original speeches. To accomplish this purpose, students receive instruction and practical experience in audience analysis and adaptation, critical listening and evaluation. The entire course is designed to emphasize personal growth through effective oral communication. Public speaking is especially recommended for students who plan to enter the fields of salesmanship, law, teaching, or the ministry. It is a valuable part of leadership training.

Transfer Credit: UC/CSU

**COMM 102 (3.00 Units)
ORAL COMMUNICATION II**

3.00 hours lecture

Grading: Letter Graded

This course will teach students global classroom skills for effective speech presentations. Emphasis will be placed on current presentation technology in multimedia communications as well as effective content and organizational strategies in a variety of speech contexts including political and forensic oratory.

Transfer Credit: UC/CSU

**COMM 104 (3.00 Units)
ARGUMENTATION AND DEBATE**

3.00 hours lecture

Recommended prerequisite: Completion of English 101 with a grade of 'C' or better. Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

COMM 111 (3.00 Units) VOICE AND ARTICULATION

3.00 hours lecture

Grading: Letter Graded

In this course, students examine the use of spoken Standard American English. Emphasis is placed on personal improvement of spoken English through drills utilizing the International Phonetic Alphabet. Also included is an overview of the physiological processes of speech and other forms of spoken English.

Transfer Credit: UC/CSU

COMM 121 (3.00 Units) INTERPERSONAL COMMUNICATION

3.00 hours lecture

Recommended prerequisite: Completion of English 101 with a grade of 'C' or better. Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

Principles of verbal and nonverbal transactions that occur in relationships. Study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts.

Transfer Credit: UC/CSU

COMM 122 (3.00 Units) INTERCULTURAL COMMUNICATION

3.00 hours lecture

Grading: Letter Graded

Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures. Appreciation and comparison of communication of diverse groups within the larger context of American culture.

Transfer Credit: UC/CSU

COMM 151 (3.00 Units) SMALL GROUP COMMUNICATION

3.00 hours lecture

Recommended prerequisite: Completion of English 101 with a grade of 'C' or better. Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

A lecture/activity/discussion course which provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, and collaborative learning is achieved by responsible group participation.

Transfer Credit: UC/CSU

COMM 190 (3.00 Units) COMMUNICATION AND NEW MEDIA

3.00 hours lecture

Recommended prerequisite: Completion of English 101 with a grade of 'C' or better. Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, YouTube, and social networks, have reshaped communication practices. The course offers an overview of relevant theories

DE** indicates that this course may be offered as Distance Education

and critical issues while providing students with the opportunity to apply communication skills using new media.

Transfer Credit: UC/CSU

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES

CAOT 001 (3.00 Units) COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This beginning course in computer keyboarding is designed to develop mastery of the keyboard and the fundamental keyboarding techniques.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: CSU

CAOT 002 (3.00 Units) COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II

2.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of CAOT 1 with a letter grade of 'C' or better or a 30 word-a-minute keyboarding speed.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Grading: Letter Graded

This intermediate course offers instruction in letter placement and tabulation in addition to further development of speed and review of computer keyboarding techniques. Students should achieve a keyboarding speed of at least 50 words-per-minute.

Transfer Credit: CSU

CAOT 007 (3.00 Units) MACHINE TRANSCRIPTION

2.00 hours lecture and 2.00 hours lab

Prerequisite: Ability to type 30 words-a-minute. Recommended: Business 31 and CAOT 1.

Grading: Letter Graded

Required: Students take CAOT 64 or CAOT 185. Students use computers to transcribe letters and memos from machine dictation. Business letter styles, word division, spelling, and punctuation are reviewed.

Transfer Credit: Non Transferable

CAOT 009 (1.00 Units) COMPUTER KEYBOARDING IMPROVEMENT

3.00 hours lab

Grading: Letter Graded

Students improve speed and accuracy through timed writings and corrective drills. Students keying less than 25 words-a-minute, Business 60 or CAOT 1 is recommended. This course may be taken along with CAOT 2.

Transfer Credit: CSU

TBA** indicates that this course may be offered in TBA format

CAOT 021 (5.00 Units) MEDICAL SECRETARIAL PROCEDURES I

5.00 hours lecture

Prerequisite: Typing speed of 45 words a minute or concurrent enrollment in CAOT 2.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Grading: Letter Graded

Required: Students take CAOT 64 or CAOT 185. Recommended: Biology 33 and Business 31. Students keyboard medical case histories and reports from machine dictation.

Transfer Credit: Non Transferable

CAOT 022 (5.00 Units) MEDICAL SECRETARIAL PROCEDURES II

5.00 hours lecture

Prerequisite: Completion of CAOT 2 and CAOT 21 or equivalent with a letter grade of 'C' or better.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Grading: Letter Graded

Required: Students take CAOT 64 or CAOT 185. This course continues medical transcription skill development at an advanced level.

Transfer Credit: Non Transferable

CAOT 023 (5.00 Units) LEGAL OFFICE PROCEDURES I

5.00 hours lecture

Prerequisite: Completion of CAOT 2 or equivalent with a letter grade 'C' or better.

Grading: Letter Graded

Required: Students take CAOT 64 or CAOT 185. Students may use the computer to prepare specialized legal documents in civil litigation, probate, corporate, and real estate proceedings from machine dictation.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: Non Transferable

CAOT 030 (3.00 Units) OFFICE PROCEDURES

3.00 hours lecture

Recommended CAOT 1, Bus 060 or ability to type 20 WPM.

Grading: Letter Graded

Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students. Office work methods are studied.

Transfer Credit: CSU

CAOT 033 (2.00 Units) RECORDS MANAGEMENT AND FILING

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

Recommended for all CAOT and Business majors. Learn standard indexing and filing rules for manual and electronic filing systems as well as records management procedures.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: Non Transferable

CAOT 034 (2.00 Units) BUSINESS TERMINOLOGY

2.00 hours lecture

Recommended for all CAOT and Business majors.

Grading: Letter Graded

This course will enrich office vocabulary and improve spelling with particular emphasis on words used in business communication. This class is offered once a year.

Transfer Credit: CSU

CAOT 047 (2.00 Units) APPLIED OFFICE PRACTICE

5.00 hours lab

Prerequisite: Completion of CAOT 2 with a letter grade of "C" or better.

Grading: Letter Graded

Students get practical experience in clerical office work.

Transfer Credit: Non Transferable

CAOT 061 (1.00 Units) INTRODUCTION TO OFFICE MACHINES

2.00 hours lab

Grading: Letter Graded

This class teaches touch operating skills on the computer ten-key pad, emphasizing speed and accuracy. Same as Office Machines 001.

Transfer Credit: Non Transferable

CAOT 064 (1.00 Units) COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY

2.00 hours lab

Corequisite: Concurrent enrollment in one of the following: CAOT 1, 2, 9, 21-23.

Grading: Pass/No Pass

This lab provides additional skill development practice in conjunction with one or more courses from CAOT 1-23.

Transfer Credit: CSU

CAOT 078 (3.00 Units) MICROCOMPUTER ACCTG APPLICATIONS FOR THE ELECTRONIC OFFICE

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Acquaints students with the use of the microcomputer for bookkeeping and accounting applications in the electronic office. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using a microcomputer software package.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CAOT 079 (3.00 Units) **WORD PROCESSING APPLICATIONS**

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Recommended: Completion of CAOT 084 with a letter grade of 'C' or better..

Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares students for certification exam. DE**

Transfer Credit: CSU

Effective Spring 2016 (Approved: CC, Senate, CCCCCO)

CAOT 082 (3.00 Units) **MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE**

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Introduces commercially available software for business offices. Provides hands-on introduction to system, word processing, database, spreadsheets, and electronic mail software. No previous computer experience required. This course may not be taken for CIS credit.

DE Effective Summer 2015 (Approved: CC, Senate)**

Transfer Credit: CSU

CAOT 084 (3.00 Units) **MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING**

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Prerequisite: Satisfactory completion of a beginning keyboarding course. This course provides hands-on training in the latest Microsoft Word software and prepares students to take the Microsoft Certification Exam. It includes beginning, intermediate, and advanced levels of Microsoft Word. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

DE Effective Summer 2015 (Approved: CC, Senate)**

Transfer Credit: CSU

CAOT 085 (3.00 Units) **MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET**

1.00 hour lecture and 4.00 hours lab

Recommended Preparation: Computer keyboard ability.

Grading: Letter Graded

Course provides hands-on experience with spreadsheets. Students learn to create, edit, format and print worksheets, graphs, and reports. Covers use of formulas, functions and macros to analyze data and automate tasks. CAOT 85 may not be substituted for CIS 16. CIS 16 may not be substituted for CAOT 85. This class is offered once a year. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

Transfer Credit: CSU

CAOT 086 (3.00 Units) **MICROCOMPUTER OFFICE APPLICATIONS: DATABASE**

1.00 hour lecture and 4.00 hours lab

Grading: Letter Graded

This course provides students with in-depth, hands-on training with office database applications. Students will design, implement and manage relational databases, and extract information from a database and output it in customized forms, reports, mailings and web pages. Prepares students for certification exam in Access.

DE Effective Summer 2015 (Approved: CC, Senate)**

Transfer Credit: CSU

CAOT 088 (3.00 Units) **MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING**

2.00 hours lecture and 3.00 hours lab

Recommended Preparation: Computer keyboarding ability.

Grading: Letter Graded

Course provides hands-on experience with desktop publishing software. Creation of advertisements, fliers, business forms, reports, newsletters, and presentations using accepted principles of design. Selection and use of desktop publishing hardware. Course may not be taken for CIS credit.

Transfer Credit: CSU

CAOT 110 (3.00 Units) **MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN**

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course provides in-depth, hands-on training with PowerPoint software and an overview of presentation design principles. Students will create and deliver presentations incorporating outlines, templates, fonts, graphics, transitions, sound, and animation. Prepares students for the certification exam. Instruction for this course is offered in the classroom and on-line to fit the busy schedule of students.

DE Effective Summer 2015 (Approved: CC, Senate)**

Transfer Credit: CSU

COMPUTER INFORMATION SYSTEMS

CO INFO 001 (3.00 Units) **PRINCIPLES OF BUSINESS COMPUTER SYSTEMS I**

3.00 hours lecture and 1.00 hour lab

Grading: Letter Graded

This is an introduction to the principles and functioning of computer systems used in business. Topics pertain to operating systems, word processing, spreadsheet, database and Internet through hands-on assignments using the computer. This course does not teach keyboarding skills.

DE Effective Summer 2015 (Approved: CC, Senate)**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CO INFO 007 (3.00 Units) INTRODUCTION TO MULTIMEDIA

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better..

Corequisite: Concurrent enrollment in CIS 23 or 64.

Grading: Letter Graded

This course is intended to provide the student with the understanding of the capabilities and limitations of the multimedia technology, the planning process, the multimedia building blocks, the authoring process, and the distribution and playback of the application.

Transfer Credit: CSU

CO INFO 008 (3.00 Units) MICROCOMPUTER APPLICATIONS

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better..

Corequisite: CIS 23 or CIS 64.

Grading: Letter Graded

Provides in-depth hands-on training with Microsoft Office applications; Word, Excel, Access and PowerPoint. Covers concepts and operations needed to prepare for the certification exams in these products.

Transfer Credit: CSU

CO INFO 009 (4.00 Units) NETWORK SYSTEM MANAGER

3.00 hours lecture and 3.00 hours lab

Recommended Prerequisite: Completion of Computer Information Systems 1 with a letter grade of 'C' or better or equivalent.

Grading: Letter Graded

This course introduces the components of Local Area Networks. It is designed to provide information and training in the use of LANs, their terminology and topologies.

Transfer Credit: CSU

CO INFO 014 (3.00 Units) INTRODUCTION TO COMPUTER COMMUNICATIONS

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Grading: Letter Graded

This course provides broad coverage of Internet and networking technology such as how the Internet works, connection methods, hardware and software installation and troubleshooting, protocols, infrastructure, security, e-commerce. Introduces web page creation with HTML, authoring tools, graphics, style sheets, and programming. Prepares students to take the industry standard iNet+ certification exam.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: CSU

CO INFO 015 (3.00 Units) DATA BASE PROGRAMMING FOR MICROCOMPUTERS

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 with a letter grade of 'C' or better.

Corequisite: Computer Information Systems 23 or 64.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Grading: Letter Graded

This is a hands-on course in the design, implementation and maintenance of databases using SQL and the Management Studio. Students will use SQL queries to retrieve and modify data and calculate summaries. Covers the essential skills needed to develop databases for Microsoft SQL Server.

Transfer Credit: CSU

CO INFO 016 (3.00 Units) SPREADSHEET APPLICATIONS FOR COMPUTERS

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: CIS 23 or 64.

Grading: Letter Graded

This course provides students with in-depth, hands-on training with Excel spreadsheet software. Topics include formatting, formulas, functions, charting, drawing, workbooks, lists, what-if analysis, PivotTables, PivotCharts, interfacing with the Web and automating workbooks. Prepares students for certification exams in Excel.

Transfer Credit: CSU

CO INFO 021 (3.00 Units) BUSINESS COMPUTER PROGRAMMING I

3.00 hours lecture

Recommended Prerequisite: Completion of Computer Information Systems 1 or equivalent with a letter grade of 'C' or better.

Corequisite: Computer Information Systems 23 or 64

Grading: Letter Graded

This is a beginning programming course using Visual Basic. It covers program design and event driven, object-oriented programming concepts. Topics specific to VB include objects and events, form design, control structures, arrays, (procedures and functions), file access and Web programs.

Transfer Credit: CSU

CO INFO 023 (1.00 Units) PROGRAMMING LABORATORY

2.00 hours lab

Corequisite: Concurrent enrollment in a Computer Information Systems lecture course.

Grading: Pass/No Pass

If available, sign up for a lab taught by the same instructor as your other CIS class. Computers are used to complete assignments.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CO INFO 024 (2.00 Units) ACCOUNTING ON MICROCOMPUTERS

1.00 hour lecture and 3.00 hours lab

Recommended Prerequisite: Computer Information Systems 1 or equivalent with a letter grade of "C" or better.

Grading: Letter Graded

Learn to use computerized accounting software to maintain accounting and financial records for a business.

Transfer Credit: CSU

CO INFO 064 (1.00 Units) MICROCOMPUTER LABORATORY

2.00 hours lab

Corequisite: Concurrent enrollment in a Computer Information Systems lecture course.

Grading: Pass/No Pass

Students should take a lab taught by the instructor of your other CIS class.

Microcomputers are used to complete CIS assignments.

Transfer Credit: CSU

COMPUTER SCIENCE- INFORMATION TECHNOLOGY

CO SCI 035 (3.00 Units) PROGRAMMING FOR COMPUTER TECHNICIANS

2.00 hours lecture and 3.00 hours lab

Recommended corequisite: *GT 60, 61 or ET 49 or 50 and enrollment in CS 53.*

BASIC and FORTRAN programming using microcomputers.

Grading: Letter Graded

This course introduces design, analysis, development, and implementation of computer programs using a high-level, object-oriented programming language. The focus is on analytic programming skills, problem-solving, the design and analysis of algorithms, and the software construction process.

Transfer Credit: CSU

Effective Winter 2015 (Approved: CC, Senate)

CO SCI 058 (3.00 Units) COMPUTER LITERACY FOR THE LIBERAL ARTS STUDENT

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

This course develops critical thinking skills as applied to technological advances. Students will gain computer literacy by using the computer to evaluate issues. Hands-on projects using Windows, Internet search and email, Word, Excel, and PowerPoint.

Transfer Credit: UC/CSU

CO SCI 091 (3.00 Units) BEGINNING BASIC PROGRAMMING

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Computer Science 058 with a grade of 'C' or better.

Grading: Letter Graded

Introduction to problem solving methods and programming using Visual Basic language. Fundamentals of event-driven, object oriented programming.

Transfer Credit: CSU

CO SCI 092 (3.00 Units) HYPER-TEXT MARKUP LANGUAGE

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Computer Science 058 with a grade of 'C' or better. This course introduces design and development of web sites with HTML. These sites will incorporate media, links, tables, forms and current standards. Design and layout will be enhanced with cascading style sheets. Interactivity is added with Javascript.

Grading: Letter Graded

A course on designing and implementing an Internet Web site. Topics covered include HTML through tables, image maps, frames and forms; usage of graphics creation software for the Internet; techniques for using graphics in a web site; and introduction to JavaScript and creating web site applications with JavaScript. This class is offered once a year.

Transfer Credit: CSU

CO SCI 317 (3.00 Units) BEGINNING MICRO ASSEMBLY LANGUAGE

2.00 hours lecture and 2.00 hours lab

Prerequisite: Computer Science 340 with a grade of 'C' or better.

Grading: Letter Graded

Students will see how high level language structures are implemented at the machine level. The relationship between computer architecture and assembly language instructions will be examined through projects written in Microsoft Assembly Language. Data and instruction representation, addressing, procedures, loops, decisions, stacks, macros, strings and floating point operations will be expressed in coding activities.

Transfer Credit: UC/CSU

CO SCI 340 (3.00 Units) PROGRAMMING IN C++

2.00 hours lecture and 2.00 hours lab

Recommended: Completion of Computer Science 344 with a grade of 'C' or better.

Grading: Letter Graded

This course provides an introduction to Computer Science and problem solving with the C++ language. Students will design, implement, test and debug programs. Topics include variables, data types, expressions, control structures, functions and input/output.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CO SCI 344 (3.00 Units) PROGRAMMING IN JAVA

2.00 hours lecture and 2.00 hours lab

Recommended: Completion of Computer Science 058 with a grade of 'C' or better.

Grading: Letter Graded

This course provides an introduction to Computer Science and object-oriented programming using the Java language. Students will design, implement, test and debug programs for various applications. Topics include data types, classes, methods, control structures, arrays, strings and input/output.

Transfer Credit: UC/CSU

CO SCI 360 (3.00 Units) INTRODUCTION TO DATA STRUCTURES

2.00 hours lecture and 2.00 hours lab

Prerequisite: Computer Science 340 with a grade of 'C' or better.

Grading: Letter Graded

In this second semester programming course, students apply software engineering techniques to design and develop larger algorithms and programs using data abstraction and data structures.

Transfer Credit: CSU

CO SCI 942 (3.00 Units) DISCRETE STRUCTURE

2.00 hours lecture and 2.00 hours lab

Prerequisite: Computer Science 340 with a grade of 'C' or better.

Grading: Letter Graded

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, trees and discrete probability..

Transfer Credit: UC/CSU

COMPUTER TECHNOLOGY

CO TECH 035 (3.00 Units) INTRODUCTION TO LINUX +

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces the Linux Operating System for the standard PC as outlined by COMPTIA, in order to prepare students for Linux + Certification. Topics include Linux operating system, installation and configuration, and essential troubleshooting techniques to maintain a stable operating system or network. Students will develop Linux administrative skills by creating user groups, file systems and networks. A material fee of \$15 is required.

Transfer Credit: Non Transferable

CO TECH 050 (4.00 Units) BASIC DC ELECTRONICS

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Introduces basic direct current circuit analysis fundamentals to students entering the field of electronics. Lecture presents DC concepts through series parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem solving techniques. Lecture is complemented with a 3-hour laboratory session whereby; experiments are utilized to reinforce lecture topics and concepts. Students are required to provide \$15.00 material fee.

Transfer Credit: CSU

CO TECH 052 (4.00 Units) FUNDAMENTAL COMPUTER DIRECT CURRENT CIRCUITS AND LABORATORY

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Co Tech 050 with a grade of 'C' or better.

Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A three hour per week laboratory accompanies the three hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment used in the computer industry. Students are required to provide a \$10 materials fee.

*DE** Effective Winter 2015 (Approved: CC, Senate)*

Transfer Credit: CSU

CO TECH 056 (4.00 Units) COMPUTER LOGIC AND ARITHMETIC

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Co Tech 050 with a grade of 'C' or better.

Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course covers the basic theory and application of logic circuitry as applied in digital computers. Boolean algebra, number systems, coding and decoding, truth tables, logic maps, basic logic gates, combinational logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts of storage devices are thoroughly discussed. The use of a digital trainer is used to reinforce these concepts and applications. In addition, technical report writing is emphasized.

Transfer Credit: CSU

CO TECH 060 (5.00 Units) COMPUTER MATHEMATICS I

5.00 hours lecture

Grading: Letter Graded

This course in computer mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering and scientific notations, graphing and application of mathematics to technical applications.

Transfer Credit: [CSU Non-transferable](#), [Effective Spring 2015](#)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CO TECH 061 (5.00 Units) COMPUTER MATHEMATICS II

5.00 hours lecture

Prerequisite: A grade of 'C' or better in ET 49, or CT 60, or EL 10.

Grading: Letter Graded

This course in computer mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

Transfer Credit: CSU

CO TECH 074 (4.00 Units) A+ CERTIFICATION PREPARATION/ INTRO TO COMPUTER REPAIR I

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Personal computer (PC), hardware operating system characteristics and basic troubleshooting/repair techniques are introduced. Students will develop the ability to assemble/disassemble an operational PC, perform system upgrades, learn and perform reformatting of HDDs and identify/replace malfunctioning hardware and peripheral devices. This is the first course for preparing students for A+ certification. A material fee of \$15 is required.

Transfer Credit: Non Transferable

CO TECH 076 (4.00 Units) A+ CERTIFICATION PREPARATION/ INTRO TO COMPUTER REPAIR II

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Computer Technology 74 with a grade of 'C' or better.

Grading: Letter Graded

This course emphasizes hands-on training through a 3-hour lecture and a 3-hour laboratory session. Students are introduced to current operating systems utilized on personal computers (PC's) and portable PC's. Windows 2000, NT, XP and VISTA are evaluated in terms of their function, structure, operation and file management characteristics. Students learn techniques for installation, configuration, memory management and upgrading PC's. Diagnosing & troubleshooting operating systems is stressed in assigned lab projects. Students learn to set up basic networking systems, preventative maintenance practices & follow standard safety practices. Initial set up procedures for monitors & printers will be presented, in addition to troubleshooting & maintenance on these devices. A material fee of \$15 is required.

Transfer Credit: Non Transferable

CO TECH 078 (4.00 Units) INTRODUCTION TO NETWORK +

3.00 hours lecture and 3.00 hours lab

Recommended Prerequisite: Completion of Computer Technology 075 with a grade of "C" or better.

Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course is structured to provide Networking fundamentals outlined by COMPTIA, in order to prepare students to become NETWORK + Certified. Topics presented during lectures/labs include: Networking Fundamentals, OSI models & TCP/IP, Installations, Network Administration, Security, Troubleshooting, Fault Tolerance and Recovery.

Transfer Credit: ~~Non Transferable~~ CSU

Effective Summer 2015 (Approved: CC, Senate)

CO TECH 080 (4.00 Units) INTRODUCTION TO SERVER +

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces the Network Server fundamentals outlined by COMPTIA, in order to prepare students to become SERVER + Certified. Topics include advanced PC hardware SCSI, RAID, multiple CPUs, and I/O subsystems. Activities and complex problems involved in server configuration, maintenance and repair are emphasized. A material fee of \$10 is required.

Transfer Credit: Non Transferable

CO TECH 081 (1.00 Units) INTRODUCTION TO FIBER OPTICS

3.00 hours lab

Grading: Letter Graded

This course provides students with advanced laboratory experiences in fiber optic technology. Topics include: fiber optic connections and patch panels, splicing techniques, OTDR testing and measurements, techniques and procedures for fiber optic cabling termination, troubleshooting and documentation for fiber optic systems. A 'hands-on' laboratory emphasizing correct fiber optic fabrication techniques and test equipment use, common in the computer & telecommunications industry. A material fee of \$75 is required. Skills Certificate Available.

Transfer Credit: Non Transferable

CO TECH 114 (3.00 Units) NETWORK SECURITY FUNDAMENTALS

2.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Computer Technology 078 with a grade of "C" or better.

Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course provides instruction and hands-on training in computer basic security principles, methods of establishing security baselines, and the most recent attack/defense techniques and technologies. In addition the course helps students prepare for CompTIA's examination and other professional security certification.

Transfer Credit: Non Transferable

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CO TECH 185 (1.00 Units) DIRECTED STUDY - COMPUTER TECHNOLOGY

1.00 hour lecture

Prerequisite: Previous or concurrent enrollment in a CT course.

Grading: Pass/No Pass

Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

Transfer Credit: CSU

CO TECH 285 (2.00 Units) DIRECTED STUDY - COMPUTER TECHNOLOGY

2.00 hours lecture

Prerequisite: Previous or concurrent enrollment in a CT course.

Grading: Pass/No Pass

Permits students to pursue directed study activities in computer technology, on a contract basis, under the supervision of the assigned instructor.

Transfer Credit: CSU

COOPERATIVE EDUCATION

COOP ED 395 (3.00 Units) WORK EXPERIENCE - GENERAL I

3.00 hours lecture

Grading: Letter Graded

Prerequisite: For General Work Experience classes: Students must be enrolled at Harbor College in 7 units of credit including work experience. Student is enrolled for 3 units at registration. However, the number of units awarded is determined by the hours worked - 1 unit for each 5 hours of work per week throughout the semester to a maximum of three (3) units per semester. Work experience need not be related to student's vocational major at Harbor College.

Transfer Credit: CSU

COUNSELING

Effective Fall 2015, Personal Development class titles have been changed to Counseling.

COUNSEL 002 (1.00 Units) INTERPERSONAL RELATIONSHIPS

1.00 hour lecture

Grading: Letter Graded

This course enhances interpersonal skills for building effective communication for personal and professional growth. It utilizes group dynamics by enhancing self-esteem through self-awareness, acceptance, ability to listen and workplace habits. An honest appraisal of individual strengths and weaknesses is made in an effort to help remove barriers to social and academic growth.

Transfer Credit: CSU

COUNSEL 004 (1.00 Units) CAREER PLANNING

1.00 hour lecture

Grading: Letter Graded

This class will cover career planning and job seeking skills.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: CSU

COUNSEL 017 (1.00 Units) COLLEGE SURVIVAL SKILLS DEVELOPMENT

1.00 hour lecture

Grading: Letter Graded

Personal Development 17 is open to all students, and is required of all new EOPS students. Course covers time management, study skills, self-esteem, stress management, test taking, and campus services.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: UC/CSU

COUNSEL 020 (3.00 Units) POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING

3.00 hours lecture

Grading: Letter Graded

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, study skills and the elements of a healthy lifestyle. Students will design their own individualized educational plans.

*DE** Effective Summer 2015 (Approved: CC, Senate)*

Transfer Credit: UC/CSU

CULINARY ARTS

CLN ART 113 (3.00 Units) CULINARY SKILLS I

2.00 hours lecture and 4.00 hours lab

Grading: Letter Graded

Master fundamental concepts, skills, and techniques in basic cookery. Emphasis is on ingredients, cooking theories, and procedures in the preparation of meats, fish, poultry, stocks, soups, grand and compound sauces, vegetables, starches. Acquire organizational skills, work coordination and knife skills.

Transfer Credit: CSU

CLN ART 114 (2.00 Units) AROMATICS

6.00 hours lab

Grading: Letter Graded

In depth study of the history and purposes of herbs and spices in the context of world flavor profiles. Emphasis is on developing a sense of taste for herbs, spices, blends and condiments, determining when and how much to use.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CLN ART 115 (2.00 Units) FOOD FABRICATION

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

Participants learn how to fabricate meats, fish and poultry into portion-size cuts. Emphasis is on hotel and restaurant cuts, quality, yield, grading and costing the fabricated cuts.

Transfer Credit: CSU

CLN ART 116 (2.00 Units) PRODUCT IDENTIFICATION AND PURCHASING

1.00 hour lecture and 3.00 hours lab

Grading: Letter Graded

Participants focus primarily on meats, fish, poultry, vegetables, fruits, herbs, spices, groceries, dairy, paper and other products; learn how to recognize foods by their appearance, smell, texture and taste; cover purchasing cycle and quality and quantity control.

Transfer Credit: CSU

CLN ART 117 (3.00 Units) FOOD SANITATION AND SAFETY

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

Introduction to food and environmental sanitation and safety in the food production area. Focus on food-borne illnesses; origins; food handling, receiving and storage practices; pest management and other safety procedures in the food service industry. Fulfills Servsafe certification.

Transfer Credit: CSU

CLN ART 123 (3.00 Units) CULINARY SKILLS II

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

This course reinforces knowledge, skills and techniques of basic cooking. Vegetable, starch, stock, soup and sauce cookery are investigated and produced. This course will also develop skills and techniques used in preparing, plating, and serving main course dishes.

Transfer Credit: CSU

CLN ART 124 (3.00 Units) MENU PLANNING AND NUTRITION

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course emphasizes menu planning for a variety of commercial and institutional foodservice operations. Layout and design of the printed menus are studied. Basic nutrition principles and theories for various dietary groups are investigated. Healthful foods that are pleasing both to the eyes and the palate will be prepared to cater to the growing number of health-minded customers.

Transfer Credit: CSU

CLN ART 125 (3.00 Units) BREAKFAST AND LUNCH COOKERY

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

This course covers basic skills needed to prepare breakfast and lunch in a foodservice operation. Organization, maintaining a smooth workflow on the line, the presentation and garnishing of foods, basic method of egg cookery, various quick breads, grains, breakfast beverages, potatoes, meats, and fish are emphasized. A variety of contemporary lunch items are prepared and served in a casual operation. Emphasis is on quality food presentation, quantity food production, and timing.

Transfer Credit: CSU

CLN ART 126 (3.00 Units) BAKING SKILLS

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces basic principles of baking. Students create yeast dough, quick breads, doughnuts, fritters, pancakes and waffles, pies, cakes, cookies, custards, puddings, mousses, and soufflés. Functions of primary ingredients used in baking are also studied.

Transfer Credit: CSU

CLN ART 133 (3.00 Units) ADVANCE GARDE MANGER

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

This course is a comprehensive look at the cold kitchen. Included will be the study and preparation of classic and contemporary salads; appetizers; canapes; cured meats; and classic charcuterie including sausage making, pates, galantines, and ballotines. Vegetable/fruit carvings and salt/ice carvings will be created to enhance buffet and banquet presentations. Course emphasis is on visual presentation, taste, and teamwork in the cold kitchen.

Transfer Credit: CSU

CLN ART 134 (3.00 Units) CLASSIC AND CONTEMPORARY CUISINE

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

This course introduces classic and contemporary cuisine in a fine dining restaurant setting. Correct application of culinary skills including, plate presentation, organization, and timing in the production of a prix-fixe and a la carte menu will be practiced. Escoffier's Guidelines and contemporary chefs' philosophies are explored and examined in light of today's understanding of food, nutrition, and presentation.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CLN ART 135 (3.00 Units) DINING ROOM AND BEVERAGE MANAGEMENT

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

The principles of service in a variety of types of restaurants will be emphasized. Food, wine, and spirits are studied from the standpoint of merchandising and sales. Exposure to tabletop design, American restaurant trends and sales, reservation systems, inventory, cost management and dining room and beverage management will complete the service course. The course will prepare students to take the 'Serv-Safe Alcohol' exam for the State of California.

Transfer Credit: CSU

CLN ART 136 (3.00 Units) RESTAURANT MANAGEMENT

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course will identify the crucial elements and relationships involved in the successful operation of a restaurant. The skills required by the restaurant manager to bring together the customer, operation, and employees to create positive results will also be studied.

Transfer Credit: CSU

DANCE STUDIES

DANEST 805 (3.00 Units) HISTORY AND APPRECIATION OF DANCE

3.00 hours lecture

Grading: Letter Graded

Prerequisite: Completion of English 028 and English 067 with a grade of "C" or better.

An introduction to dance exploring its many forms and purposes including social ethnic, ritual, art and therapy. Opportunities to observe, study, experience and discuss dance and to understand how dance influences our culture.

Transfer Credit: UC/CSU

DANCE TECHNIQUES

DANCETQ 141 (1.00 Units) MODERN DANCE TECHNIQUES I

2.00 hours lab

Grading: Letter Graded

This course is an introduction to the fundamentals of modern dance techniques, dance combinations and dance vocabulary. Proficiency in correct body alignment, carriage and basic muscle terminology is emphasized.

Transfer Credit: CSU

DEVELOPMENTAL COMMUNICATIONS

DEV COM 020 (6.00 Units) FUNDAMENTALS OF READING AND WRITING

6.00 hours lecture

Prerequisite: Completion of Developmental Communications 35 with a grade of "C" or better or appropriate score on assessment test.

Grading: Letter Graded

This course prepares students for English 21 with an emphasis on the mastery of basic reading and writing skills needed for college transfer and vocational programs.

Transfer Credit: Non Transferable

DEV COM 035 (3.00 Units) READING I: FUNDAMENTALS

3.00 hours lecture

Grading: Letter Graded

The purpose of this course is improvement of college reading and study skills with an emphasis on reading comprehension, reading rate and vocabulary.

Transfer Credit: Non Transferable

DEV COM 037 (3.00 Units) COMMUNICATIONS LABORATORY

9.00 hours lab

Grading: Pass/No Pass

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76. This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

Transfer Credit: Non Transferable

DEV COM 037Y (1.00 Units) COMMUNICATIONS LABORATORY

3.00 hours lab

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76.

Grading: Pass/No Pass

This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

Transfer Credit: Non Transferable

DEV COM 037Z (2.00 Units) COMMUNICATIONS LABORATORY

6.00 hours lab

Grading: Pass/No Pass

Recommended: Concurrent enrollment in Developmental Communications 23 or 35 or 76. This class is open-entry. Self-paced individualized instruction to improve reading and study skills.

Transfer Credit: Non Transferable

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

DEV COM 076 (3.00 Units)
ENGLISH AS A SECOND LANGUAGE READING
- CONVERSATION II

3.00 hours lecture

Grading: Letter Graded

Designed for students whose native language is NOT English. Emphasis is on the improvement of reading, vocabulary, conversation, and correct pronunciation.

Transfer Credit: Non Transferable

DRAFTING

DRAFT 001 (3.00 Units)
GENERAL DRAFTING

6.00 hours lab

Grading: Letter Graded

Sketching and drafting techniques for beginners. Includes orthographics, dimensioning, sectioning, auxiliaries, isometrics, screw threads and assemblies. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: CSU

DRAFT 004 (4.00 Units)
APPLIED DESCRIPTIVE GEOMETRY

2.00 hours lecture and 4.00 hours lab

Prerequisite: Completion of Drafting 009 with a grade of "C" or better.

Grading: Letter Graded

This course contains a thorough applied descriptive geometry unit which includes advanced auxiliary projection, definitions, and solutions of lines and planes, revolution, intersections, and developments of planes and solids. Contour lines, topography, and vector analysis are introduced. Cam mechanisms are also reviewed.

Transfer Credit: CSU

DRAFT 006 (3.00 Units)
TECHNOLOGY AND SOCIETY

3.00 hours lecture

Grading: Letter Graded

This course will explore the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

Transfer Credit: CSU

DRAFT 009 (3.00 Units)
MECHANICAL DRAFTING

6.00 hours lab

Prerequisite: Completion of Drafting 001 and Drafting 050 with grades of "C" or better.

Recommended corequisite: Concurrent enrollment in Drafting 051.

Grading: Letter Graded

This course reviews primary and introduces secondary auxiliary projection. It investigates and applies limits and fits and geometrical tolerancing (ANSI Y14.5)

DE** indicates that this course may be offered as Distance Education

in tolerance studies. Bearings and retaining ring designs are incorporated in layouts and ink drawings. Technical illustration including axonometric projection and perspectives is included. Combined graphical and mathematical solutions to design problems are required throughout. The student is required to prepare a professional type resume.

Transfer Credit: CSU

DRAFT 016 (2.00 Units)
BLUEPRINT READING I

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

Interpretation of multi-view mechanical drawings prepared by various companies within the industry.

Transfer Credit: CSU

DRAFT 017 (2.00 Units)
BLUEPRINT READING II

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Drafting 016 with a grade of "C" or better.

Grading: Letter Graded

Interpreting advanced mechanical drawings.

Transfer Credit: CSU

DRAFT 050 (4.00 Units)
PRODUCTION DRAFTING

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of one year of high school drafting or equivalent within the last five years.

Grading: Letter Graded

Applies drafting to the latest microfilm and ANSI regulations. Includes geometrical tolerancing, screw threads, gears, castings, auxiliaries and metric conversion using Solid Works. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: CSU

DRAFT 051 (4.00 Units)
TOOLING DRAFTING

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Drafting 001, 050 and 055 and Engineering Technology 048 with grades of "C" or better.

Grading: Letter Graded

Design of basic drill jigs, mill and lathe fixtures. Includes the application of geometrical to learning the principles of gauging. Students are required to provide \$5.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: CSU

DRAFT 054 (4.00 Units)
SIMPLIFIED STRESS ANALYSIS

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Drafting 001 or Drafting 004, and Drafting 050 and Physics 011 with grades of "C" or better.

Grading: Letter Graded

This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine

TBA** indicates that this course may be offered in TBA format

design as well as aircraft and spacecraft structural design. The emphasis is placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analysis by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

Transfer Credit: CSU

DRAFT 055 (3.00 Units) COMPUTER-AIDED DESIGN AND DRAFTING

2.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of one year of high school drafting or equivalent.

Grading: Letter Graded

Students operate computer aided drafting (CAD) equipment, prepare drawings on a CRT, and produce commercial quality drawings using plotters. Auto CAD language is used. A basic drafting competency test is administered at the first meeting. Students are required to provide \$5.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: UC/CSU

DRAFT 056 (3.00 Units) AUTOMATED MANUFACTURING

2.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Drafting 050 with a grade of 'C' or better.

Corequisite: Concurrent enrollment in Drafting 082

Grading: Letter Graded

Course introduces the student to the fundamentals and principles of Computer Numerical Control (CNC) as applied to mills and lathes using MasterCAM. Students are required to provide \$15.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: CSU

DRAFT 081 (1.00 Units) PROJECTS LABORATORY

3.00 hours lab

Prerequisite: Completion of Drafting 009 and 056 with grades of "C" or better.

Grading: Letter Graded

Advanced industry-simulated problems requiring the application of previously-learned skills.

Transfer Credit: CSU

DRAFT 082 (2.00 Units) CAD DRAFTING LABORATORY

6.00 hours lab

Prerequisite: Concurrent enrollment in Drafting 004, 009, 050, 051, 052, 055, or 056.

Grading: Letter Graded

Use of computers and drafting equipment to complete assignments.

Transfer Credit: CSU

ECONOMICS

ECON 001 (3.00 Units) PRINCIPLES OF ECONOMICS I

3.00 hours lecture

Prerequisites: Mathematics 115 or 123A and B (Elementary Algebra)

Recommended prerequisite: Mathematics 125 (Intermediate Algebra)

Recommended prerequisite: Economics 2 ~~should be taken prior to Economics 1~~

Grading: Letter Graded

This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the micro, or price and market approach, with special emphasis on the allocation of resources and the distribution of income through the price system. Note: ECON 001 is not a prerequisite for ECON 002. Students who plan on taking both are advised to take ECON 002 first.

~~This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the micro, or price and market approach, with special emphasis on the allocation of resources and the distribution of income through the price system.~~

DE**

Transfer Credit: UC/CSU

Effective Winter 2015 (Approved: CC, Senate)

ECON 002 (3.00 Units) PRINCIPLES OF ECONOMICS II

3.00 hours lecture

Prerequisites: Mathematics 115 or 123A and B (Elementary Algebra)

Advisories: Mathematics 123C or 125 (Intermediate Algebra)

Recommended: Economics 2 should be taken prior to Economics 1

Grading: Letter Graded

This course is an introduction to the principles of economic analysis and economic policy. Emphasis is placed on the macro or national approach, with special attention given to aggregate economics, money, banking and national income. The course explores the problems of unemployment, inflation, and governmental policies related to these problems. Note: ECON 001 is not a prerequisite for this course. Students who plan on taking both are advised to take ECON 002 first

~~This course is an introduction to the principles of economic analysis and economic policy. Emphasis on the macro or national approach, with special attention given to aggregate economics, money, banking and national income.~~

DE**

Transfer Credit: UC/CSU

Effective Winter 2015 (Approved: CC, Senate)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ELECTRICAL CONSTRUCTION AND MAINTENANCE

ECONMT 142 (1.00 Units) BASIC PROGRAMMABLE LOGIC CONTROLS (PLC)

3.00 hours lab

Grading: Letter Graded

This laboratory course introduces the theory and application of electronic control systems, use of restraints in ladder logic diagrams, actuators, digital sensors, end effectors, process control, pneumatic systems, personal computer integrated systems and interfacing.

Transfer Credit: Non Transferable

ELECTRONICS

ELECTRN 004 (4.00 Units) FUNDAMENTALS OF ELECTRONICS I

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits, as applied to computer circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive, capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A three hour per week laboratory accompanies the three hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment used in the computer industry. A \$10 laboratory materials fee is required to complete this course.

Transfer Credit: CSU

ELECTRN 005 (1.00 Units) FUNDAMENTALS OF ELECTRONICS I LABORATORY

3.00 hours lab

Prerequisite: Completion of Electronics 004 with a grade of "C" or better.

Grading: Letter Graded

This course analyzes the basic laws of electronics through self-paced study laboratory procedures. The student performs laboratory investigations of network theorems using such test equipment as volt-ohm-amperes meters, DVM and D.C power supplies and submits written lab reports. Analytical investigations of R/C and R/L time constant circuits are also included.

Transfer Credit: CSU

ELECTRN 006 (4.00 Units) FUNDAMENTALS OF ELECTRONICS II

3.00 hours lecture and 3.00 hours lab

Prerequisite: A grade of "C" or better in electronics 4 and 16.

This course presents the theory and application of direct current (DC) circuit analysis for series, parallel and complex circuits. Ohms Law, Kirchoff's and network theorem analysis are emphasized in conjunction with resistive,

capacitive, inductive and magnetic properties associated with combinational DC Circuit Analysis. A 3-hour per week laboratory accompanies the 3-hour lecture per week, in order to reinforce lecture and textbook theory and applications. Students prepare technical reports on their laboratory experiences. This course familiarizes students with basic test measuring equipment.

Effective Summer 2016 (Approved: CC, Senate)

Grading: Letter Graded

Transfer Credit: CSU

ELECTRN 007 (1.00 Units) FUNDAMENTALS OF ELECTRONICS II LABORATORY

3.00 hours lab

Prerequisite: Completion of Electronics 004, 006 and 016 with a grade of "C" or better.

Grading: Letter Graded

This laboratory course provides additional self-paced experimental study of alternating current theory in Electronics 6. Experiments are performed with such test equipment as signal generators, time-base oscilloscopes, impedance bridge, EVM, and AC RMS meters.

Effective Summer 2016 (Approved: CC, Senate)

Transfer Credit: CSU

ELECTRN 016 (5.00 Units) SELECTED ELEMENTS OF ELECTRONICS MATHEMATICS

5.00 hours lecture

Prerequisite: A grade of 'C' or better in Engineering Technology 49.

Grading: Letter Graded

This course in electronic mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles, complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

Transfer Credit: CSU

ELECTRN 020 (4.00 Units) ELECTRONIC CIRCUITS I

3.00 hours lecture and 3.00 hours lab

Recommended: Concurrent enrollment in Engineering Technology 49.

Grading: Letter Graded

Introduces basic direct current circuit analysis fundamentals to students entering the field of electronics. Lecture presents DC concepts through series parallel circuits. Selected topics include, laboratory test equipment care and application, laboratory procedures and report preparation, component identification, interpretation of equipment specifications, technical problem solving techniques. Lecture is complemented with a 3-hour laboratory session whereby; experiments are utilized to reinforce lecture topics and concepts. Students are required to provide \$10.00 worth of instructional and other material fees.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ELECTRN 022 (4.00 Units) ELECTRONIC CIRCUITS II

3.00 hours lecture and 3.00 hours lab

Prerequisite: A grade of "C" or better in Electronics 6.

Grading: Letter Graded

This course covers (through lecture, discussion, and laboratory) semiconductor devices and their application to computer circuits with emphasis on linear circuits, including heat sink theory and evaluation, and the analysis of rectifier and amplifier circuits (including H-Parameters). Methods of testing and troubleshooting these devices are evaluated using standard lab test equipment, (curve tracers, LCR bridge, x-y plotter and AC voltmeters). In addition, technical report writing is emphasized on concepts learned through experimentation.

Transfer Credit: CSU

ELECTRN 054 (4.00 Units) COMPUTER LOGIC

3.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course covers the basic theory and application of logic circuitry as applied in digital computers. Boolean algebra, number systems, coding and decoding, truth tables, logic maps, basic logic gates, combinational logic circuits, flip/flops, arithmetic circuits, counters, registers, and concepts of storage devices are thoroughly discussed. The use of a digital trainer is used to reinforce these concepts and applications. In addition, technical report writing is emphasized.

Transfer Credit: CSU

EMERGENCY DEPARTMENT ASSISTANT

E D A 010A (6.00 Units) EMERGENCY MEDICAL TECHNICIAN IA AMBULANCE

6.00 hours lecture

This course is offered in two modules. Module A (lecture) and Module B (Lab) must be taken concurrently. Eligibility for English 101 is recommended preparation for Module A. For Module B, a valid American Heart Association Healthcare Provider BCLS card must be presented to the instructor on the first day of class.

Grading: Letter Graded

The primary focus of this course is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Upon the successful completion of Modules 10A and 10B, the student will be eligible to take the National Registry Emergency Medical Technician (EMT) examination. This course is approved by the Los Angeles County Emergency Medical Services Agency. Must be able to provide a clear background check prior to clinical experiences and meet health requirements.

Transfer Credit: Non Transferable

E D A 010B (2.00 Units) EMERGENCY MEDICAL TECHNICIAN IB AMBULANCE

4.00 hours lab

This course is offered in two modules. Module A (lecture) and Module B (Lab) must be taken concurrently. Eligibility for English 101 is recommended preparation for Module A. For Module B, a valid American Heart Association Healthcare Provider BCLS card must be presented to the instructor on the first day of class.

Grading: Pass/No Pass

This course allows students to practice and perform the psychomotor skills within the EMT scope of practice to include airway and breathing, cardiovascular and pharmacological interventions, and trauma care. A 20-hour clinical experience is a required part of this course. Must be able to provide clear background check prior to clinical experiences and meet health requirements.

Transfer Credit: Non Transferable

ENGINEERING TECHNICIAN

ENG TEK 035 (3.00 Units) PROGRAMMING FOR TECHNICIANS

2.00 hours lecture and 3.00 hours lab

Recommended: Enrollment in ET 49, or ET 50 and CS 53.

Introduction to Basic and Fortran programming using microcomputers.

Grading: Letter Graded

This course introduces the Basic programming language using elementary techniques to simplify the transition to the more sophisticated language Visual Basic. Visual Basic is widely used in many industrial technical applications.

Transfer Credit: Non Transferable

ENG TEK 049 (5.00 Units) TECHNICAL MATHEMATICS II

5.00 hours lecture

Grading: Letter Graded

This course in technical mathematics includes the operation of the calculator, signed numbers, powers of ten notation, operations with algebraic expressions, fractional expressions, functions, quadratic solutions, engineering & scientific notation, graphing, and application of mathematics to technical applications. Successful completion of this class (C or better), meets the math competency requirement for graduation under plans A and B for continuing students through spring 2009.

Transfer Credit: Non Transferable

ENG TEK 050 (5.00 Units) TECHNICAL MATHEMATICS III

5.00 hours lecture

Prerequisite: A grade of 'C' or better in Engineering Technician 49 or Computer Technology 60.

Grading: Letter Graded

This course in technical mathematics covers a review of algebraic concepts, powers of ten and scientific notation, metric system, algebraic expressions, algebraic equations, factoring equations containing fractions, function notations, graphing, special products and factors, exponents and radicals, quadratic equations, logarithmic equations, exponential equations, angles,

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

complex numbers, triangles, trigonometric functions, solution of right triangles, trigonometric identities, phasors, complex operator, phasor algebra and applications of math to electronics.

Transfer Credit: CSU

ENG TEK 081 (1.00 Units) FABRICATION TECHNIQUES

2.00 hours lab

Grading: Letter Graded

This course provides laboratory experience in fabrication principles utilized in the electronics & computer technology fields. Topics included are familiarization & usage of hand tools, sheet metal tools, soldering techniques, RJ-45 connectors, drilling/tapping procedures, and fabricating enclosures to specs. Students learn to use vernier calipers, corner notchers, pan & brake, drill press, band saw and belt sanders. Students complete lab projects to demonstrate their proficiency in basic fabrication techniques. A \$15.00 material fee is required.

Transfer Credit: CSU

ENGINEERING, GENERAL

ENG GEN 111 (3.00 Units) INTRODUCTION TO ENGINEERING DRAFTING

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Engineering General 912 with a grade of 'C' or better, or one year of high school or college drafting.

Grading: Letter Graded

Applies drafting to the latest microfilm and ANSI regulations. Includes geometrical tolerancing, screw threads, gears, castings, auxiliaries and metric conversion using Solid Works. Students are required to provide \$15.00 worth of instructional and other materials.

Transfer Credit: UC/CSU

ENG GEN 112 (3.00 Units) ENGINEERING DESCRIPTIVE GEOMETRY

1.00 hour lecture and 5.00 hours lab

Prerequisites: Completion of Engineering General 111 and Mathematics 265 with a grade of "C" or better, or concurrent enrollment in Mathematics 265.

Grading: Letter Graded

This course in graphical representation applies the fundamental principles of lines, planes, revolutions, vectors, and development of surfaces. Special emphasis is placed on the ability to visualize and solve three-dimensional problems found in various areas of engineering. An introduction to nomographic techniques is included.

Transfer Credit: UC/CSU

ENG GEN 243 (4.00 Units) STATICS AND STRENGTH OF MATERIALS (CALCULUS BASED)

3.00 hours lecture and 3.00 hours lab

Prerequisite or corequisite: General Engineering 112.

Grading: Letter Graded

This course provides experience in solving machine and structural design problems. Principles of statics and strength of materials are applied to machine design as well as aircraft and spacecraft structural design. The emphasis is

DE** indicates that this course may be offered as Distance Education

placed on applied stress analysis and properties of metals as found in Mil-Hdbk-5 and S.A.E. handbooks. Students verify their analysis by testing sample parts in the structural test laboratory. Design layouts and models are created by the students.

Transfer Credit: UC/CSU

ENG GEN 912 (3.00 Units) ELEMENTARY ENGINEERING DRAFTING

1.00 hour lecture and 5.00 hours lab

Grading: Letter Graded

Prerequisites: None. Sketching and drafting techniques for beginners. Includes orthographics, dimensioning, sectioning, auxiliaries, isometrics, screw threads and assemblies. Also covers metric. Students are required to provide \$5.00 worth of instructional and other materials in order to complete this class.

Transfer Credit: Non Transferable

ENGINEERING, GENERAL TECHNOLOGY

EGT 028 (3.00 Units) TECHNOLOGY AND SOCIETY

3.00 hours lecture

Grading: Letter Graded

Interrelationship between technology and society.

This course will explore the interrelationships between technology and society. Topics include social factors that impact technology (historical, political, economic, ethical and environmental), and the ways in which technology affects society. This course is appropriate for students in both technical and non-technical majors.

Transfer Credit: CSU

EGT 101 (3.00 Units) INTRODUCTION TO NANOTECHNOLOGY

3.00 hours lecture

Grading: Letter Graded

Transfer Credit: CSU

Effective Winter 2015 (Approved: CC, Senate)

ENGLISH

ENGLISH 021 (3.00 Units) ENGLISH FUNDAMENTALS

3.00 hours lecture

Prerequisite: Completion of Developmental Communications 20 with a grade of 'C' or better or appropriate score on assessment test.

Grading: Pass/No Pass

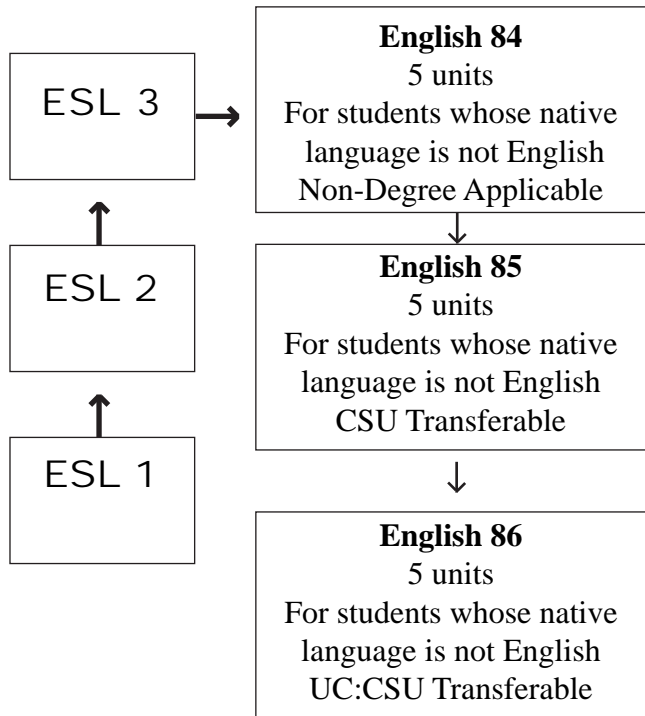
English 21 is an entry-level course which emphasizes improvement of writing skills, including grammar, punctuation, paragraph and short essay development. This is a pass/no pass class.

Transfer Credit: Non Transferable

TBA** indicates that this course may be offered in TBA format

ENGLISH COURSE SEQUENCE

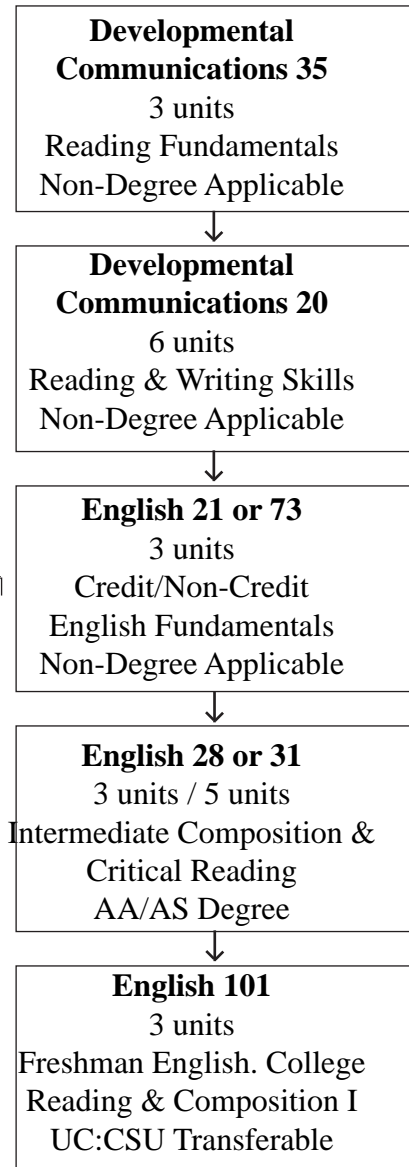
English as a Second Language Course Sequence (English ESL Sequence)



Literature Courses Transfer to UC & CSU

English 102	College Reading & Composition II
English 203/204	World Literature I & II
English 205/206	English Literature I & II
English 207/208	American Literature I & II
English 209	California Literature
English 214	Contemporary Literature
English 215	Shakespeare I
English 218	Children's Literature (not UC transferable)
English 219	Literature of American Ethnic Groups
English 234	Afro-American Literature
English 239	Women in Literature
English 240/241	Literature & the Motion Picture I & II
English 251	The Short Story

English Course Sequence (English ENL Sequence)



Important Notice:

All new students must take an English assessment exam prior to enrolling in any English course. Following the initial placement, students advance in the sequence by successfully completing the course with a grade of "C" or better, not by retesting. **The English Department does not offer credit by examination.**

ENGLISH 028 (3.00 Units) INTERMEDIATE READING AND COMPOSITION

3.00 hours lecture

Prerequisite: Completion of English 21 or English 73 with a grade of 'P' or appropriate score on assessment test.

Grading: Letter Graded

English 28 is the final preparatory course in composition and critical reading. Emphasis is placed on a review of grammar, mechanics, and paragraph writing. Students will write essays on various rhetorical patterns and will be introduced to research techniques. It is designed to assist the student to make the transition to English 101.

DE**

Transfer Credit: Non Transferable

ENGLISH 030 (3.00 Units) READING FOR PLEASURE

3.00 hours lecture

Grading: Letter Graded

This course is designed for the student who wishes to become a more effective reader. It stresses the reading for enjoyment of short stories, essays, poems, and

plays. In addition, skills in reading and writing are developed.

Transfer Credit: Non Transferable

ENGLISH 031 (5.00 Units) COMPOSITION AND CRITICAL READING

5.00 hours lecture

Prerequisite: Completion of English 21 or 73 with a grade of "P" or appropriate score on assessment test.

Grading: Letter Graded

This course serves as a five hour alternative to English 28. Student will review grammar and sentence structure for effective writing skills.

Transfer Credit: Non Transferable

ENGLISH 067 (0.50 Units) WRITING LABORATORY

1.00 hour lab

Grading: Pass/No Pass

This class is open-entry. Recommended for students wanting to improve their writing skills for success in class. Completion of 27 hours required.

Transfer Credit: Non Transferable

ENGLISH 073 (3.00 Units) BEGINNING COLLEGE READING AND WRITING

5.00 hours lecture

Prerequisite: Completion of Developmental Communication 20 with a grade of "C" or better or appropriate score on assessment test.

Grading: Pass/No Pass

English fundamentals including grammar, spelling, punctuation, and construction of sentences are taught in their application to this introductory composition course. This course prepares students for English 28 and serves as an alternative to English 21.

Transfer Credit: Non Transferable

ENGLISH 084 (5.00 Units) COLLEGE ENGLISH AS A SECOND- LANGUAGE I

5.00 hours lecture

Prerequisite: Appropriate score on ESL assessment test.

Grading: Letter Graded

Designed for students whose native language is NOT English but who have had some exposure to English language instruction. Provides practice in the four communication skills (listening, speaking, reading, writing) with emphasis on reading, writing and sentence structure.

Transfer Credit: Non Transferable

Effective Summer 2015 (Approved: CC, Senate)

ENGLISH 085 (5.00 Units) COLLEGE ENGLISH AS A SECOND- LANGUAGE II

5.00 hours lecture

Prerequisite: Completion of English 084 with a grade of "C" or better, or appropriate score on ESL assessment test.

Grading: Letter Graded

Continuation of work on the English language.

Transfer Credit: CSU

Effective Summer 2015 (Approved: CC, Senate)

ENGLISH 086 (5.00 Units) COLLEGE ENGLISH AS A SECOND- LANGUAGE III

5.00 hours lecture

Prerequisite: English 85 or assignment as result of the ESL assessment test.

Grading: Letter Graded

Designed for the high, intermediate, low, and advanced students of ESL. This course, which provides further practice in grammar, vocabulary and reading; focuses on the writing of longer paragraphs and essays with emphasis on organization.

Transfer Credit: UC/CSU

Effective Summer 2016 (Approved: CC, Senate)

ENGLISH 101 (3.00 Units) COLLEGE READING AND COMPOSITION I

3.00 hours lecture

Prerequisite: Completion of English 28 or 31 with a 'C' or better or appropriate score on assessment test.

Grading: Letter Graded

English 101 is a transfer Reading & Composition course designed to prepare students to handle a wide range of college writing assignments and to acquire the analytic skills necessary for effective academic preparation. Stress is placed on the organization and composition of objective expository and argumentative essays, including the research paper.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ENGLISH 102 (3.00 Units)
COLLEGE READING AND COMPOSITION II**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

Continues the development of skillful reading and writing, using the material of short stories, plays, and poetry.

DE**

Transfer Credit: UC/CSU

**ENGLISH 127 (3.00 Units)
CREATIVE WRITING**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of "C" or better.

Grading: Letter Graded

.This course is designed for those who want to learn to write professionally. Students write poems, plays, stories, or essays and present them for informal discussion and criticism by the class and instructor. The course offers an opportunity to discover and develop talent and to practice basic professional writing techniques.

Transfer Credit: UC/CSU

**ENGLISH 137 (1.00 Units)
LIBRARY RESEARCH AND BIBLIOGRAPHY**

1.00 hour lecture

Co-requisite: ~~Completion of~~ English 101 with a grade of "C" or better or concurrent enrollment.

Grading: Letter Graded

The student locates, evaluates, interprets, and organizes information from a wide variety of library sources with the object of producing a research paper.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved: CC, Senate)

**ENGLISH 185 (1.00 Units)
DIRECTED STUDY - ENGLISH**

1.00 hour lecture

Grading: Letter Graded

Transfer Credit: CSU

**ENGLISH 203 (3.00 Units)
WORLD LITERATURE I**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

A survey of literature of the Western World, from the Golden Age of Greece to the Renaissance.

DE**

Transfer Credit: UC/CSU

**ENGLISH 204 (3.00 Units)
WORLD LITERATURE II**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

The subject matter in English 203 is continued. Selections include Neo-Classical, Romantic, Realistic and modern periods.

DE**

Transfer Credit: UC/CSU

**ENGLISH 205 (3.00 Units)
ENGLISH LITERATURE I**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

The literature of England from the old English period to the late Neo-Classical period.

DE**

Transfer Credit: UC/CSU

**ENGLISH 206 (3.00 Units)
ENGLISH LITERATURE II**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course is a continuation of English 205. British literature of the Romantic, Victorian, and Modern periods is read and discussed.

DE**

Transfer Credit: UC/CSU

**ENGLISH 207 (3.00 Units)
AMERICAN LITERATURE I**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course introduces American writers and writings from colonial times to 1865. Students will become acquainted with writers who suggest the diversity of subject and opinion in American literature.

DE**

Transfer Credit: UC/CSU

**ENGLISH 208 (3.00 Units)
AMERICAN LITERATURE II**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course is a study of selected American writers from 1865 to present.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

ENGLISH 209 (3.00 Units) CALIFORNIA LITERATURE

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

California literature presents works by writers observing California life.
DE**

Transfer Credit: UC/CSU

ENGLISH 211 (3.00 Units) FICTION

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course is a literary survey of the English and American novel from the beginnings of the 18th century to the present.

DE**

Transfer Credit: UC/CSU

ENGLISH 214 (3.00 Units) CONTEMPORARY LITERATURE

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

Representative examples of post World War II literature are studied in this course. Works will be examined in light of their literary attributes and their reflections of the complexities of contemporary life, values and thought.

DE**

Transfer Credit: UC/CSU

ENGLISH 215 (3.00 Units) SHAKESPEARE I

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

An introductory course to Shakespeare. Course will cover theatrical background, major plays and poetry.

DE**

Transfer Credit: UC/CSU

ENGLISH 218 (3.00 Units) CHILDREN'S LITERATURE

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

In this survey course we will analyze picture books, folk tales, fantasy and modern realism written for children from pre-schoolers to teens.

DE**

Transfer Credit: CSU

ENGLISH 219 (3.00 Units) THE LITERATURE OF AMERICAN ETHNIC GROUPS

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

Through various readings students will visit diverse cultures in order to grasp content and meaning of the work, to look beyond plot to infer what a given author's views are regarding people's actions, what motivates them, and how they deal with other human beings and with conflicts that confront them as it relates to ethnicity.

DE**

Transfer Credit: UC/CSU

ENGLISH 234 (3.00 Units) AFRICAN-AMERICAN LITERATURE I

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of "C" or better.

Grading: Letter Graded

.This survey course examines the literary history of African-Americans through studies of 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.

Transfer Credit: UC/CSU

ENGLISH 239 (3.00 Units) WOMEN IN LITERATURE

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course examines the roles of women in varied cultures and literacy periods in novels, short stories, poetry, drama and essays.

DE**

Transfer Credit: UC/CSU

ENGLISH 240 (3.00 Units) LITERATURE AND THE MOTION PICTURE I

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of 'C' or better.

Grading: Letter Graded

This course in comparative media emphasizes the difference between film and the writings on which they were based.

DE**

Transfer Credit: UC/CSU

ENGLISH 285 (2.00 Units) DIRECTED STUDY - ENGLISH

2.00 hours lecture

Grading: Letter Graded

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**ENGLISH 385 (3.00 Units)
DIRECTED STUDY - ENGLISH**

3.00 hours lecture

Prerequisite: Completion of English 101 with a grade of "C" or better.

Grading: Letter Graded

Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE

**ESL 003A (6.00 Units)
COLLEGE ESL III : WRITING AND GRAMMAR**

6.00 hours lecture

Grading: Letter Graded

This course is designed for ESL students at the high beginning - low intermediate level. The course assists students in improving their writing skills to prepare for college work. Students produce focused papers of at least 150 words and informal writings of at least 100 words. Students also focus on specific composition-related grammatical problems.

Transfer Credit: Non Transferable

**ESL 003B (3.00 Units)
COLLEGE ESL III: READING AND
VOCABULARY**

3.00 hours lecture

Grading: Letter Graded

This course is designed for ESL students at the low-intermediate level. The course assists students in improving their reading skills to prepare for college works

of fiction and expository texts at the low-intermediate level.

Transfer Credit: Non Transferable

**ESL 003C (3.00 Units)
COLLEGE ESL III: LISTENING AND SPEAKING**

3.00 hours lecture

Grading: Letter Graded

This course is designed for ESL students at the low-intermediate level. The course assists students in improving their listening and speaking skills to prepare for college work. Students will work on increasing listening comprehension skills through active listening practice involving responding to questions, taking dictation, and recording information. Students will participate in speaking activities involving interviews, formal and informal discussion, and informal debate on familiar topics.

Transfer Credit: Non Transferable

ENGLISH AS A SECOND LANGUAGE

Noncredit

**ESL NC 005CE (0.00 Units)
ENGLISH AS A SECOND LANGUAGE**

2.00 hours lecture

Grading: No Grade Given

Transfer Credit: Non Transferable

ENVIRONMENTAL DESIGN

**ENV 101 (3.00 Units)
FOUNDATIONS OF DESIGN I**

1.00 hour lecture and 5.00 hours lab

Grading: Letter Graded

This course introduces design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of elements, form, and space. Sustainable design topics, drawing and model-making techniques are covered. A \$20 lab fee is required.

Transfer Credit: UC/CSU

**E.S.L. 084 (5.00 Units)
COLLEGE ENGLISH
AS A SECOND LANGUAGE I**

5.00 hours lecture

Grading: Letter Graded

This course is planned for students whose native tongue is not English or who need assistance in using English as a second language. The course stresses the study of idioms, sentence structure, word order, vocabulary, and reading for comprehension. It also provides practice in writing compositions.

Transfer Credit: Non Transferable

Effective *Summer 2015* (Approved: CC, Senate)

**E.S.L. 085 (5.00 Units)
COLLEGE ENGLISH AS A SECOND
LANGUAGE II**

5.00 hours lecture

Grading: Letter Graded

This course is designed for intermediate level students of English as a second language. It includes pronunciation practices, intermediate grammar, vocabulary, word order, idioms, and reading comprehension. Writing practice is in the form of dictation, simple paragraphs, and short compositions.

Transfer Credit: CSU

Effective *Summer 2015* (Approved: CC, Senate)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

E.S.L. 086 (5.00 Units) COLLEGE ENGLISH AS A SECOND LANGUAGE III

5.00 hours lecture

Grading: Letter Graded

This course is designed for advanced students of English as a second language. It emphasizes writing practice and the study of vocabulary and syntax.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate)

ENV 102 (3.00 Units) FOUNDATIONS OF DESIGN II

1.00 hour lecture and 5.00 hours lab

Prerequisite: Completion of Environmental Design 101 with a grade of 'C' or better.

Grading: Letter Graded

This course serves as a design laboratory studio for students pursuing architecture, environmental or other design fields focusing on the study of organization, circulation, proportion and scale. Natural factors, materials, processes, sustainable design topics, drawing and model making techniques are covered. A \$20 lab fee is required.

Transfer Credit: CSU

ENVIRONMENTAL SCIENCE

ENV SCI 001 (3.00 Units) THE HUMAN ENVIRONMENT: PHYSICAL PROCESSES

3.00 hours lecture

Grading: Letter Graded

An introductory study of the physical processes affecting earth environments, and the human use and modifications of those environments. Includes discussions on natural hazards like Earthquakes, Volcanism, Floods, Landslides, etc. Special reference given to human needs in Energy, Freshwater, and Waste Disposal. Includes field trips to local areas of interest.

Transfer Credit: UC/CSU

ENV SCI 002 (3.00 Units) THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES

3.00 hours lecture

Grading: Letter Graded

An overview of global environmental concerns conservation history and environmental ethics is presented. Ecology, population biology and their application to environmental problems are reviewed. Pollution and its effects on ecosystems are discussed. Management of natural resources is explored.

Transfer Credit: UC/CSU

FAMILY AND CONSUMER STUDIES

FAM & CS 021 (3.00 Units) NUTRITION

3.00 hours lecture

Grading: Letter Graded

Basic scientific concepts of human nutrition throughout life. Achieving and maintaining optimum health.

Transfer Credit: UC/CSU

FINANCE

FINANCE 002 (3.00 Units) INVESTMENTS

3.00 hours lecture

Grading: Letter Graded

This course covers investment principles, types, markets, and sources of information. This class is offered once a year.

Transfer Credit: CSU

FINANCE 008 (3.00 Units) PERSONAL FINANCE AND INVESTMENTS

3.00 hours lecture

Grading: Letter Graded

This course provides the student with financial fundamentals to manage personal income and expenditures. It outlines the indicators in everyday communications that help the individual make sound financial decisions to structure reasonable financial goals and plans. Emphasis on budgeting, credit homeownership, risk management and the individual's personal balance sheet and net worth.

Transfer Credit: CSU

FIRE TECHNOLOGY

FIRETEK 201 (3.00 Units) FIRE PROTECTION ORGANIZATION

3.00 hours lecture

Grading: Letter Graded

Introduction of the fire service, fire prevention and other fire department functions. Information is provided regarding civil service and related municipal and national agencies.

DE**

Transfer Credit: CSU

FIRETEK 202 (3.00 Units) FIRE PREVENTION

3.00 hours lecture

Grading: Letter Graded

History, philosophy, organization and operation of a fire prevention bureau. Topics include inspections, pre-fire planning, use of fire codes, fire investigation, liability and court procedures.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

FIRETEK 203 (3.00 Units) FIRE PROTECTION EQUIPMENT AND SYSTEMS

3.00 hours lecture

Prerequisite: Completion of Fire Technology 201 with a grade of 'C' or better, or professional firefighting or related experience or equivalent.

Grading: Letter Graded

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.

Transfer Credit: CSU

FIRETEK 204 (3.00 Units) BUILDING CONSTRUCTION FOR FIRE PROTECTION

3.00 hours lecture

Grading: Letter Graded

Covers fundamental building construction and design that relates to fire safety. Information is given related to codes, ordinances and on plan checking and inspection procedures in residential, commercial and industrial occupancies.

Transfer Credit: CSU

FIRETEK 205 (3.00 Units) FIRE BEHAVIOR AND COMBUSTION

3.00 hours lecture

Grading: Letter Graded

Theory and fundamentals of how and why fires start, spread, and are controlled; study of fire chemistry and physics.

Transfer Credit: CSU

FIRETEK 207 (3.00 Units) WILDLAND FIRE CONTROL

3.00 hours lecture

Grading: Letter Graded

This course provides information relating to the incident command system and how it is used to control order and assign resources on wildland fires. The course will survey the methods used to suppress wildland fires, including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing.

Transfer Credit: CSU

FIRETEK 209 (3.00 Units) FIRE TACTICS AND STRATEGY

3.00 hours lecture

Grading: Letter Graded

This course is an introduction to structural fire fighting methods. The course will provide students with the knowledge and information regarding the basic for procedures and policies for attacking a variety of structural fires. Included is information on the incident command system which is used to direct large scale fire operations.

Transfer Credit: CSU

FIRETEK 210 (3.00 Units) FIRE COMPANY ORGANIZATION AND PROCEDURE

3.00 hours lecture

Grading: Letter Graded

This course is the study of the practical application of records, reports and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline and morale.

Transfer Credit: CSU

FIRETEK 213 (3.00 Units) FIRE INVESTIGATION

3.00 hours lecture

Grading: Letter Graded

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 firesetter, and types of fire causes.

Transfer Credit: CSU

FIRETEK 216 (3.00 Units) FUNDAMENTALS OF PERSONAL FIRE SAFETY & EMERGENCY ACTION

3.00 hours lecture

Grading: Letter Graded

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.

Transfer Credit: CSU

FIRETEK 217 (3.00 Units) FIRE APPARATUS

3.00 hours lecture

Grading: Letter Graded

Principles of the care, maintenance, and operation of fire department vehicles are studied. Subjects include theory of internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and troubleshooting, characteristics of fuels and lubricants and safe emergency and non-emergency driving procedures.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

FRENCH

FRENCH 001 (5.00 Units) ELEMENTARY FRENCH I

5.00 hours lecture

Grading: Letter Graded

This course stresses the fundamentals of French pronunciation and grammar; the building of a practical basic vocabulary; and the development of the ability to speak, understand, read, and write simple French.

Transfer Credit: UC/CSU

FRENCH 002 (5.00 Units) ELEMENTARY FRENCH II

5.00 hours lecture

Prerequisite: Completion of French 1 with a grade of "C" or better or two years of high school French, or equivalent.

Grading: Letter Graded

This course completes the study of elementary French grammar. It provides continued practice in speaking, reading, and writing simple French. The reading selections illustrate French culture.

Transfer Credit: UC/CSU

GEOGRAPHY

GEOG 001 (3.00 Units) PHYSICAL GEOGRAPHY

3.00 hours lecture

Grading: Letter Graded

An exploration of the atmosphere, hydrosphere, biosphere, and lithosphere. Major topics are earth-sun relations, mapping and satellite imagery, weather and climate patterns, ecology, soils, plate tectonics, landform development, and human impacts on the environment. This is a foundation course for students interested in the earth sciences and environmental studies, as well as a major in geography. Nature walks are a part of the course.

Transfer Credit: UC/CSU

GEOG 002 (3.00 Units) CULTURAL ELEMENTS OF GEOGRAPHY

3.00 hours lecture

Grading: Letter Graded

Cultural geography analyzes human settlement and activity from a spatial and ecological perspective, map and environmental patterns of population, agriculture, industry, cities, language, religion, political organization, and land use.

Transfer Credit: UC/CSU

GEOG 007 (3.00 Units) WORLD REGIONAL GEOGRAPHY

3.00 hours lecture

Grading: Letter Graded

This course examines the physical and cultural environments of Europe, Latin America, the Middle East, Africa, Asia, and the Pacific. Physical landscapes, climates, population, cultural patterns, livelihoods, and international connections are all explored.

Transfer Credit: UC/CSU

GEOG 015 (2.00 Units) PHYSICAL GEOGRAPHY LABORATORY

1.00 hour lecture and 2.00 hours lab

Prerequisite or Corequisite: Completion of Geography 001 with a grade of "C" or better or concurrent enrollment.

Grading: Letter Graded

Using maps, lab manual diagrams and exercises, aerial photos, plants, soils, and rocks, students will examine earth-sun relationships, the science of maps, weather and climate, biological adaptations, and types of landforms. Field trips are a part of the course.

Transfer Credit: UC/CSU

GEOLOGY

GEOLOGY 001 (3.00 Units) PHYSICAL GEOLOGY

3.00 hours lecture

Prerequisite or corequisite: Completion of Geology 001 with a grade of "C" or better or concurrent enrollment.

Grading: Letter Graded

Physical Geology provides an introduction to the materials, structures, and processes that shape the Earth. The course includes a survey of minerals and rocks, a study of plate tectonics, concepts behind the formation of petroleum, coal & other useful mineral resources (gold, silver, platinum, etc.), and the forces that create volcanoes & earthquakes, and a study of surface features created by streams, landslides, groundwater, glaciers, wind, & ocean waves. Includes field trips to coastal southern California.

Transfer Credit: UC/CSU

Effective Winter 2015 (Approved: CC, Senate)

GEOLOGY 006 (2.00 Units) PHYSICAL GEOLOGY LABORATORY

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Geology 001 with a grade of 'C' or better. Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course supplements Geology 1 by providing practical experience in the identification of rocks, reading topographic and geologic maps, analysis of seismic data, rock structures, coastal features, and landslides, and study of fossils. Field trips to geological sites of southern California are made.

Transfer Credit: UC/CSU

Effective Winter 2015 (Approved: CC, Senate)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

HEALTH

HEALTH 002 (3.00 Units) HEALTH AND FITNESS

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

This course explores the relationship between physical fitness and a healthy lifestyle. It examines the connection to cardiorespiratory fitness, nutrition, stress, addictive substances, and other health-related factors. The course involves laboratory assessment of each student's fitness status, lecture, and experiences in a variety of selected fitness activities. Various physical activity media are introduced to give the student practical experiences with the ultimate goal of self-directed lifetime wellness.

Transfer Credit: UC/CSU

HEALTH 006 (3.00 Units) NUTRITION FOR HEALTHFUL LIVING AND FITNESS ACTIVITIES

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

General health concerns of women, the relationship of nutrition to disease and basic nutrition theories are explored. Overall fitness is enhanced by participation in aerobic developmental and flexibility exercises. Health 6 meets the health and physical requirements for the Associate in Arts degree.

Transfer Credit: CSU

HEALTH 011 (3.00 Units) PRINCIPLES OF HEALTHFUL LIVING

3.00 hours lecture

Grading: Letter Graded

Credit is allowed only in one of Health 9, 10, or 11. This course offers concepts to use today and tomorrow as guidelines for self-paced responsible living in personal, community, vocational, and leadership roles.

Transfer Credit: UC/CSU

HEALTH 012 (3.00 Units) SAFETY EDUCATION AND FIRST AID

3.00 hours lecture

Grading: Letter Graded

The course covers the standard and advanced courses of the American National Red Cross and qualifies successful candidates for First Aid certificates. CPR cards will be issued on completion of the course.

Transfer Credit: UC/CSU

HEALTH OCCUPATIONS

HLTHOCC 055 (4.00 Units) CLINICAL ASSISTING TECHNIQUES 1

2.50 hours lecture and 4.50 hours lab

Grading: Letter Graded

This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

Transfer Credit: Non Transferable

HISTORY

HISTORY 001 (3.00 Units) INTRODUCTION TO WESTERN CIVILIZATION I

3.00 hours lecture

Grading: Letter Graded

This course surveys the political, economic, social, religious, and intellectual activities of Western Civilization from the pre-history period through the fifteenth century. The study includes the ancient Middle East, Egypt, Greece, Rome, the Middle Ages, and the Renaissance.

DE**

Transfer Credit: UC/CSU

HISTORY 002 (3.00 Units) INTRODUCTION TO WESTERN CIVILIZATION II

3.00 hours lecture

Grading: Letter Graded

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe with emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries is also examined.

DE**

Transfer Credit: UC/CSU

HISTORY 005 (3.00 Units) HISTORY OF THE AMERICAS I

3.00 hours lecture

Grading: Letter Graded

This course examines the social, political, and economic developments of the Americas from the pre-Columbian era through the period of U.S. and Latin American independence. Emphasis is placed on the Native American cultures, European-Indian encounters, colonial settlements, imperial rivalries, and the independence movements in the western hemisphere.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate, BOT, CCC)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

HISTORY 006 (3.00 Units) HISTORY OF THE AMERICAS II

3.00 hours lecture

Grading: Letter Graded

This course studies the evolution of the American nations and peoples in the nineteenth and twentieth centuries. This course meets the California State University requirements for United States History.

Transfer Credit: UC/CSU

HISTORY 011 (3.00 Units) POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I

3.00 hours lecture

Grading: Letter Graded

This course surveys the political, social, and economic history of the United States from the Colonial era to 1876 with emphasis on the origin and implementation of the U.S. Constitution. This course meets the California State University requirements for United States History.

DE**

Transfer Credit: UC/CSU

HISTORY 012 (3.00 Units) POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II

3.00 hours lecture

Grading: Letter Graded

History 11 is not a prerequisite for this course. This course surveys the political, social, and economic history of the United States from 1876 to the present.

The course meets the California State University requirements for United States History.

DE**

Transfer Credit: UC/CSU

HISTORY 012H (3.00 Units) POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II

3.00 hours lecture

History 12 Honors includes additional research and writing assignments to be determined by professor.

Grading: Letter Graded

History 11 is not a prerequisite for this course. This course surveys the political, social, and economic history of the United States from 1876 to the present. The course meets the California State University requirements for United States History.

DE**

Transfer Credit: UC/CSU

HISTORY 019 (3.00 Units) HISTORY OF MEXICO

3.00 hours lecture

Grading: Letter Graded

This course examines the history of Mexico including Indian Mexico, the Spanish conquest, War of Independence, the age of Santa Ana, the Period of Reform,

and the Reign of Diaz. The Revolution of 1910 and the Period of Reconstruction are also included. A review of contemporary Mexico together with its cultural, social, political, and economic trends concludes the course.

Transfer Credit: UC/CSU

HISTORY 020 (3.00 Units) HISTORY OF CALIFORNIA AND THE PACIFIC COAST

3.00 hours lecture

Grading: Letter Graded

This course surveys of the history of the Pacific Coast. Emphasis is on the history of California through exploration, Spanish settlement, the Mexican regime, the gold rush, the American occupation statehood, and the political, economic and social development of California.

Transfer Credit: UC/CSU

HISTORY 021 (3.00 Units) HISTORY OF THE RUSSIAN PEOPLE

3.00 hours lecture

Grading: Letter Graded

This course studies the development of Russia from the Kievan State to the present day with emphasis is on the nineteenth and twentieth centuries. Special attention is paid to autocracy, social structure, reform movements, Russian Marxism, Soviet Totalitarianism under Lenin and Stalin (and their successors), and Tsarist and Soviet foreign policy.

Transfer Credit: UC/CSU

HISTORY 041 (3.00 Units) THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I

3.00 hours lecture

Grading: Letter Graded

Credit is allowed in only one of History 11, 41, or 43. This course surveys United States history from the early colonial era through the Civil War with emphasis on the contribution of the African-American. A study of the U.S. Constitution is also included. This course meets the California State University requirements for United States history.

Transfer Credit: UC/CSU

HISTORY 042 (3.00 Units) THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II

3.00 hours lecture

Grading: Letter Graded

History 41 is not a prerequisite for this course. Credit is allowed in only one of History 12, 42, or 44. This course surveys U.S. History from the end of the Civil War to the present time with special emphasis on the contribution of African-Americans. This course meets the California State University

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

requirement for
United States History.
Transfer Credit: UC/CSU

HISTORY 043 (3.00 Units)
THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I

3.00 hours lecture

Grading: Letter Graded

This course surveys U.S. history from the early colonial era through the Civil War focusing on the political, economic, and cultural contribution of the Mexican-American. This course meets California State University requirements for United States history and the Constitution.

Transfer Credit: UC/CSU

HISTORY 044 (3.00 Units)
THE MEXICAN AMERICAN IN THE HISTORY OF THE UNITED STATES II

3.00 hours lecture

Grading: Letter Graded

History 43 is not a prerequisite for this course. Credit is allowed in only one of History 44, 42, or 12. This course surveys United States history from 1877 to the present with emphasis on the contribution of the Mexican-American. Also included is a unit on California state government, the state constitution, and local governmental structures and issues. This course meets the California State University requirement for United States history.

Transfer Credit: UC/CSU

HISTORY 052 (3.00 Units)
THE ROLE OF WOMEN IN THE HISTORY OF THE U.S.

3.00 hours lecture

Grading: Letter Graded

This course surveys women's roles throughout U.S. History focusing on the influence of race, ethnicity, and status on women's experience. This course meets the California State University requirement for United States History.

DE**

Transfer Credit: UC/CSU

HISTORY 058 (3.00 Units)
THE ASIAN AMERICAN IN THE HISTORY OF THE UNITED STATES

3.00 hours lecture

Grading: Letter Graded

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.

Transfer Credit: UC/CSU

HISTORY 074 (3.00 Units)
ASIAN CIVILIZATION

3.00 hours lecture

Grading: Letter Graded

This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

Transfer Credit: UC/CSU

HISTORY 081 (3.00 Units)
A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I

3.00 hours lecture

Grading: Letter Graded

This course studies the history of American labor from the colonial era through Reconstruction. Colonial development, revolution, the early republic, the antebellum period, the Civil War and Reconstruction are viewed through the eyes of America's multicultural working people. Emphasis is also placed upon the defining influence of the American Constitution and its impact upon labor.

Transfer Credit: UC/CSU

HISTORY 082 (3.00 Units)
A HISTORY OF WORKING PEOPLE IN THE UNITED STATES II

3.00 hours lecture

Grading: Letter Graded

This course focuses on working people in the history of the United States from Reconstruction to the present. Issues of class, gender, and race within the context of work and the influence of organizations and collective action will be emphasized. The defining role of the American Constitution and its impact upon labor will also be examined.

Transfer Credit: UC/CSU

HISTORY 086 (3.00 Units)
INTRODUCTION TO WORLD CIVILIZATION I

3.00 hours lecture

Grading: Letter Graded

This course surveys world civilization from the pre-history period up to 1500 and includes a comparative study of social, economic, and political formation and their interaction with culture. Major topics include the development of major civilizations, migration and settlement patterns, religion, philosophy, and technology.

DE**

Transfer Credit: UC/CSU

HISTORY 087 (3.00 Units)
INTRODUCTION TO WORLD CIVILIZATION II

3.00 hours lecture

Grading: Letter Graded

This course surveys world civilization from 1500 to the present time. Major topics include the development of the nation-state, economic systems, industrialization, global conquest, colonization, and revolution.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

HISTORY 385 (3.00 Units) DIRECTED STUDY - HISTORY

3.00 hours lecture

Grading: Letter Graded

This is a project-based class that teaches historical research, writing, and citation skills.

Transfer Credit: UC/CSU

HUMANITIES

HUMAN 001 (3.00 Units) CULTURAL PATTERNS OF WESTERN CIVILIZATION

3.00 hours lecture

Grading: Letter Graded

This is an introductory course which covers the arts & ideas of humanity. Mythology, literature, painting, sculpture, and music are studied in relation to their medium, organization, and style. Emphasis is placed on the western cultural heritage, values, and perspectives as revealed in the arts.

Transfer Credit: UC/CSU

HUMAN 006 (3.00 Units) GREAT PEOPLE, GREAT AGES

3.00 hours lecture

Grading: Letter Graded

The purpose of this course is to study the lives of selected individuals such as Pericles, Dante, Michelangelo, Beethoven, Van Gogh, Frank Lloyd Wright, Stravinsky, Picasso, and others with an appreciation of their eras in history and their contribution.

DE**

Transfer Credit: UC/CSU

HUMAN 017 (3.00 Units) FILM APPRECIATION

3.00 hours lecture

Grading: Letter Graded

A survey of motion pictures and changing social attitudes in film from the silent era to the present.

Transfer Credit: UC/CSU

HUMAN 060 (3.00 Units) PEOPLE AND THEIR WORLD: TECHNOLOGY AND THE HUMANITIES

3.00 hours lecture

Grading: Letter Graded

The purpose of this course is to involve the student in a study of the urban environment and society. The approach of the course is interdisciplinary, involving such disciplines as: art, music, literature, drama, philosophy, technology, and history. The emphasis is on exploring the interaction of the individual and society. The interrelationship of humanities and technology within modern society is discussed for the student to gain a better understanding of the modern world and its culture.

Transfer Credit: UC/CSU

INDUSTRIAL DESIGN

IND DSN 201 (2.00 Units) INDUSTRIAL DESIGN I

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Environmental Design 102 with a grade of 'C' or better.

Grading: Letter Graded

This course explores product design and the nature and limitations of materials using two and three- dimensional form making. Design projects involve fundamental design principles and procedures, drawing techniques, and presentation methods as they relate to industrial design. Special emphasis is placed on the justification for design, user interface and manufacture.

Transfer Credit: Non Transferable

INTERNATIONAL BUSINESS

INTBUS 001 (3.00 Units) INTERNATIONAL TRADE

3.00 hours lecture

Grading: Letter Graded

This course covers the accelerating global economy and internationalization of business. It reviews international economics, finance, and trade affecting international business decisions and operations. The course includes multinational enterprises, legal, political, and socio-cultural issues, survey of global strategic management. It covers the basics of starting and operating an import or export business.

Transfer Credit: CSU

INTBUS 003 (3.00 Units) EXPORT PROCEDURES I

3.00 hours lecture

Grading: Letter Graded

In this course the student identifies, defines, and explains that which is required by the United States regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

Transfer Credit: CSU

INTBUS 004 (3.00 Units) IMPORT PROCEDURES I

3.00 hours lecture

Grading: Letter Graded

This course identifies, defines and explains requirements of the United States regulatory agencies for import of foreign commodities in the United States. Emphasis is placed on determination of duties on commodities and preparation of appropriate forms.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

JAPANESE

JAPAN 021 (3.00 Units) FUNDAMENTALS OF JAPANESE I

3.00 hours lecture

Grading: Letter Graded

This course stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. Basic reading and writing skills will be introduced.

Transfer Credit: UC/CSU

JAPAN 022 (3.00 Units) FUNDAMENTALS OF JAPANESE II

3.00 hours lecture

Prerequisite: Japanese 21.

Grading: Letter Graded

This course continues the basic instruction of Japanese grammar at the second level of the Japanese language for beginners. Course stresses pronunciation, intonation and grammar. Completion of Japanese 21 and 22 is equivalent to Japanese 1.

Transfer Credit: UC/CSU

JOURNALISM

JOURNAL 101 (3.00 Units) COLLECTING AND WRITING NEWS

3.00 hours lecture

Grading: Letter Graded

This introductory course stresses instruction and practice in news gathering and news writing. It also includes a study of newspaper, radio and television news.

Transfer Credit: CSU

JOURNAL 105 (3.00 Units) MASS COMMUNICATIONS

3.00 hours lecture

Grading: Letter Graded

This course is a survey and evaluation of the mass media with special attention given to interpretation and analogies of ethical and legal issues.

Transfer Credit: UC/CSU

JOURNAL 218 (3.00 Units) PRACTICAL EDITING

1.00 hour lecture and 6.00 hours lab

Grading: Letter Graded

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

Transfer Credit: CSU

KINESIOLOGY

KIN 010 (1.00 Units) KINESIOLOGY - PHYSICAL FITNESS

2.00 hours lab

Grading: Letter Graded

This course teaches a scientific approach to physical fitness to improve one's physical efficiency. It consists of an active program of physical fitness through fitness, strength, agility, and speed exercises. Students will learn how to test and be tested on the different areas of fitness and on their improvement throughout the course. (Required for 17 Unit, "Skills Certificate in Physical Training")

Transfer Credit: UC/CSU

KIN 023 (1.00 Units) MODERN DANCE

2.00 hours lab

Grading: Letter Graded

This course is an introduction to the fundamentals of modern dance techniques, dance combinations and dance vocabulary. Proficiency in correct body alignment, carriage and basic muscle terminology is emphasized.

Transfer Credit: UC/CSU

KIN 045 (1.00 Units) ADAPTED FITNESS

2.50 hours lecture and .5 lab

Grading: Letter Graded

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles. Students with disabilities must provide a physician prescription for exercises.

*UC credit may be granted by petition after transfer.

Transfer Credit: UC/CSU

KIN 046 (1.00 Units) ADAPTED STRENGTH TRAINING

0.50 hours lecture and 2.50 hours lab

Grading: Letter Graded

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician prescription for exercises.

Transfer Credit: UC/CSU. UC credit may be granted by petition after transfer.

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**KIN 048 (1.00 Units)
ADAPTED AEROBICS**

3.00 hours lab

Grading: Letter Graded

This course is designed to meet the needs of students with disabilities who need an individualized exercise program and can function independently. Students will develop cardiovascular and muscular endurance, strength, and flexibility while exercising with musical accompaniment. Students with disabilities need a medical prescription from physician.

*UC credit may be granted by petition after transfer.

Transfer Credit: UC/CSU

**KIN 049 (1.00 Units)
ADAPTED CARDIOVASCULAR FITNESS**

0.50 hours lecture and 2.50 hours lab

Grading: Letter Graded

This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers, treadmills, hand cranks, etc., will be the major class focus. Students with disabilities must provide physician prescription for exercises.

Transfer Credit: UC/CSU. UC credit may be granted by petition after transfer.

**KIN 050 (1.00 Units)
ADAPTED EXERCISE FOR BACK DISORDERS**

0.50 hours lecture and 2.50 hours lab

Grading: Letter Graded

This course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

*UC credit may be granted by petition after transfer.

Transfer Credit: UC/CSU

**KIN 051 (1.00 Units)
ADAPTED SPORTS AND GAMES**

3.00 hours lab

Grading: Letter Graded

*UC credit may be granted by petition after transfer.

This course is designed to meet the needs of students with disabilities to develop gross motor skills and to facilitate participation in life-long activities. Activities are designed to enhance fitness, self-esteem, and social interaction. The main focus of the class is skill development. Students with disabilities must provide a physicians prescription for exercises.

Transfer Credit: UC/CSU

**KIN 185 (1.00 Units)
DIRECTED STUDY - KINESIOLOGY**

1.00 hour lecture

Prerequisite: These classes are by arrangement and prior permission of instructor only. Do not enroll before getting approval.

Grading: Letter Graded

Transfer Credit: CSU. UC credit may be granted by petition after transfer.

**KIN 217 (1.00 Units)
SELF-DEFENSE SKILLS**

2.00 hours lab

Grading: Letter Graded

This class will offer an individualized program of basic self-defense, physical fitness and MARTIAL ARTS awareness. Taught by the I.M.B. Academy staff. Recommended for both men and women of all experience levels, including beginners.

Transfer Credit: UC/CSU

**KIN 217-1 (1.00 Units)
SELF DEFENSE SKILLS 1**

0.50 hours lecture and 1.50 hours lab

Grading: Letter Graded

This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at an introductory level. The course includes discussion of safety precautions and the promotion of mental and physical well-being.

Transfer Credit: UC/CSU

**KIN 217-2 (1.00 Units)
SELF-DEFENSE SKILLS 2**

0.50 hours lecture and 1.50 hours lab

Grading: Letter Graded

This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at a beginning karate and martial arts skills level. The course includes discussion of safe defense and protection strategies and the promotion of mental and physical well-being.

Transfer Credit: CSU

**KIN 229 (1.00 Units)
BODY CONDITIONING SKILLS**

2.00 hours lab

Concurrent enrollment is allowed in all sections BODY CONDITIONING.

Grading: Letter Graded

This course is designed to improve your overall fitness through aerobics, calisthenics, and stretching.

Transfer Credit: UC/CSU

**KIN 229-1 (1.00 Units)
BODY CONDITIONING SKILLS I**

2.00 hours lab

Grading: Letter Graded

This course will familiarize students with different forms of exercises to improve strenght, flexibility and cardiovascular endurance.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

KIN 229-2 (1.00 Units)
BODY CONDITIONING SKILLS II

2.00 hours lab

Grading: Letter Graded

This course combines cardiovascular exercise, strength training and flexibility to further improve students fitness levels. Students will use fitness assessments to develop an individualized conditioning program to meet their needs.

Transfer Credit: UC/CSU

KIN 245 (1.00 Units)
BODY DYNAMICS SKILLS

2.00 hours lab

Grading: Letter Graded

This course teaches exercise and techniques for body conditioning and physical performance are learned. Class time includes participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

Transfer Credit: UC/CSU

KIN 245-1 (1.00 Units)
BODY DYNAMICS SKILLS I

2.00 hours lab

Grading: Letter Graded

This course explores different exercises and techniques for body conditioning & physical performance. Class time includes participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

Transfer Credit: UC/CSU

KIN 245-2 (1.00 Units)
BODY DYNAMICS SKILLS II

2.00 hours lab

*Prerequisite: Completion of KIN 245 or 245-1 with a grade of 'C' or better.
Effective Summer 2015 (Approved: CC, Senate)*

Grading: Letter Graded

This course builds on the different exercises and techniques for body conditioning & physical performance learned in KIN245-1. Class time includes advanced participation in fitness activities including aerobic, strength, developmental, and flexibility exercises.

Transfer Credit: UC/CSU

KIN 250-1 (1.00 Units)
WEIGHT TRAINING SKILLS-1

2.00 hours lab

Grading: Letter Graded

This course consists of an active program of fitness and strength training through various weight-training skills. Students will learn the different methods used for training athletes as well as the general population. Personalized fitness programs are developed for each student. (Required for 17 Unit, "Skills Certificate in Physical Training"& can be applied toward "AA in PE/ Kinesiology Degree)

Transfer Credit: CSU

KIN 250-2 (1.00 Units)
WEIGHT TRAINING SKILLS-2

2.00 hours lab

Grading: Letter Graded

This course builds on the active program of fitness and strength training through various weight-training skills learned in KIN 250-1. Students will learn advanced methods used for training athletes as well as the general population. Personalized fitness programs are developed for each student.

Transfer Credit: CSU

KIN 251 (1.00 Units)
YOGA SKILLS

2.00 hours lab

Grading: Letter Graded

This course teaches students the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

Transfer Credit: UC/CSU

KIN 251-1 (1.00 Units)
YOGA SKILLS- I

2.00 hours lab

Grading: Letter Graded

This course teaches students the physical practice of Yoga, and connecting body, mind and spirit. Students are introduced to the origins of Yoga, asanas (positions) and terminology.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved: CC, Senate)

KIN 251-2 (1.00 Units)
YOGA SKILLS - II

2.00 hours lab

Grading: Letter Graded

This course teaches Hatha Yoga postures, breathing techniques, stretches, mental and relaxation exercises are used to gain concentration and self-discipline, and to improve physical, mental and emotional health.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved: CC, Senate)

KIN 268 (1.00 Units)
GOLF SKILLS

2.00 hours lab

Grading: Letter Graded

This course teaches all levels, utilizing practice at a range. Students will learn all the necessary skills and knowledge required to play golf. First class meets in PE/W 143.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**KIN 287 (1.00 Units)
BASKETBALL SKILLS**

2.00 hours lab

Grading: Letter Graded

Beginning-Intermediate-Advanced

*UC credit may be granted by petition after transfer.

Transfer Credit: UC/CSU

**KIN 287-1 (1.00 Units)
BASKETBALL SKILLS- I**

2.00 hours lab

Grading: Letter Graded

This course is designed for students to practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

Transfer Credit: CSU

**KIN 287-2 (1.00 Units)
BASKETBALL SKILLS- II**

2.00 hours lab

Grading: Letter Graded

This course is designed for students to practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

Transfer Credit: CSU

**KIN 288 (1.00 Units)
FLAG/TOUCH FOOTBALL SKILLS**

2.00 hours lab

Grading: Letter Graded

This course is designed to teach students skills related to flag football as a team activity.

Transfer Credit: UC/CSU

**KIN 291 (1.00 Units)
VOLLEYBALL SKILLS**

2.00 hours lab

Grading: Letter Graded

Beginning-Intermediate

This course is designed to teach beginning to intermediate volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

Transfer Credit: UC/CSU. UC credit may be granted by petition after transfer.

**KIN 291-1 (1.00 Units)
VOLLEYBALL SKILLS -1**

2.00 hours lab

Grading: Letter Graded

This course is designed for students to learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.

Transfer Credit: CSU

**KIN 291-2 (1.00 Units)
VOLLEYBALL SKILLS -2**

2.00 hours lab

Grading: Letter Graded

This course is designed to teach students volleyball skills and techniques. Skills learned are passing, serving, hitting and blocking. The students also learn strategy used for games and the rules of the sport.

Transfer Credit: UC/CSU

**KIN 349 (2.00 Units)
STRESS REDUCTION FOR PHYSICAL
EFFICIENCY**

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

This course is the study of alternative forms of physical education for improved body alignment and ease of movement with ability to reduce stress for all individuals. Teaching YOGA techniques.

Transfer Credit: UC/CSU

**KIN 350 (1.00 Units)
WEIGHT TRAINING**

3.00 hours lab

Grading: Letter Graded

This course is an open laboratory experience designed for people who desire an individualized fitness training program using a combination of Life Fitness cardiovascular machines, universal machines, and free weight. This class is suited for men and women of all age groups. Work is done on a 'contract' basis.

Transfer Credit: UC/CSU

**KIN 350-1 (1.00 Units)
WEIGHT TRAINING-1**

0.50 hours lecture and 2.50 hours lab

Grading: Letter Graded

This course is an open laboratory experience designed for the people who desire an individualized strength program using a combination of cardio machines, universal machines, and free weights. This is suited for men and women of all age groups who are interested in muscle toning and muscle building beyond the normal workout. Orientation is the first week of school- on the hour, every hour that the weight room is open.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**KIN 350-2 (1.00 Units)
WEIGHT TRAINING -2**

3.00 hours lab

Grading: Letter Graded

This course is an intermediate training experience for the people who have experience with exercise, using a combination of machines and free weights. This is suited for men and women of all age groups who are interested in muscle toning and muscle building. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

Transfer Credit: UC/CSU *Transferable to UC only if taken in spring 2015 or later.*

**KIN 385 (3.00 Units)
DIRECTED STUDY - KINESIOLOGY**

0.50 hours lecture and 2.50 hours lab

Prerequisite: Consultation with instructor before enrolling.

Grading: Letter Graded

Transfer Credit: CSU

KINESIOLOGY ATHLETICS

**KIN ATH 503 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-BASEBALL**

10.00 hours lab

Grading: Letter Graded

Transfer Credit: UC/CSU

**KIN ATH 504 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-BASKETBALL**

10.00 hours lab

Grading: Letter Graded

This course covers intercollegiate basketball team. Including all aspects of intercollegiate basketball competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

Transfer Credit: UC/CSU

**KIN ATH 508 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-FOOTBALL**

10.00 hours lab

Grading: Letter Graded

This course presents intercollegiate athletic competitive football activities. Advanced skills for blocking, tackling, ball carrying (offense and defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football. This course may be scheduled at times to be arranged (TBA) for a minimum of 175:00 hours.

Transfer Credit: UC/CSU

**KIN ATH 511 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-SOCCER**

10.00 hours lab

Grading: Letter Graded

This course spends ten hours or more a week in seasonal soccer intercollegiate varsity and other conditioning activities as directed.

Transfer Credit: UC/CSU

**KIN ATH 512 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-SOFTBALL**

10.00 hours lab

Grading: Letter Graded

Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic skills, including throwing, fielding, hitting, base running, and intercollegiate competition. This course may be scheduled at times to be arranged (TBA) for a minimum of 180.00 hours.

Transfer Credit: UC/CSU

**KIN ATH 516 (3.00 Units)
INTERCOLLEGIATE ATHLETICS-VOLLEYBALL**

10.00 hours lab

Grading: Letter Graded

This course provides students with intermediate and advanced volleyball skills the opportunity to compete at the intercollegiate level. This course may be scheduled at times to be arranged (TBA) for a minimum of 180:00 hours.

Transfer Credit: UC/CSU

**KIN ATH 552 (1.00 Units)
INTERCOLLEGIATE SPORTS-CONDITIONING &
SKILLS TRAINING**

3.00 hours lab

Grading: Letter Graded

This course is designed to improve and maintain the fitness condition of the athlete in preparation for the competitive season of play. It encompasses the mental aspects of sport performance, sport regulation and eligibility standards.

*UC credit may be granted by petition after transfer.

Transfer Credit: UC/CSU

**KIN ATH 553 (1.00 Units)
INTERCOLLEGIATE FOOTBALL-FITNESS &
SKILLS TRAINING**

3.00 hours lab

Grading: Letter Graded

Transfer Credit: UC/CSU

**KIN ATH 556 (1.00 Units)
INTERCOLLEGIATE BASKETBALL-FITNESS &
SKILLS TRAINING**

3.00 hours lab

Grading: Letter Graded

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.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**KIN ATH 557 (1.00 Units)
INTERCOLLEGIATE BASEBALL -FITNESS &
SKILLS TRAINING**

3.00 hours lab

Grading: Letter Graded

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

Transfer Credit: UC/CSU

**KIN ATH 558 (1.00 Units)
INTERCOLLEGIATE SOCCER-FITNESS &
SKILLS TRAINING**

3.00 hours lab

Grading: Letter Graded

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.

Transfer Credit: UC/CSU

KINESIOLOGY MAJOR

**KIN MAJ 100 (3.00 Units)
INTRODUCTION TO KINESIOLOGY**

3.00 hours lecture

Grading: Letter Graded

This course is designed to acquaint the major or minor student in health, physical education, kinesiology, or recreation with the scope and significance of these professions. It covers kinesiology concepts, historical background, and interrelationship with other fields, major course requirements, job opportunities, teaching, professional duties, and responsibilities. (Can be applied toward "AA in Physical Education/Kinesiology Degree")

Transfer Credit: CSU

**KIN MAJ 103 (3.00 Units)
INTRODUCTION TO COACHING ATHLETICS**

3.00 hours lecture

Prerequisite: Physical Education or Recreation major or minor or coach of men's or women's sports.

Grading: Letter Graded

Transfer Credit: UC/CSU

**KIN MAJ 119 (2.00 Units)
PHYSICAL EDUCATION - PHYSICAL
EFFICIENCY**

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

This course consists of an active program of physical fitness through flexibility, running, and strength exercises; also included are body weight conditioning and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of fitness conditioning, weight control, and nutrition guidance. (Required for 17 Unit, "Skills Certificate in Physical Training") Do not need to be a KIN Major to take the class.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

**KIN MAJ 126 (2.00 Units)
FUNDAMENTALS OF ATHLETIC TRAINING**

3.00 hours lecture

Grading: Letter Graded

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of the athletic training profession, including the prevention, recognition, evaluation, and management of athletic injuries.

Transfer Credit: CSU

Effective Summer 2015 (Approved: CC, Senate, BOT, CCC)

LEARNING FOUNDATION

**LRNFDTN 001 (1.00 Units)
ADAPTED KEYBOARDING**

3.00 hours lab

Grading: Pass/No Pass

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. This class provides individual instruction in keyboarding. Students must attend orientation the first week of class. For information, call 310-233-4393.

Transfer Credit: Non Transferable

**LRNFDTN 002 (1.00 Units)
ADAPTIVE WORD PROCESSING OPERATIONS**

3.00 hours lab

Grading: Pass/No Pass

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. This class provides self-paced, individual training in the use of word processing technologies. Lessons are adapted to each student's needs. Students must attend orientation the first week of class. For information call 310-233-4393.

Transfer Credit: Non Transferable

**LRNFDTN 003 (1.00 Units)
ADAPTIVE COMPUTER OPERATIONS**

3.00 hours lab

Grading: Pass/No Pass

Designed for students with verified disabilities, this class is open-entry and is taught on a credit/no credit basis. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. Students must attend orientation the first week of class. For information call 310-233-4393.

Transfer Credit: Non Transferable

**LRNFDTN 031 (3.00 Units)
STUDY STRATEGIES FOR STUDENTS WITH
LEARNING DISABILITIES**

3.00 hours lecture

Grading: Letter Graded

This course will help students with identified learning disabilities to develop strategies to cope with the demands of the regular classroom environment.

TBA** indicates that this course may be offered in TBA format

Such strategies include organization, self-awareness, time management, note-taking, test-taking, listening, and textbook comprehension skills.
Transfer Credit: Non Transferable

LRNFDTN 070 (1.00 Units) FUNDAMENTALS OF ARITHMETIC LABORATORY

3.00 hours lab

Grading: Letter Graded

This course is designed for students with verified disabilities. Students will receive individualized, small group and computer-assisted instruction designed to build skills for entry into math and other college classes requiring basic math skills. Students must attend orientation the first week of class. For information call 310-233-4393

Transfer Credit: Non Transferable

TBA Effective Winter 2015 (Approved: CC, Senate)*

LEARNING SKILLS

LRNSKIL 001 (3.00 Units) READING

9.00 hours lab

Grading: Pass/No Pass

In this course students will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension and textbook reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

Transfer Credit: Non Transferable

LRNSKIL 001A (1.00 Units) READING

3.00 hours lab

Grading: Pass/No Pass

Student will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension; and text book reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

Transfer Credit: Non Transferable

LRNSKIL 001B (1.00 Units) READING

3.00 hours lab

Grading: Pass/No Pass

Student will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension; and text book reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

Transfer Credit: Non Transferable

LRNSKIL 001C (1.00 Units) READING

3.00 hours lab

Grading: Pass/No Pass

Student will receive individualized, small group and computer assisted instruction based on diagnostic assessment results. Modules in decoding, comprehension; and text book reading skills are prescribed in order to strengthen skills necessary for success in other college classes.

Transfer Credit: Non Transferable

LRNSKIL 010 (3.00 Units) MATHEMATICS FUNDAMENTALS

3.00 hours lecture

Students enrolled in Learning Skills 010 should not enroll in Math 100.

Grading: Pass/No Pass

Prerequisite: None. Covers arithmetic topics necessary for other mathematics and related courses. Course offered on a CR/NC basis only.

Transfer Credit: Non Transferable

LIBRARY SCIENCE

LIB SCI 101 (1.00 Units) LIBRARY RESEARCH METHODS

1.00 hour lecture

Grading: Letter Graded

This is a practical course in the use of libraries in general and academic libraries in particular. The student will learn efficient use of library resources, in both print and computer form, for researching information for class assignments and papers, and for personal use. Skills acquired will be of life-long benefit.

Transfer Credit: UC/CSU

LIB SCI 102 (1.00 Units) INTERNET RESEARCH METHODS

0.50 hours lecture and 1.00 hours lab

Grading: Letter Graded

Recommended: Knowledge of Windows: Basic keyboarding skills. This course will focus on how to find and evaluate information and resource materials on the Internet, using a variety of applications. Principles of information access, development of search strategies, evaluation criteria and processes, and specific search tools will be covered. Issues regarding intellectual property, censorship, and on-line publishing will be discussed.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MANAGEMENT

MGMT 002 (3.00 Units) ORGANIZATION AND MANAGEMENT THEORY

3.00 hours lecture

Grading: Letter Graded

This course covers management organization and authority. Students learn to effectively communicate with and motivate employees. Students will understand the processes of hiring, evaluating, promoting and terminating personnel. Students will study the basic objectives, theory, and principles of management decision making.

Transfer Credit: CSU

MGMT 013 (3.00 Units) SMALL BUSINESS ENTREPRENEURSHIP

3.00 hours lecture

Grading: Letter Graded

Students learn how to organize and operate a small business. The class will cover the basics of successful small business management.

Transfer Credit: CSU

MGMT 031 (3.00 Units) HUMAN RELATIONS FOR EMPLOYEES

3.00 hours lecture

Grading: Letter Graded

This course assists students in developing and improving traits desirable for success in business. Emphasis is placed on techniques to insure good human relations with individuals or groups. Effective study methods, work organizations, career planning, and the ability to present oneself to an employer for employment or advancement are included.

Transfer Credit: CSU

MGMT 033 (3.00 Units) PERSONNEL MANAGEMENT

3.00 hours lecture

Grading: Letter Graded

Human resource management techniques and procedures are studied. Topics included are selection, placement, testing, orientation, counseling, merit rating, promotion, transfer, training, and fringe benefits.

Transfer Credit: CSU

MANUFACTURING & INDUSTRIAL TECHNOLOGY

MIT 201 (3.00 Units) FUNDAMENTALS OF MANUFACTURING AND PROCESSES

2.50 hours lecture and 2.50 hours lab

Grading: Letter Graded

This is an introductory course in manufacturing and manufacturing processes. This course exposes students with the fundamentals of manufacturing such as materials, mechanical properties, and processes involved in the industrial

DE** indicates that this course may be offered as Distance Education

sector. Emphasis is given to processes which are more common in the industry such as, reverse engineering, rapid prototyping, plastics and composites, metal forming and generating tool paths, and casting. In addition to verbal understanding of the issues, mathematical models describing the processes of manufacturing are covered briefly in order for students to understand the relations between the parameters involved in the processes. In addition to theoretical knowledge, students are expected to gain practical experience by manufacturing sample parts in the lab.

Transfer Credit: CSU

MARKETING

MARKET 001 (3.00 Units) PRINCIPLES OF SELLING

3.00 hours lecture

Grading: Letter Graded

This course provides training in effective sales techniques using consultative approach. Emphasis is placed on the building and selling of one's personality, as well as on selling procedures. Practice is given in sales presentations. Partnership building is the basis for sales presentations.

Transfer Credit: CSU

MARKET 021 (3.00 Units) PRINCIPLES OF MARKETING

3.00 hours lecture

Grading: Letter Graded

This survey course presents basic information including: the marketing environment and the roles of market research, advertising, public relations, planning, pricing and distribution in the marketing process.

Transfer Credit: CSU

MATHEMATICS

MATH 105 (3.00 Units) ARITHMETIC

3.00 hours lecture

Grading: Letter Graded

Reviews the fundamentals of arithmetic.

Transfer Credit: Non Transferable

MATH 110 (5.00 Units) INTRODUCTION TO ALGEBRAIC CONCEPTS

5.00 hours lecture

Grading: Letter Graded

Math 110 discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Math 110 introduces fundamental notions of algebra including signed numbers, simple equations, and modeling. Math 110 includes hands-on laboratories and group work instruction in study skills.

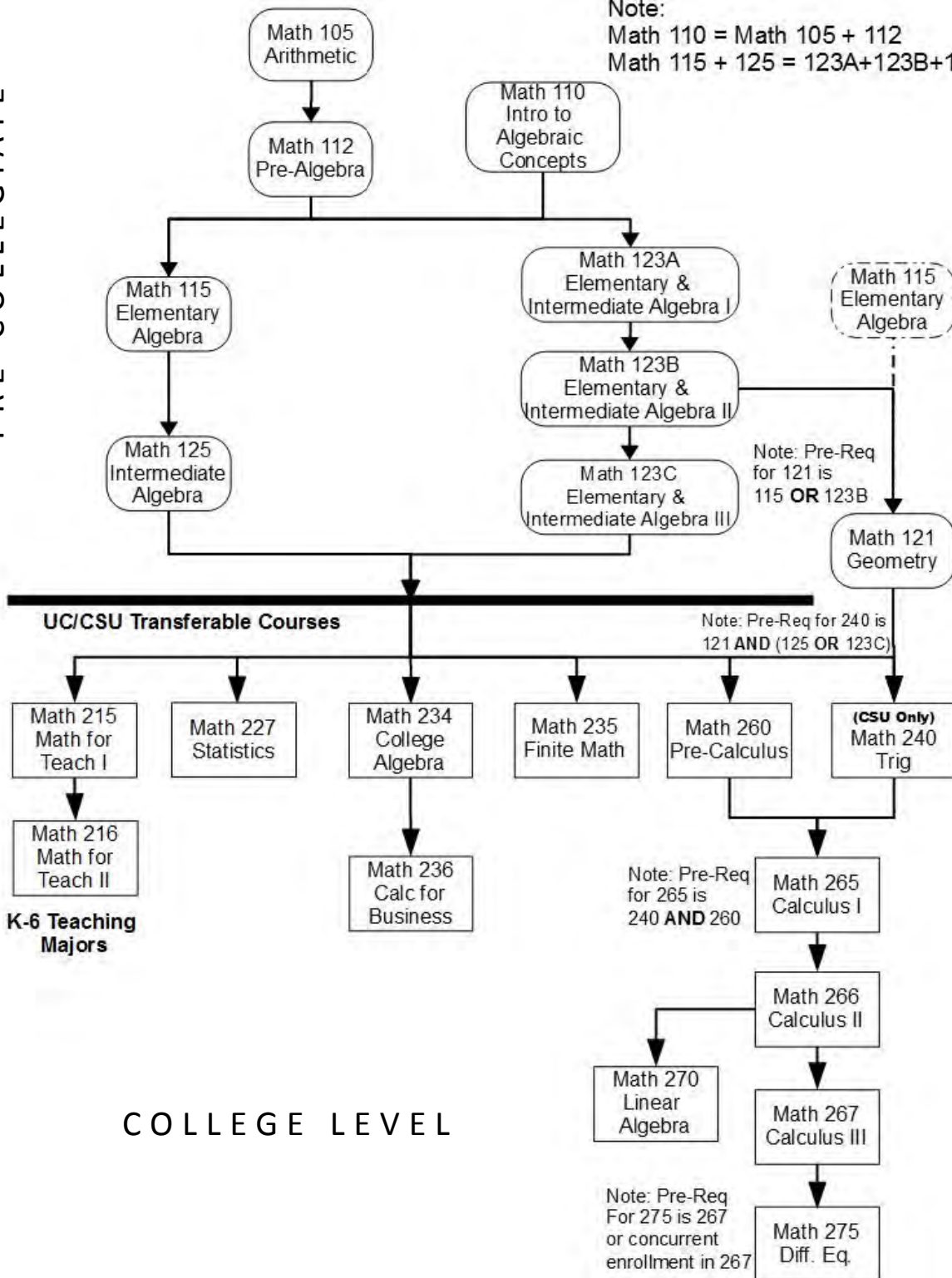
Transfer Credit: Non Transferable

TBA** indicates that this course may be offered in TBA format

MATHEMATICS COURSE SEQUENCE

PRE-COLLEGIATE

Note:
 Math 110 = Math 105 + 112
 Math 115 + 125 = 123A+123B+123C



COLLEGE LEVEL

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MATH 112 (3.00 Units) PRE-ALGEBRA

3.00 hours lecture

Grading: Letter Graded

Review of arithmetic concepts and an introduction to elementary algebra concepts including signed numbers, exponents, mathematical sentences and linear equations.

Transfer Credit: Non Transferable

MATH 115 (5.00 Units) ELEMENTARY ALGEBRA

5.00 hours lecture and 1.00 hour lab

Prerequisite: Completion of Math 110 or 112 with a grade of 'C' or better.

Grading: Letter Graded

This course is an introduction to the concepts of algebra. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, and setting up and solving a variety of word problems.

Transfer Credit: Non Transferable

MATH 121 (3.00 Units) ESSENTIALS OF PLANE GEOMETRY

3.00 hours lecture

Prerequisite: Completion of Math 123A & B or equivalent with a grade of 'C' or better.

Grading: Letter Graded

Definitions, axioms and theorems of geometry relating to angles, lines, circles, polygons & polyhedra.

Transfer Credit: Non Transferable

~~**MATH 123 (12.00 Units) ELEMENTARY AND INTERMEDIATE ALGEBRA**~~

~~12.00 hours lecture~~

~~**Grading: Letter Graded**~~

~~This is a comprehensive course covering elementary and intermediate algebra topics such as addition, subtraction, multiplication of polynomials, solution of second degree equations, radical expressions, $f(x)$ notation, conic sections, series and sequences. Applications of these topics to business, science and engineering are also included.~~

~~Transfer Credit: Non Transferable~~

~~Effective Winter 2015)Approved: CC, Senate)~~

MATH 123A (4.00 Units) ELEMENTARY AND INTERMEDIATE ALGEBRA I

4.00 hours lecture

Prerequisite: Completion of Math 110, 112 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

First of three modules for Math 123 covering elementary algebra topics such as real numbers, algebraic expressions, solution of linear equations and inequalities. Applications relating to the above topics are also covered.

Transfer Credit: Non Transferable

DE** indicates that this course may be offered as Distance Education

MATH 123B (4.00 Units) ELEMENTARY AND INTERMEDIATE ALGEBRA II

4.00 hours lecture

Prerequisite: Completion of Math 123A with a grade of "C" or better.

Grading: Letter Graded

Second of three modules for Math 123 covering additional elementary algebra topics such as polynomials and their operations, solution of second degree equations and radical expressions. Applications relating to the above topics are also covered.

Transfer Credit: Non Transferable

MATH 123C (4.00 Units) ELEMENTARY AND INTERMEDIATE ALGEBRA III

4.00 hours lecture

Prerequisite: Completion of Math 123A & B with a grade of 'C' or better.

Grading: Letter Graded

Third of three modules for Math 123 covering intermediate algebra topics such as functions, conic sections, series and sequences. Applications relating to the above topics are also covered.

Transfer Credit: Non Transferable

DE**

MATH 125 (5.00 Units) INTERMEDIATE ALGEBRA

4.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Math 115 with a grade of 'C' or better.

Grading: Letter Graded

This course is a study of the properties of real numbers, laws of exponents, radicals, equations and inequalities in linear and quadratic form, system of equations, matrices, graphing in two variables, rational expressions & equations, complex numbers, conic sections & their graphs, exponential and logarithmic functions.

Transfer Credit: Non Transferable

MATH 137 (5.00 Units) PRE-STATISTICS ALGEBRA

5.00 hours lecture and 1.00 hour lab

Prerequisite: Completion of Math 110 or 112 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

Introduces algebra topics and the basic elements of exploratory data analysis. Topics in the course include: solving algebraic equations, simplifying algebraic expressions, data analysis, sample statistics, measures of central tendency and spread, functions and their graphs, and probability. This class is intended as preparation for students who wish to take Statistics. Students wishing to take other 200 level math courses will require Math 123C and should consult the college catalog for prerequisites.

Transfer Credit: Non Transferable

TBA** indicates that this course may be offered in TBA format

MATH 215 (3.00 Units) PRINCIPLES OF MATHEMATICS I

3.00 hours lecture

Prerequisite: Completion of Math 123C or 125 with a grade of 'C' or better.

Grading: Letter Graded

First in a two course sequence designed for future elementary school teachers.

Transfer Credit: UC/CSU

MATH 216 (3.00 Units) PRINCIPLES OF MATHEMATICS II

3.00 hours lecture

Prerequisite: Completion of Math 215 with a grade of "C" or better.

Grading: Letter Graded

Second in a two course sequence designed for future elementary school teachers.

Transfer Credit: UC/CSU

MATH 227 (4.00 Units) STATISTICS

4.00 hours lecture

Prerequisite: Completion of Math 123C or 125 with a grade of 'C' or better.
DE**

Grading: Letter Graded

Introductory mathematical statistics course covering descriptive and inferential statistics topics.

Transfer Credit: UC/CSU

MATH 234 (4.00 Units) COLLEGE LEVEL ALGEBRA

4.00 hours lecture

Prerequisite: Completion of Math 123C or 125 with a grade of 'C' or better.

Grading: Letter Graded

This course is designed to prepare students to apply mathematical concepts and quantitative reasoning at a collegiate level. Topics include solution of higher order equations and inequalities, functional analysis, zeros of polynomials, exponential and logarithmic functions, solution of systems of equations using matrices, and binomial expansions.

Transfer Credit: UC/CSU

DE** Effective Summer 2015 (Approved: CC, Senate)

MATH 235 (5.00 Units) FINITE MATHEMATICS

5.00 hours lecture

Prerequisite: Completion of Math 123C or 125 with a grade of 'C' or better.

Grading: Letter Graded

Covers topics of importance to certain Business and Social Science majors.

Transfer Credit: UC/CSU

MATH 236 (5.00 Units) CALCULUS FOR BUSINESS AND SOCIAL SCIENCE

5.00 hours lecture

Prerequisite: Completion of Math 234 with a grade of 'C' or better.

Grading: Letter Graded

Calculus survey course for Business and Social Science majors.

Transfer Credit: UC/CSU

MATH 240 (3.00 Units) TRIGONOMETRY

3.00 hours lecture

Prerequisites: Completion of Math 121 and 123C or 125 with grades of 'C' or better.

Grading: Letter Graded

Study of trigonometric functions and their applications to other sciences.

Transfer Credit: CSU

MATH 259 (6.00 Units) PRECALCULUS WITH TRIGONOMETRY

~~6.00 hours lecture~~

~~*Prerequisite:* Completion of Math 123C or 125 with a grade of 'C' or better.
Develops properties of the elementary functions, including exponential, logarithmic, and trigonometric functions. Graphing is stressed.~~

~~**Grading: Letter Graded**~~

~~Develops properties of the elementary functions, including exponential, logarithmic, and trigonometric functions. Graphing is stressed.~~

~~Transfer Credit: UC/CSU~~

DE** Effective Summer 2015 (Approved: CC, Senate)

MATH 260 (5.00 Units) PRECALCULUS

5.00 hours lecture

Prerequisite: Completion of Math 123C or 125 with a grade of 'C' or better.

DE**

Grading: Letter Graded

Math analysis topics necessary for a comprehensive background for the calculus sequence. Topics include theory of equations, matrices, sequences and series and analytic geometry.

Transfer Credit: UC/CSU

MATH 265 (5.00 Units) CALCULUS WITH ANALYTIC GEOMETRY I

5.00 hours lecture

Prerequisites: Completion of Mathematics 240 and 260 with grades of 'C' or better. Business majors are urged to take Mathematics 235 and 236 instead of Mathematics 260 and 265 unless they plan to take additional calculus courses.

Grading: Letter Graded

First course in a three-semester unified treatment of analytic geometry and calculus. Topics include introduction of differential and integral calculus and their applications in science and engineering.

Transfer Credit: UC/CSU

DE**

MATH 266 (5.00 Units)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

CALCULUS WITH ANALYTIC GEOMETRY II

5.00 hours lecture

Prerequisite: Completion of Mathematics 265 with a grade of 'C' or better.

Grading: Letter Graded

Second course in a three-semester unified treatment of analytic geometry and calculus. Topics include integration techniques and their applications. Transcendental functions and infinite series.

Transfer Credit: UC/CSU

DE**

MATH 267 (5.00 Units) CALCULUS WITH ANALYTIC GEOMETRY III

5.00 hours lecture

Prerequisite: Completion of Mathematics 266 with a grade of 'C' or better.

Grading: Letter Graded

Final course in a three-semester unified treatment of analytic geometry and calculus. Topics include polar coordinates, parametric equations, multivariate calculus and their applications in science and engineering.

Transfer Credit: UC/CSU

DE**

MATH 270 (3.00 Units) LINEAR ALGEBRA

3.00 hours lecture

Prerequisite: A grade of 'C' or better in Mathematics 266 or equivalent.

Recommended corequisite: Concurrent enrollment in Math 267.

Grading: Letter Graded

This course emphasizes the study of matrix algebra, vector spaces and linear transformations, including theory and applications.

Transfer Credit: UC/CSU

DE**

MATH 275 (3.00 Units) ORDINARY DIFFERENTIAL EQUATIONS

3.00 hours lecture

Prerequisite: Completion of Mathematics 267 with a grade of 'C' or better or concurrent enrollment.

Grading: Letter Graded

A study of first order linear differential equations with emphasis on applications. Introduction to the solution of ordinary differential and their applications in science and engineering.

Transfer Credit: UC/CSU

MICROBIOLOGY

MICRO 020 (4.00 Units) GENERAL MICROBIOLOGY

3.00 hours lecture and 3.00 hours lab

Prerequisite: High school chemistry or one semester of college chemistry. Concurrent enrollment in lecture and laboratory section is required. This course is recommended for RN students. It is not open for credit to students who have credit in Microbiology 1.

Grading: Letter Graded

Principles of microbiology and how they relate to humans and the biological world. A materials fee of \$25.00 is required.

Transfer Credit: UC/CSU

MICRO 020L (1.00 Units) GENERAL MICROBIOLOGY L

3.00 hours lab

Prerequisite: Completion of Chemistry 065, 066, 101 or one year of high school chemistry with a grade of 'C' or better. Concurrent enrollment in Microbiology Lecture is required.

Grading: No Grade Given

This course is recommended for RN students. It is not open for credit to students who have credit in Microbiology 1. Principles of microbiology and how they relate to humans and the biological world. A materials fee of \$35.00 is required.

Transfer Credit: UC/CSU

MICRO 020U (3.00 Units) GENERAL MICROBIOLOGY U

3.00 hours lecture

Prerequisite: Completion of Chemistry 065, 066, 101 or one year of high school chemistry with a grade of 'C' or better. Concurrent enrollment in Microbiology Laboratory is required.

Grading: Letter Graded

This course is recommended for RN students. It is not open for credit to students who have credit in Microbiology 1. Principles of microbiology and how they relate to humans and the biological world.

Transfer Credit: UC/CSU

MICRO 040 (1.00 Units) MICROBIOLOGY LABORATORY PREPARATIONS

3.00 hours lab

Prerequisite or corequisite: Completion of Microbiology 001 or 020 with a grade of "C" or better, or concurrent enrollment.

Grading: Letter Graded

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MUSIC

MUSIC 101 (3.00 Units) FUNDAMENTALS OF MUSIC

3.00 hours lecture

Grading: Letter Graded

This course provides the basic knowledge of music needed by the candidate for the Standard Elementary Teaching Credential. It is also offered for the non-music major who wishes to study the basic rudiments of music, including notation, scales, keys and intervals, chords, chord progression, and rhythm.

Transfer Credit: UC/CSU

DE**

MUSIC 111 (3.00 Units) MUSIC APPRECIATION I

3.00 hours lecture

Grading: Letter Graded

This course is an introduction to music and musical masterpieces. They are presented through lectures, reports, and recordings. The course is recommended for the general college student who wishes to improve his/her understanding of music.

DE**

Transfer Credit: UC/CSU

MUSIC 116 (3.00 Units) SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC

3.00 hours lecture

Grading: Letter Graded

Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.

Transfer Credit: UC/CSU

MUSIC 141 (3.00 Units) JAZZ APPRECIATION

3.00 hours lecture

Grading: Letter Graded

This course is an introduction to music approached through the study of American jazz. An in-depth understanding of the music is developed by tracing historical, cultural, political, and musical influences that shaped jazz. CD's, DVD's, the YouTube website, and live concerts provide the musical experience.

Transfer Credit: UC/CSU

MUSIC 161 (3.00 Units) INTRODUCTION TO ELECTRONIC MUSIC

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

This is an introductory course examining the equipment, techniques, concepts and terminology related to music technology. Skills are introduced and developed for utilizing synthesizers, MIDI devices, and computer software applications for composing, performing, transcribing, and studying music.

Transfer Credit: UC/CSU

DE** Effective *Winter 2015* (Approved: CC, Senate)

DE** indicates that this course may be offered as Distance Education

MUSIC 165 (3.00 Units) INTRODUCTION TO RECORDING ARTS

2.00 hours lecture and 2.00 hours lab

Grading: Letter Graded

Covers basic acoustics, audio systems and terminology, microphone principles and usage, and an introduction to recording equipment and procedures.

Transfer Credit: CSU

MUSIC 180 (1.50 Units) APPLIED MUSIC LABORATORY

5.00 hours lab

Prerequisite: Placement audition. Corequisite: Concurrent enrollment in Music 181, 182, 183, or 184 and participation in private lessons.

Grading: Letter Graded

Individualized instruction.

Transfer Credit: CSU

TBA**

DE** Effective *Summer 2015* (Approved: CC, Senate)

MUSIC 180-1 (1.50 Units) APPLIED MUSIC LABORATORY I

5.00 hours lab

Prerequisite: Placement audition. Corequisite: Concurrent enrollment in Music 181, 182, 183, or 184 and participation in private lessons.

Grading: Letter Graded

Individual instruction in solo vocal or instrumental technique and performance focusing on the development of effective practice habits, basic technique, and mastery of basic repertoire. Content will be further developed in the required co-requisite course, MUSIC 181. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

Transfer Credit: UC/CSU

MUSIC 180-2 (1.50 Units) APPLIED MUSIC LABORATORY II

5.00 hours lab

Prerequisite: Placement audition. Corequisite: Concurrent enrollment in Music 181, 182, 183, or 184 and participation in private lessons.

Grading: Letter Graded

Individual instruction in solo vocal or instrumental technique and performance focusing on the analysis and interpretation of repertoire. Content will be further developed in the required co-requisite course, MUSIC 182. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

Transfer Credit: UC/CSU

TBA** indicates that this course may be offered in TBA format

MUSIC 180-3 (1.50 Units) APPLIED MUSIC LABORATORY III

5.00 hours lab

Prerequisite: Placement audition. *Corequisite:* Concurrent enrollment in Music 181, 182, 183, or 184 and participation in private lessons.

Grading: Letter Graded

Individual instruction in solo vocal or instrumental technique and performance focusing on recital preparation. Content will be further developed in the required co-requisite course, MUSIC 183. Placement is by audition only. This course may be scheduled at times to be arranged (TBA) for a minimum of 90:00 hours.

Transfer Credit: UC/CSU

MUSIC 180-4 (1.50 Units) APPLIED MUSIC LABORATORY IV

5.00 hours lab

Prerequisite: Placement audition. *Corequisite:* Concurrent enrollment in Music 181, 182, 183, or 184 and participation in private lessons.

Grading: Letter Graded

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

Transfer Credit: UC/CSU

MUSIC 181 (0.50 Units) APPLIED MUSIC I

1.00 hour lab

Prerequisite: Placement audition.

Effective Summer 2015 (Approved: CC, Senate)

Grading: Letter Graded

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons and recital and jury performances. Parallels the offering for and requirements of UC and CSU music majors.

Transfer Credit: UC/CSU

MUSIC 182 (0.50 Units) APPLIED MUSIC II

1.00 hour lab

Prerequisite: Completion of Music 181 with a grade of 'C' or better.

Grading: Letter Graded

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

Transfer Credit: UC/CSU

MUSIC 183 (0.50 Units) APPLIED MUSIC III

1.00 hour lab

Prerequisite: Completion of Music 182 with a grade of 'C' or better.

Grading: Letter Graded

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

Transfer Credit: UC/CSU

MUSIC 184 (0.50 Units) APPLIED MUSIC IV

1.00 hour lecture

Prerequisite: Completion of Music 183 with a grade of 'C' or better.

Grading: Letter Graded

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

Transfer Credit: UC/CSU

MUSIC 213 (1.00 Units) MUSICIANSHIP III

3.00 hours lab

Prerequisite: Concurrent enrollment in Music 203.

Grading: Letter Graded

This course is a continuation of Music 212. Ear training, sight singing, and keyboard harmony will develop aural skills in the music examined in Harmony III.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved: CC, Senate)

MUSIC 216-1 (3.00 Units) MUSIC THEORY I

3.00 hours lecture

Concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 1 (MUSIC 217-1) is required.

Grading: Letter Graded

Music theory is the set of principles used to analyze the construction and perception of music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of tonality and harmonic function—the tendency of certain types of music to progress toward a central tone or key. Topics will include music history, a review of the fundamentals of music, melodic construction, two-part counterpoint, harmonic progression, phrase structure and harmonization. The practical application of these topics will be addressed in the corresponding musicianship course.

Transfer Credit: UC/CSU

DE**

MUSIC 216-2 (3.00 Units) MUSIC THEORY 2

3.00 hours lecture

Concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 2 (MUSIC 217B) is required.

Grading: Letter Graded

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of contrapuntal expansion of tonality. Topics will include the elaboration and reduction of tonic, pre-dominant and dominant harmonies, and phrase structure. The practical application of these topics will be addressed in the corresponding musicianship course.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MUSIC 216-3 (3.00 Units) MUSIC THEORY 3

3.00 hours lecture

Concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship III (MUSIC 217-3) is required.

Grading: Letter Graded

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of chromatic expansion of tonality and an introduction to musical form. Topics will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. The practical application of these topics will be addressed in the corresponding musicianship course.

DE**

Transfer Credit: UC/CSU

MUSIC 216-4 (3.00 Units) MUSIC THEORY - IV

3.00 hours lecture

Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 4 (MUSIC 217-4) is required.

Grading: Letter Graded

This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of single-movement forms and an introduction to post-tonal theory. Topics will include ternary, rondo and sonata forms, extended tertian harmonies, modal and synthetic tonality, an introduction to blues harmony, symmetrical harmony, chromatic sequences, and introductory concepts in non-diatonic harmony. The practical application of these topics will be addressed in the corresponding musicianship course.

DE**

Transfer Credit: UC/CSU

MUSIC 217-1 (1.00 Units) MUSICIANSHIP 1

3.00 hours lab

Concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory I (MUSIC 216-1) is required.

Grading: Letter Graded

Musicianship is the ability to perceive and demonstrate musical artistry while reading, dictating and performing music. This course is the first in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course.

DE**

Transfer Credit: CSU

MUSIC 217-2 (1.00 Units) MUSICIANSHIP 2

3.00 hours lab

Concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 2 (MUSIC 216-2) is required.

Grading: Letter Graded

This course is the second in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course.

DE**

Transfer Credit: UC/CSU

MUSIC 217-3 (1.00 Units) MUSICIANSHIP 3

3.00 hours lab

Concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory III (MUSIC 216-3) is required.

Grading: Letter Graded

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course.

DE**

Transfer Credit: CSU

MUSIC 217-4 (1.00 Units) MUSICIANSHIP 4

3.00 hours lab

Concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 4 (MUSIC 216-4) is required.

Grading: Letter Graded

This course is the last in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course.

DE**

Transfer Credit: CSU

MUSIC 218-1 (3.00 Units) MUSIC THEORY - III

3.00 hours lecture

Grading: Letter Graded

This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents the principles of chromatic expansion of tonality and an introduction to musical form. Topics will include harmonic sequences, applied chords, modulation, binary form, modal mixture, Neapolitan chords, augmented sixth chords and period structure. The practical application of these topics will be addressed in the corresponding musicianship course. Thus, concurrent enrollment in or previous completion (with a minimum grade of 'C') of Musicianship 3 (MUSIC 218B) is required.

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

~~Transfer Credit: CSU~~

~~Effective Winter 2015 (Approved: CC, Senate)~~

MUSIC 218-2 (1.00 Units) MUSICIANSHIP—III

~~3.00 hours lab~~

~~Concurrent enrollment in or previous successful completion (with a minimum grade of 'C') of Music Theory 3 (MUSIC 218-1) is required.~~

~~Grading: Letter Graded~~

~~This course is the third in a sequence of four intended for music majors who plan to earn a music certificate, degree, and/or transfer to a four-year music program. It presents techniques for vocal and keyboard sight reading, improvisation, and melodic and harmonic dictation of music featuring the concepts presented in its counterpart music theory course.~~

~~DE**~~

~~Transfer Credit: UC/CSU~~

~~Effective Winter 2015 (Approved: CC, Senate)~~

MUSIC 231 (3.00 Units) ORCHESTRATION AND ARRANGING I

3.00 hours lecture

Prerequisite: Completion of Music 216-2 with a grade of 'C' or better or concurrent enrollment.

Recommended: Completion of MUSIC 241 with a grade of 'C' or better or concurrent enrollment.

Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

Recommended Preparation: Knowledge of basic music theory. This course focuses on the writing of arrangements for a variety of bands, orchestras, and vocal groups. The student will study harmony and voicing, and the basics about all the common instruments. Student arrangements will be performed.

Transfer Credit: UC/CSU

MUSIC 232 (3.00 Units) ORCHESTRATION AND ARRANGING II

3.00 hours lecture

Prerequisite: Completion of Music 231 with a grade of "C" or better.

Grading: Letter Graded

Instruments will be examined in detail and students will write in a variety of styles, with emphasis on their special interests. Students arrangements will be performed.

Transfer Credit: UC/CSU

MUSIC 241 (1.00 Units) MUSIC NOTATION AND COPYING I

1.00 hour lecture

Grading: Letter Graded

Beginning techniques of drawing notes, rests and other basic music symbols.

Transfer Credit: UC/CSU

MUSIC 242 (1.00 Units) MUSIC NOTATION AND COPYING II

1.00 hour lecture

Prerequisite: Completion of Music 241 with a grade of 'C' or better.

Grading: Letter Graded

Transposition, scores, and special notation for instruments.

DE**

Transfer Credit: UC/CSU

MUSIC 251 (1.00 Units) JAZZ IMPROVISATION WORKSHOP

1.00 hour lecture and 2.00 hours lab

Prerequisite: Proficiency on a musical instrument.

Grading: Letter Graded

How to improvise solos in various jazz styles; how to function in a jazz combo.

Transfer Credit: UC/CSU

MUSIC 251-1 (1.00 Units) JAZZ IMPROVISATION WORKSHOP I

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

In this course students learn to play improvised solos with various groups and big bands, and study the chords, scales, and "licks" used by great players. Students

then practice these techniques in a weekly jam session. This first of four levels will focus on chart reading.

Transfer Credit: UC/CSU

MUSIC 251-2 (1.00 Units) JAZZ IMPROVISATION WORKSHOP II

1.00 hour lecture and 2.00 hours lab

Prerequisite: Previous successful completion (with a minimum grade of 'C') of Jazz Improvisation I (MUSIC 251-1) is required.

Grading: Letter Graded

How to improvise solos in various jazz styles; how to function in a jazz combo. In this course students learn to play improvised solos with various groups and big bands, and study the chords, scales, and "licks" used by great players. Students then practice these techniques in a weekly jam session. This second of four levels will focus on improvisation in varied styles.

Transfer Credit: UC/CSU

MUSIC 251-3 (1.00 Units) JAZZ IMPROVISATION WORKSHOP III

1.00 hour lecture and 2.00 hours lab

Prerequisite: Previous successful completion (with a minimum grade of 'C') of Jazz Improvisation II (MUSIC 251-2) is required.

Grading: Letter Graded

In this course students learn to play improvised solos with various groups and big bands, and study the chords, scales, and "licks" used by great players. Students then practice these techniques in a weekly jam session. This third of four levels will focus on rehearsal and performance technique

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MUSIC 251-4 (1.00 Units) JAZZ IMPROVISATION WORKSHOP IV

1.00 hour lecture and 2.00 hours lab

Prerequisite: Previous successful completion (with a minimum grade of 'C') of Jazz Improvisation III (MUSIC 251-3) is required.

Grading: Letter Graded

In this course students learn to play improvised solos with various groups and big bands, and study the chords, scales, and "licks" used by great players.

Students then practice these techniques in a weekly jam session. This fourth of four levels will focus on developing performance plans from jazz chartst.

Transfer Credit: UC/CSU

MUSIC 261 (3.00 Units) ELECTRONIC MUSIC WORKSHOP

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 161 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

This course offers the opportunity to master the skills introduced in Music 161. The emphasis is on creating original music compositions using computer sequencing and virtual instruments.

Transfer Credit: CSU

Effective Winter 2015 (Approved: CC, Senate)

MUSIC 261-1 (3.00 Units) ELECTRONIC MUSIC WORKSHOP I

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 161 with a grade of 'C' or better.

Recommended: Completion of Music 101, 200, or 216A with a grade of 'C' or better or concurrent enrollment.

Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

This is the first in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques.

Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

Transfer Credit: UC/CSU

MUSIC 261-2 (3.00 Units) ELECTRONIC MUSIC WORKSHOP II

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 261-1 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

This is the second in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques.

Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

Transfer Credit: UC/CSU

MUSIC 261-3 (3.00 Units) ELECTRONIC MUSIC WORKSHOP III

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 261-2 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

This is the third in an advanced series of courses that emphasize the study and application of electronic, electro-acoustic, and digital music techniques.

Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

DE**

Transfer Credit: UC/CSU

MUSIC 265 (3.00 Units) RECORDING ARTS WORKSHOP

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 165 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

Basic techniques of recording and mixing. Will prepare for and participate in multi-track recording sessions.

Transfer Credit: CSU

Effective Summer 2015 (Approved: CC, Senate)

MUSIC 265-1 (3.00 Units) RECORDING ARTS WORKSHOP I

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 165 with a grade of 'C' or better.

Grading: Letter Graded

This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation (DAW) computer applications.

Transfer Credit: UC/CSU

MUSIC 265-2 (3.00 Units) RECORDING ARTS WORKSHOP II

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 265-1 with a grade of 'C' or better.

Grading: Letter Graded

This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MUSIC 265-3 (3.00 Units) RECORDING ARTS WORKSHOP III

2.00 hours lecture and 2.00 hours lab

Prerequisite: Completion of Music 265-2 with a grade of 'C' or better.

Grading: Letter Graded

This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques

Transfer Credit: UC/CSU

MUSIC 271 (3.00 Units) SONGWRITERS' WORKSHOP I

3.00 hours lecture

Grading: Letter Graded

This course offers the student the opportunity to develop skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be presented.

Transfer Credit: UC/CSU

MUSIC 272 (3.00 Units) SONGWRITERS' WORKSHOP II

3.00 hours lecture and 4.00 hours lab

Prerequisite: Completion of Music 271 with a grade of 'C' or better.

Grading: Letter Graded

This class is a continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved:CC, Senate)

MUSIC 273 (3.00 Units) SONGWRITERS' WORKSHOP III

3.00 hours lecture

Prerequisite: Completion of Music 272 with a grade of 'C' or better.

Grading: Letter Graded

This class is the final continuation of exploration of developing skills in Commercial Songwriting. It offers the student additional opportunities to develop more advanced skills in writing original songs. Techniques of creating original melodies, harmonies, and lyrics will be reviewed and enhanced.

Transfer Credit: UC/CSU

Effective Summer 2015 (Approved: CC, Senate, BOT, CCC)

MUSIC 280 (3.00 Units) THE BUSINESS OF COMMERCIAL MUSIC

3.00 hours lecture

Grading: Letter Graded

This course offers the student the opportunity to examine economic opportunities in the music business. Job opportunities and responsibilities for the performer, arranger, sales manager, audio engineer, and other music

DE** indicates that this course may be offered as Distance Education

business related positions are explored. Students have the opportunity to research areas of interest and discuss the music industry with guest speakers.

Transfer Credit: UC/CSU

MUSIC 321 (2.00 Units) ELEMENTARY PIANO I

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

This course provides the student with functional keyboard skills such as note reading, sight reading, simple improvisations, transpositions, harmonization, technical skills (scales, chords, pedal use, etc.) in addition to learning repertoire on a graded level.

Transfer Credit: UC/CSU

MUSIC 322 (2.00 Units) ELEMENTARY PIANO II

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 321 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

This is a continuation of Music 321 topics with additional technique exercises, improvisation and more advanced piano literature.

Transfer Credit: UC/CSU

MUSIC 323 (2.00 Units) ELEMENTARY PIANO III

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 322 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

The third course in a four-semester series that develops the student's functional keyboard skills. Sight reading, technique, improvisation, transposition, are introduced and practiced, and graded repertoire is studied. Music majors should enroll in a piano class for each of four semesters or pass a piano proficiency exam.

Transfer Credit: UC/CSU

MUSIC 324 (2.00 Units) ELEMENTARY PIANO IV

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 323 with a grade of 'C' or better.

Grading: Letter Graded

The primary function of this four-semester sequence is to provide the student with functional keyboard skills. Sight-reading, technique, repertoire, and functional skills such as improvisation, transposition, and harmonization are stressed. Music majors whose major instrument is not piano must enroll in a piano class each of the four semesters or pass a proficiency exam.

Transfer Credit: UC/CSU

MUSIC 411 (2.00 Units) ELEMENTARY VOICE I

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

In this course the student receives guidance in the learning and presentation of several types and styles of solo song. Problems of tone production, breathing

TBA** indicates that this course may be offered in TBA format

diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirements for traditional and commercial music majors. Transfer Credit: UC/CSU

MUSIC 412 (2.00 Units) ELEMENTARY VOICE II

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 411 with a grade of 'C' or better.

Grading: Letter Graded

This course is a continuation of the study of concepts and techniques introduced in MUS 411. Students will develop their technical skills and apply them to new and more challenging repertoire.

Transfer Credit: UC/CSU

MUSIC 413 (2.00 Units) ELEMENTARY VOICE III

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 412 with a grade of 'C' or better.

Grading: Letter Graded

This course is a continuation of the study of concepts and techniques introduced in MUS 411 and 412. Students will develop their technical skills and apply them to new and more challenging repertoire.

Transfer Credit: UC/CSU

MUSIC 414 (2.00 Units) ELEMENTARY VOICE IV

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 413 with a grade of 'C' or better.

Grading: Letter Graded

In this four-semester sequence the student receives guidance in the learning and presentation of several types and styles of solo songs. Problems of tone production, breathing, diction, repertoire, and song interpretation are studied. The course is designed to meet the voice requirement of music majors, and to provide voice instruction for candidates working toward teaching credentials.

Transfer Credit: UC/CSU

MUSIC 501 (1.00 Units) COLLEGE CHOIR

3.00 hours lab

Grading: Letter Graded

A choral performance ensemble. Topics will include vocal technique and choral elements such as balance, intonation, diction, and music reading. Repertoire is chosen on the basis of group ability and represents historical and current styles of music. Students are required to perform in public.

Transfer Credit: UC/CSU

MUSIC 511 (1.00 Units) COLLEGIATE CHOIR

3.00 hours lab

Grading: Letter Graded

This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester.

Transfer Credit: UC/CSU

MUSIC 531 (1.00 Units) PHILHARMONIC CHOIR

3.00 hours lab

Grading: Letter Graded

This course is the study and performance of standard choral literature from all periods and styles. Public performances are given each semester.

Transfer Credit: UC/CSU

MUSIC 650 (2.00 Units) BEGINNING GUITAR

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

This course consists of basic instruction in guitar playing from the beginning level.

It includes appropriate exercises to develop technical facility, material for sight reading, and study of basic chords and repertoire.

Transfer Credit: UC/CSU

MUSIC 651 (2.00 Units) CLASSICAL GUITAR I

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 650 or equivalent with a grade of 'C' or better.

Grading: Letter Graded

This course consists of basic instruction in guitar playing from the beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, and study of basic chords and repertoire.

Transfer Credit: UC/CSU

MUSIC 652 (2.00 Units) CLASSICAL GUITAR II

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 651 with a grade of 'C' or better.

Grading: Letter Graded

The second course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes advanced beginning repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

Transfer Credit: UC/CSU

MUSIC 653 (2.00 Units) CLASSICAL GUITAR III

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 652 with a grade of 'C' or better.

Grading: Letter Graded

The third course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

MUSIC 654 (2.00 Units) CLASSICAL GUITAR IV

1.00 hour lecture and 2.00 hours lab

Prerequisite: Completion of Music 653 with a grade of 'C' or better.

Grading: Letter Graded

The fourth course in a four-semester series that develops classical guitar techniques, including right and left hand development. Includes intermediate repertoire, note reading, preparation for solo and ensemble performance. Student must possess a nylon string guitar.

Transfer Credit: UC/CSU

MUSIC 765 (1.00 Units) PERCUSSION ENSEMBLE

3.00 hours lab

Grading: Letter Graded

This course provides the student with the opportunity to learn the principles of percussion ensemble playing as they apply to standard literature in the symphonic and commercial fields. Public performances will be given.

Transfer Credit: UC/CSU

MUSIC 775 (1.00 Units) JAZZ ENSEMBLE

3.00 hours lab

Prerequisite: Music sight reading and facility on an appropriate instrument are required. Successful audition on first day of class is required for continued enrollment.

Grading: Letter Graded

This course provides experience in dance band/studio band performance. Students will rehearse standard and special arrangements with emphasis on sight-reading, intonation, jazz feel and improvisation. Music is prepared for public performances. Proficiency on an appropriate instrument and a successful audition are required for continued enrollment.

Transfer Credit: UC/CSU

NURSING

NURSING 185 (1.00 Units) DIRECTED STUDY - NURSING

1.00 hour lecture

Grading: Pass/No Pass

Study is coordinated under the direction of a supervising instructor with current course content and skill development needs.

Transfer Credit: CSU

NURSING 302 (3.00 Units) MATHEMATICS OF DRUGS AND SOLUTIONS

3.00 hours lecture

Grading: Letter Graded

After a review of relevant basic arithmetic, the student will use concepts of higher mathematics to gain knowledge of measurement systems, including apothecary and metric, and techniques, including solving for an unknown, for computing medication dosages, I.V. flow rates, and weight related dosages for children and adults.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

NURSING 311 (1.00 Units) COMMUNICATION IN NURSING

1.00 hour lecture

Prerequisites: Official admission to the Nursing Program or currently licensed LVN taking required transition courses prior to application to RN Program.

Grading: Letter Graded

Students should enroll concurrently in Nursing 321. This course provides the theoretical knowledge and practical application of the interpersonal skills to interact therapeutically, institute a teaching-learning plan, and communicate with individuals and groups.

Transfer Credit: CSU

NURSING 313 (4.00 Units) INTRODUCTION TO NURSING PRACTICE

1.75 hours lecture and 6.75 hours lab

Prerequisites: Completion and verification of all program prerequisites and official admission to the nursing program.

Grading: Letter Graded

Concurrent enrollment in Nursing 311, 315, and 321 required. Enrollment in Nursing 185 is strongly recommended. This course is an introduction to nursing and prepares the student to give care to the hospitalized client, with focus on the (geriatric) mature adult. It includes basic nursing procedures and the study of health and nutrition. After satisfactory completion of the course, the student can function at the beginning nurse aide level.

Transfer Credit: CSU

NURSING 315 (4.00 Units) FUNDAMENTALS OF NURSING PROCESS AND PRACTICE

1.75 hours lecture and 6.75 hours lab

Prerequisite: Completion of program prerequisites and completion of Nursing 313 with a grade of "C" or better and a satisfactory score on the mathematics skill test. Concurrent enrollment in Nursing 311, 313, 321 is required. Enrollment in Nursing 185 is strongly recommended.

Grading: Letter Graded

This course includes fundamental and advanced nursing skills, pharmacology, and geriatrics utilizing the nursing process and the Roy Adaptation model in both theory and practice.

Transfer Credit: CSU

NURSING 318 (2.00 Units) PATIENT CARE SEMINAR I

2.00 hours lecture

Requires current enrollment in a required Nursing Program class.

Grading: Pass/No Pass

This class is strongly recommended for continuing nursing students enrolled in classes with clinical labs. Sections are course specific.

Transfer Credit: CSU

TBA** indicates that this course may be offered in TBA format

NURSING 321 (1.00 Units) NURSING PROCESS

1.00 hour lecture

Prerequisite: Official admission into the nursing program or experience in Nursing permitting advanced placement in the Nursing Program.

Grading: Letter Graded

This course introduces the concepts of the nursing process and the Roy Adaptation model for nursing practice.

Transfer Credit: CSU

NURSING 323 (5.00 Units) NURSING PROCESS & PRACTICE IN THE CARE OF ADULT CLIENT I

3.00 hours lecture and 6.00 hours lab

Prerequisites: Completion of program prerequisites and all previous courses in Nursing with a grade of "C" or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance.

Completion of Nursing 311, 315, 321 with a grade of "C" or better.

Enrollment in Nursing 185 is recommended.

Effective Winter 2015 (Approved: CC, Senate)

Grading: Letter Graded

The care of the adult client with medical-surgical problems of selected physiological systems, utilizing the nursing process and the Roy Adaptation model is presented.

Transfer Credit: CSU

NURSING 325 (5.00 Units) NURSING PROCESS & PRACTICE IN THE CARE OF ADULT CLIENT II

3.00 hours lecture and 6.00 hours lab

Prerequisites: Completion of program prerequisites and all previous courses in Nursing with a grade of "C" or better. A passing score on the Mathematics skills test is required for satisfactory clinical performance.

Concurrent enrollment in Nursing 323 is required. Enrollment in Nursing 185 is recommended.

Grading: Letter Graded

The care of the adult client with medical-surgical problems of selected physiological systems utilizing the nursing process and the Roy Adaptation model is presented.

Transfer Credit: CSU

NURSING 327 (2.00 Units) PATIENT CARE MANAGEMENT I

6.00 hours lab

Prerequisite: A grade of "C" or better in Nursing 311, 313, 315, and 321 and eligibility for the second semester, or admitted to the program advanced placement and completed one semester of clinical course work with a grade of "C" or better. Repeat: Eligible for 4th semester of nursing program.

Grading: Pass/No Pass

This elective course will increase proficiency in the use of the nursing process and the Roy Adaptation Model in the administration of client care. This class is open-entry, hours to be arranged.

Transfer Credit: CSU

NURSING 329 (2.00 Units) ROLE TRANSITION LVN TO RN

2.00 hours lecture

Grading: Letter Graded

Transfer Credit: CSU

NURSING 329A (1.00 Units) ROLE TRANSITION LVN TO RN

1.00 hour lecture

Prerequisites: Current LVN license or experience in nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 321 recommended.

Grading: Letter Graded

This course is designed to assist the L. V. N. to make a successful transition to the role of RN student and pursue an RN license. Content will focus on resources available, role development, learning styles, dosage calculations, and heart, lung and bowel assessment.

Transfer Credit: CSU

NURSING 329B (1.00 Units) ROLE TRANSITION LVN TO RN

1.00 hour lecture

Prerequisites: Completion of Nursing 329A. Current LVN license or experience in Nursing permitting advanced placement in nursing program. Concurrent enrollment in Nursing 311 recommended.

Grading: Letter Graded

Continues with content to assist the L.V.N. to make a successful transition to the role of R.N. nursing student. Content will focus on critical thinking, documentation of history and assessment, nursing process, calculation and administration of IV piggyback medications.

Transfer Credit: CSU

NURSING 333 (3.00 Units) NURSING PROCESS & PRACTICE IN HEALTH CARE OF WOMEN/FAMILIES

1.50 hours lecture and 4.50 hours lab

Prerequisite: Completion of all program prerequisites and a Grade of "C" or better in all first year Nursing Program courses OR admission through the Advanced Placement LVN to RN route, and grade "C" or better in Anatomy I, Physiology 1, Microbiology 1 or 20, Psychology 41, Psychology 1 and English 101.

Concurrent enrollment in Nursing 335 and 339 is required. Enrollment in Nursing 318 is recommended.

Grading: Letter Graded

A passing score on the Mathematics skills test is required for satisfactory clinical evaluation. Renewal of certain tests and immunizations may be required. This course applies the nursing process based on the Roy Adaptation model to care for women with maternity and gynecological conditions.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

NURSING 335 (3.00 Units) NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN

1.67 hours lecture and 4.50 hours lab

Prerequisites: Completion of all program prerequisites and a grade of "C" or better in first year Nursing courses, or admission through the Advanced Placement LVN to RN route, and grade "C" or better in Anatomy 1, Physiology 1, Microbiology 1 or 20, Psychology 1, Psychology 41 and English 101.

Concurrent enrollment in Nursing 333 and 339 is required. Enrollment in Nursing 318 is recommended.

Grading: Letter Graded

A passing score on the mathematics skills test is required for satisfactory clinical evaluation. Renewal of certain tests and immunizations may be required. Assessment and care of the bio-psychosocial problems of children and their families utilizing the nursing process and the Roy Adaptation model is presented.

Transfer Credit: CSU

NURSING 339 (2.00 Units) NURSING PROC & PRACTICE IN THE CARE OF THE GERIATRIC CLIENT

1.00 hour lecture and 3.00 hours lab

Prerequisite: Completion of all program prerequisites and completed Nursing 333 and 335 and preceding nursing courses, all with grade of "C" or better, OR admission to Nursing Program "LVN-30 unit option route.

Grading: Letter Graded

Assessment and care of the geriatric client in LTC, the community, and home health setting utilizing the nursing process and the Roy Adaptation model is presented. R.N. preceptors will be utilized in the Home Health setting.

Transfer Credit: CSU

NURSING 343 (3.00 Units) NURSING PROCESS&PRACTICE IN PSY- SOCIAL ADAPTATION OF CLIENT

1.50 hours lecture and 4.50 hours lab

Prerequisite: "LVN-30 unit" option: Admission to Nursing Program and completion of Nursing 339 with a grade of "C" or better.

LVN Advanced Placement: As above AND completion of required 2nd and 3rd semester nursing program courses and cognates, Sociology 1 or Anthropology 102 with grades of "C" or better.

Grading: Letter Graded

This course includes assessment and care of clients in the psychiatric unit, intervention, and participation in group therapy, and practice using the nursing process and the Roy Adaptation model with emphasis on the psycho-social modes.

Transfer Credit: CSU

NURSING 345 (3.00 Units) NURSING PROCESS&PRACTICE IN THE CARE OF ADULT CLIENT III

1.50 hours lecture and 4.50 hours lab

Prerequisite: "LVN-30 unit" option: Admission to Nursing Program and completion Nursing 339 with a grade of "C" or better.

LVN Advanced Placement: As above AND completion of required 2nd and 3rd semester nursing program courses and cognates, and Sociology 1 or Anthropology 102 with grades of "C" or better.

Grading: Letter Graded

This course emphasizes the nursing process and the Roy Adaptation model in the care of clients with complex medical-surgical problems. High acuity care settings and the critical care units are utilized.

Transfer Credit: CSU

NURSING 347 (3.00 Units) LEADERSHIP AND MANAGEMENT

0.50 hours lecture and 7.50 hours lab

Prerequisite: For lecture: Grade "C" or better in all required nursing courses and cognates listed in the Nursing curriculum for the selected route. For Lab: Completion of the Nursing 347 lecture component with a grade of "C" or better and a grade of "C" or better in Nursing 343 and 345.

Grading: Letter Graded

Depending on availability of experiences and preceptors, students' laboratory assignments will be individually arrange by assigned clinical instructor. Students should plan to attend all lecture and labs offered on campus. No grade will be given until both lecture and lab are completed. To complete the program, lecture grade must be a "C" or better plus a satisfactory grade in the lab. Focus is on the management and planning of client care. Roles as a member of the profession and as a manager of client care are emphasized. Integrated and comprehensive client-care utilizing the nursing process and the Roy Adaptation model is performed under the supervision of R.N. preceptor-role models.

Transfer Credit: CSU

NURSING 364 (3.00 Units) PHARMACOLOGY

3.00 hours lecture

Grading: Letter Graded

This course is open to pre-nursing majors, nursing students and those interested in developing an understanding of medications. This course provides an understanding of basic pharmacology and the standards, policies, and regulations involved in medication administration. A brief review of the math concepts involved in the calculations of dosages is included. The course focus is on drug classifications, pharmacodynamics, chemical interactions, toxicology and the use of the nursing process in medication administration.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**NURSING 399 (7.00 Units)
CERTIFIED NURSE ASSISTANT/CERTIFIED
HOME HEALTH AIDE**

4.50 hours lecture and 7.50 hours lab

Grading: Letter Graded

Transfer Credit: Non Transferable

**NURSING 399A (5.00 Units)
CERTIFIED NURSE ASSISTANT**

3.00 hours lecture and 6.00 hours lab

Must have AHA healthcare Provide BCLS card, have background check, and meet all health requirements of clinical agency prior to beginning clinical.

Grading: Letter Graded

Theory and clinical skills needed to work with residents/patients in the long term care facility and the acute care setting. After successful completion of this course, the student will be eligible to apply for certification and to take the State of California Certified Nurse Assistant examination.

Transfer Credit: Non Transferable

**NURSING 399B (2.00 Units)
CERTIFIED HOME HEALTH AIDE**

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

Prerequisite: Completion of or concurrent enrollment in Nursing 399A. Lecture and clinical skills in working with residents/clients in the home care setting. Emphasis given to safety principles and to methods for providing physical care and emotional and social support. Upon successful completion of the course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

Transfer Credit: Non Transferable

OCEANOGRAPHY

**OCEANO 001 (3.00 Units)
INTRODUCTION TO OCEANOGRAPHY**

3.00 hours lecture

Grading: Letter Graded

Physical Oceanography. Major topics to be studied include the formation and features of the sea floor, islands and coastlines, properties of seawater, waves, currents, tides and marine life. Special reference is made to the California coast and the problems of human uses of the sea. Includes field trips to coastal Southern California sites.

Transfer Credit: UC/CSU

**OCEANO 010 (2.00 Units)
PHYSICAL OCEANOGRAPHY LABORATORY**

1.00 hour lecture and 2.00 hours lab

Prerequisite or corequisite: Completion of Oceanography 001 with a grade of "C" or better or concurrent enrollment.

Grading: Letter Graded

Introduction to the tools and techniques used in oceanographic research today. The student will learn analytic techniques used to study oceanographic features, seawater properties, currents, tides, and waves. Includes field trips

DE** indicates that this course may be offered as Distance Education

to coastal Southern California sites.

Transfer Credit: UC/CSU

**OCEANO 012 (3.00 Units)
LECTURES IN MARINE BIOLOGY**

3.00 hours lecture

Grading: Letter Graded

Investigates the intertidal and offshore ocean habitats. The study of marine plants and animals, their ecology, morphology and economic importance to man.

Transfer Credit: UC/CSU

PERSONAL DEVELOPMENT

See Counseling

PHILOSOPHY

**PHILOS 001 (3.00 Units)
INTRODUCTION TO PHILOSOPHY**

3.00 hours lecture

Grading: Letter Graded

A study of the nature, sources, and justification of claims to knowledge, different views of the nature of reality, and the place of human beings within it.

DE**

Transfer Credit: UC/CSU

**PHILOS 006 (3.00 Units)
LOGIC IN PRACTICE**

3.00 hours lecture

Grading: Letter Graded

Formal and informal logic, exercises in reasoning and contemporary moral and social issues will be discussed.

DE**

Transfer Credit: UC/CSU

**PHILOS 020 (3.00 Units)
ETHICS**

3.00 hours lecture

Grading: Letter Graded

A study of the basic principles of moral evaluation and their application to contemporary controversial moral issues. The primary emphasis is in aiding students in developing critical abilities in moral evaluation.

DE**

Transfer Credit: UC/CSU

TBA** indicates that this course may be offered in TBA format

PHILOS 033 (3.00 Units) COMPARATIVE SURVEY OF WORLD RELIGIONS

3.00 hours lecture

Grading: Letter Graded

A survey of the historical development of the world's great religions, with the origins, growth and contributions to man's cultural heritage.

Transfer Credit: UC/CSU

PHOTOGRAPHY

PHOTO 047 (3.00 Units) INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY

2.00 hours lecture and 3.00 hours lab

Grading: Letter Graded

This course introduces the student to basic principles and artistic criteria of photography as implemented through the use of digital photographic technology. Students will be introduced to basic computer operation as well as functions of the digital camera and common software programs. Student must own an adjustable digital camera. Lab fee \$15.

Transfer Credit: CSU

PHOTO 049 (6.00 Units) ADVANCED PHOTOGRAPHIC DIGITAL IMAGING

3.00 hours lecture and 9.00 hours lab

Prerequisite: Completion of Photo 47 with a grade of 'C' or better.

Grading: Letter Graded

Students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

Transfer Credit: CSU

PHOTO 121 (3.00 Units) HISTORY AND APPRECIATION OF PHOTOGRAPHY

3.00 hours lecture

Grading: Letter Graded

This course covers the major historical developments in Photography from the origin of the camera to the present.

Transfer Credit: UC/CSU

PHYSICAL SCIENCE

PHYS SC 001 (3.00 Units) PHYSICAL SCIENCE I

3.00 hours lecture

Grading: Letter Graded

Not open for credit to students who have completed Physics 11. This is a survey course introducing students to the basic concepts of physics, chemistry, astronomy and geology.

Transfer Credit: UC/CSU

PHYS SC 014 (1.00 Units) PHYSICAL SCIENCE LABORATORY

2.00 hours lab

Grading: Letter Graded

The study of nature through experiments in physics, geology, chemistry and astronomy.

Transfer Credit: UC/CSU

PHYSICS

PHYSICS 006 (4.00 Units) GENERAL PHYSICS I

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Math 240 or equivalent with a grade of 'C' or better or concurrent enrollment.

Grading: Letter Graded

This is a trigonometry-based course covering classical mechanics and thermodynamics.

Transfer Credit: UC/CSU

PHYSICS 007 (4.00 Units) GENERAL PHYSICS II

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Physics 006 with a grade of 'C' or better.

Grading: Letter Graded

Trigonometry based physics course in electricity and magnetism, optics and modern physics.

Transfer Credit: UC/CSU

PHYSICS 011 (4.00 Units) INTRODUCTORY PHYSICS

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Mathematics 123C with a grade of 'C' or better.

This course is not open for credit to students who have credit in Physics 006.

Grading: Letter Graded

This course introduces the concepts of mechanics, conservation laws, thermodynamics, electricity and magnetism without the use of trigonometry or calculus.

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

PHYSICS 018 (4.00 Units) SPECTROSCOPY USING SIDE ELUMINATED OPTICAL FIBERS

2.50 hours lecture and 3.00 hours lab

Prerequisite: Completion of Chemistry 065 and Physics 007 with a grade of 'C' or better.

Grading: Letter Graded

This course covers the basic principles of spectroscopy using side illuminated optical fibers. Topics include a review of Geometrical Optics, total internal reflection, partial internal reflection, Fresnel reflection, light propagation in optical fibers, Beer-Lambert's Law, a historical review of side illuminated optical fibers and optical absorption, fluorescence and scattering.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate, BOT, CCC)

PHYSICS 037 (5.00 Units) PHYSICS FOR ENGINEERS AND SCIENTISTS I

4.00 hours lecture and 3.00 hours lab

Prerequisites: Completion of Physics 011 and Mathematics 265 or equivalents with grades of 'C' or better.

Grading: Letter Graded

A calculus-based physics course for science and engineering majors covering classical mechanics and thermodynamics.

Transfer Credit: UC/CSU

PHYSICS 038 (5.00 Units) PHYSICS FOR ENGINEERS AND SCIENTISTS II

4.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Physics 037 with a grade of 'C' or better or concurrent enrollment.

Grading: Letter Graded

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate)

PHYSICS 039 (5.00 Units) PHYSICS FOR ENGINEERS AND SCIENTISTS III

4.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Physics 037 with a grade of 'C' or better. Completion of Math 266 with a grade of 'C' or better or concurrent enrollment.

Grading: Letter Graded

Third course in a series of physics with calculus for majors in chemistry, engineering, mathematics and physics. Topics include wave phenomena, electromagnetic radiation, relativity, quantum mechanics and nuclear physics.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate)

PHYSIOLOGY

PHYSIOL 001 (4.00 Units) INTRODUCTION TO HUMAN PHYSIOLOGY

3.00 hours lecture and 3.00 hours lab

Prerequisite: Completion of Chemistry 065, 066, 101 or one year of high school chemistry with a grade of "C" or better. Concurrent enrollment in lecture and laboratory section is required.

Grading: Letter Graded

An introduction to principles of human physiology from chemical/cellular to system levels of organization with an emphasis on the maintenance of homeostasis by the various organ systems. Success in human physiology is enhanced by a prior background of human anatomy. This course meets the prerequisite for pre-nursing or preparation for allied-health occupations. Physiology 1 meets the California Nursing Board Standards for credit as Continuing Education for Registered Nurses and is approved for 80 hours of Continuing Education credit under provider number 02152. A materials fee of \$20.00 is required.

Transfer Credit: UC/CSU

POLITICAL SCIENCE

POL SCI 001 (3.00 Units) THE GOVERNMENT OF THE UNITED STATES

3.00 hours lecture

Grading: Letter Graded

This is an introductory course in the principles and problems in the national, state, and local areas. This course meets California State University requirements for United States Constitution and California state and local government.

DE**

Transfer Credit: UC/CSU

POL SCI 002 (3.00 Units) MODERN WORLD GOVERNMENTS

3.00 hours lecture

Grading: Letter Graded

An introduction to the comparative study of government and politics. Examines similarities and differences in political institutions, political processes, and public policy across diverse states and regions of the world. Emphasis is on Great Britain, France, Germany, Russia, and Asian, Latin American or African or Mideast governments such as Japan, Mexico and Nigeria or Iran.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

POL SCI 004 (3.00 Units) INTRODUCTION TO STATE AND LOCAL GOVERNMENTS

3.00 hours lecture

Grading: Letter Graded

This general survey course introduces the student to the various functions, structures and services of California government, its relations to local governments, and their interrelationships with the federal government.

Transfer Credit: CSU

POL SCI 007 (3.00 Units) CONTEMPORARY WORLD AFFAIRS

3.00 hours lecture

Grading: Letter Graded

This course analyzes political, historical, geographic, economic and strategic factors that underlie conflict and cooperation among nation-states, international organizations, and other political actors in the international system. Emphasis is on international relations theories, processes and policies.

Transfer Credit: UC/CSU

POL SCI 030 (3.00 Units) THE POLITICAL PROCESS

3.00 hours lecture

Grading: Letter Graded

This course surveys the foundation and development of democracy in the United States. Emphasis is placed on the philosophies of the framers of the U.S. and California constitutions and the impact of the federal, state and local structure on the political processes and policies of the United States. This course meets California State University requirements for United States Constitution and California state and local government.

Transfer Credit: UC/CSU

POL SCI 041 (2.00 Units) PRINCIPLES OF STUDENT LEADERSHIP

2.00 hours lecture

Grading: Letter Graded

This course prepares students in the theory and practice of organization, individual and group leadership, and the development of decision making skills. It is open to all students and emphasizes campus shared governance, including issues raised by the Associated Student Organization.

Transfer Credit: CSU

POL SCI 285 (2.00 Units) DIRECTED STUDY - POLITICAL SCIENCE

2.00 hours lecture

Grading: Letter Graded

Students study Political Science on a contract basis under the direction of a supervising instructor.

**UC credit may be granted by petition after transfer.*

Transfer Credit: CSU

POL SCI 385 (3.00 Units) DIRECTED STUDY - POLITICAL SCIENCE

3.00 hours lecture

Grading: Letter Graded

This course allows students to pursue Directed Study in the field of Political Science on a contract basis under direction of the instructor. The student's writing will analyze the policymaking process in the issue area chosen, including the identification of the problem, placement on the policy agenda, development/formulation and adoption of the policy, and its implementation and evaluation.

Transfer Credit: CSU

PROCESS PLANT TECHNOLOGY

PRPLTEK 101 (3.00 Units) INDUSTRIAL WASTEWATER TREATMENT

3.00 hours lecture

Grading: Letter Graded

Transfer Credit: CSU

Effective *Summer 2015* (Approved: CC, Senate)

PSYCHOLOGY

PSYCH 001 (3.00 Units) GENERAL PSYCHOLOGY I

3.00 hours lecture

Grading: Letter Graded

This course covers a basic introduction to the scientific study of human behavior including emotion, motivation, growth & development, learning & memory, personality, intelligence, sensation, perception, social psychology, biology of behavior, abnormal behavior, and mental health. Relevant areas such as dreams, interpersonal communication, sexuality, aging, death, creativity, multi-cultural diversity, and stress are also presented.

DE**

Transfer Credit: UC/CSU

PSYCH 002 (3.00 Units) BIOLOGICAL PSYCHOLOGY

3.00 hours lecture

Prerequisite: Completion of Psychology 001 with a grade of 'C' or better.

Grading: Letter Graded

This course is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, and the central nervous system, the muscular effectors, the glandular effectors, the physiological aspects of motivation, learning, emotion, memory, and other higher brain functions.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

**PSYCH 003 (3.00 Units)
PERSONALITY AND SOCIAL DEVELOPMENT**

3.00 hours lecture

Grading: Letter Graded

This course encourages the attainment of more effective behavior through increased understanding of personality dynamics. Basic techniques for recognizing and dealing with emotions and defenses are studied. The student is invited to explore his or her own feelings and experiences in the light of fundamental principles of awareness, clarification, integration, and growth of selfhood.

DE**

Transfer Credit: CSU

**PSYCH 010 (3.00 Units)
PRINCIPLES OF PSYCHOLOGY**

3.00 hours lecture

Prerequisite: Completion of Math 227 or Stats 1 and Psychology 001 with a grade of 'C' or better.

Grading: Letter Graded

This course is an introduction to research design and statistical analysis for the behavioral sciences with a focus on the application of the philosophy of science and the scientific method. Students learn to design and conduct research, analyze data using descriptive and inferential statistics, and report results using the American Psychological Association format. The hands-on approach to this course exposes students to the challenges and skills involved in actively participating on a research team while conducting their own independent research projects.

Transfer Credit: UC/CSU

**PSYCH 014 (3.00 Units)
ABNORMAL PSYCHOLOGY**

3.00 hours lecture

Prerequisite: Completion of Psychology 001 with a grade of 'C' or better.

Grading: Letter Graded

This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal and ethical issues of psychopathology are included.

DE**

Transfer Credit: UC/CSU

**PSYCH 041 (3.00 Units)
LIFE-SPAN PSYCHOLOGY: FROM INFANCY
TO OLD AGE**

3.00 hours lecture

Prerequisite: Completion of Psychology 001 with a grade of 'C' or better.

Grading: Letter Graded

This course presents the psychosocial development of the person from the pre-natal period to old age and death. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human development. Topics covered in this course include physical development, intelligence, personality, self-concept, and social roles, tasks, changes, and adjustments related to each phase of the life-span.

DE**

Transfer Credit: UC/CSU

REAL ESTATE

**REAL ES 001 (3.00 Units)
REAL ESTATE PRINCIPLES**

3.00 hours lecture

Grading: Letter Graded

This is an overview of the fundamentals of real estate for those interested in getting a real estate state sales license or investing in real estate. Real Estate

Sales license examination applicants are required to complete this course with a passing grade.

Transfer Credit: CSU

**REAL ES 003 (3.00 Units)
REAL ESTATE PRACTICES**

3.00 hours lecture

Prerequisite: Real Estate 1 or real estate sales license.

Grading: Letter Graded

Stresses day to day operations in real estate sales and brokerage activities. California's real estate sales and broker's license applicants are required to complete this course with a passing grade.

Transfer Credit: CSU

**REAL ES 005 (3.00 Units)
LEGAL ASPECTS OF REAL ESTATE I**

3.00 hours lecture

Grading: Letter Graded

A study of California real estate law. A broker exam required class.

Transfer Credit: CSU

**REAL ES 007 (3.00 Units)
REAL ESTATE FINANCE I**

3.00 hours lecture

Grading: Letter Graded

A broker exam required class. Studies the financing of purchased property.

Transfer Credit: CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

SOCIOLOGY

REAL ES 014 (3.00 Units) PROPERTY MANAGEMENT

3.00 hours lecture

Grading: Letter Graded

A broker exam required class. Also meets part of the sales license requirement. Covers the management of residential real estate. This class is offered once a year.

Transfer Credit: CSU

REAL ES 016 (3.00 Units) INCOME TAX ASPECTS OF REAL ESTATE

3.00 hours lecture

Grading: Letter Graded

This basic course covers the impact of Federal and California state income tax on the purchase, sale, exchange, and use of real property. Included among the topics covered are depreciation, capital gains, installment sales, and tax-saving opportunities.

Transfer Credit: CSU

REAL ES 018 (3.00 Units) REAL ESTATE INVESTMENTS I

3.00 hours lecture

Grading: Letter Graded

A thorough analysis of investment factors is made to determine the value of commercial, industrial, and residential projects. Among the areas emphasized are site location, feasibility studies, zoning, other restrictions, financing, sales and leaseback, and condominiums..

Transfer Credit: CSU

REAL ES 021 (3.00 Units) REAL ESTATE ECONOMICS

3.00 hours lecture

Required course for the real estate brokers license. Studies factors affecting the real estate market.

Grading: Letter Graded

Transfer Credit: CSU

SERVICE LEARNING

SERVLRN 100-1 (1.00 Units) INTRODUCTION TO SERVICE LEARNING I

0.50 hours lecture and 1.00 hours lab

Grading: Pass/No Pass

This is an activity course in which students provide service to public and private agencies. It emphasizes course content while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated with and enhances the curriculum of the students by applying course content and classroom learning in courses with service learning components. This course may be scheduled at times to be arranged (TBA) for a minimum of 27:00 hours.

DE**

Transfer Credit: CSU

SOC 001 (3.00 Units) INTRODUCTION TO SOCIOLOGY

3.00 hours lecture

Grading: Letter Graded

This course provides an introduction to the general principles of sociology, emphasizing social organization, change and interaction. Reference is made to varied world cultures with concentration upon social institutions in our own society. Topics include culture, status, role, personality, socialization, social groups, social power, family, social stratification, collective behavior, and social change.

DE**

Transfer Credit: UC/CSU

SOC 002 (3.00 Units) AMERICAN SOCIAL PROBLEMS

3.00 hours lecture

Recommended prerequisite: Eligibility for English 101, or eligibility for and concurrent enrollment in English 28.

Grading: Letter Graded

This course analyzes social problems and aspects of social change in a multi-cultural environment. Problems analyzed objectively include those which reflect the pressing issues of population and family life, personal and social disorganization, crime and delinquency, economics and politics, education and propaganda, race and ethnic relations, social planning and reform and war and peace in a contracting world.

DE**

Transfer Credit: UC/CSU

SOC 004 (3.00 Units) SOCIOLOGICAL ANALYSIS

3.00 hours lecture

Grading: Letter Graded

This class is an introduction to the scientific study of social phenomena. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students analyze specific data collected in the field.

Transfer Credit: UC/CSU

SOC 012 (3.00 Units) MARRIAGE AND FAMILY LIFE

3.00 hours lecture

Grading: Letter Graded

This Course provides a sociological analysis which contributes to an understanding of the origin, structure, and functions of marriage and family life. This course includes, but is not limited to, studies of sex roles, legal controls, religious attitudes, mixed marriages and financial and family planning. There is an emphasis on marriage and family as a social institution and on the multicultural influences on this institution in society today.

DE**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

SOC 021 (3.00 Units) HUMAN SEXUALITY

3.00 hours lecture

This course meets the California Nursing Board Standards for credit as continuing education for Registered Nurses and is approved for 60 hours of continuing education credit under provider number 02152.

Grading: Letter Graded

This course provides a comprehensive introduction to the cultural, behavioral, psychosocial, and biological aspects of human sexuality in a way that is meaningful to students. Topics will also include AIDS, physical and emotional orgasmic response, myths, sexual variance and dysfunction, gender identity, gender roles, communication about sex, love. Improving sexual satisfaction, sexuality throughout life cycle and cross-cultural variations in sexual expression.

DE**

Transfer Credit: UC/CSU

SPANISH

SPANISH 001 (5.00 Units) ELEMENTARY SPANISH I

5.00 hours lecture

~~*Credit is allowed for only one: Spanish 1 or the Spanish 21 and 22 combination.*~~

Grading: Letter Graded

This course stresses the mastery of Spanish fundamentals. Particular emphasis is placed upon developing the student's ability to read, write, speak, and understand simple, idiomatic Spanish, including pronunciation, vocabulary, and elementary grammar.

Transfer Credit: UC/CSU

SPANISH 002 (5.00 Units) ELEMENTARY SPANISH II

5.00 hours lecture

Prerequisite: Completion of Spanish I or the Spanish 21 and 22 combination with a grade of "C" or better or two years of high school Spanish or equivalent.

Grading: Letter Graded

This course is a continuation of Spanish 1. The student's ability to speak and understand Spanish is developed. Emphasis is also placed on correct pronunciation, vocabulary, and sentence structure. Reading and writing of basic Spanish are also further developed. Introduction to Hispanic culture.

Transfer Credit: UC/CSU

SPANISH 003 (5.00 Units) INTERMEDIATE SPANISH I

5.00 hours lecture

Prerequisite: Completion of Spanish 2 with a grade of "C" or better, or three years of high school Spanish or equivalent.

A thorough review of Spanish grammar is given in this course along with an introduction to advanced grammatical concepts. Emphasis is also placed on the development of the student's ability to express written and oral language, vocabulary building, reading comprehension, and increasing proficiency in pronunciation.

DE** indicates that this course may be offered as Distance Education

Grading: Letter Graded

Completes and reviews the study of Spanish grammar. Introduction to Spanish literature.

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate)

SPANISH 004 (5.00 Units) INTERMEDIATE SPANISH II

5.00 hours lecture

Prerequisite: Completion of Spanish 3 with a grade of "C" or better or four years of high school Spanish or equivalent.

This course is a continuation of Spanish 3. Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works where the focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures and stylistics and the use of idiomatic expressions will also be developed.

Grading: Letter Graded

Transfer Credit: UC/CSU

Effective *Summer 2015* (Approved: CC, Senate)

SPANISH 008 (2.00 Units) CONVERSATIONAL SPANISH

2.00 hours lecture

Prerequisite: Completion of Spanish 2 with a grade of "C" or better or equivalent.

Grading: Pass/No Pass

Transfer Credit: UC/CSU

SPANISH 012 (3.00 Units) CONTEMPORARY MEXICAN LITERATURE

3.00 hours lecture

Grading: Letter Graded

This course includes a presentation of Mexican and Chicano literary works of various genres with emphasis on the 20th century. Students will read the texts in English. Lecture is also in English.

Transfer Credit: UC/CSU

SPANISH 021 (3.00 Units) FUNDAMENTALS OF SPANISH I

3.00 hours lecture

Prerequisite: None. Not open to students having credit for Spanish 1.

This course is for absolute beginners. It covers the first half of Spanish 1. Offers an introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and the use of idiomatic expressions. It stresses the ability to understand, read, write, and speak simple Spanish. Introduces cultural insights into Spanish and Spanish-speaking worlds. Spanish 21 and 22 together are equivalent to Spanish 1.

Effective *Summer 2015* (Approved: CC, Senate)

Grading: Letter Graded

Transfer Credit: UC/CSU

TBA** indicates that this course may be offered in TBA format

SPANISH 022 (3.00 Units) FUNDAMENTALS OF SPANISH II

3.00 hours lecture

Prerequisite: Completion of Spanish 21 with a grade of "C" or better.

Grading: Letter Graded

This course completes the elementary grammar of Spanish. It offers practical material for simple conversation based on everyday experiences. Spanish 21 and 22 together are equivalent to Spanish 1.

Transfer Credit: UC/CSU

SPANISH 035 (5.00 Units) SPANISH FOR SPANISH SPEAKERS I

5.00 hours lecture

Grading: Letter Graded

This course is designed to address the needs of the bilingual student. An introduction to written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment, and spelling. Addresses all four skills in Spanish, but focuses on reading and writing. Includes readings on the geography, customs and cultures of Spain and Latin America.

Transfer Credit: UC/CSU

SPANISH 036 (5.00 Units) SPANISH FOR SPANISH SPEAKERS II

5.00 hours lecture

Prerequisite: Completion of Spanish 35 with a grade of "C" or better.

Grading: Letter Graded

This course is a continuation of Spanish 35. Completes the study of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization.

Transfer Credit: UC/CSU

SPANISH 101 (1.00 Units) SPANISH LANGUAGE LABORATORY

2.00 hours lab

Concurrent enrollment in Spanish class is required.

Grading: Pass/No Pass

An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials. Students must complete 36 hours for credit.

Transfer Credit: CSU

STATISTICS

STAT 001 (3.00 Units) ELEMENTARY STATISTICS I FOR THE SOCIAL SCIENCES

3.00 hours lecture

Prerequisite: Completion of Mathematics 123C or higher or equivalent and Psychology-001 with a grade of 'C' or better.

Recommended: Completion of Psychology 001 with a grade of 'C' or better.

Grading: Letter Graded

Introduces fundamental tools of quantitative methods in research: data collection, organization, presentation, analysis and interpretation. Attention is given to tabulation, graphic presentation of data, measure of central

tendency, variability, the normal curve, probability and statistical inference, linear correlation and research methods.

Transfer Credit: UC/CSU

SUPERVISED LEARNING ASSISTANCE

TUTOR 001T (0.00 Units) SUPERVISED LEARNING ASSISTANCE

20.00 hours lab

Grading: No Grade Given

In this course, students will receive tutoring in a designated subject area(s) using course textbook(s) and other related materials. Cumulative progress and positive attendance records will be maintained for this non-credit, open entry/exit course. No tuition will be charged, nor will grades be received for enrollment in this course. This course will not appear on the student transcript.

Transfer Credit: Non Transferable

SUPERVISION

SUPV 001 (3.00 Units) ELEMENTS OF SUPERVISION

3.00 hours lecture

Grading: Letter Graded

This course covers the development of the many supervisory skills required of the first-line supervisor. This class is offered once a year.

Transfer Credit: CSU

SUPPLY WATER TECHNOLOGY

WATER 001 (3.00 Units) MODERN WATER WORKS I

3.00 hours lecture

Grading: Letter Graded

Transfer Credit: Non Transferable

WATER 005 (3.00 Units) WATER PURIFICATION II (POTABLE WATER)

3.00 hours lecture

Grading: Letter Graded

Transfer Credit: Non Transferable

Effective Winter 2015 (Approved: CC, Senate)

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

THEATER

THEATER 100 (3.00 Units) INTRODUCTION TO THE THEATER

3.00 hours lecture

Grading: Letter Graded

A lecture course designed to provide the beginning student with a general knowledge of theater, television and motion pictures and their influences on modern society.

Transfer Credit: UC/CSU

~~THEATER 185 (1.00 Units) DIRECTED STUDY—THEATER~~

~~1.00 hour lecture~~

~~Prerequisite: Student must qualify for advanced study in the Theater Arts Department.~~

~~Grading: Letter Graded~~

~~*UC credit may be granted by petition after transfer.~~

~~Transfer Credit: CSU~~

~~Effective Winter 2015 (Approved: CC, Senate)~~

THEATER 200 (3.00 Units) INTRODUCTION TO ACTING

3.00 hours lecture

Grading: Letter Graded

Gain an appreciation of the work of the actor, and develop greater confidence in the projection of one's personality.

Transfer Credit: UC/CSU

THEATER 232 (2.00 Units) PLAY PRODUCTION II

6.00 hours lab

Grading: Letter Graded

Training and practice are given in all phases of mounting plays for stage and television.

TBA**

Transfer Credit: UC/CSU

THEATER 250 (2.00 Units) CHILDREN'S THEATER PRODUCTION

6.00 hours lab

Grading: Letter Graded

The student gains experience in acting, directing and producing children's plays.

TBA**

Transfer Credit: CSU

THEATER 270 (3.00 Units) BEGINNING ACTING

3.00 hours lecture

Grading: Letter Graded

Learn techniques and skills for solving acting problems, and acquire fundamental knowledge of the acting process which can then be tested through the rehearsal and performance of scenes.

Transfer Credit: UC/CSU

THEATER 275 (2.00 Units) SCENE STUDY

1.00 hour lecture and 2.00 hours lab

Prerequisite: Theater 270 or equivalent.

Grading: Letter Graded

Students have a chance to plan, rehearse, stage and produce projects in a repertory theater atmosphere.

Transfer Credit: UC/CSU

THEATER 279 (2.00 Units) MUSICAL THEATER

1.00 hour lecture and 2.00 hours lab

Grading: Letter Graded

A performance class which integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

Transfer Credit: UC/CSU

THEATER 291 (1.00 Units) REHEARSALS AND PERFORMANCES I

3.00 hours lab

Grading: Letter Graded

This course affords the student the opportunity to customized their involvement in a theatrical production, based on their individual interest and skill level.

Transfer Credit: UC/CSU

THEATER 292 (2.00 Units) REHEARSALS AND PERFORMANCES II

6.00 hours lab

Grading: Letter Graded

This course affords the student the opportunity to customized their involvement in a theatrical production, based on their individual interest and skill level.

TBA**

Transfer Credit: UC/CSU

DE** indicates that this course may be offered as Distance Education

TBA** indicates that this course may be offered in TBA format

THEATER 300 (3.00 Units) INTRODUCTION TO STAGE CRAFT

3.00 hours lecture

This course is required of all theater majors.

Grading: Letter Graded

An introduction to technical theater and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.

Transfer Credit: UC/CSU

THEATER 310 (3.00 Units) INTRODUCTION TO THEATRICAL LIGHTING

3.00 hours lecture

This course is required of all theater majors.

Grading: Letter Graded

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design.

Transfer Credit: UC/CSU

THEATER 323 (3.00 Units) STAGE MANAGEMENT AND PRODUCTION

3.00 hours lecture

Grading: Letter Graded

This course is a study of stage managerial practices and procedures. Students will study the organization of theatrical and multi-media production and the various aspects which interconnect in the production process.

Transfer Credit: UC/CSU

THEATER 550 (2.00 Units) MULTIMEDIA PRODUCTION FOR THE STAGE

6.00 hours lab

Grading: Letter Graded

Students taking this course will develop theater skills including: video camera operation, video studio operation, telecommunication technology, and other ways of incorporating digital technology into the performing arts. Focus of this course will be on collaborative productions with other campuses within the United States and international sites.

Transfer Credit: CSU

VOCATIONAL EDUCATION

VOC ED 053CE (0.00 Units) SPANISH FOR PUBLIC PERSONNEL

3.00 hours lecture

Grading: No Grade Given

Transfer Credit: Non Transferable

VOC ED 100CE (0.00 Units) TYPING

3.00 hours lecture

Grading: No Grade Given

Transfer Credit: Non Transferable

VOC ED 106CE (0.00 Units) WORD PROCESSING

3.00 hours lecture

Grading: No Grade Given

Transfer Credit: Non Transferable

VOC ED 117CE (0.00 Units) CLERICAL SKILLS

3.00 hours lecture

Grading: No Grade Given

Transfer Credit: Non Transferable

WILDLAND FIRE TECHNOLOGY

~~WFT 302 (1.00 Units) BASIC INCIDENT COMMAND SYSTEM (I-200)~~

~~1.00 hour lecture~~

~~Grading: Letter Graded~~

~~This course is designed to enable wildland fire personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single agency resources.~~

~~Transfer Credit: Non Transferable~~

~~WFT 313 (0.50 Units) INTRODUCTION TO WILDLAND FIRE BEHAVIOR~~

~~0.50 hours lecture~~

~~Grading: Letter Graded~~

~~Transfer Credit: Non Transferable~~

~~WFTO 351 (0.50 Units) WILDLAND FIRE SAFETY REVIEW~~

~~0.50 hours lecture~~

~~Grading: Letter Graded~~

~~This course is a review of safety techniques used in fighting wildland fires. Emphasis is on the environmental factors such as weather, fuel and topography and their impact on the behavior of wildland fires. Historical fire incidents, in which deaths have occurred due to lack of environmental awareness are reviewed.~~

~~Transfer Credit: Non Transferable~~

Effective Winter 2015 (Approved: CC, Senate)

COLLEGE PRESIDENTS

Raymond J. Casey, (Director) 1949-1958
Wendell C. Black, 1958-1971
Kenneth W. Williams, (Acting) 1971-1972
Eugene A. Pimentel, 1972-1979
Edward W. Robings, (Acting) 1979-1980
James L. Heinselman, 1980-1989
Robert S. Standen, (Acting) 1989-1990

James L. Heinselman, 1990-1998
Jose L. Robledo, (Acting) 1998-1999
Francisco C. Quiambao Jr., (Acting) 1999-2000
Dr. Linda M. Spink, 2000-2010
Marvin Martinez, 2010- 2013
Farley Herzek, (Interim) 2013-2014
Dr. Otto W.K. Lee, 2014-

FACULTY

Joshua Abarbanel (2001)

Instructor, Art
B.S., UC Los Angeles; M.F.A., UC Berkeley

Michael Agopian (2002)

Associate Professor, Sociology
M.A., CSU Los Angeles; Ph.D., Univ. of Southern Calif.

Tigran Alikhanyan (2012)

Assistant Professor, Mathematics
*M.S., Yerevan State University, Armenia,
M.S., UC Los Angeles*

Karen Amano-Tompkins (2014)

Instructor, English
A.B. Cornell University, M.A. Columbia University

Joachin Arias (2007)

Instructor, Chemistry
B.S., M.S. CSU Los Angeles; Ph.D., UC Los Angeles

Jenny Arzaga (2010)

Assistant Professor, Nursing
B.S.N., CSU Dominguez Hills; M.S.N., CSU Dominguez Hills

Stephanie A. Atkinson-Alston (2013)

Dean, Academic Affairs
A.A., Columbia College, B.S., Southern Illinois Univ., M.A., CSU Fresno, Ed.D., Fielding Graduate University

Nabeel Barakat (1994)

Associate Professor, Health and Kinesiology
Chairperson, Kinesiology
B.A., M.A., CSU Long Beach

Juan Baez (2010)

Instructor, Theater Arts
B.A., CSU Dominguez Hills, M.A., CSU Los Angeles

Cassandra A. Betts (1990)

Instructor, Child Development Department
B.A., San Jose State Univ.; M.A., Atlanta Univ.

Adrienne C. Brown (2013)

Instructor, Counseling
Career Counselor, Career & Transfer Center
*A.A. Fullerton College, B.A. UC Los Angeles,
M.A. San Diego State University*

Stephanie D. Brown (2013)

Instructor, Communications
B.A., CSU Dominguez Hills, M.F.A. Mills College

Scott Callihan (2009)

Associate Professor, Architecture
B.A., Cal Poly Pomona

Andrea C. Cano (2012)

Instructor, English as a Second Language (ESL)
*B.A., Univ. of California, Berkeley; M.S. CSU Fullerton;
Fulbright Fellow, Chile, 2007*

Carmen Carrillo (1993)

[Acting Dean, Academic Affairs](#)
Professor, English
*A.A., L.A. Valley College; B.A., Loyola Marymount Univ.;
M.A., Univ. of Iowa*

James Carver (2011)

Instructor, Mathematics
B.S., University of Arkansas, Fort Smith, M.S., Northern Arizona University

Van Chaney (2013)

Instructor, Political Science
B.A., Loyola Marymount Univ.; M.P.A., CSU Northridge

Msién-ming Chen (2014)

Instructor, Technical Theater
B.A., CSU Long Beach; M.F.A., CSU Long Beach

Elizabeth Colocho (2000)

Professor, Counseling
B.A., M.A., CSU Dominguez Hills

John Corbally (1988)

FACULTY

Professor, English
B.S., M.A., CSU Los Angeles

Leslie Cordova-Trujillo (2008)

Instructor, Health & Kinesiology
B.S., M.A., CSU Los Angeles

Alexandra Sasha David (2013)

Instructor, Anthropology
B.A., Cornell Univ.; M.A., Ph.D., UC Los Angeles

Charles L. Davis (1981)

Professor, Computer Information Systems
B.A., San Diego State Univ.; M.B.A., Pepperdine Univ.

Giovanni Delrosario (2010)

Associate Professor, Culinary Arts
*A.A.S. Truckee Meadows Comm. College,
B.S., M. Ed., Univ. of Nevada, Las Vegas*

Ibtessam Dessouky (2000)

Librarian, Library Science
B.A., M.L.S., Univ. of Illinois, Urbana-Champaign

Dean Dowty (2014)

Instructor, Health and Kinesiology
B.A., Utah State Univ., M.A. American Public Univ.

Jassiel Dominguez (2014)

Counselor
B.A., UC Santa Barbara; M.Ed., UC Los Angeles

Ana Esther Escandon (1995)

Associate Professor, Biology and Physiology
B.S., M.S., CSU Long Beach; Ph.D., UC Los Angeles

Joy P. Fisher (1988)

Professor, Counseling
Chairperson, Counseling Division
B.A., M.S., CSU Long Beach

Michael Fradkin (2013)

Instructor, Economics
A.A., Pierce College; B.S., CSU Northridge; M.A., CSU Los Angeles

Mani S. Gagrati (1979)

Professor, Mathematics
*B.A., M.A., Univ. of Kanpur, India;
Ph.D., Indian Institute of Technology*

Eddie Galvan (2014)

*Instructor, Psychology
A.A., Rio Hondo College; B.A., M.S., CSU Los Angeles*

Gary Gonzales (1989)

Professor, Counseling
B.A., M.S., CSU Long Beach

Paul F. Grady (1987)

[Professor, English as a Second Language](#)
Director, Learning Assistance Center
B.A., State College at Boston; M.A., Univ. of Hawaii

Jean R. Grooms (2013)

[Assistant Professor, English](#)
B.S., Middle Tennessee State University; M.A. CSU Dominguez Hills

Amarylles D. Hall (1996)

Counselor, Special Programs
B.S., M.S., California State Univ. Los Angeles

William Hernandez (2006)

Associate Professor, Spanish
B.A., M.A., CSU Long Beach

Michael J. Hiscocks (2000)

Instructor, Music
B.M., M.M., CSU Northridge

Fredrick Ho (2007)

[Assistant Professor, Accounting](#)
B.S., Univ. of Southern Calif.; MBA, CSU Los Angeles

Wendy Hoffman (2013)

Instructor, Business
B.S., M.B.A., M.A., CSU Dominguez Hills

Delores Jones Hudson (1995)

Assistant Professor, English
B.A., M.A., CSU Dominguez Hills

Basil O. Ibe (1997)

Instructor, Chemistry
*B.S., Pepperdine Univ.; M.S., Idaho State Univ.;
Ph.D., Univ. of Texas at Austin*

Maritza Jimenez-Zeljak (2000)

Instructor, Mathematics
B.A. Mathematics; M.S. Applied Mathematics, CSU Long Beach

Ellen Joiner (1996)

Professor, History
M.A., Univ. of Nebraska-Lincoln; Ph.D., Univ. of Illinois-Chicago

Lorrie Kato (2013)

Instructor, Psychology
*B.A., UC Irvine; M.A., Univ. Southern Calif.; M.A. Pepperdine;
Ph.D., Fielding Graduate Univ.*

FACULTY

Daniel Keller, DMA (2010)

Associate Professor, Music
*B.M., Northern Arizona Univ.; M.M., Univ. of Oklahoma;
D.M.A., Univ. of Southern California*

Shazia Khan (2009)

Assistant Professor, Developmental Communications
B.A., CSU Fullerton, M.A., Univ. of LaVerne

Yesenia King (2012)

Instructor, Sociology
*A.A., Orange Coast College; B.A., CSU Long Beach;
M.A. CSU Fullerton*

Lora Lane (1996)

Instructor, Computer Science Information Technology
B.S., M.S., CSU Northridge

Deborah Larson (2010)

Assistant Professor, Nursing
B.S.N., Barry College; N.P. University of Miami; M.N. UC Los Angeles

Jonathon Lee (1995)

Librarian
Chairperson, Library Division
B.A., Univ. of Judaism; M.L.I.S., UC Los Angeles

Elsie Linares (2007)

Instructor, Computer Applications and Office Technologies
(CAOT)
A.A., Los Angeles Harbor College; B.A., M.A., CSU Los Angeles

William Loiterman (1970)

Professor, Political Science and History
A.B., M.A., Ph.D., UC Los Angeles

Priscilla Lopez (2014)

Associate Dean, Grants Management, Economic & Workforce
Development
B.S., CSU Fresno; M.B.A., CSU Long Beach

Evelyn Lum (2000)

Instructor, Nursing
B.S.N., Andrews Univ.; M.N., UC Los Angeles

Frank Ma (1989)

Associate Professor, Mathematics
*B.S., Univ. of New Mexico; M.S., Michigan St. Univ.;
Ph.D., Univ. of Michigan*

Elliott J. Mason, Jr. (1973)

Assistant Professor, Counseling
*B.A., Univ. of Redlands; M.Div., Yale Univ.; M.A., Stanford Univ.;
Ph.D., California School of Professional Psychology*

Jay D. McCafferty (1982)

Associate Professor, Art
B.A., CSU Los Angeles; M.F.A., UC Irvine

Timothy McCord (1999)

Assistant Professor, Physiology
B.S., Ph.D., UC Irvine

Susan Welsh McMurray (1997)

Associate Professor, English
B.A., M.A., CSU Dominguez Hills

Carol J. Minami (1976)

Instructor, Child Development Center
B.A., CSU Long Beach

Eddie Moore (2006)

[Associate Professor, Nursing](#)
B.S., CSU Dominguez Hills, M.S.N., UC Los Angeles

Maria Elena Moreno (1978)

Instructor, Child Development Center
A.A., Los Angeles Harbor College

Steven L. Morris (1989)

Professor, Physics and Astronomy
*B.S., Univ. of Toronto; M.S., St. Mary's Univ., Halifax;
Ph.D., Univ. of Calgary*

Tissa Munasinghe (1998)

[Associate Professor, Earth Sciences](#)
B.S., Univ. of Peradeniya, Sri Lanka; Ph.D., UC San Diego

Micaela Murillo (2008)

Counselor
B.A., M.A., CSU Dominguez Hills

Daryle Nagano-Krier (2008)

[Assistant Professor, Communication Studies](#)
B.A., M.A., CSU Fullerton

Kaman Ng (2013)

Counselor/Coordinator, EOPS/CARE/CalWorks
B.A., UC Santa Cruz; M.A., San Diego State Univ.

Son Nguyen (2010)

Instructor, History
B.A., M.A., Cal Poly Pomona

Sue Nowinski (2004)

Associate Professor, Nursing
B.S.N. CSU Long Beach; M.S.N. CSU Los Angeles

David O'Shaughnessy (1997)

Instructor, Philosophy and Humanities
B.A., Biola Univ.; M.A., San Francisco State Univ.

FACULTY

Norkor Omaboe (2002)

Associate Professor, Health and Kinesiology
B.A., B.S., *University of Lausanne, Switzerland, M.S., CSULB*

Nobeyba Ortega (2012)

Assistant Professor, Nursing
B.S.N., *CSU Dominguez Hills; M.S.N., CSU Long Beach*

Joyce E. Parker (1971)

Professor, Family and Consumer Studies
Chairperson, Science and Family and Consumer Studies
Division
B.S., M.A., *CSU Long Beach*

Yvonne U. Pueblos (1989)

Professor, Counseling
B.S., *CSU Dominguez Hills; M.S., CSU Los Angeles*

Elena Reigadas (2007)

Assistant Professor, Psychology
B.A., *CSU Dominguez Hills; M.A., Claremont Graduate Univ.;*
Ph.D., Claremont Graduate Univ.

Melanie Patton Renfrew (1997)

Associate Professor, Geography
B.A., *Bethel College; B.A., Univ. of Minnesota, Duluth;*
M.A., Univ. of Minnesota; Ph.D., UC Los Angeles

Michael Reid (2011)

Instructor, Administration of Justice
A.A., *Golden West College; B.S., Univ. of LaVerne.;*
M.A., Chapman Univ.

Delia Renteria (2012)

Assistant Professor, Spanish
B.A., *Occidental College; M.A., CSU Long Beach*

Susan Rhi-Kleinert (2012)

Associate Dean, Grants Management & Resource
Development
BA, *CSU Northridge; MBA, Woodbury University*

Corey Rodgers (2014)

Dean, Admission and Records-Enrollment Management
B.A. *Univ. of CA, Irvine; M.A. Claremont Graduate Univ.*

Zahra T. Romero (1999)

Instructor, Mathematics
B.A., *Hope College, Holland, MI; M.A., Western Michigan Univ.*

Sara Rubio (2012)

Instructor, Counseling
Transfer Director/Counselor, Career & Transfer Center
B.A. *UC San Diego, M.A. San Diego State University*

Daniel Ruiz, Jr. (2011)

Assistant Professor, Counseling
B.A., *CSU Long Beach; M.A., CSU Dominguez Hills*

Farzaneh Saddigh (2000)

Professor, Mathematics
B.A., *Lincoln Univ.; M.A., Univ. of Missouri*

Andrew Sanchez (2010)

Assistant Dean, Economic and Workforce Development
B.A., *CSU San Francisco; M.S., Hunter College, City Univ. of
New York*

Sandra Sanchez (2011)

Dean, Economic and Workforce Development
B.S., *CSU Long Beach; M.B.A., Univ. of Redlands*

Stanley C. Sandell, Jr. (1974)

Professor, Business Law; Chairperson, Business Division
A.A., *Glendale Community College; B.S., M.B.A, Univ. of Southern
Calif.;* J.D., *Southwestern Univ.*

Hale Savard (2011)

Assistant Professor, English
B.A., *CSU Long Beach, M.A. CSU Long Beach*

Joyce Saxton (1987)

Professor, Nursing
B.S., *Univ. of Rochester; M.A., Univ. of San Francisco;*
M.S., Univ. of Utah

John Paul Sikora (2012)

Assistant Professor, Mathematics
B.A., *M.S., California State University Northridge*

Byron J. Smith (2000)

Instructor, Music
B.M., *CSU Long Beach, M.M., CSU Los Angeles*

Michael Song (2000)

Instructor, Architecture
B.A., *Cal Poly Pomona; M.A., Art Center College of Design*

Jim Stanbery (1970)

Professor, Political Science
A.B., *UC Berkeley; M.A., CSU Long Beach*

Susan L. Steele (1999)

Counselor, Special Programs and Services
B.A., *M.A., Univ. of Colorado at Colorado Springs*

Carole K. Stevenson (1993)

Director, Student Health Center
BSN, *St. Louis University, MSN, University of Connecticut*
Family Nurse Practitioner-Certified, University of Colorado

FACULTY

Kent Stoddart (2008)

Assistant Professor, English

B.A., M.A., California State Univ. Los Angeles

Craig D. Sutherland (1995)

Instructor, Engineering and Mechanical Drafting

A.S., Los Angeles Harbor College; B.S., CSU Long Beach

Nestor Tan (1995)

Associate Vice President, Administrative Services

B.S., Adamson Univ.; M.B.A., Keller Graduate School of Mgt. of DeVry Univ.

Cindy Tseng (2014)

Instructor, Music

B.A., UCLA; M.M. Northwestern Univ.,

Ph.D. (ABD) Univ. of Oklahoma

Mario Valadez (2014)

Instructor, History

A.A., Golden West College; B.A., UC Los Angeles;

M.A., UC Santa Barbara

Bobbi Villalobos, (2013)

Dean, Academic Affairs

A.A. Pasadena City College; BA Humboldt State;

M.A. CSU Long Beach; Ed.D., Pepperdine University

Kathy T. Vo (2010)

Assistant Professor, Nursing

B.S.N., CSU Dominguez Hills; M.S.N., CSU Dominguez Hills

Randy L. Wade (2002)

Instructor, Biology

B.A., UC Berkeley; M.S., Ph.D., Northern Arizona Univ.

Ann Warren (1995)

Associate Professor, English

B.A., Gonzaga Univ.; M.A., Boston College;

Ph.D., Univ. of Southern Calif.

Doris Webster (1979)

Professor, Nursing

B.S.N., P.H.N., CSU Los Angeles; M.N., UC Los Angeles

Lynn Yamakawa (1994)

Professor, Nursing

Chairperson, Nursing

B.S.N., M.S.N., CSU Long Beach

Mercy Yanez (2004)

Dean, Student Services

B.A., CSU Northridge; M.A., Loyola Marymount Univ.

Susan E. Yoder (1995)

Associate Professor, Biological Science

B.A., UC Santa Barbara; M.S., CSU Los Angeles; Ph.D., UC Irvine

Bradley J. Young (2000)

Professor, Administration of Justice

Chairperson, Social and Behavioral Sciences Division

A.A., El Camino College; B.S., CSU Long Beach;

M.A., Chapman Univ.

FACULTY EMERITI

Clare F. Adams, 1993-1998

Dean of Academic Affairs

***Claudius A.V. Aklamakpe, 1969-1992**

Assistant Professor of Anthropology

Norma Almquist, 1966-1980

Associate Professor of English

Ruth M. Anderson, 1966-1985

Professor of Music

David E. Arant, 1966-2003

Professor of Accounting

Ann I. Arnold, 1977-2004

Professor of Nursing

Susanne L. Aultz 1976-2007

Associate Professor of Music

***Nathan M. Banks, 1959-1982**

Professor of Physics

***Sydell L. Baral, 1965-1995**

Professor of Speech and Speech Pathology

Wayne E. Bates, 1969-1994

Instructor of Earth Science

***Camille L. Baxter, 1955-1976**

Professor; Library Coordinator

Edward R. Berger, 1970-1998

Professor of Mathematics

Richard F. Bernard, 1962-1979

Associate Professor of History;

Assistant Dean of Student Personnel Svcs

***Joe H. Berry, 1950-1972**

Professor of Physical Education

***Robert H. Billings, 1961-1995**

Professor of Music

***Patricia A. Binding, 1961-1989**

Professor of Physical Education

***Wendell C. Black, L.H.D., 1958-1971**

FACULTY EMERITI

- President*
Muriel R. Blatt, 1968-1989
Professor of English
- Pamela A. Bleich, 1961-1989**
Professor of Library Services
- Samuel Bluefarb, Ph.D., 1958-1979**
Associate Professor of English
- *Mary P. Borell 2000-2007**
Instructor of English
- Charles Bossler 1983-2006**
Dean of Student Services
- *Thomas L. Bottone, 1970-2006**
Professor of Speech
- Muriel E. Brewer, 1969-1976**
Instructor of Special Reading and English
- Barbara S. Burd, 1970-1989**
Instructor of Nursing
- Peggy C. Burkhardt, Ph.D., 1979-1989**
Professor of English
- Nuria Bustamante, 1989-2003**
Instructor of Spanish
- Rosemary Butte, Ph.D., 1954-1980**
Professor of English
- Margaret B. Cain, Ed.D., 1964-1974**
Professor of English
- Russell I. Calkins, 1961-1980**
Assistant Professor of Automotive Technology
- *Albert J. Campbell, 1970-1983**
Associate Professor of Business
- *Elisabeth R. Campbell, 1981-2000**
Chairperson, Library Division; Professor of Library Services
- Katherine Campbell, 1996-2015**
Chairperson, Humanities and Fine Arts
Professor, Speech
- Nancy E. Carson 1977-2007**
Academic Affairs; Professor of Nursing
- King Carter, 1977 - 2012**
Instructor of Afro-American Studies; Chairperson, PACE
- Joyce Cannon, 1963-1991**
Professor of Speech
- Patrick D. Carey-Herrera, 1971-2000**
Professor of Mexican-American Studies; Instructor of Spanish
- *Donald V. Carlucci, 1965-1987**
Professor of Physical Education
- *Raymond J. Casey, 1948-1958**
Director
- *John Cassone, 1959-1994**
- Associate Professor of Art*
Geneva F. Cates, 1963-1995
Professor of Business
- *Marjorie H. Chandler, 1970-1985**
Professor of Theater
- Josephine A. Chapman, 1963-1995**
Associate Professor of Physical Education
- *Joseph F. Chartier, 1958-1982**
Instructor of Automotive Technology
- David Ching 1994-2014**
Dean, Student Services and Evening Operations
- Ruth M. Clarke, 1960-1979**
Professor of Nursing
- Dorothy Clayton 1976-2003**
Professor of Education and Developmental Communications
- Katherine A. Cleland, 1981-2012**
Professor, Nursing
- F. James Clines, 1949-1980**
Professor of Vocational Education; Coordinator of Vocational Education
- Peter Coad, Ph.D., 1979-1989**
Professor of Physics
- Marilyn Cohn, 1964-2000**
Professor of Health
- Eugene B. Collins, 1957-1974**
Professor of Chemistry
- Amy Coury, 1963-1989**
Professor of Nursing
- Donald R. Coulton, Ph.D., 1968-1980, 1998-2001**
Associate Professor of History and Political Science
Assistant Dean of Academic Affairs
- Karen Crummer, 1976-2013**
Director, Child Development Center
- *Kermit Dale, 1967-1974**
Dean of Instruction
- *Harold Daniels 1971-2000**
Professor of Physical Education
- *Joan Dawson, 1964-1990**
Professor of English
- *Dolores T. Denova 1984-2000**
Professor of Business
- *Merle A. Dietz, Ed.D., 1954-1974**
Assistant Dean of Instruction
- Enid Diamond, 1963-1998**
Professor of Mathematics
- Patricia A. DiLeva, 1976-2008**

*Deceased

FACULTY EMERITI

Professor of Nursing and Physical Education, Health and Wellness

***David H. Dingilian, Litt.D., 1955-1972**

Professor of Education Psychology, Counselor

Leige Doffoney, 2009-2013

Dean, Academic Affairs

Reine B. Dorion, 1968-1992

Associate Professor of French

Stephen Downey 1980-2003

Professor of Mathematics

***Robert W. Dunn, 1954-1985**

Professor of Political Science and History

Bonnie Easley, 1987-2000

*Professor of History; Director of Learning Assistance Center;
Coordinator, Distance Education Programs*

Marjorie S. Edelen 1979-2004

*Associate Professor of English; Director of Learning Assistance
Center; Coordinator, Distance Education Programs*

Thomas A. Edelman, 1968-1995

Professor of Developmental Communications

Helen Edwards, Ed. D. 1977-2006

Professor of Reading

Gerald Eliot, Ph.D., 1959-1985

Professor of Economics

***Patricia M. Elmore, 1970-1989**

Associate Professor of Afro-American Studies

***Julian Enguidanos, 1960-1987**

Assistant Professor of Spanish

Ellen Z. Erchul, Ph.D., 1957-1972

Professor of Sociology

***F. Fallon Evans, 1988-1992**

Instructor of English

Donald M. Faber, 1970-1995

Professor of Physical Education and Recreation

Sally Smith Fasteau 1983-2013

Professor, Special Education, Director, Learning Assistance Center

***Howard V. Filer, 1964-1979**

Professor of Printing

***Frank E. Fishbaugh, 1957-1985**

Associate Professor of Business Data Processing

***Kenneth A. Fiske, 1961-1986**

Professor of Electronics

Jesse J. Flores, 1969-1989

Assistant Professor of Counseling Services

Claudia B. Fonda-Bonardi, 1967-2004

Assistant Professor of English

Linda Forrest, 1971-2002

Professor of Chemistry

Martha Foster, 1989-2008

Assistant Professor, Nursing

Lawrence H. Frank, 1967-1994

Instructor of History

Beverly V. Fridley, 1968-2003

Professor of Psychology

Joan C. Fu, 1979 - 2012

Professor, Physics

Alice K. Fuerst, 1966-1981

Associate Professor of German and Spanish

Barbara T. Gallardo 1976 - 2011

Professor of Humanities, Philosophy and Anthropology

***William V. Gamzon, 1958-1981**

Professor of Mathematics

Janet Bell Garber, 1973-1986

Associate Professor of Biology

Andrea J. Gargaro, 1972-1995

Professor of Nursing

Dwight L. Garner, 1949-1977

Professor of Speech

***Max D. Garten, 1965-1995**

Professor of Political Science and History

Calvin B. Garvin, 1986-1991

Dean of Instruction/Evening-Outreach

Harold W. Garvin, 1956-1979

Professor of Political Science

***Dora F. Gaut, 1968-1987**

Instructor of Nursing

***Sally O'Dell Gay, 1962-1981**

Associate Professor of Nursing; Assistant Dean of Instruction

Michael Gegna, 1969-1991

Associate Professor of Theater Arts;

Assistant Dean of Student Affairs

Violet P. Geres, 1962-1981

Professor of Nursing

Robert F. Gervais, 1957-1970

Associate Professor of Engineering

A. Lea Gettings, 1969-1986

Professor of Child Development

Regis C. Ginn, 1970-1989

Instructor of English

***Leonard Glover, 1976-2014**

Professor, Electronics

Alfonse Gobran, 1958-1985

Professor of Mathematics

Sally Gogin, 1989-2004

***Deceased**

FACULTY EMERITI

- Associate Professor of Library Services*
Eugene N. Gottsdanker, 1957-1971
Professor of Geology
***William L. Gram, 1966-1995**
Professor of History
***Victor D. Grassian 1971-2006**
Professor of Philosophy
Mahlon S. Green, 1968-1986
Professor of Biology
Dennis Griffith, 2000-2011
Professor of Child Development
Brenda Guertin, 1989-2012
Professor of Counseling
***Robert J. Hanson, 1970-1986**
Professor of Business
Frank Harris, 1984-1989
Professor of Automotive Technology
***Stephen P. Harshfield, 1972-1986**
Professor of Psychology; Counselor with Disabled
***J. Rayburn Hatfield, 1949-1969**
Dean of Educational Services
Jarmila Havlena, 1960-1983
Professor of Art
William L. Heffern, 1967-1995
Professor of Engineering & Mechanical Drafting
James H. Heffron, 1963-1995
Professor of Office Administration
Larry W. Heimgartner, 1973-2009
Professor of Theater Arts
***Elisabeth A. Heisch, 1965-1974**
Associate Professor of English
A. Leon Henry, 1989 - 2011
Instructor, Physical Education
***Steve Hirsch, 1984-2014**
Associate Professor, Counseling and Psychology; EOP&S
Wendy W. Hollis, 1983-2007
Nursing; Chairperson, Health Sciences Division
Charles R. Huff, 1958-2010
Professor, Mathematics and Astronomy
***William R. Hughes, 1959-1984**
Instructor, English
David M. Humphreys, 2007-2012
Dean, Academic Affairs
Christie O. Ichikawa, 1968-1989
Professor of Nursing
Martin H. Ivener, 1968-1989

Professor of Finance
Marilouise E. Jackson, 1972-1986
Associate Professor of Nursing
Allan Jacobson, 1977-1993
Professor of Developmental Communications
***Norman Jacot, 1956-1975**
Professor of Physical Education
***Armine Janeves, 1949-1971**
Professor of Business
DeAnn Jennings, 1978-2008
Associate Professor of Art
Louise S. Johnson, Ph.D., 1957-1966
Associate Professor of Psychology
Harold E. Johnston, 1971-1986
Professor of Automotive Technology
***Harold H. Jones, 1949-1965**
Division Chairman, Humanities and Fine Arts
***Maryann D. Jones, Ed.D., 1970-1976**
Associate Professor, Counselor
Steve Judge, 1993-2003
Instructor of Automotive Technology
Coni Juno, 1989-2014
Associate Professor, Counseling
Kathleen Keller 1973-2007
Professor of Mathematics
Verne B. Kelsey, 1966-1989
Associate Professor of Physical Education
***Norman J. Kettering, 1949-1972**
Professor of Science
William S. Kim, 1986-1998
Associate Professor of Technical Math & Computer Science
Jane Kimball, 1989-1995
Assistant Professor of Nursing
Clarence O. Kimes, Jr., 1970-1989
Professor of English
Robert B. Kirklin, 1977-1995
Professor of Computer Information Systems
Fred F. Kokawa, 1980-1993
Instructor of Automotive Technology
***Maurine L. LaCaff, Ed.D., 1954-1970**
Instructor of Humanities
Sylvia S. Lamont, 1964-1995
Associate Professor of Library Services
Bruce W. Lemon 1972-2006
Professor of Sociology; Chairperson, Behavioral Sciences Division
***Roberta Lindberg, 1958-1968**

*Deceased

FACULTY EMERITI

Division Chairman, Nursing and Home Economics

***Biserka V. Livesay, 1966-1994**

Professor of Humanities and Fine Arts

Marian Locascio, 2004-2014

Librarian, Library Science

David L. Loftin 1971-2002

Associate Professor of Psychology

William W. Longstreth, 1966-1989

Professor of English

James R. Madden, 1966-1984

Professor of Business

Nina Malone 1999-2012

Dean, Student Life

***Ramon M. Mann, 1968-1995**

Professor of Counseling Services

***Carmen L. Marinella, 1959-1981**

Professor of Business

Jean R. Marton, 1959-1983

Professor of Physical Education; Counselor

***J. Quentin Mason, Ph.D., 1978-1986**

Vice President of Administration

Samuel M. Mathews, Jr., 1970-1995

Professor of Mathematics

Jean M. McAlary, 1951-1976

Professor of Anthropology

***Regina E. McClain, 1949-1984**

Professor of Office Administration

Calvin C. McDaniel, 1953-1983

Professor of Chemistry

Lauren J. McKenzie, 1976-2013

Professor, Mathematics

Chairperson, Mathematics and Physical Sciences Division

***William H. McMasters, 1952-1969**

Assistant Dean of Admissions and Guidance

Walter H. McMullen, Jr., 1964-1995

Professor of Business

***Bobbie W. McTee, 1968-1995**

Professor of Physical Education

Gary E. Miller 1968-2011

Professor of Economics

***Kenneth B. Miller, 1977-2009**

Instructor of Music

E. Norene Monroe, 1970-1982

Instructor of Nursing

Raymond L. Moore, 1966-1995

Associate Professor of German

***Eunice L. Moorefield, Ph.D., 1950-1968**

***Deceased**

Associate Professor of French

Maria Elena Moreno, 1978-2011

Instructor, Child Development Center

Vincent V. Mottola, 1969-1985

Professor of Physical Education; Assistant Dean of Student Affairs

Lorenz A. Mundstock, 1960-1995

Instructor of Philosophy

Albert Murphy, 1975-1982

Instructor of Air Conditioning and Refrigeration

Sachiye Nakano 1969-2002

Professor of Dance

***Loretta Newman, 1949-1977**

Professor of Psychology and Reading

Jeanne M. Nichols, 1960-1990

Professor of English

***Richard D. Noble, 1956-1980**

Professor of Psychology; Counselor

***Clarence W. Norris, Ed.D., 1972-1981**

Dean of Student Personnel Services

Rodney H. Oakes, 1972-2000

Associate Professor of Music

James P. O'Brien 1975-2001

Instructor of Physical Education

***Nance O'Neill, 1964-1972**

Associate Professor; Librarian

Reith Paine, 1967-1989

Professor of Mechanical Drafting and Engineering Technology

David M. Palmquist, 1958-1980

Professor of Mathematics

***Richard G. Parker, 1959-1983**

Professor of Humanities

Abbie L. Patterson (2003)

Vice President, Student Services

Jane P. Pavlina, 1982 - 2011

Professor, Mathematics

***Miriam H. Pearce, 1964-1983**

Professor of Nursing

***Reuben G. Plaskoff, 1959-1980**

Associate Professor of Speech, Drama

Evelyn Portis, 1994-2007

Professor of Nursing; Director of Learning Assistance Center;

Coordinator, Distance Education Programs

***George Potter, 1971-1986**

Professor of Business

***George D. Price, 1968-1995**

Instructor of Biology

John R. Quier, 1954-1983

Vocational Education Administrator;

FACULTY EMERITI

- Professor of Vocational Education*
Jack S. Radabaugh, Ph.D., 1968-1986
Professor of History and Environmental Studies;
Assistant Dean of Admissions and Records
- *Doris M. Ray 1960-2001**
Professor of Anatomy, Microbiology and Biology
- *Martin Reiter, 1963-1983**
Professor of Geology
- Daniel R. Remeta, 1964-1994**
Associate Professor of Music
- *Floyd M. Rhea, 1958-1985**
Division Chairman, Physical Education
- Robert K. Richards, 2001 - 2011**
Associate Dean, Academic Affairs
- Bruce L. Ripley, 1968-1983**
Instructor of Air Conditioning and Refrigeration
- *Don J. Rogan, 1950-1975**
Associate Professor of History
- Luis M. Rosas, 1978-2015**
Vice President, Academic Affairs
Associate Professor, Counseling
- *Sydney Ruffner, Ph.D., 1949-1972**
Associate Professor of Spanish
- Kaye M. Sakai, 1973-1983**
Librarian
- B.H. Sampson, J.D., 1972-1982**
Instructor of Business
- Marilyn R. Sanacore 1973-2002**
Professor of Nursing
- *Janice H. Sandell, 1970 - 2011**
Professor of Sociology
- *Samuel H. Sandt, 1989-2003**
Assistant Professor of Anthropology
- *Antonio Q. Sarinana, 1970-1983**
Instructor of Sociology; Instructor-Advisor
- *JoAnn Sarver 1997-2002**
Instructor of Business
- Chesley T. Saunders, 1965-1983**
Associate Professor of Physical Education
- *Russell L. Sawyer, 1971-1982**
Instructor of Business
- *Lou Schreiber, 1967-1999**
Assistant Professor of Psychology
- Joan Reighley Schaffner, 1988-1999**
Professor of Nursing
- Shirley A. Schwanzara 1972-2001**
- Professor of Biology*
Robert Schweitzer, 1958-1984
Professor of Physics
- Linda K. Shafor, 1971-2003**
Assistant Professor of Physical Education
- Adell Shay, 2000-2008**
Associate Professor, Business Mgmt. & Marketing
- Josephine M. Shepherd, 1963-1982**
Professor of Nursing
- *Beverly W. Shue, 1964-2007**
Professor of Microbiology
- Harvey N. Siegel, 2001 - 2011**
Assistant Professor of Administration of Justice
- Patricia D. Singleton, 1959-1987**
Associate Professor of Earth Science
- Arnold Small, 1969-1986**
Professor of Biology
- Arlene Smith (2000)**
Professor of Nursing
- *Jack E. Smith, Ed.D., 1974-1984**
Professor of Economics; Vice President of Academic Affairs
- June Burlingame Smith, 1986-2011**
Professor, English
- Leila R. Smith, 1965-1995**
Professor of Office Administration
- John M. Snider, Ph.D., 1965-1971**
Instructor of Chemistry
- Rose K. Snider, 1971-1986**
Assistant Professor of Library Services
- *Francis Sonico, Jr., 1969-1998**
Associate Professor of Computer Technology
- Joan M. Sorensen, 1970-1984**
Associate Professor of Nursing
- *Robert S. Standen, 1995-1997**
Vice President of Academic Affairs
- Mary K. Stanley, Ed.D., 1964-1988**
Professor of Nursing, Assistant Dean of EOP&S
- *Rosalyn S. Stern, 1980-1995**
Professor of French
- *George B.T. Sturr, L.L.B., 1970-1984**
Instructor of History
- George F. Swade, Sr., 1974-2010**
Athletic Director
- Elizabeth M. Swanson, 1961-1982**
Associate Professor of Physical Education
- *Robert Tabing, 1964-1979**

*Deceased

FACULTY EMERITI

Professor of Physical Education, Instructor-Advisor

Sherrill Tabing, 1966-2003

Professor of Psychology

***Thelma V. Taylor, 1949-1968**

Library Coordinator

***Shirley K. Tendick, 1966-1999**

Professor of Chemistry

Vitalina C. Thiel, Ph.D., 1975-1989

Associate Professor of Spanish

William D. Timberlake 1966-2002

Associate Professor of Chemistry

***Herbert A. Thomas, 1958-1977**

Professor of Botany

Jack T. Thomas, 1966-1995

Professor of Biology and Physiology

***Annemarie Towner, 1964-1970**

Assistant Professor of English

Deborah Tull (1988)

Director, Disabled Student Programs and Services

John Vosbigian, 1959-1993

Professor of Chemistry

Jack O. Wade, 1969-1983

Professor of English

Montague M. Wadey, 1950-1980

Professor of Biology; Counselor

Patricia I. Wainwright, 1978-1995

Vice President of Academic Affairs

Osamu Arthur Wakita 1965-2008

Professor of Architecture

***Terry D. Wallace, 1972-1993**

Instructor of Physical Education

***John F. Walsh, 1970-1995**

Associate Professor of English

***Van Guelder Waring, 1963-1978**

Division Chairman, Social Science

***John Warstler 1984-2007**

Instructor of Computer Information Systems

Pamela E. Watkins, 2000 - 2011

Associate Professor, English

Cheryl F. Watson, 1975 - 2011

Professor of Child Development

Nancy W. Webber, 1965-2000

Professor of Art

Anne M. Weber, 1970-1990

Professor of Nursing

***Karl R. Weber, 1956-1974**

Professor of Business

R. David Weber, 1997-2005

Instructor of History and Economics

Don M. Weems, 1989-2010

Instructor, Physical Education

***Lawrence C. Welch, Ph.D., 1949-1970**

Professor of Philosophy

***Gordon A. Wells, 1962-1995**

Professor of Physical Education

***John K. Whelan, 1960-1978**

Professor of Journalism

James J. White, 1967-2006

Professor of Physical Education

Patricia Wickers, 1993-2013

Professor, Nursing

***Kenneth R. Williams, 1950-1977**

Dean of Educational Services

J. Harrison Wilson, 1980-1995

Associate Professor of Music

Mark D. Wood (1980)

Chairperson, Humanities and Fine Arts

Laurel Woodley, 1986-2004

Professor of Biology

***Lawrence J. Wong, 1976-1999**

Assistant Professor of Music

Robert G. Wrenn, 1956-1995

Division Chairman, Professor of Business

Barbara R. Wright, Ed.D.,

1959-1981

Professor of Nursing

***Selwyn W. Yancy, 1949-1974**

Division Chairman, Physical Education

William M. Young, 1968-1986

Associate Professor of Physical Education

***Henry P. Zbojniec, 1971-1995**

Assistant Professor of Counseling Services

John Zoeger, 1970-1984

Associate Professor of Biology

***Nicholas Zorotovich, 1949-1970**

Division Chairman, Social Sciences

Jo Rae T. Zuckerman, 1964-1999

Professor of Psychology; International Student Advisor

***Deceased**

ADJUNCT FACULTY

Lucille Acquaye-Baddoo,

Political Science

Edward Afana, Jr.,

Vocational Education

Peter A. Aguilera, *Sociology*

Geoffrey Aguirre, *English*

Arif Ahmed, *Accounting*

Deborah Aitken, *Music*

Brandon Alcocer, *Kinesiology*

Cheri Allmond, *Nursing*

Tommy Amano-Tompkins, *English*

Julia Anderson,

Communication Studies

Nenita Andres-Sandor, *Mathematics*

Craig Antrim, *Art*

Lourdes Antonio, *Nursing*

Marc Alvillar, *Kinesiology*

Lloyd Ashmore, *CSIT*

Erin Auerbach, *Journalism*

Seongok Bae, *French*

Nagy Bakhoun, *Architecture*

Natalie Bakhoun, *Architecture*

Ramon Baltazar, *Business*

Marissa Banuelos, *Sociology*

Maria Barrio De Mendoza, *Spanish*

William Beckham, *Kinesiology*

Yolanda Bell, *Nursing*

Sage Bennet, *Philosophy*

Beverly Berlin, *Nursing*

George Blake, *English*

Lisa Blod, *Vocational Education*

Allison Boyce, *English*

Mason Boyer, *English*

Romulo Broas, *Mathematics*

Kristy Brooks, *Psychology*

Brad Brown, *Nursing*

Paula Brown, *Health*

Thanh-Thuy Bui, *Life Science*

Larry Calabrese, *Life Science*

Cynthia Caloia, *French*

Daisy Carr, *Life Science*

Franny Chan, *Economics*

Thomas Chambers, *Psychology*

Anita L. Chang, *Music*

David Ching, *Accounting*

Barbara Christie, Ph.D.,

Curriculum Development Specialist

Carolyn Clark, *Sociology*

Katherine A. Cleland, *Nursing*

Daniel Coffman, *Fire Technology*

John Coleman, *Philosophy*

Tim Coleman, *Humanities*

Nina Collins, *Nursing*

Christina Couroux, *Life Science*

Catherine Crouch, *Life Science*

Anjanette Crum, *English*

Patricia Daskivich, *English*

Agnes Davies, *English*

John Desulima-Przyborow,

Mathematics

Marco Franco Di Domenico,

English

William Diaz-Brown, *History*

Edith Dimo, *Spanish*

Robert Dongell, *English*

Bruce Dovner, *Mathematics*

Deanna Drew, *English*

Yolanda Duncan,

Certified Nurse Assistant

John Dudley, *Accounting*

Denise Dumars, *English*

Renee Elisadez, *History*

Robert Estrada, *Kinesiology*

Farid Faridpak, *Mathematics*

Janet Favreau, *Music*

Claude Fiddler, *Art*

Jacqueline Freedman, *Art*

Elizabeth Froes, *Nursing*

Joan Gahan, *Nursing*

Debra Gaines, *Nursing*

Catherine Garay, *Spanish*

Timothy Garvin, *History*

Darryle Gatlin, *History*

Dave Gayle, *Life Science*

Stephen Gelman,

Vocational Education/ ESL

Nancy Giallombardo, *Nursing*

Abraham Gill, *Mathematics*

Benito Gomez, *Spanish*

Edwin Gomez, *Art*

Steven Goomas,

Music & Recording Arts

Marvin B. Gordy, *Music*

Christopher Graciano,

Administration of Justice

Wallace Graves,

Administration of Justice

Laura Gray, *Child Development*

Lynda Greenberg, *Art & Humanities*

Paul Greenberg, *Philosophy*

Matthew Greif, *Music*

Karen Grgas, *Child Development*

Dennis Griffith, *Child Development*

Tom Guinn, *Life Science*

Kenneth Gunderson, *Real Estate*

Erika Gutierrez, *Sociology*

Amarylles Hall, *CAOT*

Walter Hamilton, *CIS*

Hamza Hamza, *Mathematics*

Yvette Hawley, *English*

James Heffron, *CAOT*

Larry Heimgartner, *Theater Arts*

Catherine Hendrickson, *Librarian*

Cassandra Hendrix, *Parenting*

Kasara Heneks, *Mathematics*

Robert Henrichs, *Counseling*

Kenneth Hillger, *Life Science*

Timothy Hillis, *Sociology*

Evan Hirschelman, *Music*

Kathleen Hitt, *History*

Nina Hixon, *Business*

Thu Hang Hoang, *Mathematics*

Wendy Hoole, *Anthropology*

Patricia Hoovler, *English*

Jeffrey Hoppenstand, *Humanities*

Karl Houben, *Chemistry*

Shiuling Huang, *Mathematics*

Roxana Huete, *Communication Studies*

Nielson Hul, *English*

Aura Imbarus, *English*

Dora Jacildo, *Child Development*

Gregory Jackson, *Culinary Arts*

Gail Jacobs, *Art*

Payal Jain, *Psychology*

DeAnn Jennings, *Art & Photography*

John Paul Josen, *Nursing*

George Judd, *Mathematics*

Woody Karnes, *Psychology*

Sean Kelleher, *Business*

Patricia Kellner, *Geography*

James Keville, *Art*

ADJUNCT FACULTY

- Sholeh Khorrooshi**, *Political Science*
Arlene Kidakarn, *Nursing*
Jane Kimball, *Nursing*
Michael Kinrade,
Administration of Justice
Carl Kirnbauer, *Real Estate*
Kumiko Kitagawa, *Japanese*
Gerry Koehler, *Spanish*
George Kolarov, *Finance*
Yuhaniz Koletty,
Counseling (Personal Development)
Stacy Komai, *Kinesiology*
Hovsep Kotelyan, *CIS*
Marlene Koven, *Spanish*
Lorenz Krueger,
Communication Studies
Joseph Krupa, *Administration of Justice*
Megan Lange, *Service Learning*
Cynthia Latulip,
Family & Consumer Studies
Janet Laurin, *Business*
Terry Lawton, *Health*
Duc Le, *Mathematics*
Helen Le, *Sociology*
Donald Lechman, *English*
Daniel Lehman, *Librarian*
Joshua Leibner, *Humanities*
Stephanie Leonard, *Psychology*
Ronald Linden, *Art*
Jose Lopez, *Sociology*
Victoria Loschuk, *Art*
Christian Lozado, *English*
Tod Lychkoff, *Art*
Kendra Lynch, *Music*
Leo Lynch, *Mathematics*
Perry Lynn, *History*
John Mack, *Oceanography*
Jose Macias, *Mathematics*
Christopher Mandia,
Communications
Ronald Maricich, *Real Estate*
Linda Mason, *Nursing*
Lida Masoudipour, *Chemistry*
Dee Masters, *English*
Marguerite McCormick, *Nursing*
Claudette McClenney, *Counseling*
- Linda McGee**, *Administration of Justice*
Christopher Graciano,
Administration of Justice
Rodger McGinness, *Business*
Don McIntyre, *Humanities*
George McMullen, *Music*
Leon Meggerson, *Mathematics*
Joelle Mendoza, *English*
Andrea Miles, *History*
Gary Miller, *Economics*
Lori Minor, *Service Learning*
Susan Morales, *Nursing*
Scott Morris, *Music*
Jack Muncherian, *Mathematics*
Judith Myers, *Personal Development*
Ruben Nadler, *Electronics*
Marie Nagaya, *Life Science*
Alma Narez-Acosta, *Counseling*
Richard Nelson, *Life Science*
Can Nguyen, *Computer Technology*
Chau Nguyen, *Computer Technology*
Zhijun Ni, *Mathematics*
Norma Noguera, *Mathematics*
Maria Teresa Nunez, *Spanish*
Rodney Oakes, *Music*
Michael Oates, *Communication Studies*
Tedja Oepomo, *Associate Professor*,
Mathematics
JoNeen Ohlaker, *Child Development*
William Ohm, *Mathematics*
Benjamin Ong, *Architecture*
Denise Orme, *Psychology*
Humberto Ortiz, *Mathematics*
Laxmi Pandey, *Health*
Janaki Parikh, *Anthropology*
Erik Pastora, *Culinary Arts*
Ann Patterson, *Music*
Alberto Pimentel, *Sociology*
Keith Plutchok, *Kinesiology*
Kenneth Poole, *Political Science*
Dorothy Presley, *CAOT*
Vincent Pruden, *Art & Photography*
Melissa Punnoose, *Nursing*
Jorge Quintero, *Geography*
Adrianna Ramirez, *History*
Susan Ramirez,
Vocational Education/ESL
- Dorothy Ray**, *Communication Studies*
Mona Dallas Reddick, *Associate
Professor, Anthropology & Humanities*
Natalie Ricard,
Developmental Communications
Robert Richards, *Sociology*
Jeffrey Rigby, *Anthropology*
Gary Robertson,
Communication Studies
John Scott Robertson,
Administration of Justice
Michael Scott Robertson,
Anthropology
Paul Rodriguez, *Political Science*
Sandra Romero, *Mathematics*
Mario Rueda, *Fire Technology*
Pilar Rustad, *Spanish*
Vineeta Sachdev, *Chemistry*
Ramsey Salem, *Mathematics*
Christopher Salisbury, *English*
Errol Sanborn, *English*
Frank Sandoval, *History*
Samuel Sandt, *Anthropology*
Mariko Saso, *Mathematics*
Constance Schwartzman, *Nursing*
Ray Shackelford, *Fire Technology*
Dale Shannon, *ESL*
Mark Shannon, *Communication Studies*
Michi Shimura, *Japanese*
Beverly Shue, *Life Science*
Alicia Sichan, *Psychology*
Daniel Simon, *History*
James Sitterly, *Music*
James Slama, *English*
Justin Smith, *History*
Kevin Smith, *History*
Lora Smith, *Nursing*
Donette Steele, *Psychology*
Elizabeth Steiglitz, *Nursing*
Theresa Stein, *English*
Michael Suzuki, *Biology*
Steven Swaim, *English*
Ladd Terry, *Art*
Jack Thomas, *Life Science*
Michael Thomas, *Fire Technology*
Joan Thomas-Spiegel,

ADJUNCT FACULTY

Associate Professor, Psychology
Darrell Thompson, *Associate*
Professor, Humanities & Philosophy
Shantel Thornton, *Psychology*
Sanubo Toeque, *Chemistry*
Dominic Trutanich, *Business*
Albert Turner, *Kinesiology*
David Turner, *Architecture*
Theresa Ursic, *History*
Mario Valadez, *History*
Kym Valvieja, *Child Development*
Angelica Vega,
ESL, Developmental Communications
Ruben Vega, *Political Science*
Jenny Veliz-Urdua, *Nursing*
Angelica Villalpando,
Counselor-SPF
Maria Villegas, *Spanish*
Brian Wade, *Life Science*
Wendy Walsh, *English*
Jontae Watkins, *Psychology*
Cheryl Watson, *Child Development*
David Weber, *History*
Glenn Weiss,
Emergency Department Assistant
Nancy Webber, *Humanities*
John Wheeler, *Sociology*
James White, *Kinesiology*
Russ Whiting, *Astronomy and Physics*
Tricia Wickers, *Nursing*
Aileen Wilson-Aus, *Business*
Louis Wolff, *Accounting*
Rich Wong, *Mathematics*
James Worley, *Accounting*
Mits Yamashita, *Kinesiology*
Veronica Yanez-Diaz, *Nursing*
Florence Yates, *Kinesiology*
Maricela Zaragoza, *English*
Shanna Zareski, *Journalism*
Lazaro V. Zamora, *English*

COLLEGE STAFF

Manuel Aguillon

Accounting Technician

Arif Ahmed

Assistant Administrative Analyst

Andre Alexander

Custodian

Angelo Almonte

Senior Office Assistant

Anthony Alvarez

Stock Control Assistant

Albert Askew

Stock Control Supervisor

Michelle Barreau

Financial Aid Technician

Epifania “Fanny” Baquir

Accounting Technician

Robert Barker

Student Recruitment Coordinator

Brian Beaubien

Gardener

Ricky Benjamin

Custodian

Cheryl Betancourt

Admissions & Records & Evaluation

Technician

Edward Brandon

Custodian

Patricia Brough-Cervantes

Library Technician

Tuc Buu

Gardener

Jason Byrd

Custodian

Carlos Castillo

Custodian

Joseph Cha

Custodian

Jerry Chau

Electronics Technician

Maria Chavez

Financial Aid Technician

Keiyanna Chisom

Senior Office Assistant

Aimee Cisneros

Admissions & Records Assistant

Ivan Clarke

Manager, College Information Systems

Jacqueline Copeland

Senior Secretary

Rodrigo Cornejo

Custodian

Christina Couroux

Life Sciences Lab Technician

David Craig

Maintenance Assistant

Leon Cruz

SFP Office Assistant

Tayhesia Darby-Rogers

Admissions & Records Assistant

Timothy Davis

Instructional Assistant – Assistive

Technology

Elizabeth Desylva

Administrative Aide

Lakshman De Silva

Accountant

Ismael Del Rosario

Admissions & Records & Evaluation

Technician

Carlos Diaz

Custodian

Daniel Dumas

Custodial Supervisor

Anthony Echevarria

Custodian

Anthony Edgar

Custodian

Marquis Edwards

Custodian

Adan Encinas-Rodriguez

Admissions & Records Assistant

William Englert

Director of College Facilities

Rhea Estoya

Assistant Research Analyst

Denise Faamasino

Library Technician

Jared Fowler

Instructional Assistant - Music

Martin Gallegos

Simulation Technician

Salvador Gallegos

Stock Control Aide

Kelly Gentry

Custodian

Wheanokqueah Gilliam

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Gabriela Gonzalez

Financial Aid Technician

Teresa Gonzalez

Financial Aid Technician

Tatyana Grinberg

Senior Accountant

Thach Ha

Gardener

Shawn Harris

Custodian

Brian Henderson

Administrative Secretary

Rigoberto Huerta

Stock Control Aide

Danielle Jack

Executive Assistant to the President

Jazmyne Johnson

Administrative Secretary

Bryon Jones

Custodian

Rickey Jones

Custodian

Thomas Jones

General Foreman

Kerry Keener

Senior Secretary

Hovsep Kotelyan

Computer & Network Support Specialist

Robyn Lamoreux

Library Technician

Catherine Landrum

Instructional Assistant - Language Arts

Megan Lange

Instruction Assistant,

Learning Assistance Center

Trang Le

Gardener

Terrence Lew

Data Communication Specialist

Traci Liley

Library Technician

Pablo Limon

Admissions & Records Assistant

Martin Linley

COLLEGE STAFF

Custodian
Candy Luin
Admissions & Records Assistant

Jose Luna
Student Services Assistant

Cynthia Machado
Admissions & Records Assistant

Christopher Mandia
Secretary

Jo Ann Mardesich
Accounting Technician

Timothy Mariner
Data Management Support Assistant

Alfredo Martinez
Chemistry Lab Technician

Cristian Martinez-Contreras
Student Services Aide

Olga Mascorro
Financial Aid Technician

Jerry McClellan
Web Designer

Claudette McClenney
Administrative Analyst – SPOC- CHRS

Christol McDonald
Athletic Trainer

Georgia “Lynn” McGuire
Senior Office Assistant - Initiator

Patrick McNeal
Kinesiology/Athletics Facilities

Alejandro Mendoza
Payroll Assistant

Marian Messina
Administrative Aide

Crystal Milbury
Assistant Bookstore Manager

Angela Miller
Secretary

Lauren Miller
Special Services Assistant

Lori Minor
Academic Scheduling Specialist

Thomas Moore, III
Painter

David Mora
Custodian

Jose Moreno
Electrician

Willie Muckelroy

Plumber
Nadine Muro
Instructional Assistant - Mathematics

Carla Mussa-Muldoon
Community Services Manager

Maria Navarro
Kinesiology/Health and Wellness

Women's Facilities

Tin Ngo
Lead Gardener

Huynh Nguyen
Computer & Network Support Specialist

My Nguyen
Computer & Network Support Specialist

Julie Nunez
Instructional Assistant, Nursing

Vicki Nuno-Cobos
Community Services Aide

Marco Ortega
Senior Accounting Technician

Albert Palmer
Custodian

Yvette Parra
Secretary

Johnny Phung
Online Multimedia Specialist

Michael Pursey
Operations Manager

Melissa Quiroz
Accounting Assistant

Edgar Reyes
Maintenance Assistant

Antuan Roberts
Custodian

Kenneth Roberts
Lead Support Services Assistant

Esperanza Robledo
Community Services Aide

Adan Rodriguez-Encinas
Admissions & Records Assistant

Arthur Ruelas
Locksmith

Hauson Sanders
Custodian

Citlally Santana
Student Services Assistant

Maureen Schaller
Senior Secretary

Devin Simmons

Custodian
Sergio Soto
Community Services Assistant

Keith Standifer
Heating + Air Conditioning Technician

Steven Swaim
SFP-Program Technician

Nola Timms
Secretary

Kym Valvieja
Instructional Assistant - Child Development

Marina Vargas
Admissions & Records Assistant

Mary Vargas
Facilities Assistant

Angelica Vega
Secretary

Billy Velasco
Athletic Trainer - Assistant

Esther Villanueva
Financial Aid Supervisor

Maria Virula
Custodian

William Vowels
Maintenance Assistant

Patricia Walker
Admissions & Records Assistant

Eric Warren
Custodian

Piper Watkins
SFP Program Technician

Xavier Watkins
Custodian

Kimberly Watson
SFP Program Specialist

Marcia Webb
Regional College Procurement Specialist

Derrick Williams
Senior Custodial Supervisor

Vania Yalamova
SFP Program Specialist

Robert York
Piano Accompanist

Angeles Zesati
SFP-Program Specialist

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FALL 2014 ACADEMIC CALENDAR

It is the student's responsibility to adhere to the deadline dates listed below and to drop a class no longer being attended. Your failure to drop a class by the deadline date will result in a "W" or an "F" on your academic record. Failure to drop by deadlines means that fees will be owed. Admissions and registration hours: February 10-13 & 18-20, Monday – Thursday 9:00 a.m. – 1:30 p.m. & 4:30 – 7:00 p.m. Friday closed.. Regular admissions office hours: Monday – Thursday 9:30 a.m. – 1:30 p.m. & 4:30 p.m. to 6:30 p.m.. Friday closed. All calendar dates are subject to change.

FALL 2014 SEMESTER CLASSES BEGIN SEPTEMBER 2 AND END DECEMBER 21, 2014

Applications accepted online	February 24, 2014 – August 18, 2014
Note: Depending on enrollment, the online application system may open again on October 1 to accept applications for late start classes	
Students may drop classes using internet	May 9, 2014 – November 23, 2014
Residency Determination Date	August 31, 2014
DAY AND EVENING FULL-TERM CLASSES begin	September 2, 2014
PACE CLASSES – FIRST SESSION begins	September 2, 2014
HOLIDAY: Labor Day (Campus Closed)	September 1, 2014
Add permits signed by instructor needed to enroll in classes	September 2 – September 14, 2014
Program Changes and Late Registration	September 2 – September 9, 2014
Note: Short-term classes have different add/drop dates.	
Consult the Admissions and Records office for correct dates	
Fall 2014 Graduation Petition Applications	September 2 – October 15, 2014
LAST DAY TO:	
Add a full-term class	September 14, 2014
Drop full-term classes to receive refund or without paying fee (Refund must be picked up from cashier by September 30, 2014)	September 14, 2014
Drop short-term classes or PACE classes to receive refund or without paying a fee:	The first week of class
Drop regular full-term classes without receiving a "W"	September 11, 2014 (in-person) September 14, 2014 (online)
Elect Credit/No Credit – full-term classes	September 29, 2014 (in-person)
Elect Credit/No Credit – short-term classes or PACE classes	The second week of class
Petition for Graduation	October 20, 2014
Drop full-term classes with a "W"	November 20, 2014 (in-person) November 23, 2014 (online)
Note: Short-term classes have different drop dates. Consult the Admissions and Records office for correct dates.	
PACE CLASSES – SECOND SESSION begin	October 22, 2014
Holiday: Veterans' Day (Offices Closed)	November 11, 2014
Holiday: Thanksgiving (Offices Closed)	November 27 – November 30, 2014
Final Examinations	December 15 – 21, 2014
Last day of Fall Semester classes	December 21, 2014



SPRING 2015 ACADEMIC CALENDAR

It is the student's responsibility to adhere to the deadline dates listed below and to drop a class no longer being attended. Your failure to drop a class by the deadline date will result in a "W" or an "F" on your academic record. Failure to drop by deadlines means that fees will be owed. Admissions and registration hours: February 9-12 & 16-19, Monday – Thursday 9:00 a.m. – 1:30 p.m. & 4:30 – 7:00 p.m. Friday closed. Regular admissions office hours: Monday – Thursday 9:30 a.m. – 1:30 p.m. & 4:30 p.m. to 6:30 p.m.. Friday closed. All calendar dates are subject to change.

SPRING 2015 SEMESTER CLASSES BEGIN FEBRUARY 9 AND END JUNE 7, 2015

Applications accepted	October 3, 2014 – January 23, 2015
Residency Determination Date	February 8, 2015
Internet registration for:	
• EOPS/DSPS/Veterans/Cal WORKs continuing	November 17, 2014 – February 8, 2015
• Fully Matriculated continuing students	November 20, 2014 – February 8, 2015
• Fully Matriculated new and returning students	November 28, 2014 – February 8, 2015
Late registration and program changes require add permits signed by instructor to enroll in classes	February 9 – 24, 2015
Students may drop classes using internet	November 17, 2014 – May 10, 2015
Class Begin:	
• DAY AND EVENING FULL-TERM CLASSES	February 9, 2015
• SATURDAY CLASSES	February 21, 2015
• PACE CLASSES – FIRST SESSION begin	February 10, 2015
• PACE CLASSES – Second begins	April 14, 2015
Holidays (No Classes):	
• President's Day (campus closed)	February 13 – 16, 2015
• Cesar Chavez Day (campus closed)	March 31, 2015
• Spring Break	April 4 – 10, 2015
• Memorial Day (campus closed)	May 25, 2015
LAST DAY TO:	
• Add classes (in person at Admission and Records with instructor's add permit)	February 22, 2015
• Submit audit cards	February 22, 2015
• Elect Credit/No Credit – full-term classes	March 3, 2015
• Drop or change full term classes without incurring fees	February 22, 2015
• Claim a refund of enrollment fees and non-resident tuition	February 22, 2015
• Drop full term classes without a grade of "W" in person	February 19, 2015
• Drop full term classes without a grade of "W" online	February 22, 2015
• Drop full term classes with a grade of "W" in person	May 7, 2015
• Drop full term classes with a grade of "W" online	May 10, 2015
Short Term Class	
Last day to:	
• Drop short-term classes or PACE classes to receive refund or without paying a fee	First week of class
• Elect Credit/No Credit – short-term classes or PACE classes	Second week of class
General Calendar Dates	
• Spring 2015 Graduation Petition Applications	January 2 – March 5, 2015
• Final Examinations	June 1 – 7, 2015
• Refund must be picked up from cashier by	March 13, 2015
• Last day of Spring Semester classes	June 7, 2015
• Graduation Commencement Day	June 11, 2015



FALL 2015 ACADEMIC CALENDAR

It is the student's responsibility to adhere to the deadline dates listed below and to drop a class no longer being attended. Your failure to drop a class by the deadline date will result in a "W" or an "F" on your academic record. Failure to drop by deadlines means that fees will be owed. Admissions and registration hours: February 9-12 & 16-19, Monday – Thursday 9:00 a.m. – 1:30 p.m. & 4:30 – 7:00 p.m. Friday closed. Regular admissions office hours: Monday – Thursday 9:30 a.m. – 1:30 p.m. & 4:30 p.m. to 6:30 p.m.. Friday closed. All calendar dates are subject to change.

FALL 2015 SEMESTER CLASSES BEGIN AUGUST 31 AND END DECEMBER 20, 2015

Applications accepted	April 13, 2015 – August 30, 2015
Residency Determination Date	August 30, 2015
Internet registration for:	
• EOPS/DSPS/Veterans/Cal WORKs continuing	May 4, 2015 – August 30, 2015
• Fully Matriculated continuing students	May 7, 2015 – August 30, 2015
• Fully Matriculated new and returning students	May 25, 2015 – August 30, 2015
• K-12 and special admits students	June 8, 2015 – August 30, 2015
Late registration and program changes require add permits signed by instructor to enroll in classes	August 31 – September 10, 2015
Students may drop classes using internet	May 4, 2015 – November 22, 2015
Class Begin:	
• DAY AND EVENING FULL-TERM CLASSES	August 31, 2015
• SATURDAY CLASSES	September 12, 2015
• PACE CLASSES – FIRST SESSION begin	August 31, 2015
• PACE CLASSES – SECOND SESSION begins	October 27, 2015
Holidays (No Classes):	
• Labor Day (campus closed)	September 5 – 7, 2015
• Veterans Day (campus closed)	November 11, 2015
• Thanksgiving (campus closed)	November 26 – 29, 2015
Last day to:	
• Add full term class with instructors add permit	September 10, 2015
• Submit audit cards	September 10, 2015
• Elect Credit/No Credit – full-term classes	September 15, 2015
• Drop full term classes in person without incurring fees or a grade of "W"	September 10, 2015
• Drop full term classes online without incurring fees or a grade of "W"	September 13, 2015
• Drop full term classes with a grade of "W" in person	November 19, 2015
• Drop full term classes with a grade of "W" online	November 22, 2015
Short Term Class	
Last day to:	
• Drop FIRST SESSION short-term classes/PACE classes and receive a refund or without paying a fee	September 7, 2015
• Drop SECOND SESSION short-term classes/PACE classes and receive a refund or without paying a fee	November 1, 2015
• Elect Credit/No Credit – short-term classes or PACE classes	Second week of class
General Calendar Dates	
• Fall 2015 Graduation Petition Applications	September 3 – October 15, 2015
• Final Examinations	December 14 – 20, 2015
• Last day of Fall Semester classes	December 20, 2015



SPRING 2016 ACADEMIC CALENDAR

It is the student's responsibility to adhere to the deadline dates listed below and to drop a class no longer being attended. Your failure to drop a class by the deadline date will result in a "W" or an "F" on your academic record. Failure to drop by deadlines means that fees will be owed. Admissions and registration hours: February 8-11 & 15-18, Monday – Thursday 9:00 a.m. – 1:30 p.m. & 4:30 – 7:00 p.m. Friday closed. Regular admissions office hours: Monday – Thursday 9:30 a.m. – 1:30 p.m. & 4:30 p.m. to 6:30 p.m.. Friday closed. All calendar dates are subject to change.

SPRING 2016 SEMESTER CLASSES BEGIN FEBRUARY 8 AND END JUNE 6, 2016

Applications accepted October 3, 2015 - February 1, 2016
Residency Determination Date February 7, 2016

Internet registration for:
 EOPS/DSPS/Veterans/Cal WORKs continuing November 16, 2015 - February 7, 2016
 Fully Matriculated continuing students November 19, 2015 - February 7, 2016
 Fully Matriculated new and returning students December 7, 2015 - February 7, 2016
 K-12 and special admits students December 21, 2015 - February 7, 2016

Registration and program changes require add permits signed by instructor to enroll in classes
 February 8 - 21, 2015

Students may drop classes using internet November 16, 2015 - May 10, 2016

CLASSES BEGIN:
 Day and Evening Full-Term Classes February 8, 2016
 Saturday Classes February 20, 2016
 PACE Classes – First Session begins February 10, 2016
 PACE Classes – Second Session begins April 12, 2016

HOLIDAYS (No Classes):
 President's Day (campus closed) February 12 - 15, 2016
 Cesar Chavez Day (campus closed) March 31, 2016 - April 1, 2016
 Spring Break April 2 - 8, 2016
 Memorial Day (campus closed) May 30, 2016

LAST DAY TO:
 Add classes (In person at Admissions and Records Office with instructor's add permit) February 21, 2016
 Submit audit cards February 22, 2016
 Elect Credit/No Credit - full-term classes March 3, 2016
 Drop full term classes **in person without** incurring fees or a grade of "W" February 18, 2016
 Drop full term classes **online without** incurring fees or a grade of "W" February 21, 2016
 Drop full term classes **with** a grade of "W" in person May 5, 2016
 Drop full term classes **with** a grade of "W" online May 8, 2016

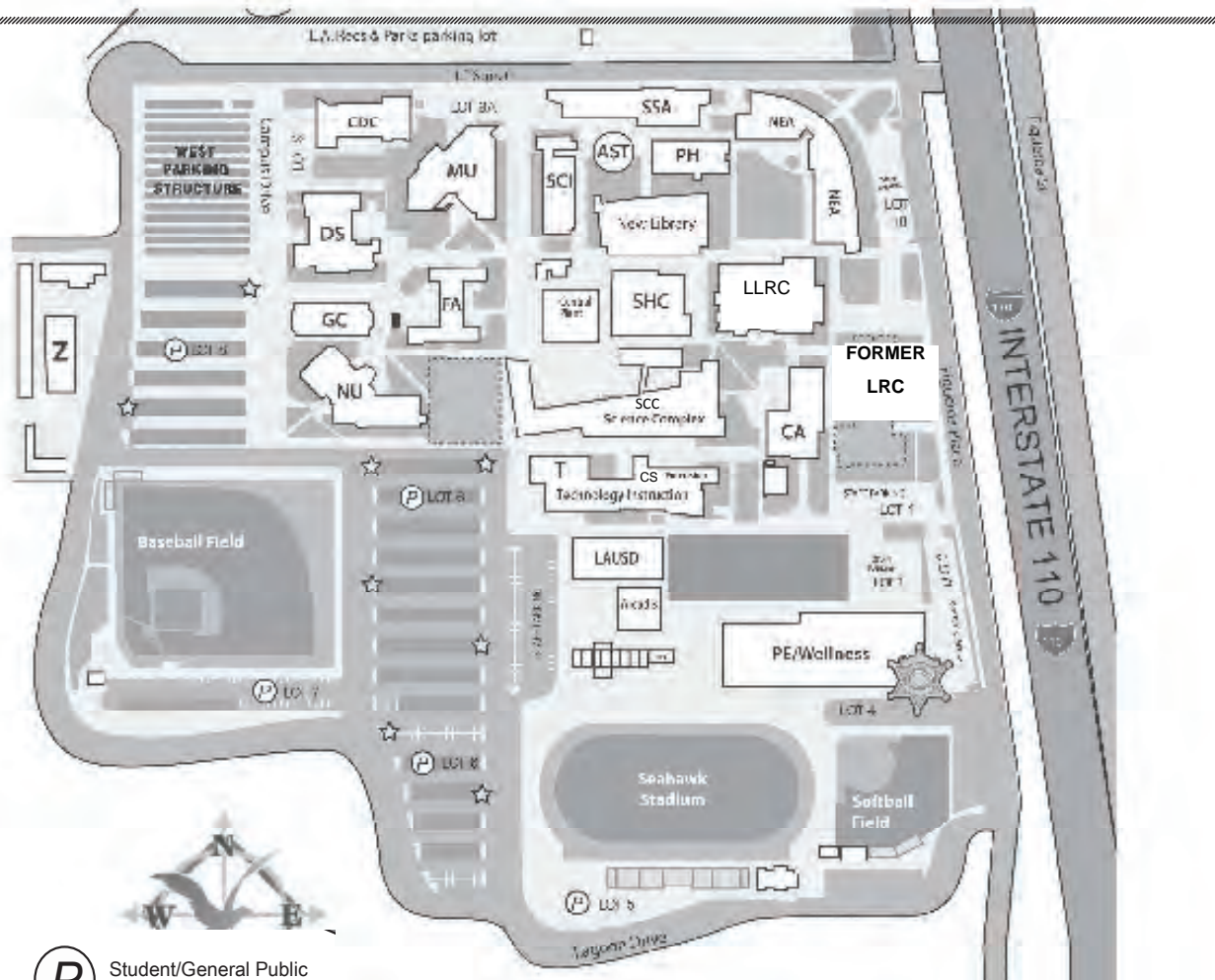
SHORT-TERM CLASSES*
LAST DAY TO:
 Drop **PACE** First Session to a receive refund February 19, 2016
 Drop **PACE** Second Session to a receive refund April 18, 2016



*Note: Other short-term classes have different drop dates. Consult Admissions and Records office for correct dates

GENERAL CALENDAR DATES

Spring 2016 Graduation Petition Applications January 4 - March 3, 2016
 Spring 2016 Final Examinations May 31 - June 6, 2016
 Spring 2016 Graduation Commencement Day June 9, 2016

CAMPUS MAP



-  Student/General Public Parking Lot
-  Daily Parking Permit Machines

LEGEND

- | | |
|---|--|
| AST PLANETARIUM | NU NURSING |
| CA CULINARY ARTS | NEA NORTHEAST ACADEMIC |
| CDC CHILD DEVELOPMENT CENTER | PE/W PE/ WELLNESS |
| CS COMMUNITY SERVICES & Extension Program | PH PHYSICS |
| DS DRAMA SPEECH/THEATER | SCC SCIENCE COMPLEX |
| FA FINE ARTS | SHC/B SEAHAWK CENTER/BOOKSTORE |
| GC GENERAL CLASSROOMS | SSA STUDENT SERVICES & ADMINISTRATION BUILDING |
| LAUSD L.A. UNIFIED COMPLEX | TECH TECHNOLOGY FACILITIES, MAINTENANCE & OPERATIONS |
| LLRC LIBRARY / LEARNING RESOURCE CENTER | |
| MU MUSIC BUILDING | |

Student Parking Lots: 4, 5, 6, 7, 8, and West Parking Structure

Staff Parking Lots: 1, 2, 3, 4, 6, 8, 9, 9A, 10, and West Parking Structure

Guest/Visitor all day paid parking: Any student parking lot with \$2 paid permit from parking permit machines.

Parking Questions? Visit the Sheriff's Office or call (310) 233-4600

ADDENDUM

ADVANCED PLACEMENT CREDIT

COURSE EQUIVALENCY

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

If a student wishes to use AP exams to meet a major or area of emphasis graduation requirement, the student must file a general petition. Please consult with a counselor.

CSU GE BREADTH AND IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Pages 224-227 indicate how AP tests are used to meet these requirements.

Note: Advanced Placement course equivalency credit cannot be used toward AAT/AST major requirements.

The above statement is accompanied by the most up-to-date version of the information contained in the table beginning on page 224.

ADVANCED PLACEMENT (AP) EXAM EQUIVALENCY

AP exam results may be used to establish course equivalency for a major area of emphasis graduation requirement by petition. Consult a counselor for more information. AP exam results may be used to establish course equivalency for designated CSU GE Breadth or IGETC. Note: Advanced Placement course equivalency credit cannot be used toward AAT/AST major requirements. Consult a counselor for more information.

The table beginning on page 224 lists courses equivalencies for AP exams. Note: this list may be updated without notice. To view the most up-to-date version, see LACCD Administrative Regulation E-110 at <http://laccd.edu/About/Documents/AdministrativeRegulations/E-110.docx>.

EQUIVALENCY FOR COURSES TAKEN AT OTHER INSTITUTIONS

A course taken at another institution may be counted toward satisfying an area of emphasis at Harbor College if found to be equivalent by a counselor or Admissions and Records evaluator or by petition. Consult a counselor for more information. A course taken at another accredited institution may be counted toward satisfying a requirement for an award program at Harbor College if found to be equivalent by a counselor or Admissions and Records evaluator or by petition. Consult a counselor for more information.

WAIVER OF LACCD GENERAL EDUCATION AREA E REQUIREMENT FOR HIGH-UNIT MAJOR AWARDS

Students pursuing degrees in high-unit majors (those requiring 42 or more units in the major) may request to waive the 3-unit LACCD GE Area E requirement when they submit their graduation petition.

EXAM	Score	Semester Units Toward Associate Degree GE Req.	Sem. Units Toward GE Requirements	Associate Degree GE area Fulfilled Board Rule: Chapter VI: 6201.04	Graduation Competency Requirement Fulfilled. Board Rule: Chapter VI: 6201.14	Title V American Intuitions Requirement Board Rule: Chapter VI: 6201.04	IGETC Applicability	CSU GE Breadth Applicability
Art History	4, 5	6	3	Section C: Humanities			3A OR 3B 3 sem. Units 4 qt. Units	C1 OR C2 3 semester Units
Art Studio: General Portfolio or Drawing Portfolio	3	6	3	Section C: Humanities			NA	NA
Biology Biological Sciences	3, 4, 5	8	3	Section A: Natural Sciences			5B with lab 4 sem. units 5 qt. Units	B2 and B3 4 sem. units
Chemistry	3, 4, 5	8	3	Section A: Natural Sciences			5A with lab 4 sem. units 5 qt. Units	B1 and B3 4 sem. units
Chinese Language and Culture	3, 4, 5	8	3	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units
Computer Science Exam A	3, 4, 5	3	3	Section D: Language and Rationality			NA	NA
Computer Science Exam AB	3, 4, 5	6	3	Section D: Language and Rationality			NA	NA
Economics: Macroeconomics	3 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 sem. Units 4 qt. units	B2 3 Sem. units
Economics: Microeconomics	3 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 sem. Units 4 qt. units	B2 3 Sem. units

EXAM	Score	Semester Units Toward Associate Degree GE Req.	Sem. Units Toward GE Requirements	Associate Degree GE area Fulfilled Board Rule: Chapter VI: 6201.04	Graduation Competency Requirement Fulfilled. Board Rule: Chapter VI: 6201.14	Title V American Intuitions Requirement Board Rule: Chapter VI: 6201.04	IGETC Applicability	CSU GE Breadth Applicability
English Language & Composition or Composition and Literature	3 4 5	3 3 6	3 3 6	Section D: Language & Rationality	Reading and Written Expression Competency Satisfied		IA 3 sem. Units 4 qt. units	A2 3 sem. Units
English Comp. and Literature	3 4 5	3 3 6	3 3 6	Section D: Language & Rationality	Reading and Written Expression Competency Satisfied		IA 3 sem. Units 4 qt. units	A2 and C2 6 sem units
Environmental Science	3,4,5	4	3	Section A: Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3
Environmental Science 2	3,4,5	4	3	Section A: Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3
French Language	3 4 or 5	6	3	Section C: Humanities			5B and 6A 3 sem. Units 4 qt. units	C2 3 sem units
French Literature	3,4,5	6	3	Section C: Humanities			5B and 6A 3 sem. Units 4 qt. units	C2 3 sem units
German Language	3 4,5	5(0) 10	3 3	Section C: Humanities			5B and 6A 3 sem. Units 4 qt. units	C2 3 sem units
Government & Politics: U.S.	3,4,5	3	3	Section B1: American Institution		American Institutions Satisfied	4 3 sem. Units 4 qt. units	D8+us-2 3 Sem. Units
Government & Politics: Comparative	3,4,5	3	3	Section B2: Social and Behavioral Sciences			4 3 sem. Units 4 qt. units	D8 3 Sem. units
History: European	3 4,5	6	6	Section B2: Social and Behavioral Sciences and Section C: Humanities			5B or 4 3 sem. units 4 qt. units	C2 OR D6

EXAM	Score	Semester Units Toward Associate Degree GE Req.	Sem. Units Toward GE Requirements	Associate Degree GE area Fulfilled Board Rule: Chapter VI: 6201.04	Graduation Competency Requirement Fulfilled. Board Rule: Chapter VI: 6201.14	Title V American Intuitions Requirement Board Rule: Chapter VI: 6201.04	IGETC Applicability	CSU GE Breadth Applicability
History: U.S.	3 4,5	6	6	Section B1: American Institution		American Institutions Satisfied	3B or 4 3 sem units 4 qt. units	C2 or D6+US-1 3 sem. units
History: World	3,4,5	6	6	Section B2: Social and Behavioral Sciences			3B or 4 3 sem. units 4 qt. units	C2 or D6 3 sem. units
Human Geography	3,4,5	3	3	Section B2: Social and Behavioral Sciences			4 3 sem. units 4 qt. units	D5 3 sem. units
Italian Language & Culture	3,4,5	6	3	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units
Japanese Language & Culture	3,4,5	6	3	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units
Latin Literature	3,4,5	6	3	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units (removal fall 2009)
Latin: Vergil	3,4,5	6	3	Section C: Humanities			3B and 6A 3 sem. Units 4 qt. units	C2 3 sem. units
Mathematics: AB Calculus	3 4,5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem. units 4 qt. units	B4 3 sem. units
Mathematics: BC Calculus	3 4,5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem. units 4 qt. units	B4 3 sem. units
Music Literature	3							
Music Theory	3,4,5	6	3	Section C: Humanities			NA	C1 3 sem. units (Removal Fall 09)

EXAM	Score	Semester Units Toward Associate Degree GE Req.	Sem. Units Toward GE Requirements	Associate Degree GE area Fulfilled Board Rule: Chapter VI: 6201.04	Graduation Competency Requirement Fulfilled. Board Rule: Chapter VI: 6201.14	Title V American Intuitions Requirement Board Rule: Chapter VI: 6201.04	IGETC Applicability	CSU GE Breadth Applicability
Physics B	3,4,5	6	3	Section A Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3 4 sem. units
Physics C 1 GR 2	3,4	4	3	Section A Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3 4 sem. units
Physics Part 1 (Mechanics)	5	4	3	Section A Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3 4 sem. units
Physics Part 2 (Electricity and Magnetism)	5	4	3	Section A Natural Science			5A with lab 3 sem. units 4 qt. units	B1 and B3 4 sem. units
Psychology	3,4,5	3	3	Section B2: Social and Behavioral Sciences			4 3 sem. units 4 qt. units	D9 3 sem. units
Spanish Language	3 4,5	6 ?	3 ?	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units
Spanish Literature	3,4,5	6	3	Section C: Humanities			3B and 6A 3 sem. units 4 qt. units	C2 3 sem. units
Statistics	3,4,5	3	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem. units 4 qt. units	B4 3 se. units

IMPORTANT PHONE NUMBERS

General Information (310) 233-4230 For Departments, Dial (310) 233 + extension

Admissions & Records	4090	SSA Lobby	Learning Assistance Center	4149	LAC
Art Gallery	4411	FA 100	Library	4480	LRC
Assessment Center Office.....	4072	SSA 118	Lost & Found	4618	Sheriff
Associated Students Org.	4594	SHC 201	Matriculation.....	4043	SSA 103E
Athletics.....	4140	Athletics	Nursing Program.....	4360	NU Lobby
Bookstore	4170	SHC 105	PACE Program.....	4522	NEA 167
CalWorks	4403	OV 1B	<i>Plan for Accelerated College Education</i>		
Career Guidance Center	4282	SSA 105	Sheriff's Office	4600	PE Bldg.
Cashier's Office.....	4212	SHC, 1st Fl.	Special Programs and Services	4629	Cafe 108
Child Development Center	4200	CDC	Student Services.....	4030	SSA 203
Community Services.....	4450	B 16	Transfer Services Center.....	4282	SSA 105
Compliance Office	213-891-2000, x2315		Tutoring Office.....	4149	LRC 114
Counseling.....	4230	SSA Lobby	Veteran Affairs Office.....	4232	SSA 114
EOP&S/CARE	4265	SSA 207	Instructional Labs		
<i>Extended Opportunity Programs and Services</i>			Biology.....	4553	SCC 213
Extension Program	4450	B16	Health Sciences.....	4360	NU 148
Financial Aid	4320	SSA 114	Math	4498	LAC 105B
Foundation Office.....	4336	SSA 237	Music	4429	MU 150
Health Services (Nurse).....	4520	Cafe 110	Nursing	4360	NU 148
Honors Program	4038	SSA 130	Reading.....	4149	LAC 111
Instructional Programs	4020	SSA 218	Writing.....	4148	LAC 104A4A
International Students	4111	SSA 115			

EMERGENCY RESPONSE QUICK GUIDE

IN CASE OF EMERGENCY, DIAL 911 FROM ANY CAMPUS PHONE

OR 310-233-4600 IF CALLING FROM A CELL PHONE TO AVOID ANY UNNECESSARY DELAYS IN RESPONSE

ACTIVE SHOOTER

If the Active Shooter is INSIDE your building:

- Remain calm.
- If possible, exit the building via safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety, barricade doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

If the Active Shooter is OUTSIDE your building:

- Remain calm.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

When Law Enforcement Arrives:

- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and yelling

EARTHQUAKE

Stay calm.

If indoors, "Duck, Cover, and Hold On" under a table or desk or against an inside wall until the shaking stops. Protect your head and neck with your arms.

If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.

Do not use elevators.

Do not exit a building during the shaking--there is a danger from falling debris.

FIRE OR EXPLOSION

- Do not panic and activate the nearest fire alarm.
- Call 911 or the Campus Sheriff Station to report the location of the fire.
- If the fire is small, attempt to extinguish it with a fire extinguisher.
- If the fire is large, evacuate the building via the nearest fire exit.
- Close all doors when exiting.
- Use stairways and keep to the right.
- Do not use elevators, they may shut down or stop on the floor of the fire.
- Check all doors for heat prior to opening them.
- If you are caught in smoke, drop to your hands and knees and crawl.
- Breathe shallowly through your nose and use your clothing to cover your nose and mouth.
- Proceed to the nearest evacuation area.

If you are trapped by fire in a room:

- Place moist cloth material around/under the door to keep smoke out.
- Retreat-Close as many doors as possible between you and the fire.
- Be prepared to signal from windows, but do not break the glass unless absolutely necessary (Outside smoke and draft could be drawn in).



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