Catalog
2004-2005

Los Angeles
Southwest College
1600 West Imperial Highway
Los Angeles, California
90047-4899

Home of Six National Association of Speech and Dramatic Artists!

Accredited by the Western Association of Schools and Colleges
Accuracy Statement
The Los Angeles Community College District and Los Angeles Southwest College have made every effort to ensure the accuracy of the information found in this catalog and may, without notice, change general information, courses, or programs offered. This District and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law.

Enrollment fees are set by the State Legislature and subject to change for residents and non-residents. The college catalog can also be found on our website at www.lasc.edu. Click on VIEW COLLEGE CATALOGUE.
President’s Message

Welcome to Los Angeles Southwest College!

Within this catalog is a land of opportunities for you to be all that you can be. Enter these pages in to a world of career and educational options. Choose for yourself what you want to become and do not settle for anything less than excellence. Do take the ticket and explore a path leading to a degree, certificate, or personal growth. You can get off at any time, but we are confident that you will enjoy the trip and arrive at whatever destination you pick more advanced, richer, and wiser than you began. Come, journey to a new you with all of us at Los Angeles Southwest College.

Dr. Audre Levy
President
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2004-2005 College Calendar

Summer Session
Summer Session Begins ................................................................. June 28, 2004
Independence Day ............................................................................. July 5, 2004
Summer Session Ends ...................................................................... August 6, 2004

Fall Semester
Instruction Begins ............................................................................ August 30, 2004
Labor Day ............................................................................................. September 6, 2004
Veterans’ Day Holiday (observed) .................................................... November 12, 2004
Thanksgiving Holidays (observed) .................................................... November 25 – November 27, 2004
Final Examinations ............................................................................ December 13 – December 18, 2004
Fall Semester Ends ........................................................................... December 18, 2004

*Note: Possible Winter Intersession dates TBD.
Call 323-241-5284 after 11/04 for more information.

Always refer to the College Schedule of Classes for the most current calendar dates for each semester.
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<td>District Board of Trustees</td>
<td>(213) 891-2000</td>
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<tr>
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<td>Vice President of Academic Affairs</td>
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College Information

HISTORY
A 20 year vision became a reality for a dedicated group of residents in February 1967 when the Los Angeles Board of Education approved plans to build a community college at the corner of Western Avenue and Imperial Highway in Los Angeles. On September 11, 1967, Los Angeles Southwest College officially opened its doors with 600 students and 22 full-time faculty members.

Since then, Los Angeles Southwest College has established itself as an educational and cultural hub of the southern part of Los Angeles and surrounding communities.

In addition to classroom instruction, students are exposed to a myriad of learning experiences to broaden their horizons, to expand their options and alternatives, to develop an appreciation for the academic work ethic, and to understand intellectual pursuits. Our graduates are among the most successful — ranging from medical professionals and professional athletes to recording artists and educators.

Currently, our enrollment exceeds 6,000. As we develop new partnerships with local schools and community agencies, we continue to "Embrace the Spirit of Excellence and the Vision of Change."

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

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

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges’ communities and to the growing diversity among students.

The quality of the educational experience is to be judged by its value to our students and our communities. We recognize that academic freedom is essential to excellence in education.

MISSION AND GOALS
Our Mission
As a comprehensive community college, Los Angeles Southwest College provides high quality, accessible, and affordable educational opportunities and services that promote the discovery and application of knowledge, including university transfer, technical, and lifelong learning programs. We promote individual development, enrich lives, and improve the overall quality of life for our diverse and multi-cultural student population.

In pursuit of this mission, we endeavor to:
- Promote equal opportunity for participation;
- Maintain appropriate student learning standards for academic achievement with measurable outcomes;

- Provide an educational environment which meets the needs of students with varied learning skills;
- Provide support services which contribute to instructional effectiveness and student access;
- Affirm the importance of multi-cultural, international, and inter-cultural collegiate experiences that foster individual and group understanding; and
- Manage effectively educational and financial resources.

Educational Goals
In order to accomplish the mission, our goals are to provide:
- Preparation for advanced study in colleges and universities;
- Occupational and technical education for business, industry, and public service;
- A comprehensive program of student support services;
- Opportunities for personal development that will enable students and the community to improve their quality of life; and
- A safe, healthy, and secure physical environment.

College-wide Objectives
In order to accomplish these goals, certain college-wide objectives must be met. Therefore, Los Angeles Southwest College will:
- Provide comprehensive transfer, career, and occupational programs;
- Provide a comprehensive general education program;
- Provide special support and developmental programs and services;
- Provide a comprehensive program of counseling and guidance services to all students;
- Provide community service, non-credit, and continuing education programs;
- Provide a comprehensive program of student activities;
- Promote an awareness of these program services to residents in the college service area;
- Provide a comprehensive shared governance model in decisions affecting the college;
- Establish and maintain staff balance, responsive to diversity;
- Plan and evaluate all programs and services of the college;
- Provide professional development for faculty, staff, and administration;
- Provide a college environment with the equipment, library materials, instructional supplies, audio visual materials, facilities, and other professional support services appropriate to each program;
- Maintain an environment supportive of innovation;
- Construct and maintain a safe and attractive physical environment; and
Provide for the safety and security of college students, staff, and facilities.

FUNCTIONS OF THE COMMUNITY COLLEGE

To accomplish the educational philosophy and mission of the Los Angeles Community Colleges, Los Angeles Southwest College offers the following types of educational programs:

Transfer. A college transfer program which 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 planned to offer 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 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 society-at-large.

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

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

Community Services. Community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events; summer youth programs and civic functions, completely financed by fees charged those in attendance.

Joint Programs. Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District.
Admission and Registration

MATRICULATION

Matriculation is a process which brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objective(s). The agreement acknowledges the responsibilities and rights of both parties. As part of its ongoing Matriculation Program, Los Angeles Southwest College provides a full range of student friendly services, including:

- Admission to the College
- Testing in Reading, Writing and Mathematics
- Orientation to the College
- Counseling and advisement
- Development of an educational plan
- Registration for courses
- Follow-up of student progress
- Various support services
- Each student has the following responsibilities regarding matriculation services:
  - Express a general educational goal at the time of admission;
  - Meet with a counselor to discuss academic choices and to develop an educational plan;
  - Attend classes and complete assigned coursework; and
  - Maintain progress toward the specified educational goal.
- The College has the following responsibilities:
  - Use multiple sources of information, in addition to test results, as the basis of assessment for counseling/advisement;
  - Provide special accommodations for ethnic and language minority students and students with learning or physical disabilities;
  - Provide a mechanism for changing a specified educational goal;
  - Inform students of their responsibilities and rights regarding matriculation services; and
  - Upon request, provide students with written District procedures concerning challenges, complaints or appeals of matriculation services.

- The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services.

ADMISSION TO THE COLLEGE

Admission to Los Angeles Southwest College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to Los Angeles Southwest College Office of Admissions and Records, 1600 West Imperial Highway, Los Angeles, CA 90047-4899.

APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available from the Office of Admissions and Records. An application must be submitted if a student is:

1. A new student entering Los Angeles Southwest College for the first time, or
2. A returning (former) student who did not attend Los Angeles Southwest College for the prior semester, or
3. A student in grades K-12 enrolled in a public or private school seeking special admission.

K–12 STUDENTS’ SPECIAL ADMISSION

Los Angeles Southwest College may permit the admission of K–12 students who, in the opinion of the President or designee, can benefit from instruction. Approval of the appropriate principal, counselor, parent or guardian, and College Vice President of Student Services is required. The intent of this program is to provide educational enrichment opportunities for a limited number of eligible students who fulfill special admission standards.

The College reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.

Special admission students must conform to the College’s academic rules and regulations and the code of conduct expected of all college students. Some fees may be required.

ENROLLMENT OF HIGH SCHOOL JUNIORS AND SENIORS

Educational enrichment opportunities are available for students who would benefit from advanced scholastic or vocational work as agreed by the President or designee. These students, upon recommendation of the principal of the school that the student attends and with parental consent, may attend a community college as special part-time students to undertake one or more courses of instruction offered at the community college level.

The student can earn academic credit toward high school graduation and a college degree. Application packets are available in the Office of the Vice President of Student Services. For further information, call (323) 241-5279. Interviews are required by the college.

FEE EXEMPTION FOR SPECIAL PART-TIME STUDENTS, GRADES K–12

Students admitted to the Los Angeles Community Colleges pursuant to Education Code Section 76001 and Section 8100.05 of the Board Rules as special part-time students who are concurrently enrolled in K-12 are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code Section 76300.

Commencing with the Spring 2002 semester, non-resident students who are admitted as “Special Part-Time Students Grades K-12” under Board Rule 8100.05 are also exempted from paying non-resident tuition for all semesters and terms (including summer and winter intersession).
International Students (F-1 Visa)
Admission
Los Angeles Southwest College is certified by the Immigration and Naturalization Service to issue I-20s to non-immigrant visa students and will consider applicants if they can meet the following requirements:
A. Have earned a high school diploma or the equivalent education in a foreign country;
B. Have a score of 475 on the paper and pencil version or 150 on the computerized version of the TOEFL (Test of English as a Foreign Language), if high school instruction has NOT been taken in English;
C. Show the ability to pay the non-resident tuition, enrollment fees, and living and personal expenses for 12 months. Personal and living expenses certification is waived if the student is living with a U.S. sponsor who will certify that the expenses will be taken care of.

International student applications are accepted for each Fall and Spring semesters; direct inquiry should be made to the International Student Advisor at (323) 241-5277 or write to the address on the back of the catalog.

Effective April 12, 2002, the Bureau of Citizenship and Immigration Services has issued an Interim Rule which requires students with B visas to change their visa status to F-1 or M-1 prior to pursuing a course of study at the College.

Residency
The California residency requirement has two parts: Act and Intent. To claim residency a student must have lived and shown intent to reside in California by a) paying California income taxes, b) possessing a valid California driver’s license, c) registering and voting in the state, d) owning and registering a car in California, and/or the absence of these ties with another state. The payment of California state income taxes is the most important act of intent. Concurrent with the act of intent, physical presence in the state for one year and one day prior to the first day of classes is required to establish California residency. Because the residency requirement is complicated, students with questions should contact the Office of Admissions and Records.

Change of Address
When a student changes his or her place of residence after he or she has applied for admission to the College, he or she must change his or her address at the Admissions Office immediately by preparing a Notice of Change of Address.

Residence Appeal
A student may appeal his/her 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.

Residence Reclassification
Students who have been classified as non-residents must petition to be reclassified as residents at any time they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

Social Security Number/I.D.
The Los Angeles Community College District maintains a student record system that uses the social security number to identify an individual. If a student does not wish to report his/her social security number, an alternate identification number will be assigned by the college and shall be used at all campuses in this district. Changes in a student’s ID number may be made only in the Admissions Office.

Registration
Assessment, Orientation and Advisement
All new students are expected to participate in the matriculation process prior to registering for classes. Assessment, Orientation and Advisement are part of this matriculation process.

In addition, all students enrolling for the first time in any English, English as a Second Language, reading or mathematics class must complete the appropriate assessment test.

Procedures
To gain the most from this college service, students should plan on completing the matriculation process in the following steps:
1. Complete and file an “Application for Admission” with the Office of Admissions and Records,
2. Take the Computerized Placement Tests which includes multiple measures such as reading, writing, arithmetic, elementary algebra, and college-level math tests,
3. Complete the orientation process,
4. Meet with a counselor, and
5. Register for classes. (The college encourages all new students to enroll in a personal development class).

The schedule for testing and any additional information is available each semester in the Matriculation Office or the Admissions and Records Office.

Matriculation Exemption or Waiver
Although we encourage you to use our matriculation services, you may be exempted from completing any or all of the components of matriculation if you have an AA/AS Degree or higher, have taken comparable English and math courses from another college, or have comparable assessment scores from another college. Please see a counselor to obtain exemption status. (You must bring copies of your transcripts or testing results.)

If you would like to make an appeal, you may contact the Matriculation Coordinator.

Counseling Services
The Counseling Staff is prepared to assist students to define their objectives and develop an educational plan. Students are encouraged to see a counselor on a walk-in basis or by appointment. Counselors are on duty throughout the calendar year to provide information which will assist continuing students and new applicants.

Schedule of Classes
The Los Angeles Southwest College Schedule of Classes, published prior to each semester and the summer and winter sessions, includes registration procedures, calendar dates, program and general information, and course offerings. Detailed information on programs and courses may be found in this Catalog. Schedules are available at various locations on campus.
Enrollment Fees

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be eleven dollars ($18) per unit per semester.

If at the time of enrollment a student is 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 will 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 and other enrollment fee assistance may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

NOTE: Enrollment Fees are set by the State Legislature and are subject to change for residents and non-residents.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For immediate enrollment fee assistance students should contact the College Financial Aid Office to obtain an Enrollment Fee Waiver or an Enrollment Fee Credit.

The Board of Governors Grant (BOGG) is offered by the California Community Colleges to help low income students pay enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer and winter session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this grant. The BOGG is a grant program and does not require repayment. You are eligible for a BOGG if:

- You are a California resident,
- You are enrolled in at least 1 unit, and
- Any one of the following statements applies to you:

  **Statement A** You or your parent/guardian is a recipient of AFDC (Aid to Families with Dependent Children), SSP or SSI (Supplemental Security Income), or General Assistance (also known as General Relief); or you are a dependent of a deceased/disabled veteran; or you are a dependent or an unmarried surviving spouse of a deceased/disabled member of the California National Guard.

  **Statement B** You meet the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Adjusted Gross Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13,470</td>
</tr>
<tr>
<td>2</td>
<td>$18,180</td>
</tr>
<tr>
<td>3</td>
<td>$22,890</td>
</tr>
<tr>
<td>4</td>
<td>$27,600</td>
</tr>
<tr>
<td>5</td>
<td>$32,310</td>
</tr>
<tr>
<td>6</td>
<td>$37,020</td>
</tr>
<tr>
<td>7</td>
<td>$41,730</td>
</tr>
</tbody>
</table>

  Each additional member add $4,710

  **Statement C** If you have a financial aid application on file in the Financial Aid Office, you may be eligible for a FEE DEFERRAL until your BOGG eligibility can be determined.

  Non-resident students are not eligible for BOGG.

  Note: Determination of whether a student is a California resident or non-resident is made by the Admissions Office. There is a tuition fee for non-resident students of $154.00 per unit. Pell Grants can pay approximately three-fourths of this tuition fee for those who qualify. (See Grants)

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. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

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 Tuition Fee

The Board of Trustees adopted a non-resident tuition of $154.00 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted an additional $10.00 per semester unit fee (for a total of $164.00) pursuant to Education Code Section 76141, for a combined total of $182 per unit. These fees are subject to change each academic year.

PLEASE NOTE: Non-resident students are also required to pay the community college enrollment fee as described in the Student Fees section of this publication.

Deferred Tuition for Non-Resident Aid-Eligible Students

A student on financial aid whose application has been processed and whose eligibility has been established may make arrangements to defer payment of tuition. The Financial Aid Office will provide a “tuition deferment” form to take to registration which will indicate how many units a student plans to take and the amount of aid he/she will receive. Students are reminded that Pell and other aid may not pay the full tuition; therefore, a student may have to pay the remaining balance, which could be several hundred dollars depending upon the number of units taken. Tuition fees must be paid at the time of registration.

Non-Resident Tuition Refund Criteria and Schedule

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. Such a request must be made in writing on a form provided by the College.

The date used for non-resident refund purposes is the date the request is filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

Non-resident refunds will be computed as follows:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Date Request Time Stamped</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular length (Fall, Spring)</td>
<td>Through second week of instruction</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>After second week of instruction</td>
<td>None</td>
</tr>
</tbody>
</table>

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### Enrollment Fee Refund Policy

For **full-term courses**: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class because it is canceled or rescheduled by the administration/college. After the second week of classes the student may drop a course and use the fee to add another course. Therefore, we advise the student to drop and add at the same time. Please note that after the second week of classes there will be absolutely no refunds even when the class added has fewer units than the class dropped. **It is the student's responsibility to drop classes.**

For **short-term courses**: The student will receive a full refund up to the end of a period of time equal to 10 percent of total class time. There will be no refunds after that, unless the student must drop a class because it is canceled or rescheduled by the administration/college.

### 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 or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of the student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3.00 per copy. Students may request special processing to expedite their request for an additional fee of $7.00. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying.

The student’s transcript may be withheld if 1) any library books or other library materials 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.

### Grade Request Procedures

Students will be able to receive information of their grades through the Student Telephone Enrollment Process (S.T.E.P.). If students need copies of their grades, they can obtain a grade printout from the Admissions Office. This printout is NOT a transcript or a verification of enrollment.
# Instructional Programs

Los Angeles Southwest College offers a variety of programs that lead to either an occupational certificate or AA/AS degree. The following chart lists the available programs at our college. Please see a Counselor for further details.

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Certificate</th>
<th>Major</th>
<th>Degree</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td>AA</td>
<td>C</td>
<td>Education: Teacher Assistant</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Fingerprinting</td>
<td></td>
<td></td>
<td>• Computer Servicing</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Anthropology</td>
<td>AA</td>
<td>C</td>
<td>• Automated Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>AA</td>
<td></td>
<td>• Quality Control</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Biology</td>
<td>AA</td>
<td></td>
<td>• Telecom and Network</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accounting/General Business</td>
<td>AA</td>
<td>C</td>
<td>Geography</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Banking &amp; Finance</td>
<td>AA</td>
<td>C</td>
<td>Geology</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Bookkeeping</td>
<td>C</td>
<td></td>
<td>History</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Business and Technology Skills</td>
<td>C</td>
<td></td>
<td>Interdisciplinary Studies</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Economics</td>
<td>AA</td>
<td>C</td>
<td>Journalism</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Finance</td>
<td>C</td>
<td></td>
<td>Law/Paralegal</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Income Tax Form</td>
<td>C</td>
<td></td>
<td>• Law Office Specialist: Litigation</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Management/Supervision</td>
<td>AA</td>
<td>C</td>
<td>• Law Office Specialist I</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Management</td>
<td>C</td>
<td></td>
<td>• Law Office Specialist: Civil Law</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Small Business Entrepreneurship I</td>
<td>C</td>
<td></td>
<td>Liberal Arts</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Small Business Entrepreneurship II</td>
<td>C</td>
<td></td>
<td>Liberal Studies</td>
<td></td>
<td>AA/AS</td>
</tr>
<tr>
<td>• Supervision</td>
<td>C</td>
<td></td>
<td>Mathematics</td>
<td></td>
<td>AA/AS</td>
</tr>
<tr>
<td>Child Development</td>
<td>AA</td>
<td></td>
<td>Mathematics: Computer Science</td>
<td></td>
<td>AA/AS</td>
</tr>
<tr>
<td>• Teacher, Private Licensed Preschool</td>
<td></td>
<td>C</td>
<td></td>
<td>Music</td>
<td>AA</td>
</tr>
<tr>
<td>• Teacher, Private Licensed Preschool-Infant Toddler</td>
<td></td>
<td>C</td>
<td></td>
<td>Nursing-Registered</td>
<td>AS</td>
</tr>
<tr>
<td>• Teacher, Private Licensed Preschool-School Age Children</td>
<td></td>
<td>C</td>
<td></td>
<td>Physics</td>
<td>AS</td>
</tr>
<tr>
<td>• Teacher, Private Licensed Preschool-Differently Ablled Children</td>
<td></td>
<td>C</td>
<td></td>
<td>Physical Education</td>
<td>C</td>
</tr>
<tr>
<td>• Teacher, Private Licensed Preschool-Bilingual-Bicultural Children</td>
<td></td>
<td>C</td>
<td></td>
<td>Political Science</td>
<td>AA</td>
</tr>
<tr>
<td>• Director, Private Licensed Preschool</td>
<td></td>
<td>C</td>
<td></td>
<td>Psychology</td>
<td>AS</td>
</tr>
<tr>
<td>Computer Applications-Office Technology</td>
<td>AS</td>
<td>C</td>
<td></td>
<td>Chemical Dependency Counselor</td>
<td>C</td>
</tr>
<tr>
<td>• Advanced Office Technology</td>
<td></td>
<td></td>
<td>• Real Estate Appraisal</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Basic Office Technology</td>
<td>C</td>
<td></td>
<td>• Real Estate Broker</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• General Office Assistant</td>
<td>C</td>
<td></td>
<td>• Real Estate Escrow</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>• Legal Office Assistant</td>
<td>C</td>
<td></td>
<td>• Real Estate Salesperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Microsoft Excel</td>
<td>C</td>
<td></td>
<td>Sociology</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Microsoft Word</td>
<td>C</td>
<td></td>
<td>Spanish</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Receptionist</td>
<td>C</td>
<td></td>
<td>Speech Communications</td>
<td></td>
<td>AA</td>
</tr>
<tr>
<td>• Word Processor</td>
<td>C</td>
<td></td>
<td>• Early Childhood Speech Therapy Assistant</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Computer Science-Information Technology</td>
<td>AS</td>
<td></td>
<td>Theater Arts</td>
<td>AA</td>
<td></td>
</tr>
<tr>
<td>Drafting</td>
<td>AS</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Students may also complete work toward more than one of the programs at the same time for example, an Occupational Certificate and an Associate Degree or a transfer program and an Associate Degree. The requirements for combined programs may include more course work than for a single program. Careful planning is essential to ensure that the program requirements of the chosen program(s) are fulfilled correctly in the shortest possible time. To help in such planning, students are urged to see a counselor and consult with a faculty advisor in their proposed major as soon as possible during their first semester and regularly thereafter.

**College Advisory Committees**
Advisory Committees, comprised of members of the community who are experts in their field, work closely with the college staff to plan Educational and Special Services programs. Such expertise helps to make college programs responsive to labor market demands and community needs.

Educational Advisory Committees are concerned with the future of persons striving to prepare for entry into the labor market or to upgrade their skills. Members bring a unique combination of successful employment experience, enthusiasm, and dedication to the task at hand, assisting Los Angeles Southwest College in offering the best possible curriculum for all students. Members take time from their own careers to meet with Los Angeles Southwest College personnel, to ask questions, make suggestions, offer advice, and share in the decisions that are made regarding instructional equipment, facilities, and objectives. Current and former students are also encouraged to participate on Advisory Committees.

Members of Advisory Committees neither ask nor receive payment for their services but frequently relate their personal satisfaction gained from contributions to education. Advisory Committee members are as necessary to a sound educational program as the instructors in the classroom and the equipment in the laboratories.

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**What is your main educational goal?**

- Prepare for a new career (acquire new job skills)
- Advance in current job/career (update job skills)
- Discover/develop career interests, plans, and goals
- Obtain a two-year Associate degree without transfer
- Obtain a vocational certificate without transfer
- Transfer to a four year college or university after completing an Associate degree
- Maintain certificate or license (e.g., Nursing, Real Estate)
- Improve basic skills in English, reading, or math
- Complete credits for high school diploma or GED
- Personal development (intellectual, cultural)
- Undecided on goal

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**Instructional Programs Degree and Certificate Requirements**

There are two options available for students to earn an Associate Degree.

**Plan A** requires completion of 30 units of General Education and a minimum of 18 units in any Plan A major.

**Plan B** requires completion of 18 units of General Education and a minimum of 36 units in any Plan B major.

Upon completion of 60 degree applicable units and a grade point average of 2.0 or higher, students are eligible to petition for a degree which reads “Associate in Arts in Liberal Arts.”

The name of the major is not included in the degree.

In order for the student’s degree to include the name of the major, all Required Courses of the major must be completed, unless otherwise noted. For example, if a student completes all Required Courses in Child Development, the degree will read, “Associate in Arts, Child Development.” If a student completes all Required Courses in Nursing, the degree will read, “Associate in Science, Registered Nursing.”

Before beginning any of the following programs, please see a Counselor.

**Administration of Justice**

The Administration of Justice program is designed for those students who are employed or desire employment in the field of law enforcement or security services, either in public or
private agencies, and for those who plan to enter the field of corrections.

The Associate in Arts degree with a major in Administration of Justice will be awarded to students who complete the program listed below and meet the College’s other graduation requirements. Students are advised to consult their counselors regarding specific requirements and courses needed for the degree.

ASSOCIATE in ARTS in ADMINISTRATION of JUSTICE

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses: Units
ADM JUS 1 Introduction to Administration of Justice ................................................. 3
ADM JUS 2 Concepts of Criminal Law .......................................................... 3
AND
ADM JUS 185 Directed Study - Administration of Justice ........................................ 1
OR
ADM JUS 248 Law Enforcement Explorer Academy ............................................. 5
AND
ADM JUS 3 Legal Aspects of Evidence .............................................. 3
ADM JUS 4 Principles and Procedures of the Justice System .................................. 3
ADM JUS 5 Criminal Investigation ......................................................... 3
ADM JUS 6 Patrol Procedures ................................................................. 3
ADM JUS 14 Report Writing for Peace Officers .............................................. 3
ADM JUS 67 Community Relations I ....................................................... 3
TOTAL UNITS .................................................. 23 or 25

Recommended Electives: Units
ADM JUS 8 Juvenile Procedures ................................................................. 3
ADM JUS 16 Recruitment Selection Process .................................................. 3
ADM JUS 62 Fingerprint Classification .......................................................... 3
ADM JUS 75 Introduction to Corrections ...................................................... 3
ADM JUS 83 Introduction to Security ............................................................. 3
ANTHRO 101 Human Biological Evolution .................................................. 3
ANTHRO 102 Human Ways of Life: Cultural Anthropology .................................. 3
CAOT 1D Computer Keyboarding 1D ......................................................... 1.5
MATH 227 Introductory Statistics .............................................................. 4
PHOTO 10 Beginning Photography ............................................................... 3
POL SCI 1 The Government of the United States .......................................... 3
PSYCH 1 General Psychology I ................................................................. 3
SOC 1 Introduction to Sociology ................................................................. 3
SPANISH 14 Spanish for Public Service Personnel ......................................... 3

Certificate of Achievement, ADMINISTRATION of JUSTICE:

Students are required to complete each listed course with a grade of “C” or better.

Required Courses: Units
ADM JUS 1 Introduction to Administration of Justice ................................................. 3
ADM JUS 2 Concepts of Criminal Law .......................................................... 3
ADM JUS 3 Legal Aspects of Evidence .......................................................... 3
ADM JUS 4 Principles and Procedures of the Justice System .................................. 3
ADM JUS 5 Criminal Investigation ................................................................. 3
ADM JUS 6 Patrol Procedures ................................................................. 3
ADM JUS 14 Report Writing for Peace Officers .............................................. 3
ADM JUS 67 Community Relations I ....................................................... 3
ADM JUS 68 Fingerprint Classification ......................................................... 3
TOTAL UNITS .................................................. 23 or 25

Certificate of Achievement FINGERPRINTING:

Students are required to complete each listed course with a grade of “C” or better.

Required Courses: Units
ADM JUS 1 Introduction to Administration of Justice ................................................. 3
ADM JUS 3 Legal Aspects of Evidence .......................................................... 3
ADM JUS 68 Fingerprint Classification ......................................................... 3
TOTAL UNITS .................................................. 9

Major Transfer Recommendations

California State University, Los Angeles (Criminal Justice):

Recommended Courses: Units
ADM JUS 1 Introduction to Administration of Justice ................................................. 3
ADM JUS 2 Concepts of Criminal Law .......................................................... 3
ENGLISH 103 Composition and Critical Thinking ............................................. 3
Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Anthropology

ASSOCIATE in ARTS in ANTHROPOLOGY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses: Units
ANTHRO 101 Human Biological Evolution .................................................. 3
ANTHRO 102 Human Ways of Life: Cultural Anthropology .................................. 3
GEOG 1 Physical Geography ................................................................. 3
HISTORY 1 Introduction to Western Civilization .................................................. 3
HISTORY 2 Introduction to Western Civilization .................................................. 3
SOC 1 Introduction to Sociology ................................................................. 3
TOTAL UNITS .................................................. 18

Recommended Electives: Units
HUMAN 1 Cultural Patterns of Western Civilization ..................................... 3
POL SCI 1 The Government of the United States .......................................... 3
PSYCH 1 General Psychology I ................................................................. 3
SOC 2 American Social Problems ................................................................. 3

Major Transfer Recommendations

California State University, Dominguez Hills (Anthropology):

Recommended Courses: Units
ANTHRO 101 Human Biological Evolution .................................................. 3
ANTHRO 102 Human Ways of Life: Cultural Anthropology .............................................. 3

Note: Major Transfer Requirements are subject to change by the university; additional classes may be required. See a Counselor.

Art

The Art Department offers a broad range of courses in the visual arts designed for the student who is working towards the Associate in Arts degree or who is planning to transfer to a four-year institution. The individual should choose courses based on undergraduate requirements at the transfer institution. For specific information, a student should consult the college catalog for the school of his or her choice, or see either a counselor or a faculty member of the Art Department.

ASSOCIATE in ARTS in ART

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. A minimum of 18 units from required courses for an Associate in Arts in Art.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Survey of Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 201 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 501 Beginning Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 502 Beginning Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>PLUS One Recommended Elective</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>18</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103 Art Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Art Appreciation II</td>
<td>3</td>
</tr>
<tr>
<td>ART 114 Creative Art Experiences</td>
<td>3</td>
</tr>
<tr>
<td>ART 202 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 204 Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 205 Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 206 Life Drawing III</td>
<td>3</td>
</tr>
<tr>
<td>ART 207 Life Drawing IV</td>
<td>3</td>
</tr>
<tr>
<td>ART 300 Introduction to Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 307 Oil Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 308 Oil Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 309 Oil Painting III</td>
<td>3</td>
</tr>
<tr>
<td>ART 519 Display Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Transfer Recommendations

California State University, Dominguez Hills (Art: Design and Studio Art):

Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Survey of Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 201 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 501 Beginning Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 502 Beginning Three-Dimensional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Biology

ASSOCIATE in ARTS in BIOLOGY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 6 General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY 7 General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 6 General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>
Counselor.

AND

Note: Major Transfer Requirements are subject to change by

PHYSICS 38 Physics for Engineers and Scientists II........5
PHYSICS 37 Physics for Engineers and Scientists I........5
MATH 227 Introductory Statistics ................................4
PHYSICS 6 General Physics I ..................................4
PHYSICS 7 General Physics II ................................4

Major Transfer Recommendations

California State University, Dominguez Hills:
(Biology: General Biology and Microbiology; B.A.)

Recommended Courses: Units
BIOLOGY 6 General Biology I ................................5
BIOLOGY 7 General Biology II ................................5
CHEM 101 General Chemistry I ..................................5
CHEM 102 General Chemistry II ................................5
MATH 227 Introductory Statistics ................................4
PHYSICS 6 General Physics I ..................................4
PHYSICS 7 General Physics II ................................4

Recommended Electives Units
BIOLOGY 5 Introduction to Human Biology ..................4
MATH 227 Introductory Statistics ................................4
MICRO 1 Introductory Microbiology ..........................5

Note: Major Transfer Requirements are subject to change by the university; additional classes may be required. See a Counselor.

California State University, Dominguez Hills:
(Biology B.S.)

Recommended Courses: Units
BIOLOGY 6 General Biology I ................................5
BIOLOGY 7 General Biology II ................................5
CHEM 101 General Chemistry I ..................................5
CHEM 102 General Chemistry II ................................5
MATH 227 Introductory Statistics ................................4
MATH 236 Calculus for Business and Social Science .......5
OR
MATH 265 Calculus with Analytic Geometry I .............5
PHYSICS 6 General Physics I ..................................4
AND
PHYSICS 7 General Physics II ..................................4
OR
PHYSICS 37 Physics for Engineers and Scientists I .......5
AND
PHYSICS 38 Physics for Engineers and Scientists II .......5

Note: Major Transfer Requirements are subject to change by the university; additional classes may be required. See a Counselor.

Business Administration:
Accounting/General Business

The General Business program is designed so that students may satisfy the requirements for an Associate in Arts Degree in General Business from the college or satisfy the requirements for transfer to other colleges or universities.

ASSOCIATE in ARTS in
BUSINESS ADMINISTRATION:
ACCOUNTING/GENERAL BUSINESS

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses: Units
ACCTG 21 Bookkeeping and Accounting I .................3
AND
ACCTG 22 Bookkeeping and Accounting II ................3

OR
ACCTG 1 Introductory Accounting I ..................5
ACCTG 2 Introductory Accounting II ..................5
BUS 1 Introduction to Business .................3
BUS 5 Business Law I ..........................3
BUS 38 Business Computations ..........................3
ECON 1 Principles of Economics I ..................3
ECON 2 Principles of Economics II ..................3

Recommended Electives Units
ACCTG 11 Cost Accounting II ..................3
ACCTG 15 Tax Accounting I ..........................3
BUS 6 Business Law II ..........................3
BUS 38 Business Computations ..........................3
CAOT 75 Word Processing: Equipment Operation ..........2
CAOT 82A/B Microcomputer Software Survey in the Office A and B (1.5/1.5) ..................3
CAOT 83 Microcomputer Office Applications: Operating System ................................1
CAOT 85 Microcomputer Office Applications: Spreadsheet ........................................3
CAOT 107 Advanced Web Design for the Office ............3
CAOT 112 Microcomputer Office Applications: Web Page Design ................................3
CAOT 113 Introduction to Adobe Photoshop for the Office ..................................................3
MATH 227 Introductory Statistics ........................................4
MATH 235 Finite Mathematics ........................................5
MATH 236 Calculus for Business and Social Science ........5

TOTAL UNITS ............................................22 or 23

Certificate of Achievement
BUSINESS ADMINISTRATION:
GENERAL BUSINESS

Students are required to complete each listed course with a grade of “C” or better.

Required Courses: Units
ACCTG 1 Introductory Accounting I ..................5
ACCTG 2 Introductory Accounting II ..................5
BUS 1 Introduction to Business .................3
BUS 5 Business Law I ..........................3
BUS 38 Business Computations ..........................3
CAOT 85 Microcomputer Office Applications Spreadsheet ........................................3
ECON 1 Principles of Economics I ..................3
ECON 2 Principles of Economics II ..................3

TOTAL UNITS ............................................28

Major Transfer Recommendations

California State University, Dominguez Hills:

Recommended Courses: Units
ACCTG 1 Introductory Accounting I ..................5
ACCTG 2 Introductory Accounting II ..................5
BUS 1 Introduction to Business .................3
BUS 5 Business Law I ..........................3
BUS 38 Business Computations ..........................3
CO SCI 601 Introduction to Computers and Their Use ........................................3
ECON 1 Principles of Economics I ..................3
ECON 2 Principles of Economics II ..................3

TOTAL UNITS ............................................28

Los Angeles Southwest College
2004 – 2005 General Catalog • 17
California State University, Northridge: (Business Administration)

Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 21</td>
<td>3</td>
</tr>
<tr>
<td>AND ACCTG 22</td>
<td>3</td>
</tr>
<tr>
<td>OR ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>OR ACCTG 2</td>
<td>5</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 601</td>
<td>3</td>
</tr>
<tr>
<td>OR CO SCI 630</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227</td>
<td>4</td>
</tr>
<tr>
<td>MATH 236</td>
<td>5</td>
</tr>
<tr>
<td>OR MATH 245</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 265</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: Major Transfer Requirements are subject to change by the university; additional classes may be required. See a Counselor.

Business Administration: Banking and Finance

The Banking and Finance program was designed with the help of the American Institute of Banking representatives.

ASSOCIATE in ARTS in BUSINESS ADMINISTRATION: BANKING and FINANCE

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>FIN 15</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>31</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 1</td>
<td>3</td>
</tr>
<tr>
<td>OR CAOT 1D/1E</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 75</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82A/B</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: BANKING and FINANCE

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>FIN 15</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>31</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: BOOKKEEPING

This certificate provides students with basic accounting coursework. Completion of the certificate will provide students with skills necessary for employment as public, private, or governmental bookkeepers.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 21</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>CWEE</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>16 or 17</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: BUSINESS and TECHNOLOGY SKILLS

The Business and Office Technology Skills Certificate prepares students for employment as office support personnel, administrative assistants, and office managers; develops computer competencies for the workplace, educational advancement, and personal use; and provides a foundation for developing workplace and lifelong learning skills and knowledge.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BUS 38 Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82A/B Microcomputer Software Survey in the Office A and B (1.5/1.5)</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CWEE Cooperative Work Experience Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS:** 17

**Certificate of Achievement**

**BUSINESS ADMINISTRATION:**

**FINANCE**

Completing the certificate program will provide students with skills necessary for entry-level employment in banking and finance institutions.

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 21 Bookkeeping and Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 22 Bookkeeping and Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CWEE Cooperative Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>FINANCE 1 Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 15 Principles of Banking</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS:** 16 or 17

**Certificate of Achievement**

**BUSINESS ADMINISTRATION:**

**FINANCE**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2 Introductory Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227 Introductory Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL UNITS:** 26

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 75 Word Processing: Equipment Operation</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82A/B Microcomputer Software Survey in the Office A and B (1.5/1.5)</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 83 Microcomputer Office Applications: Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>MATH 235 Finite Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**

**BUSINESS ADMINISTRATION:**

**ECONOMICS**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2 Introductory Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227 Introductory Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL UNITS:** 26

**Major Transfer Recommendations**

California State University, Long Beach: (Economics)

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2 Introductory Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ECON 1 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 236 Calculus for Business and Social Science</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:** Major Transfer Requirements are subject to change by the university; additional classes may be required. See a Counselor.

**Business Administration:**

**Management/Supervision**

The Management/Supervision Program is designed to prepare students for undertaking responsibilities in the Management area and increase the abilities of those already in the field. In addition, with counseling and other business-related course work, students may continue for advanced study at the University level in select management careers.

The program includes the basic concepts of planning, organizing, and controlling as they evolved from the contributions of early leaders in the Management movement as well as current-day practices and research data relating to leadership styles, motivation, team building, and other aspects of organizational Behavior, Personnel, and Office Management.
ASSOCIATE in ARTS
BUSINESS ADMINISTRATION: MANAGEMENT/SUPERVISION

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 1</td>
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<tr>
<td>TOTAL UNITS</td>
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</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
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<tr>
<td>ACCTG 2</td>
<td>5</td>
</tr>
<tr>
<td>BUS 6</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 75</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 83</td>
<td>1</td>
</tr>
<tr>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 15</td>
<td>3</td>
</tr>
<tr>
<td>MATH 235</td>
<td>5</td>
</tr>
<tr>
<td>PHILOS 1</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: MANAGEMENT

This certificate prepares the student for a managerial position in business.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 82A/B Microcomputer Software Survey in the Office A and B</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2 Organization and Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13 Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31 Human Relations For Employees</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>15</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: SMALL BUSINESS ENTREPRENEURSHIP – LEVEL I

The Entrepreneurship Certificate-Level I, will provide students with the basic skills necessary for starting up a small business.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38 Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82A/B Microcomputer Software Survey in the Office A and B</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED Cooperative Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 13 Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: SMALL BUSINESS ENTREPRENEURSHIP – LEVEL II

This certificate continues to prepare students for the competitive business world as entrepreneurs with emphasis on quality and service.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 1 Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 1 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 1 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>PUB REL 1 Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

Certificate of Achievement

BUSINESS ADMINISTRATION: SUPERVISION
This certificate prepares the student for a supervisory position in business.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:  Units

CAOT 82A/B  Microcomputer Software Survey  3
in the Office A and B (1.5/1.5) 3
COOP ED  Cooperative Work  2
Experience Education 2
SUPV 1  Elements of Supervision  3
MGMT 2  Organization and 3
Management Theory
MGMT 33  Personnel Management 3

TOTAL UNITS 14

Certificate of Achievement

CHEMICAL DEPENDENCY COUNSELOR

This program is designed to provide academic preparation and field experience for individuals employed, or preparing for employment in public and private agencies that serve clients with alcohol and drug problems.

Also see Psychology, page 39

Required Courses:  Units

PSYCH 1  Introduction to Psychology  3
PSYCH 2  General Psychology II  3
PSYCH 37  Psychology of Co-Dependency 3
and Family Systems
PSYCH 43  Principles of Group Dynamics  3
PSYCH 63  Prevention and Education  3
PSYCH 64  Introduction to Drug and Alcohol 3
Abuse
PSYCH 65  Intervention, Treatment and 3
Recovery
PSYCH 67  Counseling Techniques for the 3
Chemically Addicted
PSYCH 81  Field Work I  3
PSYCH 82  Field Work II  3
One course from among 3
the following:
PSYCH 14  Abnormal Psychology  3
OR
PSYCH 41  Life-Span Psychology:  3
From Infancy to Old Age
Total Units 33

Child Development

This program in Child Development is planned to meet the needs of those who are preparing for employment or who are presently employed in private (Title 22) or public (Title 5) preschools. Completion of the program leads to an Associate in Arts degree.

The order for completion of courses is suggested and can be modified to meet the needs of individual students. The program includes the following:

ASSOCIATE in ARTS in
CHILD DEVELOPMENT

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Upon completion of the required courses, the student will have met the general education requirements for the California Department of Education Child Development Permit. This option offers the 24 early childhood education units needed to meet the educational requirements for California Department of Education Child Development Permit (Teacher) plus field experience course(s) Child Development 22, and 23.

Required Courses:  Units

CH DEV 1  Child Growth and Development  3
CH DEV 2  Early Childhood:  3
Principles and Practices
CH DEV 3  Creative Experiences  3
for Children I
CH DEV 4  Creative Experiences for Children II  3
or
CH DEV 15  Creative Curriculum in 3
Bilingual-Bicultural Programs

TOTAL UNITS 31

Recommended Electives:  Units

CH DEV 12  Parent – Teacher  3
CH DEV 14  Introduction to Bilingual- 3
Bicultural Programs
CH DEV 15  Creative Curriculum in 3
Bilingual-Bicultural Programs
CH DEV 23  Practicum in Child  4
Development II
CH DEV 30  Infant and Toddler Studies I 3
CH DEV 31  Infant and Toddler Studies II  3
CH DEV 34  Observing and 3
Recording Children’s Behavior
CH DEV 35  Fostering Literacy Development 3
In Young Children
CH DEV 38  Administration and Supervision of 3
Early Childhood Programs I
CH DEV 39  Administration and Supervision of 3
Early Childhood Programs II
CH DEV 44  Programs for Children 3
with Special Needs I
CH DEV 45  Programs for Children  3
with Special Needs II
CH DEV 46  School Age Programs I  3
CH DEV 47  School Age Programs II  3
CH DEV 48  Positive Guidance in Early 3
Childhood Settings
FAM & CS 21  Nutrition  3

Certificate of Achievement

TEACHER, PRIVATE LICENSED
PRESCHOOL

The completion of this certificate fulfills requirements under Title 22, California Department of Social Services. This also certifies the early childhood education units needed for Title 5, California Department of Education Child Development Permit (Associate Teacher).

Students are required to complete each listed course with a grade of “C” or better. Only 3 child development units from

Los Angeles Southwest College  2004 – 2005 General Catalog • 21
another college will be accepted toward a Los Angeles Southwest College child development certificate.

**Certificate of Achievement**
**TEACHER, PRIVATE LICENSED**
**PRESCHOOL-INFANT/TODDLER**

Students are required to complete each listed course with a grade of "C" or better. Only 3 Child Development units from another college will be accepted toward a Los Angeles Southwest College Child Development Certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 1</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 2</td>
<td>Early Childhood: Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 3</td>
<td>Creative Experiences for Children I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CH DEV 4</td>
<td>Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 10</td>
<td>Child Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**
**TEACHER, PRIVATE LICENSED**
**PRESCHOOL-DIFFERENTLY-ABLED CHILDREN**

Students are required to complete each listed course with a grade of "C" or better. Only 3 Child Development units from another college will be accepted toward a Los Angeles Southwest College Child Development Certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 1</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 3</td>
<td>Creative Experiences for Children I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CH DEV 4</td>
<td>Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 45</td>
<td>Programs for Children with Special Needs II</td>
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</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 10</td>
<td>Child Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**
**TEACHER, PRIVATE LICENSED**
**PRESCHOOL — BILINGUAL-BICULTURAL CHILDREN**

Students are required to complete each listed course with a grade of "C" or better. Only 3 Child Development units from another college will be accepted toward a Los Angeles Southwest College Child Development Certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 1</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 4</td>
<td>Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 42</td>
<td>The Child in a Diverse Society</td>
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</tr>
</tbody>
</table>

**Recommended Elective**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 10</td>
<td>Child Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**
**DIRECTOR, PRIVATE LICENSED**
**PRESCHOOL**

Students are required to complete each listed course with a grade of "C" or better. Only 3 Child Development units from another college will be accepted toward a Los Angeles Southwest College Child Development Certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 1</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 2</td>
<td>Early Childhood: Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 3</td>
<td>Creative Experiences for Children I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CH DEV 4</td>
<td>Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Elective**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV 10</td>
<td>Child Health</td>
<td>3</td>
</tr>
</tbody>
</table>
CH DEV 38  Administration and Supervision of Early Childhood Programs I ............. 3
         TOTAL UNITS ........................................ 15

Recommended Elective:  Units
CH DEV 10  Child Health ..................................... 3

Major Transfer Recommendations
California State University, Los Angeles (Child and Family Studies: Child Development)

Recommended Courses:  Units
CH DEV 1  Child Growth and Development ............... 3
CH DEV 34  Observing and Recording of Children’s Behavior .......... 3
ENGLISH 103  Composition and Critical Thinking .......... 3
PSYCH 1  Introduction to Psychology ..................... 3
SOC 12  Marriage and Family Life .......................... 3

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Computer Applications and Office Technology (CAOT) (Formerly Office Administration)

The curriculum prepares students for supervisory and managerial positions in business offices.

ASSOCIATE in SCIENCE in COMPUTER APPLICATIONS and OFFICE TECHNOLOGY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses (32 units) for Administrative Assistant/Office Systems Specialist Degree.

Required Courses:  Units
CAOT 3  Computer Keyboarding III .......................... 3
CAOT 31  Business English .................................... 3
CAOT 32  Business Communications ......................... 3
CAOT 33  Records Management and Filing .................. 2
CAOT 43  Office Procedures ................................ 3
CAOT 47  Applied Office Practice ............................. 2
CAOT 64  Office Administration Laboratory ................. 1
CAOT 82A/B  Microcomputer Software Survey in the Office A and B (1.5/1.5) ... 3
CAOT 84A/B  Microcomputer Office Applications: Word Processing ................. 3
CAOT 85  Microcomputer Office Applications: Spreadsheet ......................... 3
CAOT 97A/B  Microcomputer Office Applications: Introduction to Internet for Office Administration ................. 3
MGMT 31  Human Relations for Employees ................. 3
         TOTAL UNITS ........................................ 32

Certificate of Achievement
BASIC OFFICE TECHNOLOGY

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:  Units
CAOT 2  Computer Keyboarding II ......................... 3
CAOT 31  Business English .................................... 3
CAOT 34  Business Terminology .............................. 2
CAOT 89  Microcomputer Office Applications: Disk Operating Systems ................. 3
CAOT 97A/B  Internet (1.5 and 1.5)............................ 3
COOP ED  Cooperative Work Experience Education ................. 2
         TOTAL UNITS ........................................ 16

Certificate of Achievement
GENERAL OFFICE ASSISTANT

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:  Units
CAOT 2  Computer Keyboarding II ......................... 3
CAOT 31  Business English .................................... 3
CAOT 33  Records Management & Filing ..................... 2
CAOT 43  Office Procedures ................................ 3
CAOT 47  Applied Office Practice ......................... 2
CAOT 82A/B  Microcomputer Software Survey in the Office A and B (1.5/1.5) ... 3
         TOTAL UNITS ........................................ 16

Certificate of Achievement
LEGAL OFFICE ASSISTANT

This program prepares students for entry-level employment in legal offices. Emphasis is placed on the development of language skills, legal terminology, and law office management.
Students are required to complete each listed course with a grade of “C” or better.

**Certificate of Achievement**

**MICROSOFT EXCEL**

Students are required to complete each listed course with a grade of “C” or better.

**Required Courses:**

- CAOT 2: Computer Keyboarding II ........................................ 3
- CAOT 31: Business English .................................................. 3
- CAOT 33: Records Management and Filing ............................. 2
- CAOT 85: Microcomputer Office Applications: Spreadsheet .......... 3
- CWEE: Cooperative Work Experience Education ...................................... 2

**TOTAL UNITS**: ............................................... 13

**Certificate of Achievement**

**MICROSOFT WORD**

Students are required to complete each listed course with a grade of “C” or better.

**Required Courses:**

- CAOT 2: Computer Keyboarding II ........................................ 3
- CAOT 31: Business English .................................................. 3
- CAOT 33: Records Management and Filing ............................. 2
- CAOT 83: Microcomputer Office Applications: Disk Operating Systems ........................................ 1
- CAOT 84: Microcomputer Office Applications: Word Processing .......... 3

**TOTAL UNITS**: ............................................... 13

**Certificate of Achievement**

**RECEPTIONIST**

Students are required to complete each listed course with a grade of “C” or better.

**Required Courses:**

- CAOT 1D: Computer Keyboarding 1D .................................. 1.5
- CAOT 1E: Computer Keyboarding 1E .................................. 1.5
- CAOT 2: Computer Keyboarding II ........................................ 3
- CAOT 31: Business English .................................................. 3
- CAOT 43: Office Procedures .................................................. 3
- CAOT 47: Applied Office Practice ........................................... 2
- CAOT 82A/B: Microcomputer Software Survey in the Office A and B (1.5/1.5) ........................................ 3

**TOTAL UNITS**: ............................................... 17

**Certificate of Achievement**

**WORD PROCESSOR**

This certificate program is designed to prepare students in a relatively short time with skills needed for employment as entry-level word processors.

**Required Courses:**

- LAW 10: Introduction to Legal Assistant .................................. 3
- LAW 14: Law Office Management ........................................... 3
- CAOT 2: Keyboarding II ..................................................... 3
- CAOT 31: Business English .................................................. 3
- CAOT 53: Records Management and Filing ............................. 2
- CAOT 82A/B: Microcomputer Software Survey in the Office A and B (1.5/1.5) ........................................ 3

**TOTAL UNITS**: ............................................... 17

**Computer Science — Information Technology**

Computer Science is a rapidly growing field offering many new opportunities for employment in technical and scientific analysis.

The student who majors in Computer Science will follow the program outlined below:

**ASSOCIATE in SCIENCE in COMPUTER SCIENCE – INFORMATION TECHNOLOGY**

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

**Required Courses:**

- CO SCI 601: Introduction to Computers and Their Uses .................. 3
- CO SCI 602: Introduction to Computer Science .................................. 3
- CO SCI 608: Beginning BASIC Programming .................................. 3
- CO SCI 615: Beginning COBOL Programming .................................. 3
- CO SCI 617: Beginning Micro Assembly Language ......................... 3
- CO SCI 630: Microcomputer Application Software ......................... 3
- CO SCI 636: Introduction to Data Structures .................................. 3
- CO SCI 639: Programming in C .................................................. 3
- CO SCI 660: Business Systems Design ........................................... 3

**TOTAL UNITS**: ............................................... 27

**Recommended Electives**

- CO SCI 604: Mathematics for Programmers .................................. 3
- CO SCI 606: Beginning PASCAL Programming .................................. 3
- CO SCI 613: Beginning FORTRAN Programming .......................... 3
- CO SCI 614: Computer Operations ............................................. 3
- CO SCI 632: Introduction to Databases ........................................... 3
- CO SCI 665: Computer Graphics .................................................. 3
- CO SCI 688: Computer Project .................................................... 2

**Major Transfer Recommendations**

California State University, Dominguez Hills (Computer Science)

**Recommended Courses:**

- CO SCI 602: Introduction to Computer Science .................................. 3
- CO SCI 617: Beginning Micro Assembly Language .......................... 3
- MATH 265: Calculus with Analytic Geometry I .................................. 5
- MATH 266: Calculus with Analytic Geometry II .................................. 5
- PHYSICS 37: Physics for Engineers and...
DRAFTING

The program in Drafting is designed to train students in the basic fundamentals of Mechanical Drafting, to have a technical knowledge and language of industry and manufacturing, and to develop a skill in Drafting Engineering working drawings.

The aim of the two-year program is to create the Drafting Technician who is immediately employable in the specific area in which he or she has been trained and is capable of being employed in other related fields of the art.

The program also meets the need for Engineering Graphics for the students who will transfer to a four-year school of engineering.

ASSOCIATE in SCIENCE

DRAFTING

General Education Requirements: See Plan B, page 45, for 18 semester units of required courses.

Required Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 51</td>
<td>5</td>
</tr>
<tr>
<td>DRAFT 1</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 50</td>
<td>4</td>
</tr>
<tr>
<td>DRAFT 52</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 56</td>
<td>3</td>
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<tr>
<td>ENGR 57</td>
<td>3</td>
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<td>MATH 125</td>
<td>5</td>
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<tr>
<td>MATH 240</td>
<td>3</td>
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<td>PHYSICS 6</td>
<td>4</td>
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<tr>
<td>PHYSICS 7</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>40</td>
</tr>
</tbody>
</table>

Certificate of Achievement

DRAFTING

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT 1</td>
<td>3</td>
</tr>
<tr>
<td>DRAFT 16</td>
<td>2</td>
</tr>
<tr>
<td>DRAFT 50</td>
<td>4</td>
</tr>
<tr>
<td>MATH 125</td>
<td>5</td>
</tr>
<tr>
<td>MATH 240</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

EDUCATION

Certificate of Achievement

TEACHER ASSISTANT

Competencies acquired in the courses leading to this Certificate Program meet the demands created by Welfare to Work, School-to-Career and Tech Prep Programs. These accomplishments empower students for entry-level employment.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 10</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 1</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 28</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

Electronics Technology

The following programs are designed to meet the growing need for Electronics and Manufacturing technicians in the field of Hi-Tech services. The successful completion of these programs will enable the students to work out practical solutions to programs of design, conduct various test procedures, and analyze and interpret data in these disciplines.

ASSOCIATE in SCIENCE

ELECTRONICS TECHNOLOGY

Courses must be selected from required courses to total a minimum of 36 units for the major.

General Education Requirements: See Plan B, page 45, for 18 semester units of required courses.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 2</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 8</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 41</td>
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<tr>
<td>ELECTRN 43</td>
<td>1</td>
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<tr>
<td>ELECTRN 56</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 111</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 112</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 113</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus 12 units from the following:
Certificate of Achievement

**ELECTRONICS TECHNOLOGY**

Students are required to complete each listed course with a grade of "C" or better.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 2</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 8</td>
<td>4</td>
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<td>ELECTRN 41</td>
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<td>ELECTRN 43</td>
<td>1</td>
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<tr>
<td>ELECTRN 56</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 111</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** ........................................... 16

Certificate of Achievement

**COMPUTER SERVICING**

Students are required to complete each listed course with a grade of "C" or better.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 56</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 111</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 112</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 113</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** ........................................... 16

Certificate of Achievement

**AUTOMATED MANUFACTURING**

Students are required to complete each listed course with a grade of "C" or better.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 114</td>
<td>3</td>
</tr>
<tr>
<td>ENG GEN 82</td>
<td>3</td>
</tr>
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<td>ENG GEN 83</td>
<td>3</td>
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<tr>
<td>ENG GEN 84</td>
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</tr>
<tr>
<td>ENG GEN 85</td>
<td>3</td>
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</tbody>
</table>

**TOTAL UNITS** ........................................... 15

Certificate of Achievement

**QUALITY CONTROL**

Students are required to complete each listed course with a grade of "C" or better.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q CNTRL 10</td>
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</tr>
<tr>
<td>Q CNTRL 22</td>
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<tr>
<td>Q CNTRL 23</td>
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</tr>
<tr>
<td>Q CNTRL 24</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** ........................................... 12

Certificate of Achievement

**TELECOM AND NETWORK TECHNICIAN**

Students are required to complete each listed course with a grade of "C" or better.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 2</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 56</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 111</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 113</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 116</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** ........................................... 17
English as a Second Language

- **ESL Level 1**
  - ESL 1A: Reading/Writing (6 Units)
  - ESL 1B: Listening/Speaking (6 Units)

- **ESL Level 2**
  - ESL 2A: Reading/Writing (6 Units)
  - ESL 2B: Listening/Speaking (6 Units)

- **ESL Level 3***
  - ESL 3A: Writing & Grammar (6 units)
  - ESL 3B: Reading & Vocabulary (3 units)
  - ESL 3C: Listening & Speaking (3 units)

- **ESL Level 4***
  - ESL 4A: Writing & Grammar (6 units)
  - ESL 4B: Reading & Vocabulary (3 units)
  - ESL 4C: Listening & Speaking (3 units)

- **ESL Level 5***
  - ESL 5A: Writing & Grammar (6 units)
  - ESL 5B: Reading & Vocabulary (3 units)
  - ESL 5C: Listening & Speaking (3 units)

- **ESL Level 6***
  - ESL 6A: Writing & Grammar (6 units)
  - ESL 6B: Reading & Vocabulary (3 units)
  - ESL 6CB: Listening & Speaking (3 units)

- English 21 (3 units)

*At levels 3 and higher, students are encouraged to enroll in all courses marked A, B, C. If taken out of sequence, students are encouraged to enroll in B and/or C and then A. **English 83 may be taken once at Level 4 or higher levels.

[Back to the Index]
English and Developmental Communications

Developmental Classes

Community College for A.A.

University Transfer Classes

LABS*

DEV COM 20
Fundamentals of Reading
6 units NDA

DEV COM 21/
English Fundamentals
3 units NDA

*Lab Classes are not required for graduation; they may be repeated
NDA = Non Degree applicable
The English Program is aimed at improving students’ abilities to read, think, and write critically. Objectives in courses range from teaching the fundamentals of language to an introduction to significant literature in Western culture.

The English Program offers three directions in which one can pursue his or her studies. One direction provides the basic skills courses which are required as partial fulfillment of the requirement for the Associate of Arts degree. A second direction provides the general education courses necessary for transferring to a four-year university. The third direction provides the basic freshman and sophomore courses required for the English major transferring to a four-year institution.

ASSOCIATE in ARTS
ENGLISH

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. A minimum of 18 units from required courses for English Degree.

Required Courses:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>College Reading and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 102</td>
<td>College Reading and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 103</td>
<td>Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 211</td>
<td>Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 212</td>
<td>Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 213</td>
<td>Dramatic Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 94</td>
<td>Intensive Grammar Review</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 127</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 205</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 206</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 234</td>
<td>African-American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 239</td>
<td>Women in Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 130</td>
<td>Introduction to Oral Interpretation of Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 18

Major Transfer Recommendations

University of Southern California;  
(College of Letters, Arts and Sciences, English: English Literature, American Literature and Creative Writing Emphases)

Recommended Courses:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 205</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 206</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 207</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 208</td>
<td>American Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

California State University, Los Angeles,  
(School of Arts and Letters: English)

Recommended Courses:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 103</td>
<td>Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 203</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 205</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 206</td>
<td>English Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

California State University, Dominguez Hills,  
(College of Arts and Letters: English Literature)

Recommended Courses:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 203</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENGLISH 204 World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENGLISH 211 Fiction</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENGLISH 212 Poetry</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENGLISH 213 Dramatic Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

English as a Second Language (Credit)

English as a Second Language, a series of courses for students whose native language is not English, is aimed at improving students’ abilities in listening, speaking, reading, and writing.

Students may want to learn English to improve their lives in the United States or to prepare themselves to take other college courses in academic or vocational programs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1A</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 1B</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 2A</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 2B</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 3A</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 3B</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 3C</td>
<td>College English as a Second</td>
<td>3</td>
</tr>
<tr>
<td>ESL 4A</td>
<td>College English as a Second</td>
<td>3</td>
</tr>
<tr>
<td>ESL 4B</td>
<td>College English as a Second</td>
<td>6</td>
</tr>
<tr>
<td>ESL 4C</td>
<td>College English as a Second</td>
<td>3</td>
</tr>
</tbody>
</table>

Los Angeles Southwest College  
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Geography

ASSOCIATE in ARTS in GEOGRAPHY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses: Units
BIOLOGY 3 Introduction to Biology .........................4
CHEM 101 General Chemistry I ...........................5
GEOG 1 Physical Geography ................................3
GEOG 2 Cultural Elements of Geography .................3
MATH 227 Introductory Statistics ........................4

TOTAL UNITS ..............................................19

Major Transfer Recommendations

California State University, Dominguez Hills (Geology Earth Sciences Option):

Recommended Courses: Units
GEOLOGY 1 Physical Geology .............................3
CHEM 101 General Chemistry I ...........................5
CHEM 102 General Chemistry II ........................5
PHYSICS 6 General Physics I .............................4
AND
PHYSICS 7 General Physics II ..........................4

Major Transfer Recommendations

California State University, Dominguez Hills (Geology, B.S. Physical Science Option)

Required Courses: Units
GEOLOGY 1 Physical Geology .............................3
CHEM 101 General Chemistry I ...........................5
CHEM 102 General Chemistry II ........................5
PHYSICS 6 General Physics I .............................4
AND
PHYSICS 7 General Physics II ..........................4

Major Transfer Recommendations

California State University, Dominguez Hills (Geology, Geology Option, B.S.)

Recommended Courses: Units
GEOLOGY 1 Physical Geology .............................3
CHEM 101 General Chemistry I ...........................5
CHEM 102 General Chemistry II ........................5
PHYSICS 6 General Physics I .............................4
AND
PHYSICS 7 General Physics II ..........................4

AND
PHYSICS 37 Physics for Engineers and Scientists I ....5

AND
PHYSICS 38 Physics for Engineers and Scientists II ....5

MATH 227 Introduction to Statistics ........................4
MATH 236  Calculus for Business and Social Sciences .......................... 5
OR
MATH 265  Calculus with Analytic Geometry I................................. 5
AND
MATH 266  Calculus with Analytic Geometry II ............................... 5

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

**History**

**ASSOCIATE in ARTS in HISTORY**

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 1  Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2  Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 11  Political and Social History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 41  The African-American in the History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 43  The Mexican-American in the History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 12  Political and Social History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 42  The African-American in the History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 5  History of the Americas I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 6  History of the Americas II</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>18</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 101  Human Biological Evolution</td>
<td>3</td>
</tr>
<tr>
<td>ANTHRO 102  Human Ways of Life: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1  Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2  Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2  Cultural Elements of Geography</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 86  Introduction to World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HUMAN 1  Cultural Patterns of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 1  The Government of the United States</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 2  Modern World Governments</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 7  Contemporary World Affairs</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 9  Governments and Politics in Africa</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>18</td>
</tr>
</tbody>
</table>

**Major Transfer Recommendations**

California State University, Northridge
(Pan-African Studies)

**Recommended Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 41  The African-American in the History of the United States I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Journalism**

**ASSOCIATE in ARTS in JOURNALISM**

The Journalism Program is aimed at teaching students how to report and write the news, how to shoot news photographs, and how to design the college newspaper using computer technology.

Objectives of courses include learning the fundamentals of interview techniques and newspaper production.

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. A minimum of 18 units required for Journalism Degree taken from core courses.

**Core Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL 101  Collecting and Writing News</td>
<td>3</td>
</tr>
<tr>
<td>JOURNAL 105  Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>JOURNAL 217  Mass Communications</td>
<td>2</td>
</tr>
<tr>
<td>JOURNAL 218  Practical Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOURNAL 221  News Photography</td>
<td>4</td>
</tr>
<tr>
<td>PHOTO 10  Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 101  Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
The Paralegal Program is designed to prepare students to qualify for positions in private law firms, public and governmental agencies or law-related occupations. The curriculum will meet the needs of students preparing to assist lawyers in both civil and criminal matters. This program is not intended as preparation for Law School admission.

ASSOCIATE in ARTS in LAW-PARALEGAL

General Education Requirements: See Plan B, page 45, for 18 semester units of required courses.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6</td>
<td>3</td>
</tr>
<tr>
<td>LAW 3</td>
<td>3</td>
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<tr>
<td>LAW 10</td>
<td>3</td>
</tr>
<tr>
<td>LAW 11</td>
<td>3</td>
</tr>
<tr>
<td>LAW 12</td>
<td>3</td>
</tr>
<tr>
<td>LAW 13</td>
<td>3</td>
</tr>
<tr>
<td>LAW 14</td>
<td>3</td>
</tr>
<tr>
<td>LAW 15</td>
<td>3</td>
</tr>
<tr>
<td>LAW 16</td>
<td>3</td>
</tr>
<tr>
<td>LAW 17</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82A/B</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 15</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>BUS 38</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 32</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 34</td>
<td>2</td>
</tr>
<tr>
<td>COOP ED 941</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH 101</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH 14</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate of Achievement:

**LAW OFFICE SPECIALIST: LITIGATION**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 82A/B Microcomputer Software Survey</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1E Computer Keyboarding I.E.</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW 3 Civil Rights and the Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 11 Introduction to Legal Assistant II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 14 Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>LAW 16 Civil and Criminal Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 16.5

Certificate of Achievement

**LAW OFFICE SPECIALIST I**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 6 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1D Computer Keyboarding I.D.</td>
<td>1.5</td>
</tr>
<tr>
<td>CAOT 1E Computer Keyboarding I.E.</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW 10 Introduction to Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>LAW 17 Legal Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 15

Certificate of Achievement

**LAW OFFICE SPECIALIST: CIVIL LAW**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 1E Computer Keyboarding I.E.</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW 11 Introduction to Legal Assistant II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 12 Tort Law and Claims Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LAW 13 Wills, Trusts, Probate Administration</td>
<td>3</td>
</tr>
<tr>
<td>LAW 14 Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>LAW 15 Property, Bankruptcy, and Family Law</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 16.5

Liberal Studies

ASSOCIATE in ARTS in LIBERAL STUDIES

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. A minimum of 18 of 28 units from required courses for Liberal Arts Degree.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY 3</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH 102</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 11</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 3
Major Transfer Recommendations

California State University, Dominguez Hills (School of Education, Elementary School Teacher Preparation: Liberal Studies)

Recommended Courses:

- BIOLOGY 3 Introduction to Biology ............................................. 4
- MATH 115 Elementary Algebra .................................................. 5
- MATH 101 Fundamentals of Music .............................................. 3
- MUSIC 111 Music Appreciation I .............................................. 3
- ENGLISH 103 Composition and Critical Thinking .......................... 3
- ANY PHYSICAL SCIENCES ........................................................ 3-5
- TOTAL UNITS ............................................................................. 28

Mathematics:

ASSOCIATE in ARTS in MATHEMATICS

General Education Requirements: See Plan B, page 45, for 18 semester units of required courses.

Required Courses:

- MATH 227 Introductory Statistics ............................................... 4
- MATH 260 Pre-Calculus .............................................................. 5
- MATH 265 Calculus with Analytic Geometry I .............................. 5
- MATH 266 Calculus with Analytic Geometry II ............................. 5
- MATH 267 Calculus with Analytic Geometry III ........................... 5
- MATH 270 Linear Algebra .......................................................... 3
- MATH 275 Ordinary Differential Equations ................................... 3
- PHYSICS 38 Physics for Engineers and Scientists I ........................ 5
- AND
- MATH 265 Calculus with Analytic Geometry I .............................. 5
- MATH 266 Calculus with Analytic Geometry II ............................. 5
- MATH 267 Calculus with Analytic Geometry III ........................... 5
- PHYSICS 37 Physics for Engineers and Scientists I ........................ 5
- PHYSICS 38 Physics for Engineers and Scientists II ........................ 5
- PHYSICS 39 Physics for Engineers and Scientists III ........................ 5

Major Transfer Recommendations

California State University, Dominguez Hills (Mathematics):

Recommended Courses:

- MATH 265 Calculus with Analytic Geometry I .............................. 5
- MATH 266 Calculus with Analytic Geometry II ............................. 5
- MATH 267 Calculus with Analytic Geometry III ........................... 5
- PHYSICS 37 Physics for Engineers and Scientists I ........................ 5
- PHYSICS 38 Physics for Engineers and Scientists II ........................ 5
General Option
CO SCI 602  Introduction to Computer Science................3
Mathematics Education Option
MATH 227  Introductory Statistics .............................3

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Major Transfer Recommendations
California State University, Northridge
(College of Science and Mathematics:
Mathematics B.A. or B.S.):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 602</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 639</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 265</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266</td>
<td>5</td>
</tr>
<tr>
<td>MATH 267</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 37</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS 38</td>
<td>5</td>
</tr>
</tbody>
</table>

One sequence from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 6</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY 7</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHEM 101</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 102</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 37</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 38</td>
<td>5</td>
</tr>
</tbody>
</table>

Select one additional Science course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 7</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 1</td>
<td>3</td>
</tr>
<tr>
<td>GEOLOGY 1</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td>2</td>
</tr>
<tr>
<td>GEOLOGY 6</td>
<td>2</td>
</tr>
<tr>
<td>PHYSICS 37</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.
**Mathematics: Computer Science**

**ASSOCIATE in SCIENCE**

**MATHEMATICS: COMPUTER SCIENCE**

General Education Requirements: See Plan B, page 45, for 18 semester units of required courses.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 601 Introduction to Computers and Their Uses</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 602 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 608 Beginning BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 613 Beginning FORTRAN Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 260 Pre-Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 267 Calculus with Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 275 Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>38</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101 General Chemistry I</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
</tr>
<tr>
<td>CO SCI 606 Beginning PASCAL Programming</td>
</tr>
<tr>
<td>MATH 227 Introductory Statistics</td>
</tr>
<tr>
<td>PHYSICS 37 Physics for Engineers and Scientists I</td>
</tr>
<tr>
<td>PHYSICS 38 Physics for Engineers and Scientists II</td>
</tr>
<tr>
<td>PHYSICS 39 Physics for Engineers and Scientists III</td>
</tr>
</tbody>
</table>

**TOTAL UNITS** .... 21

**Mathematics: Computer Science**

**ASSOCIATE in ARTS**

**MATHEMATICS: COMPUTER SCIENCE**

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 608 Beginning BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 267 Calculus with Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>21</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101 General Chemistry I</td>
</tr>
<tr>
<td>CO SCI 606 Beginning Pascal Programming</td>
</tr>
<tr>
<td>CO SCI 636 Introduction Data Structures</td>
</tr>
</tbody>
</table>

**MATH 227** Introductory Statistics ............... 4

**MATH 275** Ordinary Differential Equations ....... 4

**PHYSICS 37** Physics for Engineers and Scientists I .................. 5

**PHYSICS 38** Physics for Engineers and Scientists II .................. 5

**PHYSICS 39** Physics for Engineers and Scientists III ............. 5

**Major Transfer Recommendations**

California State University, Northridge
(Computer Science B.S.):

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 606 Beginning Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 617 Beginning Micro Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 636 Introduction Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 101 College Reading and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 101 Oral Communication I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPEECH 102 Oral Communication II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPEECH 121 The Process Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

One sequence from the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 6 General Biology I</td>
</tr>
<tr>
<td>BIOLOGY 7 General Biology II</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>PHYSICS 37 Physics for Engineers and Scientists I</td>
</tr>
<tr>
<td>PHYSICS 38 Physics for Engineers and Scientists II</td>
</tr>
<tr>
<td>PHYSICS 39 Physics for Engineers and Scientists III</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select one additional Science course:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 7 General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>GEG 1 Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOLOGY 1 Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>GEOLOGY 6 Physical Geology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>PHYSICS 37 Physics for Engineers and</td>
<td>5</td>
</tr>
<tr>
<td>Scientists I</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Back to the Index
MATH SEQUENCE
OVERVIEW OF MATH COURSES OFFERED

Math 105 (3 Units)
Arithmetic for College Students
A review of fractions, decimals, percents, etc. Requires 8 hours of study each week outside of class.

Math 112 (3 Units)
Pre-Algebra
This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

Math 115 (5 Units)
Elementary Algebra
This is equivalent of first-year high school algebra, done in one semester. Required for an A.A./A.S. degree (may be taken by exam).

Math 125 (5 Units)
Intermediate Algebra
The equivalent of second year high school algebra, done in one semester.

TRANSFER LEVEL COURSES

Math 215 (3 Units)
Principles of Mathematics I
Math 227 (4 Units)
Introductory Statistics
Math 230 (3 Units)
Math for Liberal Arts Students
Math 235 (5 Units)
Finite Mathematics
Math 236 (5 Units)
Calculus for Business and Social Science
Math 240 (3 Units)
Trigonometry
Math 245 (3 Units)
College Algebra
Math 260 (5 Units)
Pre-Calculus
Math 265 (5 Units)
Calculus with Analytic Geometry I
Math 216 (3 Units)
Principles of Mathematics II
Math 266 (5 Units)
Calculus with Analytic Geometry II
Math 267 (5 Units)
Calculus with Analytic Geometry III
Math 270 (3 Units)
Linear Algebra
Math 275 (3 Units)
Ordinary Differential Equations
**Music**

The music curriculum is designed as a two-year introduction to the fundamental disciplines of music. A study of musicianship, harmony, music appreciation, and music history, as well as instrumental and vocal instruction, is offered.

The Music Department aims to provide an atmosphere in which students can begin to equip themselves to participate in music as an art or as an avocation and to acquire the self-assurance necessary to pursue musical endeavors. The curriculum provides preparation for advanced studies in colleges and universities.

**ASSOCIATE in ARTS in MUSIC**

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. A minimum of 24 units from required courses and recommended electives is needed for an Associate in Arts in Music degree.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 101</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 111</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 201</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 202</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 211</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212</td>
<td>2</td>
</tr>
</tbody>
</table>

**PLUS a minimum of 8 units of Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 203</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 213</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 321</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 322</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 501</td>
<td>5</td>
</tr>
<tr>
<td>MUSIC 781</td>
<td>5</td>
</tr>
</tbody>
</table>

**Major Transfer Recommendations**

California State University, Dominguez Hills (College of Arts and Sciences, Music)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 101</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 111</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 201</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 202</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 212</td>
<td>2</td>
</tr>
</tbody>
</table>

**Music Education Option:**

CSUDH PIANO PROFICIENCY EXAM

**And**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 411</td>
<td>2</td>
</tr>
<tr>
<td>OR MUSIC 412</td>
<td>2</td>
</tr>
<tr>
<td>OR MUSIC 413</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

**Nursing**

The Associate Degree Nursing Program at Los Angeles Southwest College is one that demands high levels of performance and proficiency. It effectively integrates general education with the basics of Nursing theory and practice. The curriculum provides two options: 1) the "Generic Option" which requires students to earn an Associate in Science degree; and 2) the "30-Unit Option", mandated by the Board of Registered Nursing which does not require the student to earn a degree. Upon completion of either option, the student is eligible to take the NCLEX-RN (National Council Licensure Examination for Registered Nurses). Once passed, the student becomes a Registered Nurse (R.N.) in the state of California.

Information regarding program cost is available in the office of the Nursing Department, which is located on the 4th floor of the Lecture/Laboratory Building (LL 435B). Financial aid is available to help students with their expenses. Aid includes tuition waivers, grants and college work-study. Additional information and assistance regarding finances is available in the Financial Aid Office in Bungalow 540, West campus. After successful completion of the first semester of the Nursing Program, students are eligible to take the Certified Nursing Assistant Examination and seek employment in a health care agency.

Students seeking admission to the Nursing program are required to see a college counselor to review and complete an Educational Plan. Enrollment in the Associate Degree Nursing Program requires acceptance as a fully matriculated student at Los Angeles Southwest College.

If a student has a prior record of conviction of a serious offense, the student is urged to contact the Board of Registered Nursing before applying to the Nursing Program. It is the responsibility of the Board to protect the public against unsafe practitioners by limiting licensure. Even if a student has successfully completed a course of study, the Board may still refuse to grant a license. Further clarification may be obtained by contacting the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814, (916) 322-3350

Communication with the Nursing Department is primarily done by mail. It is the responsibility of each applicant to make sure the department has his/her current address and phone number on file.

**Standards**

A minimum grade of "C" is required in all courses applicable to either the "Generic Option" or the "30-Unit Option". A student may repeat a course and substitute a higher grade in up to 15 units of "D" or Fail coursework. A class may generally be repeated only once for a grade. A student may enroll in a Nursing course a maximum of two times. For this purpose, enrollment is defined as attending at least one class meeting. Continuing students must maintain a 2.0 cumulative grade point average.

**Transfer Students**

A student who seeks to transfer from another Nursing Education Program must meet all of the entrance and graduation requirements for the Nursing curriculum at Los Angeles Southwest College. When applying, the individual must submit a catalog from the previous institution. An official course description and /or syllabus is required for each Nursing class that the student wishes to transfer along with an official transcript. The student is also required to provide a letter from the director of the former program stating that he/she is approved to work with patients and is "clinically safe". Advanced Placement credits may also be transferred. Space is limited for this type of program.
Challenging Coursework through Credit by Examination

A maximum of 15 units may be earned through Credit by Examination and applied toward an Associate Degree. A student wishing to take the first or any other Nursing course must be officially admitted to the Generic Nursing Program and have completed at least 12 units within the Los Angeles Community College District. Application for Credit by Examination must be made in writing and exams taken in sequential order. Evaluation is done individually of each application and accompanying documentation of past education and experience. If the application to take an exam is approved, a study guide will be provided prior to the test. The student will then be registered in the course and tuition must be paid. If the student passes the exam, credit will be issued.

A Licensed Vocational Nurse who wishes to receive selected Nursing credits through examination must possess a current California Vocational Nursing License. A career ladder option, however, is not offered.

Schedule

The Nursing Program requires clinical experience that will be observed at local hospitals and other health care settings in the community. All clinical experience is coordinated with classroom instruction. Nursing students may select day or evening clinical hours. Classes are offered day, afternoon or evening. Lecture hours will be assigned.

ASSOCIATE in SCIENCE in NURSING

Prerequisite Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 1 Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PHYSIOLOGY 1 Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOLOGY 20 Human Anatomy and Physiology</td>
<td>8</td>
</tr>
</tbody>
</table>

and all the following:

*MICRO 1 Introductory Microbiology | 5

ENGLISH 101 College Reading & Composition | 3

SPEECH 101 Oral Communication | 3

PSYCH 1 General Psychology | 3

PSYCH 41 Life-Span Psychology From Infancy to Old Age | 3

SOC 1 Introduction to Sociology | 3

MATH 115 Elementary Algebra (or higher) or Successful completion of Math competency Test | 5

*N*Completion of College Chemistry with a lab required

Nursing Corequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Graduation Plan B)</td>
<td>3-5</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Graduation Plan B)</td>
<td>3</td>
</tr>
</tbody>
</table>

First Year Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 526 Communication in Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NURS 527 Nursing Process</td>
<td>1</td>
</tr>
<tr>
<td>NURS 501A Fundamentals of Nursing A</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 501B Fundamentals of Nursing B</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 506A Maternal and Child Health Nursing A (Pediatrics)</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Second Year Courses: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 502A Medical-Surgical Nursing A</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 503B Psychiatric Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 502B Medical-Surgical Nursing B</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 503A Advanced Medical-Surgical Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 507 Senior Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Social & Behavioral Sciences/American Institutions (Graduation Plan B) | 3

*Note: Consult the Nursing Department for the sequence of nursing courses after Fall, 2004.

Graduates of this Nursing Program are exempt from the college general education requirement in Health.

Admission Requirements – Generic Option

A United States high school diploma or its equivalent is required. The G.E.D. test or the California High School Proficiency Examination may meet equivalency. A degree from a college or university in the United States may also meet this requirement.

Candidates must complete all of the Nursing prerequisites with a grade of “C” or better and have achieved a cumulative 2.0 college grade point average. Candidates must be in good standing academically and not on academic or progress probation. Students must be free from communicable diseases, infection, psychological disorders, and other conditions that present a threat to, or negatively impact, the well-being of faculty, other students, and consumers; and/or would prevent the successful performance of responsibilities and tasks required in the Nursing Education Program.

Each student is required to have a completed physical exam prior to admission and the exam must be completed yearly. Students are also required to have the following tests: complete blood count, VDRL or RPR, urinalysis, evidence of polio vaccination, and annual TB skin test and/or x-ray.

Additionally, students must demonstrate, by titers, the immunity from rubella, rubella, varicella, hepatitis B and mumps. Students may choose to waive immunization for hepatitis B by completing a signed disclaimer provided by the Nursing Department.

Copies of all laboratory and immunization results must be submitted with the completed Health Record Card prior to admission to the first required Nursing course. Students must bear cost of all tests, immunizations, and the physical examination.

Students must present a current Health Care Provider Cardiopulmonary Resuscitation (CPR) Certificate. The certifying course must include adult, child, and infant CPR, and airway management information and competencies.

Student liability insurance is required prior to participation in the clinical component of all Clinical Nursing courses. Application for the insurance is provided during the orientation session for officially admitted students.

Nursing students are asked to join the national and local chapters of the National Student Nurses’ Association. Application for this organization is also provided during the orientation session for officially admitted students.
Program costs and transportation to off-campus clinical sites is the responsibility of the student. In addition, enrolled students are required to take a series of content mastery examinations after the completion of each semester of the nursing program. The approximate cost is $350.00 over the entire program.

Candidates must take the Nursing Department’s tests to demonstrate math computation proficiency and reading speed, proficiency and comprehension. Assistance is available to help students achieve the required skill levels prior to enrolling in the first Nursing course. Testing date, time, and location is mailed to eligible students. Completion of college-level Chemistry courses is a prerequisite to Microbiology courses.

Officially admitted Nursing students may be suspended from the Nursing Program on a case-by-case basis for health and safety reasons or for violations of the Los Angeles Community College District’s Standards of Conduct. Students may also be expelled from an affiliating clinical agency when the student is felt by the agency to have violated his/her contractual health and safety standards.

Application and Selection Process
Students should obtain an application from the Nursing Department, complete and return it to the office along with:
1) verification of U.S. high school graduation, G.E.D., California Proficiency Examination or U.S. college or university degree; and 2) official transcripts from all previous colleges and universities, including Los Angeles Southwest College.

It is necessary to submit all materials to the Nursing office by March 31st to be considered for Fall semester admission, and by September 30th to be considered for Spring semester admission. Approximately four weeks after each application deadline, new candidates will be notified of their application status.

In the event the Nursing Program has more qualified candidates than the forty-eight students admitted each semester, the selection process is done by lottery. A lottery is done each semester following the application deadline. To qualify for the lottery, a student must have a complete application packet on file in the Nursing Office.

Following the lottery, each candidate’s name is placed on a list for day or evening clinical hours, as selected by the student. Candidates not selected are placed on a waiting list and automatically move up on the list and frequently are first selected for the next semester’s admission.

No student on the waiting list is offered admission if they failed the department’s required math computation and reading tests or failed to pursue remediation, if needed, in the campus Learning Center.

Once offered admission, a student does not attend the scheduled orientation meeting to which invited, his/her position will immediately be given to an alternate candidate who also received an invitation to the meeting. To remain on the waiting list, you must contact the Nursing Office and make a request to remain on the waiting list within ten working days.

After a student is admitted into the Nursing Program, a full-time load is considered a minimum of 9 units per semester.

Nursing Curriculum — 30-Unit Option
The California Board of Registered Nursing mandates this option and candidates completing it are eligible to take the National Council of State Boards of Nursing Examination (NCLEX) to acquire licensure as a Registered Nurse in the State of California. Other states may not recognize this option as valid preparation for R.N. licensure and therefore, not grant interstate licensure.

Individuals completing this option are not graduates of Los Angeles Southwest College’s Nursing Program and are not eligible to wear the program’s cap or pin. The Associate Degree in Science with a specialization in Nursing is not awarded upon completion of the 30-Unit Option.

A grade of “C” or better is mandatory for all courses required in the 30-Unit Option.

Required Prerequisite Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSIO 1 Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MICRO 1 Introductory Microbiology</td>
<td>5</td>
</tr>
</tbody>
</table>

Required Nursing Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 518 Patient Care Seminar for Transfer Students</td>
<td>2</td>
</tr>
<tr>
<td>NURS 526 Communication in Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NURS 527 Nursing Process</td>
<td>1</td>
</tr>
<tr>
<td>NURS 503A Advanced Medical-Surgical Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 503B Psychiatric Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 507 Senior Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Application Process
Students selecting this option should obtain an application from the Nursing Department Office, complete the application and write on the front of the form in the upper right corner, “30 Unit Option”. Return the application to the Nursing Department Office along with: 1) verification of a current California LVN license; 2) verification of U.S. high school graduation, G.E.D., or California Proficiency Examination; 3) official college transcripts listing the required prerequisite courses; 4) Education Plan completed by a college counselor at Los Angeles Southwest College.

Candidates selecting this option are also required to take the Nursing Department’s tests to demonstrate math computation and reading speed, proficiency and comprehension. Assistance is available to help students achieve the required skill levels prior to enrolling in the first Nursing course.

Admission Requirements

1. Completion of all health, immunization and laboratory tests required for students enrolled in the generic Nursing Program.
2. Professional liability insurance provided for LVNs enrolled in a generic RN program.
3. CPR certification for health care providers, which includes adult, child, and infant airway management information and competencies.

Major Transfer Recommendations
University of California, Los Angeles (School of Nursing: Nursing, B.S.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 1 Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>OR BIOLOGY 20 Human Anatomy and Physiology</td>
<td>8</td>
</tr>
<tr>
<td>ANTHRO 120 Human Ways of Life: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY 6 General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY 7 General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>ENGLISH 101 College Reading &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 102 College Reading &amp; Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FAM &amp; CS 21 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MICRO 1 Introductory Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 11 Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>OR PHYSICS 12 Physics Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>OR PHYSICS 6 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>AND PHYSICS 7 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYSIOL 1 Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>OR BIOLOGY 20 Human Anatomy and Physiology</td>
<td>8</td>
</tr>
<tr>
<td>OR PSYCH 1 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>OR SOC 1 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>One UC Transferable Humanities Course</td>
<td></td>
</tr>
<tr>
<td>One UC Transferable Mathematics Course</td>
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</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 260 Pre-Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 267 Calculus with Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 275 Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS 37 Physics for Engineers and Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 38 Physics for Engineers and Scientists II</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 39 Physics for Engineers and Scientists III</td>
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</tbody>
</table>

**Physical Education**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 5 Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>FAM &amp; CS 21 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PE 97 Physical Efficiency</td>
<td>2</td>
</tr>
<tr>
<td>PE 98 Scientific Physical Fitness Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PE 285 Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>PE 668 Body Dynamics</td>
<td>1</td>
</tr>
<tr>
<td>PE 230 Weight Training Skills</td>
<td>1</td>
</tr>
<tr>
<td>SPEECH 101 Oral Communication I</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 103 Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 265 Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266 Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Political Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 1 Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2 Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 1 The Government of the United States</td>
<td>3</td>
</tr>
</tbody>
</table>
POL SCI 2 Modern World Governments .................. 3
POL SCI 7 Contemporary World Affairs .................. 3
POL SCI 9 Governments and Politics in Africa ............ 3
TOTAL UNITS ........................................... 18

Recommended Electives Units
HISTORY 5 History of the Americas I ....................... 3
HISTORY 6 History of the Americas II ..................... 3
HISTORY 11 Political and Social History of the United States I ............ 3
HISTORY 12 Political and Social History of the United States II ........... 3
HUMAN 1 Cultural Patterns of Western Civilization ........ 3
POL SCI 8 The Modern Far East ............................ 3
SOC 1 Introduction to Sociology .......................... 3
SOC 2 American Social Problems ........................... 3
SPEECH 101 Oral Communication I ........................ 3

Major Transfer Recommendations

California State University, Los Angeles (School of Natural and Social Science: Political Science):

Recommended Courses: Units
ENGLISH 103 Composition and Critical Thinking ............. 3
POL SCI 1 The Government of the United States ............... 3
POL SCI 2 Modern World Governments .................... 3
MATH 227 Introductory Statistics ........................... 4

Prelegal Option:
ECON 1 Principles of Economics I .......................... 3
OR
ECON 2 Principles of Economics II .......................... 3
OR
ECON 5 Economics for the Citizen ........................... 3

Required Courses:
ENGLISH 103 Composition and Critical Thinking ............. 3
ENGLISH 104 Composition and Rhetoric ....................... 3
ENGLISH 110 Readings in American Literature ............... 3
ENGLISH 111 Readings in World Literature .................. 3
ENGLISH 112 Readings in Western Literature ................ 3

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Major Transfer Recommendations

California State University, Dominguez Hills
History/Social Science:

Recommended Courses: Units
ECON 1 Principles of Economics I .......................... 3
ECON 2 Principles of Economics II .......................... 3
HISTORY 1 Introduction to Western Civilization I .......... 3
HISTORY 2 Introduction to Western Civilization II ........... 3
HISTORY 11 Political and Social History of the United States I ............ 3
HISTORY 12 Political and Social History of the United States II ........... 3
POL SCI 1 The Government of the United States ............... 3
GEOG 2 Cultural Elements of Geography ................... 3
POLI SCI 7 Contemporary World Affairs .................... 3

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Psychology

ASSOCIATE in SCIENCE in PSYCHOLOGY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses: Units
ANTHRO 102 Human Ways of Life: Cultural Anthropology ........ 3
BIOLOGY 3 Introduction to Biology ........................... 4
PSYCH 1 General Psychology I ................................ 3
PSYCH 2 General Psychology II ................................ 3
PSYCH 3 Personality and Social Development ................ 3
OR
PSYCH 11 Child Psychology ................................... 3
PSYCH 14 Abnormal Psychology ............................... 3
TOTAL UNITS ........................................... 19

Recommended Electives Units
ANTHRO 101 Human Biological Evolution .................... 3
OR
CHEM 65 Introductory General Chemistry .................... 5
OR
CHEM 51 Fundamentals of Chemistry .......................... 4
MATH 227 Introductory Statistics ............................ 4
PHILOS 8 Deductive Logic ..................................... 3
PSYCH 1 The Government of the United States ............... 3
PSYCH 41 Life-Span Psychology: From Infancy to Old Age .......... 3

Major Transfer Recommendations

California State University, Dominguez Hills (Psychology):

Recommended Courses: Units
MATH 227 Introductory Statistics ............................ 4
PSYCH 1 General Psychology I ................................ 3

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Certificate of Achievement

CHEMICAL DEPENDENCY COUNSELOR

This program is designed to provide academic preparation and field experience for individuals employed or preparing for employment in public and private agencies that serve clients with alcohol and drug problems.

Students are required to complete each listed course with a grade of “C” or better.

Required Courses: Units
PSYCH 1 General Psychology I ................................ 3
PSYCH 2 General Psychology II ................................ 3
PSYCH 37 Psychology of Co-Dependency and Family Systems ........ 3
PSYCH 43 Principles of Group Dynamics I .................... 3
PSYCH 67 Alcohol/Drug Studies: Prevention and Education ......... 3
PSYCH 64 Introduction to Drug and Alcohol Abuse ............... 3
PSYCH 65 Chemical Dependency: Intervention, Treatment and Recovery ........ 3
PSYCH 67 Counseling Techniques for the Chemically Addicted .......... 3
PSYCH 81 Field Work I ......................................... 3
PSYCH 82 Field Work II ......................................... 3

One course from among the following:
PSYCH 14 Abnormal Psychology ............................... 3
OR
### Real Estate

#### Certificate of Achievement
**REAL ESTATE - APPRAISAL**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 9</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 10</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>6</strong></td>
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</tbody>
</table>

#### Certificate of Achievement
**REAL ESTATE - BROKER**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>REAL ES 1</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 3</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 5</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 7</td>
<td>3</td>
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<tr>
<td>REAL ES 9</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 21</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 14</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 11</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>24</strong></td>
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</table>

#### Certificate of Achievement
**REAL ESTATE - ESCROW**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 11</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 12</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 13</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

#### Certificate of Achievement
**REAL ESTATE - SALESPERSON**

Students are required to complete each listed course with a grade of "C" or better.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REAL ES 1</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 3</td>
<td>3</td>
</tr>
<tr>
<td>REAL ES 5</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Sociology

#### ASSOCIATE in ARTS in SOCIOLOGY

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses. Any 18 units from required courses for an Associate in Arts in Sociology degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2</td>
<td>3</td>
</tr>
<tr>
<td>SOC 7</td>
<td>3</td>
</tr>
<tr>
<td>SOC 11</td>
<td>3</td>
</tr>
<tr>
<td>SOC 12</td>
<td>3</td>
</tr>
<tr>
<td>SOC 19</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

#### Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 11</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 12</td>
<td>3</td>
</tr>
<tr>
<td>PHILOS 1</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 2</td>
<td>3</td>
</tr>
<tr>
<td>SOC 20</td>
<td>3</td>
</tr>
<tr>
<td>SOC 23</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major Transfer Recommendations

**California State University, Dominguez Hills (Sociology):**

#### Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 227</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.*

### Spanish

#### ASSOCIATE in ARTS in SPANISH

The Foreign Language Program offers a sequence of courses in Spanish which students can pursue for individual purposes. One direction provides courses which may be used as partial fulfillment of the requirement for the A.A. degree. A second direction provides the General Education courses necessary for transferring to a four-year university. A third direction provides the basic language courses required for the Spanish major transferring to a four-year institution.

*The Program also offers classes for students who are interested in learning Spanish for use on their jobs or for vocational purposes. Native Spanish speakers may also take courses that enable them to improve their writing, reading, and speaking abilities.*

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 1</td>
<td>5</td>
</tr>
<tr>
<td>SPANISH 2</td>
<td>5</td>
</tr>
<tr>
<td>SPANISH 3</td>
<td>5</td>
</tr>
<tr>
<td>SPANISH 4</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>20</strong></td>
</tr>
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</table>

#### Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 1</td>
<td>5</td>
</tr>
<tr>
<td>FRENCH 2</td>
<td>5</td>
</tr>
<tr>
<td>HISTORY 5</td>
<td>3</td>
</tr>
</tbody>
</table>
Major Transfer Recommendations

California State University of Dominguez Hills (Spanish):

Recommended Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 1</td>
<td>5</td>
</tr>
<tr>
<td>SPANISH 2</td>
<td>5</td>
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<td>SPANISH 3</td>
<td>5</td>
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<td>SPANISH 4</td>
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<tr>
<td>OR</td>
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<tr>
<td>SPANISH 44</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.

Speech Communications

ASSOCIATE in ARTS in SPEECH COMMUNICATIONS

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN 1</td>
<td>3</td>
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<tr>
<td>SPEECH 101</td>
<td>3</td>
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<tr>
<td>SPEECH 102</td>
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<tr>
<td>SPEECH 103</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 111</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 130</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>18</td>
</tr>
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Recommended Electives:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 102</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 135</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 100</td>
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<tr>
<td>TOTAL UNITS</td>
<td>18</td>
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</tbody>
</table>

Certificate of Achievement

EARLY CHILDHOOD SPEECH THERAPY ASSISTANT

Students are required to complete each listed course with a grade of "C" or better.

Required Course:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SPEECH 111</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 135</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 161</td>
<td>3</td>
</tr>
</tbody>
</table>

Theater

The Theater Division operating under the Department of the Arts offers courses for students who are working toward an Associate in Arts degree in Theater, for students who are planning to transfer to a four year institution, and for students who plan to pursue a career in the professional theater.

ASSOCIATE in ARTS in THEATER

General Education Requirements: See Plan A, page 45, for 30 semester units of required courses.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEATER 100</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 110</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 130</td>
<td>3</td>
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<tr>
<td>THEATER 233</td>
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<td>THEATER 240</td>
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<tr>
<td>TOTAL UNITS</td>
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Recommended Electives:  

<table>
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<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CINEMA 10</td>
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<tr>
<td>MEDIART 101</td>
<td>3</td>
</tr>
<tr>
<td>MEDIART 120</td>
<td>3</td>
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<tr>
<td>THEATER 275</td>
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<td>THEATER 300</td>
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<tr>
<td>THEATER 385</td>
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<tr>
<td>TOTAL UNITS</td>
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</table>

Major Transfer Recommendations

California State University of Dominguez Hills (Theater Arts):

Recommended Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEATER 130</td>
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</tr>
<tr>
<td>THEATER 233</td>
<td>3</td>
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<tr>
<td>THEATER 270</td>
<td>3</td>
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</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.
ASSOCIATE IN ARTS OR
ASSOCIATE IN SCIENCE DEGREE

Major requirements: At least 18-36 semester units of study taken in single or related disciplines.

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 requirements apply to students entering for the first time. 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 enrollment. A continuing student is one who has completed a minimum of one course per semester. Completion with a “W” will be accepted for one semester only.

Students who interrupt their attendance, except as noted above, become subject to any new requirements which are in effect at the time they re-enroll.

Most Los Angeles Southwest College courses are offered for college credit/non-credit. All courses which meet the major requirements of the educational programs listed in the catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree, are designated as NDA, non degree applicable.

I. UNIT REQUIREMENT: 60-64 units of course credit in a selected curriculum.

II. SCHOLARSHIP REQUIREMENT: A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based.

III. COMPETENCY REQUIREMENT: Students must demonstrate competence in reading, written expression, and mathematics. The Math requirement may be met by achieving a passing grade “C” in Math 115 (or higher) or by successfully completing the Math Competency Test.

IV. Academic RESIDENCE REQUIREMENTS: Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for undue hardship.

V. PETITIONING FOR GRADUATION: Upon enrollment in course work completing general education, major and elective requirements, contact the Counseling Office for preparation of a Graduation Petition. Petitions are accepted the first week of the semester until the deadline specified in the schedule of classes. Coursework taken from colleges outside the Los Angeles Community College District must be documented with an official transcript in the Office of Admissions and Records.

Petition for Graduation

All students meeting degree or certificate requirements must complete the petition in order to qualify to receive the degree or certificate. Students should contact the Counseling Department while in their LAST semester of classes.

Graduation Petition

This document is used to process a student’s record of course work to qualify and to receive the Associate Degree and participate in the Commencement Ceremony.
GRADUATION PLAN A

MAJOR REQUIREMENTS: At least 18 units of study taken in a single discipline or related disciplines.

GENERAL EDUCATION REQUIREMENTS: Successful completion of at least 30 semester units of general education which shall include not fewer than the minimum number of units indicated in each of the following areas:

A. Natural Sciences
   3 semester units.
   Anatomy 1; Anthropology 101; Astronomy 1; Biology 3, 5, 6, 7, 9, 20; Chemistry 51, 65, 70, 101, 102; Geography 1; Geology 1, 6; Microbiology 1; Physical Science 1, 14; Physiology 1; Physics 6, 7, 11, 12, 14, 37, 38, 39; Psychology 2.

B. Social and Behavioral Sciences
   9 semester units in the following pattern:
   1. At least 3 units of American Institutions: History 11, 12, 41, 42, 43; Political Science 1.
   2. At least 3 units in other Social Sciences: Administration of Justice 1; Anthropology 102, 133; Business 1, 5, 6; Child Development 1; Economics 1, 2, 5; Geography 1, 2, 3, 5, 6, 37, 86; Law 3; Political Science 2, 7, 8, 9; Psychology 1, 11, 14, 41; Sociology 1, 2, 11, 12; Family & Consumer Studies 2.
   3. At least 3 additional units from Group 1 or 2 above.

C. Humanities
   3 semester units.
   Art 101, 102, 103, 104, 201, 300, 501; English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 31, 54; Music 101, 111, 141; Philosophy 1; Spanish 1, 2, 3, 4, 5, 6, 8, 101; Theater 100, 110, 130, 233, 240, 270, 271, 300.

D. Language and Rationality
   12 semester units in the following pattern:
   2. Communication and Analytical Thinking - 3 semester units.
      a. Passing score on the Math Competency Test and one of the following: Computer Science 601; English 103; Philosophy 7, 8; Speech 101, 102, 121.

E. Health and Physical Education
   Minimum of 3 semester units in one of the following patterns:
   1. Health Education -Health 10 and a P.E. activity class OR Health 11 and a P.E. activity class.
   2. Health 2.
   3. Authorized P.E. Activity exemptions include:
      a. Medical exemption.
      b. Religious.

GRADUATION PLAN B

MAJOR REQUIREMENTS: At least 36 semester units of study taken in a single discipline or related disciplines.

GENERAL EDUCATION REQUIREMENTS: Successful completion of at least 18 semester units of general education which shall include not fewer than the minimum number of units indicated in each of the following areas:

A. Natural Sciences
   3 semester units.
   Anatomy 1; Anthropology 101; Astronomy 1; Biology 3, 5, 6, 7, 9, 20; Chemistry 51, 65, 70, 101, 102; Geography 1; Geology 1, 6; Microbiology 1; Physical Science 1, 14; Physiology 1; Physics 6, 7, 11, 12, 14, 37, 38, 39; Psychology 2.

B. Social and Behavioral Sciences
   3 semester units.
   Course in American Institutions and U.S. History is required from the following:
   History 11, 12, 41, 42, 43; Political Science 1.

C. Humanities
   3 semester units:
   Art 101, 102, 103, 104, 201, 300, 501; English 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 31, 54; Music 101, 111, 141; Philosophy 1; Spanish 1, 2, 3, 4, 5, 6, 8, 101; Theater 100, 110, 130, 233, 240, 270, 271, 300.

D. Language and Rationality
   6 semester units in the following pattern:
   2. Communication and Analytical Thinking - 3 semester units.
      a. Passing score on the Math Competency Test and one of the following: Computer Science 601; English 103; Philosophy 7, 8; Speech 101, 102, 121.

E. Health and Physical Education
   Minimum of 3 semester units in one of the following patterns:
   1. Health Education-Health 10 and a P.E. activity class OR Health 11 and a P.E. activity class.
   2. Health 2.
   3. Authorized P.E. Activity exemptions include:
      a. Medical exemption.
      b. Religious.
      c. Nursing majors are exempt from the Health requirement.

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.
IGETC

LOS ANGELES SOUTHWEST COLLEGE
2004-2005

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Student's Name: ___________________________  ___________________________  ____________  
NOTE: The IGETC curriculum is recommended for students planning to transfer to a UC or CSU campus.

<table>
<thead>
<tr>
<th>AREA 1-ENGLISH COMPOSITION</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU: 3 courses required, 1 each 1A, 1B &amp; 1C; -- UC: 2 courses required, 1 each, 1A and 1B.</td>
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<tr>
<td>1A, English Composition, 1 course (3 semester units)</td>
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<tr>
<td>English 101 Course from other college</td>
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<tr>
<td>1B, Critical Thinking-English Composition, 1 course (3 semester units)</td>
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<tr>
<td>English 103 Course from other college</td>
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<tr>
<td>1C: Oral Communication (CSU requirement only), 1 course (3 semester units)</td>
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<tr>
<td>Speech 101 Course from other college</td>
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</tbody>
</table>

| AREA 2-MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING | * |
| 1 course (3 semester units minimum)                      | |
| Mathematics 227, 230, 235+, 236+, 245+, 260+, 265+, 266+, 267, 270, 275 Course from other college |    |

| AREA 3-ARTS AND HUMANITIES |    |
| At least 3 courses, with at least 1 course from 3A, Arts and 1 course from 3B, Humanities (9 semester units minimum) |    |
| 3A, Arts: Art 101, 102, 104, 103, 104; Music 111; Theater 100, 110 |    |
| Course from other college |    |
| 3B, Humanities: English 102, 203, 204, 205, 206, 207, 208, 211+, 212+, 234, 239; French 2, 3, 4; Humanities 1, 31; Philosophy 1; Spanish 2, 3, 4, 5, 6 |    |
| Course from other college |    |

| AREA 4- SOCIAL AND BEHAVIORAL SCIENCES |    |
| At least 3 courses from at least 2 disciplines or interdisciplinary sequence (9 semester units) |    |
| Anthropology 102, 133; Economics 1, 2; Geography 2; History 1, 2, 5, 6, 11+, 12+, 41+, 42+, 43+, 86; Political Science 1*, 2, 7; Psychology 1, 41+; Sociology 1, 2, 11 |    |
| Course from other college |    |

| AREA 5- PHYSICAL AND BIOLOGICAL SCIENCES |    |
| At least 2 courses, 1 5A, Physical Science course and 1 5B, Biological Science course; at least 1 course must include a laboratory; laboratory classes are underlined (7 units minimum) |    |
| 5A, Physical Sciences: Astronomy 1; Chemistry 51+, 65+, 70, 101, 102; Geography 1; Geology 1, 6 |    |
| Physics 6+, 7+, 11+, 12+, 14+, 37+, 38+, 39+ |    |
| Course from other college |    |
| 5B, Biological Sciences: Anatomy 1+, Anthropology 101; Biology 3+, 5+, 6, 7, 9, 20+; Microbiology |    |
| Physiology 1+; Psychology 2 |    |
| Course from other college |    |

| AREA 6- LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY) |    |
| Proficiency equivalent to two years of high school study in the same language |    |
| American Sign Language 1 Completed at high school |    |
| Course(s) from other college(s) |    |
| AP Exam | |

| AREA 7- CSU GRADUATION REQUIREMENTS IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (NOT part of IGETC; may be completed prior to transfer) |    |
| 2 courses (6 units); 1 course from 7A and 1 course from 7B |    |
| 7A: Political Science 1*; 7B: History 11+, 12+, 41+, 42* |    |

NOTE: Courses used to meet this requirement may not be used to satisfy requirements of IGETC

* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.

* Indicates that the course is listed in more than one area but shall NOT be certified in more than one area.

IGETC COMPLETED: California State University [ ] Yes University of California [ ] Yes
Full Certification [ ]; Partial Certification (Maximum, 2 courses remaining) [ ]; IGETC After Transfer [ ]; Approved _________

College Counselor ___________________________  Date ___________________________
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 general education requirements of the receiving 4-year institution.

WHAT ARE THE IGETC EXCEPTIONS—WHO CAN'T USE IGETC?
Students transferring to any University of California campus (at Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz) should check with the particular university and/or counselor before using IGETC. Admissions requirements for transfer students vary within Colleges of each campus. In general, IGETC is not recommended for students majoring in biological sciences, computer science, engineering, environmental studies, geological sciences, and fine arts in theater or music.

Students who began their collegiate work at a University of California campus and who intend to transfer back to any UC campus cannot use IGETC. Students in this category must follow the General Education Breadth Requirements of the campus to which they are transferring.

WHAT IS CERTIFICATION?
Los Angeles Southwest College will verify the completion of the 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 Los Angeles Southwest College. Up to 15 units of coursework in which a “credit” or “pass” is received will be certified, providing either is equivalent to a grade of “C” or better. Although not part of the IGETC, Los Angeles Southwest 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. Los Angeles Southwest 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 COLLEGE?
Los Angeles Southwest College will certify courses taken at other colleges and universities accredited by a regional Association of Schools and Colleges. Los Angeles Southwest 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 must be equivalent to courses offered at Los Angeles Southwest College. These courses will be placed in the subject areas in which the comparable LASC courses fit into this IGETC pattern. Courses completed at foreign institutions are not acceptable except for certification of competence in a language other than English.

HOW DO I GET MY COURSES CERTIFIED?
IGETC must be certified before transfer. Certification is NOT automatic and must be requested. The request for certification must be made in the Admissions Office when students request their final transcript be sent to a UC or CSU. Students must have completed 12 units at Los Angeles Southwest College in order to have courses certified. Students should NOT request certification until all IGETC requirements have been completed. In order to be certified, ALL official transcripts must be on file from every college attended. The last college attended completes the certification.

Students using two years of high school foreign language to satisfy the UC “Language Other Than English” requirement (IGETC Area 6) must have official copies of high school transcripts on file. This requirement may also be met by providing official documentation showing satisfactory completion, with the equivalent of 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 was not English. Exam results used to meet this requirement must be on file at Los Angeles Southwest College.

On line UC applications and status checks: www.ucop.edu/pathways

Individual UC Web Addresses:
- UC Berkeley: www.berkeley.edu
- UC Davis: www.ucdavis.edu
- UC Irvine: www.uci.edu
- UC Los Angeles: www.ucla.edu
- UC Merced: www.ucmerced.edu
- UC Riverside: www.ucr.edu
- UC Santa Cruz: www.ucsc.edu
- UC Santa Barbara: www.ucsb.edu
- UC San Diego: www.ucsd.edu
- UC San Francisco: www.ucsf.edu

For further information, please see a Counselor.
# CSU-GE

**LOS ANGELES SOUTHWEST COLLEGE**  
**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION**

Student's Name:  
Last                           First                   Middle               SSN (or student I.D.#)   
Date

**NOTE:** The CSU-GE curriculum is recommended for students planning to transfer to a Cal State University.

<table>
<thead>
<tr>
<th>CATEGORY A-COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses (9 semester units)</td>
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<tr>
<td>Choose one course from each group.</td>
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<tr>
<td><strong>A1 Oral Communication</strong></td>
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<tr>
<td>Speech 101, 102, 121</td>
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<tr>
<td><strong>A2 Written Communication (completed with a &quot;C&quot; or better grade)</strong></td>
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<td>English 101</td>
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<tr>
<td><strong>A3 Critical Thinking</strong></td>
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<tr>
<td>English 103; Philosophy 7, 8</td>
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<table>
<thead>
<tr>
<th>CATEGORY B-PHYSICAL UNIVERSE AND ITS LIFE FORMS</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses (9 semester units minimum)</td>
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<tr>
<td>Choose one course from each group.</td>
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<tr>
<td>At least one laboratory course must be completed to satisfy the <strong>B3 Lab Activity</strong>; lab courses are indicated with an underline.</td>
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<tr>
<td><strong>B1 Physical Universe</strong></td>
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<tr>
<td>Astronomy 1; Chemistry 51, 65, 70, 101, 102; Geography 1; Geology 1, 6; Physical Science 1, 14; Physics 6, 7, 11, 12, 14, 37, 38, 39</td>
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<tr>
<td><strong>B2 Life Forms</strong></td>
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<tr>
<td>Anatomy 1; Anthropology 101; Biology 3, 5, 6, 7, 9, 20; Microbiology 1; Physiology 1; Psychology 2</td>
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<tr>
<td><strong>B4 Mathematical Concepts (completed with a &quot;C&quot; or better grade)</strong></td>
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<thead>
<tr>
<th>CATEGORY C-ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES</th>
<th>C</th>
<th>IP</th>
<th>R</th>
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</thead>
<tbody>
<tr>
<td>3 courses (9 semester units minimum)</td>
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<tr>
<td>Choose one course from C1, one from C2, and one from either C1 or C2.</td>
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<tr>
<td><strong>C1 History and Appreciation of the Arts</strong></td>
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<tr>
<td>Art 101, 102, 103, 104, 201, 300, 501; Music 101, 111, 141; Theater Arts 100, 110, 270</td>
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<tr>
<td><strong>C2 Humanities</strong></td>
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<tr>
<td>English 102, 203, 204, 205, 206, 207, 208, 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 6, 31, 54; Philosophy 1; Spanish 1, 2, 3, 4; Speech 130</td>
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<thead>
<tr>
<th>CATEGORY D-SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS</th>
<th>C</th>
<th>IP</th>
<th>R</th>
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</thead>
<tbody>
<tr>
<td>3 courses (9 semester units)</td>
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<tr>
<td>Choose three courses from at least two different disciplines.</td>
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<tr>
<td><strong>D0 Sociology and Criminology</strong>-Sociology 1, 2, 11</td>
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<tr>
<td><strong>D1 Anthropology and Archeology</strong>-Anthropology 102, 133</td>
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<tr>
<td><strong>D2 Economics</strong>-Economics 1, 2, 5</td>
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<tr>
<td><strong>D3 Ethnic Studies</strong>-History 41, 42, 43; Sociology 11; Humanities 54</td>
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<td><strong>D4 Gender Studies</strong></td>
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<tr>
<td><strong>D5 Geography</strong>-Geography 2</td>
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<tr>
<td><strong>D6 History</strong>-History 1, 2, 5, 6, 11, 12, 41, 42, 43, 86; Humanities 6</td>
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<tr>
<td><strong>D7 Interdisciplinary Social or Behavioral Science</strong>-Child Development 1</td>
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<tr>
<td><strong>D8 Political Science, Government and Legal Institutions</strong>-Administration of Justice 1; History 11, 12; Law 3; Political Science 1, 2, 7</td>
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<tr>
<td><strong>D9 Psychology</strong>-Psychology 1, 11, 14, 41</td>
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## LOS ANGELES SOUTHWEST COLLEGE
### CAL STATE UNIVERSITIES GENERAL EDUCATION CERTIFICATION, 2004-2005

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>R</th>
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**Legend:** C=Completed, IP=In Progress, R=Remaining

### CATEGORY E-LIFELONG UNDERSTANDING AND SELF DEVELOPMENT

1 course (3 semester units minimum)

- Family and Consumer Studies 20, 21; Health 2, 10**, 11; Physical Education 102*, 131**, 552**, 668*, 677*, 701**; Psychology 3, 41; Sociology 12

**NOTE:** * = 1 unit; ** = 2 units

### CATEGORY F-UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS

2 courses (6 semester units)

**NOTE:** The CSU system accepts the following courses in fulfillment of its United States History, Constitution and American Ideals requirement.

Choose 1 course from F1 and 1 course from F2.

**F1** Historical Development of American Institutions and Ideals
- History 11, 12, 41, 42

**F2** Constitution, Democratic Process, Federal, State & Local Government
- Political Science 1

---

Students may transfer to California State Universities when they have completed a minimum of 56 transferable units with a grade point average of 2.0 or better. (They may transfer a maximum of 70 semester units.)

Each candidate for a Bachelor’s degree from a California State University shall complete a pattern of General Education courses with a minimum of 48 semester units. A student may complete a maximum of 39 of the 48 units at the community college. The remaining nine units must be upper division courses and shall be earned at the institution granting the 4-year degree. Completion of the California State University General Education requirements (CSU-GE) will allow a student to transfer from a California community college to a Cal State University without the need, after transfer, to take additional lower division education courses to satisfy General Education requirements of the receiving 4-year institution.

**Students must petition for certification.** The Transcript Request Form may be obtained in the Office of Admissions and Records and is used as the petition. Certification is requested by checking the appropriate box on the Transcript Request Form; no certification will be granted without doing so. In order to qualify for Los Angeles Southwest College certification, a student must have earned a minimum of 12 units at this college. Please note: 1) courses which are required for the major may also be used for General Education, 2) only two courses in any one discipline, excluding laboratory-only classes, may be used for certification, 3) a course found in more than one area may be certified only once in Areas A – E, and 4) courses taken at a foreign institution may not be certified.

Los Angeles Southwest College will certify only courses completed at other colleges and universities accredited by a regional association of schools and colleges. Los Southwest College will place courses taken at other California community colleges in the CSU areas identified by the offering college. Courses taken at 4-year institutions must be equivalent to courses offered at Los Angeles Southwest College. Courses from accredited out-of-state institutions may also be used. See a Counselor for further information.

**Web Address for all Cal State Universities:** [www.csumentor.edu](http://www.csumentor.edu)

**Individual CSU Web Addresses:**

- CSU Bakersfield: [www.csubak.edu](http://www.csubak.edu)
- CSU Channel Islands: [www.csuci.edu](http://www.csuci.edu)
- Chico State: [www.csuchico.edu](http://www.csuchico.edu)
- CSU Dominguez Hills: [www.csudh.edu](http://www.csudh.edu)
- CSU Fresno: [www.csufresno.edu](http://www.csufresno.edu)
- CSU Fullerton: [www.fullerton.edu](http://www.fullerton.edu)
- CSU Hayward: [www.cshayward.edu](http://www.cshayward.edu)
- CSU Humboldt: [www.humboldt.edu](http://www.humboldt.edu)
- CSU Long Beach: [www.csulb.edu](http://www.csulb.edu)
- CSU Los Angeles: [www.calstatela.edu](http://www.calstatela.edu)
- California Maritime Academy: [www.csumn.edu](http://www.csumn.edu)
- CSU Monterey Bay: [www.csmonterey.edu](http://www.csmonterey.edu)
- CSU Northridge: [www.csun.edu](http://www.csun.edu)
- Cal Poly Pomona: [www.cppomona.edu](http://www.cppomona.edu)
- Sacramento State: [www.csus.edu](http://www.csus.edu)
- CSU San Bernardino: [www.csusb.edu](http://www.csusb.edu)
- San Diego State: [www.sdsu.edu](http://www.sdsu.edu)
- CSU San Jose State: [www.sjsu.edu](http://www.sjsu.edu)
- Cal Poly SLO: [www.calpoly.edu](http://www.calpoly.edu)
- CSU San Marcos: [www.csusm.edu](http://www.csusm.edu)
- Sonoma State: [www.sonoma.edu](http://www.sonoma.edu)
- CSU Stanislaus: [www.csustan.edu](http://www.csustan.edu)
- California Maritime Academy: [www.csumn.edu](http://www.csumn.edu)
- CSU Monterey Bay: [www.csmonterey.edu](http://www.csmonterey.edu)
UNIVERSITY OF CALIFORNIA, LOS ANGELES (UCLA) AND OTHER UNIVERSITIES OF CALIFORNIA

Admission as a Transfer Student

Minimum Admission Requirements
As a student who is transferring from a California community college to the University of California system, you must:
A. Complete 90 quarter units or 60 semester units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
B. Complete the following course pattern requirement, earning a grade of C or better in each course:
   ♦ two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and:
   ♦ one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
   ♦ four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Nonresidents
The minimum admission requirements for nonresident transfer applicants are the same as those for residents, except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

Transfer GPA
In 1999, the average GPA of transfer students admitted to the University was 3.3. However, the average GPA varies widely by campus and by major. Consult with a Counselor to learn about the GPA that may be required for admission to particular campuses and majors. The GPA is only one factor by which an applicant is evaluated. Other factors, such as course patterns, are also important.

Admission by Exception
If a student does not meet the regular admission requirements, he/she may be eligible for Admission by Exception. He/She will have to demonstrate the ability and potential to succeed at the University. Requests for consideration for Admission by Exception should be discussed in the personal statement portion of the application for admission. It is recommended to contact the Admissions Office of the campus to which the student is applying in order to receive more information.

General Education Requirements
General Education requirements are designed to give University undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities and fine arts. The General Education requirement, sometimes called the breadth requirement, lists the specific courses the student must take or number of credit hours that must be earned in each discipline.

Each school and college at every UC campus has its own General Education requirement. With careful planning, the student can meet much of the lower division requirement while attending community college. The student also has the option of completing the Intersegmental General Education Transfer Curriculum (IGETC) to satisfy the lower division General Education requirements at any UC campus.

See a Counselor for specific information regarding transferring to: UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Riverside, UC San Diego, UC Santa Barbara and UC Santa Cruz.

Back to the Index
UNIVERSITY OF SOUTHERN CALIFORNIA

General Education Requirements

All USC students must complete six General Education (GE) requirements. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language.

Students may use transfer courses to fulfill the lower division writing requirement (shown below), and four of the six GE requirements(I, II, III, and V, listed below). GE categories IV and VI and the upper division-writing requirement must be taken at USC. Students may not fulfill GE or writing requirements with transfer courses taken after starting at USC. Diversity and foreign language requirements may be fulfilled with transfer courses taken before entering, or during a summer term after entering USC.

For more information, see the booklet “Transferring to USC,” available from the USC Office of Admission or on the World Wide Web at: www.usc.edu/dept/admissions/undergrad/transfer/index.html

DIVERSITY REQUIREMENT: All students who entered college in fall 1993 or thereafter (at USC or elsewhere) must meet USC’s diversity requirement. Courses which meet the diversity requirement are immediately followed by the designation MULTI.

LOWER DIVISION WRITING: Any of the courses below (or two, if indicated by “with”) fulfills the lower division writing requirement if completed before starting at USC (an additional upper division writing course must be completed at USC):

ENGLISH 102, 103

FOREIGN LANGUAGE SKILL LEVEL: Certain USC majors must complete the third semester (or fifth quarter) of a college-level foreign language with a passing grade (C- or higher), or pass USC’s placement examination at a level equivalent to third semester competency. Students who do not finish their third semester (or fifth quarter) before transferring to USC must take USC’s placement examination to determine their level of competency. If the exam score indicates placement into a level which the student has already completed, the student will be advised (but not required) to repeat the course at USC for no additional credit. Therefore, if your major requires the foreign language skill level and if you have started taking a foreign language, you are advised to complete the requirement before transferring to USC.

Transferable General Education Categories: You may fulfill each requirement by completing one course (or combination, if indicated by “with”) from each category below:

CATEGORY I: Cultures and Civilizations I

ART 101, 102
ENGLISH 203, 204
HISTORY 1, 2
HUMANITIES 1, 31
THEATER 110

CATEGORY II: Cultures and Civilizations II

ANTHROPOLOGY 102, 133
HISTORY 37
HUMANITIES 2

CATEGORY III: Scientific Principles

BIOLOGY 3, 6, 7
CHEMISTRY 101
GEOLOGY 1 with 6
PHYSICAL SCIENCE 1 with 14
PHYSICS 6, 12 with 14, 37, 38, 39

CATEGORY V: Arts and Letters

ART 103, 104
ENGLISH 205, 206, 207, 208, 211, 212, 213, 234, 252
MUSIC 111, 141

Courses which meet the Diversity Requirement:

ENGLISH 239 (MULTI)
HISTORY 42 (MULTI); 43 (MULTI)
SOCIOLOGY 1 (MULTI); 11 (MULTI)

Policies Regarding GE Courses:

No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.

A single course may fulfill both the GE and Diversity requirements.

Once a student enrolls at USC, he or she must complete all remaining GE and writing requirements at USC.

OTHER INSTRUCTIONAL PROGRAMS

Certificate Programs

Certificate programs offer concentrated study in areas directly applicable to many jobs and can add breadth and depth to existing knowledge and skills. People enroll in these programs to:

Acquire extensive practical background and skills
Justify promotion
Facilitate career change
Provide meaningful documentation noting formal education in a specific field
Benefit from the discipline of working toward a goal
Examine a new field

Most programs do not require a university or college degree, but a minimum of 12 units must be completed at this institution, and all certificate courses must be completed with a grade of “C” or better. Many programs include special introductory courses for students at a beginning level; advanced classes usually have prerequisites which provide the necessary background information.

Students should consult a faculty advisor or counselor per their vocational/technical area of interest.

Students may pick up a certificate application in the Counseling Office.

Students should review their applications with a counselor for approval. Upon signed approval, the Admissions Office will process the application.

After applications are processed, students will be notified to bring in a picture identification in order to receive a certificate of completion. NO CERTIFICATES WILL BE MAILED.
COOPERATIVE WORK EXPERIENCE EDUCATION

The COOP ED Program combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience. The COOP ED Program is based on the principle that well-educated individuals develop most effectively by synthesizing related education and work experience. These structured experiences in business, industry, government and human services add enrichment to college studies which enhance the student’s total development. It is called Cooperative Work Experience Education (CWEE/COOP ED). The educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are:

1. To provide opportunity for the student to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is meaningfully related to the student's college study program.
3. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.
4. To create a partnership among student, college, and employer.

Benefits of Cooperative Work Experience Education (CWEE/COOP ED)

The Student:
1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to "real life experience."
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. Will learn to apply Management by Objectives (MBO).
8. May refer to work experience education on future job applications.
10. Can begin a career earlier.

Student Qualifications

There are two plans for CWEE/COOP ED:

Parallel Plan:
1. Pursue a planned program based on measurable learning objectives agreed to with CWEE/COOP ED instructor/Coordinator.
2. Be enrolled in no fewer than 7 units (including CWEE COOP ED units) at Los Angeles Southwest College Occupational Work Experience Units: 1-4 units.

Prerequisite: Approval of Work Experience Director.

A program of on-the-job learning experience for students employed in a job related to an occupational oriented major in which no work experience course is offered. May be repeated three times for a maximum of 16 units. To receive credit, a student must complete a minimum of seven units at Los Angeles Southwest College during the semester, including work experience.

Campus Procedure

Work experience credit is obtained by enrolling in Cooperative Education classes. Information for Cooperative Education classes is listed in the Schedule of Classes each semester.

Cooperative Education Credit Guide

University Of California: Approved Cooperative Education Subject Areas

University of California policy provides that a maximum of six (6) semester units of Cooperative Education courses completed in the subject areas listed below may be applied toward the University of California 56 unit admission requirement.

African-American Studies Humanities
Agriculture Jewish Studies
Anthropology Linguistics
Art Mathematics
Astronomy Meteorology
Biology Microbiology
Botany Mineralogy
Chemistry Music
Chicano Studies Oceanography
Economics Philosophy
Education Physical Education
Engineering Physics
English Physiology
Environmental Recreation
Studies (Environmental Psychology)
(Studies) Recreation
Family & Consumer Social Science
Studies Sociology
Foreign Languages Speech Communication
Geography Statistics
Geology Theater
History Zoology

California State University: Approved Cooperative Education Subject Area

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

Accounting Industrial Arts
Administration of Justice Jewish Studies
African-American Studies Journalism
Agriculture Law
Air Conditioning Linguistics
Technology Management
Aircraft Electronics Mathematics
Technology Mechanical Drafting
Animal Husbandry Medical Record Science
Anthropology Merchandising Display
Architecture (Visual Merchandising & Display)
Art
Astronomy Merchandising
Aviation Maintenance (Marketing)
Technician Meteorology
Biology Microbiology
DISTANCE EDUCATION

Los Angeles Southwest College, in collaboration with West Los Angeles College, received Federal Title III funding to establish a Distance Education Program. It is an academically rigorous learning medium that provides instruction through computer networks and other technology. Special equipment has been installed and classes via videoconferencing have been offered at both campuses in Spanish, Library Science, Humanities, Music, and History. Additional classes are being developed for future offerings. Students can enroll at either West Los Angeles College or Los Angeles Southwest College. For registration procedures consult your current schedule of classes or call Dean Vincent Jackson, at (323) 241-5222.

HONORS PROGRAM

Los Angeles Southwest College has an energetic Honors Program. Honors courses are different. They’re smaller! They’re livelier! They’re more personal! Honors courses emphasize seeing the interrelationships of topics and concepts. Honors students bring personal knowledge and experience to focus on a question and interact with others in discussion and group projects. The major focus is not on increasing the quantity of course work. Instead, honors courses increase the quality of the learning experience by exploring topics in greater depth and breadth.

If you have previous college-level work you must meet ALL of the following:

1. Satisfy ONE of these:
   - 3.5 grade point average in courses taken in the honors discipline;
   - 3.5 over-all grade point average in 9 units or more.
2. An interview with the Director of the Honors Program, Pat Lewis, is required. (You may wish to bring faculty recommendations, a portfolio or other supporting materials to the interview.)
3. Department criteria may apply.

If you have no previous college-level work you must meet ALL of the following:

1. A combination of over-all 3.5 GPA and corresponding SAT or ACT scores.
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Students who meet both figures (GPA and test score) are qualified for the Honors Program. Students whose test scores are lower than specified may be deemed qualified after a review of their complete application materials (including letters of recommendation). Please call (323) 241-5352

2. Eligibility for English 101
3. An interview with the Director of the Honors Program is required. (You may wish to bring faculty recommendations, a portfolio or other supporting materials to the interview.)
4. Departmental criteria may apply.

How Do I Enroll in Honors?

Registration procedures are the same as for regular college courses, once your eligibility is confirmed by the director of the Honors Program.

TITLE V - DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAMS

Los Angeles Southwest College is currently implementing pilot projects with a Title V grant from the US Department of Education. This grant seeks to increase the educational attainment of educationally and economically disadvantaged students. Southwest's Title V Program centers on Basic Academic and Service Bridges consisting of two components: 1) Supporting students as they transition from the ESL program into degree applicable courses in high-demand vocational and degree areas including Information Technology, Child Development and Nursing. The Title V computer lab, located in TEC 340, is an open lab, accessible to all students. For further information contact Title V staff at (323) 241-5452
INSTRUCTIONAL TELEVISION (ITV)

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents, via television, transferable college credit courses. Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A full-time Los Angeles Community College instructor is assigned to each telecourse.

Interested students are invited to visit the Instructional Television office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, California 91342-3200, or call (818) 781-1200 for registration information.

PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)

PACE is a unique way for students to complete an Associate Degree while working full-time. Until now, working students with family responsibilities found that they were limited to one or two classes per semester. However, in PACE the semester is divided into two parts, so that students can take up to four classes. These classes are conducted in eight-week modules; the modules are structured so that the class meets one night a week and five Saturdays; the balance of instruction is composed of two hours of instructional television per week. Because of the accelerated nature of PACE and because a number of classes in English and Math demand prerequisites, students are encouraged to meet these requirements before joining the program. Upon completion of the two-year (with summers), sixty-unit transfer program, the student is awarded an A.A. Degree in Liberal Arts with an emphasis in Interdisciplinary Studies, Business, or Teaching.

PACE . . . At a glance —

- PACE is a year-round program with 5 eight-week modules including Summer.
- Students can earn 6 units of credit per eight-week module.
- Courses are fully accredited and transferable to the California State University system and/or the Universities of California.
- Credit can be given for courses already completed at LASC or another accredited institution.
- Classes are held on campus and also at conveniently located community sites.
- During each eight-week module, two classes meet one night per week for four hours and all day usually every other Saturday. The Final Exam is given on the last Saturday for a total of five Saturdays.
- PACE offers students an opportunity to fully realize their intellectual talents and to pursue alternate careers.

Please contact the PACE Office after receiving test results (323) 241 – 5268; Cox 417

Back to the Index
• Complete an Associate of Arts Degree in just two and one half years.
• Earn 60 units, fully accredited and transferable to the California State University system.
• Receive a degree in Liberal Studies in Interdisciplinary Track
  • Take two classes every eight weeks each semester
  • Meet one night per week and some Saturdays with weekly TBA assignments.
  • Take assessment tests in English and Math to qualify for the program.

Prerequisites to be taken outside of PACE
Up to and including
English 28 and 101; Math 112, 115, and 125

Please contact the PACE Office for entry into the program and section numbers (323) 241 – 5268.
PACE students should take at least 3 classes per semester.

Interdisciplinary Studies

Course Description

Summer, 2004
SPEECH 101 Speech Communications
PSYCH 1 General Psychology

Fall, 2004
ENG 103 Composition & Critical Thinking
MATH 227 Introduction to Statistics or * Math 216 Principles of Math I for Teachers
HEALTH 11 Principles of Healthful Living
ART 103 Art Appreciation or * Econ 2 Macro Economics for Business

Spring, 2005
COMP SCI 601 Introduction to Computers & Their Uses
ANTHRO 102 Cultural Anthropology or * Econ 1 Micro Economics for Business
HUM 1 Cultural Pathways West Civilization
HIST 86 Introduction to World Civilization I

Summer, 2005
POLI SCI 1 The Government of the US
MUSIC 111 Music Appreciation

Fall, 2005
HIST 11 Political & Social History of the US
ENG 102 Composition & Critical Thinking II
SOC 1 Introduction to Sociology
HUM 54 Studies in American Culture or * English 218 Children’s Literature for Teachers
  or * Bus 5 Business Law for Business

Starred (*) classes may be taken outside of PACE in tandem with PACE schedule so that students in the Business and Teaching Tracks may complete their programs by Fall of 2005.
## Course Descriptions

Most Los Angeles Southwest College courses are offered for college credit. All courses which meet the major requirements of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree, are designated “NDA” (non degree applicable).

The student should examine carefully the course descriptions, prerequisites, and number of units required, before enrolling in a given subject.

The parentheses adjacent to each course title is a number indicating the number of units of credit offered.

Where this is followed by the symbol RPT and a number, the course may be REPEATED FOR CREDIT as many times as indicated by the number.

One of the following designations may appear with course titles herein listed, indicating that the course transfers and will be accepted towards meeting the 56 unit admission requirement at either the University of California or the California State Colleges and Universities.

- UC = Transferable to the University of California
- CSU = Transferable to the California State College and Universities

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus will be assured that it will be accepted in lieu of the comparable CAN courses noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community colleges or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus’ counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The college staff will help students interpret this information.

### CAN Qualification System

- **UC**: Transferable to the University of California
- **CSU**: Transferable to the California State College and Universities
- **CAN**: California Articulation Number

### CAN Course Descriptions

**LASC QUALIFIED CAN COURSES**

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Accounting (ACCTG)

1 Introductory Accounting I (5) UC:CSU
CAN BUS 2
CAN BUS SEQ A when taken with ACCTG 2
Prerequisite: None.
Recommended: Business 38
Lecture 5 hours.
The student will learn basic accounting theory and procedure. The entire accounting cycle including identifying and organizing business transactions, prepare journal entries and adjusting journal entries, preparing the financial statements and preparing closing entries will be covered. The student will also learn basic payroll tax accounting procedures.
Note: Accounting 21 (3) and Accounting 22 (3), when taken together, are equivalent to Accounting 1 (5).

2 Introductory Accounting II (5) UC:CSU
CAN BUS 4
CAN BUS SEQ A when taken with ACCTG 1
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 5 hours.
The student will apply basic accounting principles to specialized business operations and organizations including partnerships, corporations, branch offices, and manufacturing enterprises. He/she will perform job order cost accounting, process cost accounting, budgeting, and an analysis of the source and application of funds statement.

11 Cost Accounting (3) CSU
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 3 hours.
Cost systems and cost elements are studied in this course. Cost accounting for materials is covered by the study of purchases, inventories, pricing methods, requisitions, and vouchers. Labor cost accounting includes the subjects of payroll systems, records, and analysis. Factory overhead is analyzed from the viewpoint of variable and fixed costs, direct and service costs, and methods of applications. Standard variances and cost factors are also present in the cost practice set.

15 Tax Accounting I (3) CSU
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 3 hours.
This course offers a study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

17 Payroll Accounting I (2)
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 2 hours.
This course includes methods and procedures of compiling the payroll records and preparation of payroll tax returns as required by State and Federal laws. Included are State and Federal unemployment reports, Federal Social Security, and Workers Compensation reports.

21 Bookkeeping and Accounting I (3) UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course introduces the fundamentals of double-entry bookkeeping, preparation of the trial balance, adjusting journal entries, worksheets and simple financial statements, use of controlling accounts, and an introduction to merchandising. This course is for the student who wishes a slower pace than Introductory Accounting or needs only a basic understanding of the accounting cycle.
Note: Accounting 21 (3), when taken with Accounting 22 (3), is equivalent to Accounting 1 (5).
Note: Maximum allowable UC credit for Accounting 21 and 22 is 5 units.

22 Bookkeeping and Accounting II (3) UC:CSU
Prerequisite: Accounting 21 with a grade of “C” or better.
Lecture 3 hours.
This course is a continuation of Accounting 21 and includes the control of cash and preparation of bank reconciliation statements, accounting for receivables and payables, bad debts, inventories, fixed assets, depreciation, and an introduction to accounting for partnerships.
Note: Accounting 22 (3), when taken with Accounting 21 (3), is equivalent to Accounting 1 (5).
Note: Maximum allowable UC credit for Accounting 21 and 22 is 5 units.

25 Automated Accounting Methods and Procedures (3) CSU
Prerequisite: Accounting 1.
Lecture 3 hours
This course is hands-on training in using a microcomputer for accounting. The student will set up a general ledger and Accounts Receivable and Accounts Payable files. Analysis of Financial Statements and recording Depreciation and Inventory will be included. Payroll records are also a part of the course.

Cooperative Work Experience Education (1-4)
Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Administration of Justice (ADM JUS)

1 Introduction to Administration of Justice (3) UC:CSU
CAN AJ 2  
CSU-GE Category D Political Science, Government and Legal Institutions  
Prerequisite: None.  
Lecture 3 hours.  
This course covers the philosophy and history of law enforcement; an overview of crime and police problems; organization and jurisdiction of local, state, and federal law enforcement agencies; a survey of professional career opportunities; and qualifications required for entry into a career in Administration of Justice.

2 Concepts of Criminal Law (3) UC:CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course covers the structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes.

3 Legal Aspects of Evidence (3) CSU  
Prerequisites: Administration of Justice 1 and 2.  
Lecture 3 hours.  
This course covers the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System (3) CSU  
Recommended: Administration of Justice 2.  
Lecture 3 hours.  
This course covers a review of court systems; procedures from incident to final disposition including the police, prosecution, court, correctional process, principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.

5 Criminal Investigation (3) CSU  
Prerequisite: Administration of Justice 3.  
Lecture 3 hours.  
This course covers the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case preparation.

6 Patrol Procedures (3) CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course is designed to study the history and development of patrol philosophy and planning for field activities. These include functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

8 Juvenile Procedures (3) CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course covers the nature and extent of juvenile delinquency, juvenile court philosophy and law, the role of law enforcement in the investigation, prevention and control of delinquency, theoretical approaches to delinquency causation, and prevention programs.

14 Report Writing for Peace Officers (3)  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course presents the various types of technical writing commonly used in police reports, the appropriateness of different styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Grammatical aspects of good report writing are included.

62 Fingerprint Classification (3) CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprints, the taking of fingerprints, searching and filing procedures, and laboratory work in the classroom.

63 Introduction to Criminology (3)  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course is an introduction to the rationale of law in society, the nature and extent of crime in America, the roles of the organization in the administration of criminal justice, prevailing theories of crime causation, and trends in the correctional process.

67 Community Relations I (3) UC:CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This course explores the interrelationships and role expectations among the various Administration of Justice practitioners, agencies, and the public. Principal emphasis will be placed upon the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

75 Introduction to Corrections (3) CSU  
Recommended: Administration of Justice 1.  
Lecture 3 hours.  
This is a basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and practices; skills, knowledge and attitudes required for employment in this field; and types of institutions, services and career opportunities.

83 Introduction to Security (3)  
Prerequisite: Administration of Justice 3
Recommended: Administration of Justice I.
Lecture 3 hours.
This course is a basic course dealing with the historical, philosophical, and legal background of the security services function; interrelationships with allied agencies and individuals; the role of security in contemporary society; and provides a survey of career opportunities and required qualifications.

248 Law Enforcement Explorer Academy (5)
Prerequisite: None
Lecture 2.25 hours; lab 8.25 hours without homework
This course is designed to train students for public service employment. It also provides training in basic law enforcement skills.

Cooperative Work Experience Education (1-4)
Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education

African-American Studies
(ALL courses in the African-American Studies Program are based in other disciplines. Please refer to the African-American Studies sequence of learning to determine which classes are needed for the degree and in which department each course is taught.)
See page 31, Transfer Requirements, History.

Allied Health (ALD HTH)
33 Medical Terminology (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is designed for students who wish a comprehensive course in medical terminology. Topics presented include word roots, prefixes, suffixes and abbreviations. Spelling, pronunciation and definition of various diseases, diagnostic tests, medical and surgical treatments are included and organized by body systems.

American Sign Language (A S L)
1 American Sign Language I (4) UC:CSU
(Formerly Special Education 20)
IGETC AREA 6 (Language other than English, UC requirement ONLY)
Prerequisite: None.
Lecture 4 hours.
This course is designed to give students with hearing deficiencies a visual means of communication. It is also helpful for normally hearing individuals who wish to communicate with the deaf. It bridges the gap between the deaf and the hearing. This course assists in the development of perceptual skills, vocabulary, spelling and manual dexterity.

Note: This course is the equivalent to 2 years of high school study

2 American Sign Language II (4) UC:CSU
(Formerly Special Education 25)
Prerequisite: American Sign Language I with a grade of “C” or better.
Lecture 4 hours.
This course is a continuation of American Sign Language I. The students study in depth the structure of American Sign Language as used by adults, the development of receptive and expressive skills, and development of sign vocabulary.

3 Advanced American Sign Language III (4) UC:CSU
(Formerly Special Education 31)
Prerequisite: American Sign Language 2 with a grade of “C” or better.
Lecture 4 hours.
This course provides in-depth training in receptive and expressive sign language skills with emphasis upon fluency, precision, and vocabulary building.

6 English-to-Sign Interpreting/Transliterating I (4) CSU
(Formerly Special Education 23 “Voice-to Sign Interpreting I”)
Prerequisite: American Sign Language 3 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
This course provides training, practice and information concerning receptive and expressive skills in interpreting for deaf adults.

10 Sign-to-English Interpreting/Transliterating I (4) CSU
(Formerly Special Education 43 “Sign -to-Voice Interpreting I”)
Prerequisite: American Sign Language 6 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
The student is exposed to the various signing styles of deaf individuals. He or she learns to verbally interpret sign language into English.

11 Sign-to-English Interpreting II (4) CSU
(Formerly Special Education 44 “Sign -to-Voice Interpreting II”)
Prerequisite: American Sign Language 10 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
The student receives extensive practice in reverse interpreting, verbally interpreting sign language into English.

Cooperative Work Experience Education (1-4)
American Sign Language is approved for Cooperative Work Experience Education credit. See Cooperative Education
courses for prerequisites, course descriptions, and credit limits.

**Anatomy (ANATOMY)**

1 Introduction to Human Anatomy (4)  
**UC:CSU**  
IGETC AREA 5 (Biological Sciences)  
CSU-GE Category B2 Life Forms  
Prerequisite: None.  
Lecture 3 hours; Lab, 3 hours without homework.  
Upon completion of this course the student will be able to identify and describe the major structural characteristics of the cells, tissues, and organs comprising the following systems of the human body: skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. The student will also be able to describe the locations of the major tissues and organs of these systems.

**Anthropology (ANTHRO)**

101 Human Biological Evolution (3)  
**UC:CSU**  
(Formerly ANTHRO 1)  
CAN ANTH 2  
IGETC AREA 5 (Biological Sciences)  
CSU-GE Category B2 Life Forms  
Prerequisite: None.  
Lecture 3 hours.  
This course offers a survey of past and present world cultures from the simpler hunting and gathering societies to those of the complex industrial states. Emphasis will be on the fossil evidence for man’s evolution, his early culture, and the genetic and racial diversity in present day populations.

102 Human Ways of Life: Cultural Anthropology (3)  
**UC:CSU**  
(Formerly ANTHRO 2)  
CAN ANTH 4  
IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Category D Anthropology  
Prerequisite: None.  
Lecture 3 hours.  
A survey of world cultures, both past and present, and on all levels from the simpler hunting and gathering societies to the complex industrial states. Major emphasis will be placed on cultural universals such as linguistics, social organization, law and authority, sex-marriage-family systems, kinship, and the concepts of magic-religion witchcraft systems.

133 Peoples and Cultures of Africa (3)  
**UC:CSU**  
(Formerly ANTHRO 10)  
IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Category D Anthropology  
Prerequisite: None  
Lecture 3 hours.  
This course is a general survey of representative African societies. It deals with the study of race, language, pre-history, social organization, economics and political structure, art, music, religion, and the problems of culture change.

**Art (ART)**

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 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 (RPT3), and twice in Theater 280, Musical theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded.

101 Survey of Art History I (3)  
**UC:CSU**  
(Formerly ART 1)  
CAN ART 2  
CAN ART SEQ A, when taken with ART 102  
IGETC AREA 3 (Arts)  
CSU-GE Category C1 History and Appreciation of the Arts  
Required of all art majors.  
Prerequisite: None.  
Lecture 3 hours.  
A study is made of the historical development of Western art from the prehistoric through the Gothic periods as well as from selected Non-Western cultures. Attention is given to an analysis of the works of each period and culture.

102 Survey of Art History II (3)  
**UC:CSU**  
(Formerly ART 2)  
CAN ART 4  
CAN ART SEQ A, when taken with ART 101  
IGETC AREA 3 (Arts)  
CSU-GE Category C1 History and Appreciation of the Arts  
Prerequisite: None.  
Required of all art majors.  
Lecture 3 hours.  
A study is made of the historical development of Western art from the Renaissance through the 20th Century with attention given to an analysis of the works of each period.

103 Art Appreciation I (3)  
**UC:CSU**
(Formerly ART 3)
IGETC AREA 3 (Arts)
CSU-GE Category C1 History and Appreciation of the Arts
Recommended for all art majors.
Prerequisite: None
Lecture 3 hours.
This course is a broad introduction to the nature, vocabulary, media, and history of art for the general student. Emphasis is placed on understanding the creative process and developing a basis for critical judgment. (Prehistoric through Gothic Periods)

104 Art Appreciation II (3) UC:CSU
IGETC AREA 3 (Arts)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None.
Lecture 3 hours.
This is a basic course in art appreciation in which students experience visual art through the study of selected artists and artworks. Exercises in perception are stressed; individual research on the art of selected cultures is conducted. (Renaissance through 21st Century)

114 Creative Art Experiences (3) CSU
Prerequisite: None
Lecture 2 hours, Lab (studio), 2 hours with homework.
This is an introductory course designed to acquaint the general student with the visual arts. The class takes place in an art studio environment with students directly experiencing a wide variety of materials and techniques. Topics covered include painting, drawing, design, graphics and sculpture.

201 Drawing I (3) UC:CSU
(Formerly ART 20)
CAN ART 8
CSU-GE Category C1 History and Appreciation of the Arts
Required of all art majors.
Prerequisite: None.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This is a fundamental course in drawing. Problems in rendering forms in various expressive methods and media are given. The course emphasizes the development of such basic skills as eye-hand coordination and expressive composition.
Note: Open to non-art majors.

202 Drawing II (3) UC:CSU
(Formerly ART 21)
Prerequisite: Art 201.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This course is a continuation of Art 201 with particular emphasis being placed on advanced techniques and methods of pictorial analysis.

204 Life Drawing I (3) UC:CSU
(Formerly ART 24)
Recommended for all art majors.
Prerequisite: None.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This is a drawing course offering a study of the human figure from the posed, undraped model. Included is an analysis of anatomy and essential structure as needed to achieve significant drawing.

205 Life Drawing II (3) UC:CSU
(Formerly ART 25)
Prerequisite: Art 204.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This course is a continuation of Art 204 with emphasis being placed on advanced studies of the human figure from the posed, undraped model.

206 Life Drawing III (3) UC:CSU
(Formerly ART 26)
Prerequisite: Art 205.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This course is a continuation of Art 204 with emphasis being placed on advanced studies of the human figure from the posed, undraped model. Included are problems in design and expressive content.

207 Life Drawing IV (3) UC:CSU
(Formerly ART 27)
Prerequisite: Art 206.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This course is a continuation of Art 204 with emphasis being placed on advanced studies of the human figure from the posed, undraped model. Included are problems in design and expressive content.

300 Introduction to Painting (3) UC:CSU
(Formerly ART 22)
CAN ART 10
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None
Lecture 2 hours; Lab (studio), 2 hours with homework.
This is an introductory course in painting covering the basic skills and techniques in oil, acrylic and watercolor. Emphasis is on expressive composition with problems in landscape, still-life, and the human form.

307 Oil Painting I (3) UC:CSU
(Formerly ART 27)
Prerequisite: None.
Lab (studio), 6 hours with homework.
This is an introductory course in oil painting and covers the basic skills and techniques. Problems are presented which are important to the understanding of painting as a means of expression.

308 Oil Painting II (3) UC:CSU
(Formerly ART 28)
Prerequisite: Art 307 with grade of “C” or better.
Lecture 1 hour, Lab (studio), 5 hours with homework.
This course is a continuation of Art 307. It emphasizes individually conceived projects in oil painting.

**309 Oil Painting III (3) UC:CSU**

(Formerly ART 29)

Prerequisite: Art 308 with a grade of "C" or better.

Lecture 1 hour, Lab (studio), 5 hours with homework.

This course is a continuation of Art 307. It emphasizes individually conceived projects in oil painting.

**501 Beginning Two-Dimensional Design (3) UC:CSU**

(Formerly ART 11)

CSU-GE Category C1 History and Appreciation of the Arts

Required of all art majors.

Prerequisite: None.

Lecture 2 hours; Lab (studio), 2 hours with homework.

This course introduces the fundamentals of two-dimensional composition. A study is made of line, shape, value, texture, color, and the pictorial organization of these and other elements and principles of Art.

**502 Beginning Three-Dimensional Design (3) UC:CSU**

(Formerly ART 13)

CAN: ART 16

CSU-GE Category B1 Physical Universe

Prerequisite: None.

Lecture 2 hours; Lab (studio), 2 hours with homework.

This course introduces the fundamentals of three-dimensional composition (sculpture). A study is made of space relations, line, texture, value, and shape in a variety of materials. Emphasis is placed on the psychology of perception as the basis for design.

**519 Display Techniques (3)**

(Formerly ART 46)

Prerequisite: None.

Lecture 1 hour; Lab (studio), 5 hours with homework.

This course provides practical application of design concepts as they relate to gallery exhibitions. Students will study: lighting, organization of exhibits, mounting and hanging of artwork, promotion of exhibits, and gallery maintenance.

**Cooperative Work Experience Education (1-4)**

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**Astronomy (ASTRON)**

**1 Elementary Astronomy (3) UC:CSU**

IGETC AREA 5 (Physical Sciences)
Note: This course fulfills, in part, prerequisites for the pre-medical, pre-veterinary, pre-dental, pre-pharmacy or biology major.

Note: No UC credit given if taken after Biology 20

7 General Biology II (5) UC:CSU
(Offered in the Spring semester only)

CAN: BIOL SEQ A, when taken with BIOLOGY 6
IGETC AREA 5 (Biological Sciences)
CSU-GE Category B2 Life Forms
Prerequisite: None
Lecture 3 hours; Lab, 6 hours without homework.
In this course the student learns to identify the characteristics of the invertebrates and vertebrates and describe the environmental factors affecting living organisms. The student will be able to describe the processes of reproduction, embryology, and growth in animals and will be able to compare endocrine, nervous, muscular, circulatory, digestive, respiratory, and excretory systems of living organisms.

Note: This course fulfills, in part, prerequisites for the pre-medical, pre-veterinary, pre-dental, pre-pharmacy or biology major.

9 Man and His Environment: Biological Processes (3) UC:CSU

IGETC AREA 5 (Biological Sciences)
CSU-GE Category B2 Life Forms
Prerequisite: None.
Lecture 3 hours
In this course the student learns the historical and contemporary roles of man as a major change agent in the earth’s ecosystems. It includes investigations and discussions of current socially important issues involving biological considerations. The topics include the environment as a system, cycles of nutrients, food and agriculture, water cycles, effect of human activities on the ecosystem, domestic and industrial waste, pests and pest control, pollution, population, ethics in biology, and land use.

Note: This course is recommended for students in the health profession.

20 Human Anatomy and Physiology (8) UC:CSU

IGETC AREA 5 (Biological Sciences)
CSU-GE Category B2 Life Forms
Prerequisite: Biology 3 with a grade of “C” or better or equivalent.
Lecture 6 hours; Lab, 6 hours without homework.
This course systematically integrates the fundamentals of human anatomy with the fundamentals of cellular as well as organ system physiology. Instruction and laboratory procedures are designed to provide a solid foundation in the principles of anatomy, histology, and physiology.

Note: This single course is equivalent to both Anatomy 1 and Physiology 1 taken together.

33 Medical Terminology (3) CSU

Prerequisite: None.
Lecture 3 hours
As a result of this survey course, students will be able to use the vocabulary appropriate to typical medical practice and medical specialties. Emphasis is placed on fundamental structure, pronunciation, and spelling, as well as the use of standard medical dictionaries and references.

Note: This course fulfills the requirements for medical records transcriber, medical technician, medical secretary, medical office assistant, while serving pre-nursing and pre-medical students planning to enroll in anatomy and physiology courses.

40 The Science of Biotechnology (3) CSU

Prerequisite: None
Lecture 2 hours. Lab, 2 hours with homework.
In this course the student learns the basic concepts and laboratory techniques used in biotechnology. The topics covered in the class include: Bacterial culture techniques, gel electrophoresis and DNA restriction analysis, constructing a genomic library, and DNA fingerprinting.

Business (BUS)

1 Introduction to Business (3) UC:CSU
5 Business Law I (3) UC:CSU
CAN BUS 8
Prerequisite: None.
Lecture 3 hours.
This course relates law to business. Topics include: Introduction to legal reasoning, Federal and state court systems, legal versus equitable remedies, contracts-agreement, capacity, assent, and legality, the Statute of Frauds; sales-title, warranties, and product liability.

6 Business Law II (3) UC:CSU
Prerequisite: Business 5.
Lecture 3 hours.
The course covers commercial paper -drafts, trade acceptances, checks, promissory notes; business organizations-partnerships, limited partnerships, corporations, and private franchises; agency, bankruptcy, and government regulation of business.

Note: UC credit limit to one class: Business 5 or 6.

38 Business Computations (3) CSU
Lecture 3 hours.
This course consists of mathematics which is applicable to business situations. It specifically goes into percentage, cash and trade discounts, individual and employer tax returns, mark-up, payroll, simple and compound interest, investments, annuity and amortization problems, installment purchases, and other related business mathematics situations.

Cooperative Work Experience Education (1-4)
Business is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Chemistry (CHEM)

51 Fundamentals of Chemistry I (5) UC:CSU
(Formerly CHEM3 "Introductory Chemistry")
IGETC AREA 5 (Physical Sciences)
CSU-GE Category B1 Physical Universe
Recommended: Math 115 or concurrent enrollment
Lecture 4 hours; Lab, 3 hours without homework.
This introductory course which emphasizes the principles of inorganic chemistry is an introduction to elementary organic and biological chemistry. It is planned primarily for non-science majors.

Note: This course is not open for credit to students who have credit in Chemistry 65.

65 Introductory General Chemistry (4) UC:CSU
(Formerly CHEM 65 “Elementary Chemistry”)
IGETC AREA 5 (Physical Sciences)
CSU-GE Category B1 Physical Universe
Lecture 3 hours; Lab, 3 hours without homework.
This course is designed as an introduction to Chemistry 101 for students who have not had chemistry for a year or more. The course emphasizes measurements, unit conversion, chemical stoichiometry, mole concept, structure of atoms and molecules, chemical formulas, basic principles, laws, and descriptive aspects of chemistry.

70 Introductory Organic and Biochemistry (4) UC:CSU
(Formerly CHEM 9)
IGETC AREA 5 (Physical Sciences)
CSU-GE Category B1 Physical Universe
Lecture 3 hours; Lab, 3 hours without homework.
This course is an introduction to Organic and Biochemistry with an emphasis on the relationship of organic chemistry to the processes, which occur in living tissues, and on the nature of the substances that are involved in these processes.

Note: This course may not be given each semester. Consult current Class Schedule.

101 General Chemistry I (5) UC:CSU
(Formerly CHEM 1)
CAN CHEM 2
CAN CHEM SEQ A, when taken with CHEM 102
IGETC AREA 5 (Physical Sciences)
CSU-GE Category B1 Physical Universe
Prerequisite: Chemistry 51 or equivalent
Lecture 3 hours; Lab, 6 hours without homework.
This course covers atomic theory and stoichiometry, states of matter, and phase equilibrium. The study of gases, liquids and solutions, equilibria in gases and solutions, solubility and complex equilibria, and chemical kinetics are also included in this course of study.

Note: This course may not be offered each semester. Consult the current class schedule.

102 General Chemistry II (5) UC:CSU
(Formerly CHEM 2)
CAN CHEM 4
CAN CHEM SEQ A, when taken with CHEM 101
IGETC AREA 5 (Physical Sciences)
CSU-GE Category B1 Physical Universe
Prerequisite: Chemistry 101.
Lecture 3 hours; Lab, 5 hours without homework.
This course offers a study of principles of electrochemistry and chemical thermodynamics, coordination compounds, nuclear reactions, descriptive chemistry, and laboratory experience in inorganic qualitative analysis.
Note: This course may not be offered each semester. Consult the current class schedule.

Child Development (CH DEV)

1 Child Growth and Development (3) UC:CSU
CAN FCS 14
CSU-GE Category D, Interdisciplinary Social/Behavioral Science
Prerequisite: English 21 (OR previous enrollment) and TB Test Verification
Lecture 3 hours.
Human development from conception through adolescence is studied. Particular emphasis is placed on the processes and theories through which the individual reaches physical, cognitive and psychosocial maturity.

2 Early Childhood: Principles and Practices (3) CSU
Prerequisite: TB Test Verification
Co-Requisite: Child Development 1 (or previous enrollment) and English 28
Lecture 3 hours.
This course introduces the student to the history and development of early childhood education and the various philosophies and practices in effect today. A variety of early childhood programs are examined in light of the needs of the pre-school child, the environment, and the teacher. Emphasis is placed on the role of the school in the development of the “whole child” and developmentally appropriate curriculum.

3 Creative Experiences for Children I (3) CSU
Prerequisite: Child Development 2 and TB Test Verification
Lecture 3 hours.
This course involves the development of techniques for stimulating creative educational experiences for young children. Values and benefits of early childhood school experiences involving art, dramatic play, creative movement, and tactile experiences are emphasized. The role of creative play in development and the creative approach to program planning and learning are stressed.

4 Creative Experiences for Children II (3) CSU
Prerequisite: Child Development 2 and TB Test Verification
Lecture 3 hours.
This course involves the development of techniques for stimulating creative educational experiences for young children. Values and benefits of early childhood school experiences involving creative language arts, creative mathematics, creative science, creative social studies, and creative play in development and the creative approach to program planning and learning are stressed.

10 Child Health (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course introduces the student to current information and concepts in the field of health, safety, and nutrition and their relationship to young children. Special emphasis is placed on health promotion and preventive health care. This course is also intended to help adults assist young children in developing good habits and attitudes and to assume lifelong responsibility for their well-being.

11 Home, School, and Community Relations (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is designed to bring about understanding, appreciation, and cooperation between the school and the home. Methods of involving the community and utilizing the resources in the school situation are discussed. Factors relating to conducting parent conferences and community meetings are discussed.
NOTE: This course is for teaching majors.

12 Parent-Teacher-Child Interaction (3) CSU
Prerequisite: None.
Lecture: 3 hours.
This course is designed to introduce the student to parent involvement in early childhood education. Discussion of parent-teacher communication and interaction in relation to the growing child is a major focus. Specific illustrations and techniques dealing with problems are emphasized.

14 Introduction to Bilingual-Bicultural Programs (3) CSU
Lecture 3 hours.
This course provides the student with a general overview of bilingual-bicultural education. An in-depth study of current bilingual-bicultural programs, curriculum philosophy, and rationale is offered.

15 Creative Curriculum in Bilingual-Bicultural Education (3) CSU
Prerequisite: None.
Lecture: 3 hours.
This course is designed to provide an overview of materials and media available in Bilingual-Bicultural programs for the child. Skills will be acquired in researching techniques that help students discover the material and media available in Bilingual-Bicultural programs. Related curriculum will be developed in class.

22 Practicum in Child Development I (4) CSU
Prerequisite: Child Development 1, 2, 3 and 4; and TB Test Verification
Recommended: English 28
Lecture 2 hours; Lab, 6 hours without homework.
In this course students are assigned to a child development center under the supervision of a college instructor. The goal of the practicum is to reinforce theory and to develop teaching techniques by working with preschool children and the center staff.

23 Practicum in Child Development II (4) CSU
Prerequisite: Child Development 1, 2, 3, 4, and 22; and TB Test Verification
Lecture 2 hours; Lab, 6 hours without homework.
This course acquaints students with a variety of curriculum theories, theorists, and teaching styles. Planning techniques, team teaching approaches, classroom management skills and professional conduct will be emphasized. The laboratory segment of the course will assist students in putting theory into practice.

30 Infant & Toddler Studies I (3) CSU
(Formerly “Infant Studies”)
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
This course provides an in-depth study of infant-toddler development and principles and practices of respectful caregiving. Age appropriate and developmentally appropriate environmental and curricular designs for infants and toddlers are emphasized. Opportunities for observation are offered.

31 Infant & Toddler Studies II (3) CSU
(Formerly “Infant Studies”)
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
This course provides principles of inclusive, respectful caregiving for infants and toddlers with a variety of program designs. Topics cover typical and atypical development appropriate environments, curriculum, health, safety, and licensing issues as well as observations, assessments, family communications, home visiting, resources, and current research.

34 Observing and Recording Children’s Behavior (3) CSU
Prerequisite: Child Development 1 and TB Test Verification
Recommended: English 28
Lecture 3 hours.
This course examines strategies for observing and recording children’s behavior. The student explores forms of documentation such as anecdotal records, running records, portfolios, checklists, narratives, and other forms that help to guide curriculum, to document learning, and communicate children’s progress.

35 Fostering Literacy Development in Young Children (3) CSU
Prerequisite: None
Lecture 3 hours.
This course is designed for students interested in, or currently working in the field of, early childhood education. Students will build skills in promoting literacy in children from birth through age five. Students will also develop a strong foundation in early reading and writing.

36 Literature for Early Childhood (1) CSU
Prerequisite: None
Lecture 1 hour.
This is a survey course of literature suitable for children ages 2-6. The emphasis is on techniques of literature selection and presentation. Also, the student is exposed to storytelling (with visual aids where feasible), literature particularly suited to the pre-school child, and the early development of desirable attitudes toward reading.

38 Administration and Supervision of Early Childhood Programs I (3) CSU
(Formerly CH DEV 41)
Prerequisite: Child Development 1 and 2
Recommended: Child Development 11.
Lecture 3 hours.
This course prepares the student to establish and administer an early childhood program. Financial aspects of administration and regulations pertaining to administration are emphasized. The course partially fulfills the licensing requirements for the director.

39 Administration and Supervision of Early Childhood Programs II (3) CSU
(Formerly CH DEV 43)
Prerequisite: Child Development 1 and 2.
Recommended: Child Development 11
Lecture 3 hours.
This course offers establishing and administering an early childhood program. It includes proposal writing, discussion of licensing requirements, budget planning, leadership styles, and techniques for motivating staff.

42 The Child in a Diverse Society (3) CSU
(Formerly “The Child in a Multi-Cultural Society”) 
Prerequisite: None.
Lecture 3 hours.
This course introduces the student to the social foundations and theory of multicultural and anti-bias education and instruction. The philosophy, principles, and methods related to teaching young children from diverse backgrounds are explored. Multicultural materials, media, activities, and curriculum plans are examined. A critical component of this course is the development of positive attitudes regarding gender equity and children with special needs.
44 Programs for Children with Special Needs I (3) CSU

Prerequisite: TB Test Verification
Recommended: English 21.
Lecture 3 hours.
This course is designed for students interested in specializing in or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children and their families.

45 Programs for Children with Special Needs II (3) CSU

(Formerly “Programs for Exceptional Children”)
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
This course is an introduction to the study of exceptional children including classification and special characteristics. General program planning as well as relevant program modification is included.

46 School Age Programs I (3) CSU

Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
Curriculum includes strategies to use in child development programs for school age children: understanding the developmental needs of school age children, planning age-appropriate activities, and skills for working with school age children.

47 School Age Programs II (3) CSU

Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
Students will be introduced to school age child care programs. The course is designed for those planning to work in before- and after-school child care. Topics covered are guidance of children’s behavior, the child in context of family and community, and administration of programs.

48 Positive Guidance in Early Childhood Settings (3) CSU

Prerequisite: Child Development 2; TB Test Verification.
Recommended: English 21
Lecture 3 hours.
This course provides exploration of developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

65 Adult Supervision/Early Childhood Mentoring (2) CSU

Prerequisite: Child Development 2, B Test Verification
script, and the role of the director in handling the actors in the production of the film.

115 Cinematography (3) CSU:UC

Lecture 2 hours; Lab 2 hours with homework.
This intermediate course deals with all aspects of cinematography from theory to application, centering on the basic parts and functions of digital cameras, lenses, lighting equipment and accessories as well as cinematography techniques and aesthetics.

125 Film Production Workshop I (3)

CSU:UC

Recommended: English 28, Media Arts 101 and 120
Lecture 2 hours; Lab 2 hours with homework.
This course is an introduction to digital filmmaking as related to cinematic expression, aesthetics, criticism and ethics. Individual projects via writing, direction, camera lighting, and editing as well as acting are required.
Note: Also see Media Arts, pg. 95

Citizenship (CITIZZN)

12 Citizenship Through English III (0) NDA

Prerequisite: None
Lecture: 1 hour.
This course is designed for immigrant students seeking United States Citizenship. Topics include early U.S. history, civics, and government.

15 Citizenship Through English VI (0) NDA

Prerequisite: None
Lecture: 3 hours.
This course is designed for immigrant students seeking United States citizenship. A general survey of the political and social development of the United States is provided.

Computer Applications and Office Technology (CAOT)

(Formerly Office Administration)

1 Computer Keyboarding I (3)

(Formerly OFF ADM 1 “Typewriting/Keyboarding 1”)
Prerequisite: None.
Lecture 2 hours; Lab, 3 hours without homework.
The student uses word processing software programs to learn how to key alphabetic, numeric, and symbol keys by touch using the appropriate techniques. This course aids students in developing fundamental computer keyboarding skills necessary for formatting, creating, entering and editing text, proofreading and applying language art skills to various kinds of business correspondence, reports, and tables and tabulations from original and rough draft sources. Students are exposed to Internet activities, including email. Alphabetical skill building and accuracy are emphasized.
Note: CAOT 1 (3) is equivalent to CAOT 1D (1.5) and CAOT 1E (1.5), when taken together.

1-D Computer Keyboarding I-D (1.5)

(Formerly OFF ADM 1-D “Keyboarding 1D”)
Prerequisite: None.
Note: Short-term course.
Lecture 1 hour; Lab, 1.5 hours without homework.
Students use the microcomputer to learn to key the alphabetic and numeric/symbol keys “by touch” using the appropriate techniques. The software is designed exclusively for building and extending keyboarding skill and improving speed and accuracy in keying. Formatting is not taught.
Note: CAOT 1D (1.5) when taken with CAOT 1E (1.5), is equivalent to CAOT 1 (3).

1-E Computer Keyboarding 1-E (1.5)

(Formerly OFF ADM 1-E “Keyboarding 1E”)
Prerequisite: CAOT 1-D with a grade of “C” or better.
Note: Short-term course.
Lecture 1 hour; Lab, 1.5 hours without homework.
Students working with Corel WordPerfect® software program will learn basic functions for creating, editing, and formatting various business documents (letters, memos, simple reports, and tables) and continue to improve both speed and accuracy skills.
Note: CAOT 1E (1.5) when taken with CAOT 1D (1.5), is equivalent to CAOT 1 (3).

2 Computer Keyboarding II (3) CSU

(Formerly OFF ADM 2 “Typewriting/Keyboarding 2”)
Prerequisite: CAOT I-E with a grade of “C” or better.
Lecture 2 hours; Lab, 3 hours without homework.
Using the microcomputer and the Corel word processing software program, students will continue to develop keyboarding and word processing skills needed in today’s workplace. Students will apply advanced functions to sophisticated documents, including two-page letters and memos, letters with special features, tables, long reports with graphics and columns, and administrative and employment documents.

3 Computer Keyboarding 3 (3) CSU

(Formerly OFF ADM 3 Typewriting/Keyboarding 3).
Prerequisite: CAOT 2 with a grade of “C” or better.
Lecture 2 hours; Lab, 3 hours without homework.
The student further develops his/her speed and accuracy to at least 50-55 words per minute. The student learns more of producing specialized forms and reports, such as legal and accounting papers. The course specifically emphasizes shortcuts in handling of materials, statistical input, and development of “thinking at the computer keyboard.”

9 Computer Keyboarding Improvement (1) RPT1

(Formerly OFF ADM 9 “Typing/Keyboarding Improvement”) Lab, 3 hours without homework.
This course is designed to improve keyboarding skills on the microcomputer by using special software programs (timed writings, corrective drills, and production problems).

31 Business English (3)
(Formerly OFF ADM 31)
Prerequisite: None.
Recommended: Enrollment in CAOT 34.
Lecture 3 hours.
This course offers the student a review of, and training in, the fundamentals of English grammar. Emphasis is placed on spelling, business vocabulary, parts of speech, punctuation, sentence structure, and modern business English.

32 Business Communications (3) CSU
(Formerly OFF ADM 32)
Prerequisite: None.
Lecture 3 hours.
This course develops written and oral communication skills with an emphasis on developing techniques for effective business communications. The student will apply effective English skills to the writing of business letters and reports.

33 Records Management and Filing (2)
(Formerly OFF ADM 33)
Prerequisite: None.
Recommended for all Business Majors. This course is a prerequisite for CAOT 80.
Offered Fall Semester Only.
Lecture 1 hour. Lab, 2 hours with homework.
In this course the student learns standard rules and principles of indexing and filing. He/she will receive training in filing methods used most frequently, including alphabetic and numeric. Also, he/she will be introduced to the principles of setting up a filing system, selecting suitable equipment, transferring files, and organizing a central filing system.

34 Business Terminology (2)
(Formerly OFF ADM 34)
Prerequisite: None.
Lecture 2 hours.
This course is designed to enrich the student's business vocabulary and help the student develop spelling proficiency.

35 Word Processing: Concepts In Information Systems (3) CSU
(Formerly OFF ADM 35)
Prerequisite: None.
Lecture 3 hours.
This course introduces basic word processing concepts through lecture, guest speakers, and field trips. The student develops knowledge of word processing systems and procedures, the latest dictating and text-editing equipment, personnel requirements, and opportunities.

43 Office Procedures (3) RPT2
(Formerly OFF ADM 43)
Prerequisites: CAOT 1.
Lecture 3 hours.
This course develops desirable attitudes and personality traits essential for successful business employment. It establishes a knowledge of interviewing techniques, telephone techniques, handling travel arrangements, time management, office mathematics, and supervision of meeting details. Other factors pertinent to the office advancement such as personality and professional ethics will be discussed.

44 Medical Terminology (3)
(Formerly OFF ADM 44)
Prerequisite: None.
Lecture 3 hours.
The course content serves to develop medical vocabulary by training in spelling, pronunciation, and definitions of medical terminology. The course also stresses learning word roots, prefixes, and suffixes as a means of determining meanings of words, both familiar and unfamiliar.

47 Applied Office Practice (2) RPT 3
(Formerly OFF ADM 47)
Prerequisite: CAOT 1 and CAOT 43.
Lab, 5 hours with homework.
From this course, students will gain practical experience in working in an office on campus. The one hour lecture will prepare students for managing productivity, maintaining motivation, appropriate conduct, and interpersonal skills in an office environment.

64 Computer Laboratory (1) (CR/NCR) RPT 3
(Formerly OFF ADM 64)
Prerequisite: None.
Lab, 2 hours with homework.
This laboratory provides additional skill development practice for students enrolled in CAOT 1, 2, 3, 9, 35, 39, 76, 82, 84, 85, 86, 88, 89 or 97.

75 Word Processing: Equipment Operation(2) CSU
(Formerly OFF ADM 75)
Recommended: CAOT I-D.
Lecture 1 hour; Lab, 2 hours with homework.
This course is designed to meet the needs of students by providing the skills necessary to operate a word processing program on an IBM compatible computer. Emphasis is placed on understanding and performing basic word processing operations in order to input, edit, and print various types of documents.

80 Computerized Records Management (3)
(Formerly OFF ADM 80)
Prerequisite: CAOT 33 or permission of the instructor.
Lecture 2 hour; Lab, 2 hours with homework.
This course is intended to give the students an overview of the specialized functions using a computerized records
management program, which includes the creation of documents, storage and retrieval of documents, and disposition of records. Microsoft Access® will be used.

82 Microcomputer Software Survey in the Office (3) CSU

Prerequisite: None
Lecture 2 hour; Lab, 3 hours without homework.
This course provides hands-on experience with IBM compatible PC’s using Windows and Microsoft Office Suite including Word (word processing), Excel (spreadsheets), Access (databases), PowerPoint (presentation graphics) and Outlook (personal information manager). Students develop proficiency in basic computer skills including Windows GUI interface, launching programs, using help, and creating, deleting, finding, renaming and managing computer files. Students gain core level skills necessary to design, create and edit word processing documents, spreadsheets, databases, presentations and PIM documents in these programs. Additional skills covered include adding graphics and formatting office documents.

Note: No previous computer operating experience required, although familiarity with a keyboard and touch typing are helpful.

Note: CAOT 82A (1.5) and CAOT 82B (1.5), when taken together, is equivalent to CAOT 82 (3)

82A Microcomputer Software Survey (1.5) CSU
(Formerly OFF ADM 82A)
Prerequisite: None
Lecture 1 hour; Lab, 1.5 hours without homework.
Students are introduced to the use of the microcomputer and commercially available software used in business offices. The course provides hands-on introduction to the WINDOWS/MS DOS operation environments, word processing, database management, and spreadsheet software.

Note: CAOT 82A (1.5), when taken with CAOT 82B (1.5), is equivalent to CAOT 82 (3).

82B Microcomputer Software Survey (1.5) CSU
(Formerly OFF ADM 82B)
Prerequisite: None
Lecture 1 hour; Lab, 1.5 hours.
Students are introduced to the use of the microcomputer and commercially available software used in business offices. The course provides hands-on introduction to the WINDOWS/MS DOS operation environments, word processing, database management, and spreadsheet software.

Note: CAOT 82B (1.5), when taken with CAOT 82A (1.5), is equivalent to CAOT 82 (3).

83 Microcomputer Office Applications: Operating Systems (Windows) (1)
(Formerly OFF ADM 83)
Prerequisite: None
Lab, 2 hours with homework.
This course provides an introduction to microcomputers and microcomputer operating systems. The course covers the major components of a microcomputer system, the operating system command structure and terminology, and printer operations. It includes hands-on use of Microsoft Windows® operating systems in various applications of routine microcomputer functions.
Note: No previous computer experience required.

84A Microcomputer Office Applications: Word Processing A (1.5) CSU
(Formerly OFF ADM 84A)
Prerequisite: CAOT 1-D.
Lecture 1 hour; Lab, 1.5 hours without homework.
Students will use basic and advanced commands in Microsoft Word® or Corel Word Perfect® to create, format, edit, save, and print documents including letters, memorandums, tables, reports, and mail-merge documents.

84 B Microcomputer Office Applications: Word Processing B (1.5) CSU
(Formerly OFF ADM 84B)
Prerequisite: CAOT 84-A.
Lecture 1 hour; Laboratory 1.5 hours.
Students will use basic and advanced commands in Microsoft Word® or Corel Word Perfect® to create, format, edit, save, and print documents including letters, memorandums, tables, reports, and mail-merge documents.

85 Microcomputer Office Applications: Spreadsheet (3) CSU
(Formerly OFF ADM 85)
Prerequisite: None.
Lecture 1 hour; Lab, 4 hours with homework.
This course is designed to teach office spreadsheet applications using a spreadsheet program (Microsoft Excel®). Students will learn to create, edit, format, and print worksheets. They will also learn to prepare graphs from worksheets and use a data base to construct a worksheet. Emphasis will be on office accounting applications and simplifying office accounting procedures.

86 Microcomputer Office Applications: Data Base (3) CSU
(Formerly OFF ADM 86)
Prerequisite: None.
Lecture: 1 hour; Lab, 4 hours with homework.
This course provides information on generic data base characteristics and functions and provides training in the use
of microcomputer data base software for business office applications. It covers records design, file creation and maintenance, data manipulation, report formats, and printing.

88 Microcomputer Office Applications - Desktop Publishing (3) CSU

(Formerly OFF ADM 88)
Recommended: CAOT I-D.
Lecture 2 hours; Lab, 3 hours without homework.
This course will provide information and hands-on training in using microcomputers, laser printers, and various desktop publishing software (PageMaker and/or Ventura Publishing). This course will include producing camera-ready, near typeset quality reports, newsletters, business forms, and presentations.

89 Microcomputer Office Applications: Disk Operating Systems (3)

(Formerly OFF ADM 89)
Prerequisite: None
Lecture 1 hour; Lab, 4 hours with homework.
This course provides hands-on use of the PC/MS Windows operating system, including file management, terminology, and printer functions. Hard disk maintenance and management are emphasized throughout the course.

97 Introduction to the Internet for CAOT (3) CSU

Prerequisite: None
Lecture 2 hours, Lab 3 hours
This course provides hands-on experience with the Internet and World Wide Web using browser software like Microsoft Internet Explorer and Netscape Navigator to find, access and use information from the Internet. Students will develop the skills to create, send and receive E-mail and Instant Messages using web based software. Students will learn how to find, evaluate, and select Internet Service Providers, E-commerce sites, and research resources. Skill will be developed to explore business, career, government, news, reference databases, travel, and other internet services and utilities. Students will learn the fundamentals of web page design and how to design and create basic web pages using HTML.

Note: CAOT 97A (1.5) and CAOT 97B (1.5), when taken together, are equivalent to CAOT 97 (3).

97A Introduction to the Internet for Office Administration (1.5)

(Formerly OFF ADM 97A)
Prerequisite: None.
Lecture 1 hour; Lab, 1.5 hours without homework.
This is Part A of a 2 part course and is designed to prepare students to use the World Wide Web. The course emphasizes the features of the internet, including electronic mail, telenet, file transfer protocol, usenet, search engines, and other internet services and utilities.

Note: CAOT 97B (1.5), when taken with CAOT 97A (1.5), is equivalent to CAOT 97 (3).

97B Introduction to the Internet for Office Administration (1.5)

(Formerly OFF ADM 97B)
Prerequisite: None.
Lecture 1 hour; Lab, 1.5 hours without homework.
This is Part B of a 2 part course and is designed to prepare students to use the World Wide Web. The course emphasizes the features of the internet, including electronic mail, telenet, file transfer protocol, usenet, search engines, and other internet services and utilities.

Note: CAOT 97B (1.5), when taken with CAOT 97A (1.5), is equivalent to CAOT 97 (3).

107 Microcomputer Office Applications: Advanced Web Design for the Office (3)

CSU

Prerequisite: CAOT 112
Lecture 2 hours, Lab 3 hours.
This course provides skills to utilize advanced web design tools. Students design and build web sites using
Macromedia Dream Weaver, advanced HTML, the basic concepts of Java script, and Java applets. Students will use graphics, animation, and multimedia capabilities to create advanced web sites for the high-tech office environment.

112 Microcomputer Office Applications: Web Page Design (3) CSU

Prerequisite: CAOT 82
Recommended: CAOT 97
Lecture 2 hours, Lab 3 hours.

This course will provide the skills to employ web-authoring software like Microsoft FrontPage to design, modify and create web pages. Students will develop multi-page web sites that include links, graphic elements, tables, style sheets, templates, themes, forms, discussion webs and other enhancement features. An understanding of the relationship of these programs to HTML will be developed, along with the ability to troubleshoot and improve web page designs.

113 Introduction to Adobe Photoshop for the Office (3) CSU

Prerequisite: CAOT 82
Lecture 1 hour, Lab 4 hours.

This course is an introduction to graphics design using Windows based operating systems and Adobe Photoshop. The class will focus on the basic elements of computer graphic arts software for business, digital layout, rendering and manipulation of computer and still imagery. Among the skills covered will be: selection tools, layers, channels, masks, painting tools, image editing, applications of filters, integration of text, and the combining of images.

Cooperative Work Experience Education (1-4)

Office Administration is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Computer Science and Information Technology (CO SCI)

601 Introduction to Computers and Their Uses (3) UC:CSU

(Formerly CO SCI 1)
Prerequisite: None.
Lecture 3 hours.

This is a basic course in computer literacy concepts. It provides an overview of computer networking, hardware and software (including operating systems and file management). The students will assess implications of computer technology on society.

Note: UC credit limit to one course, CSIT 601 or CSIT 602

602 Introduction to Computer Science (3) UC:CSU

(Formerly CO SCI 3)
Corequisite: Computer Science 630.
Lecture 3 hours.

This is a breadth-first course covering basic concepts and principles of computer science. Topics covered include problem solving techniques, development of algorithms, computer logic and architecture, operating systems, functions, procedures and control structures, parameter passing, recursion, arrays, data communications, pointers, and concepts in software engineering. Students will be introduced to the use of the C/C++ or Java programming language.

604 Mathematics for Programmers (3) CSU

(Formerly CO SCI 34)
Lecture 3 Hours

This course introduces mathematical topics that relate to the programming of computers for business and scientific applications. It includes number systems, algorithms, Boolean algebra, probability theory, and statistics.

606 Beginning PASCAL Programming (3) UC:CSU

(Formerly CO SCI 19)
Prerequisite: Computer Science 602.
Lecture 3 hours.

This course introduces the computer language PASCAL, its instruction set and its use to solve a variety of problems. It presents the theory of structured programming and the practical application of its aids, tools, and techniques.

608 Beginning BASIC Programming (3) UC:CSU

(Formerly CO SCI 32)
Prerequisite: Computer Science 630.
Lecture 3 hours.

This course provides an introduction to the use of the BASIC programming language, a time-sharing language. It includes the use of terminals for executing student programs on the campus computing facilities.

609 Man and the Computer Age (3) UC:CSU

(Formerly CO SCI 31)
Prerequisite: None.
Recommended for general students, not Computer Science majors.
Lecture 3 hours.

The era of change and high technology has opened new horizons and new problems. This course focuses on how the computer affects today’s world and the individual. Current computer issues are covered as well as the use and application of the computer in diverse fields.
613 Beginning FORTRAN (3) UC:CSU
(Formerly CO SCI 43)
Prerequisite: Computer Science 602.
Lecture 3 hours.
Students learn to use the FORTRAN language to solve a variety of business and scientific problems using the appropriate quantitative techniques. Particular emphasis will be placed on logical approach to problem solving.

614 Computer Operations (3) CSU
(Formerly CO SCI 38)
Lecture 3 hours.
The student studies the operation and capability of a computer system. This course provides the student with an understanding of the fundamentals of a computer operating system as well as training in the performance of the operator's duties.

615 Beginning COBOL Programming (3) UC:CSU
(Formerly CO SCI 11)
Prerequisite: Computer Science 602.
Lecture 3 hours.
This is an introductory course in the use of COBOL for a variety of business problems. The student will use the campus computing facilities to process the assigned problems.

617 Beginning Micro - Assembly Language (3) UC:CSU
Prerequisite: Computer Science 602.
Lecture 3 hours.
This is an introductory course designed to teach students the basic concepts behind the classic von Neumann machine architecture. This course covers fundamental concepts in information representation, computer organization, assembly language programming, and computer architecture. The course emphasizes computer science topics that are related to the foundation of computer hardware and its associated software.

630 Microcomputer Application Software (3) CSU
(Formerly CO SCI 29)
Prerequisite: Computer Science 601.
Lecture 2 hours; Lab, 2 hours with homework.
The course provides the student with a knowledge of the microprocessor and microprocessor systems. A "hands-on" environment will allow the student to learn DOS, word processing, Lotus 1-2-3 and Database language. The course will also cover the use of microcomputer software.

632 Introduction to Data Bases (3) CSU
(Formerly CO SCI 48)
Prerequisite: Computer Science 630.
Lecture 3 hours.
This course covers the concepts of data base structures and design involving the physical and logical structures and the environments in which they can be applied. The three major approaches to the application of data bases are included: relational, hierarchical, and network.

636 Introduction to Data Structures (3) UC:CSU
Prerequisite: Computer Science 639.
Lecture 2 hours, Lab, 2 hours with homework.
This course is a comprehensive introduction to data structures and algorithms, including their design, analysis, and implementation. It uses the object-oriented paradigm as a framework for implementation of robust and reusable software. Topics covered include JAVA programming, object-oriented design, analysis techniques, stacks, queues, deques, lists, trees, graphs, searching, and sorting algorithms.

NOTE: In terms of computer science and computer engineering curricula, this course conforms to the ACM Freshman-Sophomore level Data Structures (CS2) course.

639 Programming in C (3) UC:CSU
Prerequisite: Computer Science 602
Lecture 2 hours; Lab, 2 hours with homework.
This course introduces the computer language C. It provides the student with a general knowledge of the design, implementation, debugging, and testing of a program. The program provides in a variety of disciplines. It includes "hands-on" experience in an interactive environment.

645 Advanced COBOL Programming (3) UC:CSU
(Formerly "Business Data Processing 8")
Prerequisite: Computer Science 615.
Lecture 3 hours.
The student will study Advanced Techniques used with the COBOL language. Topics include the creation and maintenance of sequential and indexed sequential disk files. In addition, the sort/merge report writer features, and programs debugging will be covered.

660 Business Systems Design (3) CSU
Prerequisite: Computer Science 630.
Lecture 3 hours.
The process of analyzing, designing, and implementing a business information system is studied with emphasis on the role of the systems analyst. The student learns to apply the tools and techniques of the analyst by the case study approach.

665 Computer Graphics (3) CSU
(Formerly CO SCI 5)
Prerequisite: Computer Science 639.
Lecture 3 hours.
This course introduces the fundamental concepts of computer graphics. It covers the hardware and software
requirements and also examines the use of commercial application package currently in use.

688 Computer Project (2) CSU

Prerequisite: Computer Science 639
Lab, 4 hours with homework.
The student, after consultation with the instructor, is to design, develop, and evaluate a project involving the application of the computer. Emphasis in this course is placed on a maximum of independent study and research.

691 Computer Programming Laboratory (1) NDA RPT3

Lab, 3 hours without homework.
This class provides access to computer resources for any student at Los Angeles Southwest College. It is an open entry/open exit, credit/no credit class which allows the student to access and use specific standard applications, software, programming language software, and internet software.

Cooperative Work Experience Education (1-4)

Computer Science is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Cooperative Education (COOP ED)

Cooperative Education is offered in all major subject areas. This allows the student to obtain transferable credit in specific subjects. Up to eight units are transferable to four-year institutions.

Cooperative Education is offered for one, two, three, or four units per semester, depending on the number of hours worked per week. Students receive one unit of credit for each 5 hours he/she works on the job per week; the maximum number of units is four given for 20 or more hours on the job each week.

Cooperative Education may be taken for four semesters, regardless of the number of units taken per semester. A maximum of 16 units may be earned.

The following is an example in the area of Business. A student may register for one unit (Business 911), two units (Business 921), three units (Business 931), or four units (Business 941). The course numbers remain the same, regardless of the number of semesters taken.

See Cooperative Work Experience Education in the Instructional Program section of the catalog.

Developmental Communications (DEV COM)

When assessment and multiple measures indicate such a need, the student will be recommended to enroll in one or a combination of Developmental Communications courses. The student may be recommended, after a highly satisfactory performance in one Developmental Communications course, to a higher course than the one normally following.

Thus, a student need not take Developmental Communications courses if his abilities prove he is ready for English. The normal sequence for Developmental Communications is DC 10, sentence and paragraph development; DC 20, basic reading and writing; then a combination of DC 21, writing, and DC 23, reading. DC 22 is an elective reading laboratory course open to all students. DC 30, a phonics class for reading and spelling improvement, is open to all students also.

20 Fundamentals of Reading and Writing (6) RPT1 NDA

Recommended: Concurrent enrollment in Developmental Communications 26, 27, and 28.
Lecture 6 hours.
This course is designed to develop self-confidence and to teach the basic communication skills necessary to compete successfully in college. The following skills will be developed: Study habits, test taking, vocabulary building, reading comprehension, outlining, and public speaking.

21 Fundamentals of Writing (3) NDA

(Formerly DEV COM 11 “Writing II: Paragraph to Essay”)
Recommended: Concurrent enrollment in Developmental Communications 23 and 22X.
Developmental Communications 21 (combined with Developmental Communications 23) is a prerequisite for students enrolling in English 21 unless the student’s assessment results indicate placement into a different level of English coursework.
Lecture 3 hours.
This course is an introduction to basic grammar essential to writing. The following skills will be developed: basic rules of grammar for English usage, punctuation, and sentence and paragraph structure.

22X Communications Laboratory (3) RPT1 NDA

Recommended: Concurrent enrollment in Developmental Communications 21 and 23.
Lecture 3 hours.
This course is recommended for all students who wish to improve their reading skills. It is designed to assist students in the improvement of reading rate and comprehension in an individualized setting. The course consists of a variety of reading activities at different levels, including the use of computers, cassette tape players, SRA reading laboratories, and a variety of reading selections designed to improve reading proficiency.

23 Reading and Study Improvement (3) NDA RPT1

(Formerly DEV COM 1 “Grammar Applied to Writing”)
Recommended: Concurrent enrollment in Developmental Communications 21 and 22X. Developmental Communications 23 (combined with Developmental Communications 21) is a prerequisite for students enrolling in English 21 unless the student’s assessment results indicate placement into a different level of English coursework.
This is a basic reading and composition course designed to develop and improve reading comprehension, including literal and critical comprehension skills. Other skills that will be developed include vocabulary building, sentence recognition, and composition.

26 Fundamentals of Communications Laboratory (1) RPT2 NDA

Recommended: Concurrent enrollment in Developmental Communications 20.
Lab, 2 hours with homework.
This individualized course, recommended for all students enrolled in Developmental Communications 30, emphasizes the skills of careful reading and selected vocabulary building.
It includes a pretest to ascertain each student's reading level and a post-test to see how much improvement each student has made at the end of the course.

27 Fundamentals of Writing Laboratory (1) RPT2 NDA

Recommended: Concurrent enrollment in Developmental Communications 20.
Lab, 2 hours with homework.
This individualized course, recommended for all students enrolled in Developmental Communications 10, offers an introduction to basic grammar as it relates to writing. It covers parts of speech, prepositional phrases and types of clauses, verb tenses, pronoun usage, agreement, capitalization, and punctuation.
The course includes a pretest and post-test in grammar and involves instruction through the use of the computer and other selected multi-media and printed material.

28 Fundamentals of Reading Laboratory(1) RPT2 NDA

Recommended: Concurrent enrollment in Developmental Communications 20.
Lab, 2 hours with homework.
This individualized course, recommended for all students enrolled in Developmental Communications 20, emphasizes the skills of reading comprehension and vocabulary in context. It includes a pretest and post-test in reading comprehension and a variety of reading activities designed to improve reading comprehension.

Drafting (DRAFT)

1 General Drafting (3) CSU

Prerequisite: None.
Lecture 2 hours; Lab, 3 hours with homework.
Instruction is given in the underlying principles and theories of mechanical drawing, the use and care of drawing instruments, geometric construction, freehand technical sketching, single-view drawings, multi-view orthographic projections, dimensioning sections, and auxiliary-view drawings. This course provides basic training in preparation for advanced industrial and drafting courses.

4 Applied Descriptive Geometry (4) CSU

Prerequisite: General Engineering 2.
Lecture 2 hours, Lab, 4 hours with homework.
This course covers thorough instruction in an applied descriptive geometry unit which includes advanced auxiliary projections, definitions and solutions of lines and planes, revolutions, intersections, and developments of planes and solids. Sheet metal drafting is introduced with emphasis on design and dimensioning.

16 Blueprint Reading I (2) CSU

Prerequisite: None.
Lecture 1 hour; Lab, 2 hours with homework.
This course in the fundamental principles and practices of blueprint reading includes a study of pictorial and three view drawings, symbols and notations, scaling and dimensional practices, detail drawings, plot plans, and reading blueprints for trade information. Emphasis is placed on blueprints for light construction.

26 Industrial Drafting (2) CSU RPT3

Prerequisite: Drafting I or equivalent.
Lab, 6 hours without homework.
This course is designed to enable a student with some drafting training or experience to continue training in specialized areas of industrial drafting such as machine shop drafting, civil engineering drafting, structural drafting, and piping drafting. The training includes working drawings, layout, and detailing drawings geared to the student’s need to develop skills and knowledge of a particular field of drafting.

50 Production Drafting (4) CSU RPT1

Prerequisite: Drafting I or equivalent.
Lecture 3 hours; Lab, 3 hours without homework.
This course emphasizes the study of drafting industrial production parts. Drawings are made of castings, forgings, sheet metal parts, machined parts, and assemblies. Special attention is devoted to dimensions, tolerances, mechanical finishes, and manufacturing procedures.

51 Tooling Drafting (4) CSU RPT1

Prerequisite: Drafting I or equivalent.
Lecture 3 hours; Lab, 3 hours without homework.
This course emphasizes the drawing of production tools such as drill jigs, machine fixtures, and dies similar to those used in industry. Special attention is given to the development of production standards required by industry.

52 Electro-Mechanical Drafting (4) CSU

Prerequisite: Drafting I or equivalent.
Lecture 3 hours; Lab, 3 hours without homework.
This course includes the drawing of schematics and other drawings required to make a complete package of electronic units such as detail and assembly of mechanical parts, printed circuits, wiring diagrams, and charts.

Cooperative Work Experience Education (1-4)
Drafting is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**Economics (ECON)**

1 **Principles of Economics I (3) CSU:UC**

*CAN ECON 4*

*IGETC AREA 4 (Social and Behavioral Sciences)*

*CSU-GE Category D Economics*

*Prerequisite: None.*

*Recommended: Take this class after taking Economics 2. Lecture 3 hours.*

This is an introductory course in the principles of microeconomics theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; and current domestic economic problems.

2 **Principles of Economics II (3) UC:CSU**

*CAN ECON 2*

*IGETC AREA 4 (Social and Behavioral Sciences)*

*CSU-GE Category D Economics*

*Prerequisite: None.*

*Recommended: Take this class before taking Economics I. Lecture 3 hours.*

This is an introductory course in the principles of macroeconomics theory. Measurements of aggregate economic performance including GNP and National Income, money and banking; business cycle, role of the government and the Federal Reserve System (fiscal and monetary policies), economic growth and stability, international trade, and economics of underdevelopment are covered in this course.

5 **Economics for the Citizen (3) CSU**

*CSU-GE Category D Economics*

*Prerequisite: None.*

*Lecture 3 hours.*

This course is a survey of the development, function, and significance of economic institutions in the American way of life.

**Cooperative Work Experience Education (1–4)**

Economics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**Education (EDUC)**

1 **Introduction to Teaching (3) CSU**

*Prerequisite: None.*

*Recommended for all pre-teaching majors.*

*Lecture 3 hours.*

The topics covered in this course include teacher qualifications, credential requirements, current practices and trends, and historical, philosophical, and sociological factors related to the role of the school in American Society.

6 **Methods and Materials of Tutoring (1)**

*Prerequisite: None.*

*Recommended for all pre-teaching majors.*

*Lecture 3 hours without homework.*

This course trains the tutor in tutoring techniques, group dynamics, interpersonal skills, record keeping, and organizational skills. Problems inherent in tutoring are discussed, and alternative solutions are offered.

10 **Principles of Teacher Assisting (3) CSU**

*Prerequisite: Education 1.*

*Lecture 3 hours.*

This course assists the educational aide in gaining a greater understanding of the teacher-student-aide relationship, and its effect on the learning environment in the classroom. Improvement in the communication skills and tutoring techniques will be stressed.

12 **Theory and Practices in Tutoring (3)**

*CSU*

*Lecture 2 hours; Lab, 2 hours with homework.*

This course provides a study of theory, techniques, and skills of tutoring, along with practical application, through providing tutorial experience within local elementary, middle school, high school and community college settings. Tutoring will be supervised by a cohort inclusive of student, classroom teacher/instructor and course professor.

**Cooperative Work Experience Education (1–4)**

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**Education: Special (SPEC ED)**

39 **Finger Spelling (1) CSU**

*Prerequisite: None.*

*Lecture 2 hours with homework.*

Students will be given instructional practice material designed to develop expressive and receptive skills using the manual alphabet.

40 **Introduction to Deafness (3)**

*Prerequisite: None.*

*Lecture 3 hours.*

This course will cover historical, philosophical, and social aspects of the hearing impaired. Issues and research providing a theoretical basis for American Sign Language will be considered.

**Electronics (ELECTRN)**

2 **Introduction to Electronics (3) CSU**

*Prerequisite: None.*
Lecture 3 hours.
This course offers an overview of the field of applied electronics and its opportunities with an introduction to components, nomenclature, symbols, electrical laws, and their application. Emphasis is on the relationship of this field to other scientific fields including industry, business, and the home. The course will include lectures and appropriate demonstrations, films, and field trips.

4 Fundamentals of Electronics I (4) CSU
Recommended: Mathematics 105.
Lecture 3 hours, Lab 3 hours without homework.
This course presents the theory and application of direct current in series, parallel, and combination circuits. Thévenin’s, Norton’s, Millman’s, and Superposition theorems are discussed. Also included are magnetic circuits, electrical measuring instruments, and inductance and capacitance, and their characteristics in DC circuits. The vacuum-tube voltmeter, the capacitor, checker, and many other instruments are utilized in laboratory experiments that accompany the theory.

6 Fundamentals of Electronics II (4) CSU
Prerequisite: Electronics 4.
Lecture 3 hours, Lab 3 hours without homework.
This course presents a vector analysis of the sine wave and reactance in series and parallel circuits. Also included are such topics as power in AC circuits, impedance networks, resonance, transformer action, and harmonics. Experiments using the Oscilloscope, the AC vacuum-tube voltmeter, AF and RF Oscillators, the electronics switch, and the impedance bridge are provided.

8 Electron Devices (4) CSU
Prerequisite: Electronics 2.
Lecture 3 hours, Lab 3 hours without homework.
This course provides an introduction to the characteristics of electron tubes and solid state devices as well as typical applications of each device in electronic circuits.

41 Measurements and Testing Laboratory I (1) RPT3
Prerequisite: None
Lab, 3 hours without homework.
This course covers the principles of general electronics test equipment and the proper uses and applications of Volt-Ohms-Millimeter, electronic volt meters, digital voltmeters, power supplies, oscilloscopes, and various other types of test equipment.
This class is given on a Credit/No Credit basis.

43 Measurement and Testing Laboratory II (1) RPT3
Prerequisite: None
Lab, 3 hours without homework.
This course is for students who want to independently investigate, build, test, and evaluate electronic projects that are proposed and approved by the instructor. Students will have access to the lab and test equipment to complete the projects.

44 Communications Electronics (3) CSU
Lecture 3 hours.
This is a course in communications electronics which aids students in obtaining one of various commercial or amateur licenses. It includes the study of electronic oscillators, antenna theory, transmission line theory, modulation theory, AM and FM receivers, and TV circuitry. In this course, the student learns about special microwave techniques.

56 Computer Circuits (3) CSU
Corequisite: Electronics 57.
Lecture 3 hours.
This course covers the study and application of electronic circuits that make up a computer. The study of Boolean algebra and its application to computer design is also included. The laboratory experiments cover the most important logic circuits making up the bulk of a modern digital computer, as well as the basic circuits utilized in analog computers.

57 Computer Circuits Laboratory (1) CSU
Corequisite: Electronics 56.
Lab, 3 hours without homework.
This course provides practical applications related to the contents of Electronics 56 using modern industrial techniques and test equipment.

58 Introduction to Microprocessor (4) CSU
(Formerly Electronics 52)
Prerequisite: None.
Lecture 3 hours, Lab 3 hours without homework.
This course is an introduction to the operation and application of the microprocessor. This course is to include number systems, basic logic building blocks, partitioning and architecture; interfacing and interface devices, the TTY, CRT, keyboard, cassette loader; programming microprocessor applications. The 6800 microprocessor will be stressed throughout the course. The laboratory provides practical applications related to the contents of the lecture, using the 6800.

60 Microwave Fundamentals (3) CSU
Lecture 3 hours.
Oscillators, antennas, transmission lines, waves guides, and antenna radiation patterns are studied in this course.

62 Circuit Analysis (3)
Prerequisite: Electronics 8 or equivalent.
Corequisite: Electronics 63.
Lecture 3 hours.
This course covers the study and analysis of electronic circuits such as oscillators, tuned amplifiers, modulation, detection, and feedback. The laboratory stresses the development and improvement of measurement instrumentation techniques.

63 Circuit Analysis Laboratory (1) CSU
Corequisite: Electronics 62.
Laboratory 3 hours without homework.
The laboratory provides practical applications related to the contents of Electronics 62 using modern industrial techniques and test equipment.

111 Introduction to Computer Servicing (4)

Prerequisite: None
Lecture 3 hours; Lab 3 hours without homework.
This course introduces beginning students to the basic understanding of computer architecture and operation, common software packages, and consumer maintenance practices. It also provides students with a solid foundation for exploring advanced computer topics and developing job-related skills.

112 Computer Servicing Technology (4) CSU

Prerequisite: Electronics 111.
Lecture 3 hours; Lab 3 hours without homework.
This course familiarizes students with the circuitry and troubleshooting techniques for the microcomputer system. It also acquaints students with semiconductor memory, input/output circuits, and the ways that various parts are interconnected or interfaced with each other.

113 Computer Networking (4) CSU

Lecture 3 hours; Lab 3 hours without homework.
This course covers the basic concepts and practices of computer networking and the key components, architecture and standards including network operating systems, protocols, troubleshooting, and internet tools to access learning resources, and prepares students to obtain the A+ Certificate in Computer Servicing.

114 Fundamentals of Programmable Controller (3)

Prerequisite: None.
Lecture 3 hours.
This is an introductory course in programmable controllers designed to acquaint students with the fundamental theory of operation and applications. Emphasis is placed on process units, input/output, ladder diagrams, programming devices, relays and related topics.

116 Computer A+ and Network + Certificate Exam Prep (2)

Lecture 1 hours; Lab, 3.
The course prepares students to take Computer A+ and Network+ exams administered by the Computer Technology Industry Association (Comp TIA). It is an accepted validation of Computer Servicing and Networking skills to become Grade A Technicians.

250 Robotic Systems (3)

Lecture 3 hours.
The course material covers the theoretical and practical essentials of robotics technology, including AC/DC power and positioning, hydraulic and pneumatic systems, microprocessor fundamentals and programming, voice synthesis, and robot interfacing circuitry.

251 Robotic Systems Laboratory (1)
Lab, 3 hours without homework.
The student will work with the basic hardware and software needed to develop the control of robotic devices. The limitations of various systems with respect to control and function will be investigated.

185 Directed Study-Electronics (1)

Prerequisite: None.
Lecture: 1 hour.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

285 Directed Study-Electronics (2)

Prerequisite: None.
Lecture: 2 hours.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

385 Directed Studies (3)

Prerequisite: None.
Lecture: 3 hours.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

Cooperative Work Experience Education (1-4)
Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Engineering, Electrical

22 Electrical Circuits (4) UC:CSU

Prerequisite: Physics 38 and Mathematics 266.
Lecture 3 hours; Lab, 2 hours with homework.
Elements of electrical circuit analysis and synthesis; solutions of passive, linear lumped parameter circuits; analysis and duals; steady state and transient analysis applied to linear electrical and mechanical systems are studied. The course also includes a study of electrical and magnetic instruments, transformers, and rotating machinery.

Engineering, General (ENG GEN)

1 Introduction to Science, Engineering and Technology (2) UC:CSU

Prerequisite: None.
Lecture 2 hours.
This course includes a study of engineering achievements, trends, and fundamentals. A study is made of professional engineering requirements, opportunities, and responsibilities
in order that the student may perceive the relationship of his/her training to his/her environment.

2 Introduction to Engineering Drafting (3) UC:CSU

Recommended: Drafting I or equivalent.
Lecture, 1 hour; Lab, 5 hours with homework.
The fundamentals of graphical expressions using technical processes of geometric construction, orthographic projection, and the preparation of engineering drawing for industry are studied in this course for engineering students.

5 Materials of Engineering (3) CSU
Lecture 2 hours; Lab, 3 hours without homework.
This course is an introductory course on the properties of materials; applications to engineering systems; dependency of properties on internal structure; structures and properties of metals and alloys and their response to thermal and mechanical treatments; structures and properties of non-metallic materials.

6 Processing of Engineering Materials (3) CSU
Prerequisite: None.
Lecture 2 hours; Lab, 3 hours without homework.
This course offers a comprehensive survey of the fundamentals of manufacturing industrial materials and processes to provide a basic understanding consistent with sound engineering principles. Laboratory demonstrations are included. Field trips to manufacturing plants are required.

9 Statics and Strength of Materials (4) CSU
Prerequisite: None.
Lecture 3 hours; Lab, 2 hours with homework.
Vector and scalar methods are used to examine force systems and equilibrium conditions involving structures, machines, distributed forces and friction. Studies include relationships between external loads and induced stresses in elementary structural elements, deflection in beams, and elementary statically indeterminate problems.

56 Computer Augmented Design Techniques I (3) CSU
Recommended: Drafting I or equivalent.
Lecture 2 hours; Lab, 4 hours with homework.
This course introduces students to the CADAM system, enabling them to become knowledgeable of the CADAM language and system requirements and to become proficient in using the general features and capabilities of the system to design and draft physical mechanical engineering drawings and designs, using techniques such as splines, flange angles, flatwrap development, and attributes.

58 Computer Augmented Design Techniques Basic III (4) CSU
Prerequisite: General Engineering 56 with a grade of "C" or better.
Lecture 2 hours; Lab, 4 hours with homework.
This course builds on knowledge gained in GE 56 to develop skills required to plan complex jobs and to work at the Graphics Terminal without supervision. Simulated on-the-job training is provided as students work on industry-supplied work problems. Advanced system capabilities and manipulation techniques are also introduced.

57 Computer Augmented Design Techniques II (3) CSU
Prerequisite: General Engineering 56 with a grade of "C" or better.
Lecture 2 hours; Lab, 4 hours with homework.
This course builds on knowledge gained in GE 56 to develop skills required to plan complex jobs and to work at the Graphics Terminal without supervision. Simulated on-the-job training is provided as students work on industry-supplied work problems. Advanced system capabilities and manipulation techniques are also introduced.

82 Fundamentals of Machine Shop Technology (3) CSU
Prerequisite(s): None
Lecture 3 hours.
This is a fundamental course in Manufacturing. It acquaints students through demonstration and field trips with an understanding of manufacturing machines for practical application in industry. It also provides a basis for advancement in automation.

83 Fundamentals of Computer Numerical Control (3) CSU
Prerequisite(s): None
Lecture 2 hours; Lab, 2 hours with homework.
This course introduces beginning students to the latest Computer Numerical Control Technology and trains them in the proper use, application and maintenance of CNC Machines. It provides students with a solid foundation for entering advanced technologies.

84 Introduction to Computer Integrated Manufacturing (CIM)(3) CSU
Prerequisite(s): None
Lecture 2 hours; Lab, 2 hours with homework.
This is a fundamental course in automated and computer controlled machining processes with a continuation of numerical control programming and an introduction to computer assisted NC programming, robotics applications, and data communication networks.

85 Computer Integrated Manufacturing (CIM) (3) CSU
Lecture; 2 hours; Lab: 2 hours with homework.
This course introduces the fundamentals of data communications networks with emphasis on the communications between shop floor devices such as Programmable Logic Controllers (PLC), Computer Numerical Control machine tools, robots, and area computers.
English (ENGLISH)

Upon registering, the student needs to provide evidence of one of the following:
1. Appropriate results on the computerized placement assessment, which includes multiple measures such as reading, comprehension, grammar, arithmetic, elementary algebra, and college-level math assessment. Additional components include study skills inventory and an academic background assessment.
2. A grade of “C” or higher in a prerequisite course, or
3. A transcript or other document from another college or university that verifies student’s placement.

Testing is available on a walk-in basis Monday through Friday. Contact the Matriculation Office or the Admissions and Records Office to obtain assessment schedule.

21 English Fundamentals (3) NDA

Prerequisites: Developmental Communications 21/23 or ESL 6A/B, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

English 21 is a class in fundamentals. It introduces the student to the fundamentals of academic reading, writing, and thinking. Students develop reading comprehension by studying literary, expository, and technical essays, which also provide the subjects of their essays. Basic grammar, punctuation, sentence structure, as well as diction, are taught.

28 Intermediate Reading and Composition (3)

Prerequisite: English 21 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

English 28 satisfies part of the requirement for the AA degree and also prepares the student for English 101 by increasing his/her capability to work on an academic level. In this class students plan, draft, revise, and edit compositions of increasing sophistication and complexity. All writing is based on readings which challenge the students thinking and provide an intellectual background for their writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, and coherence, as well as language conventions.

31 Composition and Critical Reading (5)

Prerequisite: English 21 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Note: English 31 covers the same material as English 28, but it is a more intensive course.

Lecture 5 hours.

English 31 satisfies part of the requirement for the AA degree and also prepares the student for English 101 by increasing his/her capability to work on an academic level. In this class students plan, draft, revise, and edit compositions of increasing sophistication and complexity. All writing is based on readings which challenge the students thinking and provide an intellectual background for their writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, and coherence, as well as language conventions.

94 Intensive Grammar Review (3) NDA

Lecture 3 hours.

This course offers an intensive review of the principles of standard English grammar, sentence structure, and English usage and diction. The course will cover the parts of speech, verb forms and tenses, fragments, run-ons, and other issues in standard grammar usage. Students will learn to identify errors and correct them. This course is intended for students preparing for English 28, English 31 and English 101.

101 College Reading and Composition I (3) UC:CSU

(Formerly ENGLISH 1)

CAN ENGL 2
CAN ENGL SEQ A, when taken with ENGLISH 102
IGETC AREA 1A (English Composition)
CSU-GE Category A2 Written Communication (completed with a “C” or better grade)

Prerequisite: English 28 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

English 101 is required for transfer students. Exercises are provided for the students in the writing of college-level compositions and the process of careful critical analysis of readings which challenge them on an academic level. The focus of the class is organization and composition of the longer expository essay (500-1000 words), including the research paper.

Note: Honors section offered

102 College Reading and Composition II (3) UC:CSU

(Formerly ENGLISH 2)

CAN ENGL 4
CAN ENGL SEQ A, when taken with ENGLISH 101
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities

Prerequisite: English 101 with a grade of “C” or better.

Lecture 3 hours.

This course teaches critical thinking, reading, and writing skills beyond the level of English 101. Students will develop
these skills by writing strong arguments based on poetry, fiction, drama and relevant nonfiction as subject matter. Students will learn concepts and formal methods of in-depth literary analysis, and in doing so, will learn to identify premises and conclusions, evaluate patterns of logic, and distinguish between inductive and deductive reasoning. They will demonstrate and apply these skills through writing analytic or interpretive essays and utilizing research strategies.

103 Composition and Critical Thinking (3) UC:CSU
IGETC AREA 1B (Critical Thinking-English Composition)
CSU-GE Category A3 Critical Thinking
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course is designed to further expand critical thinking, reading, and writing activities that students developed in English 101. Students will learn to compose effective prose in essays, writing a minimum of 8,000 words. Students will read, analyze, evaluate and discuss information in assigned essays and literary works. Skills in locating, interpreting, and organizing pertinent information to be used in research papers will be emphasized in the course.

127 Creative Writing (3) UC:CSU RPT3
(Formerly ENGLISH 27)
Prerequisite: English 28
Lecture 3 hours.
This course is designed for those who want practice in creative writing. Students will write poems, plays, stories, or essays and present their work for informal discussion and criticism by the class and by the instructor.

203 World Literature I (3) UC:CSU
(Formerly ENGLISH 3)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101
Lecture 3 hours.
Great works of literature are studied with reference to the culture that produced them. Selected literature of the Hebrews, of the Greco-Roman world, of the Middle Ages, and the Renaissance is read and discussed.

204 World Literature II (3) UC:CSU
(Formerly ENGLISH 4)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101
Lecture 3 hours.
This course continues the subject matter of English 203. Literature of Classicism, Romanticism, and Naturalism is read and discussed.

205 English Literature I (3) UC:CSU
(Formerly ENGLISH 5)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the writings of representative authors from the Beowulf poet to Milton, emphasizing literary as well as cultural backgrounds.

206 English Literature II (3) UC:CSU
(Formerly ENGLISH 6)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the writings of representative authors and their literary and cultural backgrounds from Dryden to the more significant contemporary writers.

207 American Literature I (3) UC:CSU
(Formerly ENGLISH 7)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course presents representative pieces of American literature from the early Colonial period to the period of the Civil War. The selections are taken from a wide variety of literary forms such as sermons, journals, diaries, poems, and essays.

208 American Literature II (3) UC:CSU
(Formerly ENGLISH 8)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course treats representative pieces of American literature from the period of the Civil War to the present.

211 Fiction (3) UC:CSU
(Formerly ENGLISH 11)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected novels and short stories will acquaint the student with these genres.

212 Poetry (3) UC:CSU
(Formerly ENGLISH 12)
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected poetry will acquaint the student with this genre.
213 Dramatic Literature (3) UC:CSU
(Formerly ENGLISH 13)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected plays will acquaint the student with this genre.

218 Children’s Literature (3) CSU
CSU-GE Category C2
(Formerly ENGLISH 18)
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys literature suitable for children of different age levels. Emphasis will be placed on story telling, acquaintance with important authors, and the development of desirable attitudes toward literature for children.
Note: The course is recommended for prospective nursery, kindergarten, and elementary teachers. Parents will also find the course helpful in discovering what reading material is available for a child’s library.

234 African-American Literature I (3) UC:CSU
(Formerly ENGLISH 34
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the literature written by Black Americans in which the Black experience is documented and analyzed as it occurs within the United States. The course offers both chronological and thematic coverage of its content; it identifies significant authors and their works in the media of the novel, short story, poetry, drama, biography, and the essay; it examines the relationship of this literature to the individual and social problems of Black Americans. Both reading and writing activities are provided.

239 Women in Literature (3) UC:CSU
(Formerly ENGLISH 39
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This introductory course in women’s studies surveys reading by and concerning women in fiction, biography, and the essay. The changing condition of women is observed through the images of female characters in American literature over the last hundred years; some emphasis is placed upon the special experience of the economically and/or culturally disadvantaged; particular attention is directed to the complex role of women who belong to ethnic minorities.

Cooperative Work Experience Education (1-4)

English is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

English as a Second Language (Credit) (ESL)

English as a Second Language classes are for students whose first language is not English. English 83 through 88 are not beginning English classes. Students must be able to read and write in their own first language.

83 College Conversational English as a Second Language (3) NDA RPT0 (not repeatable)
Prerequisite: None
Lecture 3 Hours.
Intended for students whose first language is not English, this course emphasizes basic language acquisition skills, including intonation patterns, American idioms, sentence patterns, grammar checking for language correctness, guided writing, and conversation.

84 College English as a Second Language I (5) NDA
Lecture 5 Hours.
For students whose first language is not English, this is an intensive multi-skills core course emphasizing basic aspects of English grammar, punctuation, capitalization, sentence parts and patterns. Speaking and listening skills, reading for vocabulary and comprehension, and guided writing are included.

85 College English as a Second Language II (5) CSU
Lecture 5 hours.
This course is planned only for students whose first language is not English. An extension of English 84, the course stresses drill in sentence construction, syntax, vocabulary idioms, reading for comprehension, and the writing of paragraphs and longer compositions.

86 College English as a Second Language III (5) UC:CSU
Lecture 5 hours.
This course is designed for advanced ESL students. It will focus on writing appropriate English sentences, correct usage of English grammar, vocabulary, capitalization, punctuation, spelling, and idiom in the context of descriptive, narrative, and expository paragraphs.

87 Advanced ESL: Reading and Vocabulary (3) CSU
Lecture 3 Hours.
This course is designed for advanced ESL students. This course will cover reading for comprehension, skimming, scanning techniques, as well as skills in critical reading and study exercises to improve vocabulary.
88 Advanced ESL: Grammar (3)
Lecture 3 hours.
This course will concentrate on advanced grammar with an emphasis on learning the syntax and grammar of the formal English found in textbooks and classroom lectures.

1A College English as a Second Language I: Writing and Reading (6) NDA
Lecture 6 hours.
In this course for non-native speakers of English, one emphasis is placed on writing, progressing from words to sentences to paragraphs. A parallel emphasis is placed on development of reading skills, progressing from words to sentences to simplified texts.

1B College English as a Second Language I: Integrated Skills (6) NDA
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on listening and speaking using appropriate oral responses, and grammar and vocabulary.

2A College English as a Second Language II: Writing and Reading (6) NDA
Prerequisite: ESL 1A
Repeatability: None
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on the development of sentence and paragraph writing and the development of reading skills using simplified texts.

2B College English as a Second Language II: Integrated Skills (6) NDA
Prerequisite: ESL 1B
Repeatability: None
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on listening and comprehending English spoken at a normal rate of speech. Students will develop conversation, incorporating basic language functions while expanding vocabulary.

3A College English as a Second Language III: Writing/Grammar (6)
Prerequisites: ESL 2A & 2B
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on vocabulary, grammar, and guided paragraph writing. Related reading activities provide models of writing and present new vocabulary in context.

3B College English as a Second Language III: Reading/Vocabulary (3)
Prerequisite: ESL 2A & 2B
Lecture 3 hours.
Level 3B Reading/Vocabulary of academic English as a Second Language for non-native speakers of English emphasizes development of skills leading to college-level proficiency.

3C College English as a Second Language III: Listening/Speaking (3)
Prerequisite: ESL 2A & 2B
Lecture 3 hours.
Level 3C Listening/Speaking is designed for students with a foreign language background. The students will improve listening comprehension skills and will be able to respond orally with phrases, short answers, and simple sentences in structured communication situations.

4A College English as a Second Language IV: Writing/Grammar (6)
Prerequisite: ESL 3A
Lecture 6 hours.
Level 4A Writing/Grammar of academic English as a Second Language for non-native speakers of English emphasizes development of skills leading to college-level writing proficiency.
4B College English as a Second Language IV: Reading/Vocabulary (3)
Prerequisite: ESL 3B
Lecture 3 hours.
Level 4B Reading/Vocabulary of academic English as a Second Language for non-native speakers of English emphasizes development of skills leading to college-level reading proficiency.

ESL 4C College English as a Second Language IV: Listening/Speaking (3)
Prerequisite: ESL 3C
Lecture 3 hours.
This fourth level course is designed for students with a foreign language background. The students will improve listening comprehension skills and will be able to respond orally in simple sentences in structured communication situations.

ESL 5A College English as a Second Language V: Writing/Grammar (6)
Prerequisite: ESL 4A
Lecture 6 hours.
Level 5A Writing/Grammar of college English as a Second Language for non-native speakers of English emphasizes development of skills leading to college-level writing proficiency.

ESL 5B College English as a Second Language V: Reading/Vocabulary (3)
Prerequisite: ESL 4B
Lecture 3 hours.
Level 5B Reading/Vocabulary of college English as a Second Language for non-native speakers of English emphasizes development of skills leading to college-level reading proficiency.

5C College English as a Second Language V: Listening/Speaking (3)
Prerequisite: ESL 4C
Lecture 3 hours.
Level 5C is designed for students with a foreign language background. The students will improve listening comprehension skills and orally respond in complex sentences in conversational situations and brief formal presentations. Students will become familiar with idiomatic expressions.

6A College English as a Second Language VI: Writing/Grammar (6)
Prerequisite: ESL 5A
Lecture: 6 hours.
Level 6 of college English as a Second Language for non-native speakers of English emphasizes development of skills necessary for college level writing.

6B College English as a Second Language VI: Reading/Vocabulary (3)
Prerequisite: ESL 5B
Lecture 3 hours.
Level 6B of college English as a Second Language for non-native speakers of English emphasizes development of reading skills necessary for college level reading.

6C College English as a Second Language VI: Listening/Speaking (3)
Prerequisite: ESL 5C
Lecture 3 hours.
Level 6C is designed for students with a foreign language background. The students will improve listening comprehension skills and will be able to respond orally in formal presentations. Students will become familiar with idiomatic expressions.

ESL 7A College English as a Second Language VII: Writing/Grammar (6)
Lecture 6 hours.
English as a Second Language 7A gives the second language student intensive practice in writing and critical thinking skills. It is equivalent to English 28, 31, and 65 in fulfilling the associate degree general education requirement for written communication.

7B College English as a Second Language VII: Reading/Vocabulary (3)
Lecture 3 hours.
English as a Second Language 7B is designed for second language students who wish (1) to develop college reading versatility and efficiency and (2) to use critical reading skills in analyzing difficult material.

7C College English as a Second Language VII: Speech For ESL Students
Lecture 3 hours.
This seventh level course is designed for students with foreign language backgrounds. The students will improve listening comprehension skills and orally respond in academic English. The subject matter stresses pronunciation, idiomatic expressions, rhythmic inflections and vocabulary.

English as a Second Language (Non-Credit) (E. S. L.)

6CE English as a Second Language 0 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches entry-level English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

7CE English as a Second Language 1 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches beginning English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

8CE English as a Second Language 2 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches high beginning English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

9CE English as a Second Language 3 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches low intermediate English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

Family And Consumer Studies (FAM &CS)

2 Consumer Studies and Management (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course develops efficiency and skill in the use of time, energy, and money in household buying and management. Methods of re-evaluating goods and services available to the modern homemaker are also studied.

20 Contemporary Nutrition (3) CSU
CSU-GE Category E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 3 hours.
This course is a non-technical course dealing with the application of modern knowledge of nutrition to the individual and the family situation.

21 Nutrition (3) UC:CSU
CSU-GE Category E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 3 hours.
This course includes a study of the basic principles of nutrition. It emphasizes the functions and food sources of the nutrients required for optimum health and development. Normal dietary requirements are stressed with additional study of dietary modification for individuals with dietary restrictions.

23 Nutritional Aspects of Weight Control (2) CSU
Prerequisite: None
Repeatability: None
Lecture 2 hours.
Food composition and nutritional aspects of food preparation during weight control will be explored. Causes of obesity will be analyzed. Plans for weight control will be introduced and specialized individual control programs will be examined.

26 Modified Diets (3) CSU
Lecture 3 hours.
This course includes the application of basic nutrition principles to modification of diets required by various age groups. Emphasis is placed on dietary modification for special conditions and physiological disorders. Diets commonly used for treatment of patients in health care facilities are also studied.

Cooperative Work Experience Education (1-4)
Family & Consumer Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Finance (FINANCE)

1 Principles of Finance (3) CSU
Prerequisite: None.
Lecture 3 hours.
In this course the student will learn the principles of money, banking, corporation organization, stocks, bonds, marketing of securities, financial policies of corporations, insurance, real estate, and the Federal Reserve System.

15 Principles of Banking (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operations of a bank.

16 Installment Credit (3) CSU
Lecture 3 hours.
This course presents the techniques of installment lending. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

31 Insurance Principles (3) CSU
Prerequisite: None.
Lecture 3 hours.
An introduction to insurance fundamentals and principles is provided.

35 Casualty Insurance I (3) CSU
Lecture 3 hours.
This course introduces the student to the illnesses, injuries, and other medical conditions encountered in insurance claims work.

Cooperative Work Experience Education (1-4)
Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**French (FRENCH)**

1. **Elementary French I (5) UC:CSU**
   - IGETC AREA 6 (Language Other Than English)
   - CSU-GE Category C2 Humanities
   - Prerequisite: None.
   - Lecture 5 hours.
   This course begins the study of simple conversational French through visual aids. It includes an explanation of the fundamentals of French pronunciation and spelling, the building of practical vocabulary, the study of the present tense of verbs, and the development of the abilities to speak, understand, read, and write simple French. The student is introduced to certain aspects of French civilization and culture through the use of slides and films.
   - Note: This course is equivalent to the first two years of high school French.

2. **Elementary French II (5) UC:CSU**
   - CSU-GE Category C2 Humanities
   - Prerequisite: French 1 with a grade of "C" or better.
   - Lecture 5 hours.
   This course is a continuation of French 1, with an increased emphasis on conversation. It includes the study of the past and future tenses and of further aspects of French culture.

3. **Intermediate French I (5) UC:CSU**
   - IGETC AREA 3 (Humanities)
   - CSU-GE Category C2 Humanities
   - Prerequisite: French 2 with a grade of "C" or better.
   - Lecture 5 hours.
   A thorough continuation and review of French grammar with emphasis on common idioms is included in this course. Students also become better acquainted with the French culture and read short examples of French literature.

4. **Intermediate French II (5) UC:CSU**
   - IGETC AREA 3 (Humanities)
   - CSU-GE Category C2 Humanities
   - Prerequisite: French 3 with a grade of "C" or better.
   - Lecture 5 hours.
   This course is a continuation of French 3 with more emphasis on literature and written composition.

**Geography (GEOG)**

1. **Physical Geography (3) UC:CSU**
   - IGETC GEOG 2
   - CSU-GE Category B1 Physical Universe
   - Corequisite: Geology I or previous enrollment.
   - Lecture 1 hour; Lab, 2 hours with homework.
   This course offers a study of the physical elements of the earth with emphasis on the nature, distribution, and relationships of landforms, climate, soils, vegetation, and their integrated patterns of world distribution.

2. **Cultural Elements of Geography (3) UC:CSU**
   - IGETC GEOG 4
   - CSU-GE Category D Geography
   - Lecture 3 hours.
   The basic ecological, historical, spatial, and cultural impact of man on the Earth’s surface is studied through a survey of man's exploration of territories, use of resources, organization of people and space, and cultural diversity. Emphasis will be on the power of man to change the landscape and affect his future and the perception of cultural landscape. It is of general interest to the traveling public.

**Health (HEALTH)**

1. **Health and Fitness (3) UC:CSU**
   - CSU-GE Category E – Lifelong Understanding and Self Development
   - Lecture 2 hours; Laboratory 2 hours.
   This course will include a survey of basic health issues that particularly affect one’s physical fitness and health. Laboratory activities will develop an understanding of the need for and kinds of activities that can be utilized to develop lifelong fitness.
   - Note: UC credit limit, 1 course, Health 2, 10 or 11
9 Health for the Mature Individual (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course will discuss the personal needs and interests of the mature individual. Emphasis will be placed on those personal behaviors and public institutional services which can promote greater freedom from illness and discomforts associated with aging.

10 Health Education (2) UC:CSU

CSU-GE Category E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 2 hours; Lab 2 hours with homework.
This course develops knowledge and values with the goal of promoting a higher quality of life for each individual in the areas of physical, mental, and social health according to student needs. Areas of focus may be nutrition, physical fitness, chronic and communicable diseases, community and environmental studies, human sexuality, emotional problems, and the study of tobacco, alcohol, and other dangerous drugs. Health 10 or 11 will fulfill the graduation requirements of all students.

Note: UC credit limit, 1 course, Health 2, 10 or 11

11 Principles of Healthful Living (3) UC:CSU

CSU-GE Category E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 3 hours.
This course is recommended for students going into the teaching profession or into health occupations. Emphasis is placed on scientific information related to personal and family health. Health 11 will fulfill the graduation requirement.

Note: UC credit limit, 1 course, Health 2, 10 or 11

Health Information Technology (HTHTEK)

102 Introduction to Health Information Technology (3)

Lecture: 3 hours.
This course is an introduction to medical records with emphasis on technical evaluation and completion of the medical record. Topics include numbering systems and methods, use of accessory equipment, conversion systems, patient's index, filing systems and control, storage and retrieval, microfilming and retention considerations.

103 Introduction to ICD-9-CM Coding (3)

Lecture 2 hours; Lab 2 hours without homework.
This course augments the introduction to medical records with emphasis on technical evaluation and completion of the medical record. Topics include numbering systems and methods, use of accessory equipment, conversion systems, patient's index, filing systems and control, storage and retrieval, microfilming and retention considerations.

Health Occupations (HLTHOCC)

35 Media and Computers in Health Occupations II (1) RPT3

Lecture 1 hour.
This course is designed to instruct students through the usage of visual aids and computers, oral and written communication techniques in the hospital, introduce advance nursing skills, and evaluate the application of the technical and applied nursing skills. Selected audio visual materials are made accessible and various experiences offered in a variety of areas to enhance learning.

History (HISTORY)

1 Introduction to Western Civilization I (3) UC:CSU

CAN HIST 2
CAN HIST SEQ A, when taken with HISTORY 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D History
Prerequisite: None.
Lecture 3 hours.
This course covers the political, economic, social, religious, and intellectual activities of Western civilization from early man through the great cultures of the Ancient Middle East, Egypt, Greece, Rome, Middle Ages, Renaissance, Reformation, and the emergence of the great modern nations of today. Emphasis is placed on changing structures in class, race, gender, and power relationships.

2 Introduction to Western Civilization II (3) UC:CSU

CAN HIST 4
CAN HIST SEQ A, when taken with HISTORY 1
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D History
Prerequisite: None.
Lecture 3 hours.
This course is a continuation of History 1 and covers the development of western civilization from the beginning of the Seventeenth Century to the present time. It provides a knowledge of the nations of the modern world and their relationship with one another including the relationship between development and underdevelopment in the industrial era.

3 History of England and Great Britain I (3) UC:CSU

Lecture 3 hours.
This course surveys the political, economic, and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution.
5 History of the Americas I (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D History
Prerequisite: None.
Lecture 3 hours.
This course covers the development of the western hemisphere from its “discovery” through the Colonial period. Emphasis is placed on the exploration and settlement, colonial growth, imperial rivalries, and the achievement of independence. The impact of European conquest and occupation on indigenous cultures is examined in detail.

6 History of the Americas II (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D History
Recommended: History 5.
Lecture 3 hours.
This course is a continuation of the subject matter of History 5. Emphasis is placed upon the evolution of the American nations and peoples in the nineteenth and twentieth centuries.

11 Political and Social History of the United States I (3) UC:CSU CAN HIST 8
CAN HIST 8
CAN HIST SEQ B, when taken with HISTORY 12
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B)
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Category D History
CSU-GE Category D Political Science, Government and Legal Institutions
CSU-GE Category F1 Historical Development of American Institutions and Ideals
Lecture 3 hours.
This is a survey of the political and social, economic, and constitutional history of the United States from its beginnings through the Civil War. This course covers the chronology of the birth and early development of the nation and is designed to present ideas, events, people, and forces that have significantly contributed to the foundations of the present.

12 Political and Social History of the United States II (3) UC:CSU CAN HIST 10
CAN HIST 10
CAN HIST SEQ B, when taken with HISTORY 11
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B)
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Category D History
CSU-GE Category D Political Science, Government and Legal Institutions
CSU-GE Category F1 Historical Development of American Institutions and Ideals
Lecture 3 hours.
This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The “Peculiar Institution”, Abolition, the Civil War, Wetsward Expansion, Emancipation, and Reconstruction.

37 History of African Civilization (3)
UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course covers the political, economic, social, religious, and intellectual activities of the African civilization. It traces the influence of Africa and its peoples in the Caribbean area and in Brazil. Forms of government, mores, and folk ways are considered.

41 The African-American in the History of the United States I (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B)
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Category D Ethnic Studies
CSU-GE Category D History
CSU-GE Category F1 Historical Development of American Institutions and Ideals
Prerequisite: None.
Lecture 3 hours.
This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The “Peculiar Institution”, Abolition, the Civil War, Wetsward Expansion, Emancipation, and Reconstruction.

42 The African-American in the History of the United States II (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B)
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Category D Ethnic Studies
CSU-GE Category D History
CSU-GE Category F1 Historical Development of American Institutions and Ideals
Lecture 3 hours.
This course will examine the historical development of the United States of America from the end of the Civil War and Reconstruction to the present with special emphasis on the contributions to the African Americans. The course will review changes in the Constitution to the United States, amendments and interpretations, the rights and obligations of citizens, present day relationships between state, local and federal governments, historical, geographical, intellectual, cultural, economic, political and social interaction between major ethnic groups in the United States. Topics include segregation, Southern politics and culture, its Northern counterpart, WWII, WWII, diplomatic developments, Vietnam, modern industrial structure, economic growth and urban demographic patterns.

43 The Mexican-American in the History of the United States I (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B)

Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.

CSU-GE Category D Ethnic Studies
CSU-GE Category D History
CSU-GE Category F1 Historical Development of American Institutions and Ideals

Prerequisite: None.
Lecture 3 hours.

This course traces the historical evolution of the Mexican and Mexican-American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the US with emphasis on the Southwest.

86 Introduction to World Civilization I (3) CSU:UC

IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D6 History

Prerequisite: None
Lecture 3 hours.

This course is an introductory survey of world civilizations. It traces the development and interrelationships of the major world civilizations to the sixteenth century. It covers social, economic, political, and cultural traditions of different peoples from the earliest times to the era of inter-cultural global contact.

Humanities (HUMAN)

1 Cultural Patterns of Western Civilization (3) UC:CSU

IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities

Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.

An interdisciplinary study is made of art, music, and literature to reveal general traits of Western Civilization. Emphasis is placed on objective analysis and comparison of selected works from all of the arts.

Note: Honors section offered.

2 Studies in Selected Cultures (3) UC:CSU

CSU-GE Category C2 Humanities

Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.

Art, music, and literature are studied as they interrelate to reveal non-Western man’s views of philosophy, science, religion and the self. Emphasis is placed on Japan, China, the Middle East, and sub-Saharan Africa.

Note: Honors section offered.

6 Great People, Great Ages (3) UC:CSU RPT1

(Formerly “Great Men, Great Eras”)
CSU-GE Category C2 Humanities
CSU-GE Category D History

Prerequisite: None.
Lecture 3 hours.
This course provides a study of the lives and ideas of such selected individuals as Plato, Michelangelo, Mozart, Jefferson, and Picasso with an appreciation for their place in history and their contribution to our cultural heritage.

31 People in Contemporary Society (3) UC:CSU
IGETC AREA 3 (Humanities)
CSU-GE Category C2 Humanities
Prerequisite: None.
Lecture 3 hours.
Presenting a history of ideas, this course surveys the cultural heritage of western civilization from the 17th century to the present, including philosophical, religious, artistic, and literary traditions, as it analyzes the changing relationship with varied visual materials.
Note: Honors section offered.

54 Studies in American Culture (3) UC:CSU
CSU-GE Category C2 Humanities
CSU-GE Category D Ethnic Studies
Prerequisite: None.
Lecture 3 hours.
This course will assist in the investigation of the relationship between the individual and various cultural influences in contemporary American life through examples in art, music, and literature.
Note: Honors section offered.

Journalism (JOURNAL)

101 Collecting and Writing News (3) CSU
CAN JOUR 2
Prerequisite: English 21.
Note: Required of all Journalism majors.
Lecture 3 hours.
This course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. Adherence to professional writing style and legal and ethical aspects of the profession are included. Special attention is given to the broadcasting media.

105 Mass Communications (3) UC:CSU
CAN JOUR 4
Prerequisite: None.
Note: Required of all Journalism majors and recommended for non-journalism major.
Lecture 3 hours.
This course surveys America’s mass communications systems and how they affect human behavior in relation to social, political, and economic institutions. Newspapers, magazines, television, advertising, public relations, radio, records, and movies and how they affect us as members of society will be studied. This history, sociology, operation, regulation by society, and financing will be included. Students will gain an understanding of the ways media have been and are used to influence, manipulate, and reflect the society and special interest groups within the society and they will become more critical media consumers.

142 Principles of Public Relations (3) CSU
(Formerly JOURNAL 42)
Prerequisite: None.
Lecture 3 hours.
The course surveys the field of public relations. Various types of public relations jobs are studied. The psychology of public relations and the "How To" in the use of Media in public relations campaigns are investigated. The relationships of PR and advertising are also considered. Also included is personal PR in getting jobs.

217 Publication Laboratory (2) CSU RPT3
Prerequisite: Journalism 101.
Required of all journalism majors.
Lab, 6 hours without homework.
This course stresses constructive criticism of students’ writing styles and news evaluation. Publication production plans are developed. The instruction is directed by newspaper adviser, editor, and staff members.

218 Practical Editing (3) CSU RPT3
(Formerly JOURNAL 18)
Prerequisite: Journalism 101. Required of all journalism majors.
Lecture 1 hour, Lab 6 hours without homework.
This course covers practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

221 News Photography (4) CSU RPT3
Prerequisite: None.
Lecture 2 hours; Lab, 6 hours without homework.
This is a course in graphic journalism. It treats photography as a communication medium with its own inner dynamics. Students learn basic photographic processes, camera control, film and print developing, and darkroom procedures. The course includes elementary photo-chemistry and optics. The main emphasis is on techniques as applied by contemporary photojournalists of the press and TV media. There is a comprehensive coverage from film exposure to editing.

Cooperative Work Experience Education (1-4)
Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Law (LAW)

3 Civil Rights and the Law (3) UC:CSU
CSU-GE Category D Political Science, Government and Legal Institutions
Prerequisite: None
10 Introduction to Legal Assistant I (3)
CSU
Prerequisite: None.
Lecture 3 hours.
This is an introductory course in formalizing the career of the legal assistant; an introduction to law; social forces and the law; comparison of the role of the legal assistant and the lawyer; and an introduction to legal terminology and bibliography, including research problems.

11 Introduction to Legal Assistant II (3)
CSU
Prerequisite: Law 10.
Lecture 3 hours.
This course is a continuation of Law 10 with a study of the composition, location, and jurisdiction of all courts; a study of the production and administration within the judicial structure; a detailed examination of civil and criminal cases; an introduction to legal drafting and writing.

12 Tort Law and Claims Investigation (3)
Prerequisite: None.
Lecture 3 hours.
This course is a study of fundamental principles of the law of torts, including insurance and special research assignments related to subject matter and an examination of the investigative techniques involved in handling of tort and insurance claims.

13 Wills, Trusts, and Probate Administration (3)
Prerequisite: None.
Lecture 3 hours.
This course is a study of fundamental principles of the law of wills and trusts including simple will and trust forms; it is also an examination of the organization and jurisdiction of a California Probate Court and of the administration of estates in California Probate Courts including gift, inheritance and estate taxes.

14 Law Office Management (3)
Prerequisite: None.
Lecture 3 hours.
This course is a study of the basic objectives of the management of the law office, an examination of indexing and filing principles, and law office manuals. It is also a study of basic accounting principles and of law office correspondence.

15 Property, Bankruptcy, and Family Law (3)
Prerequisite: None.
Lecture 3 hours.
This course is a study of the law of personal and real property, including community property, joint tenancy, leases, deeds, and escrows, contracts, deeds of trust, drafting problems in real estate transactions; system of recording and search of public documents; bankruptcy law and forms; and family law.

16 Civil and Criminal Evidence (3)
Prerequisite: None.
Lecture 3 hours.
This course examines the rules governing civil and criminal evidence and the admissibility of such evidence in court. Interrogating, summarizing and using evidence in court are also covered.

17 Legal Writing (3)
Prerequisite: Law 10.
Lecture 3 hours.
This course instructs students in the aspects of advanced legal drafting and writing, including special research and projects.

Cooperative Work Experience Education (1-4)
Law is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Learning Assistance (TUTOR)
1 Supervised Learning Assistance (0) NDA
Prerequisite: None.
Lab, 1 – 20 hours with homework.
Upon faculty or counselor referral, students will receive tutoring in a designated subject area in the Learning Center. Cumulative progress and attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course. Learning Assistance 1 will not appear on student’s transcript.

Learning Foundations (LRNFDTN)
45 Individualized Reading Laboratory (3) RPT1 NDA
Lab, 9 hours without homework.
The learning disabled student will receive individualized, small group 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.

55 Individualized Spelling Laboratory (1) RPT3 NDA
Prerequisite: None
Lab, 3 hours without homework.
The learning disabled student will receive individualized, small group or computer assisted instruction in spelling based on diagnostic assessment results. Students’ strengths and weaknesses will determine the program content and the method of instruction. High technology accommodations for poor spellers will be introduced.

**Learning Skills (LRNSKIL)**

Open Entry/Open Exit-The student may enroll for credit/no credit at any time during semester prior to the 14th week.

1 Reading (3) RPT3 NDA

*Prerequisite: None.*

*Lab, 9 hours without homework.*

This course is individualized reading instruction for ESL/ENL students. After diagnostic assessment, students will be placed in a prescribed program that will allow them to improve their reading ability. Strategies are employed to help student with comprehension and vocabulary development.

2 English Fundamentals (3) RPT3 NDA

*Prerequisite: None.*

*Lab, 9 hours without homework.*

This is an individualized self-paced grammar course for students with limited knowledge of English structure. The entire structural system of English is reviewed, and complicated structure emphasized.

3 Vocabulary Development (5) NDA

*Prerequisite: None.*

*Lecture 5 hours.*

This course consists of small group conversation classes that are designed to expand the ESL student’s comprehension and use of spoken English. For ESL students, it offers individualized, self-paced vocabulary programs aimed at developing helpful strategies for understanding complex words.

4 The Mechanics of Spelling (1) NDA

*Prerequisite: None.*

*Lab, 3 hours without homework.*

This is a self-paced, individualized instruction course in basic rules and word attack skills covering vowels, consonants, blends, digraphs, syllables, complicated patterns, and word families. It is an open entry/open exit, credit/no credit course with enrollment through the fourteenth week of the semester. Beginning and advanced levels of this course are offered.

6 Academic Study Skills (3) NDA

*Prerequisite: None.*

*Lab, 9 hours without homework.*

This is a study skills course designed to help students succeed both in school and on the job. After diagnostic assessment, students receive individualized instruction and participate in small group sessions. This course is a self-paced, credit/no credit course.

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LaVerne McField
Department Chairperson
Developmental Communications

10 Mathematics Fundamentals (3) NDA

*Prerequisite: None.*

*Lab, 5 hours with homework.*

Based on diagnostic-prescriptive assessment, the student will receive individualized math instruction in math fundamentals so the he/she can succeed in college vocational courses requiring computational skills, Credit/no credit only.

11 Elementary Algebra(5) RPT3 NDA

*Lab, 15 hours without homework.*

In Learning Skills 11 students receive individualized instruction in Elementary Algebra. Individuals may enroll for credit/no credit at any time through the fourteenth week of the semester.

20 Effective Notetaking (1) NDA

*Lab, 3 hours without homework.*

In this course students are introduced to traditional notetaking techniques, and learn to be selective in what they record so that they can arrange notes in patterns that reveal how the lectures, facts, and ideas are related.
40 Introduction to Learning Disabilities (1) NDA

(Formerly "Learning Disabled Students’ Individualized Diagnostic Process")

Lab, 3 hours.

Individualized diagnostic assessment processes are conducted. Students identity problems, become aware of individual strengths and weaknesses in achievements and learning skills, and develop individual educational plans outlining goals, objectives, and recommendations. Students identified as learning disabled qualify for further services and classes in the Learning Disabilities Program.

41 Study Strategies for the Learning Disabled (3) RPT1 NDA

Prerequisite: None.

Lecture 2 hours; Lab, 2 hours with homework.

Learning disabled students with an identified learning disability develop strategies to cope with the demands of the regular classroom environment. Such strategies include learning and utilizing time management skills, reading and listening comprehension skills, and note-taking and test-taking approaches.

46 Vocabulary for Learning Disabled Students (1) RPT3 NDA

Lab, 3 hours without homework.

The learning disabled student will receive individualized, small group, and computer assisted instruction in vocabulary based on diagnostic assessment results. Students will learn to determine word meanings through the use of the dictionary, thesaurus, context clues, prefixes, roots and suffixes.

48 Mathematics Fundamentals for Learning Disabled (3) RPT3

Lab, 9 hours without homework.

The learning disabled student will receive individualized, small group and computer assisted instruction designed to build skills for entry into basic math classes and other college courses. Based on a diagnostic assessment, assigned modules will provide instruction related to each student’s individual problem areas.

52 Test Preparation for GED: Literature and Arts (1) NDA

Prerequisite: None.

Lab, 3 hours.

The course is designed to prepare students to pass the general education development (GED): Literature and Arts test. The course will include critical thinking skills, reading comprehension skills, interpretation of graphs, analysis of literature, arts, fiction, poetry, drama, plays and commentaries.

53 Test Preparation for GED: Writing Skills (1) NDA

Prerequisite: None.

Lab, 3 hours.

The course is designed to prepare students to pass the general education development (GED): Writing skills test. It will include basic grammar and usage skills, sentence structure, capitalization, punctuation, spelling and the essay.

54 Test Preparation for GED: Science Test (1) NDA

Prerequisite: None.

Lab, 3 hours.

This course is designed to prepare students to pass the general education development (GED): Science test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

55 Test Preparation for GED: Mathematics (1) NDA

Prerequisite: None.

Lab, 3 hours.

The course is designed to prepare students to pass the general education development (GED): Mathematics test. It will include arithmetic, metric system, algebra, geometry, statistics, and probability.
Library Science (LIB SCI)

101 Library Research Methods (1) CSU
Prerequisite: None.
Lecture 1 hour.
This a practical course in the use of libraries in general and academic libraries in particular. Attention is given to the many sources and resources of libraries in varying formats: print, on-line and CD-Rom databases. Emphasis is placed on the development of skills that will promote efficient use of materials for curricular and recreational purposes.

Management (MGMT)

2 Organization and Management Theory (3) CSU
Prerequisite: None.
Lecture 3 hours.
This an introductory course in which the basic fundamentals of management are analyzed in detail. Topics include: Planning-strategic, intermediate, and operational; organizing-committees, span of control, authority, delegation and organizational structures; controlling-traditional and specialized techniques; tools of decision making, information systems, operations, motivation theories, leadership, and human resource development.

13 Small Business Entrepreneurship I (3) CSU
(Formerly “Small Business Management I”)
Prerequisite: None.
Lecture 3 hours.
This course is designed to teach the student how to organize and operate a small business.

31 Human Relations for Employees (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course emphasizes the traits that are desirable for success in business and social relations and presents the techniques which insure good human relationships with individuals and with groups. It stresses the importance of proper career placement, successful techniques of job hunting, and techniques of self-evaluation.

33 Personnel Management (3) CSU
Prerequisite: None.
Lecture 3 hours.
This is a preparatory course for employment in management and personnel. Topics include: Personnel administration and supervision, job analysis, recruitment, selection, and placement of candidates, employment training and development, performance appraisal, position compensation and benefits, motivation, employee rights, and union-management relations.

Marketing (MARKET)

1 Principles of Selling (3) CSU
Prerequisite: None.
Lecture 3 hours.
In this course, study will be made of the development of the fundamental principles of wholesale and specialty selling, including such phases as developing the sales plan, securing prospects, effective goods and service presentation, product analysis, closing the sale, and service after the sale.

11 Fundamentals of Advertising (3) CSU
Prerequisites: None.
Lecture: 3 hours.
In this course the student is given a working knowledge of advertising’s place in the American economy. He or she is taught the fundamentals of advertising media, and how these activities relate to the operation of the advertising agency.

21 Principles of Marketing (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is a managerial approach to marketing principles. It covers marketing research, sales forecasting, sales cost analysis, domestic and international markets, customer motivation, production analysis, consumer and industrial markets, retailing and wholesaling, distribution channels, sales promotion and advertising, personal selling, pricing policies, and marketing legislation.

31 Retail Merchandising (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

Cooperative Work Experience Education (1-4)
Education marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Mathematics (MATH)

Upon registering, the student needs to provide evidence of one of the following for courses starting with Math 115 and above:
(1) Appropriate results on the Computerized Placement assessment, which includes multiple measures such as reading, comprehension, grammar, arithmetic, elementary algebra, and college-level math assessment. Additional components include study skills inventory and an academic background assessment,
(2) A grade of “C” or higher in a prerequisite course, or
(3) A transcript or other document from another college or university that verifies student’s placement.
Testing is available on a walk-in basis Monday through Friday. Contact the Matriculation Office or the Admissions and Records Office to obtain assessment schedule.

104 Mathematics Fundamentals (3) NDA
(Formerly Learning Skills 10)
Prerequisite: None.
Lecture 5 hours.
The student will receive math review based on diagnostic assessment which had revealed weakness in math fundamentals so that he or she can be successful in other college courses with basic math requirements.

105 Arithmetic for College Students (3) NDA
(Formerly MATH 30)
Prerequisite: None.
Lecture 3 hours.
This course is a review of elementary arithmetic essential to success in many college fields and in industrial experience. It includes the systematic development of sets, whole numbers, fractions, decimals, percentages, ratios and proportions, and practical applications.

105 Arithmetic for College Students (A,B,C Modules) (3) NDA
Lecture 1 hour, each module
One unit is given for each satisfactorily completed module. Students enroll in Math 105A initially. They will be assessed to determine in which module they will be placed. Students will report to scheduled rooms for assessment during the first week of the semester. Then they will arrange their contracted hours (allow 18 hours of attendance for each unit) to meet in the Math Lab located in the Learning Center, Library 2nd Floor. Instructors, Instructional Aides and Tutors are available day and evening in the Learning Center.

Note: Successful completion of Math 105 A,B,C (all three modules) is equivalent to completion of Math 105.

112 Pre-Algebra (3) NDA
(Formerly MATH 21)
Prerequisite: None
Lecture 3 hours
This course bridges the gap between arithmetic and algebra. It presents a review of arithmetic from the modern point of view including a systematic development of the whole numbers, integers, and the rational and irrational number system. It contains an introduction to the concepts of algebra including signed numbers, exponents, mathematical sentences, and linear equations.

115 Elementary Algebra (5)
(Formerly MATH 31)
Prerequisite: Mathematics 112 with a grade of “C” or better, or appropriate placement recommendation based in assessment results and other multiple measures.
Lecture 5 hours.

Jim King, Department Chairperson
Mathematics, Engineering and Computer Science

This course is an introduction to the concepts of algebra, including sets, whole numbers, integers, rational, irrational and real numbers, exponents, equations, linear graphs, and quadratic equations. It contains the solutions and applications of a wide variety of problems.

125 Intermediate Algebra (5)
Prerequisite: Mathematics 115 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 5 hours.
This course provides a study of fundamental laws, exponents, radicals, equations (Linear, quadratic, and some of higher degree), systems of equations (linear and quadratic), graphic representation, logarithms determinants, and matrices.

215 Principles of Mathematics I (3)
UC:CSU
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)
Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
This course is primarily for students who plan to teach arithmetic in elementary schools. Systems of numeration, sets, the nature of numbers and the fundamental operations, the whole numbers, integer, rational, and real number systems are studied.

**216 Principles of Mathematics II (3) UC:CSU**

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 215 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

This course is the second of two in a sequence for prospective elementary teachers. Topics include decimal and real numbers, abstract mathematical systems, geometry and the metric system.

**227 Introductory Statistics (4) UC:CSU**

(Formerly Math 225 or MATH 14 and MATH 226 or MATH 54)

CAN STAT 2

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 4 hours.

In this course instruction is given in basic statistical methods. Topics covered are frequency distribution, measures of central tendency, measures and variation, sampling, standard errors, regression, and correlation. Statistical problem solving, including the use of hand-held calculators, is used in this course.

**230 Mathematics for Liberal Arts Students (3) UC:CSU**

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

A general education course under Humanities for students with limited technical background in Mathematics. Topics are developed from a historical and evolutionary point of view. Selections from algebra, geometry, set theory, modular arithmetic, number theory, probability and statistics, mathematical methods of science, and the evolution of the computer may be included.

**235 Finite Mathematics (5) UC:CSU**

(Formerly MATH 23 “Mathematical Analysis for Business and Social Sciences I”)

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 5 hours.

This course offers a review of algebra through quadratics, including the field axioms, fundamental operations, progressions, binomial theorem, exponents, radicals and logarithms. It covers, also, simple and compound interest, annuities, inequalities.

Note: UC credit limit, one course Math 235 or 265.

**236 Calculus for Business and Social Science (5) UC:CSU**

(Formerly MATH 24 “Mathematical Analysis for Business and Social Sciences II”)

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 5 hours.

This course consists of elementary differential and integral calculus and curve fitting, with applications to business and economics.

Note: UC credit limit, one course Math 236 or 266.

**240 Trigonometry (3) CSU**

(Formerly MATH 3)

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

This course covers the solution of triangles, problems and applications, radian measure, logarithms, trigonometric functions, identities, trigonometric equations, and graphs.

**245 College Algebra (3) UC:CSU**

IGETC AREA 2 (Mathematics)

CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)

Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

This course covers functions, ie algebraic, exponential and logarithmic functions, identities, trigonometric equations, and graphs.
260 Pre-Calculus (5) UC:CSU  
(Formerly MATH 40 “Introduction to Analysis”)  
CAN MATH 16  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Mathematics 240 with a grade of “C” or better, or appropriate placement recommendation based on test scores and other multiple measures.  
Lecture 5 hours.  
This course combines college algebra, trigonometry and introduction to analytic geometry. Topics in algebra include binomial series, mathematical induction, systems of equations, matrices, partial fractions, and sequences. Topics in trigonometry include basic trigonometric functions, inverse trigonometry, complex numbers, trigonometric equations, and identities, proofs, and graphs. Topics in analytic geometry include graphing conics, polar coordinates, and vectors.  
Note: UC credit limit, one course Math 236 or 266.

265 Calculus with Analytic Geometry I (5) UC:CSU  
(Formerly MATH 7)  
CAN MATH 18  
CAN MATH SEQ B, when taken with MATH 266  
CAN MATH SEQ C, when taken with MATH 266 and 267  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Mathematics 260 or Math 240 and Math 245 with a grade of “C” or better  
Lecture 5 hours.  
This course includes a study of functions and limits, derivatives and their applications; differentials and integrals and some of their applications.  
Note: UC credit limit, one course Math 235 or 265.

266 Calculus with Analytic Geometry II (5) UC:CSU CAN MATH 20  
(Formerly MATH 8)  
CAN MATH 20  
CAN MATH SEQ B, when taken with MATH 265  
CAN MATH SEQ C, when taken with MATH 265 and 267  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Mathematics 265 with a grade of “C” or better.  
Lecture 5 hours.  
This is a unified course in analytic geometry and calculus including applications of the definite integral, inverse functions, logarithmic functions, exponential functions, inverse trigonometric functions and hyperbolic functions, techniques of integration, indeterminate forms and improper integrals. Polar coordinates and conic sections will also be presented.  
Note: UC credit limit, one course Math 236 or 266.

267 Calculus with Analytic Geometry III (5) UC:CSU  
(Formerly MATH 11)  
CAN MATH 22  
CAN MATH SEQ C, when taken with MATH 265 and 266  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Mathematics 266 with a grade of “C” or better.  
Lecture 5 hours.  
This course covers linear equations, matrices, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors and solutions of systems of linear equations.  
Note: UC credit limit, one course Math 235 or 265.

270 Linear Algebra (3) UC:CSU  
(Formerly MATH 11)  
CAN MATH 26  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Mathematics 266 with a grade of “C” or better.  
Lecture 5 hours; Out-of-Class Work: 6 hours  
This course covers linear equations, matrices, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors and solutions of systems of linear equations.  
Note: UC credit limit, one course Math 235 or 265.

275 Ordinary Differential Equations (3) UC:CSU  
(Formerly MATH 15)  
IGETC AREA 2 (Mathematics)  
CSU-GE Category B4 Mathematical Concepts (completed with a “C” or Better grade)  
Prerequisite: Math 267 with a grade of “C” or better.  
Lecture 3 hours.  
This course covers linear equations, matrices, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors and solutions of systems of linear equations.  
Introduction to partial differential equations, special functions, and emphasis on application are covered in this course.  
Note: UC credit limit, one course Math 235 or 265.

Media Arts (MEDIART)  
101 Introduction to Digital Film/Video Production (3) UC:CSU  
Prerequisite: None  
Lecture 2 hours; Lab 2 hours with homework.  
This course provides a comprehensive overview of all aspects of digital film/video production from script to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital media exercises.
120 Digital Film/Video Editing (3) CSU
Prerequisite: Media Arts 101
Lecture 2 hours; Lab 2 hours with homework.
This intermediate level course deals with theory, techniques, and aesthetics of digital film/video non-linear editing via demonstrations, exams and practicums. Editing exercises are required utilizing a variety of industry-oriented digital applications with emphasis on Final Cut Pro.

Note: Also see Cinema, pg. 66

Measurement Science

1 Measurement Principles (3) CSU
Prerequisite: None
Lecture 3 hours.
This course offers orientation to instrumentation and to general measurement concepts. It teaches fundamental principles of applied physics and techniques utilized for measuring pressure, flow, electrical units, humidity, temperature, and pH concentration, and analytical and dimensional forms. It covers mechanical testing also.

Cooperative Work Experience Education (1-4)
Measurement Science is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Microbiology (MICRO)

1 Introductory Microbiology (5) UC:CSU
IGETC AREA 5 (Biological Sciences)
CSU-GE Category B2 Life Forms
Prerequisite: Chemistry 51 and Biology 3 or Physiology I or equivalent.
Lecture 3 hours; Lab, 6 hours without homework.
This course utilizes the theoretical approach to the study of microorganisms and offers the student a comprehensive knowledge of the fundamentals of microbiology. It includes an introduction to and history of microbiology; classification and identification of microorganisms; physiology (nutrition and metabolism, growth, variability, etc.); microbiology of air, water, soil and food; industrial and medical microbiology; laboratory techniques and methods of handling microorganisms.

Music (MUSIC)

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 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 (RPT3), and twice in Theater 280, Musical theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

101 Fundamentals of Music (3) UC:CSU
(Formerly MUSIC 28)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None.
Lecture 3 hours.
This course provides the basic knowledge of music needed by the candidate for the Standard Teaching Credential, Elementary. It is also offered for students who wish to study the basic rudiments of music; notation, scales, keys and key signatures, intervals, sight-reading, ear-training, and introduction to basic harmonicization.

111 Music Appreciation I (3) UC:CSU
(Formerly MUSIC 32)
IGETC AREA 3 (Arts)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None.
Lecture 3 hours.
This course is an introduction to music and musical masterpieces and is designed as a general course to develop an understanding of music heard in the concert hall and on radio.

141 Jazz Appreciation (3) UC:CSU
(Formerly MUSIC 52)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None.
Lecture 3 hours.
A listening survey of the nature and processes of jazz with concentration on its historical background and development in the United States. Stress is placed on the recognition of the significance of early performers and their contribution to jazz.

161 Introduction to Electronic Music (3) CSU
Prerequisite: None.
Lecture 2 hours; lab 2 hours with homework.
This exploratory course emphasizes the application of musical acoustics to the electro-acoustic musical synthesizer. It introduces and develops technical, compositional, and performance skills utilizing voltage controlled and digital synthesizers, MIDI applications, and recording techniques.

163 Introduction to Music Video Techniques (3) CSU
Prerequisite: None.
Lecture 2 hours; lab 2 hours with homework.
Students will be involved in the production of multi-track recording and video taping of music videos. Skills in preparation of music for videos as well as production techniques and stage performance will be emphasized. Departmental organizations, faculty and guest artists will perform, in addition to students.
165 Introduction to Recording Arts (3)  
CSU  
Prerequisite: None.  
Lecture 2 hours; lab 2 hours with homework.  
The student is introduced to the understanding and use of recording equipment and techniques. It covers acoustics, audio systems, and terminology, microphone principles and usage, and multi-track studio equipment and recording console functions.

185 Directed Study (1) UC:CSU  
Prerequisite: None.

201 Harmony I (3) UC:CSU  
(Formerly MUSIC 6)  
Prerequisite: Music 101.  
Recommended: Music 211  
Lecture 3 hours.  
This course in diatonic harmony is correlated with Musicianship I (Music 211) and includes a study of the primary and secondary triads in all inversions. Non-choral tones consisting of passing and auxiliary tones are introduced through harmonization of simple melodies and writing of original phrases and sentences. Harmonic analysis is an integral part of the course.

202 Harmony II (3) UC:CSU  
(Formerly MUSIC 7)  
Prerequisite: Music 201.  
Lecture 3 hours.  
This course is correlated with Musicianship II and includes a study of secondary triads, dominant and secondary seventh chords, sequences, elementary modulations, secondary dominants, ninth, eleventh and thirteenth chords, and non-choral tones. Harmonic analysis is an integral part of the course.

203 Harmony III (3) UC:CSU  
(Formerly MUSIC 8)  
Required of all music majors.  
Prerequisites: Music 202.  
Lecture 3 hours.  
This course offers a study of chromatic harmony and modulation to distantly related keys through analysis and composition.

211 Musicianship I (2) UC:CSU  
(CAN MUS 4  
(Formerly MUSIC 3)  
Prerequisite: Music 211.  
Lecture 1 hour; Lab 2 hours with homework.  
This course which includes advanced sight reading, melodic dictation in one and two parts, and harmonic dictation, is correlated with Harmony II (Music 202).

213 Musicianship III (2) UC:CSU  
(Formerly MUSIC 4)  
Prerequisites: Music 212.  
Lecture 1 hour; Lab 2 hours with homework.  
This course includes sight reading of choral scores of various styles and periods, melodic dictation, and three-and four-part dictation of chromatic materials correlated with Harmony III (Music 203).

250 Music Performance Workshop (.5)  
CSU RPT3  
Prerequisite: None.  
Lab 3 hours, without homework.  
Each student will perform for the public in a solo capacity at least once a semester. Students will be involved in the production of multi-track recording and video taping. Skills in stage performance and production may be emphasized. Departmental organizations, faculty, and guest artists perform in addition to students.

251 Jazz Improvisation Workshop (.5)  
UC:CSU RPT3  
(Formerly MUSIC 11)  
Limitation of Enrollment: Demonstrated level of proficiency of musical instrument at departmental audition.  
Lecture 1 hour; Lab 2 hours with homework.  
This course is a workshop experience in which students develop improvisational skill in the commercial music idiom. Emphasis will be placed upon theoretical concerns, practice techniques and practical experiences. The ability to read music and some facility on a musical instrument are required.

281 Commercial Music Techniques I (3)  
CSU  
Prerequisite: Music 201.  
Lecture 2 hours; Lab 2 hours with homework.  
This course emphasizes the development of the techniques necessary to compose professional quality popular jazz melodies with their appropriate harmonic and rhythmic settings. It also emphasizes the preparation of lead sheets and the ability to compose lyrics.

285 Directed Study (2) UC:CSU  
Prerequisite: None.

321 Elementary Piano I (2) UC:CSU  
(Formerly MUSIC 60A)  
Prerequisite: None. Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, introduction to scale playing, use of piano pedals, sight reading, memorization, terminology, and theory as related to the music studies.

322 Elementary Piano II (2) UC:CSU
(Formerly MUSIC 60B)
Prerequisite: Music 321.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of piano pedals, sight reading, memorization, terminology, and theory as related to the music studied.

323 Elementary Piano III (2) UC:CSU
(Formerly MUSIC 60C)
Prerequisite: Music 322 with a grade of "C" or better.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of piano pedals, sight reading, memorization, terminology, and theory as related to the music studied.

324 Elementary Piano IV (2) UC:CSU
(Formerly MUSIC 60D)
Prerequisite: Music 323 with a grade of "C" or better.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of piano pedals, sight reading, memorization, terminology, and theory as related to the music studied.

341 Intermediate Piano (2) UC:CSU RPT3
(Formerly MUSIC 61)
Prerequisite: Music 324.
Lecture 1 hour; Lab 2 hours with homework.
This course of smaller compositional baroque, classic, romantic, and modern composers studied with attention to building a technique, good tone, interpretation, and other technical details. It also includes a review of all scales and arpeggios.

385 Directed Study (3) UC:CSU

411 Elementary Voice I (2) UC:CSU
(Formerly MUSIC 40A)
Lecture 1 hour; Lab 2 hours with homework.
This course is an introduction to correct use of voice-including the study of posture, breath control, resonance, diction, and stage presence, and to a simple and varied repertoire of solo literature.

412 Elementary Voice II (2) UC:CSU
(Formerly MUSIC 40B)
Prerequisite: Music 411 with a grade of "C" or better.
Lecture 1 hour; Lab 2 hours with homework.
This course is an introduction to correct use of voice-including the study of posture, breath control, resonance, diction, and stage presence, and to a simple and varied repertoire of solo literature.

413 Elementary Voice III (2) UC:CSU
(Formerly MUSIC 41A)
Prerequisite: Music 412 with a grade of "C" or better.
Lecture 1 hour; Lab 2 hours with homework.
All elements of solo singing are stressed, especially English, Italian, German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

414 Elementary Voice IV (2) UC:CSU
(Formerly MUSIC 41B)
Prerequisite: Music 413 with a grade of "C" or better.
Lecture 1 hour; Lab 2 hours with homework.
All elements of solo singing are stressed, especially English, Italian, German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

501 College Choir (.5) UC:CSU RPT3
(Formerly MUSIC 55)
Prerequisite: None. Open to all students without audition.
Lab 3 hours without homework.
In this course a wide scope of choral literature for mixed voices is analyzed and rehearsed for public presentation. Emphasis is placed on correct vocal techniques, on increased skill in music reading, and on artistic interpretations of musical scores.

601 Brass Instrument Instruction I (2) UC:CSU
(Formerly MUSIC 72)
Prerequisite: None.
Lecture 1 hour; Lab 2 hours with homework.
This beginning and intermediate instruction on the brass instruments is recommended for students planning to teach, as it offers the opportunity to learn on several brass instruments. It is also recommended for those wishing to learn an instrument for leisure activity as well as those who already play an instrument but wish to learn instrumental "doubles."

621 Woodwind Instrument Instruction I (2) UC:CSU
(Formerly MUSIC 71)
Prerequisite: None.
Lecture 1 hour; Lab 2 hours with homework.
This beginning and intermediate instruction on the woodwind instruments is recommended for students planning to teach, as it offers the opportunity to learn several wind instruments. It is also recommended for those wishing to learn an instrument for leisure activity as well as those who already play an instrument but wish to learn a second instrument.

781 Studio Jazz Band (.5) CSU RPT3
(Formerly MUSIC 79)
Limitation on enrollment: Demonstrated level of proficiency of musical instrument by departmental audition.
Lecture 1 hour; Lab 3 hours with homework.
Workshop experience in the various aspects of technique and interpretation as applied to commercial music and jazz.
Public performance experience is included.

Cooperative Work Experience Education (1-4)
Music is approved for Cooperative Work Experience Education Credit. See Cooperative Education courses for Prerequisites, course descriptions, and credit limits.

Nursing (NURSING)

501A Fundamentals of Nursing A (4.5) CSU
Prerequisite: Enrollment in the Nursing Program.
Lecture 5 hours; Lab 15.25 hours.
(8 week course)
This course is an introduction to nursing and prepares the student to give care to adult clients, including geriatric clients. The Nursing Process is utilized to present concepts relating to comfort, safety, activity, exercise, rest, nutrition, oxygenation, and elimination needs. Selected topics in cultural diversity, human sexuality, and loss will be discussed. Students will learn basic skills in nursing.

501B Fundamentals of Nursing B (4.5) CSU
Prerequisites: Nursing 501A with grade of “C” or better.
Lecture 5 hours; Lab 15.25 hours.
(8 week course)
This course continues concepts and skills needed to provide nursing care to adult clients. The Nursing Process is utilized as the framework in discussing selected topics of fluid and electrolytes, diabetes, musculoskeletal trauma, and surgeries, and common therapies, infection control, perioperative care, and skills in administering medications. The concepts of aging, loss, patient teaching, culture, human sexuality, nutrition and principles of communication will be integrated.

502A Medical-Surgical Nursing A (4.5) CSU
Prerequisite: Nursing 506 A&B.
Lecture 5 hours; Lab 15.25 hours.
(8 week course)
This course includes theory and clinical experience in client problem areas of hematology, oncology, genito-urinary problems, male reproductive conditions, and inflammatory diseases. Application of the Nursing Process is continued with emphasis on skills needed to implement care in the adult client. Special consideration of the needs of the geriatric client is included.

502B Medical-Surgical Nursing B (4.5) CSU
Prerequisite: Nursing 506A & B.
Lecture 5 hours; Lab 15.25 hours.
(8 week course)
This course includes theory and clinical experience in problem areas of endocrine dysfunction, peripheral vascular, gastrointestinal, liver and biliary disorders. Application of the Nursing Process is continued, with emphasis on skills needed to implement care of clients with multisystem imbalances. Leadership and management concepts are initiated to begin preparation for the role of graduate nurse.

503A Advanced Medical-Surgical Nursing (4.5) CSU
Prerequisite: Nursing 502 A&B.
Lecture 4.5 hours; Lab 15.75 hours.
(8 week course)
This advanced medical-surgical nursing course utilizes the Nursing Process in caring for clients with multisystem failure in the areas of cardiovascular, respiratory, and neurosensory dysfunctions. The course focuses on the application of the Nursing Process in the care of severely and acutely ill adult clients. Leadership and management experiences are continued in a modified preceptorship environment.

503B Psychiatric Nursing (4.5) CSU
Prerequisites: Nursing 506 A&B.
Lecture 4.5 hours; Lab 15.75 hours.
(8 week course)
This course incorporates the theories and principles of psychiatric and mental health nursing and the psychological, physiological, and socio-cultural facets of mental illness across the entire life span. Emphasis is placed upon interviewing techniques and application of the Nursing Process with clients who have psychotic, mood, cognitive, and/or personality disorders. Pharmacological and milieu therapies, nutrition, and legal and ethical concepts are integrated throughout the course.

506A Maternal and Child Health Nursing A (Pediatrics) (4.5) CSU
Prerequisites: Nursing 501 A&B.
Lecture 4.5 hours; Lab 15.75 hours.
(8 week course)
This course utilizes the Nursing process in the care of children in health and illness. Emphasis is placed on caring for children with selected problems in fluid and electrolytes, oxygenation, nutrition, and sensory and regulatory mechanisms. Pediatric clients, from infancy to adolescence, in the context of family, culture, and the community and the nurses role in education, promotion of child safety, as well as legal issues will be addressed.

506B Maternal and Child Health Nursing B (Obstetrics) (4.5) CSU
Prerequisites: Nursing 501 A&B.
Lecture 4.5 hours; Lab 15.75 hours.
(8 week course)
Emphasis is placed on utilizing the Nursing Process to develop an understanding of the physiological and emotional needs of mothers and infants during the maternity cycle. The concept of family-centered-maternity care is explored. Assessment of the newborn and management of women’s health problems will be discussed.
507 Senior Seminar (1) CSU
Prerequisites: Nursing 502 A&B.
Lecture 1 hour.
This course acquaints the student with the influence of important social and economic events on the development of nursing, and the present and future trends in nursing education. Emphasis is placed on the origins and functions of nursing organizations. Opportunities for the nurse, community responsibilities of the nurse, and legal and ethical issues of nursing are discussed.

509 Certified Nurse Assistant/Certified Home Health Aide (7)
Prerequisites: None
Lecture 4.5 hours; Lab 15.75 hours.
(8 week course)
This course is an introduction to the health care field and work with clients/patients in the long term care facility, acute care setting, and the home. Emphasis is given to safety principles, infection control, methods for providing physical care, emotional support, and social support.

517 Mathematics of Drugs and Solutions (3) CSU
(Formerly NURSING 17)
Prerequisites: None
Lecture 3 hours.
In this course, after a review of relevant basic mathematics, the student gains knowledge of the systems and techniques used in measuring drug dosages and in computing the preparation of solutions. Included are computation of Pediatric dosages as well as administration of Intra-venous solutions and medications.

518 Patient Care Seminar for Transfer Students (2)
Prerequisite: None.
Lecture 2 hours.
This course is geared for transfer students. Emphasis is placed on the utilization of the 21 nursing problems as a means to facilitate the use of the nursing process and the development of patient care planning. Practical application of skills will be ascertained and developed to the level of the course entered.

520 Orientation to Nursing (1) CSU
Prerequisite: None.
Lecture 1 hour.
This course is designed to help the beginning student majoring in nursing prepare for the curriculum. Various fields of nursing will be investigated.

521 Pathophysiology (3) CSU
Prerequisite: Anatomy 1 and Physiology 1 or Biology 20.
Lecture 3 hour.
This course introduces general aspects of the pathogenesis of disease. The cause, effect, and treatment of common diseases are emphasized. Specific laboratory tests and the application of medical terminology are also discussed.

522 Nutrition for Nurses (3) CSU
Prerequisite: None.
Lecture 3 hour.
This course presents the basic principles of nutrition and its relationship to wellness and illness throughout the life cycle. The development and implementation of nutritional care plans and appropriate menu modifications for individual conditions are emphasized.

523 Pharmacology (3) CSU
Prerequisite: None.
Lecture 3 hour.
This course develops an understanding of basic and advanced skills needed in the administration of medications and treatments under specific and complex circumstances. Included are units on drugs, their effects on body systems, and skills in drug and IV calculations.

524 Intravenous Therapy (2) CSU
Prerequisite: Status as student nurse, LVN, or RN
Lecture 2 hours.
This course provides current information and clinical guidelines to assist the participant in providing safe venipuncture, delivery of IV fluids, and safe blood withdrawal.

525 Basic Cardiac Arrhythmias (2) CSU
Prerequisite: Status as student nurse, LVN, or RN
Lecture 2 hours.
This course provides basic knowledge and technical skills related to the interpretation of basic cardiac arrhythmias. The nursing care responsibilities associated with caring for the cardiac monitored client are also a major focus of the course.

526 Communication in Nursing (1) CSU
Recommended: Eligibility/Admission to the Nursing Program
Lecture 1 hour.
This course provides theoretical knowledge, practical application, and experiences with interpersonal communication skills needed to interact therapeutically, institute a teaching-learning plan, and communicate effectively with individuals and groups.

527 Nursing Process (1) CSU
Recommended: Eligibility/Admission to the Nursing Program
Lecture 1 hour.
This course introduces the concepts and practices necessary to understand and use the Nursing Process. The nursing program’s conceptual framework for planning and implementing patient care is also introduced. Both concepts are combined via client simulations.

528 Geriatric Nursing Care (2) CSU
Prerequisite: Student Nurse Status.
Lecture 1 hour; Lab 3 hours.
This course focuses on the geriatric client. Nursing care concerns are presented utilizing an integration of the Nursing Process, Nursing Roles of Practice, and the Nursing Program's conceptual framework. Physical, psychological, and social needs and problems are discussed.

529 Operating Room Nursing (1) CSU

Prerequisite: Student Nurse Status or RN.
Lab 3 hours.
This course introduces the student to the operating room, surgical sterile techniques, duties of the scrub nurse, and duties of the circulating nurse. Included also is the nursing care of clients emerging from anesthesia and surgical procedures.

532 Advanced Cardiac Life Support (2)

Lecture 2 hours.
This course is designed for students who want to develop proficiency in the knowledge and skill of cardiac care. Satisfactory completion of the course will provide American Association ACLS certification.

533 Electrocardiogram Monitor Technician (2)

Lecture 1 hour; Lab 3 hours.
This course prepares the student for work as an electrocardiogram monitor technician. Basic elements of electrocardiograms are covered along with the identification and measuring of basic arrhythmias. In the laboratory students will do 12 lead EKGs and set up hard wire monitoring and telemetry.

534 Emergency and Safety Management (2) CSU

Lecture 2 hours.
This course covers cardiopulmonary resuscitation for health care providers and first aid techniques as specified by the American Red Cross. Upon successful completion of the course students will be given the Healthcare Provider CPR Card and First Aid Certificate.

535 Basic Adult Physical Assessment (1) CSU

Prerequisite: None.
Lecture: .5, Lab 1.5
This course focuses on physical examination of healthy adults stressing identification of normal and abnormal findings in diverse populations, variations due to the normal age related changes, and analysis of findings with clinical application.

185, 285, 385 – Directed Study – Nursing

Credit/No Credit
This course allows students the opportunity to pursue directed study in nursing on a contract basis under the direction of a supervising instructor

Credit Limit: A maximum of 6 units in Directed Study may be taken for credit.
**Personal Development (PERSDEV)**

1 **Introduction to College (1) RPT1 NDA**

*Prerequisite: None.*  
*Lecture 1 hour.*

This course will provide information on the skills necessary for survival in college. It will emphasize time management, study skills, note taking, test taking, and standards of student conduct.

6 **College and Career Planning for the Handicapped (1) CSU**

*Prerequisite: None.*  
*Lecture 1 hour.*

This course is designed to introduce disabled students to the college’s educational programs and services and to the world of work. It includes a discussion of the effects of disabilities on educational and vocational goals.

17 **College Survival Skills Development (1) CSU**

*Prerequisite: None.*  
*Lecture 1 hour.*

This course provides students with a variety of survival skills necessary to be a successful college student. It includes instruction in using the library, study skills, time management, effective communication, stress management to develop a healthy life style.

20 **Post-Secondary Education: The Scope of Career Planning (3) CSU**

*Prerequisite: None.*  
*Lecture 3 hours.*

This course provides the student with information regarding vocational and professional careers. Course content includes study skills, time management, identifying educational and career goals, effective communication, stress management, use of library resources, and building self esteem.

**Philosophy (PHILOS)**

1 **Introduction to Philosophy (3) UC:CSU**

CAN PHIL 2  
IGETC AREA 3 (Humanities)  
CSU-GE Category C2 Humanities  
*Prerequisite: None.*  
*Recommended: English 101.*  
*Lecture 3 hours.*

This is an introductory course designed to familiarize the student with the extent and variety of philosophy. Emphasis is placed upon the theory of knowledge, metaphysics, ethics, and the philosophy of religion.

7 **Inductive Logic (3) UC:CSU**

CSU-GE Category A3 Critical Thinking  
*Prerequisite: None.*  
*Recommended: Philosophy 1.*  
*Lecture 3 hours.*

The nature of scientific method, hypotheses and probability, and statistical method are covered with consideration of the application of logical principles in science and practical life.

8 **Deductive Logic (3) UC:CSU**

CAN PHIL 6  
CSU-GE Category A3 Critical Thinking  
*Prerequisite: None.*  
*Recommended: English 101.*  
*Lecture 3 hours.*

In this introductory course the student will practice clear thinking by using the techniques of traditional and symbolic logic to analyze arguments.

Reggie Morris  
Department Chairperson  
Counseling

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Photography (PHOTO)

9 Introduction to Cameras & Composition (3) CSU

Prerequisite: None.
Lecture 3 hours.
This lecture/critique course is designed to provide basic information in the use of cameras, lenses, film, and exposure to produce good photos. Slide assignments are given for analysis in class. No laboratory.

10 Beginning Photography (3) UC:CSU

Prerequisite: None.
Lecture 2 hours; Lab 3 hours without homework.
This is an introductory course designed for students without prior photographic training who do not wish to major in photography. Basic camera and laboratory photo techniques are studied to enable the student to communicate visual images as creative photographic statements.

11 Advanced Photography (4) RPT 2 CSU

Prerequisite: Photography 10.
Lecture 2 hours; Lab 6 hours without homework.
This course offers a review of all basic skills; advanced lighting and darkroom techniques; portraiture, composition, and news photography.

Physical Education (PHYS ED)

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 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 (RPT3), and twice in Theater 280, Musical theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

97 Physical Efficiency (2) UC:CSU

Prerequisite: None
Lecture 1 hour; Lab 2 hours with homework.
This course incorporates an active program of physical fitness through the flexibility, strength exercise, weight training and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of flexercise, fitness conditioning, weight control, and nutrition.

98 Scientific Physical Fitness Laboratory (1) UC:CSU

Prerequisite: None
Lab 2 hours with homework.
This course combines instruction in the conditioning aspects of flexercise, flexibility, strength and endurance. An understanding of cardiovascular fitness and nutritional information related to exercise is emphasized. A periodic evaluation of fitness levels is included.

Water Activities (1) UC:CSU RPT3

Activity 2-3 hours. Materials fee for some classes.
Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

101 Swimming – Non-Swimmer

Prerequisite: None.
Activity 2 hours.

102 Swimming Skills

CSU-GE Category E, Lifelong Understanding and Self Development
Prerequisite: PE 101 or equivalent.
Activity 2 hours.

131 Aqua Aerobics

CSU-GE Category E – Lifelong Understanding and Self Development
Activity 3 hours.
This is an aerobic physical program employing water resistive exercises without the need of swimming skills. This class is designed to help promote cardiovascular and muscular fitness.

Individual and Dual Activities (1) UC:CSU RPT3

Activity 2 hours,( each course).
Bowling fee per week.
Tennis students must supply own tennis balls.
Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

212 Tennis Skills
228 Body Conditioning
229 Body Dynamics
230 Weight Training Skills
238 Self Defense Skills
259 Golf Skills
262 Track and Field Skills
285 Directed Study (2 Units)
289 Bowling Skills
Team Sports (1) UC:CSU RPT3

Activity 2 hours, (each course).
Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester.
301 Baseball Skills
304 Basketball Skills
310 Flag/Touch Football Skills
313 Soccer Skills
322 Volleyball Skills
328 Softball Skills

Dance Activities (1) UC:CSU RPT3
Activity 2 hours, (each course).
Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

431 Modern Dance
Prerequisite: None

434 Ballet
Prerequisite: None
This class offers instruction and participation in the skills and style of classical dance hence developing within the students a physical and intellectual comprehension of ballet.

437 Jazz Dance
Prerequisite: None

Intercollegiate Sports – Men, Women, and Coed. (2) UC:CSU RPT1 except as noted
Activity 10 hours or more in each sport.
Must pass a medical Examination by an MD prior to any practice or engaging in Competitive Sports and issue of equipment. Need approval by the College Nurse.
Eligibility Requirement: “C” or better Grade Point Average.

504 Basketball
506 Cross Country
508 Football
514 Tennis
515 Track and Field
550 Cheer/Yell Leaders/Marching Band 2 RPT3 CSU
Activity 6 hours.
(Not acceptable for credit, University of California after Spring , 1987)
Note: These courses may not be offered each semester.
Check your current Class Schedule.

552 Athletic Pre-Season Conditioning (1) RPT 3 UC:CSU
CSU-GE Category E – Lifelong Understanding and Self Development

668 Body Dynamics Activity (1) RPT 3 CSU
CSU-GE Category E – Lifelong Understanding and Self Development
Activity 3 hours.
Emphasis is on physical fitness through a regular exercise program including low-high impact aerobics performed to music; nutrition; and body mechanics information.

677 Soccer (1) RPT 3 CSU
CSU-GE Category E – Lifelong Understanding and Self Development
Activity 3 hours.
This soccer course emphasizes patterns of team play rules and regulations, plus game strategy. Basic ball handling skills and group drills with vigorous physical conditioning are developed by individuals.

701 Advanced Lifesaving (2) UC:CSU
CSU-GE Category E, Lifelong Understanding and Self Development
Prerequisite: PE102 or equivalent
Lecture 1 hour, activity 2 hours.
Theory and analysis of lifesaving and water safety skills are studied. This course is a requirement for water safety instructor’s courses. Upon successful completion, an American Red Cross certificate is issued.

710 Officiating Competitive Sports I (2) UC:CSU
Prerequisite: None.
This class does not meet the credit for Physical Education activity.
Lecture 1 hour; Lab 2 hours with homework.
Theory, practice, and technique of officiating softball, baseball, track and field, and other athletic activities normally conducted during the Spring semester.

711 Officiating Competitive Sports II (2) UC:CSU
This class does not meet the credit for Physical Education
Lecture 1 hour; Lab 2 hours with homework.
Theory, practice, and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the Fall semester.

814 Dance Production (2) UC:CSU RPT 3
Prerequisite: None
Lecture 1 hour; Lab 2 hours with homework.
This course provides laboratory experience in developing the skills involved in dance production, choreography, set design, lighting, directing and costume design. This course also serves as a workshop for Los Angeles Southwest College Dance Company for concerts and dance related productions.
Cooperative Work Experience Education (1-4)
Physical Education is approved for Cooperative Work Experience credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Note: UC credit limit to 8 units of combined P.E. courses.

Physical Science (PHYS SC)

1 Physical Science I (3) UC:CSU
CSU-GE Category B1 Physical Universe
Prerequisite: None.
Recommended: Math 115.
Lecture 3 hours.
This course is designed for non-science majors. Basic principles of chemistry, geology, astronomy, and physics are emphasized. In addition, interrelationships between these four disciplines and their relationship to the whole fabric of physical science are considered.

14 Physical Science Laboratory (1) UC:CSU
CSU-GE Category B1 Physical Universe
Corequisite: Physical Science 1 or previous enrollment.
Lab 2 hours with homework.
This course provides laboratory experience supplementing the instruction given in Physical Science 1.

Note: No UC credit for 1 or 14 if taken after Astronomy, Chemistry, Geology or Physics.

Physics (PHYSICS)

6 General Physics I (4) UC:CSU
CAN PHYS 2
CAN PHYS SEQ A, when taken with PHYSICS 7
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: Math 240
Lecture 3 hours; Lab, 3 hours without homework.
This is a basic course in the mechanics of solids, the mechanics of liquids, molecular physics, and heat. The work includes the solution of problems and laboratory experiments selected to illustrate the major principles of physics.

Note: Physics 6 and 7 constitute the standard one-year college physics course required as part of the basic training of students in such fields as medicine, dentistry, optometry, geology, and architecture. The course can be taken by students in technical and semi-professional fields which require a background of physics.

7 General Physics II (4) UC:CSU
CAN PHYS 4
CAN PHYS SEQ A, when taken with PHYSICS 6
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: Physics 6.
Lecture 3 hours; Lab, 3 hours without homework.
This is a basic course in sound, light, electricity, and magnetism together with an introduction to modern physics.

Note: Physics 6 and 7 constitute the standard one-year college physics course required as part of the basic training of students in such fields as medicine, dentistry, optometry, geology, and architecture. The course can be taken by students in technical and semi-professional fields which require a background of physics.

11 Introductory Physics (4) UC:CSU
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: None.
Lecture 3 hours; Lab, 3 hours.
This is a survey course which covers the fundamental principles of mechanics, heat, sound, light, electricity, and modern physics.

This course is designed as an introduction to General I (Physics 6). It is for students who have not had high school physics or whose high school physics was completed more than two years ago.

12 Physics Fundamentals (3) UC:CSU
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: None.
Lecture 3 hours.
This introductory course in physics is designed primarily for liberal arts students. Emphasis is placed on qualitative knowledge of fundamental physical laws and principles and their applications. It is not open to students who have had a college physics class.

14 Physics Fundamentals Laboratory (1) UC:CSU
CSU-GE Category B1 Physical Universe (Laboratory)
IGETC AREA 5 (Physical Sciences)
Corequisite: Physics 12 or previous enrollment.
Lab 3 hours without homework.
This introductory laboratory course in physics is provided to give general education students a laboratory course in the physical sciences.

37 Physics for Engineers and Scientists I (5) UC:CSU
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: Math 265.
Lecture 4 hours; Lab, 3 hours without homework.
Physics 37, 38 and 39 constitute the standard college physics sequence Required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 37 includes the mechanics of solids and fluids with applications of Newton’s laws of motion, Archimedes’ principle, and Bernoulli’s equation.
38 Physics for Engineers and Scientists II
(5) UC:CSU
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: Physics 37 with a grade of "C" or better.
Recommended: Mathematics 266
Lecture 4 hours; Lab, 3 hours without homework.
Physics 38 continues the standard college physics sequence required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 38 includes the principles of heat, thermodynamics, kinetic theory, electricity and magnetism, and Maxwell's equations.

39 Physics for Engineers and Scientists III
(5) UC:CSU
CSU-GE Category B1 Physical Universe
IGETC AREA 5 (Physical Sciences)
Prerequisite: Physics 37 with a grade of "C" or better
Lecture 4 hours; Lab, 3 hours without homework.
This course completes the standard college physics sequence required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 39 includes the principles of wave motion, sound, electromagnetic waves, geometrical and physical optics, atomic physics, nuclear physics, wave mechanics, the Schrodinger equation, and the theory of relativity.

Physiology (PHYSIOL)

1 Introduction to Human Physiology (4)
UC:CSU
CSU-GE Category B2 Life Forms
IGETC AREA 5 (Biological Sciences)
Prerequisite: Biology 3 or Biology 5.
Lecture 3 hours; Lab, 3 hours without homework.
Note: This course, when taken with ANATOMY 1, is equivalent to BIOLOGY 20.
This is an introductory course that examines how the human body functions with emphasis on the endocrine, nervous, cardiovascular, muscular, respiratory, digestive, reproductive and excretory systems. Upon completion of this course the student will be able to describe the major functional characteristics of the human body.

Political Science (POL SCI)

1 The Government of the United States (3)
UC:CSU
CAN GOVT 2
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group A) - Pending
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Category D Political Science, Government and Legal Institutions
Prerequisite: None.
Lecture 3 hours.
An introductory course in the principles, institutions and policy processes of the American Political System. An examination of major tenets in Federalism, Representative Government, and the scope of Executive, Legislative and Judicial powers. It offers an overview of local, state, and national governance.

Note: This course satisfies the California state requirement in American government national, state, local.

2 Modern World Governments (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D Political Science, Government and Legal Institutions
Prerequisite: Political Science 1.
Lecture 3 hours.
This course offers a comparative study of Constitutional principles, governmental institutions, socioeconomic and political dynamics of selected governments abroad. Augmented by an optional internship.

7 Contemporary World Affairs (3) UC:CSU
RPT1
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D, Political Science, Government and Political Institutions
Prerequisite: None.
Lecture 3 hours.
This course concentrates on major problems in International Relations since World War II, with particular emphasis on current issues in American foreign policy. Students are encouraged to pursue independent study in the form of varied readings, brief papers, and class reports.

8 The Modern Far East (3) UC:CSU
Prerequisite: None.
Recommended: Political Science 1.
Lecture 3 hours.
This course offers a survey of the dominant political and social movements and issues of the Far East and their impact on the US and the world situation. It emphasizes the impact of the West on the Far Eastern cultures and traditions, and discusses imperialism and the rise of modern nationalism as it affects China, Japan, and the rest of Asia.

9 Governments and Politics in Africa (3)
UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course offers a survey of the political and social systems of African countries and their impact on the world, with special reference to traditional Africa, European Colonial policies, slavery, imperialism, nationalism, independence, and the problems of nation-building.
41 Principles of Student Leadership (2)  
CSU RPT1

Lecture 2 hours.
This course is open to representatives of the Associated Student Body Government and is designed to facilitate the function of student government on the campus. The class considers principles of decision making, campus organization, parliamentary procedures, and the theory and practice of group leadership.

Psychology (PSYCH)

1 General Psychology I (3) UC:CSU

CAN PSY 2  
IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Category D Psychology  
Prerequisite: None.  
Lecture 3 hours.
This introductory course in psychology acquaints the student with the history of man’s efforts to understand human behavior. May not be taken concurrently with Psychology 30.

2 General Psychology II (3) UC:CSU

CSU-GE Category B2 Life Forms  
IGETC AREA 5B (Biological Sciences)  
Prerequisite: Psychology 1 with a grade of “C” or better.  
Lecture 3 hours.
This is a study of the physiological basis of human behavior through an understanding of the structure and function of the sensory receptors, the central nervous system, the muscular effectors, the glandular effectors, and the physiological aspects of motivation, learning, and emotion.

3 Personality and Social Development (3) CSU

CSU-GE Category E – Lifelong Understanding and Self Development  
Prerequisite: Psychology 1 with a grade of “C” or better.  
Lecture 3 hours.
This course is concerned with the theory and principles of personal growth and interpersonal effectiveness. Intra- and inter-personal dynamics of relationships are considered in areas of family, marriage, school, occupations, and other group relations.

4 Applied Psychology (3) CSU

Lecture 3 hours.
The focus of this course is on industrial and organizational psychology including human relations, motivation, leadership, counseling, interviewing, group dynamics, and testing. It includes, also, aspects of social and engineering psychology.

11 Child Psychology (3) UC:CSU

CSU-GE Category D Psychology  
Lecture 3 hours.
This course is concerned with the developmental aspects of the physical, intellectual, social, and emotional growth of children from prebirth to adolescence.

14 Abnormal Psychology (3) UC:CSU

CSU-GE Category D Psychology  
Prerequisite: Psychology 1 with a grade of “C” or better.  
Lecture 3 hours.
This course examines historical and current theories concerning the etiology of behavior disorders. Topics include normality, neurosis, psychosis, prevention, and therapy.

30 Introduction to Psychology (3)

Prerequisite: None.  
Lecture 3 hours.
This introductory course in psychology acquaints the student with basic concepts in psychology and in the application of these concepts to daily life. May not be taken concurrently with Psychology 1.

37 Psychology of Co-Dependency and Family Systems (3) CSU

Prerequisite: None.  
Lecture 3 hours.
This course deals with chemical dependency and its dysfunctional effects on the family. Also, addiction, co-dependency, enabling, and related topics are examined in the context of the family as an interdependent unit.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Category D Psychology  
CSU-GE Category E – Lifelong Understanding and Self Development  
Prerequisite: None  
Lecture 3 hours.
This course presents elaboration of developmental aspects of psychosocial, cognitive and physical development, intelligence, personality, self-concept and social roles; tasks, changes and adjustments related to each phase of the life span.

43 Principles of Group Dynamics I (3) CSU

Prerequisite: None.  
Lecture 3 hours.
This course is an introduction to the dynamics of group interaction with an emphasis upon the individual’s first-hand experience as the group studies itself. Under supervision, the factors involved in problems of communication, effective interpersonal skills, and individual growth will be highlighted.

46 Career Guidance (3) CSU

Lecture 3 hours.
This is a general survey course which will cover information relative to employment trends, characteristics of the job market, educational and training requirements for many job...
areas, utilization of testing, and interviewing procedures for effective guidance activities.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU

Lecture 3 hours.
This course deals with strategies used to prevent alcohol and drug problems in different settings including: industry, school, family, and community and rehabilitation centers.

64 Introduction to Alcohol and Drug Abuse (3) CSU

Lecture 3 hours.
This is a survey course on alcohol and drug problems. The history, impact, and treatment of alcohol and drug problems are covered. Public policies and social attitudes on alcohol and drug abuse are also treated.

65 Chemical Dependency: Intervention, Treatment, and Recovery (3) CSU

Lecture 3 hours.
This course deals with the different intervention and treatment models of alcohol/drug abuse. The models covered include the medical, the behavioral, the social, and the family systems.

67 Counseling Techniques for the Chemically Addicted (3) CSU

Lecture 3 hours.
In this course, counseling techniques that are effective in raising awareness and bringing about change in the chemically addicted individual are discussed. Family members and others affected by the addicted are also considered.

81 Fieldwork I (3) CSU

Lecture 1 hour. Lab 5 hours with homework.
This course provides students with practical experience in community agencies providing treatment and counseling or prevention and education programs in the chemical dependency field.

82 Fieldwork II (3) CSU

Prerequisite: Psychology 81
Lecture 1 hour. Lab 5 hours with homework.
This course provides students with the opportunity to strengthen the fieldwork skills of observing, interviewing, evaluating, relating, and reporting that they began to master in Psychology 81.

Public Relations (PUB REL)

1 Principles of Public Relations (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course evaluates public relations as a growing profession, looks at the job opportunities for the practitioner, internal and external PR and activities involved in the field, and investigates relationships with the media, organizing, and executing PR campaigns. This course gives practical examples of how to use Public Relations as a valuable tool in business and management and is especially useful for business majors.

Quality Control (Q CNTRL)

10 Fundamentals of Quality Control (3)
Prerequisite: None.
Lecture 3 hours.
This course is designed to present the total quality control function in industry. The latest concepts and techniques will be studied in the light of modern manufacturing requirements and current technological developments.

22 Dimensional Measurements (3)
Prerequisite: None
Lecture 2 hours; Lab, 2 hours with homework.
This course offers a study of dimensional control and mechanical measurements. Precision measurements will be covered in theory and laboratory practices. The principle areas covered include nomenclature, measuring tools and equipment, and methods of measurement and gages (mechanical and electronic).

23 Mechanical and Non-Destructive Testing (3)
Prerequisite: None
Lecture 3 hours.
This course covers the mechanical and non-destructive testing of metals encompassing basic laboratory equipment such as a universal tensile tester, stress-strain recorders, strain gauges, shear and bend test accessories, impact testers, hardness testers, and a fluorescent penetrant facility.

24 Statistical Process Control (SPC) (3)
Prerequisite: None
Lecture 3 hours.
This course is designed to outline the basic statistical techniques which have a wide range of industrial application. Special emphasis is placed on statistical concepts for Quality Control and Sampling Inspection.

Cooperative Work Experience Education (1-4)

Quality Control is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for Prerequisites, course descriptions, and credit limits.

Real Estate (REAL ES)

1 Real Estate Principles (3) CSU

Prerequisite: None.
Lecture 3 hours.
This is a fundamental real estate course covering the basic laws and principles of California real estate. This course
gives the understanding, background, and terminology necessary for advanced study in specialized courses. It is of assistance to those preparing for the real estate salesperson license examination.

3 Real Estate Practices (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This course stresses day-to-day operations in real estate roles and brokerage activities, including listing, prospecting, advertising, and financing, sales techniques, escrow, and ethics. It also applies toward the State’s educational requirements for the broker’s examination.

5 Legal Aspects of Real Estate I (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This course is a study of California real estate law, including rights related to property ownership and management, agency, contracts, application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. It also applies toward the educational requirement for the broker’s examination.

6 Legal Aspects of Real Estate II (3) CSU

*Lecture 3 hours.*

Covers legal aspects of real estate problems, an advanced study of agency contracts, commissions, an introduction to tax problems in residential and commercial property, advanced problems in security instruments, types of ownership, insurance, subdivisions and zoning, condemnation, construction liens, landlord-tenant, and an introduction to related agencies and activities, including loans (mineral, oil and gas), administrative procedures, and judicial review.

7 Real Estate Finance I (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This course stresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also emphasized. It also applies toward the educational requirement for the broker’s examination.

9 Real Estate Appraisal I (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is placed on residential and single-unit properties. It also applies toward the educational requirement for the broker’s examination.

10 Real Estate Appraisal II (3) CSU

*Prerequisite: Real Estate 9.*

*Lecture 3 hours.*

In this course students solve practical appraisal problems and continue the study of techniques for appraisal of residences, multiple dwellings, and small commercial properties.

11 Escrow Principles (3) CSU

*Lecture 3 hours.*

This course is designed to give an introduction to principles and methods of handling escrows involving title to land. The various forms used in escrows and escrow instructions are studied.

12 Escrow Practices (3) CSU

*Lecture 3 hours.*

This course is designed for the person who has completed the fundamentals of escrow or has had some experience in the escrow field. It provides the advanced theory of escrows and extensive opportunity for practice in the preparation of the forms and documents of the escrow office.

13 Escrow Case Problems (3) CSU

*Casper 3 hours.*

Case method is used to study the correct handling of all details of an escrow. Actual escrows are studied with the objective of eliminating or minimizing problems which may have arisen.

14 Property Management (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This is a course for persons who plan to become real estate operators or owners of income-producing properties. Topics covered include the nature and types of property management and management techniques for contracting, leasing, space selling, renting, and rent scheduling. Budgets, purchasing, reports, and legal and professional relationships are also included.

18 Real Estate Investments I (3) CSU

*Prerequisite: None.*

*Lecture 3.*

This course makes a thorough analysis of the investment factors that determine the evaluation of commercial, industrial, and residential projects. Among the areas emphasized are site locations, feasibility studies, zoning, other restrictions, financing, sales and leaseback, and condominiums.

21 Real Estate Economics (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*

This course stresses the trends and factors which affect the value of real estate, the nature and classification and land economics; the development of property, construction and subdivision, economic values, and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real property, and special purpose property trends.
60 Real Estate Mathematics (3) CSU
Prerequisite: None.
Lecture 3 hours.
This is a course in applied mathematics for real estate. It includes problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow cost, financing costs, and estate calculations.

Cooperative Work Experience Education (1-4)
Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Social Science (SOC SCI)

30 Contemporary Social Forces (3)
Prerequisite: None.
Lecture 3 hours.
The emphasis of this survey course is on the economic, political, and social aspects of modern society.

Cooperative Work Experience Education (1-4)
Social Science is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Sociology (SOC)

1 Introduction to Sociology (3) UC:CSU
CAN SOC 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D Sociology
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This introductory course develops the sociological perspective that behavior is determined largely by human interactions and membership in social groups. The main elements of sociological analysis are presented, emphasizing social organization, culture, socialization, social inequality, and social change and applied to such topics as crime and social delinquency, minorities, the family, religion, education, and Urban life.

2 American Social Problems (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D Sociology
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours. Out of Class Work: 6 hours
This survey course identifies and analyzes past, present, and future problem areas in the United States. Criteria are developed by which one can evaluate the probable effectiveness of various proposals for change in problem areas such as personal and social disorganization, crime and delinquency, race and ethnic relations, population and urban growth, poverty and social class, War and Terrorism.

3 Crime and Delinquency (3) UC:CSU
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course is an advanced class and presents an objective examination of the nature and the extent of crime and delinquency. Various theories of causation are considered and their possible implications for programs of prevention and rehabilitation are analyzed. Empirical research studies are evaluated and used to develop an understanding of the interrelation between various sociological factors and crime and delinquency.

7 Juvenile Delinquency (3) CSU
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course examines the nature of delinquent behavior, stresses, theories of causation of delinquent behavior and of societal reactions to deviant behavior; it also examines methods of crime and delinquency control and places major emphasis on juvenile delinquency.

11 Ethnic and Racial Minorities in the United States (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Category D Ethnic Studies
CSU-GE Category D Sociology
Prerequisite: Sociology 1 or 2.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course emphasizes cultures of the major ethnic and racial groups in the United States; social processes affecting and influencing their adjustment and assimilation into the dominant trends of American life; and the legal and social solutions to their problems.

12 Marriage and Family Life (3) CSU
CSU-GE Category E – Lifelong Understanding and Self Development
Note: Same as Family and Consumer Studies 31.
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course makes a sociological analysis of the family which contributes to an understanding of its origin, structure, and functions. It aids the student in selecting from available data those factors which are likely to give some practical help to those seeking guidance in the choice of a marriage partner and in the necessary adjustments of marriage and family life. These factors include studies of sex roles, legal controls, religious attitudes, mixed marriages, financial and family planning, and a review of community resources for family counseling.
19 Introduction to the Social Services (3)  
CSU  
Recommended: Eligibility for English 101.  
Lecture 3 hours.  
This course offers an introduction and orientation to the field of social welfare, including the socio-historical background and philosophical development of thought in welfare programs. It examines the major programs and services and their developments and trends.

20 Directed Practice in Social Welfare (3)  
CSU RPT3  
Prerequisite: None.  
Recommended: Eligibility for English 101  
Note: Field work assigned.  
Emphasis is placed on providing the student with concepts, information, and practical experience essential for working in the Human Services field. Students are assigned field work experiences in the Department of Public Social Service, Probation, Drug programs, Community Mental Health Centers, and other public and private agencies.

23 Issues of Manhood in US Society (3)  
CSU  
Prerequisite: None.  
Recommended: Eligibility for English 101  
Lecture 3 hours.  
This course examines the qualities and responsibilities of men in US society. Issues of masculinity across ethnicities are explored to answer questions of why men act the way they do. Topics include aggression and self-defense; sexuality; fatherhood; and female expectation.

### Spanish (SPANISH)

1 Elementary Spanish I (5) UC:CSU  
IGETC AREA 6 (Language other than English, UC requirement ONLY)  
CSU-GE Category C2 Humanities  
Prerequisite: None.  
Lecture 5 hours.  
Note: Corresponds to the first two years of high school study.  
This course stresses the mastery of fundamentals of pronunciation and structure. Emphasis is placed upon developing the student’s ability to understand, to speak, to read, and to write simple Spanish, using a basic vocabulary and stressing idiomatic expressions. The student is introduced to Hispanic culture through simple readings and visual aids.

2 Elementary Spanish II (5) UC:CSU  
CSU-GE Category C2 Humanities  
Prerequisite: Spanish 1 with a grade of “C” or better.  
Lecture 5 hours.  
This course is a continuation of Spanish I. It includes the study of verb tenses, various aspects of Hispanic culture based on readings, and an increased amount of time spent on the development of conversational abilities.

3 Intermediate Spanish I (5) UC:CSU  
IGETC AREA 3 (Humanities)  
CSU-GE Category C2 Humanities  
Prerequisite: Spanish 2 with a grade of “C” or better.  
Lecture 5 hours.  
This course offers a thorough review of Spanish grammar with special emphasis upon idiomatic usage. Continued training is given in vocabulary building, reading comprehension, and increased proficiency in pronunciation. Also, included in the course are readings of short stories, with discussions and written reports in Spanish based upon them.

4 Intermediate Spanish II (5) UC:CSU  
IGETC AREA 3 (Humanities)  
CSU-GE Category C2 Humanities  
Prerequisite: Spanish 3 with a grade of “C” or better.  
Lecture 5 hours.  
This course is a continuation of Spanish 3. Students write compositions in which they analyze stories. Discussions are held in which students give their interpretations of the stories, explain their symbolism, and defend their view.

5 Advanced Spanish I (5) UC:CSU  
IGETC AREA 3 (Humanities)  
Prerequisite: Spanish 4 with a grade of “C” or better.  
Lecture 5 hours.  
This course combines the study of the short story with the study of advanced grammar and composition through oral and written reports in Spanish.

6 Advanced Spanish II (5) UC:CSU  
IGETC AREA 3 (Humanities)  
Prerequisite: Spanish 5 with a grade of “C” or better.  
Lecture 5 hours.  
This course combines the study of the novel and poetry with the study of particular advanced grammatical concepts and composition through oral and written report in Spanish.

8 Conversational Spanish (2) RPT 3  
UC:CSU  
Prerequisite: Spanish 2 with a grade of “C” or better.  
Lecture 2 hours.  
This course provides opportunities for students to express themselves fluently and correctly in Spanish. Conversation will revolve around everyday topics, current events, and cultural materials.

14 Spanish for Public Service Personnel (3) RPT 1 CSU  
Prerequisite: None.  
Lecture 3 hours.  
This course aids the student in developing the ability to express himself fluently, idiomatically, correctly, and effectively in Spanish with specific reference to individual
needs in the areas of public service, business, and community activities.

**24 Spanish for Medical Personnel (3) CSU**

*Prerequisite: None.*

*Lecture 3 hours.*

This is a practical, informal oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.

**44 Bilingual Oral and Written Expression (5) UC:CSU**

*Prerequisite: None.*

*Lecture 5 hours.*

This course is addressed to the Spanish speaker who needs instruction in speaking and writing formal Spanish, with emphasis on syntax, grammar, and vocabulary.

**101 Spanish Language Laboratory (1) CSU**

This is a mediated independent course, coordinated in the language lab wherein students augment their classroom activities in reading, listening, speaking, and comprehension by following the specific audio/computer and/or video materials prepared for their particular language course.

**Speech Communications (SPEECH)**

**61 Speech Laboratory (1) RPT3 NDA**

*Lab 3 hours.*

This course is designed to improve the student’s articulation, pronunciation, and oral communication skills through individualized instruction and materials. It is intended for the student with a special speech problem.

**65 Communication Skills (3) NDA**

*Prerequisite: None.*

*Lecture 3 hours.*

This course is designed for general education and vocational students and stresses the basic principles of spoken communications. Training is offered in speaking and listening in order to develop skills needed in every day oral communication. The course also emphasizes the appreciation and understanding of the impact of mass communications.

**72 Speaking English as a Second Language II (3) NDA**

*Prerequisite: None.*

*Lecture 3 hours.*

This second level course is designed for students with a foreign language background. The students will improve articulation, pronunciation, speaking and listening skills in Basic English. The intonation, inflection and rhythm of the language will be stressed.

**73 Speaking English as a Second Language III (3) NDA**

*Prerequisite: None.*

*Lecture 3 hours.*

This is an intensive course for persons who use English as a second language. It is designed for students who may read well and have a fair grasp of grammar, but who need more help in articulation, pronunciation, and oral composition.

**101 Oral Communication I (3) UC:CSU**

*(Formerly SPEECH 1)*

*CAN SPCH 4*

*IGETC AREA 1C (Oral Communications, CSU requirement only)*

*CSU-GE Category A1 Oral Communication*

*Prerequisite: None.*

*Lecture 3 hours.*

This course offers training in the theory of speech communication and the practice of effective preparation and delivery of structured oral presentations. Emphasis is placed on research techniques and methods of speech preparation.

*Note: Honors section offered.*

**102 Oral Communication II (3) UC:CSU**

*(Formerly SPEECH 2)*

*CSU-GE Category A1 Oral Communication*

*Prerequisite: Speech 101.*

*Lecture 3 hours.*

This course is designed to broaden communication skills by training the student in critical thinking, reasoning, supporting, and evaluating. Structured oral presentations are used to gain these skills.

**103 Business and Professional Speaking (3) CSU RPT2**

*(Formerly SPEECH 6)*

*Prerequisite: None.*

*Lecture 3 hours.*

This course enables the student to apply speech communication skills to the business setting. Structured oral presentations are used to gain the skills required for business meetings, conferences, interviews, and discussions.

**111 Voice and Articulation (3) UC:CSU**

*(Formerly SPEECH 3)*

*Open to all students. Class also substitutes for Theater Arts 10 - Required of all Theater Arts majors.*

*Prerequisite: None.*

*Lecture 3 hours.*

This course is designed to give the student an understanding of the anatomy and physiology of the voice and its practical application to his own needs. The various problems of voice and diction are presented, including the study of phonetics. Dictionary work is stressed, and drills for the improvement of the student’s voice and articulation are reinforced.
113 English Speech as a Second Language (3) CSU RPT1

Prerequisite: None.
Lecture 3 hours.

This course is designed for students with foreign language backgrounds. The subject matter stresses pronunciation, idiomatic expressions, phraseology, rhythmic inflections, grammar, vocabulary building, and oral composition. Extensive use of Learning Center equipment is made possible.

121 The Process of Interpersonal Communication (3) UC:CSU

CSU-GE Category A1 Oral Communication
Prerequisite: None.
Lecture 3 hours.

This course provides analysis of and practice in non-platform speaking situations which take place when two to five people interact. Communication is analyzed in terms of speaker self-perception, verbal and nonverbal communication, listening and communication barriers.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU

(Formerly SPEECH 4)
CSU-GE Category C2 Humanities
Prerequisite: None.
Lecture 3 hours.

The purpose of this course is to develop the student’s ability to understand and appreciate various forms of literary art. Emphasis is placed on the selection, analysis, evaluation, and adaptation of significant literary materials as well as on their artistically effective oral presentation.

135 Storytelling (3) CSU

(Formerly SPEECH 15)
Lecture 3 hours.

This course stresses the selection, preparation, and oral presentation of stories and poetry. It includes a study of voice and gesture in story-telling and a study of the techniques of presenting illustrated stories. Opportunities are provided for members to tell stories suitable for various age groups. Students who are or who expect to become elementary teachers, nursery school teachers, or playground directors will find this course particularly valuable.

161 Speech and Language Development (3) CSU

Lecture 3 hours.

This course is an introduction to the study of the acquisition of language. Linguistic perspectives on the development of phonological, syntactic, semantic and pragmatic aspects of language as well as the influence of developmental stages and social/cultural factors are emphasized.

Note: Suggested for Speech Communication, Speech Correction and Child Development Majors.

162 Communication Disorders (3) CSU

Prerequisite: None
Lecture 3 hours.

This course enables students to understand how common speech and language problems develop. It also introduces the methods of diagnosis and treatment currently in use to aid teachers and similar professionals interested in remedial and preventive measures for communication problems.

Supervision (SUPV)

1 Elements of Supervision (3) CSU

Prerequisite: None.
Lecture 3 hours.

This introductory course covers in general terms the total responsibilities of a supervisor in industry such as organization, duties and responsibilities, human relations, grievances, training, promotion, quality-quantity control, and management-employee relations.

4 Supervisor’s Responsibility for Management of Personnel (3) CSU

Lecture 3 hours.

This course covers personnel techniques which will enable the student to carry out his responsibilities as a manager of personnel. The student will explore methods of sound management with respect to selecting, placing, training, counseling, promoting, and related aspects of guiding personnel.

6 Labor-Management Relations (3)

Prerequisite: Supervision 1.
Lecture 3 hours.

This course covers the history and development of the labor movement, development of the National Labor Relations Acts, the Wagner Act, and the Taft-Hartley Act. It covers also, the supervisor’s responsibility for good labor relations, the union contract, and grievance procedure.

Theater (THEATER)

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 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 (RPT3), and twice in Theater 280, Musical theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

100 Introduction to the Theater (3)

UC:CSU

(Formerly THEATER 2)
IGETC AREA 3 (Arts)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite(s): None
Lecture: 3 hours.
This course will analyze plays from the perspective of the audience including every aspect from the script to the final performance. Included in the course will be readings, lectures, and discussions on the theory and practice of the following: playwriting, producing, acting, directing, criticism, theater architecture, set design, costume design, lighting design, and the use of props.

110 History of the World Theater (3) UC:CSU

(Formerly THEATER 5)
IGETC AREA 3 (Arts)
CSU-GE Category C1 History and Appreciation of the Arts
Prerequisite: None.
Required of all Theater Arts majors.
Open to all students — Offered Fall Semester only
Lecture 3 hours.
This course is a study of the development of the theater — its playwrights, structures, from primitive origins to the present day.

130 Playwriting (3) UC:CSU RPT1

(Formerly THEATER 15)
Prerequisite: None.
Recommended: English 28
Lecture 3 hours.
This course will offer the opportunity to present play ideas and treatments to be analyzed and criticized. Through class lectures and discussion of text materials students will attain a deeper knowledge and understanding of the dramatic construction of a play.

233 Play Production (3) UC:CSU RPT3

Prerequisite: None.
Lab 9 hours without homework.
In this course the student is involved in the actual preparation for staging a full-length play. The course will cover make-up, costumes, box office procedure, and acting. The course will focus on the technical aspects of organizing a full length production.

240 Voice and Articulation for the Theater (3) UC:CSU

(Formerly THEATER 10)
Prerequisite: None.
Lecture 3 hours.
This course is designed with emphasis on speech practice and technique for the stage, motion pictures, television, and the lecture platform. Students are introduced to the fundamentals of good speech, including breathing, posture, resonance, projection, articulation, and the fundamentals of interpreting dialogue. A study is made of the psychological and acoustical factors determining vocal quality, force, time, and pitch. Students are given an introduction to phonetics and stage dialects.

270 Beginning Acting (3) UC:CSU

(Formerly THEATER 44)

Patricia Lewis
Department Chairperson
Arts

275 Scene Study (2) UC:CSU

(Formerly THEATER 43)
Recommended: Theater Arts 271.
Lecture 1 hour, Lab 2 hours with homework.
In this course the student is involved with scene analysis inclusive of character action and reaction. The student is made aware of blocking problems that can occur performing a solo scene from a play. They are taught how to research the psychological aspects of their character, and how to put a scene together.

291 Rehearsals and Performances (1)
UC:CSU

Lab 3 hours without homework. Additional rehearsal and performance hours required.
In this course students are actively involved in the production of plays for college and public performances. Primary emphasis is on the ability to perform acting and stage crew assignments, but the student may also work in the areas of publicity, house management, technical, or costuming.

292 Rehearsals and Performances (2)
UC:CSU

Lab 6 hours without homework.
In this course students actively produce plays for college and public performances. Emphasis is on the performance, acting and stage crew assignments, but the student may also work in the areas of publicity, house management, stagecraft, or costuming.

300 Introduction to Stage Craft (3)
UC:CSU
(Formerly THEATER 23)

Lecture 3 hours.
A survey is made through lecture and demonstration, of all technical phases of play production including construction, painting, rigging, placement, and manipulation of stage scenery, lighting equipment and properties; the organization and management of stage activity; and stagecraft terminology.

Cooperative Work Experience Education (1-4)
Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
General Campus Information

BOOKSTORE

The Bookstore provides textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of general reading/study aids, greeting cards, gifts, and Los Angeles Southwest College imprinted clothing.

Refund Policy

A. TEXTBOOKS are eligible for full refund under the following conditions:
   1. All returns must be accompanied by a current LASC Bookstore cash register receipt. NO EXCEPTIONS!!
   2. Textbooks must be returned within the first 15 school days of fall and spring semesters and within the first 5 school days of the summer and winter semester and short-term classes. (Holidays and weekends are not counted.)
   3. Textbooks must be in the same condition as when purchased. (New books must be free of any markings, underlining, soil marks or erasures and all pages must be intact). Determination of condition of a textbook will be made by the Bookstore Manager or Assistant Manager.
   4. New textbooks returned with minor markings or damage may be refunded at the used book price of 75% of their retail price.
   5. To be eligible for a refund, all textbooks purchased after the 15th school day (5th school day for summer, winter and short term classes) must be returned within 24 hours and accompanied by a LASC Bookstore Cash Register Receipt.
   6. To be eligible for a refund, shrink-wrap syllabi must be sealed in their unopened original packaging. The Bookstore may consider a refund for opened syllabi under the following conditions: all pages must be accounted for, all sheets must be in as-purchased condition, and there will be a 25% fee charged for resealing.
   7. To be eligible for a refund, all books in a shrink-wrapped set must be returned in their original condition. A condition of deterioration in any book in the set will affect the return of the whole set. (See number 9 below for accompanying information).
   8. The following items will only be refunded in NEW condition: spiral bound books, study guides, books with fill-ins, books with perforated pages and packets of instructional materials; i.e., Accounting practice sets, typing sets, textbooks in shrink-wrapped sets.
   9. All shrink-wrapped texts that include as part of their package either computer disks or audio tapes must be returned in the original, unopened, shrink-wrapped package.
   10. All textbooks must have original price stickers still in place to be considered for a refund.

B. SUPPLIES and NON-TEXTBOOK items:

   1. All non-textbook and supply items; i.e., calculators, clothing, trade books, and other items not listed in this example, are only refundable if they are their original unopened package, in new condition, accompanied by a sales receipt, are returned within 24 hours of purchase. Trade books, dictionaries and other study aids are non-refundable!!
   2. No refund can be given on athletic supporters, swimsuits, safety goggles, dust masks, and other items not listed which are governed by California health laws.

C. CHECK POLICY:
   LASC Bookstore does not accept personal checks.

D. CREDIT CARD PURCHASES:
   No cash refund will be made by the Bookstore. A credit will be issued to the credit card agency.

E. BUYBACK POLICY:
   No refunds will be given during buyback periods (finals). Buybacks are scheduled during the last 2 weeks of classes in spring and fall, and the last week of winter and summer semesters. Actual dates and times will be posted. Buyback is based solely on the basis of current bookstore needs. Bookstore buyback rate is approximately 50% of the purchase price. The wholesale company running the buy may offer less than 50% for books not purchased by bookstore. There is no guarantee that the bookstore will buy your books back!!

SAVE YOUR RECEIPT

Bookstore Hours
Monday & Tuesday 8:00 a.m. – 7:00 p.m.
Wednesday – Friday 8:00 a.m. – 4:00 p.m.
Extended hours will be posted when applicable.

COMMUNITY SERVICES

Community Services is one function of the Community College. The Community Education Program at Los Angeles Southwest College offers a variety of non-traditional activities for the purpose of meeting the individual and community needs not served by the College degree or certificated programs. There are no transcripts or grades.

Offerings include educational, cultural and recreational activities as well as seminars and workshops. The Community Services programs for adults (18 and over) include short-term, non-credit activities in personal development and skill improvement. Special programs have been designed to meet the needs of youth (ages 6-17) in the skills improvement area, and activities are offered for enrichment in such areas as languages and performing arts; however, a small fee is charged for some activities. The Community Services Program establishes linkages with related college and community programs to supplement and coordinate other than existing offerings. For further information call (323) 241-5288.
Foster/Kinship Care Education (FKCE)

Come to FKCE When You:
- Take care of a relative’s child
- Think you would like to care for a child in the “system”
- Need to complete mandated state foster care education
- Care for another’s child and want to improve your parenting skills
- Because you make a difference, our job is to help you make that difference.

Update your caregiving skills and knowledge at Los Angeles Southwest College Foster/Kinship Care Education Program Department. For more information, contact us at (323) 241-5260.

Independent Living Program (ILP)

This program provides independent living skills training to Los Angeles foster youth, ages 16-18, through 18 area community colleges. DCFS Independent Living Program Coordinators refer foster youth to CCCF-ILP for the training. Foundation Outreach Advisors personally recruit foster youth to participate in the program, and college Program Directors coordinate the program at the college level. For more information, contact us at (323) 241-5291.

Model Approach to Partnership in Parenting (MAPP)

A 36 hour Group Preparation and Selection (GSP) parenting class that will guide you as your consider how best to care for a foster child/children. MAPP is an educational experience that the Department of Children and Family Services (DCFS) requires you to complete before DCFS can place a foster child in your home.

KEPS (Kinship Education Preparation)

This class is designed for KSSP staff to conduct training workshops to help relative caregivers deal with some of the issues that they face. These workshops are designed by professionals working with relative caregivers and by relative caregivers themselves. They provide practical tips and tools to help relative caregivers work through the maze of service systems they face, and to empower them to meet their own practical and emotional needs and those of their relative children.

Early Start to Emancipation Preparation (ESTEP)

This class provides training to youth in foster care, ages 14 – 15, through an interagency agreement with the Los Angeles County Department of Child and Family Services. Classes include information on Relationships, Self Esteem, Dating, Sexuality, Teen and Peer pressure. There will be many guest speakers to encourage and motivate students.

Americorps

Los Angeles Southwest College is recruiting dedicated individuals, who want to help youth and serve their community as mentors or tutors to youth. By becoming a member of our Pathfinder Academy, you will have many opportunities to be of service, earn college credit, obtain marketable skills and experiences, and receive funds to go toward school or pay for student loans. We invite you to learn more and receive an application at our Info Session scheduled at various times.

Publications

Current College publications include the Academic Affairs Welcome Bulletin, College Catalog, Schedule of Classes, President’s Bulletin, and Community Services Schedule.

Deputy Sheriff’s Services

The Los Angeles County Deputy Sheriffs serve Los Angeles Southwest College. The Deputy Sheriffs are sworn law enforcement officers under California Penal Code Section 830.1 and, in compliance with state law, meet the Peace Officer Standards and Training requirements mandatory for all California law enforcement officers. In addition, college police officers undergo training especially designed to meet the needs and problems of a contemporary college.

Deputy Sheriffs provide the campus population with patrol, traffic control, accident investigation, emergency first aid, and lost/found property service.

To contact the Deputy Sheriff and report a problem or make an inquiry students may call any of the following numbers: (323) 241-5311, (323) 241-5269, and (323) 241-5265.

From any public telephone on campus, students can pick up the receiver and dial #30. No money is required and you will be immediately connected to the college police.

If there is an emergency and the Deputy Sheriffs are unavailable, call 911 for outside emergency response.

Personal Safety Tips

We all share the responsibility for making Los Angeles Southwest College the safest possible place in which to work and learn. We need your help in reporting crimes and in practicing preventive measures to reduce crime. Report promptly any actions that look suspicious. Don’t wait for a crime to occur. Let us check it out. You might prevent a crime.

Some things you can do:
- Learn where the Deputy Sheriffs are located.
- Prevent delays in reporting crime.
- Don’t walk alone. Use the “buddy system” when walking to your car or other points in the area.
- If you must walk alone, stay alert; be observant. Don’t let your guard down. Don’t fall into the “immunity syndrome.”
- Walk with confidence and at a steady pace.
- Don’t take shortcuts. Stay on well-lit, well-traveled streets and walkways.
- When going to your car, have your car keys in hand before leaving a building.
- Give your car a quick “once-over” before entering, with a critical eye for signs of break-in or persons in the rear seat or floor area.
- Dress for freedom of movement and be prepared to drop or floor area.
- Head for open businesses or groups of people.
- Personal property (purses, briefcases, textbooks, etc.) should never be left unattended. Take such items with you if you are leaving the classroom or study area.
- Print your name neatly in pencil on the edge of your textbooks. You will lose money on resale, but that is better than buying another if lost or stolen.
- Make a record of the serial numbers of your personal property. If there is no serial number, engrave your
driver's license number on it followed by the state of issuance.

- Engrave your driver's license number on your vehicle battery for I.D.
- If you don't have a lock on the hood of your car, have one installed or put a chain and padlock on it.
- Keep your car locked.
- Never leave the keys in the ignition. Don't use a hide-away key — thieves know all the hiding places.
- If you lose something, check with the Deputy Sheriffs located in Cox 011 or CPU at Western Avenue.

As required by law, the following statistics are published for your information and to heighten your awareness:

**Statistics for On-Campus Crimes**

<table>
<thead>
<tr>
<th></th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>3</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>14</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>Motor Vehicle Auto Theft</td>
<td>11</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Theft from Vehicle</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

**Arrest Statistics for the Following On-Campus Crimes**

<table>
<thead>
<tr>
<th></th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>4</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Sex Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disturbing the Peace</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

**Lost and Found**

Lost and found is located in the Deputy Sheriff's Office, Room 011, Odessa Cox Building.

**PARKING REGULATIONS ON CAMPUS**

Parking in areas marked “Parking by Permit Only” will be restricted to vehicles displaying a valid permit.

**L.A. Southwest College Traffic Regulations for Student Parking – Permit and Citation Information**

**I. AUTHORIZATION**

Section 72247 of the California State Education Code Board Rules, Chapter II, Article II 2309

**II. PERMIT AND FEES**

A. The parking permit is a license to park a specific vehicle and is NON TRANSFERABLE. Purchase of a student parking permit does not guarantee a parking space.

B. ASO preferred parking for $27.00 per vehicle for Fall & Spring semesters ($5 for Summer), will allow a student to park in the student portion of Lot “F” and Lots “A, C, D, G,” Southwest Drive (see map).

C. General parking for $20.00 per vehicle for Fall & Spring semester ($5 for summer), will only allow a student to park in Lots “D” and “G”.

D. Permits may be purchased through the Business Office (Cox 007) located on the ground floor of the Odessa Cox Building.

E. Students wishing to use handicap placards must purchase a student permit to park on campus, and verification of medical status must be done through the Disabled Students Office, Bungalow 971/973.

F. Staff permits may be obtained for those who qualify through the Deputy Sheriff’s Office located in Cox 011. An application must be completed for each permit. Permits are NON TRANSFERABLE. No permanent permits will be issued without Employee I.D. card and verification of employee’s status. Please bring your vehicle’s plate or VIN number with you, no permits may be issued without it.

G. Carpool parking permits are also available to staff members who wish to take advantage of our Rideshare Program and use marked “Carpool” spaces on campus. Permits must be renewed each semester. An application must be completed in the Community Service Office (Bungalow 532), and verification brought to the Deputy Sheriff’s Office located in Cox 011, to obtain the permit. Persons parking in this area without the proper permit can be cited.

H. Student/Visitors wishing to park on campus for short-term stays are welcome to use the yellow parking meters located on both the Western Ave. and the Imperial Hwy. entrances. Fees and parking areas for these all day permits are as follows:

- $1.50 Student/Visitor Parking Permits – valid in student portions of Lots: A, D, and G.
- $1.00 Special Event permits are valid in Lots D and G only (unless otherwise directed by the Deputy Sheriffs).

These permits may be purchased from our cadets at the gates or in the Deputy Sheriff’s Office, Cox 011, if meter is not working.

I. Multi-Day (four week) parking passes for $10 are available for students taking short-term classes. These passes are valid in Lots: A, C, D, and G.

Contact the Deputy Sheriff’s Office located in Cox 011 (323-241-5311) for Departmental Purchase forms or student applications.

**III. REFUNDS**

A. Refund of parking fee will be granted only if the parking permit is returned in reusable condition or removed from the vehicle by Campus Police personnel. THERE WILL BE NO REFUND IF THE PERMIT IS LOST OR STOLEN. Refunds shall be granted according to the following schedule:

- First two weeks of class: 100%
- After two weeks: NO REFUND

Refunds are made in the Business Office (Cox 007), Odessa Cox Building.

B. ABSOLUTELY NO REFUNDS FOR ASO STUDENT PARKING FEES OR ONE DAY PARKING PERMITS.
IV. PARKING REGULATIONS
A. A valid parking permit must be visibly displayed on any vehicle parking on campus, except in the 30 minute visitor parking area, WHICH IS MONITORED & CITED.
B. All vehicles must be parked clearly within a designated parking stall.
C. All vehicles shall be parked heading into the parking stall.
D. “No Parking” signs must be observed.
E. Any vehicle parked in a space designated for “Disabled or Handicapped Only” must display a valid handicapped permit or placard, as well as a student parking permit.
F. NO VEHICLE SHALL BE PARKED OVERNIGHT ON CAMPUS.
G. Any vehicle repeatedly in violation of parking regulations may be towed away at the owner’s expense.
H. NO vehicle shall be parked between buildings on campus without expressed permission of the Deputy Sheriff’s Office; and those who do so will be CITED and/or TOWED at owner’s expense.
I. Areas marked “RESERVED” located in Lot B, are to be utilized by our President, Vice Presidents, and Deputy Sheriffs only; all others who park there are subject to be cited and/or towed at owners expense.

V. CITATIONS AND PAYMENT
A. Persons parking illegally on campus will receive a parking citation ($30 - $340), as authorized by Section 21113A of the California Vehicle Code.
B. Persons parking illegally in the Disabled Person’s parking area will be cited ($340) by Section 22507.8b of the California Vehicle Code.
C. These citations will be payable through the L.A. Southwest College Parking Citation Services Center, and can be resolved in accordance with the Administrative Review Process. See “Parking Citation Complaint”.
D. Consumers with citation disputes have 21 days only from the date of the citation for their complaint to be heard. Please come in or call the Deputy Sheriff’s Office to obtain an Administrative Review form. (Deputy Sheriff’s Office, (323) 241-5311.)

VI. PARKING CITATION COMPLAINT
A. Consumers not in agreement with a parking citation have the right to contest the citation by filing an Administrative Review, a request for an Administrative Hearing, and if necessary a Municipal Traffic Court Appeal. Complaints must be filed within 21 days of citation or hearing results. Contact the Deputy Sheriffs Office located in Cox 011 for more information.

VII. STUDENTS PARK AT THEIR OWN RISK
A. The L.A. Community College District is not responsible for students’ vehicles or their contents while parked on the campus.

Student Support Services
ASSOCIATED STUDENTS ORGANIZATION

The Associated Students Organization of Los Angeles Southwest College is the authorized representative organization for the Student Body, established according to District BR9100 and Education Code Section 76060. The ASO has the responsibility of encouraging students to participate in the governance of the college in matters that have or will have a significant effect on [them/students] as [accorded/identified] [in/by] Title V regulation ss51023.7. The ASO is governed, directed and regulated by its Student Council, which is comprised of up to 21 voting members, each charged with upholding [its/the] constitution and by-laws. Regular meetings follow the strictures of the Brown Act and parliamentary procedure as defined by Robert’s Rules of Order. Five members of the council are executive officers who are voted into office annually by the officially enrolled student body. Activities including publications, assemblies, awards, holiday and historical recognition, co-curricular and extra-curricular are sponsored or, in collaboration with other organizations, co-sponsored by the ASO. All college clubs are affiliated with and chartered by the ASO therefore; membership in the ASO is a prerequisite of membership in any other club. Membership in the ASO is voluntary however, the organization relies primarily on membership fees to function and participation enables the optimal performance of the organization. The fee per semester is $7.00 and $3.00 for membership in any other club. In case of withdrawal from the College, the student receives a refund of their membership fee according to the Schedule of Classes [and must surrender their ID card].

ASO office – Bungalow 851
ASO Recreation and Meeting Room – Bungalow 853
Telephone (323) 241-5253; FAX (323) 241-5289

Clubs and Organizations

Membership in any College club and/or organization requires primary membership in the Associated Students Organization.

ATHLETICS

Home of the 2001-2002 Men’s Basketball State Champions

The Department of Intercollegiate Athletics is the unit responsible for the supervision of intercollegiate athletic programs. The department sponsors a diverse program of intercollegiate athletics for both men and women at the Community College level, competing under the rules of the Commission on Athletics, South Coast Conference and the Western State Conference. The College Athletics Program offers five sports programs. Women’s varsity sport is basketball. Men’s varsity sports include basketball, football. For both Men and Women’s varsity sports include track and field. If you wish to enroll in an intercollegiate athletic program, you must meet all eligibility requirements, as well as LASC admission requirements and deadlines. For more information, contact the Intercollegiate Athletic Secretary at (323) 241-5275 or Athletic Director, Henry Washington at (323) 241-5432.

BRIDGES TO SUCCESS
(Formerly the Citizenship Center)

The Bridges to Success Center is available to assist non-native English speaking students and Citizenship applicants. The Center has two major functions: bridging English as a Second Language classes into degree applicable and transfer level classes and offering Citizenship services. Assistance by the Center includes placement, orientation, registration, academic counseling, financial aid assistance, referral to campus service sites, translation, and student recruitment. The Center’s staff conducts Citizenship orientations, workshops and review sessions open to all students and community members. The Center’s activities are funded through the Adult Education and Family Literacy Act and the Title V Program.

For further information on the Center’s activities students should contact the Center’s staff at (323) 241-5281.

CALWORKS

CalWORKs is a federally funded program made available to each state to assist recipients of TANF to be trained in a vocation so that they may become self-sufficient. TANF replaces the former AFDC Program. Our goal is to provide a learning community where students can reach their optimum in acquiring the skills they need to help them get a job, a better job, and a career.

CalWORKs provides coordination of program services, counseling, an educational pathway to a job, tutoring, books and materials, mentoring, internships/work study, job placement assistance, and community referrals. As a student, one must attend classes and all regularly scheduled activities, choose an educational pathway leading to full employment, and commit to a challenging but rewarding educational experience.

In addition to the vocational courses offered through the regular college degree and certificate programs, we also offered WEX (Work Experience) in Gardening and Light Landscaping and Facilities Maintenance, Network Cabling and Fiber Optics, Banking and Office Careers, Customer Service and Floral Design.

CalWORKs in conjunction with Workforce Education and Economic Development administers the following services:

□ Center for Academic and Workforce Excellence (third floor – Cox Bldg.) – A Workforce Readiness and Literacy Learning Resource Center.

□ The Writing Center – A complete writing lab that offers instruction and tutorial assistance in English fundamentals to college level writing. The Writing Center is located within the Center for Academic and Workforce Excellence.

□ The VESL Café (for ESL students within the CAWE) – A comprehensive job readiness program for TANF recipients whose first language is not English.

□ The Mathematics Connection is an applied, academic and vocational mathematics laboratory located in Tech 185 and operates in conjunction with the Mathematics Department.
The Career Services Center is a full service career and job placement assistance center. It is located in Building 425.

The Business Services Center offers workshops and referral services for those individuals who are interested in becoming entrepreneurs. It is located in Building 631. The Business Services Center partners with the Small Business Administration, the Department of Commerce, Los Angeles Economic Development Corporation, the South Los Angeles Economic Development Corporation, the Business Network and RBAN.

CHILD DEVELOPMENT CENTER

The Child Development Center is part of the Child Development Program and serves as a laboratory school for students enrolled at Los Angeles Southwest College majoring in Child Development or related disciplines. Child Development students are placed in the center to observe the application of developmentally appropriate practices in early childhood education; to gain “hands-on” knowledge of the development of daily lesson plans throughout the curriculum, and to acquire field experience (student teaching) in a quality child development setting for toddlers, preschool and school age children. In addition, students majoring in Child Development and trying to meet requirements for the Child Development Permit career ladder matrix may apply for employment/training opportunities at the Center.

The Center is licensed to serve children 18 months to 5 years of age in the day program from 7:45 am to 3:00 pm Monday through Thursday and 7:45 am to 12:00 pm on Friday. The evening program accommodates children 2.11 to 12 years of age from 3:45 pm to 9:45 pm Monday through Thursday. Space is limited.

The Child Development Center accepts applications beginning the second week in April for the upcoming college year. For additional information call the Child Development Center office at (323) 241-5357.

COOPERATIVE AGENCIES

RESOURCE FOR EDUCATION (CARE)

Cooperative Agencies Resource for Education (CARE) is an Educational Support Program for Single Parents designed to assist single parents receiving Aid to Families with Dependent Children (AFDC)/Temporary Assistance for Needy Families (TANF) in increasing their educational skills, to become more confident and self-sufficient, and to enhance their employability and transition from welfare to independence. For further information, contact the Care Program Office at (323) 241-5484.

EXTENDED OPPORTUNITY

PROGRAMS AND SERVICES (EOP&S)

Extended Opportunity Programs and Services (EOP&S) is a support service program designed to identify and assist those who have the potential for college work, but who may be deterred by motivational, financial, or academic barriers. EOP&S encourages the formation of student networks to meet student needs. Career Guidance Counselor Assistants (CGCA), Program Assistants (PA’s), Tutors, and Student Assistants join hands with instructors and administrators to form a helping learning relationship from which everyone benefits. Following is a list of EOP&S services offered:

1. Financial Aid - Book and Cash Grants
2. Tutorial Assistance
3. Group Counseling
4. Academic and Career Advisement
5. Employment Transition
6. Financial Aid Workshops
7. Four-year College Transfer Assistance
8. Cultural Enrichment and Field Trips

Building 912 – EOP&S Office

For further information, contact the EOP&S Office at (323) 241-5484.

Office Hours-EOP&S:
8:00 a.m. to 7:00 p.m. Monday through Thursday
8:00 a.m. to 1:00 p.m. Friday

CENTER FOR RETENTION AND TRANSFER

The Center for Retention and Transfer (CRT) is a federal TRIO program, funded by the U.S. Department of Education. The CRT at Los Angeles Southwest College is designed to assist students transferring to a four-year college or university. Representatives from the University of California, the California State University system, private colleges, such as the University of Southern California, provide regular visits to campus and give up-to-date information to students.

College and university tours are arranged, and students may sign up for these tours at the CRT, located in Building 923. All students planning to transfer are encouraged to use the CRT for information and assistance. College catalogs are available for students use. Academic advisement, tutoring, and university application assistance are available to program participants. Evening counseling is available by appointment. The telephone number is (323) 241-5397.

Clubs and Organizations

Honorary Clubs - recognize and encourage outstanding achievement in scholarship and provide opportunities for developing leadership ability.

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 curriculum, encourage high standards of performance in academic work, 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.

COUNSELING SERVICES

The Counseling staff is available throughout the calendar year to assist students in defining their objectives, planning a course of action, and continuing on the right path toward their educational goals. For success in college, students should see a counselor at least once each semester. Typical areas of discussion with a counselor will include:

- Review of requirements for the Associate Degree

Los Angeles Southwest College
DISABLED STUDENTS

General Information
Los Angeles Southwest College assures accessibility of programs and activities to students with disabilities. The college’s mission is to provide support services which contribute to student success. The Disabled Student Programs and Services has been established to provide supportive services to students with physical, psychological, and learning disabilities. The program objective is to assist disabled students in meeting their educational and vocational goals.

Qualifying students may receive the following services: registration assistance, special counseling and program planning, note taking services, alternative testing, reader assistance, tutoring, instructional liaison, adaptive computerized equipment, specialized equipment. Other services are provided as needed.

The Disabled Student Programs and Services also maintains liaison with the Department of Rehabilitation and other agencies.

Medical Parking
Any vehicle parked in a space designated for “disabled only” must display an authorized medical parking permit from the DSP&S office and a disabled placard from the Department of Motor Vehicles. The student must provide a verification of disability or evidence of the DMV Placard Identification Receipt. Students should check the section in the catalog regarding additional parking information.

The DSP&S office is located on the West campus in Building(s) 971/973. For information, contact DSP&S at (323) 241-5480, TDD, (for deaf only), (323) 241-5482.

GREATER AVENUES FOR INDEPENDENCE (GAIN)
The Greater Avenues for Independence (GAIN) Program is California’s welfare-to-work program, which was established in 1985 and is currently operating as the state’s Job Opportunities and Basic Skills Training (JOBS) Program. GAIN provides educational services to individuals who qualify in either one of these categories: Adult Basic Education, GED Preparation, English as a Second Language and Vocational Education.

GAIN participants receive support services such as childcare, transportation, textbooks and supplies. Additionally, a full time counselor is available to assist students in acclimating to a new lifestyle of college and job preparation.

The Los Angeles Southwest College GAIN Program has been identified as an exemplary program and used by other institutions as a model for establishing, developing, and implementing similar programs.

Additional information is available by contacting the GAIN office at (323) 241-5477.

HEALTH SERVICES
A variety of health services are available in the Student Health Center located in Building 750. The Center provides first aid, health assessment, health counseling, health referrals, health information, and TB screening. Students can call (323) 241-5252 for an appointment.

Students who need medical assistance when the Student Health Center is closed should immediately contact the Deputy Sheriff at (323) 241-5311.

There is a Health fee of $11.00 in the Fall and Spring semesters, and $8.00 for the Summer and Winter Sessions.

LEARNING RESOURCES CENTER
A rapidly growing Learning Resources Center has been developed to augment and supplement classroom instruction. In an atmosphere carefully organized to be conducive to learning, a student can take advantage of the use of tapes, programmed instructional materials, and computer based learning. A student may also receive free tutoring in a variety of subjects, including English, ESL, Math, Biology, Spanish, and Word processing.

The newest component of the learning Center is the Writing lab, which coordinates writing with word processing so that the student may develop computerized skills along with his/her skills in writing.

The Learning Center has recently acquired new software in English and math called “Skills Bank” as well as Pentium computers.

The Learning Center is located in the west wing of the second floor of the Founders Library.

LIBRARY
Founders Library of Los Angeles Southwest College houses the Library, Learning Resources Center, and the GAIN/CalWORKs Learning Skills Center. The Library is located on the first floor and half of the Cox Building’s second floor.

Opened in 1977, the library houses both print and non-print collections along with the latest technological advancements in both on-line and CD-Rom products, acquired to reflect the curriculum of the College and to assist students and staff in the teaching/learning process that will enable them to meet the requirements of academic and occupational courses. Two special collections – African-American and Hispanic – were developed with a focus on the needs and concerns of these communities.

Attractively organized books, magazines, journals, newspapers, pamphlets, and video cassettes are available to enhance students’ educational and recreational endeavors. The on-line computerized catalog of the book collection is accessible both on and off campus via the Internet.

With more than 60,000 book titles, over 250 periodical titles, thousands of pamphlets, internet access, and
EDUCATIONAL TALENT SEARCH

Educational Talent Search (ETS) is a federal TRIO program funded by the U.S. Department of Education. The ETS at Los Angeles Southwest College is a pre-college outreach program which serves 600 low-income, potential first-generation students who attend five local target schools: Washington Preparatory High School, Locke High School, Clay Middle School, Gompers Middle School, and Harte Middle School. ETS provides participants with services that will allow them to better understand and pursue educational opportunities and options and be competitive in their quest for post-secondary education and beyond. In addition to academic counseling, participants receive information about the college application process, financial aid and scholarships. Participants also have the opportunity to explore college campuses, have access to tutoring, go on cultural outings, and participate in academic and college and career awareness workshops. ETS is located in Bungalow 752.

For further information contact the Educational Talent Search office at (323) 242-5523.

UPWARD BOUND

Upward Bound (UBP) is a federal TRIO program funded by the U.S. Department of Education. Nationally, Upward Bound originated from Title IV of the Higher Education Act of 1965, along with Educational Talent Search and Student Support Services. The mission of the Upward Bound program at Los Angeles Southwest College is to select and prepare low-income and first generation high school students in the college’s target area for persistence through secondary education and matriculation onto institutions of higher education. Instruction in core academic areas, cultural field trips, tutoring, and mentoring are among some of the approaches the Upward Bound Program uses to accomplish its goals. Upward Bound is located in Bungalow 921. For further information contact the Upward Bound program at (323) 241-5378.

VETERANS SERVICES

Persons planning to attend Los Angeles Southwest College under one of the Veterans' bills should schedule an appointment with the Veterans' Representative as soon as possible. Several weeks are needed for the Veterans Administration to process subsistence payment applications. An early start with a Counselor on this campus is advisable.

Credit of 6 college units may be applied to veterans for time served in the armed services. Elective credits will be granted, when requested, along with the application for graduation.

All veterans receiving subsistence are cautioned that adequate academic progress is demanded by the Veterans Administration in order that one may continue receiving payments without interruptions.

Attendance Regulations - Each student is required to attend all meetings of every class in which he/she is registered. A student who is excessively absent may be dropped by the instructor when his/her hours of absence equal the number of hours the class meets per week, regardless of the reasons for the absences.

Withdrawal - It is the responsibility of the veteran to immediately inform the Veterans' Representative, of any reduction in unit load. The last day of a veteran’s attendance in class must be reported immediately to the Veterans Administration in order to avoid overpayments.

An excessive number of “W” units may lead to academic probation or disqualification. This will ultimately lead to discontinuance of G.I. benefits. Should a class need to be repeated, a visit to the Office of Veterans Affairs is advisable before signing up for the class.

V.A. Certification - In order for a veteran to be certified for attendance, two criteria must be met: the veteran must be officially registered; and he/she must be in good academic standing.

Scholarship Requirements - A student will be placed on academic probation if any one of the following conditions occur:

1. The student’s overall grade point average falls below 2.0, or the student’s grade point average in any semester is below 2.0.
2. The student transfers from another college with an overall G.P.A. under 2.0.
3. The total number of W units exceeds the number of units completed.
4. All students who fail to maintain a C (2.0) grade point average for the semester they are on probation, will be subject to disqualification.

Program Planning for Veterans - To be eligible for veterans’ benefits, the veteran must select a major and choose courses from those listed under the major in the catalog. A veteran may elect to choose a number of remedial courses offered by Los Angeles Southwest College to enhance his academic background. The remedial courses will give him/her the necessary tools to do college level work. When a veteran chooses our remedial program, the units are not charged against entitlement. The units taken are also not transferable to a four-year college. For more information, visit the Counseling Office.

Graduation Unit Requirements - Once a veteran has received the required minimum units to obtain an Associate of Arts Degree (60 units), but needs additional units to graduate, he/she must have an overall evaluation of his complete records before he will be certified for benefit payments. The veteran must first go to the Counseling Office. He or she must then bring the evaluation sheet, properly signed by one of our Counselors. From this Evaluation, the Office of Veterans Affairs will certify only those classes which are deemed necessary for graduation.

FINANCIAL AID ELIGIBILITY AND APPLICATION PROCESS

What is Financial Aid?

Financial aid is made available by federal and state governments and private sources in the forms of grants, scholarships, loans and employment. The State of California also has a waiver of enrollment and health fees (Bog Fee Waiver) for students who qualify. The basis for such assistance is the belief that students (and their parents) have a responsibility to assist their dependents in meeting educational cost. Financial Aid is available only to fill the
gap between a family’s contribution and the student’s yearly academic expenses.

Who is Eligible for Financial Aid?
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.
- Have a valid Social Security number
- Not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), or Supplemental Loans for Students (SLS), or Parents Loans for Undergraduate Students (PLUS) at any school the student attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or State Student Incentive Grant (SSIG).
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- You must have a high school diploma, GED, State equivalency certificate, or pass a federally approved Ability to Benefit test offered by the Assessment Center.

A more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures, and regulations can be obtained from the Financial Aid Office.

How To Apply
To apply for federal and state financial aid programs:

Complete the Free Application for Federal Student Aid (FAFSA) early each year. The FAFSA becomes available on January 1 for the upcoming academic year. You must have a social security number to apply for financial aid.
- Apply for a PIN at www.pin.ed.gov before completing the FAFSA online at www.fafsa.ed.gov to enable you and your parent (if applicable) to electronically sign your application.
  or
- Obtain a paper FAFSA from a high school or a college financial aid office

The FAFSA is always a free application. The FAFSA lists deadline dates for federal and state aid. Schools and states may have different deadline dates for aid.

Be sure to list the correct Title IV Federal School Code. Los Angeles Southwest College’s federal school code is 007047.

When to Apply

Financial aid forms and applications must be completed correctly and submitted on time. There are different financial aid deadlines.

Submit the FAFSA as soon as possible after January 1 and if applying for Cal Grants, submit the GPA Verification form and the FAFSA no later than March 2 to the CA Student Aid Commission.

Priority Dates for 2004 – 2005
- May 1, 2004 - priority for Fall 2004 and Spring 2005
  The priority date is established to encourage early application for financial aid. Students who have missed the priority dates may still apply as funds may be available. If in doubt, call or visit the Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms.
- If you wish to be considered as a first priority financial aid applicant, you must file your FAFSA or Renewal FAFSA by March 2 and submit all required documents by May 1.

If you miss any of these deadlines you may still apply for financial aid, but funding will differ. Don’t wait until the last minute.

What happens after I apply?
After you submit your FAFSA, you will receive a Student Aid Report (SAR) and the college will receive your record electronically if you listed LASC’s federal school code on your FAFSA. Review the SAR to make sure it is accurate. If any information is wrong, contact the financial aid office if you need assistance with making corrections.
When the college receives your information, you will receive a Document Tracking Letter requesting additional documents/forms to complete your financial aid file. You will automatically be considered for the Board of Governors Fee Waiver so a separate application is not needed.
After your file is complete it will be reviewed and your financial aid eligibility (need) will be determined. If you are eligible for financial aid, you will receive an award letter that details the financial aid you have been awarded. If the award letter includes Federal Work Study (FWS), the student must come into the office to accept or reject the award.

Click on this link to check on your status: www.laccd.edu/student_information/sis_logon.htm

What Types of Aid Are Available?
Los Angeles Southwest College participates in the programs listed below:
- Federal PELL Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- Federal Perkins Loan
- Cal Grant B and C
- Law Enforcement Personnel Dependents Scholarships Program
- Bureau of Indian Affairs Grants (BIA)
- Board of Governor’s Fee Waiver Program

Federal Pell Grant Program
The Federal Pell grant program is a federally funded program. To be eligible, an applicant must be an undergraduate student who can demonstrate financial need.
Grants range from $200 to $4050 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 asset information provided in the application.

Students who want to apply for the Federal PELL Grant and other federal financial 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.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from $400 to $800 per year. When students apply for financial aid, they will automatically be considered for this program.

Federal Work Study (FWS)
The FWS program provides part-time jobs on or off campus to eligible students who indicated “Yes” on the FAFSA application. Award amounts are based on unmet financial need, and the actual amount earned depends on the number of hours worked and your wage rate.

Federal Perkins Loan Program
(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 $8000 annually at L.A. Southwest College. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be at least a half-time student. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principle.

Cal Grant Program
Cal Grant awards are state funded (administered by the California Student Aid Commission) monetary grants given to students to help pay for college expenses. The awards do not need to be paid back.

There are six (6) types of Cal Grant awards:
1. Cal Grant A Entitlement-provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs.
2. Cal Grant B Entitlement-provides subsistence payments for new recipients in the amount of $1551 for a full time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college will have their grant increased to include tuition and fees as well as subsistence.
3. Cal Grant A Competitive-same as Cal A entitlement, except it is not guaranteed and the number of awards are limited.
4. Cal Grant B Competitive-same as Cal B entitlement, except it is not guaranteed and the number of awards are limited.
5. California Community College Transfer Entitlement-guaranteed for all students who meet program eligibility requirements. These awards will be offered to California Community College students who were not awarded a Cal Grant A or B within a year of graduating from high school, but meet certain requirements at the time of transfer from community colleges to institutions offering baccalaureate degree programs.
6. Cal Grant C-awards are selected based on financial need and vocational aptitude and students must be enrolled in a vocational program at a California Community College, independent college, or vocational school, in a course of study lasting from four months to two years. Cal C awards may not be used to pursue a four-year degree program, graduate study, or general education.

To find out more on the various Cal Grant Programs, visit the California Student Aid Commission’s website at: www.csac.ca.gov

Law Enforcement Personnel Dependents Scholarship Program
This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshal, Deputy Marshal, etc.) who have been killed or totally disabled in the line of duty.

For more information and application materials, write directly to: California Student Aid Commission, 1515 “S” Street, Suite 5000, P.O. Box 510824, Sacramento, California 94245 – Attention LEPD Program.

Bureau of Indian Affairs Grant (BIA)
BIA grants provide money to help defray the costs of education for students with American Indian Heritage. Students may apply if they:
1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or by tribal group services of the BIA;
2. Are enrolled in at least 1 unit.
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements.

The amounts of the grants vary according to the individual agency of the BIA. The BIA Grant is advantageous because, unlike most other grants, it may be used to replace the loan or work portion of the financial aid package.

For Higher Education Grant applications, write to: Office of Indian Education, 2800 Cottage Way, Sacramento, California 95825; (916) 979-2600.

Board of Governor Fee Waiver Program (BOGFW)
The Board Financial Assistance Program is offered by the California Community Colleges. Under this program enrollment fees are waived for students who qualify. Students do not have to be enrolled in a specific number of units or courses to receive the waiver, and no repayment of funds is required.

You are eligible to apply for a waiver if:
1. You are a California resident, and
2. You are enrolled in at least 1 unit.

There are three methods to qualify:

METHOD A: At the time of enrollment you and/or your spouse for independent students or your parent(s) for dependent students are a recipient of benefits under the TANF/CalWORKs Program, SSI, General Assistance, or you have certification from the California Department of Veterans Affairs.
Opportunity Programs Services (EOP&S).

METHOD B: You meet the following income standards:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2003 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 13470</td>
</tr>
<tr>
<td>2</td>
<td>$ 18180</td>
</tr>
<tr>
<td>3</td>
<td>$ 22890</td>
</tr>
<tr>
<td>4</td>
<td>$ 27600</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>add $ 4710</td>
</tr>
</tbody>
</table>

METHOD C: You are qualified for financial need by demonstrating a financial need. If you qualify under this criteria, you will need to complete the FAFSA.

Students who qualify for the Enrollment Fee Waiver will get their enrollment fees and student health fees waived. Students may be responsible for other fees.

Students who qualify under the Method A or Method B of the fee waiver program may also qualify for the Extended Opportunity Programs Services (EOP&S).

Summer Financial Aid

PELL Grants and other financial aid are available for summer school for eligible students. Please contact the Financial Aid office for information on specific details.

Scholarships

The college receives information regarding various scholarships throughout the year. The focus of each scholarship is different; some require financial need, and some are for outstanding performance regardless of the student’s major field of study. Information about scholarships is available in the Financial Aid Office and the Student Services Office.

Other Sources of Financial Aid

There are many kinds of aid available from other sources, including, but not limited to:

- Veterans Benefits
- Vocational Rehabilitation Assistance
- Temporary Assistance for Needy Families

If you are eligible for any of these benefits, you are encouraged to apply because financial funds are limited. Contact the appropriate off-campus agency for more details.

Deferred Tuition for Non-Resident Students

A student on financial aid whose application has been processed, and whose eligibility has been established, may require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of the Inspector General.

Deferred Tuition for Non-Resident Students

A student on financial aid whose application has been processed, and whose eligibility has been established, may make arrangements to defer payment of tuition. The Financial Aid Office will provide a “tuition deferment” form to take to registration, which will indicate how many units a student plans to take and the amount of aid he/she will receive. Federal PELL Grant and other aid may not pay the full tuition; therefore, a student may have to pay the remaining balance, which may be several hundred dollars depending upon the number of units taken. Tuition fees must be paid at the time of registration.

Audited Classes

Students cannot receive financial aid for enrollment in audited classes.

Enrollment at Other Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the district in the same academic period, payment will be based on all units taken. You must maintain at least one (1) unit level of enrollment at the Home Primary school (the school processing your financial aid) for the entire award period.

If you are applying for a loan, you must be enrolled in a minimum of six (6) units at the home school. For further information, please contact the Financial Aid Office. If you are attending college within the District and taking courses at a college outside of the District, and you wish to have these courses count toward enrollment level and payment, you will need to complete a Consortium agreement. Payment for courses outside the District will be paid after the grade is obtained and submitted to the Financial Aid Office.

Federal Refund Requirements

Students who receive federal financial aid and then withdraw from ALL classes may have to repay some of the federal funds they received.

All students who receive federal aid funds, who withdraw from the Institution in the first 60% of the term, are subject to Refund Regulations. The Financial Aid Office will calculate the amount of the federal funds earned up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid.

It is advised that you contact the Financial Aid Office before withdrawing from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

Responsibilities

Students must take responsibility for:

- Reviewing and considering all information about the Los Angeles Community College District academic programs before they enroll.
- Completing all the applications forms ACCURATELY AND COMPLETELY and submitting them to the right place on time. If this is not done, aid could be delayed for months since errors cause misunderstanding and is representation of information provided.

Errors must be corrected before any financial aid can be received. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the student’s application to denial. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of the Inspector General.

- Promptly returning all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
- Reading and understanding all forms that the student is asked to sign.
- Notify the lender (if the student has a loan) of changes in name, address or school status.
- Performing the work that is agreed upon in accepting a college work-study award.
- Knowing and complying with the deadlines for application or reapplication for aid.
- Knowing and complying with the Los Angeles Community College District’s Refund/Repayment Policy.
Repaying financial aid funds if it is determined that the student was ineligible to receive the funds.

**Fraud**
A student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college may report such instances to local law enforcement agencies, to the California Student aid Commission and to the Federal Government.

During the 2004-2005 academic year, students must meet the 2003-2004 Financial Aid SAP Policy (see prior year catalog) to maintain eligibility for financial aid. Beginning with the 2005-2006 academic year ALL students must meet the SAP policy detailed below to be eligible to receive financial aid.

**Satisfactory Academic Progress Policy**

I. **General Information**

A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereafter referred to as LACCD) established the following Standards of Academic Progress.¹ These Standards apply to all students who apply for and receive financial aid from the programs listed below.²
1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study (FWS)
4. Federal Perkins Loan
5. Federal Nursing Loan
6. Federal Family Educational Loan (FFEL)
7. Federal Direct Student Loan (FDSL)
8. Cal Grant B and C
9. Child Development Grant

B. Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 as Amended through June 1994.

C. Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution’s standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

II. **Satisfactory Academic Progress Standards³**

A. Maintenance of a 2.0 cumulative GPA.

B. Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal
1. ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
2. Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
3. In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.

C. Completion of 75% cumulative units attempted
1. Entries recorded in the students’ academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

III. **Application of Standards**

A. Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.

B. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.

C. A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.

D. A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.

E. Disqualification. ⁴
1. Students will be disqualified if they have one or more of the following processes the student’s aid). (Except Pierce)
academic deficiencies at the end of Spring semester:
  a. Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than ninety (90).
    (1) Associate or Higher degree has been earned.
  b. Cumulative GPA is less than 2.0;
  c. Cumulative Non-Grades are more than 25%;
F. Warning Probation Letter
  1. Students will receive a Warning Probation Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
     a. Cumulative GPA is less than 2.0;
     b. Cumulative non-grades are greater than 25%;
     c. Number of units attempted reaches forty-five (45).

V. Maximum Time Length
A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.
  1. Attending full time (12 units or more), a student is expected to complete his/her objective in three years.
  2. Attending part time (less than 12 units), a student is expected to complete his/her objective in six years.
  3. Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit.
B. Short Length Certificate Programs
  1. Some certificate objectives at the Los Angeles Community Colleges may be completed in less time that that required for the Associate of Arts, Associate of Science and Transfer objectives.
  2. The following table shows the normal completion time and maximum time for certificate programs of varying length:

<table>
<thead>
<tr>
<th>UNITS REQUIRED FOR THE CERTIFICATE PROGRAM</th>
<th>NORMAL LENGTH</th>
<th>MAXIMUM LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 24</td>
<td>2 semesters</td>
<td>3 semester</td>
</tr>
<tr>
<td>25 to 36</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>37 to 48</td>
<td>4 semesters</td>
<td>6 semesters</td>
</tr>
</tbody>
</table>

C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S. degree or to transfer to a four-year school in addition to obtaining the certificate.

VI. Summer and Winter Financial Aid
A. Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards.

Back to the Index
ACADEMIC REGULATIONS —
DISTRICT POLICIES

Good Standing
In determining a student’s eligibility to acquire or remain in good standing and attendance, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units and earns a 2.0 GPA on a 4 point grading scale and who completes 50 percent or more of all enrolled units merits a good standing relationship with the college. Students in good standing are limited to 18 units per semester. In exceptional cases, a student may initiate a petition with admissions to exceed the 18-unit limit.

Academic Standards and Credit Policies
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 coursework dating from Fall, 1981; coursework completed prior to Fall of 1981 is excluded from dismissal calculations.

Academic Probation & Dismissal

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

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

a. 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).

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.

b. 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), and “NC” (No Credit) are recorded reaches or exceeds fifty percent.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NC” are recorded is less than fifty percent (50%).

TRANSFER STUDENT. The conditions of “a” or “b” at another college within the Los Angeles Community College District applies.

Units Attempted
"Units Attempted," for purposes of determining probation status only, means all units of credit in the current college of attendance for which the student is enrolled.

Dismissal
A student on academic or progress probation for three consecutive semesters may be dismissed from the college. Academic probation is reached when a student has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0). Progress probation is reached when a student has enrolled in a minimum of 12 semester units and the percentage of all units in which a student has enrolled for which entries of “W” (Withdrawal), “I” (Incomplete), and “NC” (No Credit) are recorded reaches or exceeds fifty percent. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmission at the end of that period of time.

Appeal of Dismissal
A student who is subject to dismissal may appeal to the appropriate college Dean. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement and has achieved a level that would meet the requirements for removal from probation.

Re-admission After Dismissal
A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with College procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

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:

1. 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

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

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

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
Adding and Dropping Classes

Adding Classes
Only students who have been admitted to the college and are in approved active status may add classes. Enrolled students who wish to add a class must obtain an add card from the instructor.

Dropping Classes
Students wishing to drop one or more classes must do so through the Admissions Office by filing a Drop Card or via telephone (STEP).

It is the student’s responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of the 14th week (or after 75% of the time the class is scheduled, 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 14th week (or after 75% of the time the class is scheduled, whichever is less). A grade (A, B, C, D, F, CR, I or NC) will be assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances. Check schedule of classes for drop dates.

While it is the responsibility of each student to withdraw officially from a class, it is the responsibility of the faculty to maintain accurate, up-to-date class records. If a student is excluded from a class for non-attendance, and later returns to class and the faculty member permits the return, the instructor must re-instate the student through the Office of Admissions and Records via an Add Permit. The instructor may not elect to allow the returning student to remain active through the rest of the class and then submit an “In-Lieu of Grade Report”. Verification of re-instatement is required for the student to continue in the class.

An instructor may drop/exclude a student from a class if the number of absences exceeds the numbers of hours per week that the class meets.

The name of a student who is not attending class should not be left on the class roster as an active student.

The new LACCD procedure records the day/date an instructor turns in an exclusion/drop slip as the official day/date that the student is no longer active in class. A retroactive date is no longer used.

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

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

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances.

Whenever students are absent more hours than the number of hours the class meets per week, the instructor may, but is not required to drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

Students are responsible for officially dropping a class that they stop attending. See section “Adding and Dropping Classes.”

Auditing
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. Students auditing a course shall not be permitted to change their 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.
4. Permission to enroll in a class on an audit basis is at the instructor’s discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.

Cancellation of Classes
The College reserves the right to cancel any class for which there is insufficient enrollment or to shift to a tutorial basis any class which drops below a minimum size.

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.

COURSE REPEITION AND ACTIVITY REPEITION
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. This 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.
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.

This activity enrollment limitation began with the Fall 1983 term. Excess enrollment will result in 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.

**COURSE REPETITION TO IMPROVE SUBSTANDARD GRADES**

Students may repeat up to a total of 15 units in which substandard grades ("D", "F" or "NC") were awarded, in the District. 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 Credit By Examination provisions of the District may not be used to remove a substandard grade. Other institutions may differ and students planning to transfer to another college should contact the institution regarding their policy.

**A. FIRST COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE**

Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

**B. SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE**

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

1. Received two substandard grades for the same District course.
2. Filed a petition which states the extenuating circumstances which are the basis for the petition for the second repeat. "Extenuating circumstances" are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.
3. Had the petition approved by the College President or designee.

Upon the 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 will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average.

**C. REPETITION OF MORE THAN 15 UNITS TO REMOVE A SUBSTANDARD GRADE.**

A student may repeat courses beyond the 15-unit limit to remove a substandard grade provided the student has:

1. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. "Extenuating circumstances" may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
2. Had the petition approved by the local academic senate, or a committee acting on behalf of the academic senate, and by the college president or designee.

**Campus Procedure**

A Petition to Repeat a Course a Second Time accompanied by appropriate documentation, must be filed no later than 15 days prior to the first day of the term during which the student wishes to repeat.

To be eligible to file a “Petition to Repeat a Course a Second Time” at least one regular semester (Fall or Spring) must have elapsed since receiving the second substandard grade.

A Committee will review petitions and students will be notified of the outcome. “Petitions to Repeat a Course a Second Time” are available in the Office of Admissions and Records and the Counseling Center.

**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.

**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 at Los Angeles Southwest College, petition to have previously completed non-accredited courses evaluated for acceptance by the College. Only 15 units of those credits may be accepted.

The following exceptions may be made to this regulation:

1. **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:
   a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
      1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer; and
      2) The student had completed at least 12 units of credit at the College to which application is made.
   b. 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.
c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.

e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training
Students who are currently serving in or have served in the military service shall have an evaluation of credit earned through military service training schools and/or military occupational specialties, if appropriate.

3. 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:

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

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

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

Credit 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 by Examination

A College President may designate courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

   A. Be currently registered and have a minimum cumulative grade point average of 2.0;

   B. Have completed 12 units within the Los Angeles Community College District; and

   C. Is not currently enrolled in, or have completed a more advanced course in this discipline.

Limitation on Petitioning for Examination. The maximum of units for which a student may petition for credit by examination at the college shall be 15 units.

Maximum Units Allowable. The maximum number of credit by examination units with a grade of “CR” 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 provisions of this section shall not be counted in determining the 12 semester hours of credit in residence.

Recording of Grades. Credit by examination shall be entered on the student's record as “CRX” or “NCRX” as provided in Board Rule 6702. The student's record shall also be annotated “Credit by Examination.”

Prerequisites, Corequisites, And Recommended Courses
When the words “Prerequisite”, “Corequisite”, or “Recommended” appear in the class schedule or catalog, it is important to understand the definitions of these terms.

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

COREQUISITE means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in corequisite courses.

RECOMMENDED means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge with which a student will achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in the course or program.

Prerequisite Challenge Process
Los Angeles Southwest College has established procedures by which any student who does not meet a prerequisite or corequisite requirement or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to the challenge process.

The Prerequisite Challenge Form (#100S) can be obtained from the Admissions Office (or other designate office). All requests must be made no later than 5 days after the first class session.

Specific ways a student may challenge a prerequisite for a course:

1) Challenging the prerequisite on the grounds that it has not been made reasonably available,

2) Challenging the prerequisite on the grounds that it is not valid because it is not necessary for success in the course for which it is required,

3) Challenging the prerequisite because it is discriminatory or applied in a discriminatory manner, or

4) Challenging the prerequisite based on student knowledge or ability to succeed in the course despite not meeting the prerequisite.

Course Prerequisites

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

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

Credit/No-Credit Option

Designated courses in the College Catalog wherein all students are evaluated on a “credit/no-credit” basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be “credit/no-credit” or a letter grade. These courses will be noted in the College Catalog as being eligible for the Credit/No-credit option.

1. Usage For Single Performance Standard. The credit/no-credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.

2. Acceptance Of Credits. All units earned on a “credit/no-credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

3. Recording Of Grade. A student who is approved to be evaluated on the “credit/no-credit” 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-Credit” (NC) grade.

4. Grade Point Calculation. Units earned on a “credit/no-credit” basis shall not be used to calculate grade-point-averages. However, units attempted for which “No-Credit” (NC) is recorded shall be considered in probationary and dismissal procedures.

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

6. Conversion To Letter Grade. A student who has received a credit for a course taken on a “credit/no-credit” basis may not convert this credit to a letter grade.

7. Course Repetition. A student who has received a grade of “No-Credit” (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

Campus Procedure

A student wishing to take a course on a Credit/No-Credit basis will go to the Admissions Office during the 6th week of a semester (the 2nd week of a five-week summer and winter session or the 4th week of a twelve-week summer session) and record his/her choice by completing the proper form. A student who elects to be evaluated on a Credit/No-Credit basis does not have the option of reversing this decision. In certain courses listed below and marked by an (*), all students are evaluated on a Credit/No-Credit basis. In the other courses a student may elect whether to be graded with the conventional letter grade (A-F) or on a Credit/No-Credit basis. A student electing to be evaluated on the Credit/No-Credit basis will receive both course credit and unit credit upon satisfactory completion of the course. A student who fails to perform satisfactorily will be assigned a No-Credit grade. In computing a student’s grade point average, grades of Credit or No-Credit are omitted. A student is allowed to enroll in only one course per semester on a Credit/No-Credit basis; a maximum of 15 units may be applied toward the two-year degree on this basis.

Courses taken for Credit/No-Credit do not meet the prerequisites for the next higher courses unless special approval is secured from the appropriate department chair. The general practice at most four-year colleges is not to accept Credit/No-Credit grades for courses required in the major or preparation for the major. The following is the list of courses which are available on a Credit/No-Credit basis:

- Administration of Justice - All courses
- Art - 201, 202, 300, 307, 501, 700, 708
- Astronomy 1
- Business - All courses
- Computer Applications and Office Technology (CAOT)
- Computer Science - All courses
- Developmental Communications - 22, 23, 26, 27, 28
- Drafting - All courses
- Economics - All courses
- Electronics - All courses
- Engineering, General - 1, 82, 83, 84, & 85
- English - 102, 203, 204, 207, 208
- English as a Second Language - 1, 2
- Foreign Languages - French 1, 2, 3, 4; Spanish 1, 2, 3, 4
- Geology 1
- History - All courses
- Family & Consumer Studies - All courses
- Humanities - All courses
- Journalism 1
- *Learning Skills - All courses
- *Library Science - 101
- Measurement Science 1
- Nursing 517
- Personal Development - 22, 23, 26, 27, 28
- Philosophy - 1, 7, 8
- Physics 11
- Political Science - All courses
- Psychology - 3, 30, 43
- Quality Control - All courses
- Sociology - All courses
- *Credit/No Credit Only

Final Examinations

Final examinations are held in all subjects according to the schedule. No student will be excused from final examinations. Should any circumstance develop requiring a special examination at a time earlier or later than the
Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the Los Angeles Community College Board Rule 6705 and Title 5, C.C.R., Section 55760. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. Any change of a grade in a student’s record shall be done only upon authorization by the instructor of the course. When an instructor is not available for review, the existing grade shall remain unless the student can show evidence that an error was made in the calculation of grade.

No grade may be challenged by a student more than one calendar year from the end of the term in which the course was taken. If there is proof of unusual circumstances such as an unforeseen long illness of the student or if the student is called to military duty, a grade may be challenged up to two calendar years from the end term in which the course was taken.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Symbol</th>
<th>Definition</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least equal to a “C” grade or better – units awarded are not counted in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No-Credit (equal to a “D” or “F” grade – units are not counted in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRX</td>
<td>Credit – By Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCRX</td>
<td>No Credit Awarded – By Examination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(CR, NC, CRX and NCRX grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies.)

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

I – Incomplete

Once the student has informed the instructor of record, incomplete academic work for unforeseeable, emergency, and justifiable reason 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 Incomplete shall be stated by the instructor on the Incomplete Grade form.

This record shall contain the detailed condition(s) for the removal of the incomplete and the grade to be assigned in lieu of the incomplete.

This record shall be given to the student, with a copy on file in the Office of Admissions and Records until the Incomplete is made up or the time limit of one year has passed.

The Incomplete shall not be used in calculating units attempted or for grade points. The Incomplete may be made up no later than one year following the end of the term in which it was assigned.

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.

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.

W – Withdrawal

Withdrawal from a class or classes shall be authorized up through 75% of the time the class is scheduled to meet.

No notation (“W” or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled to meet.

Students can withdraw from courses between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and up through 75% of the time the class is scheduled to meet. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a “W”, except in cases of extenuating circumstances.

After 75% of the time the class is scheduled, the student may withdraw from class by a petition demonstrating extenuating circumstances 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 75% of the time the class is scheduled, which has been authorized as 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. “Ws” will be used as factors in progress probation and dismissal.

Academic Honors

Dean’s Honor List
Each semester, Fall and Spring, an Honor List is composed of students who have satisfactorily completed 12 or more units in a given semester with a 3.5 grade point average OR have completed 6 to 11.5 units in a semester with a 3.5 grade point average and have completed a cumulative total of 12 or more units with a 3.5 grade-point average in all work attempted.

In recognition of this scholastic accomplishment, each student is honored and awarded a certificate. The certificate issued for the first and second semester is titled DEAN’s HONOR LIST.

President’s Honor Award
Students who have met the requirements for the Dean’s Honor List for three consecutive semesters qualify for the President's Honor Award.

Graduation Honors
Graduates will be recognized at the annual commencement ceremony in May for outstanding scholastic achievement.

Outstanding academic achievement is designated by the Latin phrases Summa Cum Laude (with greatest praise), Magna Cum Laude (with great praise), and Cum Laude (with praise).

- Summa Cum Laude 3.8 to 4.0 Cumulative grade point average in all college work completed.
- Magna Cum Laude 3.6 to 3.79 Cumulative grade point average in all college work completed.
- Cum Laude 3.3 to 3.59 Cumulative grade point average in all college work completed.

Valedictorian and Salutatorian
The Valedictorian and the Salutatorian are the students with the two highest cumulative grade-point-averages in the actual graduating class. The GPA is based on graduate status obtained at the end of the fall semester. The Valedictorian is the graduate with the highest grade point average. The Salutatorian is the graduate with the second highest grade point average.

Units of Work/Study Load

Study Load Limitations
Maximum and minimum unit requirements may apply, as follows:
- Unit Maximum. Eighteen (18) is the maximum number of units a student may enroll in during the Fall and Spring Semesters. Seven (7) units is the maximum number a student may enroll in for the five-week Summer or Winter Session. The normal class load for students in the fall or spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.
- Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.
- Students may petition to take 19 or more units if they meet the following criteria:
  1. Have established a grade point average of 2.7 or higher in the Los Angeles Community College District.
  OR
  2. Provide evidence of a 2.7 or higher grade point average through a transcript from an accredited institution.

District Policies

In accordance with the Federal Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. 1232g et seq.) and implementing regulations (34 CFR section 99.1 et seq.), each college shall provide the following notice to students on an annual basis:
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 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/her 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 78232 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.**

   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.
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 and educational programs and activities.

Political De Oportunidades
El Colegio Comunitario del Distrito de Los Angeles sigue firmemente los principios de igualdad de oportunidades y acceso en todos sus empleos y programas educacionales y de servicios. Por lo tanto, el distrito se adhiere a una política no discriminatoria por razones de sexo, color, origen, etnicidad, religión, edad, limitación física, estado civil, orientación sexual o servicios prestados en las fuerzas armadas para emplear personal o aceptar estudiantes en sus varios programas educacionales y actividades.

Equal Opportunity Policy Compliance Procedure
In order to ensure compliance with the Equal Opportunity Policy at Los Angeles Southwest College, please direct inquiries to: Lawrence Woods; Compliance Officer, Title IX/Sex-Equity Coordinator and Ombudsperson, (323) 241-5313 or to Janice Lee, Coordinator, Disabled Students Programs and Services, (323) 241-5480. In addition, inquiries may be directed to the District Office of Diversity Programs at (213) 891-2315.

Observación del Reglamento de Oportunidad Equitativa
Para asegurar la observación del Reglamento de Oportunidad Equitativa de Los Angeles Southwest College, por favor dirija sus preguntas a Lawrence Woods; Official de Protocolo, Coordinador de Título IX e Igualdad de Sexos, y Defensor de Los Derechos, (323) 241-5313 o a Janice Lee, Coordinadora del Programa y Servicios para Estudiantes con Limitaciones, (323) 241-5480. También puede dirigirse a la Oficina de Programas de Diversidad del Distrito, (213) 891-2315.

Sexual Harassment Policy
The policy of the Los Angeles Community College District is to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge from employment, expulsion from the college or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer, Lawrence Woods, located in Cox Bldg., Room 417-J, Ext. 5313 or by calling the District Office of Diversity Programs at (213) 891-2315.

Any member of the College Community, including students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the Compliance Officer when it is directed towards students.

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

No 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 non-smoking students.

Tobacco smoke is known to the State of California to cause cancer. The college maintains a smoke free work and educational environment. No Smoking is permitted within any college building or facility.

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 9701 Instructor’s Authority in the Classroom
Attendance in a classroom shall be limited to duly enrolled students of that class, employees of the District who are authorized to enter the classroom, and authorized visitors to the classroom. The instructor is authorized to order any person not meeting any one of the above requirements from the classroom. Failure of such person or persons to obey this order constitutes a misdemeanor.

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

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

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

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

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

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

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

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

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

Board Rule 9803.19 Alcohol And Drugs
Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or in any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. “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
- cocaine

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

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

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

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

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

9803.25 Disorderly Conduct.
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.

9803.26 Theft Or Abuse Of Computer Resources.
Theft or abuse of computer resources including but not limited to:

a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
b. Unauthorized transfer of a file.
c. Unauthorized use of another individual’s identification and password.
d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
e. Use of unlicensed software.
f. Unauthorized copying of software.
g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

9803.27 Performance of an Illegal Act.
Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District sponsored event, which is prohibited by local, state, or federal law.

Board Rule 9804 Interference With Classes
Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community Colleges District, is punishable by a fine not exceeding five hundred dollars ($500) or imprisonment in a county jail not exceeding 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 Interference With Performance Of Duties By Employees
Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

Board Rule 9805.10 Assault Or Abuse Of Instructor
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 9901 Colleges As Non-Public Forums
The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas by their respective college presidents. The Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

Board Rule 9902 Free Speech Areas
The College President shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

Board Rule 9902.10 Responsibilities Of Persons Using Free Speech Areas
All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty, or visitors.

Board Rule 9902.11 Distribution Of Materials
Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter, and other materials, subject to the following restrictions:
1) Such distribution shall take place only within the geographical limits of the Free Speech Area;
2) Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;
3) Persons distributing material shall not impede the progress of passers-by into taking the offered material.

Board Rule 9902.12 Forms Of Speech
Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in the Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:
1) No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;
2) No person using the Free Speech Area shall physically touch, strike or impede the progress of passers-by, except for incidental or accidental contact, or initiate such contact with a passers-by;
3) No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the Secretary of State as a non-profit corporation, or is an approved Association Student Organization which is registered with the Secretary of State as a non-profit corporation, or is an approved Associated Student Organization or Club.

Board Rule 9902.13 Time Allotments For Speech
The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. If it appears to the president or his/her representative that granting extra time to a person for the use of the Free Speech Area will not impair equal access to the forum for all interested persons, such extra time shall be granted.

Access to the Free Speech Area shall be granted on a weekly schedule on a first-come, first-served basis; however, priority shall be given to any person who has not yet used the Free Speech Area during a week over any persons who have already used the forum during that week.

The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

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

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

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

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

All material displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College President’s designee.

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

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

Board Rule 91001 Application Of This Article Non-Free Speech Areas
Events and activities conducted on a college campus by students or Associated Student Organization clubs or groups which do not take place in any area designated for student
free speech by the president of the college pursuant to Article IX shall be governed by the rules set forth in this Article.

Board Rule 91002 President’s Authority To Create Additional Rules
The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college’s facilities. The president shall not approve any rules which are inconsistent with this Article.

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

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

Board Rule 91003 Fund-Raising Events For Non-Profit Purposes
A college or student body participating with outside organizations in non-profit fund-raising events such as membership drives, merchandising sales, book collections, or other events when the public is asked to contribute, or solicited to purchase tickets or any merchandise, shall ascertain that the organization is registered with the Secretary of State as a non-profit corporation.

Board Rule 91004 Speakers To Campus Groups
The president of each college shall establish regulations regarding the appearance of visiting speakers in accordance with the following regulations.

Board Rule 91004.10 Guest Lecturers
An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give prior written notice identifying the speaker to the college president or his/her designated representative.

Board Rule 91004.11 Lecturers And Speakers At Student-Sponsored Forums
Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative.

Board Rule 91004.12 Non-Censorship Of Lecturers And Speakers
Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to ensure that there is an orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Board Rule 91005 Applicability Of Free Speech Rights
All free speech rights accorded students in Article IX shall be accorded them in activities conducted under this Article; the College President shall not approve any rules relating to non-Free Speech Areas which would deny students their free speech rights were they conducting such activities in Free Speech Areas.

Board Rule 91204. Non-Student on Campus Without Lawful Business Thereon.
Any person who is not a student, officer, or employee of the District, or one who is not required by his/her employment to be on a campus or any other facility owned, operated, or controlled by the Board of Trustees, shall not be allowed on any campus or any facility owned, operated, or controlled by the Board of Trustees, unless he/she has lawful business thereon.

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.

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of 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 Student Services.

Student Grievance Procedures
The purpose of the Student Grievance Procedure is to provide a prompt and equitable means of resolving student grievances. The procedure 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.

Grievances pertaining to grades are subject to the California Education Code Section 76224 (a) which states:
“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

For assistance and information regarding the Student Grievance Procedure, contact the Ombudsperson, Lawrence Woods in the Cox Building, Room 417-J. Telephone (323) 241-5313.

The grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitation on enrollment; actions dealing with student discipline; appeal of residency decisions; or eligibility, disqualification, or reinstatement of financial aid. The appeal procedure for eligibility, disqualification, or reinstatement of financial aid may be obtained in the Financial Aid Office.

Complaints involving discrimination such as sexual harassment, ethnic group discrimination, religion, age, gender, color, sexual orientation, and physical or mental
disability discrimination are covered under different procedures. Please see the College catalog or contact the Compliance Office at (323) 241-5313.

Role of the Ombudsperson
The president of each college appoints an ombudsperson to assist students with their grievances. The ombudsperson facilitates the grievance procedure and assists students to resolve their grievances. The ombudsperson also will arrange for a Student Grievance Hearing Committee to hear a student grievance when appropriate and arrange for the assistance of a Student Advocate. The ombudsperson can be reached at (323) 241-5313.

Summary of Sexual Harassment Policy
The policy of the Los Angeles Community College District is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Employees, students, or other persons acting on behalf of the district who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsions, or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at Los Angeles Southwest College from Lawrence Woods, Compliance Officer at (323) 241-5313; Linda Daniels, Advocate for Students at (323) 241-5466; or by calling the District Office of Diversity Programs at (213) 891-2315.

All members of the college community, which includes student, faculty, and staff, who believe they have experienced conduct that may constitute sexual harassment, have the right to seek help from the college. Every employee has the responsibility to report such conduct to the Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders, or other orders, may be made available.

Compliance Officer
Lawrence Woods, LASC’s Compliance Officer, handles complaints dealing with alleged sexual harassment; age, gender, race or ethnic group discrimination; and grade disputes. He can be reached at (323) 241-5313. His office is in the Cox Building, Room 417-J.

In addition, Linda Daniels serves as the Advocate for Students in matters of alleged sexual harassment. She can be reached at (323) 241-5466.

Office of Diversity Programs
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, 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.

Inquiries regarding diversity at Los Angeles Southwest College should be directed to Lawrence Woods, Compliance Officer.

Student Rights and Privacy Policy
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 log of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

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

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

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

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

Cell Phone Policy
1. Students may not use their cell phones to accept or make calls while in class.
2. If cell phones and pagers are brought to class, they must be turned to “silent” or vibration mode.
3. Instructors must review this policy with students at the beginning of the first class period and include it as part of their syllabi.
4. Students who do not adhere to this policy will be asked to leave the class. If it happens a second time, the student will be referred to the Vice President of Student Services, and will return to class only after the Vice President has cleared him/her to return.
Faculty and Administration

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Professor, Child Development
B.S., California State University, Northridge

Instructor, Child Development Center
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PHN, California State University, Dominguez Hills
FNP, University of Southern California

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M.A., California Lutheran College

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Early Childhood Education Credential
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M.A. Point Loma

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M.S., Southern University

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M.B.A., National University

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Glossary

ACADEMIC PROBATION — After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for two consecutive semesters is subject to dismissal from the college.

ACADEMIC RENEWAL — Removal from a student’s academic record, for the purpose of computing the grade point average, previously recorded substandard academic performance which is not reflective of the student’s demonstrated ability.

ADD PERMIT — A card issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

ADMISSIONS AND RECORDS — The office which admits a student and certifies his/her legal record of college work; also provides legal statistical data for the college.

ADMINISTRATION — Officials of the College who direct and supervise the activities of the institution.

APPLICATION FOR ADMISSION — A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

A.S.O. — Organization to which all enrolled students are eligible to join called the Associated Students Organization.

ASSOCIATE DEGREE (A.A. OR A.S.) — A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student’s satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

BACHELOR’S DEGREE (B.A., A.B., B.S.) — A degree granted by a four-year college or university which recognizes a student’s satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

CalWORKs — California Work Opportunities and Responsibilities to Kids.

CAREER EDUCATION CERTIFICATE — A certificate granted by a community college which recognizes a student’s satisfactory completion of an organized program of vocational study of approximately 16 to 45 units.

CAREER PROGRAM — A group of courses planned to lead to competency in a particular field of study leading to either a Career Education Certificate or an Associate Degree.

CLASS SECTION — A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes before the scheduled time of class meeting.

COMMUNITY COLLEGE — A two-year college offering a wide range of programs of study, many determined by local community need.

CONCURRENT ENROLLMENT — Enrollment in two or more classes during the same semester.

CONCURRENT ENROLLMENT (K–12) — Enrollment in both high school and college classes.

CONTINUING STUDENT — A student registering for classes who attended the College during the previous semester. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring semester; attendance during the summer session is not included in this determination.

COREQUISITE — A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite is concurrent enrollment in another course.

COUNSELING — Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

COURSE — A particular portion of a subject selected for study. A course is identified by a subject Title and Course Number; for example: Accounting 1.

COURSE TITLE — A phrase descriptive of the course content, for example the course title of Accounting 1 is Introductory Accounting I.

CREDIT BY EXAMINATION — Course or unit credit granted for demonstrated proficiency through testing.

CREDIT/NO CREDIT — A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for class work equivalent to a grade of C or above.

DISMISSAL — A student on academic or progress probation may be dismissed from the college. Once
dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

EDUCATION PROGRAM — A planned sequence of credit courses leading to an Associate Degree.

ELECTIVES — Courses which a student may choose without the restriction of a particular major program—curriculum.

ENL — English as a native language

ENROLLMENT — That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

ESL — English as a second language

FULL-TIME STUDENT — A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the Fall or Spring semester.

GENERAL EDUCATION REQUIREMENTS — (also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

GRADE POINTS — The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

GRADE-POINT-AVERAGE — A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of units attempted.

GRADE POINTS EARNED — Grade points times the number of units for a class.

I — INCOMPLETE. The administrative symbol “I” is recorded on the student’s permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student’s control. The student must complete the course within one year after the end of the semester or the “I” reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (I) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F.” This does not apply to courses which are repeatable for additional credit.

INTERSESSION — Refers both to classes offered during the break between fall and spring semesters (winter session) or in the summer (summer session).

IP — In Progress. An “IP” is recorded on the student’s permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

LOWER DIVISION — Courses at the freshman and sophomore level of college.

MAJOR — A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

MINOR — The subject field of study which a student chooses for secondary emphasis.

MODULE — A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

NCR — No credit

NDA — Non degree applicable

NON-PENALTY DROP PERIOD — The first four weeks of a regular semester during which a student’s enrollment in a class is not recorded on the student’s permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

ONLINE CLASS — A class taught via the internet. The student is required to attend orientation sessions at the beginning of the semester, but otherwise works independently with online directions and guidance from the instructor. Each online class has its own website that takes the place of the physical space of a classroom. Online instruction also makes use of other computer technology such as email to facilitate class business. As in traditional classrooms, students use textbooks and complete regular assignments, writings and examinations.

ONSITE CLASS — A class taught in the traditional way in a physical classroom.

PARENT COURSE — A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

PERMIT TO REGISTER — A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon
acceptance to the College, and to all continuing students.

**PLACEMENT TEST** — Tests given prior to admission which are used to determine the student’s assignment to the most appropriate class level.

**PREREQUISITE** — A requirement that must be satisfied before enrolling in a particular course — usually a previous course or a test score.

**PREREQUISITE – CHALLENGE** — A process by which a student may be excused from taking a prerequisite course based on previous knowledge or education.

**PROGRESS PROBATION** — After enrolling in 12 units a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the College.

**RECOMMENDED** — A condition of enrollment that a student is advised, but not required to meet, before enrollment in a course or program.

**RD** — Report Delayed. This temporary administrative symbol is recorded on the student’s permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

**RPT** — Course can be repeated for credit.

**REGISTRATION** — The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the College for a specific semester and receives an ID Card.

**RETURNING STUDENT** — A student registering for classes who did not attend the College during the previous semester. A student registering for the fall semester is a returning student only if he or she did not attend the College during the spring semester; attendance during the summer session is not included in this determination.

**SCHEDULE OF CLASSES** — A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester.

**SEMESTER** — One-half of the academic year, usually 15 weeks.

**SUBJECT** — An academic discipline in which knowledge customarily is assembled for study, such as Art, Mathematics, or Biology.

**SUBJECT DEFICIENCY** — Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

**TICKET NUMBER** — A term used interchangeably with Class Section Number.

**TRANSFER** — Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

**TRANSFERABLE UNITS** — College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

**TRANSCRIPT** — An official list of all courses taken at a college or university showing the final grade received for each course.

**TRANSFER COURSES** — Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

**UNITS** — The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

**UNITS ATTEMPTED** — Total number of units in which a student is enrolled beyond the fourth week of the semester.

**UNITS COMPLETED** — Total number of units in the courses for which a student received a grade A, B, C, D, F, or CR.

**UNITS ENROLLED** — Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student’s transcript.

**W** — An administrative symbol assigned to a student’s permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.
WITHDRAWAL — The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.
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MAPS

Eastbound on 105 Fwy.
Take Crenshaw offramp. Left onto 120th St.
Left onto Crenshaw Blvd. North to Imperial Hwy.
Right on Imperial Hwy.

Westbound on 105 Fwy.
Take Vermont offramp. Turn right (north) on Vermont.
Left on Imperial Hwy.
MAPS

PUBLIC TRANSPORTATION: BUS ROUTES, GREEN LINE, BLUE LINE

Metro Blue Line
North or South. Exit at the Imperial/Wilmington Station; transfer to bus line 120 westbound on Imperial Hwy.; exit at Hobart Blvd.

Metro Green Line
West or East: Exit at the Vermont Station; transfer to bus line 120 westbound on Imperial Hwy.; exit at Hobart Blvd.

Bus Routes
Metro Bus Lines
Phone Information: 1-800-266-6883