Mission Statement
The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the life of its diverse community.
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 the website at www.lasc.edu - Click on “College Catalog.”
Welcome to
Los Angeles Southwest College

Message from the President

Los Angeles Southwest College has a rich and vibrant history of serving students and the community. Over the past five years, the College has undertaken an ambitious building program with the support of its residents. The College has been revitalized both in its physical attributes and in the classroom. The commitment of Los Angeles Southwest College is to facilitate the best educational experience you can have. Success of students, regardless of their area of study, and the continued development and engagement of the community are at the core of the college’s commitment.

Our college catalog provides information that will assist you in navigating the college processes as well as outlining courses, options and available resources. You have the opportunity to take classes on campus or off-site locations as well as access our e-learning programs.

Los Angeles Southwest College is a unique institution where the academic and workforce education that you receive will serve you well as you transfer, enter the workforce upon attaining a degree or certificate, or are just taking a course for enjoyment.

We are proud of our college, our faculty and staff, and the LASC service to students. We are glad that you have made the decision to attend Los Angeles Southwest College, and we are here to assist you reach your goals.

Jack E. Daniels III, Ph.D.
President
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2010-2012 College Calendar

Fall Semester

Instruction Begins
Labor Day Holiday
Veterans’ Day Holiday (observed)
Thanksgiving Holidays (observed)
Non-Instruction Days
Final Examinations
Fall Semester Ends

August 30, 2010
September 6, 2010
November 11, 2010
November 25 – November 26, 2010
November 27 – November 28, 2010
December 13 – December 19, 2010
December 19, 2010

Winter Intersession

Instruction Begins
Martin Luther King Jr. Holiday (observed)
Final Examinations
Winter Intersession Ends

January 3, 2011
January 17, 2011

Spring Semester

Instruction Begins
Presidents’ Holidays (observed)
Non-Instruction Days
César Chávez Holiday (observed)
SPRING BREAK
Memorial Day Holiday (observed)
Final Examinations
Spring Semester Ends

February 7, 2011
February 18 & February 21, 2011
February 19 – February 20, 2011
March 31, 2011
April 18 – April 25, 2011
May 30, 2011
May 31 – June 6, 2011
June 6, 2011

Summer Sessions

Independence Day
Summer Session Start Date
Summer Session Ends

July 4, 2011
July 5, 2011
August 12, 2011

Always refer to the College Schedule of Classes or www.lasc.edu for the most current calendar dates for each semester.
GENERAL CAMPUS TELEPHONE (323) 241–5225

Unless otherwise noted, listings can be accessed from off-campus phones by dialing (323) 241- followed by the extension listed.

ACADEMIC DEPARTMENT CHAIRS ..................................EXT

Al. Cowart, Arts & Humanities ..............................................5371
Dr. Tamura Howard, Behavioral & Social Sciences ...............5312
Nouha Toure, Business, Computer Science & Related Technologies ................................................5383
La Shawn Brinson, Child Development/Family & Consumer Studies .......................................5023
Reginald Morris, Counseling .............................................5200
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Stephanie Brasley, Library ................................................5255
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District Board of Trustees ..............................................(213) 891-2000
Dr. Jack E. Daniels III, President ........................................5273
Trudy J. Walton, Executive Vice President .......................5256
Fenn Trimble, Vice President, Administrative Services ........5467
Stephanie Brasley, Dean, Academic Affairs (323) 242-5512
Dr. Elmer Bugg, Dean, Business, Computer Science & Related Technologies, Contract Education, Non-credit Community Services, Child Development Center, Child Development/Family & Consumer Studies, Community Development ....5388
Dr. Oscar Cobian, Dean TRIO Programs .........................5328
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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 (LASC) 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. LASC graduates are among the most successful — ranging from medical professionals and professional athletes to recording artists and educators.

Currently, LASC term enrollment exceeds 8,500. As the college develops new partnerships with local schools and community agencies, we continue to “Embrace the Spirit of Excellence and the Vision of Change.”

Mission And Goals
Our Mission
The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the life of its diverse community.

Strategic Goals
In order to accomplish the mission, LASC has established the following strategic goals:

1. Strategic Goal 1: Access Expand educational opportunity & access
2. Strategic Goal 2: Success Implement strategies for student success
4. Strategic Goal 4: Accountability Foster a college-wide culture of service & accountability
5. Strategic Goal 5: Collaboration & Resources Cultivate and maintain new resources & external partnerships
6. Strategic Goal 6: Career & Technical Education Participate in regional workforce and economic development

Educational Philosophy
The Los Angeles Community College District (LACCD) affirms the principle that individuals should have opportunities to develop to their fullest potential. To that end, the district colleges’ main responsibility is to students and to the provision of education which benefits students and enables them to contribute to society.

LACCD colleges, therefore, are accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of LACCD 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 the communities. We recognize that academic freedom is essential to excellence in education.

Student Learning Outcomes (SLOs) represent knowledge, skills, and/or attitudes gained by students as a result of a college experience. Not only do colleges need to demonstrate a concerted effort to develop SLOs at the course, program and institutional (degree) level, but also outcomes should be measured (or assessed) to determine how well learning is taking place so that learning and teaching can be improved.

1) Course Level SLOs—these represent knowledge, skills, and/or attitudes gained by students as a result of completing a course. These SLOs are included in course syllabi.

2) Program Level SLOs—these represent knowledge, skills, and/or attitudes gained by students as a result of completing a program. An academic program can be defined as a series of courses that lead to a specific degree or certificate. Program level SLOs are also linked to those disciplines involved in program review and can also denote non-academic centers that provide a specific service to students (e.g., Financial Aid Office, EOP&S, etc.).

3) Institutional Level SLOs—these are knowledge, skills, and/or attitudes that all students should acquire as a result of their educational experience at LASC. General education SLOs may be included in this category.

Institutional Student Learning Outcomes
Institutional student learning outcomes, or institutional SLOs, are the knowledge, skills, and abilities a student is expected to leave an institution with as a result of a student’s total experience. These outcomes may also be equated with GE (General Education) outcomes.

1. Communication (Oral and Written Skills)
   - Use language (oral and written) and nonverbal modes of communication appropriate to the audience and purpose.

2. Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)
   - Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.

3. Information Competency (Information Competency and Technological Literacy)
   - Utilize research skills necessary to achieve educational, professional, and personal objectives.

4. Social Responsibility (Responsible Citizenship and Valuing Diversity)
   - Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.

5. Personal and Professional Development (Employability and Confidence Building)
   - Demonstrate self-management, maturity, and growth through practices that promote physical, mental, and emotional well-being.
Functions of the Community College

To accomplish the educational philosophy and mission of the Los Angeles Community College District, Los Angeles Southwest College (LASC) 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.

**Career and Technical Education (CTE).** An education program planned to offer the student basic business, technical, and professional curricula to develop skills that 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 & Registration

Matriculation

Matriculation is a process that enhances student access to Los Angeles Southwest College and promotes and sustains the effort of students to be successful in their educational endeavors. Matriculation is designed to provide admission, assessment, orientation, counseling, and follow-up to all enrolled students. The goals of Matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

Matriculation is an agreement between Los Angeles Southwest College (LASC) and you, the student. State regulations require that LASC provides you with open access to all courses, programs, and services available at the college, and that we make every possible effort to assist you in planning and attaining your educational goals.

As part of this agreement, Los Angeles Southwest College provides:

- A timely admissions process
- Information about Los Angeles Southwest College, the Matriculation process, and policies relating to students
- Assessment of your basic educational skills and career goals
- Placement recommendations based on multiple measures
- Counseling and advisement in the selection of your classes
- Orientation of college programs, services, and policies
- Information and referrals for student support services
- Assistance with progress towards your goals

In this partnership, your responsibilities are to:

- Declare a specific educational objective
- Meet with a counselor to develop a student educational plan
- Maintain reasonable progress toward your educational goals
- Attend class and complete assigned course work
- Complete courses and maintain progress toward your educational, academic, or career goals

Exemption from Matriculation

Some students may be exempt from Matriculation; however, for students who have long-range educational objectives and who have little or no previous college experience, full matriculation is strongly recommended.

You may be exempt from the Matriculation process if any of the following conditions apply to you:

- You already have an Associate Degree or higher
- You have completed a college-level English or math class at another college
- You have taken the assessment at another college within a 12-month period
- You have participated in an orientation at another college
- You want to take a class for personal enrichment, which does not include English or math courses

If you wish to request exemption from matriculation, consult a counselor to see if you are eligible.

* For information about matriculation, call 323-241-5361

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 and on the college website at www.lasc.edu. Click on the “Apply Online” link. 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 fall or spring semester, or
3. A student in grades K–12 enrolled in a public or private school seeking special admission.

K–12 Students Special Admission

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 online or at the Admissions Office. For further information, call (323) 241-5321. Interviews may be required by the college.

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.

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 8100.01 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.

International Students (F-1 Visa) Admission

Los Angeles Southwest College is certified by the Department of Homeland Security to issue I-20s to non-immigrant visa students. Applicants must meet the following requirements:

A. Have earned a high school diploma or the equivalent education in a foreign country;

B. Have a good command of the English language as demonstrated by a score of 450 or higher on the TOEFL. If the computer-based TOEFL is taken, the total score must be at least 133, or 45 if the Internet version is taken.
C. Show the ability to pay the non-resident tuition, enrollment fees, and living and personal expenses for 12 months. Personal and living expenses may be substituted with a certificate from a U.S. sponsor who provides free room and board to the student.

International student applications are accepted for each Fall and Spring semester; direct inquiry may be made to the International Student Coordinator at (323) 241-5277. You may also view information regarding the International Student Program at www.lasc.edu.

Effective April 12, 2002, the Bureau of Citizenship and Immigration Services issued an Interim Rule that requires students with B visas to change their visa status to either 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 legal immigration standing, 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 Office.

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.

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. Contact the Matriculation Office at (323) 241-5361.

Procedures
To gain the most from this college service, students should plan on completing the matriculation process in the following steps:

1. Complete an “Application for Admission” online or in-person at the Office of Admissions and Records;
2. Take the Computerized Placement Test, 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. Check the Student Information System for your assigned registration date and time.

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 the College Catalog. Schedules are available online and 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 twenty-six dollars ($26) per unit per semester.

Enrollment Fee Assistance
Beginning Fall 2006, all students will be charged the Health fee ($11.00 for fall; $11.00 for spring; $8.00 for summer; $8.00 for winter). This fee will no longer be waived for students who are eligible for a fee waiver. Please contact the Financial Aid Office at (323) 241-5338 if you have any questions.

The Board Financial Assistance Program is offered by the California Community College. Under this program, enrollment fees are waived for students who qualify. Students do not have
Admission & Registration (Continued)

Board of Governor Fee Waiver Program (BOGFW)
The BOGFW is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the Board of Governors Fee Waiver (BOGFW), and no repayment of funds is required. California residents who are enrolled in at least one (1) unit may apply for a fee waiver. Health fees are not waived.

If you need additional help to cover some of your educational expenses, you must complete the Free Application for Federal Aid (FAFSA).

There are three ways to qualify for a BOGFW:

1. At time of enrollment, you or (if you are a dependent student) your parent(s) must be a recipient of TANF, CalWORKs, SSI/SSP, or General Assistance.

2. You or (if you are a dependent student) your parent(s) must meet the following income standards:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2009 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,245</td>
</tr>
<tr>
<td>2</td>
<td>$21,855</td>
</tr>
<tr>
<td>3</td>
<td>$27,465</td>
</tr>
<tr>
<td>4</td>
<td>$33,075</td>
</tr>
<tr>
<td>5</td>
<td>$38,685</td>
</tr>
<tr>
<td>6</td>
<td>$44,295</td>
</tr>
<tr>
<td>7</td>
<td>$49,905</td>
</tr>
<tr>
<td>8</td>
<td>$55,515</td>
</tr>
</tbody>
</table>

   Each additional member add $5,610

3. If you are not eligible for a fee waiver based on the criteria listed above, you may still be eligible if you apply for need-based aid through the Free Application for Federal Student Aid (FAFSA).

Dependent Fee Waiver
You are eligible if you have a Certification from the California Department of Veteran Affairs or the National Guard Adjutant General that you qualify for a Dependent’s Fee Waiver.

If you are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, you must show proof of benefits.

Congressional Medal of Honor
If you are a recipient of the Congressional Medal of Honor or a child of a recipient, submit documentation from the Department of Veterans Affairs.

Surviving Dependents of Terrorist Attacks 9/11/2001
You are eligible if you are a dependant of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Victim Compensation and Government Claims Board.

We encourage all students to apply using the FAFSA so that they will be considered for all of the federal and state financial aid programs.

Enrollment Fees
And Non-Resident Tuition
California Resident Students
The Admissions Office determines residency status for all students. The 2010-2011 enrollment fee for California residents is $26 per unit. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver (BOGFW). (Non-resident students are not eligible for the BOGFW).

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. However, certain non-resident students may be exempt from paying non-resident tuition fees based on the AB 540 Exemption. In addition, undocumented students who do not qualify for the AB 540 Exemption may be entitled to exemption from non-resident tuition fees on the basis of individual financial need in accordance with regulations established by the Chancellor. If these students meet the eligibility requirements on the Non-Resident Tuition Fee Waiver (available in the Office of Admissions and Records, Financial Aid, and Bridges To Success), they may be eligible to receive a non-resident tuition exemption and pay only the current enrollment fee of $26 per unit.

Non-Resident Tuition Fee
The Board of Trustees adopted a non-resident tuition of $186.00 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 $18.00 per semester unit capital outlay fee pursuant to Education Code Section 76141, for a combined total of $204 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.

California Non-Resident Tuition Exemption For Eligible High School Graduates (AB 540 Exemption)
On October 12, 2001, the Education Code was modified to exempt certain non-resident students, including undocumented students, who attended and graduated from California high schools from paying the non-resident tuition fees at any public California Community College. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., EOPS, Board Of Governors Fee Waiver, etc.). The student must meet all of the following eligibility requirements to be eligible for the AB 540 exemption:

1. The student must have attended a high school (public or private) in California for three or more years.
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status or will file an application as soon as he or she is eligible to do so.

Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they must pay the current enrollment fee of $26 per unit. These students will not be classified as California residents; they continue to be “non-residents.” AB 540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid. The AB540 Exemption Form, available in the Office of Admissions and Records and Bridges To Success, should be submitted to the Admissions Office at the school where the student is enrolled or intends to enroll. Additional documentation may be required. Contact the Office of Admissions and Records with any questions.

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 Stamp</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Length</td>
<td>Through second week of instruction</td>
<td>Full</td>
</tr>
<tr>
<td>(Fall, Spring)</td>
<td>After second week of instruction</td>
<td>None</td>
</tr>
<tr>
<td>Short Term</td>
<td>Through 10% of class length</td>
<td>Full</td>
</tr>
<tr>
<td>(Less than regular length)</td>
<td>After 10% of class length, no refund; The Federal Aid will be returned to the Aid Program</td>
<td>None</td>
</tr>
</tbody>
</table>

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 class. 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.

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 in his/her lifetime. 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 rush processing (in person only) to expedite their request for an additional fee of $7.00 per copy. Please note: Rush transcripts will only be addressed to the student and will indicate, “Issued to the Student.” Some receiving institutions may consider these unofficial.

Requests for transcripts or verifications may be obtained in the Office of Admissions and Records. Students may also submit a request for transcripts online. There is an additional $2.25 processing fee for all transcripts requested online. Rush processing is not available when using the online transcript request service.

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 needing copies of their grades can obtain a grade printout from the online Student Information System, or they can obtain a grade printout at the Office of Admissions and Records. Neither form of printout is considered a transcript or a verification of enrollment.
Academic Standards

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 the Admissions Office 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 course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

Enforcement of 30-Unit Limit on Basic Skills Courses
Title 5, California Code of Regulations, limits a student from taking more than 30 units of "remedial" course work, which is defined as “non degree-applicable basic skills courses.” Effective Winter 2010, the LACCD registration system will prevent students who have exceeded this limit from enrolling in additional basic skills courses. However, a student who has reached this limit but enrolls in a credit or non-credit English as a Second Language (ESL) course will be allowed to also enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Disabled Students Programs & Services Office (DSP&S). This limitation does not apply to enrollment in non-credit basic skills courses.

A student who is subject to the 30-Unit Limit on Basic Skills courses may petition for an exemption by contacting the Counseling Department. The following courses are considered Basic Skills courses for purposes of this unit limitation:
- Developmental Communications 20, 21, 22X, 23, 26
- English 21, 94
- Learning Skills 1, 1a, 1b, 1c, 2, 2a, 2b, 2c, 3, 3a, 3b, 3c, 3d, 3e, 4, 6, 6a, 6b, 6c, 7, 7a, 7b, 7c, 10, 10a, 10b, 10c, 20, 40, 41, 52, 53, 54, 55, 56, 59
- Learning Foundations 45, 55
- Math 105, 112

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 “NP” (No Pass) are recorded reaches or exceeds fifty percent (50%).
  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” (Withdrawal), “I” (Incomplete), and “NP” (No Pass) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

TRANSFER STUDENT. The conditions of “a” or “b” at another college within the Los Angeles Community College District apply.

Units Attempted
"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community 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 “NP” (No Pass) are recorded reaches or exceeds fifty percent (50%). 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 re-admission 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.

Readmission 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 readmission to college in compliance
Academic Standards (Continued)

with College procedures. Readmission 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
2. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

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. Students whose names appear on “Standby Lists” are not officially enrolled and must also obtain an add card from the instructor and submit it to the Office of Admissions and Records to have their academic records reviewed for academic renewal action.

Students wishing to add a class must obtain an add card from the instructor. Students whose names appear on “Standby Lists” are not officially enrolled and must also obtain an add card from the instructor and submit it to the Office of Admissions and Records to have their academic records reviewed for academic renewal action.

Dropping Classes
Students wishing to drop one or more classes must do so through the Admissions Office by filing a Drop Card or by using the online Student Information System at www.lasc.edu. Students may no longer drop classes by telephone.

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, I, NP, or P) 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 the 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 reinstatement 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 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 that 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 Repetition And Activity Repetition

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, 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 an administrative drop. Consult a counselor for the latest restricted activity enrollment list.

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

Course Repetition to Improve Substandard Grades

Students may repeat courses in which substandard grades (“D”, “F” or “NP”) 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 AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated.

B. THIRD COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE

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

1. Received three substandard grades for the same District course.

2. Filed a petition that states the extenuating circumstances that are the basis for the petition for the third 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 third 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 three lower substandard grades will not be used in the computation of the grade point average.

See Nursing Program section of the catalog for additional information regarding Nursing Program academic policy.

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 Third 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 Third Time” at least one regular semester (Fall or Spring) must have elapsed since receiving the third substandard grade.

A Committee will review petitions and students will be notified of the outcome. “Petitions to Repeat a Course a Third 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
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. Is currently registered and in good standing, and has a minimum cumulative grade point average of 2.0;
B. Has completed 12 units within the Los Angeles Community College District;
C. Is not currently enrolled in, or has not completed a more advanced course in this discipline;
D. Has never taken the same course for Credit by Examination and passed or not passed the examination.

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 “P” (or “CRX” for courses taken before and up to Fall 2009) 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 “P” or “NP” (or “CRX” or “NCRX” for courses taken before and up to Fall 2009) as provided in Board Rule 6702. The student’s record shall also be annotated “Credit by Examination” as provided in Board Rule 6704.

Limitations on Examinations. A student who does not pass the examination for a course may not repeat the examination.

Course Prerequisites

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.

Credit for 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.

Pass/No Pass Option
(Formerly Credit/No Credit Option)
Designated courses in the College Catalog wherein all students are evaluated on a “Pass/No Pass” (formerly “Credit/No Credit”) basis or wherein each student may elect on registration by no later than the end of the first 30% of the term, whether the basis of evaluation is to be Pass/No Pass or a letter grade. These courses will be noted in the College Catalog as being eligible for the Pass/No Pass option.

The Pass/No Pass 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 Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

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

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

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

The student who is enrolled in a course on a Pass/No Pass 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 credit for a course taken on a Pass/No Pass basis may not convert this credit to a letter grade.

7. Course Repetition.
A student who has received a grade of No Pass (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

Campus Procedure
A student wishing to take a course on a Pass/No Pass 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 Pass/No Pass 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 Pass/No Pass basis. In the other courses a student may elect whether to be graded with the conventional letter grade (A-F) or on a Pass/No Pass basis. A student electing to be evaluated on the Pass/No Pass 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 Pass grade. In computing a student’s grade point average, grades of Pass or No Pass are omitted. A student is allowed to enroll in only one course per semester on a Pass/No Pass basis; a maximum of 15 units may be applied toward the two-year degree on this basis.

Courses taken for Pass/No Pass 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 Pass/No Pass grades for courses required in the major or preparation for the major.

The following is the list of courses that are available on a Pass/No Pass basis:

- Administration of Justice - All courses
- Art - 201, 202, 300, 307, 501
- Business - All courses
- Computer Applications and Office Technology (CAOT)
- Computer Science - All courses
- Developmental Communications - 22, 23, 26
- Economics - All courses
- Electronics - All courses
- Engineering, General - 1
- English - 102
- 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 101
- Learning Skills - All courses
- Library Science - 101
- Mathematics - 105, 115, 125, 230, 235, 236, 240, 265, 266, 267, 270
- Nursing 517
- Personal Development - 6, 17
- Philosophy - 7, 8
- Physics 11
- Political Science - All courses
- Psychology - 3, 30, 43
- Sociology - All courses

Academic Standards (Continued)
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 scheduled time, special authorization must be secured from the Office of Academic Affairs.

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 Symbol</th>
<th>Definition</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (formerly Credit), at least satisfactory – units awarded are not counted in GPA</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (formerly No Credit), less than satisfactory – units are not counted in GPA</td>
<td></td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed (Grade filed late or not yet filed by instructor)</td>
<td></td>
</tr>
</tbody>
</table>

(P and NP grades may be given only in courses authorized by the District Pass/No Pass 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 of incomplete academic work for unforeseeable, emergency, and justifiable reason at the end of the term, it 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 work is to be made up or within the time limit of one year.

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.

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.

RD – Report Delayed

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

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 classes 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. "W"s 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) for the cumulative grade point average in all college work completed.

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8 to 4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.6 to 3.79</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.3 to 3.59</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

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:

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 of units a student may enroll in for the five-week Summer or Winter sessions. The normal class load for students in the Fall or Spring semester is 12 to 18 units per semester for full-time students. A college program of 15 units is equal to at least a 40-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.
Financial Aid Eligibility & 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, employment, and loans. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the postsecondary college they choose to attend. The basis for such assistance is the belief that students and their families have the primary responsibility to assist their dependents in meeting educational costs. Financial Aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

We encourage all students to apply using the online Free Application for Federal Student Aid (FAFSA) so that they will be considered for all of the federal and state financial aid programs.

Who is Eligible for Financial Aid?
To be considered for financial aid, students 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 Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be enrolled as a regular student in an eligible program.
- Be making satisfactory progress in a course of study leading to a Certificate, AA, or AS degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized or unsubsidized), or Federal Direct Loans (subsidized or unsubsidized) at any college attended.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Be registered with the Selective Service if required to do so.
- Have a valid Social Security Number (SSN).
- Must have resolved any drug conviction issues.
- File an income tax return if required to do so.
- Have a high school diploma, GED, or State Equivalency certificate, or pass a federally approved Ability to Benefit test offered by the Assessment Center.

How to Apply
Students are encouraged to apply for financial aid using the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Prior to applying online, visit www.pin.ed.gov to obtain a Personal Identification Number (PIN) so that you may electronically sign your FAFSA. If you are a dependent student, your parent(s) may also apply for a PIN. As instructed on the website, if you do not have a PIN for electronic signature, be sure to print and mail the signature page when you transmit your application.

Paper FAFSAs are also available at College Financial Aid Offices and libraries.

List the correct Title V Federal School Code. Los Angeles Southwest College’s federal school code is 007047.

When to Apply

Priority Dates for each Academic Year

May 1st of each year is the priority date for the following Fall and Spring semesters

Students should submit all required documents needed to process their application to the Financial Aid office by the priority date of May 1st. The priority date is established to encourage early application for financial aid. Students who have missed the priority date may still apply, as funds may be available.

For each financial aid award year, the Free Application for Federal Student (FAFSA) application may be completed on or after January 1st. FAFSA applications will be accepted until June 30th of each year.

If in doubt, call (323-241-5338) or visit the Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms.

Deadlines
Failure to meet the following deadlines will result in denial of aid for the entire award year:

- Free Application for Federal Student Aid (FAFSA) – paper and electronic applications will be accepted by the federal processor until June 30th of each year. Do not wait until the last minute to apply for financial aid.

Pell Grant Deadline

For Pell Grants, a valid Institutional Student Information Record (ISIR) or Student Aid Report (SAR) must be submitted before the last date of the semester for which you are enrolled.

Cal Grant Deadline

March 2nd of each year - Cal Grant A, Cal Grant B Entitlement and Competitive awards, and Cal Grant C award.

September 2nd of each year - Extended Deadline (second chance for community college students) to apply for a Cal Grant A or B. Since the number of awards available in September is limited, it is best to file by March 2nd.

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 (007047) on your FAFSA. Review the SAR to make sure it is accurate. If any information is incorrect, 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 documents or 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.

Board of Governors Fee Waiver (BOGFW)

The Board Financial Assistance Program is offered through 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 Board of Governors Fee Waiver (BOGFW).
Financial Aid Eligibility

You are eligible to apply for a BOGFW if you are:

- A California resident, and
- You are enrolled in at least one unit.

Please Note: All students will be charged a health fee ($11.00 for fall; $11.00 for spring; $8.00 for summer; $8.00 for winter). This health fee will no longer be waived for students who are eligible for a BOGFW. However, if a student does receive financial aid, the health fee will be deducted from the award package. Please contact the Financial Aid Office if you have any questions.

You may qualify for a BOGFW if any of the following categories applies to you:

Receipt of Benefits
At the time of enrollment, you are a recipient of benefits under the TANF/CalWORKs Program (formerly AFDC), Supplemental Security Income/State Supplementary Program (SSI), or General Assistance Program (GA). Documented proof of benefits is required.

Qualify by Income Standards
You and/or your family must meet the specified income standards by household size.

Federal Student Aid Applicant
You may be eligible if you have applied for financial aid via the FAFSA, and you have been determined to have financial need.

Dependant Fee Waiver
You are eligible if you have a Certification from the California Department of Veteran Affairs or the National Guard Adjutant General that you qualify for a Dependant’s Fee Waiver.

If you are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, you must show proof of benefits.

Congressional Medal of Honor
If you are a recipient of the Congressional Medal of Honor or a child of a recipient, submit documentation from the Department of Veterans Affairs.

Surviving Dependents of Terrorist Attacks 9/11/2001
You are eligible if you are a dependant of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Victim Compensation and Government Claims Board.

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 period, Pell and Cal Grant payments will be based on all units taken. For all other programs, a six unit minimum enrollment is required at the home campus. If you plan to enroll in courses outside of the Los Angeles Community College District (LACCD) and wish to have those courses count for enrollment and payment, you must complete a consortium agreement. Please note:

- Payments for courses outside of LACCD will be paid after the grades are submitted to the Financial Aid Office.

ITV Classes
Students taking ITV courses must be enrolled in at least one (1) unit at the school (home school) that is processing their financial aid in order to receive Pell and Cal Grant payments, provided eligibility exists. For all other programs, students must be enrolled in a minimum of six (6) units at the home school; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses who wish to be considered for financial aid must apply to Los Angeles Mission College as the home school for financial purposes.

ITV classes are included in disbursements for all other classes.

Tax Credit
The Tax Relief Act of 1997 created two programs that might be useful to students or their parents.

Hope Credit – provides up to $1,500 in tax credit for tuition and requires fees for the first two years of college for students enrolled at least half-time. The credit for most in-state students would, of course, be much less because of our low cost.

Students whose fees are waived through the Board of Governors Fee Waiver program or whose fees are covered by a scholarship or grant would not be eligible to take the tax credit.

Lifetime Learning Credit – families can receive a 20% tax credit for the first $10,000 of tuition and required fees paid each year. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of postsecondary students in the family. Student whose fees are covered by a fee waiver, scholarship, or grant would not be able to add their costs to their families for tax credit calculation.

You should consult a tax professional for further details on the tax credits including phase-out of eligibility depending on the family's adjusted gross income, or should consult the following website:


Enrollment Fees and Non-Resident Tuition

California Resident Students
The Admissions Office determines residency status for all students. Enrollment fees for California residents are $26.00 per unit. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver Program (BOGFW).

Non-Resident Students
Students from other states pay non-resident tuition of $186 per unit plus the $26 per-unit enrollment fee. Students from other countries pay non-resident tuition of $204 per unit plus the $26 per-unit enrollment fee. (The non-resident tuition for international students includes a Capital Outlay fee of $18 per semester unit.) The amount of fees and tuition is subject to change.

Deferred Tuition for Non-Resident Student
A student on financial aid may defer payment of tuition. Keep in mind that the Federal Pell Grant and other aid may not pay the full tuition; therefore, a student is responsible 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, including the BOGFW, for enrollment in audited classes. No exceptions to this policy can be made. See the current Schedule of Classes for audit fees.
Financial Aid Eligibility (Continued)

Federal Financial Aid Programs

Federal Pell Grant Program
The Federal Pell Grant provides gift aid assistance to undergraduates who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need.

In certain cases, a family’s financial situation can change because of:
- Death in the family
- Separation or divorce
- Loss of employment
- 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 is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability.

Federal Work Study (FWS)
The Federal Work-Study Program (FWS) enables students to earn a portion of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain good academic standing while employed under the program.

Federal Student Loans (Funds You Must Repay!)
You are not obligated to borrow a loan. All loans require a minimum unit enrollment of six (6) approved units at Los Angeles Southwest College. If you have defaulted on a student loan, you are ineligible for financial aid with the exception of a Board of Governors Fee Waiver Program. Contact the Financial Aid Office to discuss possible options for resolving your student loan default.

Students who request a loan are required to attend Loan Entrance and Exit Counseling Sessions. These sessions inform the borrower about his/her rights and responsibilities as a student borrower. Students must have received a Loan Letter prior to signing up to attend an Entrance Counseling session.

Federal Perkins Loan Program - The Federal Perkins Loan Program is a low 5% interest loan to help students with exceptional need meet their educational expenses. Loan amounts will be determined annually based on funding. Priority funding will be given to students who submit all paperwork by the May 1st priority date.

William D. Ford Federal Direct Loan Program - Federal Direct Loans (Subsidized and Unsubsidized) are loans borrowed from the federal government (which serves as the lender) and must be repaid.

Subsidized Direct Loan: Interest does not accrue on a subsidized loan while students are enrolled in school at least half-time (six (6) units) and during the six-month grace period after they leave school.

Unsubsidized Direct Loans: Interest begins accruing on an unsubsidized loan at the date of disbursement by the lender. Students must pay the interest or allow it to be capitalized (added to the principal or original loan amount) while they are enrolled in school in at least half-time (six (6) units) and during the grace period.

The current (2010-2011) interest rate charged on a Direct Subsidized Loan is fixed at 4.5%, the interest rate for a Direct Unsubsidized Loan is 6.8%. These rates are applicable to loans disbursed on or after July 1st, 2010. Visit www.discoverer.ed.gov to obtain the current loan interest rate, repayment, deferment, cancellation, and consolidation information.

Please Note: Should a student experience unforeseen circumstances with any of the loan programs discussed above which prevent repayment at the minimum level, please contact the Financial Aid Office or the Loan Servicing Center immediately. We do not want you to default on your student loan(s) because there are serious consequences which will negatively affect your future. There may be other options available, so please do not hesitate to contact the Financial Aid Office.

Other Federal Aid

Bureau of Indian Education (BIE)
Higher Education Grant Program

The purpose of the BIE Higher Education Grant Program is to provide supplemental financial assistance to the eligible American Indian/Alaska Native scholar entering college seeking a baccalaureate degree.

A student must comply with eligibility criteria:
1. Must be a member of, or at least one-quarter degree Indian blood descendent of a member of an American Indian tribe that is eligible for the special programs and services provided by the United States through the BIE because of their status as Indians.
2. Must be accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate of Arts or Bachelor’s degree.
3. Must demonstrate financial need as determined by the financial aid officer of the collegiate institution.

The grant application is available with the education officer of the tribe in which you are affiliated or possess membership. For grant applications, you may also write to: Office of Indian Education, 2800 Cottage Way, Sacramento, California 95825, or you may call (916) 978-6057. Be sure to inform the Financial Aid Office that you are tribal and will be submitting a grant application along with other financial aid applications.

State Financial Aid Programs

Board of Governor Fee Waiver Program (BOGFW)
The Board of Governors Fee Waiver Program is offered by the California Community Colleges. (See information provided earlier in the Financial Aid section.)

California Student Aid Commission Programs (CSAC)

Cal Grants
Students must meet the following eligibility requirements for the Cal Grant Programs:
- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
Financial Aid Eligibility (Continued)

- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

Students must complete a FAFSA to apply for the Cal Grant Programs.

**Deadline date:** First deadline is March 2nd of each year. A second deadline for community college applicants is September 2nd of each year, but we highly recommend that applicants meet the March 2nd deadline when more funding is available.

Grade Point Average (GPA) Verification is required for Cal Grant A and B awards. **Students must submit a GPA Verification form by March 2nd of each year to the California Student Aid Commission.** GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact the Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

Types of Cal Grants available:

**Entitlement Grants**
- Cal Grant A provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a California Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- Cal Grant B 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.
- Cal Grant Transfer Entitlement Award is for all community college students who are transferring to a four-year college and are under age 24 as of December 31st of the award year.

**Competitive Grants**
- Cal Grant A and B competitive awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. 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 Dependent Scholarship Program**
The Law Enforcement Personnel Dependent (LEPD) Grant is a program administered by the California Student Aid Commission that provides grants for eligible students.

**Student Eligibility:**
- Students must be a child (natural or adopted) or spouse, at the time of death or injury of a California peace officer or law enforcement officer, officer or employee of the Department of Corrections or the Department of Youth Authority, or firefighter.
- Be enrolled in a minimum of six units at a California postsecondary institution accredited by the Western Association of Schools and Colleges.
- Demonstrate financial need as determined by the Financial Aid Office at the institution in which students are enrolled.

The grant will be in an amount equal to the amount provided to a student who has been awarded a Cal Grant. Awards may be used for tuition and fees, books, supplies, and living expenses.

Obtain an application by calling the California Student Aid Commission's Specialized Programs Branch at (888) 224-7268 (select menu option #3), or submit a request in writing to specialized@csac.ca.gov. For more information on this grant program, go to www.csac.ca.gov and link to “Publications” and then “Program Fact Sheets.”

**Child Development Teacher Grant**
The Child Development Teacher Grant is for students who plan to teach or supervise at a licensed children’s center. The grants, renewable for an additional year, are awarded to students attending a public or private two- or four-year college in California.

**Chafee Grant**
The California Chafee Grant Program provides free money to foster youth and former foster youth to use for college courses or vocational school training.

**Other Resources**
Some students may qualify for the following programs:
- Veterans Benefits
- Vocational Rehabilitation Assistance
- AmeriCorps

Contact the appropriate off-campus agency for more details.

**Scholarships**
Throughout the year each campus receives announcements about scholarship opportunities. 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.

**Return to Title IV Funds Policy**
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 receiving federal aid who withdraw from the institution in the first 60% of the term are subject to Return Regulations. The Financial Aid Office will calculate the amount of 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 at all colleges.**

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 current Schedule of Classes.

**Student Information**

Students may inquire about the following at the Financial Aid Office:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees for those who drop out of school.
4. An explanation of how students are selected for receipt of financial aid and how financial aid need is determined. This process includes a consideration of costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student’s income and assets, parental contribution, other financial aid (such as scholarships), and so on.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An explanation of various programs awarded in the student’s financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation of the portion of financial aid the student received that must be repaid and what portion is grant aid or work-study and does not need to be repaid. If the aid is a loan, the student is informed during the loan counseling sessions about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation.
9. Knowledge of how the Los Angeles Community College District determines whether students are making “satisfactory academic progress” and what happens if they are not.
10. Knowledge of what facilities are available for disabled students.

**Student Responsibilities**

Students must take responsibility for:

1. Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purpose of reporting a Cal Grant Grade Point Average and loan deferments, etc.
2. Enrolling in an eligible program, which is defined as a Certificate, or an Associate’s Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update changes with the Admissions and Records Office.
3. Maintaining Satisfactory Academic Progress to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (Satisfactory Academic Progress Policy is also in the catalog).
4. Submitting all financial aid applications and documents by specified deadlines.
5. Completing all financial aid application forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
7. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.

**Satisfactory Academic Progress Policy**

**General Information**

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Nursing Loan
- Cal Grant B and C
- Child Development Teacher Grant

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. 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.

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

**Consortium Classes**

- All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
- For students aided under a Consortium Agreement with a college outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school, which is the college that processes the student’s aid.

**General Requirements**

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- A Certificate Program that prepares a student for gainful employment in a recognized occupation.
Financial Aid Eligibility (Continued)

- Associates Degree, or,
- Two-year academic Transfer program that is acceptable for full credit toward a Bachelor's Degree.

**Satisfactory Academic Progress Standards**

- Maintain a 2.0 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal.
  - Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
  - Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
  - In Progress (IP) grades count as attempted units in the maximum time frame only. IP grades do not affect cumulative grade point average in the qualitative measure nor are they included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
  - Entries recorded in the students’ academic record as Incomplete (I), No Pass (NP), and/or Withdrawal (W) are considered Non-Grades and must be 33% or less than the cumulative units attempted.

**Application of Standards**

- Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.
- Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- 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.
- Disqualification.
  - Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester:
    - Total units attempted (excluding Basic Skills/Remedial classes) are equal to or greater than ninety (90);
    - Associate or higher degree has been earned;
    - Cumulative GPA is less than 2.0;
    - Cumulative Non-Grades are more than 33%.
- Warning Probation Letter.
  - 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:
    - Cumulative GPA is less than 2.0;
    - Cumulative Non-Grades are greater than 33%;
    - Number of units attempted reaches forty-five (45).

**Maximum Time Length**

Students who are 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.

- Attending full time (12 units or more), a student is expected to complete his/her objective in three years.
- Attending part time (less than 12 units), a student is expected to complete his/her objective in six years.
- Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit.

**Short Length Certificate Programs**

- Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate in Arts, Associate in Science, and Transfer objectives.
- 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 semesters</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>

- 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.

**Summer and Winter Financial Aid**

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards.

**State Tax Offset**

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined a student was ineligible to receive funds, has defaulted on a student loan, or owes other debts to the school.

**Fraud**

- A student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct.
- The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal Government.
- Restitution of any financial aid received in such manner will be required.
**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 LASC. Please see a Counselor for further details.

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Major</th>
<th>Degree</th>
<th>Certificate</th>
<th>Skill</th>
<th>Major Code</th>
<th>Major</th>
<th>Degree</th>
<th>Certificate</th>
<th>Skill</th>
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<tr>
<td>2105.00</td>
<td>Administration of Justice</td>
<td>AA</td>
<td>CA</td>
<td>SC</td>
<td>1914.00</td>
<td>Geology</td>
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<td>2105.01</td>
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<tr>
<td>1002.00</td>
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<td>4903.12</td>
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<td>IGETC (Intersegmental General Education Transfer Curriculum)</td>
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<td>Law Office Specialist I</td>
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<td>SC</td>
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<td>0706.00</td>
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<td>Management/ Supervision</td>
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<td>Psychology of Substance Abuse (Non-Transfer)</td>
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<td>Child Development (Non-Transfer)</td>
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<td>Infant and Toddler Studies</td>
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<td>0709.02</td>
<td>Web Site Designer</td>
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<td>1007.00</td>
<td>Speech Communication</td>
<td>AA</td>
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</tr>
</tbody>
</table>
Instructional Programs (Continued)

Students may complete work toward more than one program at the same time, for example, a Career and Technical Education 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.

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
- Transfer to a four year college or university without 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
Los Angeles Southwest College endorses the Los Angeles Community College District Board Rule (6201.14) on General Education:

“Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.”

In keeping with the mission of Los Angeles Southwest College, General Education courses should also expand students’ academic experiences that contribute to enrichment of life, affirmation of a diverse population, and promote life-long learning. It is also desirable that General Education programs involve students in critical thinking to address major social problems.

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 that reads, “Associate in Arts in Liberal Arts.” The Liberal Arts degree was founded on the premise that a broad academic preparation creates options for the learned individual in civilized society. Such broadly based education “…promotes the discovery and application of knowledge,” and in so doing, relates to and supports the college mission.

In order for the student’s degree to include the name of any other Plan A or B major, all Required Courses of that 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.”

Exceptions for Major & Certificate Requirements

If a course required for a major and/or certificate has not been offered at Los Angeles Southwest College for two or more semesters, a student may submit a Letter of Exception in order to substitute another course for the major and/or certificate requirement. This Letter of Exception should be prepared in consultation with a Counselor and must be approved by the Department Chair of the major/certificate and the Executive Vice President of the college.

Letter of Exception Process

The student should meet with a Counselor or the Department Chair of the relevant department to determine whether a Letter of Exception may be submitted for a major and/or certificate requirement. In consultation with his/her Counselor, the student should select an appropriate course substitution and complete the Letter of Exception. The student should submit the Letter of Exception to the Department Chair to seek approval. The Department Chair will determine if an exception will be granted. The Letter of Exception must then be approved by the Executive Vice President of the college and submitted to the Office of Admissions & Records.

Before beginning any of the programs offered at this college, please see a Counselor.

The following section uses the abbreviations below.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Abbreviation</th>
<th>Discipline</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Preparation</td>
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<td>ACCTG</td>
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<td>ADM JUS</td>
<td>Learning Foundations</td>
<td>LRNFDT</td>
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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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze the interrelationships between the courts, law enforcement, and corrections.
2) Demonstrate the sequence of events necessary in determining admissibility or suppression of evidence.
3) Analyze basic legal definitions of criminal justice law.
4) Compare and contrast information obtained to maintain a balanced perception of law enforcement.

In order to earn the degree of Associate in Arts in ADMINISTRATION OF JUSTICE, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a "C" or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses:

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<td>ADM JUS 2*</td>
<td>Concepts of Criminal Law</td>
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<td>ADM JUS 3</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 4</td>
<td>Principles and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 5</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 6</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 14</td>
<td>Report Writing for Peace Officers</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 67</td>
<td>Community Relations I</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 185*</td>
<td>Administration of Justice -- Directed Study</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: ADM JUS 248, Law Enforcement Academy (5) may be substituted for ADM JUS 1, 2 and 185.

Recommended Electives:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM JUS 8</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 16</td>
<td>Recruitment Selection Process</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 62</td>
<td>Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 63</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 73</td>
<td>Law &amp; Minority Groups</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 75</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 83</td>
<td>Introduction to Security</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 285</td>
<td>Administration of Justice -- Directed Study</td>
<td>1</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 235</td>
<td>Finite Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

Certificate of Achievement

ADMINISTRATION of JUSTICE:

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze and compare the most frequently used investigative techniques, tactics and processes.
2) Identify the crime problems, philosophy and history of enforcing laws, and theories of crime and delinquency.
3) Evaluate, select and explain which investigative procedure would be the most appropriate to employ for a particular crime and/or scene, as described.
4) Write investigative report using the data you are provided from a criminal occurrence.

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

Required Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM JUS 1</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 2</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 3</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 4</td>
<td>Principles and Procedures of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Justice System</td>
<td></td>
</tr>
<tr>
<td>ADM JUS 5</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 6</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 14</td>
<td>Report Writing for Peace Officers</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 67</td>
<td>Community Relations I</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 185</td>
<td>Directed Study Administration of Justice</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

Skill Certificate

FINGERPRINTING:

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Compare and contrast the differences in various fingerprint characteristics.
2) Analyze and describe different fingerprint patterns and how they affect fingerprint classification.
3) Proficiently acquire several clear and accurate sets of fingerprints; compare and classify them according to their patterns.

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

Required Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM JUS 1</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 3</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADM JUS 62</td>
<td>Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Major Transfer Recommendations

California State University, Los Angeles
(Criminal Justice):
### Anthropology

#### ASSOCIATE in ARTS in ANTHROPOLOGY

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Apply a holistic anthropological perspective to the analysis of local, national, and global human issues.
2. Analyze the role that culture plays in human behavior, biology, evolution, and ways of life.
3. Develop an awareness of and respect for human diversity.

In order to earn the degree of Associate in Arts in ANTHROPOLOGY, the student must:

1. Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2. Complete all REQUIRED COURSES listed below, earning a “C” or better in each course
3. Complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 101</td>
<td>Human Biological Evolution</td>
<td>3</td>
</tr>
<tr>
<td>ANTHRO 102</td>
<td>Human Ways of Life: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 1</td>
<td>Introduction to Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2</td>
<td>Introduction to Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
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<td>18</td>
</tr>
</tbody>
</table>

**PLUS 3 units from Recommended Electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 133</td>
<td>Peoples and Cultures of Africa</td>
<td>3</td>
</tr>
<tr>
<td>HUMAN 1</td>
<td>Cultural Patterns of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 1</td>
<td>The Government of the United States</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2</td>
<td>American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

### 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 university catalog for the school of his or her choice, and see either a counselor or a faculty member of the Art Department.

#### ASSOCIATE in ARTS in ART

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Use terminology appropriate to art appreciation, and analyze works of art to explain how visual works of art communicate within a cultural context.
2. Analyze the composition, design, application of media, and iconography of art works.
3. Explain what constitutes significant or major innovations by studying the evolution of style.
4. Demonstrate application of color, the visual elements, space systems, and how to organize and present a resolved composition.

In order to earn the degree of Associate in Arts in ART, the student must:

1. Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2. Complete all REQUIRED COURSES listed below, earning a “C” or better in each course
3. Complete 3 additional units chosen from RECOMMENDED ELECTIVES
4. Complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Major Transfer Recommendations**

California State University, Dominguez Hills (Anthropology):

**Recommended Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Survey of Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 201</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 501</td>
<td>Beginning Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 502</td>
<td>Beginning Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>PLUS 3 units from Recommended Electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 103</td>
<td>Art Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art Appreciation II</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 204</td>
<td>Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 205</td>
<td>Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 206</td>
<td>Life Drawing III</td>
<td>3</td>
</tr>
<tr>
<td>ART 300</td>
<td>Introduction to Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 307</td>
<td>Oil Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 308</td>
<td>Oil Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 309</td>
<td>Oil Painting III</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>
Major Transfer Recommendations
California State University, Dominguez Hills
(Art: Design and Studio Art):

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

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

Art – Option in Art History
ASSOCIATE in ARTS in
ART: OPTION in ART HISTORY
Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Use terminology appropriate to art appreciation, and analyze works of art to explain how visual works of art communicate within a cultural context.
2) Identify major works of art from pre-history to the early modern world.

In order to earn the degree of Associate in Arts in ART HISTORY, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete 15 units of REQUIRED COURSES listed below, earning a “C” or better in each course
3) complete 3 additional units chosen from RECOMMENDED ELECTIVES
4) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses:  Units
ART 101  Survey of Art History I ............................. 3
ART 102  Survey of Art History II ..................................... 3
ART 201  Drawing I ....................................................... 3
ART 202  Beginning Two-Dimensional Design .............. 3
ART 501  Beginning Two-Dimensional Design .............. 3
ART 502  Beginning Three-Dimensional Design .......... 3
ENGLISH 102  College Reading and Composition II.................. 3
HUMAN 1  Cultural Patterns of Western Civilization.................. 3

PLUS 3 units from Recommended Electives:
ART 103  Art Appreciation I ..................................... 3
ART 104  Art Appreciation II ..................................... 3
TOTAL UNITS ........................................................ 18

Major Transfer Recommendations
California State University, Long Beach:
(Art: Art History):

Recommended Courses:  Units
ART 101  Survey of Art History I ............................. 3
ART 102  Survey of Art History II ..................................... 3
ART 201  Drawing I ....................................................... 3
ART 501  Beginning Two-Dimensional Design .............. 3
ART 502  Beginning Three-Dimensional Design .......... 3

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

Biology
ASSOCIATE in ARTS in
BIOLOGY
Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Apply the scientific method to solve a problem.
2) Solve problems utilizing the major concepts in cell biology and the experimental approaches taken to address them.

In order to earn the degree of Associate in Arts in BIOLOGY, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required 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
PHYSICS 6  General Physics I ........................................... 4
PHYSICS 7  General Physics II .......................................... 4
TOTAL UNITS ........................................................ 28

Recommended Electives  Units
BIOLOGY 5  Introduction to Human Biology ..................... 4
CHEM 211  Organic Chemistry for Science Majors I ............. 5
CHEM 212  Organic Chemistry for Science Majors II ............ 5
MATH 227  Statistics ...................................................... 4
MICRO 1  Introductory Microbiology ............................... 5

Major Transfer Recommendations
California State University, Dominguez Hills:
(Biology: B.A.)
In order to earn the degree of Associate in Arts in BUSINESS ADMINISTRATION: ACCOUNTING/GENERAL BUSINESS, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A

2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course

3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 21</td>
<td>Bookkeeping and Accounting I 3</td>
</tr>
<tr>
<td>OR</td>
<td>ACCTG 22</td>
</tr>
<tr>
<td>OR</td>
<td>ACCTG 1</td>
</tr>
<tr>
<td>OR</td>
<td>ACCTG 2</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 1</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 5</td>
</tr>
<tr>
<td>OR</td>
<td>ECON 1</td>
</tr>
<tr>
<td>OR</td>
<td>ECON 2</td>
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TOTAL UNITS 22 or 23

Recommended Electives:

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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 15</td>
<td>Tax Accounting I 3</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 6</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 38</td>
</tr>
<tr>
<td>OR</td>
<td>CAOT 82</td>
</tr>
<tr>
<td>OR</td>
<td>CAOT 83</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 227</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 235</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 236</td>
</tr>
</tbody>
</table>

TOTAL UNITS 28

Certificate of Achievement BUSINESS ADMINISTRATION: GENERAL BUSINESS

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Apply business terminology used in business scenarios, and be proficient with commonly used office software systems.

2) Analyze various economic activities in the context of national and global ramifications.

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>Introductory Accounting I 5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>Introductory Accounting II 5</td>
</tr>
<tr>
<td>BUS 1</td>
<td>Introduction to Business 3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Law I 3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>Business Computations 3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>Microcomputer Office Applications 3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics I 3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics II 3</td>
</tr>
</tbody>
</table>

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 5  Business Law I ................................................................. 3
CO SCI 601  Introduction to Computers and Their Uses .................. 3
ECON 1  Principles of Economics I ................................................ 3
ECON 2  Principles of Economics II ................................................ 3
(International Business Option only)
POLS 7  Contemporary World Affairs ............................................... 3

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

California State University, Northridge:
(Business Administration)

Recommended Courses:  Units
ACCTG 21  Bookkeeping and Accounting I ..................................... 3
ACCTG 22  Bookkeeping and Accounting II ..................................... 3
OR
ACCTG 1  Introductory Accounting I ............................................. 5
ACCTG 2  Introductory Accounting II ............................................. 5
BUS 5  Business Law I ................................................................. 3
CAOT 32  Business Communications .............................................. 3
CO SCI 601  Introduction to Computers and Their Uses .................. 3
OR
CO SCI 630  Microcomputer Application Software ................................ 3
ECON 1  Principles of Economics I ................................................ 3
ECON 2  Principles of Economics II ................................................ 3
MATH 227  Statistics ................................................................. 4
MATH 236  Calculus for Business and Social Science .......................... 5
OR
MATH 265  Calculus with Analytic Geometry I .................................. 5

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

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
CAOT 85  Microcomputer Applications .......................................... 3
FIN 1  Principles of Finance .............................................................. 3
ECON 1  Principles of Economics I .................................................. 3
ECON 2  Principles of Economics II .................................................. 3
FIN 15  Principles of Bank Operations .............................................. 3
TOTAL UNITS ................................................................. 31

Recommended Electives  Units
CAOT 1  Computer Keyboarding I .................................................. 3
CAOT 82  Microcomputer Software Survey in the Office ..................... 3
CAOT 83  Microcomputer Office Applications: Operating Systems ......... 1
MATH 235  Finite Mathematics .......................................................... 5
MATH 236  Calculus for Business and Social Science ......................... 5

Certificate of Achievement
BUSINESS ADMINISTRATION:
BANKING and FINANCE
Student Learning Outcomes: Upon completion of this program, students should be able to:
1) Inspect the complex system of Banking and how they are divided according to functions.
2) Examine the relationship between banks, customers, Federal Reserve System, and various regulatory agencies.
3) Analyze the risks involved in lending and how to comply with various regulations while earning a profit for the shareholders/investors.
4) Perform any function in a bank or financial institution and will assess the consequences of their actions.

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Enter basic accounting transactions into an accounting software program.
2) Construct accounts on a monthly basis to track business income and expenses.
3) Compare and contrast the financial information prepared for different types of business entities.

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 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>CAOT 85 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1 Principles of Finance</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>FIN 15 Principles of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>16 or 17</td>
</tr>
</tbody>
</table>

Skill Certificate BUSINESS
ADMINISTRATION: FINANCE
Completing the certificate program will provide students with skills necessary for entry-level employment in banking and finance institution.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Inspect the complex system of Banking and other financial institutions.
2) Examine the relationship between banks, customers, Federal Reserve System, and various regulatory agencies.

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 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>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38 Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED 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>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>

Skill Certificate BUSINESS
ADMINISTRATION: INCOME TAX FORM
This certificate program prepares students wishing to obtain an entry-level position as a tax preparer.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Prepare and assemble federal and California individual income tax returns.
2) Research federal and state tax issues.
3) Advise and assist individual clients with federal and state income tax returns and tax planning.

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 Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 15 Tax Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38 Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>
Business Administration: Economics

ASSOCIATE in ARTS in BUSINESS ADMINISTRATION: ECONOMICS

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze the role of supply and demand in a free market economy and the necessary elements to function efficiently.
2) Evaluate the advantages of a free market economy and the role of competitive pricing in achieving efficiency.
3) Define, analyze, and demonstrate economic problems using statistical methods, figures, and graphs.

In order to earn the degree of Associate in Arts in BUSINESS ADMINISTRATION: ECONOMICS, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the 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>CAOT 85</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>TOTAL UNITS</td>
<td>26</td>
</tr>
</tbody>
</table>

Recommended Electives:

<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>CAOT 75</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 83</td>
<td>1</td>
</tr>
<tr>
<td>MATH 235</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>26</td>
</tr>
</tbody>
</table>

Major Transfer Recommendations

California State University, Long Beach:

(Economics)

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>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>MATH 236</td>
<td>5</td>
</tr>
<tr>
<td>MATH 265</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>26</td>
</tr>
</tbody>
</table>

PLUS 2 additional courses outside of Economics.

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 Psychology 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.

Also reviewed are 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 in BUSINESS ADMINISTRATION: MANAGEMENT/SUPERVISION

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Examine planning, organizing, scheduling, and controlling management functions.
2) Demonstrate communication and analytical skills on various management issues.
3) Demonstrate supervisory skills and how they operate in practical situations.

In order to earn the degree of Associate in Arts in BUSINESS ADMINISTRATION: MANAGEMENT/SUPERVISION, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the 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>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>24</td>
</tr>
</tbody>
</table>
Certificate of Achievement

BIZNIZ ADMINISTRATION: MANAGEMENT/SUPERVISION

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Demonstrate communication and analytical skills for business management functions as well as case studies.
2) Apply knowledge of the process, practice and theory of management principles.

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

Required Courses: 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2</td>
<td>Organization and Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 13</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>Human Relations for Employees</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Major Transfer Recommendations

California State University, Dominguez Hills:
(Business Administration: Management and Human Resources Concentration) Follow Major Transfer Recommendations listed in this catalog under California State University, Dominguez Hills: Accounting/General Business

Skill Certificate BUSINESS

ADMINISTRATION: MANAGEMENT

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Apply the process, practice, and theory of management concepts.
2) Interpret, analyze, and communicate management issues with measurable data.

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

Required Courses: 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>Introductory Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>BUS 6</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 1</td>
<td>Computer Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 75</td>
<td>Word Processing: Equipment Operation</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 83</td>
<td>Microcomputer Office Applications: Operation Systems</td>
<td>1</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 15</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 235</td>
<td>Finite Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>PHILOS 1</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Skill Certificate 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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Evaluate, and utilize the principles of entrepreneurship.
2) Apply and communicate one's own entrepreneurial qualities and characteristics.

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

Required Courses: 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 38</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED</td>
<td>Cooperative Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 13</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>Human Relations for Employees</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Skill Certificate 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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Evaluate and utilize the principles of entrepreneurship.
2) Apply and communicate one’s own entrepreneurial qualities and characteristics.

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

Required Courses: 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 38</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>Microcomputer Software Survey in the Office</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED</td>
<td>Cooperative Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 13</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>Human Relations for Employees</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>
Skill Certificate BUSINESS

ADMINISTRATION: SUPERVISION

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Apply management planning, organizing, scheduling, and controlling skills supervisory functions.
2. Demonstrate effective management skills to prepare for a variety of entry-level supervisory positions.

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

Required Courses: 

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 82</td>
<td>Microcomputer Software Survey in the Office</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED</td>
<td>Cooperative Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>SUPV 1</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2</td>
<td>Organization and Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 33</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

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. Students are required to complete each course listed with a grade of “C” or better for the completion of the degree and permits.

The program includes the following:

ASSOCIATE in ARTS in CHILD DEVELOPMENT

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Integrate understanding of the needs, the characteristics and multiple influences on the development of children from birth to age eight as it relates to high quality care and education of young children.
2. Create developmentally appropriate teaching strategies, techniques, and curriculum incorporating domains of learning, health, safety, nutrition, as well as anti-bias and adaptation principles for working with children with special needs.
3. Demonstrate developmentally appropriate strategies and positive guidance techniques in a professional early childhood setting.
4. Evaluate and utilize various observation and assessment methods for recording child development and family studies.
5. Implement various environmental rating scales and assessment tools.
6. Discuss/summarize the basic theories in child development, family studies as well as historical perspectives of ECE programs.
7. Uphold professional standards (based on NAEYC Code of Ethics) for job seeking and respecting, interacting and communicating with others (parents, staff, children, community members, colleagues and peers).
8. Demonstrate strategies and techniques for building sensitive and respectful family and community relationships as well as maintaining effective team partnerships.

In order to earn the degree of Associate in Arts in CHILD DEVELOPMENT, the student must:

1. complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2. complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3. complete 6 additional units chosen from RECOMMENDED ELECTIVES, earning a grade of “C” or better in each course
4. complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES and RECOMMENDED ELECTIVES.

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.

To receive an Associate of Arts degree in Child Development from LA Southwest College, students must take a minimum of 16 units of coursework at this institution. Among those units, students are required to complete Child Development 3 – Creative Experiences for Children I (3 units), Child Development 4 – Creative Experiences for Children II (3 units), Child Development 22 – Practicum in Child Development II (4 units), plus an additional 6 units of coursework. Students have the right to appeal and may have coursework taken at other institutions evaluated by the Child Development Department.

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>CH DEV 4</td>
<td>Creative Experiences for Children II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 10</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 11</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 22</td>
<td>Practicum in Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CH DEV 42</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
</tbody>
</table>
Students are required to complete each listed course with a grade of “C” or better.

### Required Courses:

- **CH DEV 1**  
  Child Growth and Development .......................... 3
- **CH DEV 2**  
  Early Childhood: Principles and Practices .......... 3
- **CH DEV 3**  
  Creative Experiences for Children I .................. 3

**OR**

- **CH DEV 4**  
  Creative Experiences for Children II ............... 3
- **CH DEV 11**  
  Child, Family and Community ........................ 3

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

### Skill Certificate

#### INFANT AND TODDLER STUDIES

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Integrate understanding of the needs, the characteristics and multiple influences on the development of children from birth to age eight as it relates to high quality care and education of young children.

2. Create developmentally appropriate teaching strategies, techniques, and curriculum incorporating domains of learning, health, safety, nutrition, as well as anti-bias and adaptation principles for working with infants and toddlers.

3. Evaluate and utilize various observation and assessment methods for recording child development and family studies.

4. Implement various environmental rating scales and assessment tools for infant and toddler programs.

5. Demonstrate strategies and techniques for building sensitive and respectful family and community relationships as well as maintaining effective team partnerships.

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

### Required Courses:

- **CH DEV 1**  
  Child Growth and Development .......................... 3
- **CH DEV 11**  
  Child, Family and Community ........................ 3
- **CH DEV 30**  
  Infant and Toddler Studies I ............................ 3
- **CH DEV 31**  
  Infant and Toddler Studies II ........................... 3
- **CH DEV 34**  
  Observing and Recording Children’s Behavior .......... 3

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

### Skill Certificate

#### SCHOOL-AGE PROGRAMS

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Integrate understanding of the needs, the characteristics and multiple influences on the development of children from birth to age eight as it relates to high quality care and education of young children.

2. Create developmentally appropriate teaching strategies, techniques, and curriculum incorporating domains of learning, health, safety, nutrition, as well as anti-bias and adaptation principles for working with school-age children with special needs.

3. Analyze and discuss developmentally appropriate strategies and positive guidance techniques.

4. Evaluate and utilize various observation and assessment methods for recording child development and family studies.

5. Implement various environmental rating scales and assessment tools for school-age programs.

6. Demonstrate strategies and techniques for building sensitive and respectful family and community relationships as well as maintaining effective team partnerships.

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

### Required Courses:

- **CH DEV 1**  
  Child Growth and Development .......................... 3
- **CH DEV 11**  
  Child, Family and Community ........................ 3
- **CH DEV 30**  
  Infant and Toddler Studies I ............................ 3
- **CH DEV 31**  
  Infant and Toddler Studies II ........................... 3
- **CH DEV 34**  
  Observing and Recording Children’s Behavior .......... 3

**TOTAL UNITS** .............................................. 15
and communicating with others (parents, staff, children, 
community members, colleagues and peers).

7. Demonstrate strategies and techniques for building 
sensitive and respectful family and community relationships 
as well as maintaining effective team partnerships.

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

### 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 11</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 46</td>
<td>School Age Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 47</td>
<td>School Age Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 48</td>
<td>Positive Guidance in Early Childhood Settings</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### Skill Certificate

#### CHILDREN WITH SPECIAL NEEDS

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Integrate understanding of the needs, the characteristics and multiple influences on the development of children from birth to age eight as it relates to high quality care and education of young children.
2. Create developmentally appropriate teaching strategies, techniques, and curriculum incorporating domains of learning, health, safety, nutrition, as well as anti-bias and adaptation principles for working with children with special needs.
3. Analyze and discuss developmentally appropriate strategies and positive guidance techniques.
4. Evaluate and utilize various observation and assessment methods for recording child development and family studies.
5. Discuss/summarize the basic theories in child development, family studies as well as historical perspectives of ECE programs as it relates to early intervention and diverse adaptive programs.
6. Uphold professional standards (based on NAEC Code of Ethics) for job seeking and respecting, interacting and communicating with others (parents, staff, children, community members, colleagues and peers).
7. Demonstrate strategies and techniques for building sensitive and respectful family and community relationships as well as maintaining effective team partnerships.

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

### 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 11</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 42</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 44</td>
<td>Early Intervention for Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CH DEV 45</td>
<td>Programs for Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### 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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Create and demonstrate a PowerPoint presentation as well as a chart to depict data graphically.
2. Write a business letter using standard business format including 7 basic elements and design a newsletter.
3. Compare and contrast web browsers and identify web domains.

In order to earn the degree of Associate in Arts in COMPUTER APPLICATIONS and OFFICE TECHNOLOGY (CAOT), the student must:

1. complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2. complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3. complete a balance of degree-applicable electives which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

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

### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT 3</td>
<td>Computer Keyboarding III</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 32</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33</td>
<td>Records Management and Filing</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 47</td>
<td>Applied Office Practice</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 64</td>
<td>Office Administration Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>Microcomputer Software Survey in the Office</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>Microcomputer Office Applications: Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 85</td>
<td>Microcomputer Office Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 97</td>
<td>Introduction to the Internet for CAOT</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 31</td>
<td>Human Relations for Employees</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>
Skill Certificate

GENERAL OFFICE ASSISTANT

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Type a minimum of 40 words per minute.
2) Write a business letter using standard business format including 7 elements.
3) Create and demonstrate a PowerPoint presentation.

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 2 Computer Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31 Business English</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33 Records Management &amp; Filing</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 43 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 47 Applied Office Practice</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82 Microcomputer Software Survey</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 83 Microcomputer Office Applications:</td>
<td></td>
</tr>
<tr>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications:</td>
<td></td>
</tr>
<tr>
<td>Spreadsheet</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS .............................................. 13

Skill Certificate

MICROSOFT EXCEL

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Write a business letter using standard business format including 7 elements.
2) Plan, produce, manipulate, format, and modify charts to depict data graphically.

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 2 Computer Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31 Business English</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33 Records Management and Filing</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 85 Microcomputer Office Applications:</td>
<td></td>
</tr>
<tr>
<td>Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>COOP ED Cooperative Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS .............................................. 13

Skill Certificate

MICROSOFT WORD

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Type a minimum of 40 words per minute.
2) Design a newsletter.

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 2 Computer Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31 Business English</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 32 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 83 Microcomputer Office Applications:</td>
<td></td>
</tr>
<tr>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CAOT 84 Microcomputer Office Applications:</td>
<td></td>
</tr>
<tr>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS .............................................. 13

Skill Certificate

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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Create and demonstrate PowerPoint presentation.
2) Write a business letter using standard business format including 7 elements.
3) Evaluate the elements of the role of a legal decision and the legal assistant.

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>LAW 10 Introduction to Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>LAW 14 Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 2 Computer Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31 Business English</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 33 Records Management and Filing</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82 Microcomputer Software Survey</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS .............................................. 17

Skill Certificate

RECEPTIONIST

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Type a minimum of 40 words per minute.
2) Write a business letter using standard business format including 7 elements and create and demonstrate a PowerPoint presentation.

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 1</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 2</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 47</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 17

Skill Certificate

WEB SITE DESIGNER

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Demonstrate a webpage using Dreamweaver and properly edit a flash file based on various parameters.
2) Build a website including graphics, sound, video, links, plug-in applications and analyze and edit a digital image.

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 97</td>
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<tr>
<td>CAOT 107</td>
<td>3</td>
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<tr>
<td>CAOT 109</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 112</td>
<td>3</td>
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<tr>
<td>CAOT 113</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 285</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 17

Skill Certificate

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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Typing at a minimum of 40 words per minute, write a business letter using standard business format including 7 elements.
2) Create a newsletter and develop/provide a PowerPoint presentation.

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 2</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 31</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 43</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 47</td>
<td>2</td>
</tr>
<tr>
<td>CAOT 82</td>
<td>3</td>
</tr>
<tr>
<td>CAOT 84</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Perform computational tasks using operating system environments and develop problem solving algorithms for given tasks.
2) Demonstrate application of computer science concepts, including the study of the properties of algorithms, which includes linguistics, virtual hardware development, and application development.

In order to earn the degree of Associate in Science in COMPUTER SCIENCE: INFORMATION TECHNOLOGY, the student must:

1) Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) Complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) Complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 601</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 602</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 608</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 617</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 630</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 632</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 636</td>
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<tr>
<td>CO SCI 639</td>
<td>3</td>
</tr>
<tr>
<td>CO SCI 660</td>
<td>3</td>
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TOTAL UNITS: 27

Recommended Elective

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CO SCI 681</td>
<td>4</td>
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<tr>
<td>CO SCI 682</td>
<td>4</td>
</tr>
<tr>
<td>CO SCI 688</td>
<td>2</td>
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</tbody>
</table>

Major Transfer Recommendations

California State University, Dominguez Hills  
(Computer Science)
**Recommended Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 602</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>CO SCI 617</td>
<td>Beginning Micro Assembly Language</td>
</tr>
<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
</tr>
<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
</tr>
<tr>
<td>PHYSICS 37</td>
<td>Physics for Engineers and Scientists I</td>
</tr>
<tr>
<td>PHYSICS 38</td>
<td>Physics for Engineers and Scientists II</td>
</tr>
<tr>
<td>PHYSICS 39</td>
<td>Physics for Engineers and Scientists III</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 (College of Engineering, Computer Science and Technology: Computer Science, B.S.)**

**Recommended Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 602</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>CO SCI 636</td>
<td>Introduction to Data Structure</td>
</tr>
<tr>
<td>ENGLISH 103</td>
<td>Composition and Critical Thinking</td>
</tr>
<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
</tr>
<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
</tr>
<tr>
<td>MATH 267</td>
<td>Calculus with Analytic Geometry III</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>PHYSICS 6</td>
<td>General Physics I</td>
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</table>

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO SCI 621</td>
<td>CIWA: Internet Fundamentals</td>
</tr>
<tr>
<td>CO SCI 622</td>
<td>CIWA: Web Page Authoring Fundamentals</td>
</tr>
<tr>
<td>CO SCI 623</td>
<td>CIWA: Networking Fundamentals</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>9</td>
</tr>
</tbody>
</table>

**Student Learning Outcomes:** Upon completion of this certificate program, students should be able to:

1. Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.
2. Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.
3. Utilize research skills necessary to achieve educational, professional, and personal objectives.
4. Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.

**Note:** The course requirements of CSU-GE are approved annually by the CSU Office of the President and may vary slightly from year to year. See a counselor for help with specific questions.

**Education**

**Skill Certificate**

**CERTIFIED INTERNET WEBMASTER ASSOCIATE (CIWA)**

The Certified Internet Webmaster (CIW) Foundations Certificate provides students with real-world workforce skills to bridge the gap between education and industry. 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>Introduction to Teaching</td>
</tr>
<tr>
<td>EDUC 10</td>
<td>Principles of Teaching Assisting</td>
</tr>
<tr>
<td>CH DEV 1</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>ENGLISH 28</td>
<td>Intermediate Reading and Composition I</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Elementary Algebra</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 in ELECTRONICS**

**Student Learning Outcomes:** Upon completion of this program, students should be able to:

1. Draw and identify all parts of an electronic circuit.
2. Identify and label the basic eight logic gates.
3. Identify all major subsystems of a computer.
In order to earn the degree of Associate in Science in ELECTRONICS, the student must:

1) complete a minimum of 18 units of GENERAL EDUCATION REQUIREMENTS listed in Plan B
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better
3) complete 12 additional units chosen from RECOMMENDED ELECTIVES, earning a grade of “C” or better in each course
4) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan B) and completion of the 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 15</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 8</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 41</td>
<td>1</td>
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<tr>
<td>ELECTRN 43</td>
<td>1</td>
</tr>
<tr>
<td>ELECTRN 56</td>
<td>3</td>
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<tr>
<td>ELECTRN 57</td>
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<tr>
<td>ELECTRN 111</td>
<td>3</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>16</td>
</tr>
</tbody>
</table>

### Plan B

- **TOTAL UNITS:** 17

### Electives

CO SCI 601: Introduction to Computers and Their Uses ........................................ 3
CO SCI 630: Microcomputer Application Software ............................................. 3
MATH 115: Elementary Algebra ........................................................................... 5
MATH 125: Intermediate Algebra ..................................................................... 5
MATH 260: Pre-Calculus ........................................................................... 5
PHYSICS 6: General Physics I ................................................................. 4
PHYSICS 7: General Physics II ................................................................. 4
PHYSICS 11: Introductory Physics ............................................................ 4
TOTAL UNITS ........................................................................................................ 36

### Skill Certificate

**ELECTRONICS TECHNICIAN**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Draw and identify all parts of an electronic circuit.
2) Identify and label the basic eight logic gates.
3) Identify all major subsystems of a computer.

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>
</tr>
<tr>
<td>ELECTRN 15</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 41</td>
<td>1</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>4</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>16</td>
</tr>
</tbody>
</table>

**NETWORK CABLING TECHNICIAN**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Draw the essential parts of a computer network, identify each part, and label it.
2) Verbalize the differences between copper cabling and fiber-optic cabling used to create a computer network.

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 15</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 41</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 43</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 56</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 111</td>
<td>4</td>
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<tr>
<td>ELECTRN 112</td>
<td>4</td>
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<tr>
<td>ELECTRN 113</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 119</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>16</td>
</tr>
</tbody>
</table>

**TELECOM AND NETWORK TECHNICIAN**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Identify the eight logic gates.
2) Identify a network card and install inside the computer.

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 15</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 56</td>
<td>3</td>
</tr>
<tr>
<td>ELECTRN 57</td>
<td>1</td>
</tr>
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<td>ELECTRN 111</td>
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<tr>
<td>ELECTRN 113</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRN 116</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>17</td>
</tr>
</tbody>
</table>
English

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 courses that are required as partial fulfillment of the requirement for the Associate in 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 in ENGLISH

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Read accurately, critically, broadly and reflectively, demonstrating the ability to consider contrastive or opposing perspectives and non-insular openness to diverse ideas and intellectual traditions.

2) Produce college-level academic English prose to communicate clear yet nuanced viewpoints on complex subjects and ideas, demonstrating a sound understanding of audience and prose.

In order to earn the degree of Associate in Arts in ENGLISH, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A

2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course

3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 239</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 234</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 94</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
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</tr>
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</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 213</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 212</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 211</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>18</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</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 103</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 127</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 205</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>9</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)

Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 211</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 212</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 213</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>9</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

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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Produce a cohesive paragraph, which has a topic sentence, body with support and a conclusion.

2) Read a short story or article in English and answer questions based on the reading.

3) Listen to a news report or other oral presentation in English and relate what was discussed.

Recommended Courses: Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 3A</td>
<td>6</td>
</tr>
<tr>
<td>ESL 3B</td>
<td>3</td>
</tr>
<tr>
<td>ESL 3C</td>
<td>3</td>
</tr>
<tr>
<td>ESL 4A</td>
<td>3</td>
</tr>
<tr>
<td>ESL 4B</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 and Developmental Communications

DEV COM 20
Fundamentals of Reading and Writing
6 Units NDA

DEV COM 21/23
Fundamentals of Writing/Reading and Study Improvement
3 Units each, NDA

English 21
English Fundamentals
3 Units NDA

English 28
Intermediate Reading and Composition
3 Units

OR

English 31
Composition and Critical Reading
5 Units

English 212
Poetry
3 Units

English 213
Dramatic Literature
3 Units

English 218
Children’s Literature
3 Units

English 224
African American Literature
3 Units

English 239
Women in Literature
3 Units

English 103
Composition and Critical Thinking
3 Units

English 127
Creative Writing
3 Units

English 211
Fiction
3 Units

English 212
Poetry
3 Units

University Transfer Classes

English 101
College Reading and Composition I
3 Units

English 102
College Reading & Composition II
3 Units

NDA = Non Degree Applicable
**English as a Second Language**

**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 6C**
  - Listening / Speaking
  - 3 Units

**English 21**

- English Fundamentals
  - 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.

** ESL students may test into English 21 or English 28.**

Developmental Communications classes are generally not appropriate for ESL students.
### Geography

**ASSOCIATE in ARTS in GEOGRAPHY**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Recognize and articulate how geography affects their lives.
2. Explain the basic concepts of geography.
3. Demonstrate critical thinking.

In order to earn the degree of Associate in Arts in GEOGRAPHY, the student must:

1. Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2. Complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3. Complete a balance of degree-applicable electives to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOLOGY 3</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 1</td>
<td>Cultural Elements of Geography</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
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<td>19</td>
</tr>
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**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CO SCI 608</td>
<td>Beginning BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 38</td>
<td>Physics for Engineers and Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 39</td>
<td>Physics for Engineers and Scientists II</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
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<td>19</td>
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</tbody>
</table>

**Major Transfer Recommendations**

California State University, Dominguez Hills (Geography, B.A.)

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### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>10</td>
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</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 38</td>
<td>Physics for Engineers and Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 39</td>
<td>Physics for Engineers and Scientists II</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Major Transfer Recommendations**

California State University, Dominguez Hills (Geology, B.S. Earth and Environment Option)
**History**

**ASSOCIATE in ARTS in HISTORY**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Compare, contrast and analyze past events to interpolate the impact of these events on the present political, cultural, legal, economic and social precedents.

2. Write a comprehensive essay on the importance of the history of a particular facet to the embedded understanding of today’s problems.

In order to earn the degree of Associate in Arts in HISTORY, the student must:

1. complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A

2. complete 18 units of chosen from CORE COURSES listed below, earning a grade of "C" or better in each course

3. complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 1</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 5</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 11</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 41</td>
<td>3</td>
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<tr>
<td>HISTORY 43</td>
<td>3</td>
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<tr>
<td>HISTORY 12</td>
<td>3</td>
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<td>HISTORY 42</td>
<td>3</td>
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<td>GEOG 2</td>
<td>3</td>
</tr>
<tr>
<td>GEOLOGY 6</td>
<td>2</td>
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<td>GEOLOGY 1</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 102</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 6</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 7</td>
<td>4</td>
</tr>
<tr>
<td>BIOLOGY 6</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY 7</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.

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY 52</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 53</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 54</td>
<td>3</td>
</tr>
<tr>
<td>HUMAN 1</td>
<td>3</td>
</tr>
<tr>
<td>SOC 11</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units: 18**

**Interdisciplinary Studies**

This curriculum is intended for students whose interest encompasses the broad scope of the liberal arts rather than a specific major.

**ASSOCIATE in ARTS in INTERDISCIPLINARY STUDIES: ARTS and HUMANITIES, Option 1 (non-transfer)**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Identify art, music, and literature from pre-history to the early modern world.

2. Compare and contrast various presentation styles in art, music, and theater.

In order to earn the degree of Associate in Arts in INTERDISCIPLINARY STUDIES: ARTS and HUMANITIES, the student must:

1. complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A

2. complete 9 units selected from CORE COURSES listed below, earning grade of “C” or better in each course

3. complete 9 additional units selected from ADDITIONAL REQUIREMENTS listed below, earning a grade of “C” or better in each course

4. complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.
**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of 9 units of CORE COURSES and 9 units of ADDITIONAL REQUIREMENTS.

### Core Courses: (Complete 9 units)

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Survey of Art History I OR</td>
</tr>
<tr>
<td>ART 103</td>
<td>Art Appreciation I</td>
</tr>
<tr>
<td>MUSIC 101</td>
<td>Fundamentals of Music OR</td>
</tr>
<tr>
<td>MUSIC 111</td>
<td>Music Appreciation I</td>
</tr>
<tr>
<td>HUMAN 1</td>
<td>Cultural Patterns of Western Civilization</td>
</tr>
<tr>
<td>THEATER 110</td>
<td>History of the World Theater OR</td>
</tr>
<tr>
<td>THEATER 270</td>
<td>Beginning Acting</td>
</tr>
</tbody>
</table>

### Additional Requirements: (Choose and complete 9 additional units)

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 1</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASL 2</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>ASL 3</td>
<td>American Sign Language III</td>
</tr>
<tr>
<td>ART 101</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ART 102</td>
<td>Survey of Art History II</td>
</tr>
<tr>
<td>ART 103</td>
<td>Art Appreciation I</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art Appreciation II</td>
</tr>
<tr>
<td>ART 201</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 300</td>
<td>Introduction to Painting</td>
</tr>
<tr>
<td>ART 501</td>
<td>Beginning Two-Dimensional Design</td>
</tr>
<tr>
<td>ENGLISH 127</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>ENGLISH 211</td>
<td>Fiction</td>
</tr>
<tr>
<td>ENGLISH 212</td>
<td>Poetry</td>
</tr>
<tr>
<td>ENGLISH 213</td>
<td>Dramatic Literature</td>
</tr>
<tr>
<td>ENGLISH 218</td>
<td>Children's Literature</td>
</tr>
<tr>
<td>ENGLISH 234</td>
<td>African-American Literature I</td>
</tr>
<tr>
<td>ENGLISH 239</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>FRENCH 1</td>
<td>Elementary French I</td>
</tr>
<tr>
<td>FRENCH 2</td>
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<td>FRENCH 3</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FRENCH 4</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>HUMAN 1</td>
<td>Cultural Patterns of Western Civilization</td>
</tr>
<tr>
<td>HUMAN 2</td>
<td>Studies in Selected Cultures</td>
</tr>
<tr>
<td>HUMAN 6</td>
<td>Great People, Great Ages</td>
</tr>
<tr>
<td>HUMAN 31</td>
<td>People in Contemporary Society</td>
</tr>
<tr>
<td>HUMAN 54</td>
<td>Studies in American Culture</td>
</tr>
<tr>
<td>JAPAN 1</td>
<td>Elementary Japanese I</td>
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<td>JAPAN 1</td>
<td>Fundamental of Music</td>
</tr>
<tr>
<td>MUSIC 101</td>
<td>Music Appreciation I</td>
</tr>
<tr>
<td>PHILOS 1</td>
<td>Introduction to Philosophy I</td>
</tr>
<tr>
<td>SPANISH 1</td>
<td>Elementary Spanish I</td>
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<tr>
<td>SPANISH 2</td>
<td>Elementary Spanish II</td>
</tr>
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<td>SPANISH 3</td>
<td>Intermediate Spanish I</td>
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<tr>
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<td>Advanced Spanish I</td>
</tr>
<tr>
<td>SPANISH 6</td>
<td>Advanced Spanish II</td>
</tr>
<tr>
<td>SPANISH 8</td>
<td>Conversational Spanish</td>
</tr>
<tr>
<td>SPANISH 101</td>
<td>Spanish Language Laboratory</td>
</tr>
<tr>
<td>THEATER 100</td>
<td>Introduction to the Theater</td>
</tr>
<tr>
<td>THEATER 110</td>
<td>History of the World Theater</td>
</tr>
<tr>
<td>THEATER 233</td>
<td>Play Production</td>
</tr>
<tr>
<td>THEATER 240</td>
<td>Voice and Articulation for the Theater</td>
</tr>
<tr>
<td>THEATER 270</td>
<td>Beginning Acting</td>
</tr>
<tr>
<td>THEATER 271</td>
<td>Intermediate Acting</td>
</tr>
<tr>
<td>THEATER 300</td>
<td>Introduction to Stage Craft</td>
</tr>
</tbody>
</table>

**Note:** Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer.

### ASSOCIATE in ARTS in INTERDISCIPLINARY STUDIES: ARTS and HUMANITIES, Option 2 (transfer)

**Student Learning Outcomes:** Upon completion of this program, students should be able to:

1. Identify art, music, and literature from pre-history to the early modern world.
2. Compare and contrast various presentation styles in art, music, and theater.

In order to earn the degree of Associate in Arts in INTERDISCIPLINARY STUDIES: ARTS and HUMANITIES, the student must:

1. Complete one of the following GENERAL EDUCATION patterns:
   - The CSU General Education pattern
   - The IGETC pattern
2. Complete a minimum of 18 units of REQUIREMENTS including 9 units of coursework chosen from CORE COURSES and a minimum of 9 units chosen from ADDITIONAL REQUIREMENTS, earning a grade of "C" or better in each course
3. Complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average
4. Consult with a counselor to select the appropriate general education transfer pattern and for detailed information for the intended transfer institution.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

### Core Courses: (Choose and complete 9 units) **Units**

| ART 101 | Survey of Art I | 3 |
| OR | OR |
| ART 103 | Art Appreciation I | 3 |
| MUSIC 101 | Fundamentals of Music–OR | 3 |
| OR | OR |
| MUSIC 111 | Music Appreciation | 3 |
| HUMAN 1 | Cultural Patterns of Western Civilization | 3 |
| THEATER 110 | History of the World Theater OR | 3 |
| THEATER 270 | Beginning Acting | 3 |

### Additional Requirements: (Choose and complete 9 additional units) **Units**

| ASL 1 | American Sign Language I | 3 |
| ASL 2 | American Sign Language II | 3 |
| ASL 3 | American Sign Language III | 3 |
| ART 101 | Survey of Art History I | 3 |
| ART 102 | Survey of Art History II | 3 |
| ART 103 | Art Appreciation I | 3 |
| ART 104 | Art Appreciation II | 3 |
| ART 201 | Drawing I | 3 |
| ART 300 | Introduction to Painting | 3 |
| ENGLISH 127 | Creative Writing | 3 |
| ENGLISH 211 | Fiction | 3 |
| ENGLISH 212 | Poetry | 3 |
| ENGLISH 213 | Dramatic Literature | 3 |
| ENGLISH 234 | African-American Literature I | 3 |
ENGLISH 239  Women in Literature ..................................... 3
FRENCH 1  Elementary French I .................................... 5
FRENCH 2  Elementary French II .................................. 5
FRENCH 3  Intermediate French I .................................. 5
FRENCH 4  Intermediate French II .................................. 5
HUMAN 1  Cultural Patterns of Western Civilization ............. 3
HUMAN 2  Studies in Selected Cultures ............................ 3
HUMAN 6  Great People, Great Ages ................................ 3
HUMAN 31  People in Contemporary Society ....................... 3
HUMAN 54  Studies in American Culture .......................... 3
JAPAN 1  Elementary Japanese I .................................. 5
MUSIC 101  Fundamentals of Music ................................ 3
MUSIC 111  Music Appreciation I ................................... 3
PHILOS 1  Introduction to Philosophy I .................. 3
SPANISH 1  Elementary Spanish I .................. 5
SPANISH 2  Elementary Spanish II .................. 5
SPANISH 3  Intermediate Spanish I .................. 5
SPANISH 4  Intermediate Spanish II .................. 5
SPANISH 5  Advanced Spanish I .................. 5
SPANISH 6  Advanced Spanish II .................. 5
SPANISH 8  Conversational Spanish .................. 2
SPANISH 101  Spanish Language Laboratory .................. 3
THEATER 100  Introduction to the Theater ..................... 3
THEATER 110  History of the World Theater .................... 3
THEATER 233  Play Production ...................................... 3
THEATER 240  Voice and Articulation for the Theater ........ 3
THEATER 270  Beginning Acting .................................... 3
THEATER 271  Intermediate Acting ................................ 2
THEATER 300  Introduction to Stage Craft ........ 3

Core Courses: (Choose and complete 9 units) Units
HISTORY 11  Political and Social History of the United States I 3
OR
HISTORY 12  Political and Social History of the United States II 3
OR
HISTORY 41  The African-American in the History of the United States 3
OR
HISTORY 42  The African-American in the History of the United States II 3
OR
HISTORY 43  The Mexican-American in the History of the United States 3
OR
PSYCH 1  General Psychology I .................................... 3
SOC 1  Introduction to Sociology .................................. 3

Additional Requirements:
(Choose and complete 9 additional units) Units
ADM JUS 1  Introduction to Administration of Justice ........ 3
ANTHRO 102  Cultural Anthropology ............................ 3
ANTHRO 133  Peoples and Culture of Africa ...................... 3
BUS 1  Introduction to Business .................................. 3
BUS 5  Business Law I .............................................. 3
BUS 6  Business Law II .............................................. 3
CH DEV 1  Child Growth and Development ...................... 3
ECON 1  Principles of Economics I ................................. 3
ECON 2  Principles of Economics II ................................. 3
GEOG 2  Cultural Elements of Geography .................... 3
HISTORY 1  Introduction to Western Civilization I .......... 3
HISTORY 2  Introduction to Western Civilization II .......... 3
HISTORY 3  History of England and Great Britain I ........ 3
HISTORY 5  History of the Americas I ............................ 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
HISTORY 37  History of African Civilization .................. 3
HISTORY 41  The African-American in the History of the United States 3
HISTORY 42  The African-American in the History of the United States II 3
HISTORY 43  The Mexican-American in the History of the United States II 3
HISTORY 52  The Role of Women in the History of the United States 3
LAW 3  Civil Rights and the Law .................................. 3
MATH 227  Introductory Statistics .................................. 4
POL SCI 1  The Government of the United States ................ 3
POL SCI 2  Modern World Governments ........................ 3
POL SCI 7  Contemporary World Affairs ........................ 3
POL SCI 9  Governments and Politics in Africa ............... 3
PSYCH 1  General Psychology I .................................. 3
PSYCH 11  Child Psychology ....................................... 3
PSYCH 14  Abnormal Psychology .................................. 3
PSYCH 41  Life-Span Psychology: From Infancy to Old Age 3
SOC 1  From Infancy to Old Age ............................ 3
SOC 2  Introduction to Sociology .................................. 3

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.
SOC 11  Ethnic & Racial Minorities in the United States ......................... 3
SOC 12  Marriage and Family Life ........................................... 3

Note: Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer.

ASSOCIATE in ARTS in INTERDISCIPLINARY STUDIES:
SOCIAL and BEHAVIORAL SCIENCES, Option 2 (transfer)

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Describe the goals of psychology as a science.
2) List, describe, and explain the major theoretical viewpoints in psychology.
3) List and describe major research methods utilized in psychology.

In order to earn the degree of Associate in Arts in INTERDISCIPLINARY STUDIES: SOCIAL and BEHAVIORAL SCIENCES, the student must:

1) complete one of the following GENERAL EDUCATION patterns:
   - The CSU General Education pattern
   - The IGETC pattern
2) complete a minimum of 18 units including 9 units of coursework chosen from CORE COURSES and 9 additional units chosen from ADDITIONAL REQUIREMENTS, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from ADDITIONAL REQUIREMENTS listed below, to total 60 units with a minimum of a 2.0 grade point average
4) consult with a counselor to select the appropriate general education transfer pattern and for detailed information for the intended transfer institution.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.

Core Courses:

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<thead>
<tr>
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<tr>
<td>HISTORY 12</td>
<td>Political and Social History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 41</td>
<td>The African-American in the History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 42</td>
<td>The African-American in the History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 43</td>
<td>The Mexican-American in the History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 1</td>
<td>The Government of the United States</td>
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</tr>
<tr>
<td>SOC 1</td>
<td>General Psychology I</td>
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Additional Requirements:

(Choose and complete 9 additional units)

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<td>ANTHRO 102</td>
<td>Human Ways of Life:</td>
<td>3</td>
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<tr>
<td>ANTHRO 133</td>
<td>Peoples and Culture of Africa</td>
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<td>BUS 1</td>
<td>Introduction to Business</td>
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<td>Child Growth and Development</td>
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<td>HISTORY 3</td>
<td>History of England and Great Britain I</td>
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<td>HISTORY 5</td>
<td>History of the Americas I</td>
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<td>Political and Social History of the United States I</td>
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<td>Political and Social History of the United States II</td>
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<td>HISTORY 37</td>
<td>History of African Civilization</td>
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<tr>
<td>HISTORY 41</td>
<td>The African-American in the History of the United States I OR</td>
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<td>HISTORY 42</td>
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<td>HISTORY 43</td>
<td>The Mexican-American in the History of the United States I</td>
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<tr>
<td>HISTORY 52</td>
<td>The Role of Women in the History of the United States</td>
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<td>LAW 3</td>
<td>Civil Rights and the Law</td>
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<td>MATH 227</td>
<td>Introductory Statistics</td>
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<td>POL SCI 1</td>
<td>The Government of the United States</td>
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<td>Modern World Governments</td>
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<td>POL SCI 9</td>
<td>Governments and Politics in Africa</td>
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<td>PSYCH 1</td>
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<td>PSYCH 14</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<td>PSYCH 41</td>
<td>Life-Span Psychology:</td>
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<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>SOC 2</td>
<td>American Social Problems</td>
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<tr>
<td>SOC 11</td>
<td>Ethnic &amp; Racial Minorities in the United States</td>
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</tr>
<tr>
<td>SOC 12</td>
<td>Marriage and Family Life</td>
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</table>

Certificate of Achievement – IGETC (Intersegmental General Education Transfer Curriculum)

In order to earn a Certificate of Achievement in IGETC the student must fully complete the Intersegmental General Education Transfer Curriculum. Students are required to complete a minimum of 37 units in Areas 1 – 5 and to also complete Area 6, Languages Other Than English. All classes in all areas must be completed with the grade of “C” or better.
Student Learning Outcomes: Upon completion of this certificate program, the students should be able to:

1) Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.
2) Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.
3) Utilize research skills necessary to achieve educational, professional, and personal objectives.
4) Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.
5) Demonstrate practices that promote physical, mental, and emotional well-being.

Note 1: The course requirements of IGETC are approved annually by the UC Office of the President and may vary slightly from year to year. See a counselor for help with specific questions.

Note 2: Upon completion the IGETC requirements, and additional UC:CSU transferable units to total 60, students will have satisfied the requirements for transfer to the UC and CSU systems.

Please refer to page 78 for curriculum

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 a college newspaper using computer technology. Objectives of courses include learning the fundamentals of interview techniques and newspaper production.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze the ethical concepts, legal implications, considerations and practices that guide online forums.
2) Apply tools and technologies appropriate for the production, editing and presentation of visual and textual, or other web-based content.

In order to earn the degree of Associate in Arts in JOURNALISM, the student must:

1) Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) Complete a balance of degree-applicable electives to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses:

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<th>Course</th>
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<td>JOURNAL 101</td>
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<td>SPEECH 111</td>
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<td>TOTAL UNITS</td>
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Major Transfer Recommendations

California State University, Dominguez Hills (Communications)

JOURNAL 101 Collecting and Writing News ......................... 3
JOURNAL 105 Mass Communications ................................. 3

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

Law-Paralegal

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze a legal problem, and determine a strategy to correct the problem.
2) Write a legal brief addressing the broader scope of a legal problem.

In order to earn the degree of Associate in Arts in LAW-PARALEGAL, the student must:

1) complete a minimum of 18 units of GENERAL EDUCATION REQUIREMENTS listed in Plan B
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan B) and completion of the REQUIRED COURSES.

Required Courses:

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
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<td>BUS 6</td>
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<td>CAOT 82</td>
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Recommended Electives

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Required Courses:

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<td>BUS 38</td>
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<td>CAOT 32</td>
<td>3</td>
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<tr>
<td>CAOT 34</td>
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</tr>
</tbody>
</table>
Skill Certificate LAW OFFICE SPECIALIST I

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Evaluate the composition, location, and jurisdiction of courts.
2) Prepare and administer legal documents within the judicial structure.
3) Inspect the legal writing process, the goal and the stages of the writing process.
4) Prepare research assignment on legal arguments to present during class discussions.
5) Identify and write major components of a legal brief and Memorandum.

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>
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<tbody>
<tr>
<td>BUS 5</td>
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<td>LAW 10</td>
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Core Courses (Complete 12 units):

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<td>ADM JUS 2</td>
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<td>ADM JUS 3</td>
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<td>ADM JUS 5</td>
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Additional Requirements (Choose and complete 6 additional units):

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<td>ADM JUS 62</td>
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<td>ADM JUS 73</td>
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<td>ADM JUS 75</td>
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Note: Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer.

ASSOCIATE in ARTS in LIBERAL ARTS: ADMINISTRATION of JUSTICE (non-transfer)

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze the interrelationships between the courts, law enforcement, and corrections.
2) Demonstrate the sequence of events necessary in determining admissibility or suppression of evidence.
3) Analyze basic legal definitions of criminal justice law.
4) Compare and contrast information obtained to maintain a balanced perception of law enforcement.

In order to earn the degree of Associate in Arts in LIBERAL ARTS: ADMINISTRATION of JUSTICE, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete 18 units of coursework in the area of Administration of Justice, taken from CORE COURSES and ADDITIONAL REQUIREMENTS listed below, and earning a grade of “C” or higher in each course
3) complete a balance of degree-applicable coursework, which may include additional courses chosen from ADDITIONAL REQUIREMENTS listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.

ASSOCIATE in ARTS in LIBERAL ARTS: CHILD DEVELOPMENT (non-transfer)

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Integrate understanding of the needs, the characteristics and multiple influences on the development of children from birth to age eight as it relates to high quality care and education of young children.
2) Create developmentally appropriate teaching strategies, techniques, and curriculum incorporating domains of learning, health, safety, nutrition, as well as anti-bias and adaptation principles for working with children with special needs.
3) Evaluate, and utilize various observation and assessment methods for recording child development and family studies.
4) Discuss/summarize the basic theories in child development, family studies as well as historical perspectives of ECE programs.
5) Demonstrate strategies and techniques for building sensitive and respectful family and community relationships as well as maintaining effective team partnerships.

In order to earn the degree of Associate in Arts in LIBERAL ARTS: CHILD DEVELOPMENT, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete 18 units of coursework in the area of Child Development, taken from CORE COURSES and ADDITIONAL REQUIREMENTS listed below, and earning a grade of “C” or higher in each course
3) complete a balance of degree-applicable coursework, which may include additional courses chosen from ADDITIONAL REQUIREMENTS listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.
Core Courses: (Choose and complete 18 units) Units
CH DEV 1 Child Growth and Development .......................... 3
CH DEV 2 Early Childhood: Principles and Practices 3
CH DEV 3 Creative Experiences for Children I. ................. 3
OR OR OR
CH DEV 4 Creative Experiences for Children II .................. 3
CH DEV 10 Child Health .................................................. 3
CH DEV 11 Home, School, and Community Relations ...... 3
CH DEV 42 The Child in a Diverse Society ...................... 3

Note: Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer.

ASSOCIATE in ARTS in LIBERAL ARTS: COMPUTER APPLICATIONS and OFFICE TECHNOLOGY (non-transfer)

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Write a business letter using standard business format including 7 basic elements and design a newsletter.
2) Create and demonstrate a PowerPoint presentation as well as a chart to depict data graphically.

In order to earn the degree of Associate in Arts in LIBERAL ARTS: COMPUTER APPLICATIONS and OFFICE TECHNOLOGY (CAOT), the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2) complete 18 units of coursework in the area of Computer Applications and Office Technology (CAOT), taken from CORE COURSES listed below, and earning a grade of "C" or higher in each course
3) complete a balance of degree-applicable coursework, which may include additional courses chosen from ADDITIONAL REQUIREMENTS listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.

Core Courses (Complete 9 units): Units
CAOT 2 Computer Keyboarding II ................................. 3
CAOT 31 Business English ............................................ 3
OR OR OR
CAOT 32 Business Communications ............................. 3
CAOT 43 Office Procedures ........................................... 3
CAOT 82 Microcomputer Software Survey
in the Office .......................................................... 3
CAOT 84 Microcomputer Office Applications:
Word Processing ..................................................... 3
CAOT 85 Microcomputer Office Applications:
Spreadsheet ........................................................... 3

Note: This degree does not prepare students for transfer. Students who are interested in transfer should consult with a counselor to select another degree.

ASSOCIATE in ARTS in LIBERAL ARTS: COMPUTER SCIENCE (non-transfer)

Student Learning Outcomes: Upon completion of this course, students should be able to:

1) Become well-versed in various career opportunities in IT industry and be able to pursue an employment in computer-related fields, as well as, enhance their employability.
2) Use Web technologies, mobile devices, and personal computer technologies and apply their acquired technical skills to navigate and establish presence through the use of cyber and social networking.

In order to earn the degree of Associate in Arts in LIBERAL ARTS: COMPUTER SCIENCE, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2) complete 9 units of coursework in the area of Computer Science, taken from CORE COURSES listed below, and 9 units chosen from ADDITIONAL REQUIREMENTS, also listed below, and earning a grade of "C" or higher in each course
3) complete a balance of degree-applicable coursework, which may include additional courses chosen from ADDITIONAL REQUIREMENTS listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES and ADDITIONAL REQUIREMENTS.

Core Courses (Complete 9 units): Units
CO SCI 601 Introduction to Computers and Their Uses .... 3
CO SCI 602 Introduction to Computer Science ................. 3
CO SCI 630 Microcomputer Application Software ......... 3

Additional Requirements (Choose and complete 9 additional units):
CO SCI 608 Beginning BASIC Programming ............... 3
CO SCI 617 Beginning Micro Assembly Language ........ 3
CO SCI 632 Introduction to Databases ......................... 3
CO SCI 636 Introduction to Data Structures ................. 3
CO SCI 639 Programming in C ................................... 3

Note: This degree does not prepare students for transfer. Students who are interested in transfer should consult with a counselor to select another degree.

ASSOCIATE in ARTS in LIBERAL ARTS: ELECTRONICS (non-transfer)

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Discern the main differences between conductors and non-conductors of electric current and quantify them.
2) Draw a simple electronic circuit and label the four main elements.

In order to earn the degree of Associate in Arts in LIBERAL ARTS: ELECTRONICS, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION coursework as listed in Plan A
2) complete 18 units of coursework in the area of Electronics, taken from CORE COURSES listed below, and earning a grade of "C" or higher in each course
### ELECTRN Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRN 116  Computer A+ and</td>
<td></td>
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<tr>
<td>ELECTRN 111  Introduction to Computer Servicing</td>
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<tr>
<td>ELECTRN 57  Computer Circuits Laboratory</td>
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<tr>
<td>ELECTRN 56  Computer Circuits</td>
<td>3</td>
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<td>ELECTRN 43  Measurements and Testing Laboratory II</td>
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### ENGLISH Courses

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENGLISH 239  Women in Literature</td>
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<tr>
<td>ENGLISH 218  Children's Literature</td>
<td>3</td>
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<tr>
<td>ENGLISH 213  Dramatic Literature</td>
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<tr>
<td>ENGLISH 211  Fiction</td>
<td>3</td>
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<tr>
<td>ENGLISH 103  Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 102  College Reading and Composition II</td>
<td>3</td>
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<tr>
<td>ENGLISH 101  College Reading and Composition I</td>
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<td>ENGLISH 127  Creative Writing</td>
<td>3</td>
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<td>ENGLISH 212  Poetry</td>
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<td>ENGLISH 213  Dramatic Literature</td>
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<td>ENGLISH 218  Children's Literature</td>
<td>3</td>
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<tr>
<td>ENGLISH 234  African American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 239  Women in Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

### ASSOCIATE in ARTS in LIBERAL ARTS: ENGLISH (non-transfer)

#### Student Learning Outcomes:
Upon completion of this program, students should be able to:

1. Read accurately, critically, broadly and reflectively, demonstrating the ability to consider contrasting or opposing perspectives and non-insular openness to diverse ideas and intellectual traditions.
2. Produce college-level academic English prose to communicate clear yet nuanced viewpoints on complex subjects and ideas, demonstrating a sound understanding of audience and prose.

In order to earn the degree of Associate in Arts in LIBERAL ARTS with Emphasis in English, the student must:

1. Complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2. Complete 18 units of coursework in the area of English, taken from CORE COURSES listed below, and earning a grade of "C" or higher in each course
3. Complete a balance of degree-applicable coursework, which may include additional courses chosen from the CORE COURSES listed below, to total 60 units with a minimum of a 2.0 grade point average.

### ASSOCIATE in ARTS in LIBERAL ARTS: NATURAL SCIENCES (non-transfer)

#### Student Learning Outcomes:
Upon completion of this program, students should be able to:

1. Apply the scientific method to solve a problem.
2. Comprehend and evaluate content relating to human body structure, function, and disease.

In order to earn the degree of Associate in Arts in LIBERAL ARTS with Emphasis in Natural Sciences, the student must:

1. Complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2. Complete 18 units of coursework in the area of Natural Sciences, taken from CORE COURSES listed below, and earning a grade of "C" or higher in each course
3. Complete a balance of degree-applicable coursework, which may include additional courses chosen from the CORE COURSES listed below, to total 60 units with a minimum of a 2.0 grade point average.

### ASSOCIATE in ARTS in LIBERAL ARTS: PSYCHOLOGY of SUBSTANCE ABUSE (non-transfer)

#### Student Learning Outcomes:
Upon completion of this program, students should be able to:

1. Describe the goals of psychology as a science.
2. List, describe, and explain the major theoretical viewpoints in psychology.
3. List and describe major research methods utilized in psychology.
4. Discuss and describe the intake/initial interviewing process in a clinical setting.
5. Discuss and describe the treatment planning process in a clinical setting.

### Notes and Instructions:
- **Note:** This degree does not prepare students for transfer. Students who are interested in transfer should consult with a counselor to select another degree.
- **Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES.
In order to earn the degree of Associate in Arts in LIBERAL ARTS with Emphasis in The Psychology of Substance Abuse, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2) complete 18 units of coursework in the area of Psychology of Substance Abuse, CORE COURSES, taken from the list below, and earning a “C” or better in each course
3) complete a balance of degree-applicable coursework, which may include an additional course chosen from CORE COURSES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES.

ASSOCIATE in ARTS in LIBERAL ARTS: REAL ESTATE (non-transfer)
Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Pass DRE salespersons exam
2) Demonstrate skills necessary to work in a real estate office, including the selling and listing of properties

In order to earn the degree of Associate in Arts in LIBERAL ARTS: REAL ESTATE, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION coursework listed in Plan A
2) complete 18 units of coursework in the area of Real Estate, taken from CORE COURSES listed below, and earning a grade of “C” or higher in each course
3) complete a balance of degree-applicable coursework, which may include additional courses chosen from CORE COURSES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES.

Core Courses (Choose and complete 18 units): Units
PSYCH 1 General Psychology I ........................................ 3
PSYCH 14 Abnormal Psychology ................................... 3
PSYCH 43 Principles of Group Dynamics I ......................... 3
PSYCH 63 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

Note: This degree does not prepare students for transfer. Students who are interested in transfer should consult with a counselor to select another degree.

ASSOCIATE in ARTS in LIBERAL STUDIES, Option 1 (non-transfer)
Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.
2) Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.
3) Utilize research skills necessary to achieve educational, professional, and personal objectives.
4) Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.
5) Demonstrate practices that promote physical, mental, and emotional well-being.

In order to earn the degree of Associate in Arts in LIBERAL STUDIES, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete 18 units chosen from CORE COURSES listed below, earning a “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from CORE COURSES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the CORE COURSES.

Core Courses: (Choose and complete 18 units) Units
ART 103 Art Appreciation I ............................................. 3
BIOLOGY 3 Introduction to Biology .................................. 4
CH DEV 1 Child Growth and Development .......................... 3
CHEM 51 Fundamentals of Chemistry I ............................. 5
ENGLISH 101 College Reading and Composition I .............. 3
ENGLISH 102 College Reading and Composition II ............ 3
ENGLISH 103 Composition and Critical Thinking ............... 3
ENGLISH 218 Children’s Literature ................................... 3
GEOLOGY 1 Physical Geology ........................................... 3
GEOLOGY 6 Physical Geology Laboratory .......................... 2
HEALTH 11 Principles of Healthful Living ............................ 3
HISTORY 11 Political and Social History of the United States I ............................................. 3
OR
HISTORY 12 Political and Social History of the United States II ............................................. 3
ASSOCIATE in ARTS in
LIBERAL STUDIES, Option 2 (transfer)

The Liberal Studies (Elementary Teaching Preparation) degree is designed to provide the fundamental requirements of a Liberal Studies university major, for students intending to pursue a Multiple Subject elementary teaching credential.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.

2) Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.

3) Utilize research skills necessary to achieve educational, professional, and personal objectives.

4) Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.

5) Demonstrate practices that promote physical, mental, and emotional well-being.

In order to earn the degree of Associate in Arts in LIBERAL STUDIES, the student must:

1. complete one of the following GENERAL EDUCATION patterns:
   - The CSU General Education pattern (It is accepted by all CSU campuses, some private/independent or out-of-state universities; it is not accepted by the UC system.)
   
   OR
   
   - The IGETC pattern (It is accepted by all CSU campuses and most UC campuses and majors; it is also accepted by some private/independent or out-of-state universities.)

2. complete a minimum of 18 units chosen from CORE COURSES, and earning a grade of “C” or better in each course

3. complete a balance of transferable lower division major requirements and/or electives to total 60 units with a minimum of a 2.0 grade point average

4. complete local graduation requirements, including those of Health and Physical Education

5. consult with a counselor to select the appropriate general education transfer pattern and for detailed information for the intended transfer institution.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION PATTERN (CSU-GE OR IGETC) and completion of the CORE COURSES.
Math Sequence:
Overview of Math Courses Offered

Math 105 – 3 Units
Arithmetic for College Students
A review of fractions, decimals, percents, etc.
Suggested 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 113 – 5 Units
Elementary Algebra
May be taken by exam.

Math 114 – 5 Units
Elementary Algebra
May be taken by exam.

Math 115 – 5 Units
Elementary Algebra
May be taken by exam.

Math 125 – 5 Units
Intermediate Algebra
Math 125 Satisfies the mathematics competency required for the Associate Degree. It may be taken by exam.

Transfer – Level Courses

Math 215 3 Units
Principles of Mathematics I

Math 216 3 Units
Principles of Mathematics II

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 & 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 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
Mathematics: Computer Science

ASSOCIATE in ARTS in MATHEMATICS: COMPUTER SCIENCE

Student Learning Outcomes: Upon completion of this program, students should be able to:

1. Write a program on an object oriented interface in Visual Basic (with at least 65% success rate).
2. Solve systems of linear equations by graphing, and algebraic methods (with at least 65% success rate).
3. Graph a linear, quadratic, polynomial, rational, exponential, log, and trigonometric functions (with at least 65% success rate).
4. Evaluate the first and second derivatives of a given function (with at least 65% success rate).
5. Determine whether a pair of functions are linearly independent or dependent on the real numbers (with at least 65% success rate).

In order to earn the degree of Associate in Arts in MATHEMATICS: COMPUTER SCIENCE the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

**Required Courses:**

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<tr>
<th>Course</th>
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<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
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<tr>
<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
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<tr>
<td>MATH 267</td>
<td>Calculus with Analytic Geometry III</td>
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<td>MATH 270</td>
<td>Linear Algebra</td>
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<tr>
<td>PHYSICS 37</td>
<td>Physics for Engineers and Scientists I</td>
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<td>PHYSICS 38</td>
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<td>PHYSICS 39</td>
<td>Physics for Engineers and Scientists III</td>
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<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
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<tr>
<td>CHEM 102</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CO SCI 608</td>
<td>Beginning BASIC Programming</td>
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<tr>
<td>MATH 227</td>
<td>Statistics</td>
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**Recommended Electives:**

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<tbody>
<tr>
<td>CO SCI 602</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>MATH 265</td>
<td>Calculus with Analytic Geometry I</td>
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<td>MATH 266</td>
<td>Calculus with Analytic Geometry II</td>
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<tr>
<td>CHEM 101</td>
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<td>CO SCI 636</td>
<td>Introduction to Data Structures</td>
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<td>CO SCI 639</td>
<td>Programming in C</td>
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**Recommended Courses:**

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<th>Units</th>
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<tr>
<td>CO SCI 617</td>
<td>Beginning Micro Assembly Language</td>
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<td>CO SCI 636</td>
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<tr>
<td>PHYSICS 38</td>
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**Major Transfer Recommendations:**

California State University, Northridge

**Recommended Courses:**

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<thead>
<tr>
<th>Course</th>
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<td>CO SCI 602</td>
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<tbody>
<tr>
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<td>CO SCI 636</td>
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<tr>
<td>PHYSICS 39</td>
<td>Physics for Engineers and Scientists</td>
</tr>
</tbody>
</table>

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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Accurately (90%) analyze diatonic chord progressions using roman numerals.
2) Aurally recognize musical works and comment appropriately on musical characteristics, genre, form, social significance, historical context and production methods.
3) Identify and perform with proper fingering the major and minor scales and diatonic chord progressions.

In order to earn the degree of Associate in Arts in MUSIC, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete 16 units of REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete 8 additional units chosen from RECOMMENDED ELECTIVES listed below, earning a grade of “C” or better in each course
4) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES and RECOMMENDED ELECTIVES.

Required Courses:

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<td>MUSIC 413</td>
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PLUS 8 units from Recommended Electives:

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<th>Units</th>
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<tr>
<td>MUSIC 413</td>
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<tr>
<td>MUSIC 414</td>
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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
(College of Arts and Sciences, Music)

Required Courses:

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<th>Units</th>
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<td>MUSIC 324</td>
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Also required:

- Ensemble Requirement
- Musicianship Proficiency Exam
- Piano Proficiency Exam

General Music option:

- Performance Exam
  - MUSIC 111 Music Appreciation I 3

For Music Education Option, also take

- MUSIC 413 Elementary Voice III 2

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 students 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 most 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 SSB 104. 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; 1625 N. Market Boulevard; Suite N-217; Sacramento, CA 95834; www.nn.ca.gov (916) 322-3350.

Each student enrolled in a Nursing Program in the Los Angeles Community College District must complete and have on file with the Nursing Program office a clear criminal background check in order to participate in placement(s) in clinical facilities. The background check is not a requirement for admission to the Nursing Program. It is a clinical facility requirement made to comply with Joint Commission on Accreditation of Healthcare Organizations. It is to be completed once the student receives the acceptance for admission.

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

Program Standards
In order to apply to the Nursing Program, a student must have achieved a cumulative grade point average (GPA) of 2.5 or higher for all college coursework taken. In addition, a GPA of 2.5 or higher is required in all Nursing Prerequisite courses. These standards are required for application to both the “Generic Option” and the “30-Unit Option” programs. Once admitted, a student may enroll in a class in the Nursing Program only two times. For this purpose, enrollment is defined as attending at least one class meeting. Note that a “W” is considered a fail in the course. In line with District Nursing Discipline Committee policy, no more than one class may be repeated. As per E-10 guideline, only one class in the Nursing Program may generally be repeated. 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. Please contact the Nursing Office (LL435) for a Transfer Recommendation Form to be submitted by the former program director. Advanced Placement credits may also be transferred. Space is limited for this type of program. Students seeking advanced placement will be asked to complete the transition course Nursing 518 with a grade of C or better.

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. Lecture hours will be assigned.

ASSOCIATE in SCIENCE in NURSING

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Pass the National Council Licensure Examination for licensed registered nursing (NCLEX-RN).
2) Be prepared for employment as an entry level licensed registered nurse.
3) Use critical thinking and nursing standards to plan and deliver effective nursing care to clients with stable health conditions within structured health care settings.
4) Use effective written and oral communications with clients, family members and the health care team.
5) Provide culturally centered care that respects the clients’ health beliefs, values and practices.
6) Demonstrate the ability to function in a collaborative manner as a member of a multidisciplinary health care team.
7) Demonstrate professional behaviors and practices within the legal and ethical framework of a licensed registered nurse.
8) Assume responsibility for ongoing learning and professional growth.

Prerequisite Courses and Requirements: Units

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

and all the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MICRO 1</td>
<td>5</td>
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<tr>
<td>Introductory Microbiology</td>
<td></td>
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<tr>
<td>ENGLISH 101</td>
<td>3</td>
</tr>
<tr>
<td>College Reading &amp; Composition</td>
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<tr>
<td>SPEECH 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
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<td>PSYCH 41</td>
<td>3</td>
</tr>
<tr>
<td>Life-Span Psychology From Infancy to Old Age</td>
<td></td>
</tr>
<tr>
<td>SOC 1</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>MATH 115</td>
<td>5</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td></td>
</tr>
</tbody>
</table>

* Completion of appropriate Chemistry prerequisite is required for R.N. Candidates (Chemistry 51 or higher)
Additional Degree Requirements:  Units
Humanities  (See Graduation Plan B)................................. 3-5
Social and Behavioral Sciences  (See Graduation Plan B) .......... 3

First Year Courses:  Units
NURS 501A  Fundamentals of Nursing A .......................... 4.5
NURS 527    Nursing Process ......................................... 1
NURS 501B  Fundamentals of Nursing B ............................ 4.5
NURS 526    Communication in Nursing ............................. 1
NURS 502A  Medical-Surgical Nursing A ......................... 4.5
NURS 505B  Psychiatric Nursing ...................................... 4.5

Second Year Courses:  Units
NURS 506B  Maternal and Child Health Nursing (Obstetrics) .......... 4.5
NURS 506A  Maternal and Child Health Nursing (Pediatrics) ......... 4.5
NURS 502B  Medical-Surgical Nursing B ............................ 4.5
NURS 503A  Advance Medical-Surgical B ........................... 4.5
NURS 507    Senior Seminar .......................................... 4.1
TOTAL UNITS .................................................... 39

*Note: Consult the Nursing Department for the sequence of nursing courses. 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, as well as an evaluated foreign transcript. An overall grade point average of 2.5 for the Human Anatomy, Human Physiology, and Microbiology prerequisite courses with no grade less than “C” for each course and no more than one repetition of any of these courses is required.

Candidates must complete all of the Nursing prerequisites with a grade of “C” or better. 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. Students must satisfy any additional requirement of affiliating facilities.

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 mandatory content mastery examinations after the completion of each semester of the nursing program. The approximate cost is $3,800.00 over the entire program.

Candidates must take the ATI TEAS 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 and professional standards.

Application and Selection Process
Students should obtain an application from the Nursing Department (LL 435-B), 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, or an evaluated foreign transcript; and 2) official transcripts from all previous colleges and universities, including Los Angeles Southwest College. Please check the Nursing website at www.lasc.edu/Nursing for application deadlines.

ASSESSMENT TESTING FOR ADMISSION:
All candidates are required to take the ATI (Assessment Technology Institute) TEAS (Test of Essential Academic Skills) testing, and MUST meet the College Benchmark score. Candidates who have taken the TEAS previously MUST request an official transcript to be sent to the nursing department directly from ATI.

SELECTION PROCESS:
Each semester, following the application deadline, the most qualified candidates are admitted to the Nursing Program. In the event the Nursing program has received applications for more than the allotted seats, the selection process is done by lottery process.

AFTER ADMISSION:
All candidates accepted into the Nursing Program MUST attend a mandatory all day Nursing orientation meeting. If a student does not attend the mandatory orientation meeting his/her position will immediately be given to an alternate candidate. Also, there will be a six-week Orientation to Nursing class (Nursing 520), offered during the Winter Intercession for spring semester and summer session for fall semester.

All classes in the Nursing Program must be completed with a “C” or better grade in order to advance to the next course within the program and to earn the degree of Associate Degree in Science in Nursing. As per E-10 guideline, only one class in the Nursing Program may generally be repeated. In addition, enrolled
students are required to take a series of mandatory ATI content mastery examinations after the completion of each course in the Nursing Program.

After a student is admitted into the Nursing Program, a full time load is considered a minimum of 9 units per semester. A drug dosage and calculation test is given the last week of each nursing course, in preparation for the next level course.

**NURSING PROGRAM: DISQUALIFICATION, SUSPENSION, AND READMISSION**

**NURSING PROGRAM REPEAT POLICY**

1) Academic Disqualification during the First Semester
   a) Disqualification
      i) A student in the Nursing program who, during the first semester of the program, receives one “substandard grade” (“D,” “F,” or “NP”) in courses in any of the following subjects: NURSING (Subject Code 669), NURSING SCIENCE (Subject Code 671), NURSING, REGISTERED (Subject Code 673), shall be disqualified from the program.

2) Academic Suspension, Readmission, and Disqualification after First Semester:
   a) Suspension
      i) A student in the Nursing program who completes the first semester of the program and subsequently receives one “substandard grade” (“D,” “F,” or “NP/ NCR”) in a Nursing or Nursing Science courses in any of the following subjects: NURSING (Subject Code 669), NURSING SCIENCE (Subject Code 671), NURSING, REGISTERED (Subject Code 673), will be suspended from the program.
      ii) The suspension will be effective for the semester or term following the semester or term in which the substandard grade was received.
      iii) A student suspended from the Nursing program will be provided with an Individual Remediation Plan by the Director of the Nursing Program or the Director's designee.

   b) Readmission
      i) Upon documented completion of the student’s Individual Remediation Plan within the time specified in the plan, the student may apply for readmission to the Nursing Program.
      ii) The student will be readmitted based on the space available, which will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be readmitted within two (2) semesters after the completion of the Individual Remediation Plan.

   c) Disqualification
      i) A student in the Nursing program will be disqualified from the program, if the student receives a subsequent “substandard grade” (“D,” “F,” or “NP/ NCR”) in a Nursing or Nursing Science course.

3) Progress Disqualification during the First Semester
   a) Disqualification
      i) Pursuant to Board Rule 6701 (which allows limitations on course repetition within specific programs), a student in the Nursing program who withdraws from a Nursing or Nursing Science course after the first semester of the program will be disqualified from the program, unless the Nursing Suspension and Readmission Committee determines that there were “extenuating circumstances.” “Extenuating circumstances” may include, but are not limited to, verified cases of accidents, illness, or other circumstances beyond the control of the student. The Committee will reach a decision by majority vote and their decision shall be final.

**GROUNDS FOR DISMISSAL FROM THE NURSING PROGRAM:**

1. Health Reasons
   Nursing Students may be excluded from a Nursing Program if the student has a physical or mental disability, which is inimical to the welfare of other students pursuant to Education Code section 76020. Exclusion from a Nursing program for health reasons will be on a case-by-case basis and shall be reviewed by the Director of Nursing, in consultation with the College Compliance Officer, the Director of the Disabled Student Programs and Services (DSP&S) and the College DSP&S Specialist in compliance with Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the Vocational Education Act, and the Carl Perkins Act, as appropriate. If possible, such student may be counseled to enter a more appropriate program. If the student presents an immediate threat to public health, the student may be immediately suspended pending the outcomes of the process delineated above.

2. Safety and Other Reasons
   Nursing students may also be suspended or expelled from the Nursing Program for reasons not related to the student’s health -- e.g., Violations of the Standards of Conduct (LACCD Board Rules Chapter IX, Article VII – CONDUCT ON CAMPUS). This includes “Unsafe Conduct” as defined in LACCD Board Rule 9806 (a) which includes “Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.).” Such suspensions or expulsions will be conducted in keeping with the procedures contained in Board Rule 91101 et seq. If the student’s conduct presents a threat to his or her own safety or the safety of others (e.g., patients, fellow students, faculty, or hospital staff), the Nursing Department Chair may immediately suspend the student under the immediate suspension provisions of Board Rule 91101.11 (b)(6). Within twenty-four (24) hours of the suspension, the Nursing Department Chair shall send the Chief Student Services Officer a written report of the suspension. The suspension shall remain in effect until the conclusion of all disciplinary action(s) on this matter. All discipline, including suspension and expulsion, will be done in accordance with the District’s Student Discipline Procedure (LACCD Board Rule 91101 et seq.).
3. Other Reasons
- Unsafe clinical practice actions or patterns of behavior in the clinical setting that create physical or emotional jeopardy for clients, peers or others.
- Excessive absences
- Failure to have a current CPR and Malpractice Insurance or fulfill health requirements to be in the clinical agency (TB clearance, necessary immunizations, physician clearance).
- Emotional illness or being under the influence of alcohol and drugs in the classroom or clinical setting.

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. Applicants are admitted on a space available basis.

Required Prerequisite Courses:

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

Required Nursing Courses:

<table>
<thead>
<tr>
<th>Course/Title</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>
<tr>
<td>NURS 502B Medical-Surgical Nursing</td>
<td>4.5</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.
3. CPR certification for health care providers, which includes adult, child, and infant airway management information and competencies.

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

Recommended Courses:

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY 1 Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>PHYSIOL 1 Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY 20 Human Anatomy and Physiology</td>
<td>8</td>
</tr>
<tr>
<td>CHEM 51 Fundamentals of Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>ENGLISH 101 College Reading and Composition I</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>PHILOS 1 Deductive Logic</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1 General Psychology 1</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 41 Life-Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>BIOLOGY 6 General Biology I</td>
<td>5</td>
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<tr>
<td>BIOLOGY 7 General Biology II</td>
<td>5</td>
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<tr>
<td>CHEM 101 General Chemistry I</td>
<td>5</td>
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<tr>
<td>CHEM 102 General Chemistry II</td>
<td>5</td>
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<tr>
<td>ENGLISH 103 Composition &amp; Critical Thinking</td>
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<tr>
<td>PHYSICS 11 Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>PHYSICS 12 Physics Fundamentals</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHYSICS 6 General Physics I</td>
<td>4</td>
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<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>PHYSICS 7 General Physics II</td>
<td>4</td>
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</table>

PLUS One UC Transferable Humanities Course

PLUS One UC Transferable Mathematics Course

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

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

Recommended Courses:

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ANTHRO 102 Human Ways of Life:</td>
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<tr>
<td>ENGLISH 101 College Reading &amp; Composition I</td>
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<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 102 College Reading &amp; Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 103 Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1 General Psychology 1</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Introduction to Sociology</td>
<td>3</td>
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</tbody>
</table>

Arts: choose one course from Area 3 of IGETC

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

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. See a Counselor.
ASSOCIATE in ARTS in PAN AMERICAN STUDIES

Pan American Studies majors are students transferring to a university program of the same caliber. Students will receive basic introduction into specialized areas such as Ethnic Studies, Latin American Studies, African American Studies and others.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Analyze the important contributions of different cultures to the development of America as a unique entity that has global and international implications.

2) Analyze the globalization process in social, political, historical, economic and cultural areas.

In order to earn the degree of Associate in Arts in PAN AMERICAN STUDIES, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of "C" or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

### Required Courses

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<thead>
<tr>
<th>Course</th>
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<tr>
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<td>HISTORY 43</td>
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<td>HISTORY 52</td>
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<td>POL SCI 7</td>
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</tr>
<tr>
<td>SOC 11</td>
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<td><strong>TOTAL UNITS</strong></td>
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### Recommended Electives

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<tbody>
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<tr>
<td>ADM JUS 73</td>
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<td>ANTHRO 102</td>
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<td>ANTHRO 185</td>
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<td>ASL 1</td>
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<tr>
<td>ENGLISH 103</td>
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<tr>
<td>HISTORY 1</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 37</td>
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</tr>
<tr>
<td>JAPAN 1</td>
<td>5</td>
</tr>
<tr>
<td>PHYS ED 437</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 9</td>
<td>3</td>
</tr>
<tr>
<td>SOC 23</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

### Physics

ASSOCIATE in SCIENCE in PHYSICS

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Solve kinematic problems (mechanical and electrical) (90%) using equations of dynamics, work-energy relation, electromagnetism, and Newton’s laws.

2) Explain apparently obvious real-life (physical) phenomena (90%) using basic laws of Physics.

3) Apply the technologies (80%) based on Physics and employed in specified fields like medicine, dentistry, architecture, etc.

4) Develop logical thinking together with scientific approaches to problem solving.

In order to earn the degree of Associate in Science in PHYSICS, the student must:

1) complete a minimum of 18 units of GENERAL EDUCATION REQUIREMENTS listed in Plan B
2) complete all REQUIRED COURSES listed below, earning a grade of "C" or better in each course
3) complete a balance of degree-applicable electives to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan B) and completion of the REQUIRED COURSES.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 101</td>
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<td>CHEM 102</td>
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<td>PHYSICS 39</td>
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### Major Transfer Recommendations

California State University, Los Angeles
(Physic and Astronomy: Physics, B.S.):

<table>
<thead>
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<th>Recommended Courses</th>
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<td>BIO 6</td>
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<td>CHEM 1</td>
<td>5</td>
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<tr>
<td>MATH 265</td>
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</tr>
<tr>
<td>MATH 266</td>
<td>5</td>
</tr>
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<td>MATH 267</td>
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<tr>
<td>PHYSICS 37</td>
<td>5</td>
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<tr>
<td>PHYSICS 38</td>
<td>5</td>
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<tr>
<td>PHYSICS 39</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

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

ASSOCIATE in ARTS in POLITICAL SCIENCE

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Demonstrate a basic knowledge of political institutions and processes of American government.
2) Prepare a research paper that analyzes the impact of important political events on the prevailing political culture of a country.

In order to earn the degree of Associate in Arts in POLITICAL SCIENCE, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HISTORY 1</td>
<td>3</td>
</tr>
<tr>
<td>HISTORY 2</td>
<td>3</td>
</tr>
<tr>
<td>POL SCI 1</td>
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<td>POL SCI 7</td>
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<td>POL SCI 9</td>
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<tr>
<td>TOTAL UNITS</td>
<td>18</td>
</tr>
</tbody>
</table>

Psychology

ASSOCIATE in SCIENCE in PSYCHOLOGY

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Describe the goals of psychology as a science.
2) List, describe, and explain theoretical viewpoints in psychology.
3) List and describe major research methods utilized in psychology.

In order to earn the degree of Associate in Science in PSYCHOLOGY, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>ANTHRO 101</td>
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<tr>
<td>BIOLOGY 3</td>
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</tr>
<tr>
<td>PSYCH 1</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 2</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 3</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYCH 11</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 14</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>19</td>
</tr>
</tbody>
</table>
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.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Discuss, describe, and demonstrate the intake/initial interviewing process in a clinical setting.

2) Discuss, describe, and demonstrate the treatment planning process in a clinical setting.

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>PSYCH 1</td>
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<tr>
<td>PSYCH 2</td>
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<tr>
<td>PSYCH 37</td>
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<td>PSYCH 43</td>
<td>3</td>
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<td>PSYCH 63</td>
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<td>PSYCH 65</td>
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<tr>
<td>PSYCH 14</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYCH 41</td>
<td>3</td>
</tr>
<tr>
<td>Life-Span Psychology: From Infancy to Old Age</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 15

Skill Certificate
RECOVERY SPECIALIST

This is a skill set certificate program in Chemical Dependency Counseling. The program prepares students to work in chemical dependency counseling facilities to assist in the counseling process during the recovery stage.

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Discuss and describe the substance abuse recovery process.

2) Discuss and describe the intake/initial interviewing process in a clinical setting.

3) Discuss and describe the treatment planning process in a clinical setting.

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>PSYCH 1</td>
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<td>PSYCH 64</td>
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<td>PSYCH 14</td>
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<tr>
<td>OR</td>
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<tr>
<td>PSYCH 41</td>
<td>3</td>
</tr>
<tr>
<td>Life-Span Psychology: From Infancy to Old Age</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 15

Real Estate

Skill Certificate
REAL ESTATE - APPRAISAL

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Prepare an appraisal of homes and offices.

2) Prepare a detailed narrative appraisal of income properties.

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>REAL ES 9</td>
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</tr>
<tr>
<td>REAL ES 10</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 6
Certificate of Achievement

REAL ESTATE - BROKER

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Pass DRE broker exam, sell and list properties.
2) Demonstrate skills necessary to work in a real estate office and/or hire salesmen, sell and list properties.

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

Required Courses: Units
REAL ES 1 Real Estate Principles ........................................ 3
REAL ES 3 Real Estate Practices ......................................... 3
REAL ES 5 Legal Aspects of Real Estate I ............................ 3
REAL ES 7 Real Estate Finance I ........................................ 3
REAL ES 9 Real Estate Appraisal I ...................................... 3
REAL ES 11 Escrow Principles ........................................... 3
REAL ES 14 Property Management .................................... 3
REAL ES 21 Real Estate Economics ..................................... 3
TOTAL UNITS ........................................................................ 24

Skill Certificate

REAL ESTATE - ESCROW

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Demonstrate skills necessary to work in an escrow office and take escrows.
2) Prepare buyer and seller closing costs and final statements.

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

Required Courses: Units
REAL ES 11 Escrow Principles ........................................... 3
REAL ES 12 Escrow Practices ............................................. 3
REAL ES 13 Escrow Case Problems .................................... 3
TOTAL UNITS ........................................................................ 9

Skill Certificate

REAL ESTATE - SALESPERSON

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Pass DRE exam, begin to list, sell and rent properties.
2) Explain a closing statement to buyers and sellers.

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

Required Courses: Units
REAL ES 1 Real Estate Principles ........................................ 3
REAL ES 3 Real Estate Practices ......................................... 3
REAL ES 5 Legal Aspects of Real Estate I ............................ 3
TOTAL UNITS ........................................................................ 9

Sociology

ASSOCIATE in ARTS in SOCIOLGY

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Demonstrate an understanding of the major theoretical perspectives in sociology in historical and socio-cultural contexts.
2) Give examples of the major properties of sociology research.

In order to earn the degree of Associate in Arts in SOCIOLGY, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of "C" or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses: Units
SOC 1 Introduction to Sociology ....................................... 3
SOC 2 American Social Problems .................................... 3
SOC 7 Juvenile Delinquency ............................................. 3
SOC 11 Ethnic & Racial Minorities in the United States .......... 3
SOC 12 Marriage and Family Life .................................... 3
SOC 19 Introduction to the Social Services ....................... 3
TOTAL UNITS .................................................................... 18

Recommended Electives: Units
ENGLISH 101 College Reading and Composition I ............. 3
HISTORY 11 Political and Social History of the United States .... 3
HISTORY 12 Political and Social History of the United States II 3
PHILOS 1 Introduction to Philosophy I ............................. 3
POL SCI 2 Modern World Governments ............................ 3
SOC 20 Directed Practice in Social Welfare ....................... 3
SOC 23 Issues of Manhood in US Society ......................... 3

Major Transfer Recommendations
California State University, Dominguez Hills (Sociology)
Recommended Courses: Units
MATH 227 Statistics ....................................................... 4
SOC 1 Introduction to Sociology ....................................... 3

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.
Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Read a short story or article in Spanish and answer questions based on the reading.
2) Write an essay in Spanish of at least two pages using correct grammar and appropriate vocabulary.

In order to earn the degree of Associate in Arts in SPANISH, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

### Required Courses:

<table>
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<th>Course</th>
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<td>SPANISH 3</td>
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### Recommended Electives

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<td>ART 102</td>
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### Major Transfer Recommendations

California State University of Dominguez Hills (Spanish)

<table>
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<tr>
<td>SPANISH 44</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>20</td>
</tr>
</tbody>
</table>

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

### Skill Certificate

**PROFESSIONAL SPANISH**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Give instructions and information to Spanish speaking clients in a variety of business situations.
2) Write letters and memos in Spanish.

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>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 1</td>
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<tr>
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<td></td>
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<td>SPANISH 2</td>
<td>5</td>
</tr>
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<td>SPANISH 14</td>
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<td>OR</td>
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<td>SPANISH 8</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>15</td>
</tr>
</tbody>
</table>

### Speech Communication

**ASSOCIATE in ARTS in SPEECH COMMUNICATION**

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Deliver an extemporaneous speech using documented sources.
2) Describe the international phonetic alphabet and its application to speech.

In order to earn the degree of Associate in Arts in SPEECH COMMUNICATION, the student must:

1) complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

**Note:** Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

### Required Courses:

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HUMAN 1</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 101</td>
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<td>SPEECH 111</td>
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<td>3</td>
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<td>THEATER 100</td>
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<td>TOTAL UNITS</td>
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</table>

### Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 101</td>
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</tr>
<tr>
<td>SPEECH 130</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL UNITS</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

Student Learning Outcomes: Upon completion of this program, students should be able to:

1) Select, prepare, and perform a character from monologues, scenes, and plays with emphasis on styles, vocal patterns, and differentiate between the theatrical genres.

2) Execute the technical functions involved with production that include lights, sounds, and the development and use of props.

3) Write a one act play. In that process, identify the genre of their work: comedy, drama, etc. Their story will be based on a self developed high concept treatment sentence and step outline.

In order to earn the degree of Associate in Arts in THEATER, the student must:

1) Complete a minimum of 30 units of GENERAL EDUCATION REQUIREMENTS listed in Plan A
2) Complete all REQUIRED COURSES listed below, earning a grade of “C” or better in each course
3) Complete a balance of degree-applicable electives, which may include additional courses chosen from RECOMMENDED ELECTIVES listed below, to total 60 units with a minimum of a 2.0 grade point average.

Note: Up to 6 units may be double-counted for completion of both the GENERAL EDUCATION REQUIREMENTS (Plan A) and completion of the REQUIRED COURSES.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEATER 100</td>
<td>Introduction to the Theater</td>
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</tr>
<tr>
<td>THEATER 110</td>
<td>History of the World Theater</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 130</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 233</td>
<td>Play Production</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 240</td>
<td>Voice and Articulation for the Theater</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 270</td>
<td>Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 271</td>
<td>Intermediate Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEATER 291</td>
<td>Rehearsals and Performances</td>
<td>2</td>
</tr>
<tr>
<td>THEATER 292</td>
<td>Rehearsals and Performances</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>23</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINEMA 10</td>
<td>Introduction to Film Directing</td>
<td>3</td>
</tr>
<tr>
<td>MEDIART 101</td>
<td>Introduction to Digital Film/Video Production</td>
<td>3</td>
</tr>
<tr>
<td>MEDIART 120</td>
<td>Digital Film/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 275</td>
<td>Scene Study</td>
<td>2</td>
</tr>
<tr>
<td>THEATER 300</td>
<td>Introduction to Stage Craft</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 385</td>
<td>Cooperative Education – Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Transfer Recommendations

California State University of Dominguez Hills (Theater Arts):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS ED 434</td>
<td>Ballet (take two times; 1 unit each time)</td>
<td>2</td>
</tr>
<tr>
<td>THEATER 130</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 270</td>
<td>Beginning Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Major Transfer Recommendations are subject to change by the university; additional classes may be required. Please see a Counselor to assure correct requirements.
Non Credit Certificates

English Literacy and Civics

This sequence of English as a Second Language and ESL and Civics courses includes integrated skills and civic engagement and education. Students will receive instruction in speaking, listening, reading and writing from the low beginning to low intermediate levels. They will also complete the required hours of instruction (a minimum of 40 hours or a 60-hour program) necessary to apply for naturalization as a United States citizen.

Required Courses:

<table>
<thead>
<tr>
<th>Discipline and Course #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL NC 040CE</td>
<td>English as a Second Language – Writing/Grammar/Reading/Listening and Speaking - I</td>
</tr>
<tr>
<td>ESL NC 041CE</td>
<td>English as a Second Language – Writing/Grammar/Reading/Listening and Speaking - II</td>
</tr>
<tr>
<td>ESL NC 042CE</td>
<td>English as a Second Language – Writing/Grammar/Reading/Listening and Speaking - III</td>
</tr>
<tr>
<td>ESL and CIVICS 010CE</td>
<td>Citizenship through English - 1</td>
</tr>
<tr>
<td>ESL and CIVICS 012CE</td>
<td>Citizenship through English - 3</td>
</tr>
<tr>
<td>ESL and CIVICS 015CE</td>
<td>Citizenship through English - 6</td>
</tr>
</tbody>
</table>

Job Training Preparation

Students enrolled in the Job Training Preparation certificate classes will be given instruction in basic computer literacy, basic math skills, basic English and preparation for assessment for entry/placement for job training courses/programs. Completion of this certificate program will increase the students’ success in their subsequent courses.

Required courses:

<table>
<thead>
<tr>
<th>Discipline and Course #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills 002CE</td>
<td>Basic English Skills</td>
</tr>
<tr>
<td>Basic Skills 023CE</td>
<td>College and Scholastic Assessment Preparation</td>
</tr>
<tr>
<td>Basic Skills 35CE</td>
<td>Basic Math Skills</td>
</tr>
<tr>
<td>Basic Skills 060CE</td>
<td>Basic Computer Literacy</td>
</tr>
</tbody>
</table>
Graduation Requirements

Associate in Arts or Associate in Science Degree

Please see the following pages for specific information about Plan A and Plan B.

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.

All courses that 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 grade of “C” or better in Math 125 (or higher) or on a District approved Math Competency Course, or by successfully completing the Math Competency Test. The ENGLISH requirement may be met by completing English 101, or another District approved Reading and Written Expression Competency Course, with a “C” or better.

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 to complete general education, major and elective requirements, contact the Counseling Office for preparation of a Graduation Petition. The first day to file a Graduation Petition follows the last day to add a class, a date that is noted in both the Fall and Spring Schedules of Classes. Note the last day to file a petition, as specified in the Schedules also. Petitions may also be filed during the summer sessions. Course work taken at institutions outside of 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. All coursework must be completed or in progress at the time of filing a petition to graduate.

Graduation Petition This document is used to process a student’s record of course work to qualify for and to receive the Associate Degree and participate in the Commencement Ceremony.
Los Angeles Southwest College

Associate Degree – General Education Requirements

**General Education Requirements:** Minimum of 30 semester units

**Major Requirements:** Minimum of 18 units in a single or related field

Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken on a “pass-no pass” basis.

Please see a counselor and check the college catalog for specific major requirements.

***THIS FORM IS SUBJECT TO CHANGE EACH YEAR***

### AREA A – NATURAL SCIENCES 3 Semester Units Minimum

- Anatomy 1; Anthropology 101; Biology 3, 5, 6, 7, 9, 20; Chemistry 51, 101, 102, 211, 212; Environmental Science 1; Environmental Studies 101; Geography 1; Geology 1, 6; Microbiology 1; Physical Science 1, 14; Physiology 1; Physics 6, 7, 11, 12, 14, 37, 38, 39; Psychology 2

(Nota: Labs are underlined)

<table>
<thead>
<tr>
<th>Course from Other College:</th>
<th>AP Exam:</th>
</tr>
</thead>
</table>

### AREA B – SOCIAL AND BEHAVIORAL SCIENCES 9 Semester Units Minimum

**B1. American Institutions (3 Semester Units Minimum)**

- History 11, 12, 41, 42, 43; Political Science 1

**B2. Social and Behavioral Sciences (3 Semester Units Minimum)**

- Administration of Justice 1, 63; Anthropology 102, 133; Business 1, 5, 6;
  - Child Development 1; Economics 1, 2; Geography 2; History 1, 2, 3, 5, 37, 52;
  - Law 3; Political Science 2, 7, 9, 19, 20; Psychology 1, 11, 14, 41; Sociology 1, 2, 11, 12

**B3. A Minimum of 3 Additional Semester Units from B1 or B2 above**

<table>
<thead>
<tr>
<th>Courses from Other College:</th>
<th>AP Exam:</th>
</tr>
</thead>
</table>

### AREA C – HUMANITIES 3 Semester Units Minimum

- American Sign Language 1, 2, 3; Art 101, 102, 103, 104, 201, 300, 501; English 102 (thru Summer 05), 127, 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 6, 31, 54; Japanese 1; Music 101, 111, 116; 650; Philosophy 1; Spanish 1, 2, 3, 4, 5, 6, 8, 101; Theater 100, 110, 130, 233, 240, 270, 271, 300

<table>
<thead>
<tr>
<th>Courses from Other College:</th>
<th>AP Exam:</th>
</tr>
</thead>
</table>

### AREA D – LANGUAGE AND RATIONALITY 12 Semester Units Minimum

**B2. Social and Behavioral Sciences (3 Semester Units Minimum)**

**D1. English Composition (3 Semester Units Minimum)**

- English 28, 31, 101*; Journalism 101

**D2. Communication and Analytical Thinking (6 Semester Units Minimum)**

- CAOT 35, Computer Science 601; English 102 (as of Fall 05), 103; Mathematics 113 & 114 or 115, 125*, 215, 216, 227, 230, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275; Philosophy 7, 8; Speech 101, 102, 121

**D3. A Minimum of 3 Additional Semester Units from D1 or D2 above**

(“English 101 and Math 125 required as of Fall 09; see page 2, Competency Requirements)

<table>
<thead>
<tr>
<th>Courses from Other College:</th>
<th>AP Exam:</th>
</tr>
</thead>
</table>

### AREA E – HEALTH AND PHYSICAL EDUCATION: 3 Semester Units Minimum

**E1. Health Education (2 Semester Units Minimum, unless exempt)**

- Health 11

**E2. Physical Education Activity (1 semester Unit Minimum, unless exempt)**

Choose any Physical Education Activity Course: Physical Education 101 – 677

<table>
<thead>
<tr>
<th>Courses from Other College:</th>
<th>AP Exam:</th>
</tr>
</thead>
</table>
Los Angeles Southwest College
ASSOCIATE DEGREE REQUIREMENTS; PLAN A, 2010-2011

COMPETENCY REQUIREMENTS:
1. Reading and Written Expression, Met through:
   Course/College/Exam: ____________________________ Grade: _______
2A. Mathematics Competency, Met through:
   Course/College/Exam: ____________________________ Grade: _______

I. UNIT REQUIREMENT: 60-64 units of course credit in a selected curriculum (a combination of at least 30 units of course work in general education and at least 18 units of course work in a major).

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

III. COMPETENCY REQUIREMENTS:

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.

V. PETITIONING 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 a Counselor while in their LAST semester of classes in order to file the petition. All course work must be completed or in progress at the time of filing. The first day to file a Graduation Petition follows the last day to add a class. Petitions may also be filed during the summer sessions; note the filing period in the Summer Schedule of classes. Course work taken at institutions outside the Los Angeles Community College District must be documented with an official transcript filed in the Office of Admissions and Records.

For all students PRIOR to Fall 2009

Reading and Written Expression Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:
- English 28, 31, 61, 62, 63, 65, 101, 363
- OR Journalism 101
- OR competency may be met through Credit-by-Examination, as determined by each college.

Mathematics Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:
- Math 113 & 114, 115, 116, 117 & 118, 119, 123A & B, 146, 147 or any higher-level mathematics course with a prerequisite of at least Math 115 or its equivalent
- OR Electronics 10, 12, 14
- OR General Engineering Technology 121
- OR Engineering Technology 49, 50, 51
- OR Statistics 1
- OR Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

For all new students AS OF Fall 2009 & later

Reading and Written Expression Competency – May be met by completion of one of the following:
- English 101 (or its equivalent at another college) with a grade of “C” (2.0) or better
- OR competency may be met by a score of 3 or higher on one of the following AP Exams: English Language and Composition or English Composition and Literature
- OR through Credit-by-Examination, as determined by each college
- OR by achieving a score on the college assessment exam that is determined to be comparable to the satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement.

Mathematics Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:
- Math 123C, 124A & B, 125, 127 & 128 or any higher-level mathematics courses with a prerequisite of at least Math 125 or its equivalent
- OR a passing score on the District (Intermediate Algebra) Mathematics Competency Exam
- OR a score of 3 or higher on one or the following AP Exams: Calculus AB or Calculus BC or Statistics
- OR by achieving a score on the college assessment exam that is determined to be comparable to the satisfactory completion of intermediate algebra. That is, students who place into a math course above the level of intermediate algebra have met the competency requirement.
Los Angeles Southwest College

Associate Degree – General Education Requirements

**General Education Requirements: Minimum of 18 semester units**

**Major Requirements: Minimum of 36 units in a single or related field**

Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis must be completed with a "C" (2.0 or equivalent) or better or a “P” if the course is taken on a “pass-no pass” basis.

Please see a counselor and check the college catalog for specific major requirements.

***THIS FORM IS SUBJECT TO CHANGE EACH YEAR***

<table>
<thead>
<tr>
<th>AREA</th>
<th>REQUIREMENTS</th>
<th>UNITS</th>
<th>COURSE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA A--NATURAL SCIENCES</strong></td>
<td>3 Semester Units Minimum</td>
<td></td>
<td>Anatomy 1; Anthropology 101; Biology 3, 5, 6, 7, 9, 20; Chemistry 51, 101, 102, 211, 212; Environmental Science 1; Environmental Studies 101; Geography 1; Geology 1, 6; Microbiology 1; Physical Science 1, 14; Physiology 1; Physics 6, 7, 11, 12, 14, 37, 38, 39; Psychology 2</td>
</tr>
<tr>
<td><strong>AREA B--SOCIAL AND BEHAVIORAL SCIENCES</strong></td>
<td>3 Semester Units Minimum</td>
<td></td>
<td>History 11, 12, 41, 42, 43; Political Science 1</td>
</tr>
<tr>
<td><strong>AREA C--HUMANITIES</strong></td>
<td>3 Semester Units Minimum</td>
<td></td>
<td>American Sign Language 1, 2, 3; Art 101, 102, 103, 104, 201, 300, 501; English 102 (thru Summer 05), 127, 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 6, 31, 54; Japanese 1; Music 101, 111, 116, 650; Philosophy 1; Spanish 1, 2, 3, 4, 5, 6, 8, 101; Theater 100, 110, 130, 233, 240, 270, 271, 300</td>
</tr>
<tr>
<td><strong>AREA D--LANGUAGE AND RATIONALITY</strong></td>
<td>6 Semester Units Minimum</td>
<td></td>
<td>English 28, 31, 101*, Journalism 101</td>
</tr>
<tr>
<td><strong>AREA E-HEALTH AND PHYSICAL EDUCATION:</strong></td>
<td>3 Semester Units Minimum</td>
<td></td>
<td>Health 11</td>
</tr>
</tbody>
</table>

Courses from Other College: ___________________________ AP Exam: ___________________
Los Angeles Southwest College

ASSOCIATE DEGREE REQUIREMENTS; PLAN B, 2010-2011

COMPETENCY REQUIREMENTS:

1. Reading and Written Expression, Met through:
   Course/College/Exam: ____________________________ Grade: _______

2A. Mathematics Competency, Met through:
   Course/College/Exam: ____________________________ Grade: _______

I. UNIT REQUIREMENT: 60-64 units of course credit in a selected curriculum (a combination of at least 30 units of course work in general education and at least 18 units of course work in a major).

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

III. COMPETENCY REQUIREMENTS:

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.

V. PETITIONING 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 a Counselor while in their LAST semester of classes in order to file the petition. All course work must be completed or in progress at the time of filing. The first day to file a Graduation Petition follows the last day to add a class. Petitions may also be filed during the summer sessions; note the filing period in the Summer Schedule of classes. Course work taken at institutions outside the Los Angeles Community College District must be documented with an official transcript filed in the Office of Admissions and Records.

For all students PRIOR to Fall 2009

Reading and Written Expression Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:

- English 28, 31, 61, 62, 63, 65, 101, 363
- OR Journalism 101
- OR competency may be met through Credit-by-Examination, as determined by each college.

Mathematics Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:

- Math 113 & 114, 115, 116, 117 & 118, 119, 123A & B, 146, 147 or any higher-level mathematics course with a prerequisite of at least Math 115 or its equivalent
- OR Electronics 10, 12, 14
- OR General Engineering Technology 121
- OR Engineering Technology 49, 50, 51
- OR Statistics 1
- OR Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

For all new students AS OF Fall 2009 & later

Reading and Written Expression Competency – May be met by completion of one of the following:

- English 101 (or its equivalent at another college) with a grade of “C” (2.0) or better
- OR competency may be met by a score of 3 or higher on one of the following AP Exams:
  - English Language and Composition
  - English Composition and Literature
- OR through Credit-by-Examination, as determined by each college
- OR by achieving a score on the college assessment exam that is determined to be comparable to the satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement.

Mathematics Competency – Completion of one of the following courses (or its equivalent at another college) with a grade of “C” (2.0) or better:

- Math 123C, 124A & B, 125, 127 & 128 or any higher-level mathematics courses with a prerequisite of at least Math 125 or its equivalent
- OR a passing score on the District (Intermediate Algebra) Mathematics Competency Exam
- OR a score of 3 or higher on one the following AP Exams: Calculus AB or Calculus BC or Statistics
- OR by achieving a score on the college assessment exam that is determined to be comparable to the satisfactory completion of intermediate algebra. That is, students who place into a math course above the level of intermediate algebra have met the competency requirement.
University Transfer Information

Throughout the state of California, the community college system generally provides the equivalent of the first two years of a four-year university education. By choosing courses approved by the university systems, you may transfer your credit earned at the community college level and enter the university in your third (Junior) year of education. There are two public California university systems; they are the California State University system (CSU) and the University of California system (UC).

What You Need to Transfer:
You need a total of 60 Transferable Units earned in General Education and in your Major.

Transferable Units:
Transferability is listed for each course in “Course Descriptions”. You will find the transfer designation after the number of units for the course. If “CSU” is noted, it means the course is accepted for credit by any CSU in California. If “UC” is noted, it means the course is accepted for credit by any UC in California. When both are noted (“UC-CSU”), it means the course credit is approved for transfer by both the CSU and UC systems.

General Education, CSU:
General Education requirements to transfer to a California State University are satisfied by completing the list of courses known as the “CSU-GE” curriculum. Completion of 15 selected courses from Areas A-F satisfies the General Education requirement for transfer to any CSU. Note that 2 courses in Area F may be double-counted, making the total 13 courses. Your grade point average must be at least a “C” or 2.0. You must complete Areas A (Communication in the English Language and Critical Thinking) and B4 (Mathematics/Quantitative Reasoning) with a “C” or better.

General Education, UC:
General Education requirements to transfer to a University of California are satisfied by completing courses from the list known as “IGETC”. Completion of 14 selected courses from Areas 1-5 and Area 7 satisfy the General Education requirements for transfer to a UC. Note that Area 6 (Languages Other Than English) may be satisfied in various ways, including taking a class in a foreign language. You must complete all Areas with a “C” grade or better.

Finding Out Which Courses are Approved for CSU-GE and IGETC Credit:
Courses that are approved for CSU-GE and IGETC credit are listed in two ways in the catalog. As stated above, you may find the complete lists for each on pages 79 and 82. You may also find the CSU-GE and/or IGETC designations in “Course Descriptions,” beginning on page 89 of the catalog. They are listed below the title for each individual qualified course.

Examples:

**PHILOSOPHY:**
8 Deductive Logic (3) UC:CSU
CSU-GE Area A3 (Critical Thinking)

**ART:**
103 Art Appreciation I (3) UC:CSU
IGETC Area 3 (Arts)
CSU-GE Area C1 (Arts)

Valuable Websites:
For CSU: www.csumentor.edu
For UC: www.universityofcalifornia.edu
For all: www.californiacolleges.edu
www.assist.org

Finding Out Which Courses are Approved for Transfer Major Credit:
Courses required in the Major for transfer to a university are listed below the Associate degree requirements, beginning on page 29 of the catalog. Usually only one university’s requirements are listed, as a representative example. You may find the list of most major requirements by going to the website www.assist.org. Here is what you do:
See “Explore Transfer Information”
Select “Los Angeles Southwest College”
See “Agreements with Other Campuses”
Select a university
“Select a Major” to see the requirements to be taken at LASC for transfer to that university

Not all universities list all transfer majors. If you do not see the information you wish, please see a counselor in General Counseling. For more information, visit the transfer counselor in SSB 229.

Choosing the Correct Classes:
Make sure that the courses you take for transfer are:

1) listed in the catalog and schedule as CSU-GE or IGETC courses and/or
2) listed as part of your major. If not, the UC:CSU designation represents only elective credit.

Certification and Why:
When you are in your last semester of classes for transfer, request a transcript (Admissions Office), and on the request, check the box for State College Certification/IGETC. By doing so, your record is sent to the university of your choice with the guarantee that you will not have to take any additional undergraduate lower division general education requirements.

Transferring to a Private University or one Outside the State of California:
Private schools and those outside the state of California have their own specific transfer requirements. (Their requirements are not listed on www.assist.org, which is for California public institutions only.) Some of the schools maintain their own websites that list the courses required for General Education, your major, and transfer for each school in California. Those lists of requirements are known as Articulation Agreements. For example, you may find the Articulation Agreement between LASC and the University of Southern California (a private institution) on their own website at www.usc.edu/articulation.

Credits Earned at Other Schools:
If you began your studies at another college or university in the United States, LASC will accept all of your units if the school is regionally accredited. If you studied at a California public institution, each course will be accepted for LASC General Education credit in the area in which it is accepted at the school where you took the course. This is also true for areas approved for that school for CSU-GE and IGETC curricula. This procedure of accepting credit in the state of California is known as “pass-along credit.” Courses taken at a private school or outside of the state of California will be accepted for General Education if the course is equivalent to a course that is required by LASC. Determinations are generally made on the basis of the Course Description and hours studied.

Courses will be accepted for the Major if they are equivalent to courses required by LASC. Determinations are also generally made on the basis of the Course Description and hours studied.

For Further Information:
See a counselor in General Counseling in SSB 227 or see the transfer counselor in SSB 229.

YOU CAN TRANSFER!
LET US HELP YOU ACHIEVE YOUR GOAL!
Certificate of Achievement

IGETC (Intersegmental General Education Transfer Curriculum)

In order to earn a Certificate of Achievement in IGETC the student must fully complete the Intersegmental General Education Transfer Curriculum. Students are required to complete a minimum of 37 units in Areas 1 – 5 and to also complete Area 6, Languages Other Than English. All classes in all areas must be completed with the grade of “C” or better.

Note 1: The course requirements of IGETC are approved annually by the UC Office of the President and may vary slightly from year to year. See a counselor for help with specific questions.

Note 2: Upon completion the IGETC requirements, and additional UC:CSU transferable units to total 60, students will have satisfied the requirements for transfer to the UC and CSU systems.

Student Learning Outcomes: Upon completion of this certificate program, the students should be able to:

1) Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.
2) Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.
3) Utilize research skills necessary to achieve educational, professional, and personal objectives.
4) Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.
5) Demonstrate practices that promote physical, mental, and emotional well-being.

See the following pages for curriculum.
Los Angeles Southwest College

INTERSEMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

NOTE: The IGETC curriculum is recommended for students planning to transfer to a UC or CSU campus.
All Areas must be completed with a “C” or better

NOTE: The IGETC curriculum is recommended for transfer to a UC or CSU. All Areas must be completed with “C” or better.

<table>
<thead>
<tr>
<th>AREA 1-ENGLISH COMPOSITION</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>
</tr>
<tr>
<td>1A, English Composition, 1 course (3 semester units)</td>
</tr>
<tr>
<td>English 101</td>
</tr>
<tr>
<td>1B, Critical Thinking-English Composition, 1 course (3 semester units)</td>
</tr>
<tr>
<td>English 102 (as of Fall 05), 103</td>
</tr>
<tr>
<td>1C, Oral Communication (CSU requirement only), 1 course (3 semester units)</td>
</tr>
<tr>
<td>Speech 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2-MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course (3 semester units minimum)</td>
</tr>
<tr>
<td>Mathematics 227, 230, 235+, 236+, 245+, 260+, 265+, 266+, 267, 270, 275</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>AREA 3-ARTS AND HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses, with at least 1 course from 3A, Arts and 1 course from 3B, Humanities (9 semester units minimum)</td>
</tr>
<tr>
<td>3A, Arts: Art 101, 102, 103, 104; Music 111; Theater 100, 110</td>
</tr>
<tr>
<td>3B, Humanities: English 102 (thru Summer 05), 211, 212, 213, 234, 239; French 2*, 3*, 4*; Humanities 1, 31; Philosophy 1; Spanish 2*, 3*, 4*, 5*, 6*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 4- SOCIAL AND BEHAVIORAL SCIENCES</th>
</tr>
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<tbody>
<tr>
<td>At least 3 courses from at least 2 disciplines (9 semester units)</td>
</tr>
<tr>
<td>Administration of Justice 63; Anthropology 102, 133; Economics 1, 2; Geography 2; History 1, 2, 5, 11*, 12*, 41*, 42*, 43*, 52; Political Science 1, 2, 7, 20; Psychology 1, 41+; Sociology 1, 2, 11</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>AREA 5- PHYSICAL AND BIOLOGICAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>5A, Physical Science: Chemistry 51+, 101, 102, 211, 212; Geography 1; Geology 1, 6; Physical Science 1+, 14; Physics 6+, 7+, 11+, 12+, 14+, 37+, 38+, 39+</td>
</tr>
<tr>
<td>5B, Biological Science: Anatomy 1+; Anthropology 101; Biology 3+, 5+, 6, 7, 9, 20+; Microbiology 1; Physiology 1+; Psychology 2</td>
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<thead>
<tr>
<th>AREA 6- LANGUAGES OTHER THAN ENGLISH (UC Requirement ONLY)</th>
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</thead>
<tbody>
<tr>
<td>Proficiency equivalent to two years of high school study in the same language</td>
</tr>
<tr>
<td>American Sign Language 1, 2, 3; French 1, 2*, 3*, 4*; Spanish 1, 2*, 3*, 4*, 5*, 6*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 7- CSU GRADUATION REQUIREMENTS IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (NOT part of IGETC; may be completed prior to transfer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 courses (6 units); 1 course from 71 and 1 course from 72</td>
</tr>
<tr>
<td>71, Historical Development of American Institutions and Ideas: History 11+<em>, 12+</em>, 41+<em>, 42+</em>, 43+*</td>
</tr>
<tr>
<td>72, US Constitution &amp; Government/California State &amp; Local Government: Political Science 1*</td>
</tr>
</tbody>
</table>

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

* Indicates that, at the discretion of the CSU campus granting the degree, the course may be counted as fulfilling this requirement and counted toward General Education certification.
What is the Intersegmental General Education Transfer Curriculum certification plan? The Intersegmental General Education Transfer Curriculum (IGETC) is a program of coursework that allows students to fulfill 37 units of lower-division general education requirements for either the UC or CSU system prior to transfer.

What is IGETC certification? IGETC Certification is the process used by Los Angeles Southwest College to verify the completion of the Intersegmental General Education Transfer Curriculum for transfer to either the University of California or the California State University system. In order to be fully certified by this college, students must complete the entire IGETC curriculum. Although not part of the IGETC, Los Angeles Southwest College will also certify the completion of the CSU US History, Constitution and American Ideals graduation requirement.

What is the value of transferring with certification? Completion of the IGETC requirements will allow a student to transfer from a California community college to a UC or CSU without the need, after transfer, to take additional lower division general education courses.

Must the entire IGETC program be completed in order for a student to be certified under IGETC? Yes. All coursework applicable to the IGETC must be completed and certified prior to transfer in order for it to be accepted by the UC and CSU system. Certification for CSU must include completion of the oral communication requirement (SPEECH 101 or 102 or 121). For UC certification, the foreign language requirement must be satisfied.

Is a minimum grade required in all courses used for IGETC certification? Yes. Both the UC and CSU require a grade of “C” or better in all courses used for the IGETC. Up to 15 units of coursework in which a “credit” or “pass” is received may be certified, providing either is equivalent to a grade of “C” or better.

What will happen if the IGETC is not completed prior to transferring to a UC or CSU campus? If the IGETC is not completed prior to transfer, students will be subject to the lower-division transfer requirements of the campus to which they transfer. These requirements vary from campus to campus but may require that the student take additional general education classes.

Do courses taken at another college count toward certification? If courses taken at another college are being used towards certification, Los Angeles Southwest College will place the courses in the IGETC areas identified by the offering college. Courses taken at 4-year institutions 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. 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.

When do students apply for certification? Students should apply for IGETC certification at the end of their last semester; students should generally not request certification until all IGETC requirements have been completed. The last college attended completes the certification.

Where do students apply for certification? Students complete the IGETC certification form with a Counselor; the student is responsible for turning the certification form in to the Office of Admissions and Records.

What do students do to notify the CSU or UC of the certification? Students must complete the Transcript Request form in the Office of Admissions and Records, requesting the final transcript to be sent to their chosen CSU or UC. They must check the box “State College Certification/IGETC.” The record of the areas of certification will then be listed on the transcript that is sent to the university.

Web Addresses of ALL Universities of California: www.ucop.edu & www.californiacolleges.edu & www.csumentor.edu

On line UC applications and status checks: www.universityofcalifornia.edu

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 San Diego: www.ucsd.edu
UC San Francisco: www.ucsf.edu
UC Santa Barbara: www.ucsb.edu
UC Santa Cruz: www.ucsc.edu
In order to earn a Certificate of Achievement in CSU-GE the student must fully complete the California State University General Education curriculum. Students are required to complete a minimum of 39 units in Areas A – F. All classes in all Area A, Communication in the English Language and Critical Thinking, and Area B4, Mathematics/Quantitative Reasoning, must be completed with the grade of C or higher.

**Note 1:** The course requirements of CSU-GE are approved annually by the CSU Office of the President and may vary slightly from year to year. See a counselor for help with specific questions.

**Note 2:** Upon completion the CSU-GE requirements, and additional CSU or UC:CSU transferable units to total 60, and a cumulative grade point average of 2.0 or higher, students will have satisfied the requirements for transfer to the CSU system.

Student Learning Outcomes: Upon completion of this certificate program, the students should be able to:

1) Use language (oral and written) and non-verbal modes of communication appropriate to the audience and purpose.
2) Use critical thinking and computational skills to analyze, synthesize, and evaluate ideas and information.
3) Utilize research skills necessary to achieve educational, professional, and personal objectives.
4) Demonstrate sensitivity to and respect for others and participate actively in group and civic decision making.
5) Demonstrate practices that promote physical, mental, and emotional well-being.

*See the following pages for curriculum.*
## Transfer Requirements:

### Area A - English Language Communication and Critical Thinking

3 courses (9 semester units)

Choose one course from each group.

- **A1 Oral Communication (completed with a “C” or better for CSU admission)**: Speech 101, 102, 121
- **A2 Written Communication (completed with a “C” or better for CSU admission)**: English 101
- **A3 Critical Thinking (completed with a “C” or better for CSU admission)**: English 102 (as of Fall 05), 103; Philosophy 7, 8

### Area B - Scientific Inquiry and Quantitative Reasoning

3 courses (9 semester units minimum)

Choose one course from each group.

- **B1 Physical Science**: Chemistry 51, 101, 102, 211, 212; Geography 1; Geology 1, 6; Physical Science 1, 14; Physics 6, 7, 11, 12, 14, 37, 38, 39
- **B2 Life Science**: Anatomy 1; Anthropology 101; Biology 3, 5, 6, 7, 9, 20; Microbiology 1; Physiology 1; Psychology 2
- **B4 Mathematics/Quantitative Reasoning (completed with a “C” or better for CSU admission)**: Math 215, 227, 230, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275

### Area C - Arts and Humanities

3 courses (9 semester units minimum)

Choose one course from C1, one from C2, and one from either C1 or C2.

- **C1 Arts (Art, Cinema, Dance, Music, Theater)**: Art 101, 102, 103, 104, 201, 300, 501; Music 101 (thru Summer 08) 111; Theater 100, 110, 270 (thru Summer 08)
- **C2 Humanities (Literature, Philosophy, Languages Other than English)**: English 102 (thru Summer 05), 211, 212, 213, 218, 234, 239; French 1, 2, 3, 4; Humanities 1, 2, 6, 31, 54; Japanese 1; Philosophy 1; Spanish 1, 2, 3, 4; Speech 130

### Area D - Social Sciences

3 courses (9 semester units)

Choose three courses from at least two different disciplines.

- **D0 Sociology and Criminology**: Administration of Justice 63; Sociology 1, 2, 11
- **D1 Anthropology and Archeology**: Anthropology 102, 133
- **D2 Economics**: Economics 1, 2
- **D3 Ethnic Studies-History**: History 41, 42, 43; Humanities 54; Political Science 20; Sociology 11
- **D4 Gender Studies**: History 52
- **D5 Geography**: Geography 2
- **D6 History**: History 1, 2, 5, 11, 12, 41, 42, 43, 52.; Humanities 6
- **D7 Interdisciplinary Social or Behavioral Science**: Child Development 1
- **D8 Political Science, Government and Legal Institutions**: Administration of Justice 1, 2; History 11, 12; Law 3; Political Science 1, 2, 7, 20
- **D9 Psychology**: Psychology 1, 11, 14, 41

### Area E - Lifelong Understanding and Self-Development

1 course (3 semester units minimum)

Family and Consumer Studies 21; Health 11; Personal Development 20; Physical Education 102*, 131**, 170*, 238*, 225*, 552**, 668*, 701**; Psychology 3, 41; Sociology 12

### Area 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 Ideas requirement.

- **F1 Historical Development of American Institutions and Ideals**: History 11, 12, 41, 42, 43
- **F2 US Constitution and Government/California State and Local Government**: Political Science 1
Transfer Requirements

Los Angeles Southwest College

CAL STATE UNIVERSITIES GENERAL EDUCATION CERTIFICATION, 2010-2011

What is the CSU General Education Certification plan? The CSU GE plan is a program of coursework that allows students to fulfill 39 units of general education requirements prior to transfer.

What are the CSU transfer admission requirements? Students may qualify to transfer to California State Universities when they have completed a minimum of 60 transferable units with a grade point average of 2.0 or better. While courses with a grade of “D” are acceptable to fulfill areas, a minimum grade of “C” is required in Areas A1, A2, A3 and B4 in order to qualify for admission.

What is the value of transferring with certification? Completion of the California State University General Education (CSU-GE) requirements 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 general education courses.

Must the entire CSU GE certification plan be completed prior to transfer? No. Students who do not fulfill requirements for all of the areas may request “partial certification” of the GE plan. Only the completed areas will be certified. After transfer, students will be subject to the general education requirements in non-certified areas of the CSU campus they attend.

When do students apply for certification? Students should apply for CSU certification at the end of their last semester.

Where do students apply for certification? Students complete the CSU GE certification forms with a Counselor; the student is responsible for turning the certification form in to the Office of Admissions and Records.

Do courses taken at another college count towards certification? If courses from another college are being used towards certification, Los Angeles Southwest College will place the courses 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. Courses taken at a foreign institution may not be certified.

What do students do to notify the CSU or UC of the certification? Students must complete the Transcript Request form in the Office of Admissions and Records, requesting the final transcript to be sent to their chosen CSU or UC. They must check the box “State College Certification/IGETC” on the transcript request form. The record of the areas of certification will then be listed on the transcript that is sent to the university.

Web Address for all Cal State Universities: www.csumentor.edu

Individual CSU Web Addresses:

<table>
<thead>
<tr>
<th>CSU Bakersfield: <a href="http://www.csusb.edu">www.csusb.edu</a></th>
<th>CSU Monterey Bay: <a href="http://www.csumb.edu">www.csumb.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Channel Islands: <a href="http://www.csuci.edu">www.csuci.edu</a></td>
<td>CSU Northridge: <a href="http://www.csun.edu">www.csun.edu</a></td>
</tr>
<tr>
<td>Chico State: <a href="http://www.csuchico.edu">www.csuchico.edu</a></td>
<td>Cal Poly Pomona: <a href="http://www.csupomona.edu">www.csupomona.edu</a></td>
</tr>
<tr>
<td>CSU Dominguez Hills: <a href="http://www.csudh.edu">www.csudh.edu</a></td>
<td>Sacramento State: <a href="http://www.csus.edu">www.csus.edu</a></td>
</tr>
<tr>
<td>CSU East Bay: www20.csueastbay.edu</td>
<td>CSU San Bernardino: <a href="http://www.csusb.edu">www.csusb.edu</a></td>
</tr>
<tr>
<td>CSU Fresno: <a href="http://www.csufresno.edu">www.csufresno.edu</a></td>
<td>San Diego State: <a href="http://www.sdsu.edu">www.sdsu.edu</a></td>
</tr>
<tr>
<td>CSU Fullerton: <a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
<td>San Francisco State: <a href="http://www.sfsu.edu">www.sfsu.edu</a></td>
</tr>
<tr>
<td>CSU Humboldt: <a href="http://www.humboldt.edu">www.humboldt.edu</a></td>
<td>San Jose State: <a href="http://www.sjsu.edu">www.sjsu.edu</a></td>
</tr>
<tr>
<td>CSU Long Beach: <a href="http://www.csulb.edu">www.csulb.edu</a></td>
<td>Cal Poly SLO: <a href="http://www.calpoly.edu">www.calpoly.edu</a></td>
</tr>
<tr>
<td>CSU Los Angeles: <a href="http://www.calstatela.edu">www.calstatela.edu</a></td>
<td>CSU San Marcos: <a href="http://www.csusm.edu">www.csusm.edu</a></td>
</tr>
<tr>
<td>California Maritime Academy: <a href="http://www.csuom.edu">www.csuom.edu</a></td>
<td>Sonoma State: <a href="http://www.sonoma.edu">www.sonoma.edu</a></td>
</tr>
<tr>
<td>CSU Stanislaus: <a href="http://www.csustan.edu">www.csustan.edu</a></td>
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For further information, please see a counselor.
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 earned in transferable courses. 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.

C. Complete the Intersegmental General Education Transfer Curriculum (IGETC) or UCLA general education requirements. (IGETC) is highly recommended for all majors except those in the Henry Samueli School of Engineering and Applied Science and the School of Nursing.

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
The average GPA of transfer students admitted to UCLA is 3.5, and most students who are admitted have completed most or all of the preparatory coursework for their majors. The average GPA varies widely by campus and by major throughout the UC system. 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.
Core Requirements
Students may fulfill GE categories I, II, III and V with transfer courses taken before starting USC. Categories IV and VI must be taken at USC.
For more information, see the booklet “Transferring to USC,” available from the USC Office of Admissions at www.usc.edu/transferring.

DIVERSITY: All students who entered any college in fall 1993 or later must meet USC’s diversity requirement by taking one course. Courses which fulfill this requirement, if completed after graduating from high school, are listed below:

- ENGLISH 239
- HISTORY 42, 43, 52
- POLITICAL SCIENCE 20
- SOCIOLOGY 1, 11

LOWER DIVISION WRITING REQUIREMENT: Any of the courses below (or two courses, if indicated by "with") fulfills the lower division writing requirement if completed after graduating from high school and before starting at USC. These courses are listed in Part II as equivalent to WRIT-130, which is the same as the WRIT 140 course offered at USC.

- ENGLISH 102, 103

COURSES THAT FULFILL THE LANGUAGE REQUIREMENT: Many majors require a third-semester foreign language course or equivalent. (The International Relations major requires the equivalent of a fourth semester.) Courses which fulfill the third- or fourth-level requirement, if completed after graduating from high school, are listed below.

- FRENCH 3, 3rd level
- FRENCH 4, 4th level
- SPANISH 5, 4th level

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


<table>
<thead>
<tr>
<th>CATEGORY I: Western Cultures and Civilizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101, 102</td>
</tr>
<tr>
<td>HISTORY 1, 2</td>
</tr>
<tr>
<td>HUMANITIES 1, 31</td>
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</tbody>
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<table>
<thead>
<tr>
<th>CATEGORY II: Global Cultures and Traditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHROPOLOGY 102, 133</td>
</tr>
<tr>
<td>HISTORY 37</td>
</tr>
<tr>
<td>HUMANITIES 2</td>
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<tr>
<th>CATEGORY III: Scientific Inquiry (requires a lab)</th>
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<tbody>
<tr>
<td>BIOLOGY 3, 6, 7</td>
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<td>CHEMISTRY 101</td>
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<tr>
<td>GEOLOGY 1 with 6</td>
</tr>
<tr>
<td>PHYSICAL SCIENCE 1 with 14</td>
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<td>PHYSICS 6, 12 with 14, 37</td>
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<th>CATEGORY V: Arts and Letters</th>
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<tr>
<td>ART 103, 104</td>
</tr>
<tr>
<td>ENGLISH 211, 212, 213, 234</td>
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Policies Regarding GE Courses:

- 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 obtain 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 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 Education (COOP ED) The educational objectives are carefully planned and coordinated with the student's employer to provide realistic work 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.
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 possibly begin a career earlier.

Benefits of Cooperative Education (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 possibly begin a career earlier.

Student Qualifications

There are two plans for COOP ED:

A. Parallel Plan
Pursue a planned program based on measurable learning objectives as agreed with COOP ED Instructor/Coordinator.

B. Occupational Work Experience
Prerequisite: Approval of Work Experience Director
A program of on-the-job learning experience for students employed in a JOB RELATED to an occupationally-oriented major in which no work experience course is offered. May be repeated three times for a maximum of 16 units.

General Requirements for both plans

1. May earn from 1 – 4 units in either plan. Units are based on the number of hours worked per week. 5 – 9 hours = 1 unit, 10 – 14 hours = 2 units, 15 – 19 hours = 3 units and 20 hours or more = 4 units.
2. Experience can be paid or volunteer
3. Must be enrolled in a minimum of seven (7) units at Los Angeles Southwest College including CO-OP ED units.

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 60 unit admission requirement.

| African-American Studies | Humanities |
| Agriculture             | Jewish Studies |
| Anthropology            | Linguistics |
| Art                    | Mathematics |
| Astronomy              | Meteorology |
| Biology                | Microbiology |
Other LASC Instructional Programs (Continued)

Botany, Chemistry, Chicano Studies, Economics, Education, Engineering, English, Environmental (Environmental Studies), Family & Consumer Studies, Foreign Languages, Geography, Geology, History

Mineralogy, Music, Oceanography, Philosophy, Physical Education, Physics, Physiology, Political Science, Psychology, Recreation, Social Science, Sociology, Speech Communication, Statistics, Theater, Zoology

(Continued)

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 60 unit admission requirement.


eLEARNING and Distance Education*

The technology for eLearning has undergone rapid changes in the last decade. Los Angeles Southwest College has embraced the changing nature of eLearning technologies and is creating some of the most innovative and responsive educational programs and delivering them with an eye toward convenience and accessibility. LASC’s eLearning mission is to extend knowledge beyond the boundaries of the campus—out to where students live, work and study. Through Distance Education (DE) and Instructional Television (ITV), we deliver a wide range of programs that make a difference to students, literally anywhere. We have adopted some of the latest Web 2.0 collaborative online tools and technologies, like wikis, blogs, online communities, secure social networks and other technologies that make the resources of LASC accessible to everyone who has a computer and a desire to keep learning.

In keeping pace with the changing technologies of eLearning, the focus of the DE program has switched from managing courses in course management systems (CMS) to managing learning through Learning Management Systems (LMS). This enables the College to expand its eLearning program mission to include enhancing student success through learning relationships. Instructors create collaborative learning community environments that engage students from the moment they apply until graduation and beyond. Students remember the teachers who inspired them, the study groups that challenged them, and the people who impacted their lives. The learning communities encourage synthesis, discussions and debate, while removing elements of disconnect between students, their peers and instructors, and foster a sense of face-to-face time and a feeling of “connectedness.”

Distance Education comprises the fastest growing educational delivery mode in California community colleges. The mission of the Distance Education program at Southwest College is to promote student access and student success by integrating some of the programs and services using technology-mediated instruction and to develop and promote effective distance learning paradigms.

Distance Education provides you with the convenience of attending classes in a “virtual world” without the limitations of time and travel. Please visit the college website at www.lasc.edu, click on the for Students link and then click the Online Classes link. There, you will find a wealth of information on the Distance Education program here at Los Angeles Southwest College and it will help you decide if Distance Education and online classes are right for you. When you are ready to enroll in an online class, just visit the Online Classes website at http://online.lasc.edu.

* The Distance Education program is assisted by the Educational Technology Advisory Council (ETAC) which, through its publications, advises the Chancellor’s Office on the vision, policy, and planning in support of Distance Education and Educational Technology.
Other LASC Instructional Programs (Continued)

Online Program Courses and Programs
The College offers online classes in the following disciplines:

- Anthropology
- Art
- Biology
- Business
- Child Development
- Computer Applications
- Office Technologies
- Computer Science – Information Technology
- English
- Health
- History
- Humanities
- Personal Development
- Political Science
- Psychology
- Sociology

Honors Program
Los Angeles Southwest College has an energetic Honors Program. The Honors Program is designed for students with a minimum 3.2 GPA who plan on transferring to a four year college or university. Honors courses increase the quality of the learning experience by exploring topics in greater depth and breadth. In addition to challenging classroom experiences, Honors students receive specialized counseling services, as well as access to UCLA libraries. They also participate in research conferences and field trips to local museums, theatres, and universities.

To be admitted to the Honors Program college students must:
1. have a 3.2 grade point average in a minimum of 9 units of degree applicable courses
2. be eligible for English 101
3. submit two letters of recommendation from instructors
4. complete an application to the Honors Program
5. be interviewed by the Honors Director

High school students are invited to complete an application and see the Honors Director.

Apply to the college Honors Program
Registration procedures are the same as for regular college courses once the student’s eligibility is confirmed by the director of the Honors Program.

Honors Courses:
Area 1: English Communication
   - English 101
   - English 103
   - Speech 101

Area 2: Mathematics and Quantitative Reasoning
   - Mathematics 227-(pending)

Area 3: Arts and Humanities
   - Humanities 1, 31 (pending)

Area 4: Social and Behavioral Sciences
   - History 11 (pending)
   - Political Science 1
   - Psychology 1
   - Sociology 1, (pending)

Area 5: Physical and Biological Sciences
   - Biology 3

Instructional Television (ITV)
Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents, via television, a variety of transferable undergraduate level 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 online or by mail, view telecourse lessons at home, 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. An instructor with office hours and phone times is assigned to each telecourse. The students enrolled in Instructional Television classes keep in touch with faculty by telephone, voice mail, e-mail, U.S. mail, and fax, as well as at the seminars. Interested students are invited to contact Instructional Television at (818) 833-3594 or visit their web page at www.lamission.edu/ITV.

Course Descriptions
Most Los Angeles Southwest College courses are offered for college credit. All courses that 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). UC = Transferable to the University of California, CSU = Transferable to the California State Colleges and Universities.

In 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 after the noted units, indicating that the course is transferable and will be accepted towards meeting the 60 unit admission requirement at either the University of California or the California State Colleges and Universities.

- UC = Transferable to the University of California
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17 Payroll Accounting I (2)
Prerequisite: Accounting 1
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
Recommended: Business 38
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).

22 Bookkeeping and Accounting II (3) UC:CSU
Prerequisite: Accounting 21
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).

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 Education (1-4) (CSU)
Accounting 911, 921, 931, 941
Accounting is approved for Cooperative 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
CSU-GE Area D8
Prerequisite: None
Lecture: 3 hours
This course discusses the philosophy and history of law enforcement; provides an overview of crime and police problems; organization and jurisdiction of local, state, and federal law enforcement agencies; and surveys professional career
opportunities and qualifications required for entry into a career in Administration of Justice.

2 Concepts of Criminal Law (3) UC:CSU
CSU-GE Area D8
Recommended: Administration of Justice 1
Lecture: 3 hours
This course provides an overview of the historical and philosophical foundations of law, and covers the classifications, structure, definitions, and the most frequently cited sections of penal codes 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 policing, prosecution, court proceedings; the correctional process; and 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) CSU
Recommended: Administration of Justice 1
Lecture: 3 hours
This course presents various types of technical writing commonly used in police reports, the appropriateness of different styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Aspects of standard report writing are included.

16 Recruitment Selection Process (3) CSU
Prerequisites: None
Lecture: 3 hours
This course provides an in-depth coverage of the legal selection process designed to assist students with employment in a law enforcement agency. Written exam techniques, oral exam techniques and the agility exam are covered. The background investigation, psychology test and medical exam are explained. Practical ways to assist the candidate through the Academy are also 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) UC:CSU
CSU-GE Area D0
IGETC Area 4J
Recommended: Administration of Justice 1
Lecture: 3 hours
This course is an introduction to the theoretical and philosophical concept of criminology; the nature and extent of crime in America; the roles of the organization in the Administration of Justice; prevailing theories of crime causation; and the judicial, correction, and rehabilitation processes.

67 Community Relations I (3) UC:CSU
Prerequisite: None
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.

73 Law and Minority Groups (3) CSU
Prerequisite: None
Lecture: 3 hours
This course examines the growing crises of race, ethnicity, gender and discrimination within the American Justice System. Myths and realities about crime and minorities are analyzed. Racism and inequities within the legal structures including court trials, corrections and the death penalty are discussed. Changes in criminal justice administration advocated by minority groups are reviewed.

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 correctional practices; skills, knowledge and attitudes required for employment in this field; and types of institutions, services and career opportunities.

83 Introduction to Security (3) CSU
Prerequisite: Administration of Justice 3
Recommended: Administration of Justice 1
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.

185 Directed Study-Administration of Justice (1) CSU
Prerequisite: None
Lecture: 1 hour
This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

248 Law Enforcement Explorer Academy (5)
Prerequisite: None
Lecture: 3 hours; Lab: 4 hours
This course is designed to train students for public service employment. It also provides training in basic law enforcement skills.

Note: For a degree in Administration of Justice, students may choose to complete the three courses, ADM JUS 1, 2 and 185 (total of 7 units) or to complete the one course, ADM JUS 248 (5 units).

285 Directed Study-Administration of Justice (2) CSU
Prerequisite: None
Lecture: 2 hour
This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

Note: Corresponds to the first two years of high school study.

Cooperative Education (1-4) (CSU) Admin. of Justice
911, 921, 931, 941
Administration of Justice is approved for Cooperative Education credit. See Cooperative Education

Allied Health (ALD HTH)
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.

American Sign Language (A SL)
Student Learning Outcomes: Upon completion of majority of these courses, students should be able to:

1) Distinguish between deaf and hearing culture, compare and contrast basic elements of deaf culture to hearing culture and how American sign language is important to the formation and cohesion of deaf culture.

2) Develop basic ASL conversational skills through observation of natural language users to reinforce skills learned during class. The student will be able to demonstrate functional/notional discourse behavior to convey appropriate expressive use of the language including: conversational openers, greetings, identifying, introductions; use of classifiers, Non-Manual Behaviors (NMB) and character shifting.

1 American Sign Language I (4) UC:CSU
(Formerly Special Education 20)
IGETC AREA 6A
Prerequisite: None
Lecture: 4 hours
This is an introductory course designed to develop basic conversational skills using the manual alphabet and American Sign Language. It is planned to assist in communicating with deaf individuals and have a better understanding of Deaf Culture. This course develops basic vocabulary and grammar of American Sign Language. Its emphasis is placed on comprehension skills and vital aspects of the Deaf Culture and community.

Note: Corresponds to the first two years of high school study.

2 American Sign Language II (4) UC:CSU
(Formerly Special Education 25)
IGETC AREA 6A
Prerequisite: American Sign Language I
Recommended: English 21
Lecture: 4 hours
This is an intermediate course designed to develop conversational skills using the manual alphabet and American Sign Language. It is planned to assist in communicating with deaf individuals and have a better understanding of Deaf Culture. This course continues to develop vocabulary and grammar of American Sign Language. Its emphasis is placed on comprehension skills and vital aspects of the Deaf Culture and community.

3 Advanced American Sign Language III (4) UC:CSU
(Formerly Special Education 31)
IGETC AREA 6A
Prerequisite: American Sign Language 2
Lecture: 4 hours
This course provides in-depth training in receptive and expressive sign language skills with emphasis upon fluency, precision, and vocabulary building.

Anatomy (ANATOMY)
1 Introduction to Human Anatomy (4) UC:CSU
IGETC AREA 5B
CSU-GE Area B2 and B3
Prerequisite: None.
Lecture: 3 hours; Lab: 3 hours
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: integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems. Using anatomical terminology, the student will also be able to describe the major locations of the major tissues and organs of these systems.

Note: This course, when taken with Physiology 1, is equivalent to Biology 20.
Anthropology (ANTHRO)

101 Human Biological Evolution (3) UC:CSU
(Formerly Anthropology 1)
IGETC AREA 5B
CSU-GE Area B2
Prerequisite: None
Lecture: 3 hours
This course is an introduction to the field of biological anthropology. Topics covered include genetic inheritance, the mechanisms of evolution, the biology and behavior of living primates, the history of human evolution as seen in the fossil record, and modern human biological variation.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU
(Formerly Anthropology 2)
IGETC AREA 4A
CSU-GE Area D1
Prerequisite: None
Lecture: 3 hours
This course is an introduction to the field of sociocultural anthropology and examines the diversity of human life around the world. Topics covered include the "culture" concept and ethnography; language, family, gender, and religion; social stratification and inequality; economic and political systems; cultural change and contemporary globalization.

133 Peoples and Cultures of Africa (3) UC:CSU
(Formerly Anthropology 10)
IGETC AREA 4A
CSU-GE Area D1
Prerequisite: None
Lecture: 3 hours
This course is an ethnographic survey of the peoples and cultures of the African continent. It will examine classic anthropological topics such as gender, religion, economic and political systems. In addition, the course will focus on pre-colonial African societies, the causes and consequences of the trans-Atlantic slave trade, European colonialism, and post-colonial development efforts. Central contemporary issues such as globalization, urbanization, conflict, and health will be examined.

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)
IGETC AREA 3A
CSU-GE Area C1
Recommended: English 28
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)
IGETC AREA 3A
CSU-GE Area C1
Recommended: English 28
Lecture: 3 hours
A study is made of the historical development of Western art from the Renaissance through the 21st 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 3A
CSU-GE Area C1
Recommended: English 28
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 3A
CSU-GE Area C1
Recommended: English 28
Lecture: 3 hours
This is a basic course in art appreciation in which the student will experience visual art through the study of selected artists and artwork. Exercises in visual perception are stressed; individual research on the art of selected cultures is conducted. (Renaissance through 21st Century)

201 Drawing I (3) UC:CSU
(Formerly Art 20)
CSU-GE Area C1
Prerequisite: None.
Lecture:2 hours; Lab: 2 hours
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.

202 Drawing II (3) UC:CSU
(Formerly Art 21)
Prerequisite: Art 201
Lecture: 2 hours; Lab: 2 hours
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)  
Prerequisite: None  
Lecture: 2 hours; Lab: 2 hours  
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: 2 hours  
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: 2 hours  
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)  
CSU-GE Area C1  
Prerequisite: None  
Lecture: 2 hours; Lab: 2 hours  
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.  
Lecture: 1 hour; Lab: 5 hours  
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 expressing formal concepts.

308 Oil Painting II (3) UC:CSU  
(Formerly Art 28)  
Prerequisite: Art 307  
Lecture: 1 hour; Lab: 5 hours  
This course is a continuation of Art 307, Oil Painting I. Emphasis will be on individually conceived projects in oil painting.

309 Oil Painting III (3) UC:CSU  
(Formerly Art 29)  
Prerequisite: Art 308  
Lecture: 1 hour; Lab: 5 hours  
This course is a continuation of Art 308, Oil Painting II. Emphasis will be on individually conceived projects in oil painting and the preparation of a portfolio.

501 Beginning Two-Dimensional Design (3) UC:CSU  
(Formerly ART 11)  
CSU-GE Area C1  
Prerequisite: None  
Lecture: 2 hours; Lab: 2 hours  
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)  
Prerequisite: None.  
Lecture: 2 hours; Lab (studio): 2 hours  
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.

Basic Skills (BSICSKL) (NonCredit)  
Student Learning Outcomes: Upon the completion of the majority of these courses, students should be able to:  
1) Accurately complete forms in English with personal information and be able to effectively communicate in oral and written form for life skills.  
2) Express and respond to information in English in oral and written form for workplace and interpersonal communication.

002CE Basic English Skills (0)  
Prerequisite: None.  
Lecture: 3 hours  
This course is for students with limited knowledge of standard English structure. Emphasis is on basic grammatical forms and functions. Vocabulary development is included for increased expression, especially in speaking and writing.

023CE College and Scholastic Assessment Preparation (0)  
Prerequisite: None  
Lecture: 4 hours  
This course is designed to prepare students to be assessed and/or to take standardized or proficiency exams in the content areas of Math and English. This course provides an overview and review of these areas and is not intended to provide in-depth instruction.

35CE Basic Math Skills (0)  
Prerequisite: None  
Lecture: 2 hours; Lab: 1 hour  
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions and decimals.

41CE Softskill Basics 1A – Job Search Planning (0)  
Prerequisite: None  
Lecture: .5 hour  
This course covers the basic knowledge and skills necessary for finding and gaining employment. Topics include job search planning, clarifying work/professional goals, and identifying work opportunities.
42CE Softskill Basics 1B – The Successful Job Search (0)  
Prerequisite: None  
Lecture: .5 hour  
This course covers the basic knowledge and skills necessary for gaining employment. Topics include telephone contact of prospective employers, resume writing, employer expectations and job interviewing skills.

043CE Softskill Basics 1C – Pre-Employment Readiness (0)  
Prerequisite: None  
Lecture: .5 hour  
This course provides an introduction for starting successful employment or a new job. Topics include: making a good first impression, basic workplace expectations, developing good work habits, time management, communication skills, dealing with job-related stress and techniques for good interpersonal relationships.

54CE Softskill Basics 3A – Customer Service and Relations (0)  
Prerequisite: None  
Lecture: .5 hour  
This course covers the basic service and relations skills. Topics include principles of customer service and relations, employee responsibilities, communication skills, handling customer complaints, telephone skills and using new technologies related to customer service.

55CE Softskill Basics 3B – Image, Etiquette, and Interpersonal Communication (0)  
Prerequisite: None  
Lecture: .5 hour  
This course covers the interpersonal and professional image skills necessary for succeeding in the workplace. Topics include basic business manners and etiquette, interacting with people, developing a professional image, problem solving and handling workplace conflict.

60CE Basic Computer Literacy (0)  
Prerequisite: None  
Lecture: 1 hour; Lab: 2 hours  
This class is designed to introduce students to computer-related vocabulary, provide a basic understanding of the Microsoft Windows Operating System and develop basic computer skills using Microsoft Word, Internet Explorer and e-mail. This class is for students with no previous computer training or experience.

5 Introduction to Human Biology (4) UC:CSU  
IGETC AREA 5B  
CSU-GE Area B2 and B3  
Prerequisite: None  
Lecture: 3 hours; Lab: 3 hours  
The course includes basic biological principles as they apply to humans. The course will provide a foundation for advanced courses in Human Anatomy, Physiology and Microbiology. Topics will include human structure, function, heredity, development, evolution, ecology, disease, and bio-ethics.

6 General Biology I (5) UC:CSU  
(Offered in the Fall semester only)  
IGETC AREA 5B  
CSU-GE Area B2 and B3  
Prerequisite: Math 125  
Lecture: 3 hours; Lab: 6 hours  
In this course the student learns to identify and describe basic physiological processes of living things, basic cellular and subcellular organization, and morphology and diversity of major plant phyla. The student will also learn to apply the principles of genetics to the analysis of natural selection, population studies, and speciation.

7 General Biology II (5) UC:CSU  
(Offered in the Spring semester only)  
IGETC AREA 5B  
CSU-GE Area B2 and B3  
Prerequisite: Math 125  
Lecture: 3 hours; Lab: 6 hours  
In this course the student learns to identify and describe the comparative morphology of the major animal phyla; morphology and physiology of the major organ systems; and the reproduction, growth, and development of organisms. The student will also learn to apply the principles of ecology, behavior, and adaptation to the analysis of plant and animal ecosystems.

9 Man and His Environment: Biological Processes (3) UC:CSU  
IGETC AREA 5B  
CSU-GE Area B2  
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.

20 Human Anatomy and Physiology (8) UC:CSU  
IGETC AREA 5B  
CSU-GE Area B2 and B3  
Prerequisite: Biology 3 or Biology 5  
Lecture: 6 hours; Lab: 6 hours  
This course systematically integrates the fundamentals of human anatomy with the fundamentals of cellular as well as organ system physiology, instruction and laboratory methods.
procedures (observation, experimentation, and dissection) are designed to provide a solid foundation in the anatomy, histology, and physiology of the eleven organ systems of the human body.

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.

40 The Science of Biotechnology (3) CSU
Prerequisite: None
Lecture: 2 hours; Lab: 2 hours
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.

285 Directed Study – Biology
(2) CSU (PASS/NO PASS)
Prerequisite: None
Lecture: 2 hours
This is a Credit/No Credit or Pass/No Pass companion course for biological science courses. It will provide students the opportunity to improve their comprehension and further develop study and investigative skills necessary for success in the biological sciences. This course will be offered under the supervision of a Biology faculty member.

Business (BUS)

1 Introduction to Business (3) UC:CSU
Prerequisite: None
Lecture: 3 hours
This course is recommended as the basic business course for all business programs. The student will learn the various forms of business organizations. He/she will study business management, organization, financing, and marketing. The student will also become acquainted with the risks involved in business and with government’s role in business.

5 Business Law I (3) UC:CSU
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, contracts, and government regulation of business.

31 Business English (3) CSU
Prerequisite: None
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
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.

38 Business Computations (3) CSU
Prerequisite: None
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.

51 Fundamentals of Chemistry I
(5) UC:CSU
IGETC AREA 5A
CSU-GE Area B1 and B3
Prerequisite: Math 115
Lecture: 4 hours; Lab: 3 hours
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.

51 General Chemistry I (5) UC:CSU
IGETC AREA 5A
CSU-GE Area B1 and B3
Prerequisite: Chemistry 51 and Math 125
Lecture: 3 hours; Lab: 6 hours
This course covers atomic theory and stoichiometry, states of matter, thermochemistry, and equilibrium. The study of gases, liquids and solutions, equilibria in gases and solutions, solubility and chemical bonding are also included in this course of study.
Course Descriptions

102 General Chemistry II (5) UC:CSU
IGETC AREA 5A
CSU-GE Area B1 and B3
Prerequisite: Chemistry 101
Lecture: 3 hours; Lab: 6 hours
This course offers a study of principles related to properties of liquids, solids, and mixtures. Also covered are kinetics, chemical equilibrium and thermodynamics, acids and bases, and electrochemistry. The laboratory provides experience in inorganic qualitative analysis based upon content from lecture.

211 Organic Chemistry for Science Majors I (5) UC:CSU
IGETC AREA 5A
CSU-GE Area B1 and B3
Prerequisite: Chemistry 102
Lecture: 3 hours; Lab: 6 hours
This course is a systematic introduction to the chemistry of carbon-containing compounds. It encompasses theory and chemistry of hydrocarbons and functional group derivatives. Topics included are bonding and structure, nomenclature, stereochemistry, synthesis, and reaction mechanisms. The laboratory work focuses on techniques of synthesis, isolation, purification and instrument analysis of organic compounds.

212 Organic Chemistry for Science Majors II (5) UC:CSU
IGETC AREA 5A
CSU-GE Area B1 and B3
Prerequisite: Chemistry 211
Lecture: 3 hours; Lab: 6 hours
This course is a continuation of the study of organic compounds that started with Chemistry 211. Emphasis is placed on the synthesis of organic compounds and mechanism of organic reactions. Topics on organic molecules of biological importance such as amino acids, peptides and carbohydrates are also covered. The laboratory work focuses on the synthesis, isolation, purification, and instrumental analysis of organic compounds.

Child Development (CH DEV)

1 Child Growth and Development (3) UC:CSU
CSU-GE Area D7
Prerequisites: English 21 (or previous enrollment) and TB Test Verification
Lecture: 3 hours
An introductory Child Development course that examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

2 Early Childhood: Principles and Practices (3) CSU
Prerequisite: TB Test Verification
Co-Requisites: Child Development 1 (or previous enrollment) and English 28
Lecture: 3 hours
A survey course which compares and analyzes historical as well as current models of early childhood programs. Students examine the underlying theoretical principles of developmentally appropriate practices applied to programs and environments. Emphasis is placed on the role of relationships, constructive adult-child interactions and teaching strategies that support physical, social, creative and intellectual development of children and lead to desired learning outcomes. Professional development and career paths based upon CA Child Development Permit Matrix will be discussed.

3 Creative Experiences for Children I (3) CSU
Prerequisites: Child Development 1 and 2, English 28 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 planning and learning are stressed.

4 Creative Experiences for Children II (3) CSU
Prerequisites: Child Development 1 and 2, English 28 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 developmentally appropriate early childhood school experiences involving creative language arts, creative mathematics, creative science, creative social studies, and the role of creative play in development and the creative approach to program planning and learning are stressed.

10 Health, Safety and Nutrition (3) CSU
Prerequisite: TB Test Verification
Lecture: 3 hours
This course introduces the student to current information of laws, regulations, standards, concepts, policies and procedures in the field of health, safety, and nutrition and their relationship to young children. Special emphasis is placed on the key components that ensure physical health, mental health and safety for children will be identified along with the importance of collaboration with families and health professionals. This course is also intended for students to learn how teachers guide a child’s development of habits and behaviors that influence life-long health.

11 Child, Family and Community (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.

12 Parent-Teacher-Child Interaction (3) CSU
Prerequisite: None
Lecture: 3 hours
This course provides the student with a general overview of parental involvement and parents as partners in early childhood education. Special emphasis is placed on the integration and configuration of parent-child relationships, as well as parent-teacher communication. The developmental context of socialization and its influence on families will be explored.

22 Practicum in Child Development I (4) CSU
Prerequisites: Child Development 1, 2, 3 and 4; English 28 and TB Test Verification
Lecture: 2 hours; Lab: 6 hours
Students are assigned to an approved Child Development program to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

23 Practicum in Child Development II (4) CSU
Prerequisites: Child Development 1, 2, 3, 4, and 22, English 28 and TB Test Verification
Lecture: 2 hours; Lab: 6 hours
This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. An educational philosophy statement, a resume and a professional portfolio are created. Students assigned to directed practicum teaching in a child development center demonstrate professional and ethical behaviors.

30 Infant & Toddler Studies I (3) CSU
Prerequisite: TB Test Verification
Recommended: English 21
Lecture: 3 hours
This course provides an in-depth study of the physical, cognitive, social/emotional development of infants from birth to toddlerhood. Respectful care giving principles and practices, developmentally appropriate environment, adult relations, health and safety skills, and responsive curriculum designs for infants and toddlers are emphasized. Students will learn strategies for observing infants in care giving settings.

31 Infant & Toddler Studies II (3) CSU
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 on brain development.

34 Observing and Recording Children’s Behavior (3) CSU
Prerequisites: Child Development 1 and English 21 and TB Test Verification
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, rating scales, and other forms that help to guide curriculum, document learning, and to 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 within a developmentally appropriate approach.

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 and school-age child, and the early development of desirable attitudes toward reading.

38 Administration and Supervision of Early Childhood Programs I (3) CSU
(Formerly Child Development 41)
Prerequisites: 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 Child Development 43)
Prerequisites: Child Development 1 and 2
Recommended: Child Development 11
Lecture: 3 hours
This course provides training for administrators of early childhood programs on a variety of topics pertaining to administering an early childhood program. Topics include: leadership principles and practices, decision making processes, supervision and staff development, conflict resolution strategies, building family partnerships, and leading with emotional intelligence.

42 Teaching 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 Early Intervention for Children with Special Needs (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 (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. The focus is on general program planning as well as adapting daily activities in inclusive early childhood settings.

46 School Age Programs I (3) CSU
Prerequisite: TB Test Verification
Recommended: English 21
Lecture: 3 hours
This course is an introduction to strategies used in child development programs for school age children. It includes understanding the growth and developmental skills and needs of school age children, planning age-appropriate activities and also evaluating before-school and after-school programs for 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
Prerequisites: Child Development 1 and 2 and TB Test Verification
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 children including children with special needs.

65 Adult Supervision/Early Childhood Mentoring (2)
Prerequisites: Child Development 1 and 2, English 28 and TB Test Verification
Lecture: 2 hours
This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. The course will emphasize the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

172 Introduction to Careers in Child Development (1)
Prerequisite: None
Lecture: 1 hour
This course introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

185 Directed Study--Child Development (1) CSU
Prerequisite: None
Lecture: 1 hour
This course provides the opportunity for individual students to complete special projects for credit in Child Development under the supervision of a faculty member.

285 Directed Study--Child Development (2) CSU
Prerequisite: None
Lecture: 2 hours
This course provides the opportunity for individual students to complete special projects for credit in Child Development under the supervision of a faculty member.

385 Directed Study--Child Development (3) CSU
Prerequisite: None
Lecture: 3 hours
This course provides the opportunity for individual students to complete special projects for credit in Child Development under the supervision of a faculty member.

Cinema (CINEMA)

10 Introduction to Film Directing (3) UC:CSU
Prerequisite: None
Lecture: 2 hours; Lab 2 hours with homework
Introduction to the crafts of acting and directing for the film medium. Emphasis is placed on the visualization of the screen play, the function of the actor in interpreting the script, and the role of the director in handling the actors in the production of the film.

115 Cinematography (3) UC:CSU
Recommended: Media Arts 101
Lecture: 2 hours; Lab: 2 hours
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) UC:CSU
Recommended: Cinema 115, English 28, Media Arts 101 and 120
Lecture: 2 hours; Lab: 2 hours
This is an advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional digital PSA commercial with sound, as well as crew for other assigned films.

31 Business English (3) CSU
Prerequisite: None
Lecture: 3 hours
This course offers the student a review of, and training in, the fundamentals of English grammar as applied to current Business English. Emphasis is placed on reference skills, parts of speech, sentence structure, word usage, business vocabulary, and current business writing conventions.

32 Business Communications (3) CSU
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)
Prerequisite: None
Lecture: 1 hour; Lab: 2 hours
This course covers the standard rules and principles of indexing and filing as well as information management principles, operations, and organization. The student will receive training in filing methods used most frequently, including alphabetic, subject, numeric and geographic procedures as well as record systems and control.

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

35 Concepts In Information Systems (3) CSU
Prerequisite: None
Lecture: 3 hours
This course is intended to provide students with the basis for understanding the concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of personal computer literacy, including operating systems software, internet browsers (MS Internet Explorer), (MS Windows), word processing, (MS Word,) spreadsheets (MS Excel), and presentation software (MS PowerPoint).

43 Office Procedures (3) RPT 2
Prerequisite: 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)
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
Prerequisites: CAOT 1 and CAOT 43
Lab: 5 hours
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 Applications and Office Technologies Laboratory (1)
Pass/No Pass RPT 3
Prerequisite: None
Lab: 2 hours
This laboratory provides additional skill development practice for students enrolled in CAOT 1, 2, 3, 82, 84, 85, 86, 89, 97, 107, 108, 112, or 113.

80 Computerized Records Management (3)
Prerequisite: CAOT 33
Lecture: 2 hour; Lab: 2 hours
This course is intended to give the student 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
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.

83 Microcomputer Office Applications: Operating Systems (1)
Prerequisite: None
Lab: 2 hours
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.

84 Microcomputer Office Applications: Word Processing (3) CSU
Recommended: CAOT 1.
Lecture: 2 hour; Lab: 3 hours.
This course provides information and hands-on training on the use of Microsoft Word. Students will learn how to create, edit, and manipulate various types of documents. Students will create, format, edit, save, and print documents including letters, memoranda, tables, and reports. Shared documents and mail merge are also presented.

85 Microcomputer Office Applications: Spreadsheet (3) CSU
Prerequisite: None.
Lecture: 1 hour; Lab: 4 hours
This course provides a detailed study of business applications using Microsoft Excel or a similar software. Topics include the commands, formats, and functions of spreadsheet software with an emphasis on its use as a problem solving and financial analysis tool. Students will learn formulas, conditional formatting, charts, macros, editing, formatting and linking of worksheets. Emphasizes preparing computerized worksheets, using advanced formulas and functions to analyze data, prepare charts, and simplify office accounting procedures.

86 Microcomputer Office Applications: Database (3) CSU
(Formally Office Administration 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.

97 Introduction to the Internet for CAOT (3)
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. Skills 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.

107 Microcomputer Office Applications: Web Design for the Office (3) CSU
Prerequisite: CAOT 112
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. Skills 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.

108 Presentation Design for the Office (2) CSU
Recommended: CAOT 82 or 83
Lecture: 1 hour; Lab: 2 hours.
This course provides the skills to use presentation authoring software like Microsoft PowerPoint to design, modify, and create professional-looking multi-media presentations. Students will develop presentations that include dynamic and static links, graphic elements, tables, charts, diagrams, sound, animation and other enhancement features. Students will also learn how to convert their presentations into dynamic web site elements.
Computer Science and Information Technology (CO SCI)

Please see page 99 if you are interested in Computer Applications and Office Technologies (CAOT).

601 Introduction to Computers and Their Uses (3) UC:CSU
(Formerly Computer Science 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.

602 Introduction to Computer Science (3) UC:CSU
(Formerly Computer Science 3)
Prerequisite: Computer Science 630
Lecture: 2 hours; Lab: 2 hours.
This is a breadth-first course covering basic concepts and principles of computer science. Specifically, it covers the behavior of gates and circuits using Boolean expressions, truth tables, logic diagrams as well as the von Neumann machine. Students apply top-down methodology to develop algorithms for problem solving.

608 Beginning BASIC Programming (3) UC:CSU
(Formerly Computer Science 32)
Prerequisite: Computer Science 630
Lecture: 2 hours; Lab: 2 hours.
This course provides an introduction to Visual Basic, a modern and very powerful, yet easy-to-learn programming language. It covers the integrated development environment (IDE), traditional and event-driven programming concepts, visual programming features, and a brief introduction to object-oriented programming (OOP).
617 Beginning Micro - Assembly Language (3) UC:CSU
Prerequisite: Computer Science 602
Lecture: 2 hours; Lab: 2 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.

621 Certified Internet Webmaster Associate (CIWA): Internet Fundamentals (3) CSU
Prerequisite: Computer Science 601
Lecture: 2 hours; Lab: 2 hours
This is the first in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program. It is designed to guide students through the use of key internet, Intranet, and Extranet technologies. Students will gain experience configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia content. Students will use Plug-ins to enhance the functionality of Navigator and Internet Explorer. Additionally, they will be introduced to a variety of search engines and the basics of electronic commerce and email, and they will investigate security issues.

Note: This course is endorsed by the International Webmasters Association (IWA) and the Association of Internet Professionals (AIP).

622 Certified Internet Webmaster Associate (CIWA): Web Page Authoring Fundamentals (3) CSU
Prerequisite: Computer Science 621
Lecture: 2 hours; Lab: 2 hours
This is the second in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program covering Web page creation and other aspects of Web authoring. Students are introduced to the development of Web pages in a text editor and graphical user interface (GUI) editor. Students will create Web pages containing text, graphics, hyperlinks, tables, forms and frames. They also will use Cascading Style Sheets (CSS) and study the basics of Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML) and the Document Object Model (DOM).

Note: This course is endorsed by the International Webmasters Association (IWA) and the Association of Internet Professionals (AIP).

623 Certified Internet Webmaster Associate (CIWA): Networking Fundamentals (3) CSU
Prerequisite: Computer Science 622
Lecture: 2 hours; Lab: 2 hours
This is the third in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program. This course presents fundamental networking concepts and practices. Topics include network architecture and standards, network types, protocols, Internet servers, TCP/IP, and security.

Note: This course is endorsed by the International Webmasters Association (IWA) and the Association of Internet Professionals (AIP).

630 Microcomputer Application Software (3) CSU
(Formerly CO SCI 29)
Prerequisite: Computer Science 601
Lecture 2 hours; Lab: 2 hours
This course covers applications and development software for microcomputers. Topics covered include basic operating systems, file management, wired and wireless networks, Network Applications Providers (NAP), Network Service Providers (NSP), and Internet Service Providers (ISP). The course also covers the relationship between HTML, XHTML, HTTP, URLs, browsers, and Web servers and application processing of digital video and 3-D animation. It provides an overview of enterprise-wide information systems, basic database concepts and object oriented programming.

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
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: 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
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.

641 Computer Forensics I (3) CSU
Prerequisite: Computer Science 630
Lecture: 2 hours; Lab: 2 hours
This course covers computer forensics fundamentals, providing an overview of computer forensic types, techniques, their electronic evidence and capture. Students learn a systematic approach to conducting a computer forensics investigation, both a law enforcement and a corporate investigation. They also investigate the requirements of a computer forensics lab including data recovery workstations, hardware and software and what is required to certify a computer forensics lab. They will learn how to collect evidence at private-sector incident scenes as well as at a crime scene using state-of-art data acquisition tools. The course also covers the purpose and structure of file systems such as New Technology File System (NTFS) as well as methods for validating and testing computer forensics tools.
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.

681 Computer Networking I (4) CSU
Prerequisite: Computer Science 601
Lecture: 3 hours; Lab: 3 hours
This course presents the theory and practice of computer networking. It covers the principles and techniques used in designing data networks. Topics include networking theory and concepts, network design and implementation including topologies, networking media & interface, Open System Interconnection (OSI), network communications and protocols, network architecture, simple and complex network operations, modeling and performance analysis of various types of networks including (LANs, WANs, and WiFi), maintenance and troubleshooting, and network security. This course has a comprehensive coverage of fundamental networking technologies, with a focus on major operating systems.

682 Computer Networking II (4) CSU
Prerequisite: Computer Science 681
Lecture: 3 hours; Lab: 3 hours
This course covers the operational characteristics of routers, categorization of networks, IOS software and routing protocols. Students are given the opportunity to troubleshoot routers and examine strategies for studying and preparing for certification tests.

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) (CSU) RPT3
Prerequisite: None
Lab: 3 hours
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 Education (1-4) (CSU) CO SCI 911, 921, 931, 941
Computer Science is approved for Cooperative 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 Education in the Instructional Program section of the catalog.

Dance – See Physical Education

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/her abilities prove he/she is ready for English. The normal sequence of Developmental Communications is DC 20, basic reading and writing; then a combination of DC 21, writing, and DC 23, reading. DC 22X is an elective reading laboratory course open to all students.
Student Learning Outcomes: Upon completion of the majority of these courses, students should be able to:
1) Write a 100 to 300 word paragraph.
2) Identify in reading assignments the thesis sentence of the introductory paragraph and supporting details.

20 Fundamentals of Reading and Writing
(6) NDA (Pass/No Pass) RPT1
Prerequisite: None
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
(Pass/No Pass) (Formerly DEV COM 11)
Lecture: 3 hours; Lab: 1 hour
Developmental Communications 21 develops students’ skills in English grammar and punctuation essential to writing. Students will gain skills in writing sentences according to structure and form and in paragraph development.
Note: 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.

22X Communications Laboratory (3) NDA
(Pass/No Pass) RPT2
Recommended: Developmental Communications 21 & 23
Lab: 6 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(Pass/No Pass) RPT1
(Formerly DEV COM 1)
Prerequisite: None
Lecture: 3 hours; Lab: 1 hour
This course introduces essential and effective reading strategies and study skills. Emphasis is on reading comprehension, vocabulary development, spelling patterns, and study skills.

26 Fundamentals of Communications
Laboratory (1) NDA (Pass/No Pass) RPT2
Prerequisite: None
Lab: 2 hours
This individualized course 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.

Economics (ECON)

1 Principles of Economics I (3) UC:CSU
IGETC AREA 4
CSU-GE Area D2
Prerequisite: None
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
IGETC Area 4
CSU-GE Area D2
Prerequisite: None
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.

Education (EDUC)

1 Introduction to Teaching (3) CSU
Prerequisite: None
Lecture: 3 hours
This course explores effective teaching styles and strategies. Students learn about the history of our nation's education system and contemporary educational issues. Larger societal issues are also included as they pertain to the education system. Students will create and present a lesson plan.

6 Methods and Materials of Tutoring (1)
Prerequisite: None
Lecture: 1 hour; Lab: 1 hours
This course trains students in individual and group tutoring and instructional techniques, group dynamics, interpersonal skills, and organizational skills related to academic success. Tutoring and instructional strategies that promote independent learning are discussed.

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
Prerequisite: None
Lecture: 2 hours; Lab: 2 hours
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 Education (1-4)
(CSU) Education 911, 921, 931, 941
Education is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Education: Special (SPEC ED)

39 Finger Spelling (1) CS
Prerequisite: None
Lab: 2 hours
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.
2 Introduction to Electronics (3) CSU  
**Prerequisite:** None  
**Lecture:** 3 hours  
An introductory electronics course for majors and non-majors, with emphasis on hands-on activities. In addition to exploring career opportunities in the world’s largest industry, electronics, students will learn to solder, read schematic drawings, identify electronic components, gates, symbols, electrical laws, numbering systems, and construct numerous electronic circuits and projects.

8 Electron Devices (4) CSU  
**Prerequisite:** Electronics 2  
**Lecture:** 3 hours; **Lab:** 3 hours  
This course imparts knowledge of semiconductor, electron devices including diodes, transistors, silicon –controlled rectifiers (SCR), solar cells, modules and photovoltaic panels, and their application in electronic circuits such as amplifiers, switches, power supplies, oscillators, IC chips, DC/AC power control, and conversion of sunlight to usable electric power.

15 Survey of Computer Electronics (3) CSU  
**Prerequisite:** None  
**Lecture:** 2 hours; **Lab:** 3 hours  
This course is an entry-level course in Computer Electronics Technology designed to enable Science and Engineering students to develop a working understanding of electronics and its application to their chosen fields of study within the area of Electronics. It will provide basic knowledge and skills for transition into computer technology, manufacturing, and robotics, electronic communication, and electromechanical technology.

41 Measurement and Testing Laboratory I  
**(1) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
This first lab course provides essential knowledge of electronic instruments, such as a digital multimeter (DMM), and how they are used to test electronic components that include resistors, potentiometers, capacitors, junction- and light-emitting diodes, NPN and PNP transistors, 555 timers, and oscillators.

43 Measurement and Testing Laboratory II  
**(1) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
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.

56 Computer Circuits (3) CSU  
**Corequisite:** Electronics 57  
**Lecture:** 3 hours  
A detailed study of computer circuits is covered and their function in microcomputer systems. Input, output, and multimedia and mass storage devices including displays, laser printers, hard disk drives, motherboard, windows operating system and memory management will be introduced. This theory course covers installation and troubleshooting of hardware and software components. In addition, this course prepares the students for the A+ Core Hardware Exam and A+ Operating System Technologies Exam for A+ Certification. No experience in electronics is assumed.

57 Computer Circuits Laboratory (1) CSU  
**Corequisite:** Electronics 56  
**Lab:** 3 hours  
This laboratory course involves troubleshooting techniques of a microcomputer system in a hands-on lab environment. It includes fault isolation of problems and general repair methods of various PC components and peripherals. It also includes hardware and software and installations. Students will take a system apart and assemble it back together again.

111 Introduction to Computer Servicing (4)  
**Prerequisite:** None  
**Lecture:** 3 hours; **Lab:** 3 hours  
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 Operating Systems (4) CSU  
**Prerequisite:** None  
**Lecture:** 3 hours; **Lab:** 3 hours  
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  
**Prerequisite:** None  
**Lecture:** 3 hours; **Lab:** 3 hours  
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.

116 Computer A+ and Network + Certificate Exam Prep (2)  
**Prerequisite:** None  
**Lecture:** 1 hour; **Lab:** 3 hours  
The course prepares students to take Computer A+ and Network+ certificate exams administered by the Computer Technology Industry Association (Comp TIA). It is an accepted validation of Computer Servicing and Networking skills necessary to become a Grade A Technician.

118 Computer Network (Copper) Cabling (2)  
**Prerequisite:** None  
**Lecture:** 1 hour; **Lab:** 3  
This practical course provides knowledge and skills of copper cabling, including cable options, specifications and standards of cables, as well as connectors. It further links cabling into the real world of computer networking systems such as Ethernet and Token Ring.

119 Computer Network (Fiber Optic) Cabling (2)  
**Prerequisite:** None  
**Lecture:** 1 hour; **Lab:** 3  
This job-oriented practical course on fiber-optic cabling imparts essential knowledge and skills to install, test, maintain and troubleshoot fiber-optic cabled systems widely used in high-speed data links and computer networks. Major topics include:
Basics of optical fibers and cables, connectors, fusioned splices and tools used to make patch cables. Premises cabling, safety practices in installing cables that include eye protection, handling hazardous gases and chemicals, testing and troubleshooting installed cable plants that include couplers, repeaters and switches as per the standards developed by the Computer-Technology Industries Association (CompTIA).

**Engineering, General (ENG GEN)**

1 Introduction to Science, Engineering and Technology (2) UC:CSU
Prerequisite: None
Lecture: 2 hours
This is an entry level engineering course covering the fundamentals of concepts, problems, and a structured approach to solving engineering problems. A detailed study is conducted of professional engineering requirements, opportunities, and responsibilities.

**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 a 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
(Pass/No Pass)
Prerequisites: Developmental Communications 21 and 23 or ESL 6A and B
Lecture: 3 hours; Lab: 1 hour
English 21 introduces the student to basic academic reading, writing, and thinking. Students develop reading comprehension by studying shorter published essays, which then provide models of and/or subjects for their compositions. Basic grammar is covered as an essential component of the writing process.

28 Intermediate Reading and Composition (3)
Prerequisite: English 21
Lecture: 3 hours; Lab: 1 hour
In this course students plan, draft, revise, and edit compositions of increasing sophistication and complexity. All writing is based on readings that challenge the student’s thinking and provide an intellectual background for writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, coherence, and language conventions as well as prepares them for English 101.

31 Composition and Critical Reading (5)
Prerequisite: English 21
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 student’s thinking and provide an intellectual background for the writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, and coherence, as well as language conventions.

Note: English 31 covers the same material as English 28, but it is a more intensive course.

94 Intensive Grammar Review (3) NDA
Prerequisite: None
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)
IGETC AREA 1A
CSU-GE Area A2
Prerequisite: English 28 or 31
Lecture: 3 hours
English 101 teaches freshman-level college composition and reading. Students are provided with practice in college-level compositions and engage in critical analysis of reading at higher education level. The class focus is organization and composition of longer expository essays (500-1000 words), with one or more including researched secondary sources and MLA documentation.

102 College Reading and Composition II (3) UC:CSU
(Formerly ENGLISH 2)
IGETC AREA 1B
CSU-GE Area A3
Prerequisite: English 101
Lecture: 3 hours
This course teaches critical thinking, reading, and writing skills beyond the level achieved in English 101. Emphasis is placed on developing students’ analytical and inferential reasoning skills, and on expanding their strategies for argumentation, using the various genres of literature and literary criticism as subject matter. Analytic, interpretative, argumentative, and researched papers of increasing length and depth are assigned.
103 Composition and Critical Thinking (3)  
UC:CSU  
IGETC AREA 1B  
CSU-GE Area A3  
Prerequisite: English 101  
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 or 31  
Lecture: 3 hours  
This course is designed for those who want to practice writing and develop a portfolio of creative writing. Students will write poems, plays, stories, and/or multi-media works and present their writing in workshops for informal discussion and evaluation by the class and instructor, and for publication in the LASC online literary journal, The Truth. Instruction in creative writing as well as critical reading will be provided.

211 Fiction (3) UC:CSU  
(Formerly ENGLISH 11)  
IGETC AREA 3B  
CSU-GE Area C2  
Prerequisite: English 101  
Lecture: 3 hours  
Students read, interpret, and discuss selected short stories and novels from diverse perspectives, using literary terms and applying contemporary approaches to understanding literature.

212 Poetry (3) UC:CSU  
(Formerly ENGLISH 12)  
IGETC AREA B3  
CSU-GE Area C2  
Prerequisite: English 101  
Lecture: 3 hours  
Reading, discussion, and analysis, oral and written, of selected poetry acquaint the student with this genre.

213 Dramatic Literature (3) UC:CSU  
(Formerly ENGLISH 13)  
IGETC Area 3B  
CSU-GE Area C2  
Prerequisite: English 101  
Lecture: 3 hours  
Reading, discussion, and analysis, oral and written, of selected dramatic works acquaint the student with this genre.

218 Children's Literature (3) CSU  
(Formerly ENGLISH 18)  
CSU-GE Area C2  
Prerequisite: English 101  
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.

234 African-American Literature I (3)  
UC:CSU  
(Formerly ENGLISH 34)  
IGETC AREA 3B  
CSU-GE Area C2  
Prerequisite: English 101  
Lecture: 3 hours  
This course surveys African American literature, which documents and interprets the Black experience in the United States. The course offers both chronological and thematic coverage of literary content, and identifies significant authors and their work in the various literary genres, including autobiography and the essay. It examines the relationship of this literature to individual struggles and social issues of Black Americans.

239 Women in Literature (3) UC:CSU  
(Formerly ENGLISH 39)  
IGETC AREA 3B  
CSU-GE Area C2  
Prerequisite: English 101  
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 Education (1-4) (CSU)  
English 911, 921, 931, 941  
English is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

English as a Second Language (E.S.L.) (Credit)  
ESL 3A College English as a Second Language III: Writing/Grammar (6) NDA  
Prerequisites: ESL 2A and 2B or by placement  
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.
ESL 3B College English as a Second Language III: Reading/Vocabulary
(3) NDA
Prerequisite: ESL 2A & 2B or by placement
Lecture: 3 hours
In this course for non-native speakers of English, emphasis is placed on building reading comprehension skills by identifying the main idea and details, drawing conclusions, inferring, and sequencing. Students will build vocabulary using word attack skills and learning new sight words and idioms.

ESL 3C College English as a Second Language III: Listening/Speaking (3) NDA
Prerequisite: ESL 2A and 2B or by placement
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on listening and speaking English at a normal rate of speech. Students will develop listening comprehension skills and will be able to orally respond with appropriate phrases, short answers, and simple sentences in structured communication situations.

ESL 4A College English as a Second Language IV: Writing/Grammar
(6) NDA
Prerequisite: ESL 3A
Lecture: 6 hours
In this course for non-native speakers of English, emphasis is placed on development of paragraph writing using the writing process. Reading activities provide models of writing and present new vocabulary in context. Students practice grammar doing content-based exercises.

ESL 4B College English as a Second Language IV: Reading/Vocabulary
(3) NDA
Prerequisite: ESL 3B
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of intermediate reading and vocabulary building skills. Students will build reading comprehension using pre-reading techniques, skimming to identify the main idea of individual paragraphs, and guessing meaning from context. Students will build vocabulary using word attack skills and various word forms.

ESL 4C College English as a Second Language IV: Listening/Speaking
(3) NDA
Prerequisite: ESL 3C
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of intermediate listening and speaking of English skills. Students will be able to orally respond appropriately and with increasing fluency in structured communication situations.

ESL 5A College English as a Second Language V: Writing/Grammar
(6) UC:CSU
Prerequisite: ESL 4A
Lecture: 6 hours
In this course for non-native speakers of English, emphasis is placed on high intermediate development of essay writing using the writing process. Related reading activities provide models of writing and present new vocabulary in context.

ESL 5B College English as a Second Language V: Reading/Vocabulary
(3) CSU
Prerequisite: ESL 4B
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of high intermediate reading and vocabulary building skills.

ESL 5C College English as a Second Language V: Listening/Speaking
(3) CSU
Prerequisite: ESL 4C
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on further development of listening and speaking skills of English. Students will improve listening comprehension skills and will be able to orally respond with fluency in conversational situations, discussion, and oral presentations. They will become familiar with idiomatic expressions.

ESL 6A College English as a Second Language VI: Writing/Grammar
(6) UC:CSU
Prerequisite: ESL 5A
Lecture: 6 hours
In this course for non-native speakers of English, emphasis is placed on high intermediate to advanced development of essay writing using the writing process. This course provides review of fundamental skills in grammar, sentence building and practice in critical thinking.

ESL 6B College English as a Second Language VI: Reading/Vocabulary
(3) CSU
Prerequisite: ESL 5B
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on high intermediate to advanced development of essay writing using the writing process. This course provides review of fundamental skills in grammar, sentence building and practice in critical thinking.

ESL 6C College English as a Second Language VI: Listening/Speaking
(3) CSU
Prerequisite: ESL 5C
Lecture: 3 hours.
In this course for non-native speakers of English, emphasis is placed on further advancement of skills based on listening to spoken and recorded presentations. Students will deliver both...
prepared and impromptu speeches, incorporating advanced grammar and sentence structure. They will analyze and evaluate oral presentations.

**ESL 83 College Conversational English as a Second Language (3) NDA**

**Lecture:** 3 hours  
**Prerequisite:** None

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.

**ESL and Civics (Noncredit) (ESLCVCS)**

Student Learning Outcomes: Upon completion of these courses, students should be able to:

1) Accurately complete forms in English with personal information and be able to effectively communicate in oral and written form for life skills.

2) Express and respond to information in English in oral and written form for workplace and interpersonal communication.

**42CE Writing/Grammar/Reading/Listening and Speaking III (0)**

**Prerequisite:** None  
**Lecture:** 5 hours

This open-entry, competency-based course is designed to develop communicative competence in listening, speaking, reading, and writing for the immediate needs of adult non-native English learners at the intermediate low level.
14CE ESL and Civics 5 (0)
Prerequisite: None
Lecture: 3 hours
This class is designed to introduce the newly arrived immigrant students to the American banking and financial systems in order to begin to develop financial literacy and complete necessary forms. Students will be introduced to consumer laws and protections. Students will also be introduced to vocabulary and grammar to begin dialoguing within the banking and financial settings.

015CE ESL and Civics 6 (0)
Prerequisites: None
Lecture: 3 hours
This open-entry course will introduce the integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them in their immersion into a predominantly English speaking society.

Environmental Science (ENV SCI)

1 The Human Environment: Physical Processes (3) UC:CSU
Prerequisite: None
Lecture: 3 hours
This course introduces students to the physical processes that govern our life support systems and the social, political and economic factors that impact them. The basic science required to understand how our environmental systems work is presented. Topics discussed include the atmosphere, soils and agriculture, water resources and water pollution, sources of pollution and management of wastes, energy supply and usage, and alternative energy sources. Impacts of man’s activities on environmental systems are presented and discussed. Finally, potential solutions to reduce or eliminate these impacts are described.

23 Pollution Prevention And Waste Minimization (3) CSU
Prerequisite: None
Lecture: 3 hours
This course provides an introduction to the principles of pollution prevention and waste minimization. Students will be introduced to the federal and state of California laws, and concepts of sustainability and resources recovery. Quantities and types of wastes generated in the United States and methods of managing the wastes generated (advantages and disadvantages) will be covered, including landfill disposal, materials recovery and incineration. Federal, state and local programs to prevent, reduce and recycle wastes will be introduced and discussed. Students will apply the principles presented in class to develop a pollution prevention/waste minimization plan.

25 Principles of Wastewater Technology (3) CSU
Prerequisite: None
Lecture: 3 hours
This course covers the basic principles of wastewater technology. Topics covered include: regulatory framework; wastewater collection systems; industrial and municipal wastewater characteristics; primary, secondary and tertiary treatment processes; solids management and disinfection processes; and wastewater reuse options.

Environmental Studies (ENVSTDS)

101 Introduction to Environmental Studies (3) UC:CSU
Prerequisite: None
Lecture: 3 hours
This course provides an introduction to the principles of sustainability. It provides an interdisciplinary overview of the local and global impacts of humans on the natural environment. Topics include the growth and geographic expansion of human population, the transformation of earth’s ecosystems by humans, exploitation of natural resources, and sustainable practices and policies. The course focuses on the critical analysis of current environmental problems and the evaluation of alternatives and solutions that contribute to a sustainable world.

Family And Consumer Studies (FAM & CS)

21 Nutrition (3) UC:CSU
CSU-GE Area E
Prerequisite: None
Lecture: 3 hours
This course examines the basic principles of human nutrition and their relationships to optimum health. Food sources of the nutrients, scientific concepts relating to the functions of nutrients, and current nutritional issues are emphasized. Nutritional needs during the various stages of the life cycle from prenatal to adult are studied. Student food intake is evaluated using a computerized diet analysis.

Cooperative Education (1-4) (CSU) F. & C.S. 911, 921, 931, 941
Family & Consumer Studies is approved for Cooperative 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.

Cooperative Education (1-4)
Finance 911, 921, 931, 941
Finance is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
French (FRENCH)

1 Elementary French I (5) UC:CSU
IGETC AREA 6A
CSU-GE Area C2
Prerequisite: None
Lecture: 5 hours
This course stresses the mastery of fundamentals of French pronunciation and structure. Emphasis is placed upon developing the student's ability to speak, understand, read and write simple French, paying special attention to practical vocabulary and idiomatic expressions. In addition, the student is introduced to some important aspects of French civilization and culture through simple readings and visual aids.

Note: Corresponds to the first two years of high school study.

2 Elementary French II (5) UC:CSU
IGETC Areas 3B and 6A
CSU-GE Area C2
Prerequisite: French 1
Lecture: 5 hours
This course is a continuation of French I, with an increased emphasis on conversation. It includes the study of the past, and future verb tenses, of the passé composé, the imperfect, and the conditional, also of the subjunctive mood. Readings and vocabulary on daily life in France and Francophone nations are featured, also comparisons with American culture.

3 Intermediate French I (5) UC:CSU
IGETC Areas 3B and 6A
CSU-GE Area C2
Prerequisite: French 2
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 3B
CSU-GE Area C2
Prerequisite: French 3
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 AREA 5A
CSU-GE Area B1
Prerequisite: None
Lecture: 3 hours
This course explores the physical elements of geography. Topics include the basic characteristics of the physical environment, utilization of maps, elements of weather and climate, the interrelationship of climate, vegetation, and soils, the spatial distribution of landforms of the surface of the earth, plate tectonics, weathering, karst topography, mass wasting, and the impact of streams, wind, glaciers, and ocean processes on earth materials.

2 Cultural Elements of Geography (3) UC:CSU
IGETC AREA 4
CSU-GE Area D5
Prerequisite: None
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.

Geology (GEOLOGY)

1 Physical Geology (3) UC:CSU
IGETC AREA 5A
CSU-GE Area B1
Prerequisite: None
Lecture: 3 hours
This course offers an introductory study of the earth, including discussion of minerals and rocks and how they form. Earth processes, such as volcanic activity, weathering, earthquakes, plate tectonics and mountain building are covered. The course examines features of the earth, such as rivers, deserts, glaciers, shorelines, and the ocean floor. Geologic time and earth history are also discussed.

Note: Optional field trips included.

6 Physical Geology Laboratory (2) UC:CSU
IGETC AREA 5A
CSU-GE Area B3
Corequisite: Geology I or previous enrollment.
Lecture: 1 hour; Lab: 2 hours
This course is the laboratory for Geology 1. It provides a hands-on investigation in greater depth of topics covered in Geology 1, such as topography, minerals, rocks, earthquakes, plate tectonics, and geologic time.

Health (HEALTH)

11 Principles of Healthful Living (3) UC:CSU
CSU-GE Area E
Prerequisite: None
Lecture 3 hours
This course offers concepts to use as guidelines for self-directed responsible living. Health topics cover emotional and mental health, nutrition and obesity, drug abuse, cardiovascular fitness, chronic and communicable diseases, reproduction, consumerism, environmental health, and death/dying.
12 Safety Education and First Aid  
(3) UC:CSU  
Prerequisite: None  
Lecture: 3 hours  
This course provides instruction in the Emergency Response System, creation of an emergency action plan, and assessment and immediate treatment given to a person who has been injured or has suddenly taken ill. Legal considerations and life saving procedures (e.g., use of automated external defibrillators and CPR for infants, children and adults) are covered. Upon successful completion of the course, students are eligible for certification in First Aid and CPR by the American Red Cross.

History (HISTORY)

1 Introduction to Western Civilization I  
(3) UC:CSU  
IGETC AREA 4  
CSU-GE Area D6  
Prerequisite: None  
Lecture: 3 hours  
This course examines 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 federal, state, and local governments of many nations within the Western Hemisphere. Integrated learning strands include an overview of Dutch, British, Portuguese, African and Spanish impact on the political, social, and economic lives of indigenous societies.

2 Introduction to Western Civilization II  
(3) UC:CSU  
IGETC AREA 4  
CSU-GE Area D6  
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.

3 History of England and Great Britain I  
(3) UC:CSU  
Prerequisite: None  
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  
CSU-GE Area D6  
Prerequisite: None  
Lecture: 3 hours  
This course will examine the historical development of the Western Hemisphere with special emphasis on Central and South America from the early colonial era through the time of the U.S. Civil War and Reconstruction. The course will analyze the indigenous cultures of the Western Hemisphere before interaction with other continents such as Europe, Africa, and Asia. Included topics are the exploration, imperial rivalries, colonial settlement and growth phases, and the American Revolution and its effect on the entire hemisphere. Also covered are responses to the Constitution of the United States of America, the effect of the latter on the political philosophies, political institutions, laws and amendment interpretations, the rights and obligations of citizens of Central and South America, the role of major ethnic and social groups, and the continuity of the Pan-American experience. Also included are an examination of geography and the development of federal, state, and local governments of many nations within the Western Hemisphere. Integrated learning strands include an overview of Dutch, British, Portuguese, African and Spanish impact on the political, social, and economic lives of indigenous societies.

11 Political and Social History of the United States I  
(3) UC:CSU  
IGETC Areas 4 and 7  
CSU-GE Areas D6, D8 and F1  
Prerequisite: None  
Lecture: 3 hours  
This is a survey of the political, social, economic, and constitutional history of the United States from its beginnings through the Civil War; a history of the United States up to the year 1865. The course covers the chronology of pre-colonial and colonial North America, the birth and early development of the United States to 1865, and is designed to present ideas, events, people, and forces that have shaped the nation and significantly contributed to the foundations of the present.

12 Political and Social History of the United States II  
(3) UC:CSU  
IGETC Areas 4 and 7  
CSU-GE Areas D6, D8 and F1  
Prerequisite: None  
Lecture: 3 hours  
This is a survey of the political, social, economic, and constitutional history of the United States from the Reconstruction Era to the present; U.S. history since 1865. The course covers the chronology of the nation from the second half of the nineteenth century to the present and is designed to present ideas, events, people, and forces that have shaped the United States and significantly contributed to the foundations of the present.

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 Areas 4 and 7  
CSU-GE Area D6, D8 and F1  
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, Westward Expansion, Emancipation, and Reconstruction.

42 The African-American in the History of the United States II (3) UC:CSU

IGETC Areas 4 and 7

CSU-GE Area D3, D6 and F1

Prerequisite: None

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 of 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, WWI, 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 and 7

CSU-GE Area D3, D6 and F1

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.

52 The Role of Women in the History of the United States (3) UC:CSU

IGETC AREA 4 and 4

CSU-GE Area D4 and D6

Prerequisite: None

Lecture: 3 hours

This course will examine the historical development of the United States of America from the end of the colonial period to the present with special emphasis on the contributions of women. The course will review changes in feminism, gender and the Constitution of the United States, i.e., the 19th amendment, the Suffragettes, their relationship to abolitionism and other feminist campaigns. This course includes an analysis of the social and economic disparity between women and men, women’s roles within state, local and federal governments, their intellectual, cultural, and social interaction in the larger society and explores the issues of women in major ethnic groups in the United States, and interaction of women within and outside each group. Topics include colonial women, frontier women, progressivism, unions, birth control, discrimination, sectional conflict from the perspective of women, WWII, “Rosie”, Vietnam, the modern industrial complex, globalization, and urban demographic patterns as they relate to the lives of women.

Humanities (HUMAN)

1 Cultural Patterns of Western Civilization (3) UC:CSU

IGETC AREA 3B

CSU-GE Area C2

Prerequisite: None

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.

2 Studies in Selected Cultures (3) UC:CSU

CSU-GE Area C2

Prerequisite: None

Lecture: 3 hours

Art, music, and literature are studied as they interrelate to reveal non-Western views of philosophy, science, religion and the self. Emphasis is placed on Japan, China, the Middle East (Egypt), and Sub-Saharan Africa (Ghana, Kenya).

6 Great People, Great Ages (3) UC:CSU

CSU-GE Area C2 and D6

Prerequisite: None

Lecture: 3 hours

This course provides a study of the artistic contributions of selected individuals from ancient times to the present. An appreciation of their ideas and forces which have shaped our cultural heritage will also be studied (from Imhotep to Toni Morrison).

31 People in Contemporary Society (3) UC:CSU

IGETC AREA 3B

CSU-GE Area C2

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.

54 Studies in American Culture (3) UC:CSU

CSU-GE Area C2 and D3

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.
Japanese (JAPAN)

1 Elementary Japanese I (5) UC:CSU
CSU-GE Area C2
Prerequisite: None
Lecture: 5 hours
A beginning Japanese language class which covers the fundamentals of pronunciation and grammar, basic vocabulary, useful daily phrases, reading and writing Japanese scripts, business terms, basic facts on geography, customs, and culture of Japan. Students will be asked to perform in Japanese situations that provide a context for the target language material prepared for that day, e.g., integrating the four basic skills of listening, speaking, reading, and writing in addition to vocabulary used in daily life, Japanese culture, and customs of Japanese people. This course is designed for students who have no background in studying Japanese, but plan to interact within the Japanese business community, travel in and outside the United States, and/or increase their cultural diversity knowledge base.

Law (LAW)

3 Civil Rights and the Law (3) UC:CSU
CSU-GE Area D8
Prerequisite: None
Lecture: 3 hours
Comparative and analytical study of the law and related problems concerning Civil Rights. Due process of law, freedom of expression, freedom of religion, racial equality, and democratic processes are studied with emphasis on recent court decisions and international trends.

10 Introduction to Legal Assistant I (3) CSU
Prerequisite: None
Lecture: 3 hours
This is an introductory course in understanding the role of the legal assistant in the practice of law. Emphasis is also placed on the roles of the lawyer, law office personnel, and all other parties involved in the law practice. Legal terminology and research problems are covered.

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) CSU
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) CSU
Prerequisite: None
Lecture: 3 hours
This course is a study of the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation; it is also an examination of the organization and jurisdiction of the California Probate Court and of the administration of estates in California Probate Courts including gift, inheritance and estates taxes.

14 Law Office Management (3) CSU
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) CSU
Prerequisite: None
Lecture: 3 hours
This course is a study of three areas of substantive law. The areas of law include, Real Property law with an emphasis on the landlord-tenant relationship and the unlawful detainer cause of action; Bankruptcy law with an emphasis on Chapter 7 bankruptcy, liquidation of assets; and Family law with an emphasis on marital dissolution and associated issues.

16 Civil and Criminal Evidence (3) CSU
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) CSU
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 Education (1-4) (CSU) Law 911, 921, 931, 941
Law is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Learning Skills (LRNSKIL)
1 Reading (3) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 9 hours
This course is open-entry/open-exit, and provides individualized and computer-aided instruction. In the course, both ESL and native English-speaking students will learn effective strategies for improving reading comprehension, expanding their vocabulary, and developing critical thinking skills. This course is composed of a sequence of three progressive modules.

1A Reading (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is open-entry/open-exit, and provides individualized and computer-aided instruction. In the course, both ESL and native English-speaking students will learn effective strategies for improving reading comprehension and expanding their vocabulary. This course is the first in a sequence of three progressive modules.

1B Reading (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is open-entry/open-exit, and provides individualized and computer-aided instruction. In the course, both ESL and native English-speaking students will learn effective strategies for improving reading comprehension, expanding their vocabulary, and developing critical thinking skills. This course is the second in a sequence of three progressive modules.

1C Reading (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is open-entry/open-exit, and provides individualized and computer-aided instruction. In the course, both ESL and native English-speaking students will learn effective strategies for improving reading comprehension, expanding their vocabulary, and developing critical thinking skills. This course is the third in a sequence of three progressive modules.

Learning Foundations (LRNFDTN)
45 Individualized Reading Laboratory (3) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 9 hours
This course is a self-paced English fundamentals course covering usage, mechanics, and basic English structure. A diagnostic assessment is given to each student to determine and prescribe the appropriate level of study. It is open-entry/open-exit and provides the basic foundations for understanding and using standard English.

2 English Fundamentals (3) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 9 hours
This course is a self-paced English fundamentals course covering usage, mechanics, and basic English structure. A diagnostic assessment is given to each student to determine and prescribe the appropriate level of study. It is open-entry/open-exit and provides the basic foundations for understanding and using standard English.

2A English Fundamentals A (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is a self-paced English fundamentals course covering basic English sentence structure. A diagnostic assessment is given to each student to determine and prescribe the appropriate level of study. It is open-entry/open-exit and provides the basic foundations for understanding and using standard English. This module focuses on sentence structure.
2B English Fundamentals B (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is a self-paced English fundamentals course covering basic English grammar, especially the parts of speech. A diagnostic assessment is given to each student to determine and prescribe the appropriate level of study. It is open-entry/open-exit and provides the basic foundations for understanding and using standard English. This module focuses on parts of speech and agreement.

2C English Fundamentals C (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is a self-paced English fundamentals course covering usage, mechanics, and basic English structure. A diagnostic assessment is given to each student to determine and prescribe the appropriate level of study. It is open-entry/open-exit and provides the basic foundations for understanding and using standard English. This module focuses on the punctuation and the mechanics of grammar.

3 Vocabulary Development (5) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lecture: 5 hours
This course consists of small group conversation classes that are designed to expand the student’s comprehension and use of spoken English. It offers individualized, self-paced vocabulary building programs aimed at developing helpful strategies for understanding and using complex words in a context.

3A Vocabulary Development A (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course consists of small group conversation classes that are designed to expand the student’s comprehension and use of spoken English. It offers individualized, self-paced vocabulary programs with an emphasis on the articulation and pronunciation of consonants and vowel sounds.

3B Vocabulary Development B (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course consists of small group conversation classes that are designed to expand the student’s comprehension and use of spoken English. It offers individualized, self-paced vocabulary programs with an emphasis on using commands and reporting events.

3C Vocabulary Development C (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course consists of small group conversation classes that are designed to expand the student’s comprehension and use of spoken English. It offers individualized, self-paced vocabulary programs with an emphasis on intermediate levels of conversations, including getting and sharing information.

3D Vocabulary Development D (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course consists of small group conversation classes that are designed to expand the student’s comprehension and use of spoken English. It offers individualized, self-paced vocabulary programs with an emphasis on vocabulary building and acquisition and using and understanding complex words in a context.

3E Vocabulary Development E (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is an overview of vocabulary used in the field of Child Development. Students will be introduced to and review terminology used in reference to human development; related theories; heredity and environment; and biosocial, cognitive and psychosocial development.

4 The Mechanics of Spelling (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
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.

6 Academic Study Skills (3) NDA (Pass/No Pass)
Prerequisite: None
Lab: 9 hours
This open enrollment course is designed to acquaint students with study skills and prepare them to integrate traditional study skills with college content areas. Topics include time management, studying the college textbook, preparing for and taking exams, research paper/report writing, using the library, career exploration, and learning about college resources.

6A Academic Study Skills A (1) NDA (Pass/No Pass)
Prerequisite: None
Lab: 3 hours
This open enrollment course is designed to acquaint students to adjust to the academic community by learning to plan and study effectively within given time limitations. Strategies include: studying the college textbook, preparing for and taking exams, library research skills and research paper/report writing.

6B Academic Study Skills B (1) NDA (Pass/No Pass)
Prerequisite: None
Lab: 3 hours
This open enrollment course is designed to prepare students to adjust to the academic community by learning to plan and study effectively within given time limitations. Strategies include: time management, goal setting, textbook mastery, library research skills, note-taking, exam preparation and stress reduction.

6C Academic Study Skills C (1) NDA (Pass/No Pass)
Prerequisite: None
Lab: 3 hours
This open enrollment course is designed to help students improve study habits and study efficiency, and to apply the practice to
their own personal study system. Learning activities and study techniques will be taught that can be applied to any discipline or course in which the student is enrolled.

**7 Basic Composition (3) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 9 hours  
This course in basic composition is an open-entry/open-exit course that enables students to improve their writing skills. This course in writing fundamentals covers sentence, paragraph, and multi-paragraph writing. A writing sample will be required to assess the student's skill level. The sample will be used to determine the appropriate plan for writing improvement. This course is taught in small groups and/or individualized instruction.

**7A Basic Composition A (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
This course in basic composition is an open-entry/open-exit course that enables students to improve their writing skills. A writing sample will be required to assess the student’s skill level. The sample will be used to determine the appropriate plan for writing improvement. This course is taught in small groups and/or individualized instruction and emphasizes sentence writing.

**7B Basic Composition B (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
This course in basic composition is an open-entry/open-exit course that enables students to improve their writing skills. A writing sample will be required to assess the student’s skill level. The sample will be used to determine the appropriate plan for writing improvement. This course is taught in small groups and/or individualized instruction and emphasizes paragraph writing.

**7C Basic Composition C (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
This course in basic composition is an open-entry/open-exit course that enables students to improve their writing skills. A writing sample will be required to assess the student’s skill level. The sample will be used to determine the appropriate plan for writing improvement. This course is taught in small groups and/or individualized instruction and emphasizes multi-paragraph writing.

**10 Mathematics Fundamentals (3) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 9 hours  
Based on diagnostic-proscriptive assessment, the student will receive individualized math instruction in math fundamentals so that he/she can succeed in college courses requiring computational skills involving whole numbers, decimals, fractions, ratios, percentages and proportions.

**10A Mathematics Fundamentals A (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
Based on diagnostic-proscriptive assessment, the student will receive individualized math instruction in math fundamentals so that he/she can succeed in college courses requiring computational skills involving whole numbers and decimal numbers.

**10B Mathematics Fundamentals B (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
Based on diagnostic-prescriptive assessment, the student will receive individualized math instruction in math fundamentals so that he/she can succeed in college courses requiring computational skills involving addition, subtraction, multiplication and division of fractions.

**10C Mathematics Fundamentals C (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
Based on diagnostic-proscriptive assessment, the student will receive individualized math instruction in math fundamentals so that he/she can succeed in college courses requiring computational skills involving decimals, fractions, ratios, percentages and proportions.

**20 Effective Notetaking (1) NDA**  
**(Pass/No Pass)**  
**Prerequisite:** None  
**Lab:** 3 hours  
In this course students are introduced to basic theories and concepts of effective note taking techniques. Students learn to evaluate and organize lectures notes in patterns that reveal how the lectures, facts, and ideas are related. It also prepares them for student success in classes by using their notes to prepare for quizzes and exams.

**40 Introduction to Learning Disabilities (1) NDA (Pass/No Pass)**  
**Prerequisite:** None  
**Lab:** 3 hours  
This course will explore the nature of learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, students will discover personal learning strengths and weaknesses to develop a plan for academic success. Eligibility for support services will be determined.

**41 Study Strategies for Students with Learning Disabilities (3) NDA**  
**(Pass/No Pass) RPT2**  
**Prerequisite:** None  
**Lecture: 1 hour; Lab: 4 hours**  
This course will help students with identified learning disabilities develop strategies appropriate for his/her learning style to cope with the demands of the classroom environment. Such strategies include time management, note-taking, reading comprehension, goal setting, test-taking, concentration and memory, organization, and writing.

**52 Test Preparation for GED: Literature and Arts Test (1) NDA**  
**(Pass/No Pass) RPT3**  
**Prerequisite:** None  
**Lab:** 3 hours  
This course is designed to prepare students to pass the General Educational Development (GED): Literature and the
Arts Test. It will include preparation in critical thinking and reading comprehension skills; interpretation of graphs; analysis of literature, arts and fiction; interpretation of poetry, plays and drama; and commentaries.

53 Test Preparation for GED:
Writing Skills Test (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is designed to prepare students to pass the General Educational Development (GED): Writing Skills Test. It includes the study of basic grammar and language usage, sentence structure, punctuation, spelling, and the essay.

54 Test Preparation for GED:
Science Test (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is designed to prepare students to pass the General Educational Development (GED): Science Test. It will include the study of biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

55 Test Preparation for GED:
Mathematics Test (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
The course is designed to prepare students to pass the General Educational Development (GED): Mathematics Test. It will include the study of arithmetic, metric system, algebra, geometry, statistics, and probability.

56 Test Preparation for GED:
Social Sciences Test (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lab: 3 hours
This course is designed to prepare students to pass the General Educational Development (GED): Social Studies Test. It includes the study of the thirteen colonies, the Revolutionary War, inflation and its effects, the various branches of government, time zones, anthropology, sociology, and psychology.

59 Orientation to Disability Services (1) NDA (Pass/No Pass) RPT3
Prerequisite: None
Lecture: 1 hour
Designed to introduce students to Disabled Student Programs and Services (DSP&S) and federal disability regulations. Topics include student and faculty rights and responsibilities, reasonable accommodations, disability-related laws, and computer competency.

Library Science (LIB SCI)

101 Library Research Methods (1) UC:CSU
Prerequisite: None
Lecture: .5 hours; Lab: 1.5 hours
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.

102 Internet Research Methods
(1) UC:CSU
Prerequisite: None
Lecture: 1 hour
This course will focus on finding and evaluating information and resources on the Internet. Principles of information access, search tools, search strategies, evaluation criteria, intellectual property and MLA and APA citation styles will also be discussed.

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
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
Lecture: 3 hours
Prerequisite: None
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. Cooperative Education (1-4) (CSU) Marketing 911, 921, 931, 941 Marketing is approved for Cooperative Education credit. See
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.

105 Arithmetic (3) NDA
(Formerly Math 30)
Prerequisite: None
Lecture: 3 hours; Lab: 1 hour
This course is a review of fundamental arithmetic essential to succeed in many areas of study at the college level and in industry. Topics include basic operations with whole numbers, fractions, decimals, percentages, ratios and proportions and word problems involving basic operations.

112 Pre-Algebra (3) NDA
(Formerly Math 21)
Prerequisite: Mathematics 105
Lecture: 3 hours; Lab: 1 hour
This course relates arithmetic to algebra. It presents a review of arithmetic including a systematic development of real numbers and an introduction to the concepts of algebra. An introduction to ratio and proportion, linear equations and percentages are also presented.

113 Elementary Algebra A (3)
Prerequisite: Mathematics 112
Lecture: 3 hours; Lab: 1 hour
This course is the first half in a two-part sequence equivalent to Math 115. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, and setting up and solving a variety of word problems.

114 Elementary Algebra B (3)
Prerequisite: Mathematics 113
Lecture: 3 hours; Lab: 1 hour
This is the second half in a 2-part sequence. Topics include exponents and polynomials, factoring, rational expressions, roots and radicals and methods of solving quadratic equations.

Note: Math 113 and 114 together are equivalent to Math 115.

115 Elementary Algebra (5)
(Formerly Math 31)
Prerequisite: Mathematics 112
Lecture: 5 hours; Lab: 1 hour
This course is an introduction to the concepts of algebra. Topics include arithmetic operations with signed numbers, properties of real numbers, algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, solving systems of linear equations and inequalities, exponents, polynomials, factoring, rational expressions, roots, radicals, methods of solving quadratic equations, and setting up and solving a variety of word problems.

125 Intermediate Algebra (5)
Prerequisite: Mathematics 114 or 115
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 Area B4
Prerequisite: Mathematics 125
Lecture: 3 hours
A course designed primarily for students who plan to teach in elementary school. The course covers the language of sets; elementary logic; systems of numeration; nature of numbers; fundamental operations, rational numbers and fractions; decimals, percents, and real numbers; and various algorithms used in calculations.

216 Principles of Mathematics II
(3) UC:CSU
Prerequisite: Mathematics 125
Lecture: 3 hours
This course is the second of two for prospective elementary teachers. Topics include decimal and real numbers, geometry and the metric system. Topics in probability, statistics, and elementary analytic geometry will also be presented.

227 Statistics (4) UC:CSU
(Formerly Math 225 or Math 14 and Math 226 or Math 54)
IGETC Area 2
CSU-GE Area B4
Prerequisite: Mathematics 125
Lecture: 4 hours
This course is an introduction to statistics and probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, hypothesis testing, analysis of variance, normal curve, Chi-square and student’s t distributions. Linear correlation and regression analysis and applications in diverse disciplines are also presented as topics.

230 Mathematics for Liberal Arts Students
(3) UC:CSU
IGETC Area 2A
CSU-GE Area B4
Prerequisite: Math 125
Lecture: 3 hours
This course is intended for Liberal Arts majors. Topics include sets and counting, probability, linear systems, linear programming, logic, statistics and mathematics of finance with applications for liberal arts majors.
235 Finite Mathematics (5) UC:CSU  
(Formerly Math 23 “Mathematical Analysis for Business and Social Sciences I”)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 125  
Lecture: 5 hours  
This course reviews algebra; it introduces students to mathematics of finance; linear programming and the simplex method; logic of inclusion and exclusion; topics in probability such as counting principles, probability, random variables, Markov chain; and elementary statistics.

236 Calculus for Business and Social Science (5) UC:CSU  
(Formerly Math 24 “Mathematical Analysis for Business and Social Sciences II”)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 125  
Lecture: 5 hours  
This course covers techniques of limits, differentiation; maximum-minimum problems; curve sketching; implicit differentiation; techniques of integration and differential equations. Special emphasis is placed on business and economics applications related to system optimization, cost and revenue analysis, marginal analysis and consumer and producer surplus.

240 Trigonometry (3) CSU  
(Formerly Math 3)

CSU-GE Area B4  
Prerequisite: Mathematics 125  
Lecture: 3 hours  
This course covers the solution of triangles, problems and applications, radian measure, trigonometric functions and their inverses, identities, trigonometric equations, and graphs of trigonometric functions.

245 College Algebra (3) UC:CSU  
(Formerly Math 40, “Introduction to Analysis”)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 125  
Lecture: 3 hours  
This is a function oriented course. Topics covered in this course include linear, rational and quadratic equations and inequalities; polynomial, rational, inverse, exponential, and logarithmic functions and their graphs. Other topics include matrices, conic sections, sequences and series, the Binomial Theorem, permutations, combinations, and probability.

260 Pre-Calculus (5) UC:CSU  
(Formerly Math 40, “Introduction to Analysis”)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 240  
Lecture: 5 hours  
This course combines college algebra, trigonometry, and introduction to analytic geometry. Topics in algebra include polynomial, rational, exponential and logarithmic functions; mathematical induction, systems of equations, matrices, partial fractions, and sequences. Topics in trigonometry include basic trigonometric functions; inverse trigonometry; and trigonometric equations and identities.

265 Calculus with Analytic Geometry I (5) UC:CSU  
(Formerly Math 7)

IGETC Area 2  
CSU-GE Area B4  
Prerequisites: Mathematics 260 or Math 240 and Math 245  
Lecture: 5 hours  
This course includes a study of functions and limits, continuity derivatives and their applications, differentials and integrals and their applications.

266 Calculus with Analytic Geometry II (5) UC:CSU  
(Formerly Math 8)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 265  
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, conic sections, infinite series and sequences will also be presented.

267 Calculus with Analytic Geometry III (5) UC:CSU  
(Formerly Math 11)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 266  
Lecture: 5 hours  
Topics included in this course are solid analytic geometry; vector algebra; partial derivatives; line, surface, and volume integrals; multiple integrals; vector field theory; Green’s Theorem; Stokes Theorem and Gauss Theorem.

270 Linear Algebra (3) UC:CSU  
(Formerly Math 11)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Mathematics 266  
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.

275 Ordinary Differential Equations (3) UC:CSU  
(Formerly Math 15)

IGETC Area 2  
CSU-GE Area B4  
Prerequisite: Math 267
Lecture: 3 hours
This course includes a study of differential equations in general, first-order and simple higher-order ordinary differential equations, applications of first-order and higher-order differential equations, linear differential equations, solution of linear differential equations by Laplace transformations; solutions of differential equations by use of power series.

Media Arts (MEDIART)

101 Introduction to Digital Film/Video Production (3) UC:CSU
Prerequisite: None
Lecture: 2 hours; Lab: 2 hours
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. Focus will be on developing ideas, pre-production, digital video production and editing on an Apple Macintosh computer.

120 Digital Film/Video Editing (3) CSU
Prerequisite: Media Arts 101
Lecture: 2 hours; Lab: 2 hours
Intermediate course covering theory, techniques and aesthetics of film / digital video non-linear editing. A variety of industry oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

Microbiology (MICRO)

1 Introductory Microbiology (5) UC:CSU
IGETC Area 5B
CSU-GE Areas  B2 and B3
Prerequisite: Chemistry 51 and Biology 3 or Physiology I or Biology 5
Lecture: 3 hours; Lab: 6 hours
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 the history of microbiology; classifications and identification of microorganisms; physiology and biology (nutrition, metabolism, growth, variability, etc) of microorganisms; microbiology of air, water, soil, food, sewage; industrial and medical microbiology. Laboratory experiments using appropriate techniques and methods of handling and investigating microorganisms are introduced in order to reinforce the lectures.

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 Music 341, Intermediate Piano (RPT3) and Music 650, Beginning Guitar (RPT 1). 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 Area C1
Prerequisite: None
Lecture: 3 hours
This course is offered for students who wish to study the basic rudiments of music: notation, rhythm, scales, keys and key signatures, intervals, sight-reading, ear-training and introduction to basic harmonization.

111 Music Appreciation I
(3) UC:CSU (Formerly Music 32)
IGETC Area 3A
CSU-GE Area C1
Prerequisite: None
Lecture: 3 hours
This course is an introduction to music and musical masterpieces from the Baroque to the 20th century with an emphasis on perceptive listening. The course also introduces the student to the basic elements and terminology of music including form, pitch, rhythm, timbre and dynamics.

116 Survey and History of Rock, Pop and Soul Music (3) CSU
Prerequisite: None
Lecture: 3 hours
Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.

185 Directed Study – Music
(1) UC:CSU RPT 2
Prerequisite: None
Lecture: 1 hour
This course provides the opportunity for individual students to complete special projects for credit in Music under the supervision of a faculty member.

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 triads in all inversions and seventh chords in all inversions. Non-chord tones consisting of passing and auxiliary tones are introduced through harmonization of simple melodies and writing of original musical phrases. Cadences are also covered. 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, secondary seventh chords, ninth, eleventh and thirteenth chords, augmented sixth chords, and non-chordal tones. Harmonic analysis is an integral part of the course.
203 Harmony III (3) UC:CSU  
(Formerly MUSIC 8)  
Prerequisites: Music 202  
Lecture: 3 hours  
This course offers a study of chromatic harmony and modulation to distantly related keys through analysis and composition. The course also introduces the student to the techniques of Twentieth-Century music.

211 Musicianship I (2) UC:CSU  
(Formerly Music 2)  
Prerequisite: Music 101  
Lecture: 1 hour; Lab: 2 hours  
This is a basic course for students intending to continue as music majors or music minors. The course includes melodic, rhythmic, and two-part harmonic ear training; the keyboard study of material covered in Harmony I (Music 201): music terminology; and the analysis of melodies and simple forms.

212 Musicianship II (2) UC:CSU  
(Formerly Music 3)  
Prerequisite: Music 211  
Lecture: 1 hour; Lab: 2 hours  
This course includes advanced sight reading involving simple and compound meters, melodic dictation in two parts and harmonic dictation in three parts. Also included is a study of longer structural forms such as Variation and Sonata-allegro form.

213 Musicianship III (2) UC:CSU  
(Formerly Music 4)  
Prerequisites: Music 212  
Lecture: 1 hour; Lab: 2 hours  
This course, which is a continuation of Music 212, includes advanced sight reading, melodic dictation in three parts and harmonic dictation in four parts. Also included is a study of structural forms such as Passacaglia, Chaconne, Rondo and Sonata Rondo.

285 Directed Study – Music (2) CSU  
Prerequisite: None  
Lecture: 2 hours  
This course provides the opportunity for individual students to complete special projects for credit in Music under the supervision of a faculty member.

321 Elementary Piano I  
(2) UC:CSU  
(Formerly Music 60A)  
Prerequisite: None  
Lecture: 1 hour; Lab: 2 hours  
This course consists of learning the piano keyboard, reading, musical notation, playing scales, use of the pedals, sight reading, terminology, and theory as related to the music studied.

322 Elementary Piano II  
(2) UC:CSU  
(Formerly Music 60B)  
Prerequisite: Music 321  
Lecture: 1 hour; Lab: 2 hours  
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  
Lecture: 1 hour; Lab: 2 hours  
This course consists of music reading, continuation of scale playing, use of the sostenuto and una corda pedals, cross rhythms such as two against three, octave technique, 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  
Lecture: 1 hour; Lab: 2 hours  
This course consists of music reading, continuation of scale playing, use of piano pedals, developing tone qualities, playing cross rhythms such as three against four, rubato, sight reading, memorization, Italian expression terminology and chord recognition 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  
This course consists of the study and playing the music of Baroque through Modern composers. The goal of the course is to integrate all of the technical aspects of good piano playing which were learned in Elementary Piano and apply them to performance of composers of different style periods. In addition, there is study of advanced techniques including scales through four octaves, chord inversions, transposition and improvisation.

385 Directed Study – Music (3) CSU  
Prerequisite: None  
Lecture: 3 hours  
This course provides the opportunity for individual students to complete special projects for credit in Music under the supervision of a faculty member.

411 Elementary Voice I (2) UC:CSU  
(Formerly Music 40A)  
Prerequisite: None  
Lecture: 1 hour; Lab: 2 hours  
This course is an introduction to the repertoire, diction, stage presence, and vocal technique of solo singing.

412 Elementary Voice II (2) UC:CSU  
(Formerly Music 40B)  
Prerequisite: Music 411  
Lecture: 1 hour; Lab: 2 hours  
This course expands on the repertoire, diction, stage presence, and vocal technique of solo singing introduced in Elementary Voice I.

413 Elementary Voice III (2) UC:CSU  
(Formerly Music 41A)  
Prerequisite: Music 412  
Lecture: 1 hour; Lab: 2 hours  
An intermediate study of solo singing including musical notation, diction, repertoire and music industry.
self-care requisites related to problem areas of pharmacology, (S-CDTN) and the Nursing Process to focus on health deviation, Lecture: 4.5 hours; Lab: 17 hours. – 8 week course grade of “C” or better.

Prerequisites: Nursing 501A and 527 with a 501B Fundamentals of Nursing B (4.5) CSU concurrently with the theory.

Guided clinical experiences are provided within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

502B Medical-Surgical Nursing B (4.5) CSU
Prerequisite: Nursing 506A with a grade of “C” or better Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of hematology, oncology, musculoskeletal and inflammatory disease, renal and urological problems, sensory problems, intravenous therapy and community nursing. Developmental self-care requisites will be addressed with a focus on the care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of the client across the life span will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

503A Advanced Medical-Surgical Nursing (4.5) CSU
Prerequisite: Nursing 502B with a grade of “C” or better Corequisite: Nursing 507 Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of Intravenous Therapy, Elimination problems, Gastrointestinal, Liver, Biliary and Pancreatic problems, aging Endocrine dysfunction and Peripheral Vascular disorders. Developmental self-care requisites will be addressed with a focus on the care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of the client across the life span will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

502A Medical-Surgical Nursing A (4.5) CSU
Prerequisites: Nursing 501B and 526 with a grade of “C” or better Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of cardiovascular, respiratory, acute and chronic renal, and neurosensory dysfunctions. Leadership and management skills will be discussed. Developmental self-care requisites will be addressed with a focus on the care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of clients across the life span will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

501A Fundamentals of Nursing A (4.5) CSU
Prerequisites: Admission to the Nursing Program and Sociology 1; Speech 101 Corequisite: Nursing 527 Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of Medical Asepsis; Physical Assessment; Promotion of Comfort, Sleep, Hygiene and Safety; Oxygenation; Nutrition; and Stress, Loss, Death and Dying. Developmental self-care requisites will be addressed with a focus on the care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of the client across the life span will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

501B Fundamentals of Nursing B (4.5) CSU
Prerequisites: Nursing 501A and 527 with a grade of “C” or better Lecture: 4.5 hours; Lab: 17 hours. – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of pharmacology, care of the surgical patient, fluid and electrolytes imbalances, Diabetes Mellitus and musculoskeletal trauma. Developmental

This course focuses on basic fundamentals which prepare the student for most styles of guitar playing. Emphasis on chordal accompaniment, right-hand techniques, melodic playing, and basic music reading. Student must provide own guitar for use in class.

Nursing (NURSING)

285 Directed Study – Nursing (2) CSU (Pass/No Pass)
Prerequisite: None Lecture: 2 hours
This course allows students the opportunity to pursue directed study in Nursing on a contract basis under the direction of a supervising instructor.

385 Directed Study – Nursing (3) CSU (Pass/No Pass)
Prerequisite: None Lecture: 3 hours
This course allows students the opportunity to pursue directed study in Nursing on a contract basis under the direction of a supervising instructor.

650 Beginning Guitar (2) UC:CSU RPT 1 (Pass/No Pass Optional)
Prerequisite: None Lecture: 1 hour; Lab: 2 hours
This course focuses on basic fundamentals which prepare the student for most styles of guitar playing. Emphasis on chordal accompaniment, right-hand techniques, melodic playing, and basic music reading. Student must provide own guitar for use in class.

503A Advanced Medical-Surgical Nursing (4.5) CSU
Prerequisite: Nursing 502B with a grade of “C” or better Corequisite: Nursing 507 Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to problem areas of Intravenous Therapy, Elimination problems, Gastrointestinal, Liver, Biliary and Pancreatic problems, aging Endocrine dysfunction and Peripheral Vascular disorders. Developmental self-care requisites will be addressed with a focus on the care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of clients across the life span will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

414 Elementary Voice IV (2) UC:CSU (Formerly Music 41B)
Prerequisite: Music 413 Lecture 1 hour; Lab: 2 hours
A continuation of Elementary Voice III with an emphasis on repertoire, musical notation, diction and music industry.

This course allows students the opportunity to pursue directed study in Nursing on a contract basis under the direction of a supervising instructor.

650 Beginning Guitar (2) UC:CSU RPT 1 (Pass/No Pass Optional)
Prerequisite: None Lecture: 1 hour; Lab: 2 hours
This course focuses on basic fundamentals which prepare the student for most styles of guitar playing. Emphasis on chordal accompaniment, right-hand techniques, melodic playing, and basic music reading. Student must provide own guitar for use in class.

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503B Psychiatric Nursing (4.5) CSU
Prerequisites: Nursing 501B and 526 with a grade of “C” or better
Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing and the Nursing process to focus on the care of clients with health deviation self-care requisites in normalcy, solitude and social interaction. The scope of nursing interventions includes supportive/educative, partially compensatory and wholly compensatory actions. Theoretical foci emphasize the concepts of mental health/illness and care of client with mental health and medical/surgical disorders such as: schizophrenia, Mood disorder, Bipolar, Depression, Substance abuse, Dissociative disorders, Anxiety disorders, Eating disorders, Somatoform disorder, Domestic violence, Mental Retardation, Alzheimer’s disease, Dementia. Developmental self-care will be address with a focus on the care of adult clients, geriatric clients, children and their caregivers. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the life cycle will be integrated throughout the course. The roles of provider of care, manager of care and member within the profession are stressed. Guided clinical experiences are provided concurrently with theory.

506A Maternal and Child Health Nursing A (Pediatrics) (4.5) CSU
Prerequisites: Nursing 506B with a grade of “C” or better
Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to health care needs of children. Emphasis is placed on caring for children with selected problems in fluid and electrolytes, oxygenation, nutrition, Neuromuscular, Musculoskeletal, sensory and regulatory mechanisms. Pediatric clients, from infancy to adolescence, in the context of family, culture, and the community and the nurse’s role in education, promotion of child safety, as well as legal issues will be addressed. Principles of therapeutic interventions, basic conditioning factors, and communications will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

506B Maternal and Child Health Nursing B (Obstetrics) (4.5) CSU
Prerequisites: Nursing 502A and 503B with a grade of “C” or better
Lecture: 4.5 hours; Lab: 17 hours – 8 week course
This course utilizes Orem’s Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on health deviation, self-care requisites related to health care needs of women and newborns during the childbearing years. Areas of focus include: issues in maternity nursing, gynecological nursing Antepartal/Prenatal; Labor and Delivery; Post Partum; Care of newborn; high risk obstetric conditions. Developmental self-care requisites will be addressed with a focus on the care of women and newborns and their families during the childbearing years. Principles of therapeutic interventions, basic conditioning factors, and communications will be integrated throughout the course. The role of the provider of care, manager of care, and members within the profession are stressed. Guided clinical experiences are provided concurrently with the theory.

507 Senior Seminar (1) CSU
Prerequisites: Nursing 502B
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 practice and education. Emphasis is placed on the origins and functions of nursing organizations, opportunities for nurses, and community responsibilities. Emphasis is also placed on the legal and ethical issues confronting the nurse in leadership and management styles.

517 Mathematics of Drugs and Solutions (3) CSU
(Formerly NURSING 17)
Prerequisite: 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) CSU
Prerequisite: None
Lecture: 2 hours
This course is geared for transfer students. Emphasis is placed on the utilization of Orem’s self care deficit theory and the nursing process to develop patient care planning around core nursing fundamentals concepts. 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 assist students interesting in entering the profession of nursing to, explore the profession of nursing, and to evaluate a nursing curriculum. The course allows participants to examine the many fields of nursing and the curriculum module of Los Angeles Southwest College’s nursing program. Issues are analyzed that allow students to discuss studies that have examined nursing student’s potentials for success or failure in completing a nursing program: They are work issues, family support systems, study skills and self discipline. Students are introduced to support staff, facilities and resources that are available at Southwest College. Assessment Technologies Institute (ATI) on-line testing is introduced. Students engage in discussions of the Los Angeles Southwest College Nursing Department’s policies and procedures.

523 Pharmacology (3) CSU
Prerequisite: None
Lecture: 3 hours
This course provides an understanding of basic pharmacology standards, policies and regulations involved in the administration of medications. Integrated within the course are concepts of basic math and calculation of drug dosages. The course focuses on drug classifications, pharmacodynamics; chemical interaction; therapeutic, adverse and toxic interactions; and on the use of the Nursing Process in the administration of medications.
526 Communication in Nursing (1) CSU
Prerequisite: 501A and 527
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
Corequisite: Nursing 501A
Lecture: 1 hour
This course introduces the concepts of the nursing process. The nursing program's conceptual framework is also introduced. The nursing process organizes the framework in planning and implementing the practice of patient care. The nursing process and conceptual framework are combined in case studies and client simulations.

540 Nursing Boot Camp (3) (Pass/No Pass)
Lecture: 2 hours; Lab: 3 hours

Note: Students must have been accepted into the Nursing Program but not yet taken their first required Nursing course.

This course provides the entering RN students with an overview of client care and management of specialized skills such as infection control and monitoring of vital signs. It also provides an introduction to nursing theories utilized within the LASC Nursing Program.

6 Career Planning for Students with Disabilities (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. Topics include the matriculation process, library resources and usage, study skills strategies, self-esteem, time and stress management and goal setting.

20 Post Secondary Education: The Scope of Career Planning (3) CSU
CSU-GE Area E
Prerequisite: None
Lecture: 3 hours
This course provides the student with in depth career and life planning. Course content includes extensive exploration on one’s values, interests and abilities; life problem-solving and self-management skills; adult development theory and the transitional changes that happen over the life span; self-assessment including one’s skills and matching personality with work environment. An intensive career investigation; decision-making, goal setting, networking and job search strategies, as well as resume writing and interviewing skills will also be addressed.

1 Introduction to Philosophy (3) UC:CSU
IGETC Area 3B
CSU-GE Area C2
Prerequisite: None
Lecture: 3 hours
This introductory course intends to acquaint the student with the character and scope of philosophy. Emphasis is placed on metaphysics, ethics, and epistemology.

7 Inductive Logic (3) UC:CSU
CSU-GE Area A3
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
CSU-GE Area A3
Prerequisite: None
Lecture: 3 hours
This introductory logic class, which is open to all students, is designed to develop the student’s ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

101 Swimming - Non-Swimmer (1)
UC:CSU RPT 3
Prerequisite: None
Activity: 2 hours
This course is designed to teach the beginning skills of swimming: front crawl, elementary backstroke, sidestroke, racing backstroke, and breaststroke. The course will introduce the principles and strategies of swimming endurance. Students will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.
102 Swimming Skills (1) UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 2 hours  
Students learn and refine their swimming skills for each stroke, including kicking, arm stroke, proper breathing techniques, body position, diving, and rhythm of stroke. The student will also learn water safety skills.

131 Aqua Aerobics (1) UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
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.

170 Walking for Fitness (1) UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 3 hours  
This course focuses on achieving cardiovascular fitness and a healthy lifestyle through walking. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, and assessing fitness level.

185 Directed Study - Physical Education (1) CSU RPT 2  
Prerequisite: None  
Lecture: 1 hour  
This course provides the opportunity for individual students to complete special projects for credit in Music under the supervision of a faculty member.  

225 Yoga Skills (1) CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 2 hours  
This course is an introduction to basic yoga practices and principles. Instruction includes yoga postures and poses and guided meditation to develop balance, flexibility, and strength. Students will explore controlled breathing techniques to increase focus and concentration. Yoga promotes mental, physical, and spiritual fitness.

228 Body Conditioning (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This course uses a variety of aerobic and anaerobic exercises to help the student achieve fitness and establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as aerobics, dance, and weight training.

229 Body Dynamics (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This course is designed to provide challenging fitness activities by combining resistant exercises with endurance exercises. Emphasis is placed on aerobic activity and resistant exercises based on individual age and physical condition. Nutrition, diet and body mechanics will also be discussed.

230 Weight Training Skills (1)  
UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 2 hours  
This course emphasizes the knowledge, understanding and values of weight training and its role in developing muscular strength and endurance. Students will learn fundamental weight and resistance training skills and techniques and will create their own weight training program based upon multiple dimensions of health and fitness. Proper form and safety will be stressed.

238 Self-Defense Skills (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This course covers self-defense skills, safety precautions, and the promotion of mental and physical well being. Defense against rape and other physical attacks are also demonstrated.

304 Basketball Skills (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This course offers instruction and practice in the fundamentals and basic techniques of basketball. Instruction will include proper techniques and body placement, balance and footwork when dribbling, passing, catching, and shooting the basketball.

310 Flag/Touch Football Skills (1)  
UC:CSU RPT 3  
Activity: 2 hours  
Prerequisite: None  
Basic skills of punting, passing, catching and carrying the football are taught. Instruction includes foot placement, positioning for blocking, tackling, ball handling (offense & defense), change of direction associated with accelerating and decelerating, hand and finger position for passing and catching the football. A balance of skill and game development is developed through flag football games. Open to all ability levels.

431 Modern Dance (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movement, free expression, and improvisation. Techniques are learned to develop coordination, flexibility, and cardiovascular strength through movement phrases using locomotor and axial movements and combinations thereof. Creative activities will include exploration, improvisation, and elementary composition.

434 Ballet (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This class offers instruction and preparation in the skill of classical ballet.

437 Jazz Dance (1) UC:CSU RPT 3  
Prerequisite: None  
Activity: 2 hours  
This course offers instruction and preparation in the skill of jazz dance. Intercollegiate Sports Activities – Men, Women, and Coed. Activity 10 hours or more a week in each sport, except as noted. Must pass a medical examination by an MD prior to any practice or engaging in competitive sports or issue of equipment.
504 Intercollegiate Sports - Basketball (3)  
UC:CSU RPT2  
Prerequisite: None  
Activity: 10 hours  
This course is designed to develop individual and team skills in basketball so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills (including passing, dribbling, shooting, rebounding), individual and team offense/defense and basketball intercollegiate competition experiences are emphasized.

506 Intercollegiate Sports - Cross Country (3) UC:CSU RPT2  
Prerequisite: None  
Activity: 10 hours  
This class concentrates on the theory, technique and practice of intercollegiate competition associated with running cross-country. Performance of basic cross country running skills, including all endurance training relating to hill running, speed workouts, general and weight training, conditioning, nutrition, and recovery runs are covered.

508 Intercollegiate Sports – Football (3) UC:CSU RPT1  
Prerequisite: None  
Activity: 10 hours  
As an intercollegiate athletic competitive football team course, advanced skills for blocking, tackling, ball carrying (offense & defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football are emphasized.

515 Intercollegiate Sports - Track and Field (3) UC:CSU RPT2  
Prerequisite: None  
Activity: 10 hours  
552 Athletic Pre-Season Conditioning (1) UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 3 hours  
This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

668 Body Dynamics Activity (1)  
UC:CSU RPT 3  
CSU-GE Area E  
Prerequisite: None  
Activity: 3 hours  
Emphasis is on physical fitness through a regular exercise program including low/high impact aerobics performed to music, and nutrition, diet and body mechanics information.

Cooperative Education (1-4)  
UC:CSU PHYS ED 911, 921, 931, 941  
Physical Education is approved for work experience credit. See information regarding Cooperative Education (COOP ED).

Physical Education (P.E.)  
Non-Activity Courses

701 Advanced Lifesaving (2) UC:CSU  
CSU-GE Area E  
Prerequisite: PHYS ED 102  
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.

814 Dance Production I (2) UC:CSU RPT 3  
Prerequisite: None  
Lecture: 1 hour; Activity: 2 hours  
This course provides laboratory experience in developing skills in dance production technique, choreography, set design, lighting, directing and costume design. The course also serves as a workshop for LASC Dance Company for concerts and dance-related productions.

Physical Science (PHYS SC)

1 Physical Science I (3) UC:CSU  
IGETC Area 5A  
CSU-GE Area B1  
Prerequisite: None  
Lecture: 3 hours  
Designed for the non-science major, this course provides an introduction to the fundamental principles of physics and chemistry. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

14 Physical Science Laboratory (1) UC:CSU  
IGETC Area 5A  
CSU-GE Area B3  
Corequisite: Physical Science 1 or previous enrollment  
Lab: 2 hours  
This course provides laboratory experience supplementing the instruction given in Physical Science 1.

Physics (PHYSICS)

6 General Physics I (4) UC:CSU  
IGETC Area 5A  
CSU-GE Areas B1 and B3  
Prerequisite: Math 240  
Lecture: 3 hours; Lab: 3 hours  
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.
7 General Physics II (4) UC:CSU
IGETC Area 5A
CSU-GE Area B1 and B3
Prerequisite: Physics 6
Lecture: 3 hours; Lab: 3 hours
This is a basic course in sound, light, electricity, and magnetism together with an introduction to modern physics.

11 Introductory Physics (4) UC:CSU
IGETC Area 5A
CSU-GE Areas B1 and B3
Prerequisite: None
Lecture: 3 hours; Lab: 3 hours
This is an introductory course with laboratory that covers the wide range of topics included in a basic physics course such as kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic physics. Students analyze conceptual questions as well as solve quantitative problems using algebra.

12 Physics Fundamentals (3) UC:CSU
IGETC Area 5A
CSU-GE Area B1
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
IGETC Area 5A
CSU-GE Area B3
Corequisite: Physics 12 or previous enrollment
Lab: 3 hours
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
IGETC Area 5A
CSU-GE Areas B1 and B3
Prerequisite: Math 265
Lecture: 4 hours; Lab: 3 hours
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
IGETC Area 5A
CSU-GE Areas B1 and B3
Prerequisite: Physics 37
Recommended: Mathematics 266
Lecture: 4 hours; Lab: 3 hours
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
IGETC Area 5A
CSU-GE Areas B1 and B3
Prerequisite: Physics 37
Lecture: 4 hours; Lab: 3 hours
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
IGETC Area 5B
CSU-GE Areas B2 and B3
Prerequisites: Biology 3 or 5
Lecture: 3 hours; Lab: 3 hours
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.

Note: This course, when taken with ANATOMY 1, is equivalent to BIOLOGY 20.

285 Directed Study - Physiology (2) CSU
Prerequisite: None
Lecture: 2 hours
This is a Pass/No Pass companion course for Physiology courses. It will provide students the opportunity to improve their comprehension and further develop study and investigative skills necessary for success in the physiological sciences. This course will be offered under the supervision of a Physiology faculty member.
Political Science (POL SCI)

1 The Government of the United States (3) UC:CSU
IGETC Areas 4 and 7
CSU-GE Areas D8 and F2
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.

2 Modern World Governments (3) UC:CSU
IGETC Area 4
CSU-GE Area D8
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.

7 Contemporary World Affairs (3) UC:CSU
IGETC Area 4
CSU-GE Area D8
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. Specifically, the course examines the causes, consequences, and methods of resolving international conflicts as well as the impact of internal economic, political, and military factors on foreign policy.

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.

19 Women in Politics (3) CSU
Prerequisite: None
Lecture: 3 hours
This course examines political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. It also examines the political institutions, processes, and problems of the national, state, and local government.

20 Race and Ethnicity in Politics (3) UC:CSU
IGETC Areas 4
CSU-GE Area D3 and D8
Prerequisite: None
Lecture: 3 hours
The social construction of racial and ethnic groups in American society and their relationship to local, state and national government are covered. The problems of racism, discrimination and assimilation and the impact of ideology on integration into the political system are covered. In addition the course covers voting behavior and pressure group politics, resistance and political action, the social construction of race and racism, the poor and the culture of poverty. The course also explores the political problems faced by the aged, the young, and women.

Psychology (PSYCH)

1 General Psychology I (3) UC:CSU
IGETC Area 4
CSU-GE Area D9
Prerequisite: None
Lecture: 3 hours
This is an introductory course in psychology as the scientific study of behavior and mental processes. Topics treated include history and systems of psychology, biological bases of behavior, sensation and perception, states of consciousness, learning, memory, cognition, personality, human development, motivation and emotion, health and stress, psychological disorders, and therapies.

2 General Psychology II (3) UC:CSU
IGETC Area 5B
CSU-GE Area B2
Prerequisite: Psychology 1
Lecture: 3 hours
The course is about the biological bases of human behavior and as such it deals with the scientific understanding of the relationship between the brain and behavior. The course focuses on how biological mechanisms and brain processes may help explain behavior. Topics covered include the following: issues in biopsychology, nerve cells and nerve impulses, synapses, the nervous system, brain plasticity, sleep, internal regulation, reproductive behaviors, emotional behaviors, learning and memory, language, and psychological disorders.

3 Personality and Social Development (3) UC:CSU
CSU-GE Area E
Prerequisite: Psychology 1
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.

11 Child Psychology (3) UC:CSU
CSU-GE Area D9
Prerequisite: None
Lecture: 3 hours
This course is concerned with the developmental aspects of the biosocial, cognitive, and psychosocial development of children from prebirth and infancy to adolescence.

14 Abnormal Psychology (3) UC:CSU
CSU-GE Area D9
Prerequisite: Psychology 1
Lecture: 3 hours
This course examines historical and current theories concerning the etiology of behavior disorders. Topics include normality, neurosis, psychosis, prevention, and therapy.
37 Psychology of Codependency 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
CSU-GE Areas D9 and E
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.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU
Prerequisite: None
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
Prerequisite: None
Lecture: 3 hours
This is a survey course on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and drug problems are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

65 Chemical Dependency: Intervention, Treatment, and Recovery (3) CSU
Prerequisite: None
Lecture: 3 hours
This course deals with intervention, treatment and recovery issues in chemical dependency. Intervention issues covered include approached to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, the Alcoholics Anonymous and the rational models of recovery, and various approaches to prevention are also discussed.

67 Counseling Techniques for the Chemically Addicted (3) CSU
Prerequisite: None
Lecture: 3 hours
This course deals with substance use/abuse, related theories and counseling techniques that raise awareness in order to bring about change in the chemically addicted individual. Family members and other affected by the addicted individual are also considered in terms of awareness, prevention, and treatment.

81 Fieldwork I (3) CSU
Prerequisites: Psychology 1 and 43
Lecture: 1 hour; Lab: 5 hours
This course provides students with practical experience in community agencies providing treatment, 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
This course provides students with the opportunity to strengthen the fieldwork skills of observing, interviewing, evaluating, reporting and that they began to master in Psychology 81.

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**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.

**Real Estate (REAL ES)**

1 Real Estate Principles (3) CSU
Prerequisite: None
Lecture: 3 hours
This course is designed to introduce students to the rules, regulations and requirements for licensing by the Department of Real Estate (DRE) of the State of California. Students are introduced to terminology, appraisal, contracts, agency responsibilities, finance, escrow and insurance. This course fulfills one of the educational requirements for both the Real Estate Broker’s and Salesperson’s License Examinations.

3 Real Estate Practices (3) CSU
Prerequisite: None
Lecture: 3 hours
This course is a study of California real estate law, including rights to property ownership and management, agency, contracts, applications to real estate transfer and conveyances, trust deeds, mortgages, nature of liens, how to acquire title, the eviction process, probate proceedings, real estate arrangements, and property taxes. This course fulfills one of the educational requirements for both the Real Estate Broker’s and Salesperson’s License Examinations.

5 Legal Aspects of Real Estate I (3) CSU
Prerequisite: Real Estate 1
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 fore-closure, as well as recent legislation governing real estate transactions. It also applies toward the educational requirement for the broker’s examination.
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. This course fulfills one of the educational requirements for both the Real Estate Broker’s and Salesperson’s License Examinations.

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
Prerequisite: None
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
Prerequisite: None
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
Prerequisite: None
Lecture: 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 hours
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.

Cooperative Education (1-4) CSU
Real Estate 911, 921, 931, 941
Real Estate is approved for Cooperative Education credit. See Cooperative Education courses for Prerequisites, course descriptions, and credit limits.

Sociology (SOC)

1 Introduction to Sociology (3) UC:CSU
IGETC Area 4
CSU-GE Area D0
Prerequisite: None
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
CSU-GE Area D0
Prerequisite: None
Lecture: 3 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
Recommended: English 28
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
Recommended: English 28
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 Race and Ethnic Relations (3) UC:CSU
IGETC Area 4
CSU-GE Areas D0 and D3
Prerequisite: Sociology 1 and Sociology 2
Recommended: English 28 and Sociology 1
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 and pluralism as dominant trends of American life; and the legal and social solutions to their problems and American public policies.

12 Marriage and Family Life (3) CSU
CSU-GE Area E
Recommended: English 28
Lecture: 3 hours
This course makes a sociological analysis of the family which contributes to understanding 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. The factors include studies of sex (gender) roles, legal controls, religious attitudes, mixed marriages, financial and family planning and a review of community resources for family counseling and the role of legislation.

19 Introduction to the Social Services (3) CSU
Recommended: English 28
Lecture: 3 hours
This course offers an introduction to the field of social welfare; it includes a socio-historical background and an analysis of how poverty influences welfare policies and practices. Emphasis is placed on the development of social work, including social work education, methods values and ethics. Current social welfare policies and practices of social welfare agencies will be examined.

20 Directed Practice in Social Welfare (3) CSU RPT3
Prerequisite: None
Recommended: Eligibility for English 101
Lecture: 3 hours
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
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.

45 Sociology of Media and Popular Culture: Examining Hip Hop (3) CSU
Prerequisite: Sociology 1
Recommended: English 28
Lecture: 3 hours
This course will examine various topics associated with hip hop’s evolution, including its socioeconomic roots, its cooption and appropriation, the construction of racial, class and gender identities, media representations, and media framing. The course will draw on a number of theoretical orientations that try to understand popular culture’s influence in society. In addition, the course will examine popular culture as an important site where dominant ideology is negotiated and contested, specifically focusing on Black culture as protest and resistance.

Spanish (SPANISH)

1 Elementary Spanish I (5) UC:CSU
IGETC Area 6
CSU-GE Area C2
Prerequisite: None
Lecture: 5 hours
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.

Note: Corresponds to the first two years of high school study.

2 Elementary Spanish II (5) UC:CSU
IGETC Area 3B and 6
CSU-GE Area C2
Prerequisite: Spanish 1
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 3B and 6A
CSU-GE Area C2
Lecture: 5 hours
Prerequisite: Spanish 2
This course offers a thorough review of Spanish grammar with special emphasis upon idiomatic usage. Continued practice is given in vocabulary building, reading comprehension, conversing with increased proficiency in pronunciation, writing compositions, and the study of Hispanic culture. Included in the course are readings of short stories by well-known writers from both Spain and Latin America with discussions and written reports in Spanish based upon their works.

4 Intermediate Spanish II (5) UC:CSU
IGETC Area 3B and 6
CSU-GE Area C2
Prerequisite: Spanish 3
Lecture: 5 hours
This course is a continuation of Spanish 3. Students complete the review of the essential points of Spanish grammar. They
increase their vocabulary, expand their ability to converse on a wide range of topics, and enhance their ability to read and understand complex materials in Spanish. Students also 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. Students also continue the study of the literature, customs, geography, and history of Spanish-speaking areas.

5 Advanced Spanish I (5) UC:CSU
IGETC Area 3B and 6
Prerequisite: Spanish 4
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 3B and 6
CSU-GE Area C2
Prerequisite: Spanish 5
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)
UC:CSU RPT 3
Prerequisite: Spanish 2
Lecture: 2 hours
This course provides opportunities for students to express themselves fluently and correctly in Spanish using the past, present, and future tenses. Conversation will revolve around everyday topics, current events, and cultural materials. Students will be given opportunities to role-play structured situations in Spanish.

14 Spanish for Public Service Personnel (3) CSU RPT 1
Prerequisite: None.
Lecture: 3 hours.
This course aids student in developing the ability to express themselves 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 RPT 1
Prerequisite: None
Lecture: 3 hours
This is a practical, informal oral Spanish course. The course covers material that all professionals in health care will find useful when interacting with people whose preferred, or only, language is Spanish.

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
Prerequisite: None
Lab: 2 hours
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 Communication (SPEECH)

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.

101 Oral Communication I (3) UC:CSU
(Formerly Speech 1)
IGETC Area 1C
CSU-GE Area A1
Recommended: English 28
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.

102 Oral Communication II (3) UC:CSU
(Formerly Speech 2)
CSU-GE Area A1
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.

111 Voice and Articulation (3) UC:CSU
(Formerly Speech 3)
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.

121 The Process of Interpersonal Communication (3) UC:CSU
CSU-GE Area A1
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.
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
   - Prerequisite: None.
   - 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 130, Playwriting (RPT1), and twice in Theater 233, Play Production (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
   - Prerequisite: None.
   - Lecture: 3 hours
   This course will examine plays from the perspective of the audience, which includes specific aspects from the script to the final performance. Included in the course will be readings, lectures, and discussions on the theory and practices used in playwriting, criticism, set, costume and lighting design.

110 History of the World Theater (3) UC:CSU
   - Prerequisite: None.
   - Lecture: 3 hours
   This course is a study of the development of the theater – its playwrights and structures, from primitive origins to the present day.

130 Playwriting (3) UC:CSU RPT1
   - Prerequisite: None.
   - Lab: 9 hours
   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.

233 Play Production (3) UC:CSU RPT3
   - Prerequisite: None.
   - Lecture: 3 hours
   This course is designed as an elementary voice class introducing the student to the mechanics of voice production and the various performance elements of theater and speech: monologues, speeches, the use of vocal quality, tempo and pitch. Through lecture and discussion of technique and of anatomy the course will cover vocal exercise, posture, physical and vocal warmups that will aid the student with acquiring the basics of good voice, speech and articulation for the stage.

240 Voice and Articulation for the Theater (3) UC:CSU
   - Prerequisite: None.
   - Lecture: 3 hours
   This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques while being immersed in sensibility to theater history, appreciation and criticism through the presentation of published works.

270 Beginning Acting (3) UC:CSU
   - Prerequisite: None.
   - Lecture: 3 hours
   This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques while being immersed in sensibility to theater history, appreciation and criticism through the presentation of published works.

271 Intermediate Acting (2) UC:CSU
   - Prerequisite: Theater 270.
   - Lecture: 1 hour; Lab: 2 hours
   This course provides the student an opportunity to further develop the acting skills presented in Beginning Acting and strengthen
preparation techniques for monologues and scene presentation. The student will also utilize cold readings and improvisation to further enhance his/her ability to develop a character.

275 Scene Study (2) UC:CSU RPT 3
(Formerly Theater 43)
Prerequisite: Theater 271
Lecture: 1 hour; Lab: 2 hours
This course provides the student an opportunity to further increase efficiency of his/her acting skills, and to develop and intensify his/her dramatic ability by advancing the skills presented in prior acting courses through scene work in class. The student will be able to demonstrate advanced skills in character analyses, research and performance through practices theories.

291 Rehearsals and Performances (1)
UC:CSU RPT 3
Prerequisite: None
Lab: 3 hours
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 RPT 3
Prerequisite: None
Lab: 6 hours
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)
Prerequisite: None
Lecture: 3 hours
A study made through lecture and demonstration, of all technical phases of play production including construction, painting, rigging, manipulation of stage scenery, use of lighting equipment, properties, the organization and management of stage activity, and stage terminology.

Cooperative Education (1-4) (CSU)
Theater 911, 921, 931, 941 RPT 3
Theater is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Vocational Education (VOC ED) (NonCredit)

003CE Workplace Computing for Limited English Populations (0) RPT 3
Prerequisite: None
Lecture: 1 Hour; Lab: 2 Hours
This class is designed to introduce students to computer-related vocabulary, provide a basic understanding of Microsoft Windows Operating System and develop basic computer skills using Microsoft Word, Internet Explorer and e-mail. This class is for students with no previous training or experience.
Refund Policy

A. TEXTBOOKS are eligible for full refund under the following conditions:

1. All returns must be accompanied by an original LASC Bookstore cash register receipt. NO EXCEPTIONS!!
2. Textbooks must be returned within the first 5 days of the semester (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 Management.
4. New textbooks returned with minor markings or damage will 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 5th day of the semester must be returned within 24 hours and accompanied by an original LASC Bookstore Cash Register Receipt.

To receive a refund after the 5th day you must provide a drop slip, and a 15% restocking fee will be assessed.

6. 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., typing sets, textbooks in shrink-wrapped sets).

B. SUPPLIES and NON-TEXTBOOK items:
All non-textbook and supply items (i.e., calculators, clothing and other items not listed in this example) are only refundable if they are in their original, unopened packaging, accompanied by a sales receipt, and are returned within 24 hours of purchase. Trade books, dictionaries and other study aids are non-refundable!!

C. CHECK AND CREDIT CARD POLICY:
LASC Bookstore does not accept personal checks. No cash refund will be made by the Bookstore. A credit will be issued to the credit card agency.

D. 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 Cougar store will buy your books back!!

Save Your Receipt

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 with 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
- 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) (YDS)

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 Para Los Ninos -ILP for the training. Para Los Ninos 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 (P.S.MAPP)

This is a 36 hour Group Preparation and Selection (GSP) parenting class that will guide you as you consider how best to care for a foster child/children. P.S. 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/Adoptive child in your home.

Summer Free Lunch Program

The Community Services Department sponsors a Free Lunch Program for children / youth 18 years and younger for the South Los Angeles Community. We are an open site, and lunch is served from 12:00 noon to 1:00 pm, and snack is served from 4:00 pm to 5:00 pm Monday through Thursday during the summer months. This grant is from the Department of Education. For more information contact us at (323) 241-5241.
Publications
Current College publications include the Academic Affairs Faculty 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 specially 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. From the Emergency Blue Phone located within campus, you may press the red button to reach the College Sheriff’s Station. 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. Promptly report any actions that look suspicious. Don’t wait for a crime to occur. Let us check it out.

Some things you can do:

• Learn where the Deputy Sheriffs are located.
• Prevent delays in reporting crime.
• Do not 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. Do not let your guard down. Do not fall into the “immunity syndrome.”
• Walk with confidence and at a steady pace.
• Do not take shortcuts. Stay on well-lit, well-traveled streets and walkways.
• When going to your car, have your car keys 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 books, etc. and get away fast if followed or approached. 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 drivers’ 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 do not 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. Do not use a hide-away key — thieves know all the hiding places.
• If you lose something, check with the Deputy Sheriffs located in CPU at Western Avenue.

Student Right to Know
Los Angeles Southwest College in compliance with the Federal Students Right to Know and Campus Security Act of 1990 provides campus crime on the campus website at http://www.lasc.edu/about_lasc/Campus_Crime_Stats.html

Additional information may also be accessed at http://www.lasdhq.org/stations/for2/comm-college/JeanneClery.htm

Lost and Found
Lost and found is located in the Deputy Sheriff’s Office,

Parking Regulations On Campus
Pacing 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 ($10 for Summer), will allow a student to park in the student portion of all Lots (see map).

C. General parking for $20.00 per vehicle for Fall & Spring semester ($10 for summer), will only allow a student to park in Lots 3 & 4

D. Permits may be purchased through the Business Office (SSB 103).

E. Staff permits may be obtained for those who qualify through the Deputy Sheriff’s Office. 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.

F. Carpool parking permits are also available to staff members who wish to take advantage of the Rideshare Program and use marked “Carpool” spaces on campus. Permits must be renewed each semester. An application must be completed in the Business Office (SSB 103), and verification brought to the Deputy Sheriff’s Office to obtain the permit. Persons parking in this area without the proper permit can be cited.

G. 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:

$2.00 Student/Visitor Parking Permits – valid in student portions of all lots.

$2.00 Special Event permits are valid in all lots (unless otherwise directed by the Deputy Sheriffs).

These passes may be purchased in the Sheriff’s Office, if meter is not working.

Students are always required to have a parking permit, including when parking is free of charge.

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 (SSB 103), Student Service 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 1, are to be utilized by the 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 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 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 (ASO) 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 students as identified 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 the ASO 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 the Summer sessions and Winter intersessions. 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].

The ASO Office is located in SSB 118. For further information and office hours contact ASO by phone (323) 241-5253, or fax (323) 241-5289.

Clubs and Organizations

Membership in any college club and/or organization requires primary membership in the Associated Students Organization.

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.

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, the South Coast Conference, and the Southern California Football Association.

The College Athletics Program offers three sports programs. Women’s varsity sport is basketball. Men’s varsity sports include basketball and football.

Any student wishing to enroll in an intercollegiate athletic program must meet all eligibility requirements, as well as LASC admission requirements and deadlines. For more information, contact the Intercollegiate Athletic Secretary at (323) 241-5256 or Athletic Director Henry Washington at (323) 241-5432.

Bridges To Success

The Bridges to Success Center is available to assist non-native English speaking students and Citizenship applicants. The Center has two major functions: providing support to students to help them achieve their basic occupational and academic goals, and offering Citizenship application assistance, classes, and 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 free Citizenship orientations, workshops, and review sessions open to all students and community members. The Center’s activities are funded through the Adult Education Workforce Investment Act.

The Bridges To Success Center is located in SSB 206. For further information and office hours, contact Bridges To Success at (323) 241-5281.

CalWORKs

CalWORKs is the California Work Opportunities and Responsibility to Kids Program, a federally funded program made available to each state to provide resources to TANF (Temporary Assistance for Needy Families) recipients attending community colleges. The community college CalWORKs program assists students who are currently welfare recipients – or who are in transition off of welfare – to achieve long-term self-sufficiency through coordinated student services. The goal of CalWORKs at Los Angeles Southwest College 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.

The LASC CalWORKs program provides the following intensive student services to assist TANF recipients achieve their educational and career goals:

- On-and off-campus work study
- Free child care at the LASC Child Development Center
- Academic and CalWORKs Counseling
- Development of an Individualized Training Plan
- Assistance with job placement
- Orientation and assessment
- Books and supplies
- Job readiness workshops
- Referrals to community resources
- Academic support services, including tutoring
- Completion of County program documents including progress reports and verifications

The LASC CalWORKs office is located in SSB 217. For further information, please visit the office or call (323) 241-5477.
Career Center
The Career Center is a comprehensive Center that provides students all of the tools needed to enhance their careers.

- Resume Writing, Cover letters
- Dress for Success
- Interview Tip
- Eureka
  - Self Assessment – helps students identify their previous job skills that will match with careers to put them into a career path.
  - Job Assessment – for current job openings

The Career Center provides assistance to students in career decision making, internship/cooperative education placement, and the job search process.

The Center's goal is to provide the optimum in skills and job preparation for careers. The Center also provides access for economic improvements and business and technology development that will allow students to compete in fields with high demand for skilled employees.

The Career Center Office is located in SSB 228. For further information, please visit the office or call (323) 241-5406.

Child Development Center
The Child Development Center is part of the Child Development Program and serves as a laboratory school for students majoring in Child Development or related disciplines at Los Angeles Southwest College. 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 implementation 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 a.m. to 3:00 p.m., Monday through Thursday, and 7:45 a.m. to noon on Fridays. When offered, the evening program accommodates children 3 years (potty trained) to 12 years of age from 6:00 p.m. to 10:00 p.m., Monday through Thursday.

The Child Development Center accepts applications year round. For more information, call the Child Development Center office at (323) 241-5000.

Cooperative Agencies Resource For Education (CARE)
Cooperative Agencies Resource for Education (CARE) is a supplemental component of Extended Opportunity Program and Services (EOPS). The CARE program provides educational support services to EOPS students who are single parents receiving Temporary Assistance for Needy Families (TANF), formerly known as Aid to Families with Dependent Children (AFDC), and who have a child or children under 14 years of age. CARE provides eligible students with support services including priority registration, counseling, tutoring, book vouchers, and supplies.

The CARE office is located in SSB 218. For further information, contact the EOPS office by phone at (323) 241-5484, or by fax at (323) 241-5304.

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 Associate Degrees and Certificates;
- Analysis of Los Angeles Southwest College courses which will meet general education requirements at local universities and state colleges;
- Suggestions of methods for overcoming academic difficulties;
- Exploring career options through advisement;
- Personal counseling for achieving a more meaningful college experience.

Counselors are available on a walk-in basis or by appointment.

The Counseling Center is located in SSB 227. For further information and office hours, contact the Counseling Center by phone (323) 241-5200, fax (323) 241-5430, or email lasccounseling@lasc.edu.

Disability Services
(Disabled Students Programs & Services)

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 Students Programs and Services (DSP&S) has been established to provide supportive services to students with physical, psychological, and learning disabilities. The program objective is to assist students with disabilities in meeting their educational and vocational goals. Qualifying students may receive the following services: registration assistance, special counseling and program planning, note taking assistance, alternative testing, reader assistance, instructional liaison, adaptive computerized equipment, and specialized equipment. Other services are provided as needed. The Disabled Students Programs and Services also maintains liaison with the Department of Rehabilitation and other agencies.

The Learning Disabilities Program (LDP)
The LDP serves LASC students who are not achieving their educational goals because of difficulties with study, organizational, reading, writing, spelling, or math skills. Students with learning disabilities may find it difficult to perform well or to succeed in the classroom without help, and the LDP offers such students support. Special classes focus on basic learning strategies and
Student Support Services

(Continued)

skill development for overcoming specific learning problems. Students may be referred to the program by an instructor or counselor, or they may refer themselves. Each student will receive an initial interview and, if appropriate, will be individually assessed. Based on the student’s learning profile, the LD Specialist will make educational recommendations for accommodations.

Medical Parking
Any vehicle parked in a space designated for “disabled only” must display an authorized disabled placard from the Department of Motor Vehicles. Students should check the section in the catalog regarding additional parking information.

The DSP&S office is located in SSB 117. For further information and office hours, contact DSP&S at (323) 241-5480, TDD (323) 241-5482, or visit the website at http://www.lasc.edu/dsp/index.html.

Educational Talent Search
Educational Talent Search (ETS) is a federal TRIO program funded by the U.S. Department of Education. 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 to 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, access tutoring services, go on cultural outings, and participate in academic, college, and career awareness workshops. All services are free for eligible student participants.

ETS is located in SSB 208. For further information, contact the Educational Talent Search office at (323) 242-5523.

English Writing Center
The English Writing Center (EWC) is a dedicated center, housing the required laboratory component of LASC’s English 21 and 28 course curricula. EWC instructors and tutors assist students in both the academic and technical aspects of completing online lab assignments. Established in spring 2009, the EWC will evolve to offer multiple services to all students in the English program and eventually to LASC students writing across the curriculum. The center will offer individual tutoring, peer mentoring, workshops, a speaker’s bureau and special events. A primary goal of the Department of English and Foreign Languages is to hire a reading specialist who will develop the center’s reading component and curriculum.

For Further information and EWC hours, please call (323) 241-5451.

Extended Opportunity Program And Services (EOPS)
Extended Opportunity Program and Services (EOPS) provides support services that are “over and above” those services offered to the general community college population. EOPS encourages the retention and transfer of low-income students challenged by language, social, economic, and educational disadvantages so that these students will achieve their educational goals.

EOPS at Los Angeles Southwest College provides the following services: priority registration, academic and personal counseling, peer advisement, developmental courses, individual tutoring, and partial book vouchers.

To be eligible for the EOPS program, a student must meet the following requirements: California resident, enrolled full time, eligible for the California Board of Governors’ Grant (BOGG A or B), completed fewer than 50 degree-applicable units, completed or currently enrolled in a Personal Development course, and satisfies educationally disadvantaged criteria.

The EOPS office is located in SSB 218. For further information and office hours, contact EOPS by phone (323) 241-5464 or fax (323) 241-5304.

Greater Avenues For Independence (GAIN)
See CalWORKs.

Health Services
A variety of health services are available in the Student Health Center located in SSB 115. The Center provides first aid, health assessment, 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.

International Student Services
The International Student Services (ISS) office at Los Angeles Southwest College provides information and support services to international students, as well as coordinating study opportunities to LASC students and faculty. International students interested in studying at LASC’s campus may receive help with their application and visa procurement, while current on-campus international students receive support through an array of on-site student services. The ISS office connects LASC’s student body to the global community through on-campus activities, as well as study abroad courses.

The ISS office is located in SSB 116. For further information and office hours, contact the ISS office at (323) 241-5277.

Library
Los Angeles Southwest College Library is located in the Cox Building at the north side of the campus. The Library has 60,000 books, thousands of electronic magazines, journals, newspapers and electronic books to support the college curriculum and student educational success. We also have many class textbooks on Reserve at the library Circulation desk for student use in the library. All currently registered students are eligible to check out library materials by showing their LASC student ID card. Computers are available in the library for student research, word processing and printing. Both black/white and color copiers/printers are available for student use in the library. Students should consider the LASC library their first and best source of learning materials.

With remote access via the internet to the library book catalog, specialized subscription electronic databases, and an electronic...
Student Support Services

(Continued)

book library of nearly 15,000 titles, Los Angeles Southwest College Library provides a state of the art library, 24 hours a day, seven days a week. Students can access all online LASC library resources both on and off campus at no charge with the current password available in the library. Visit the library web page on the LASC web site www.lasc.edu for more information. LASC’s staff of experienced Librarians and technicians is here to help you with your information needs.

Math Lab

Students enrolled in LASC math classes who need assistance with their assignments can find adequate help from the faculty and student tutors at the Math Lab. The Math Lab is designed to provide tutoring services to support math students in every way possible toward their educational success. To receive services, students must bring their LASC identification card and their respective assignments. All services are drop in; no appointment is necessary. For information about workshops that focus on topics in specific math classes, please call the Math Lab.

The Math Lab is located in Tec 190. For further information and office hours, contact the Math lab at (323) 241-5374.

STEM Scholars Program

The STEM Scholars Program is a federally funded TRIO – Student Support Services program, funded by the U.S. Department of Education. STEM Scholars at Los Angeles Southwest College is designed to identify and assist students who are interested in pursuing careers in science, technology, engineering, and mathematics. These students are also interested in transferring to a four-year college or university. Services include: academic advisement, tutoring, college success workshops, career exploration workshops, close collaboration with faculty in science and mathematics, college and financial aid application workshops, summer internships, and college tours.

College and university tours are arranged, and students may sign up for these tours at the STEM Scholars office. All students who are interested in careers and majors in STEM are encouraged to use the STEM Scholars Program for information and assistance. In order to qualify for this program, students must meet eligibility criteria: first-generation college student or low-income student, or student with disabilities. Day and evening counseling is available by appointment.

The STEM Scholars Program office is located in SSB 229. For further information and office hours, contact STEM Scholars at (323) 241-5328.

The Student Success Center
(The Center)

WHAT IS THE CENTER?

The Student Success Center is a vital part of learning support on the campus and has been designed as a direct response to the critical need of improving the college's overall student success and retention. For students, this means The Center will endeavor to assist academic success throughout their college journey. The Center’s mission is to assist students by offering comprehensive strategies necessary to become self-determined, highly motivated and independent scholars.

The Center main goal is to help students achieve their college-related goals by providing services such as tutoring, study groups, workshops, and supplemental services to enhance their college experience.

Temporarily, The Center is located in the Cox Building on the 3rd floor in the library. Opening hours may be posted on the school website; however, we are scheduled to move in the future and it may be temporarily unavailable. If so, please look for flyers to announce the new location.

As a learning support service, The Center provides:

- Computers for timed open lab sessions and various instructor referred labs
- Free subject area tutoring (individual and group)
- Computer orientation
  - Workshops
    - Self-service printing/copying
    - Internet access for academic usage
    - Study areas
    - Study rooms
    - Access to ITV media (DVDs and Textbooks)
    - Anatomy Software
    - Anatomy and Nursing students
    - Assessments and support for CTE students

Are You Interested in Becoming a Tutor?

To qualify as a tutor, a student must have proven to be proficient in their subject of interest by successfully completing at least one course in the subject of concentration with a “B” or higher. All tutors must receive a faculty recommendation and the department chair’s written approval, as well as maintain at least a 2.5 GPA prior to and during their time of employment. Additionally, according to the Human Resource Guide R-320, to serve as a tutor, a student must be a current full-time student working part-time or a part-time student employed part-time in a college work-study program, or in a work experience education program financed by state or federal funds. Please note, students may not work as a tutor while on academic probation or progress probation.

Future Support Coming to the LASC Campus Soon

Supplemental Instruction

Supplemental Instruction (SI) offers collaborative learning sessions facilitated by an SI leader. Sessions are designed to help students understand the course’s key concepts, organize the material and develop strategies to effectively prepare for exams. Research suggests that students who consistently participate in SI typically earn a half to a full letter grade better than students who do not take part in SI. All SI leaders have received faculty recommendation, maintain at least a 3.2 GPA and are required to attend the lecture.

Study Workshops

The Student Success Center offers a series of study skills workshops for all students each semester. Sessions provide strategies and techniques to help students effectively manage their time, prepare for exams, reduce test anxiety, improve memory and concentration and strengthen other skills. Additionally, workshops may be scheduled for groups, student organizations and academic departments to address specific needs.
TRIO Scholars Program  
(Formerly The Center For Retention And Transfer)  
The TRIO Scholars Program is a federally funded TRIO – Student Support Services program, funded by the U.S. Department of Education. TRIO Scholars at Los Angeles Southwest College is designed to assist students transferring to a four-year college or university. Services include: academic advisement, tutoring, college success workshops, financial literacy workshops, and college tours. Additionally, representatives from the University of California, the California State University system, and private colleges will provide regular visits to the campus and give up-to-date information to students enrolled in the TRIO Scholars program.  
College and university tours are arranged and students may sign up for these tours at the TRIO Scholars Program office. All students planning to transfer are encouraged to use the TRIO Scholars Program for information and assistance. In order to qualify for this program, students must meet eligibility criteria: first-generation college student or low-income student, or student with disabilities. Day and evening counseling is available by appointment.  
The TRIO Scholars Program office is located in SSB 229. For further information and office hours, contact TRIO Scholars at (323) 241-5392.

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 into institutions of higher education. Instruction in core academic areas, cultural field trips, tutoring, SAT preparation courses, visits to colleges and universities, and mentoring are some of the approaches the Upward Bound Program uses to accomplish its goals. All services are free for eligible student participants. Upward Bound is located in SSB 207. For further information, contact the Upward Bound program at (323) 241-5378.

Veterans Services  
Persons planning to attend Los Angeles Southwest College under the Montgomery GI Bill (MGB) should schedule an appointment with the Veterans Representative, Yvette Tucker, in SSB 102 as soon as possible. Several weeks are needed for the Veterans Administration to process subsistence payment applications. An early start with a counselor is advisable.  
Los Angeles Southwest College will grant six (6) elective units of credit for military service if the person has (a) spent at least one year in active service, and (b) has not received a dishonorable discharge. Elective credits will be granted when requested along with the petition for graduation. These units will not satisfy physical education, health education, or subject area requirements. A copy of the DD 214 must be on file in order to receive credit.  
All veterans receiving subsistence are cautioned that adequate academic progress is demanded by the Veterans Administration to continue receiving payments benefits.  
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 to avoid overpayments. An excessive number of "W" units may lead to academic probation or disqualification. This will ultimately lead to discontinuance of Montgomery GI education benefits.  
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 occurs:  
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 grade point average 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 are on probation, and are 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/her academic background. The remedial courses will give the student the necessary tools to do college level work. When a veteran chooses a remedial program, the units are not eligible for benefits. The units taken are also not transferable to a four-year college. For more information, visit the Counseling Office.  
Graduation Unit Requirements - A veteran who has received the required minimum units to obtain an Associate of Arts Degree (60 units) but needs additional units to graduate must have an overall evaluation of his/her complete records before he/she will be certified for benefit payments. The veteran must first go to the Counseling Office and then return with the evaluation sheet, properly signed by one of the LASC Counselors. From this evaluation, the Office of Veterans Affairs will certify only those classes that are deemed necessary for graduation.
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 otherwise in violation of the student’s privacy rights.**

   With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

   If the College President, or his/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 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

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

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

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

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

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

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

   a. the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

   b. student employee records may be released in order to comply with collective bargaining agreements;

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

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

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

   The name and address of the office that administers FERPA is:

   **Family Policy Compliance Office**
   **U.S. Department of Education**
   **400 Maryland Avenue S.W.**
   **Washington, DC 20202-4605**
**District Policies (Continued)**

### 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 actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, cancer-related medical condition of an employee, marital status, sexual orientation, age, physical or mental disability, or veteran status in our employment and educational programs and activities.

### 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 Student Services Office, Student Services Building, Room 209. In addition, inquiries may be directed to 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 District Office of Diversity Programs 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.

### 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 may be referred to the Dean of the relevant academic department and may be referred to the Dean of Student Services.

### 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.

### Important Update Regarding P2P File Sharing
Higher Education Opportunity Act/Peer-to-Peer – (HEOA P2P) compliance implementation (Illegal File Sharing):
Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to $250,000 and imprisonment up to ten years. Students who violate the District’s computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

### 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...
District Policies (Continued)

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, challenge to fight, fight, or violation of any rules of conduct. Any conduct which 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 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 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 “Prohibited Discrimination,” defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

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.

Board Rule 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.

Board Rule 9803.26 Theft or Abuse of Computer Resources.
Thief 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.
Board Rule 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 9803.28 Academic Dishonesty.
Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper, or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

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 9806. Unsafe Conduct
Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:
   a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
   b. Failure to follow safety directions of District and/or College staff;
   c. Willful disregard of safety rules as adopted by the District and/or College; and/or
   d. Negligent behavior which creates an unsafe environment.

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 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
District Policies (Continued)

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 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 designated 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 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 To
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 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. “Lawful business” means a reason for being present which is not otherwise prohibited by statute, by ordinance, or by regulation adopted pursuant to statute or ordinance.

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 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, Dean Patrick Jefferson in the Student Services Building, Room 209, or by telephone at (323) 241-5298.

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 District Office of Diversity Programs at (213) 891-2315.

The Student Process for Filing Complaints
1. Consult the Instructor for resolution.
2. Confer with the Department Chair as second level of authority if issue is not resolved.
3. Make an appointment with the Dean of the relevant academic department if there is no resolution at Levels 1 or 2.
4. The Dean of the relevant academic department may refer the student to the Dean of Student Services or to the Executive Vice President if there is no resolution at Level 3.
5. Further referral may be to the District Office of Diversity Programs.

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 Dean Patrick Jefferson can be reached at (323) 241-5298.

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 from the Student Services Office, Student Services Building, Room 209 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 District Office of Diversity Programs 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**

The District Office of Diversity Programs handles complaints dealing with alleged sexual harassment; age, gender, race or ethnic group discrimination; and grade disputes. The District Office of Diversity Programs can be reached at (213) 891-2315.

**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 actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status. 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 the District Office of Diversity Programs at (213) 891-2315.

**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 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.
Faculty & Administration

Abdullah, Kaaran (1997)
Professor, Child Development
B.S., California State University, Northridge

Adler, A. Jay (1994)
Professor, English
B.A., Hunter College, City University of New York
M.A., Columbia University
M. Phil., Columbia University

Alfred, Tangelia M. (2005)
Acting Associate Dean-Student Services, Counselor
B.A., California State University Bakersfield
M.A., San Diego State University

Associate Professor, Psychology
B.S., University of Oregon
M.A., Pepperdine University
M.S., Vanderbilt University
Ph.D., Howard University

Arvig, Gabrielle (1995)
Librarian
B.S. Ed., Ohio State University
B.A., Ohio State University
M.L.S., Indiana University
Post-M.L.S., University of California, Los Angeles

Associate Professor, Child Development Center
A.A., Los Angeles Harbor College
B.A., California State University, Dominguez Hills

Azubuike, Catherine Ugo (1998)
Department Chair, Nursing & Allied Health, Instructor, Medical/Surgical Nursing
A.D.N., Ceritos College
B.S., Texas Southern University
BSN, University of Phoenix
M.S.N., University of Phoenix

Billingslea, Nekeya (2009)
Instructor, English
B.A., California State University, Dominguez Hills
M.F.A., Brooklyn College

Instructor, Child Development
B.A., California State University, Long Beach

Brady, Linda (2005)
Librarian
Double B.A., California Baptist University, Riverside, CA
M.L.I.S., San Jose State University

Brasley, Stephanie (2011)
Dean, Academic Affairs
B.A., University of California, Los Angeles
M.L.S., University of California, Los Angeles

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Assistant Professor, English as a Second Language
B.A., University of the Americas, Puebla, Mexico
M.A., San Francisco State University

Bremen, Jonathan (2009)
Instructor, Music
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M.M., Indiana University
D.M.A., University of Southern California

Brinson, LaShawn L (2002)
Department Chair, Child Development and Family and Consumer Studies
B.A., California State University, Northridge
M.A., Pacific Oaks College

Bugg, Elmer (2007)
Dean of Workforce Development & Corporate Relations
B.A., Antioch University
M.A., Antioch University
Ph.D., Colorado State University

Calderon, Rose (1999)
Counselor, Matriculation Coordinator
B.S., Loyola Marymount University
M.S., University of La Verne

Callender, Alistaire B. (2009)
Instructor, Environmental Science
B.Sc., University of the West Indies
M.S., University of Oklahoma
Ph.D., University of Oklahoma

Cifarelli, Darren (2008)
Instructor, English
B.A., University of California, Los Angeles
M.A., California State University, Northridge

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Director, Child Development Center, Professor, Child Development
B.A., California State University, Los Angeles
M.A., Azusa Pacific University

Cobian, Oscar (2005)
Dean, TRIO Programs
A.A., Ventura College
B.S., California State University, Northridge
M.S., California Lutheran University
Ed. D., University of Southern California

Collins-Heads, Sharon (1997)
Professor, Dance, Health & Physical Education
A.A., El Camino College
B.A., California State University, Dominguez Hills
M.A., California State University, Long Beach

Cowart, Albert, Jr., (1977)
Professor, Theatre Arts
B.A., California State University, Fresno
M.F.A., University of California, Los Angeles

Associate Professor, Mathematics
B.S., Technical University of Dresden, Germany
M.A., California State University, Long Beach

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Executive Director, 10,000 Small Businesses Initiative
B.S., Oklahoma State University
M.B.A., Oklahoma State University
E.E.C., Darden at University of Virginia

Dillon, Sioban V., (2001)
Professor, English
B.A., State University of New York, Albany
M.A., Binghamton University (SUNY)

Doose, Paul R., (2000)
Professor, Earth Sciences
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M.S., University of California, Los Angeles
Ph.D., University of California, Los Angeles

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Dean, Resource Development
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M.S.W., University of California, Los Angeles

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Instructor, CSIT / Electronics
B.S., National University, San Diego
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M.S., National University, Los Angeles

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Associate Professor, Nursing
B.S.N., University of Ibadan, Nigeria
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PHN., California State University, Dominguez Hills
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Counselor, Professor  
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M.S., University of Wisconsin  
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B.S., University of Southern Mississippi  
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B.S., Andhra University, Waltair, AP, India  
B.E., Madras Institute of Technology, Chromepet, India  
M.S., Indian Institute of Technology, Kharagpur, WB, India  
Ph.D., University of California, Berkeley

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Children's Center Permit

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Professor, Business Administration  
Business Education, Administration of Justice  
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Early Childhood Education Credential
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M.S., Academy of Science of USSR
Ph.D., Academy of Science of USSR

Slabo, Alexander (1974)
Professor, Developmental Communications
B.M.U.Ed., University of Southern California
M.S.A.Ed., University of Southern California

Song, Rosa (2010)
Instructor, Nursing
A.D.N., College of the Canyons
B.A., University of Texas, Austin
M.S.N., Mount Saint Mary’s College

Sutliff, Michael (2011)
Dean, Academic Affairs
B.S., Biola University
M.S., National University
D.A., Middle Tennessee State University

Tadele, Gizaw, T. (2001)
Instructor, Mathematics
B.S., Addis Ababa University
M.S., Addis Ababa University

Thompson, Lorna (2010)
Instructor, Medical/Surgical Nursing
A.A., Los Angeles Southwest College
B.S.N., Holy Names University
M.S.N., Walden University

Toure, Nouha (2000)
Department Chair, Business,
Computer Science & Related Technologies, Assistant Professor,
Business & Economics
A.A., Los Angeles Southwest College
B.S., Woodbury University
M.B.A., National University

Toure, Pogban (2009)
Instructor, Chemistry
B.S., University of Abidjan, Ivory Coast
M.A., University of Abidjan, Ivory Coast
M.S., Florida Institute of Technology
Ph.D., University of California, Santa Barbara

Tucker, Alexis J. (2005)
Counselor, Instructor, Personal Development
A.A., Los Angeles Southwest College
B.A., California State University, Dominguez Hills
M.A., California State University, Irvine

Walker, Anita C. (1993)
Associate Professor, Biology
B.S., University of California, Davis
Ph.D., University of Arizona, Tucson

Walker, Trudy J. (2011)
Executive Vice President
B.S. California State Polytechnic University, Pomona, CA
M.S. National University, San Diego, CA

Washington, Henry (1982)
Athletic Director, Coach, Physical Education
B.A., University of Redlands
M.A., Brigham Young University, Utah

Werts, Shelley (2001)
Librarian
B.A., University of California, Los Angeles
J.D., University of California, Davis
M.L.I.S., University of California, Los Angeles

Wright, Kristine M. (2008)
Instructor, Sociology
B.A., University of California, Los Angeles
Ph.D., University of California, Irvine

Yoshida, Glenn (1977)
Department Chair, Natural Sciences, Health & Physical Education
B.S., California State University, Los Angeles
M.S., California State University, Los Angeles
### Faculty Emeriti

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
<th>Positions and Fields</th>
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<tr>
<td>Arnold, Margaret L.</td>
<td>1976-1995;</td>
<td>Professor of English</td>
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<td>Avins, Alfred</td>
<td>1968-1983;</td>
<td>Professor of Business</td>
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<tr>
<td>Blechman, Marcella</td>
<td>1971-1980;</td>
<td>Professor of Office Administration</td>
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<td>Bost, Joyce C.</td>
<td>1980-2007;</td>
<td>Professor of Nursing</td>
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<td>Butler, Ella</td>
<td>1976-1995;</td>
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<tr>
<td>Carlan, Audrey M.</td>
<td>1968-1989;</td>
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<td>Chilk, Tillie</td>
<td>1971-1980;</td>
<td>Associate Professor of Nursing</td>
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<tr>
<td>Cobbs, Herbert</td>
<td>1989-2003;</td>
<td>Instructor, Library Science</td>
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<td>Colbert, Toni</td>
<td>1971-2004;</td>
<td>Professor of Sociology</td>
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<tr>
<td>Cook, Robert</td>
<td>1967-1982;</td>
<td>Coordinator of Institutional Research</td>
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<td>Cooper, Granville</td>
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<td>Davis, Donovan</td>
<td>1970-2003;</td>
<td>Professor of Psychology and Anthropology</td>
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<td>Doyle, William</td>
<td>1969-1991;</td>
<td>Professor of History</td>
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<td>Dright, Loyce</td>
<td>1968-1983;</td>
<td>Professor of Nursing, Counselor</td>
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<td>Eckersley, Darrell</td>
<td>1971-2004;</td>
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<td>1971-1989;</td>
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<td>Fischer, Donald</td>
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<td>Fobi, Charlene</td>
<td>1976-;</td>
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<td>Forge, Liz</td>
<td>1976-1995;</td>
<td>Director of Child Care Center</td>
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<td>Frank, Lee</td>
<td>1968-1989;</td>
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<td>1998-2003;</td>
<td>Director of Upward Bound</td>
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<td>1991-2004;</td>
<td>Director of CAR.E. Program, Associate Professor, Counselor</td>
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<td>Gustafson, Adelle</td>
<td>1968-1983;</td>
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<td>Harris, Lola Hanson</td>
<td>1980-1995;</td>
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<td>Dean of Academic Affairs</td>
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<td>Professor of Learning Skills and Developmental Communications</td>
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<td>1981-1991;</td>
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<td>1983-1989;</td>
<td>Instructor of Engineering</td>
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<td>Marsh, L. Benson</td>
<td>1969-1985;</td>
<td>Professor of Prosthetics and Orthotics, Instructor in Health Education</td>
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<td>Matthews, Jacquelyn Y.</td>
<td>1978-2004;</td>
<td>Professor of Computer Applications and Office Technology</td>
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<td>1967-1977;</td>
<td>Mathematics Instructor</td>
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<td>Pang, Henry I.</td>
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<td>Panjabi, Hari P.</td>
<td>1976-1995;</td>
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<td>Pape, Geraldine</td>
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<td>Perez, Rose</td>
<td>1969-1982;</td>
<td>Professor of Library Media</td>
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<td>Perkins, Helen E.</td>
<td>1968-1984;</td>
<td>Professor of Nursing</td>
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</table>
Faculty Emeriti (Continued)

**Phifer, Elaine E.;** 1976-; Professor of Nursing

**Riggs, Jan;** 1976-2007; Associate Professor, Physical Education

**Robinson, Alyce;** 1969-1989; Professor of Library Science

**Rubenstein, Arthur;** 1970-1985; Professor of History

**Ryner, Margaret;** 1969-1985; Professor of Nursing

**Sapin, Dan P.;** 1969-1995; Professor of Psychology

**Schauer, David;** 1971-1998; Professor of Mathematics

**Scott, Roselyn;** 1968-1989; Professor of Family and Consumer Studies

**Seeman, Helene;** 1996-2005; Associate Professor of Nursing

**Strain, Sibyl M.;** 1967-1984; Professor of Psychology

**(Studer) Stafford, Merrilee;** 1967-1983; Professor of Speech

**Sweeney, Cecily P.;** 1991-2005; Professor of Humanities and Music

**Tarr, Betty R.;** 1968-1983; Professor of Chemistry

**Thompson, James C.;** 1971-1980; Instructor Physical Education

**Twine, Everett;** 1972-1983; Professor of History

**Verity, Suebelle S.;** 1968-1995; Professor of Biology

**Wallace, Don;** Humanities

**Wallace, Ruby;** 1977-2004; Professor, Developmental Communications & English

**Ward, Ulysses V.;** 1968-1989; Professor of Mathematics

**Ware, Mary;** 1969-2000 Professor of English

**Way, Lee;** 1989-2007; Professor of Mathematics

**Williams, Elizabeth;** 1970-1983; Professor of Music

**Williams, Jo Ann;** 1998-2006; Professor of Nursing

**Williams, Russell B.;** 1968-1999; Professor of Biology

**Winters, Manque;** 1975-1999; Counseling

**Zager, Evelyn L;** 1968-1978; Professor of Family and Consumer Studies
Adjunct Faculty

Adams, E., Developmental Communication
Aguet, D.J., Child Development
Akpofure-Ojose, M., Nursing
Alexander, A., Music
Albertson, E., Computer Applications & Office Technology
Amos, B., Physics
Amos, G., Child Development
Antler, A., English
Arutyunyan, A., Mathematics
Atkins, S., Psychology
Austin, N.N., History
Ayetin, A.A., Computer Science
Bahadorani, N., Biology
Bakeer, K., Child Development
Baker, B., Nursing
Barlow, C., Administration of Justice and Sociology
Bartels, D., Art
Bellamy, L.G., Real Estate
Bennitt, B., English as a Second Language
Biteng, C., Nursing
Black, L.D., Nursing
Blagdon, O., American Sign Language
Blyther, R.R., Mathematics, Real Estate
Bowman, J., Law
Briones, C., English as a Second Language
Brown, C.A., Real Estate
Brown, R.D., Cinema
Campbell, A., Administration of Justice
Campos, L.E., Counseling
Carbonell, J., Mathematics
Cavanaugh, M.A., Philosophy
Chang, Y., Mathematics
Chaney, V., Political Science
Chen, G., Mathematics
Chiappelli, G.D., Spanish
Chukumerije, A.T., Learning Skills
Corneal, S.A., American Sign Language
Cox, K.M., Law
Cranon-Charles, A., Political Science
Crenshaw, G., Psychology
Cummings, R.A., Music
Dammema, D.W., Mathematics
Davis, A.M., Nursing
De, R., Physics
De La Cruz, N.L., Nursing
DeFrance, R., English
Dudley, J.T., Business
Eckersley Jr., D.S., English
Elfarissi, H., Anatomy
French, M., English
Fortier, H.J., English & Learning Skills
Fetler, E.J., English
Fielding, L.L., Geography
Fields, S.T., Child Development
Ford, B., Psychology
Foreman Asberry, SA, Computer Science
Freedman, J., English
Garcia, J.A., Sociology
Garnett, F., Health
Gauthier, D., Geology
Gebremicael, B., Mathematics
Gizaw, A., Mathematics
Glaze, E., Computer Applications & Office Technology
Gomez, C., English as a Second Language
Gomez, E.A., Child Development
Gonzalez, RC., English as a Second Language
Graves, L.P., Mathematics
Gromova, I., Mathematics
Grood, J.A, Personal Development
Guidry, V., Basic Skills
Haas, J.T, Physical Science
Hall, L., Mathematics
Harrington, K.A., Theater
Haye, M.J., Nursing
Haynes, B.S., Psychology
Heikkinen, D., Anthropology
Henderson, J., Physical Education
Holguin, C., English as a Second Language
Holland, H., Computer Science
Holt-Carter, B., Nursing
Hood, P.K., Citizenship
Horne, D.L., History, Political Science
Howells, M., Basic Skills
Hoxby, D., Psychology
Hubert-Lytal, S.S., Biology
Isaac, L.S., English
Jaglin, E.G., English as a Second Language
Jarmion, L., English
Johnson, S.L., Administration of Justice
Jones, M.F., Physical Education
Jones, M., Sociology
Jones, M., Personal Development
Kawai, J., Mathematics
Koransky, I.H., Physiology
Lai, I., Mathematics
Lauderdale, J., Physical Education
Lee, J., Sociology
Lee, J., English as a Second Language
Leonard, D., Theater
Lewis, M., Administration of Justice
Lewis, R., English
Lewis, P., Speech
Loera, M., Spanish
Lopez, G., English as a Second Language
<table>
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<th>Name</th>
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<tr>
<td>Lozada, C.</td>
<td>English</td>
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<tr>
<td>Mak, P.M.</td>
<td>Microbiology</td>
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<td>Malone, M.</td>
<td>Education</td>
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<td>Manson, D.T.</td>
<td>Personal Development</td>
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<td>Marquez, R.</td>
<td>Basic Skills</td>
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<td>Marshall, A.M.</td>
<td>Computer Applications &amp; Office Technology</td>
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<td>Martinosian, M.</td>
<td>Mathematics</td>
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<td>McCants-Reed, D.</td>
<td>Speech</td>
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<td>McDuffie, A.L.</td>
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<td>McLeod, H.L.</td>
<td>Speech</td>
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<td>McNamee, D.L.</td>
<td>Psychology</td>
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<td>Mirfattah, M.</td>
<td>Mathematics</td>
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<td>Mitchell, D.E.</td>
<td>History</td>
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<td>Mitchell, T.</td>
<td>Health, Physical Education</td>
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<td>Moffett Webster, M.A.</td>
<td>English as a Second Language</td>
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<td>Monroe, R.</td>
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<td>Montgomery, J.K.</td>
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<td>Morris, L.</td>
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<td>Pulium, F.B.</td>
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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 is called the Associated Students Organization.

ASSESSMENT OF LEARNING — Learning assessment refers to a process where methods are used to generate and collect data for evaluation of courses and programs to improve educational quality and student learning. This term refers to any method used to gather evidence and evaluate quality and may include both quantitative and qualitative data in instruction or student services.

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.

AUTHENTIC ASSESSMENT — Traditional assessment includes methods such as multiple choice questions focusing on content or facts. In contrast, authentic assessment simulates a real world experience by evaluating the student’s ability to apply critical thinking and knowledge or to perform tasks that may approximate those found in the work place or other venues outside of the classroom setting.

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/Skill 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.

CLASS SECTION NUMBER — A number used to identify a specific section of a class; also called a Ticket Number.

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 at two or more colleges 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 fall or spring semester of the previous academic year. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring or fall semesters; 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.

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 or a Skills Certificate.

ELECTIVES — Courses which a student may choose without the restriction of a particular major program-curriculum.
MINOR — The subject field of study which a student chooses for certain skills and knowledge.

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.

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.

INSTITUTIONAL LEARNING OUTCOMES —Institutional learning outcomes, or institutional SLOs, are the knowledge, skills, and abilities a student is expected to leave an institution with as a result of a student’s total experience. These outcomes may also be equated with GE (General Education) outcomes.

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.

MODULE — A portion of a parent course offered for the benefit of students who do not wish to attempt 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.

NDA — Non degree applicable

NP — No Pass

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 web site 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.

PASS/NO PASS — A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. A P for class work is equivalent to a grade of C or above.

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 appropriate class level in Math and English.

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.

PROGRAM — In Title 5, a “Program” is defined as a cohesive set of courses that result in a certificate or degree. However, in Program Review, colleges often define programs to include specific disciplines. A program may refer to student service programs and administrative units, as well.

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.

QUALITATIVE DATA—Qualitative data are descriptive information, such as narratives or portfolios. These data are often collected using open-ended questions, feedback surveys, or summary reports, and may be difficult to compare, reproduce, and generalize.

QUANTITATIVE DATA — Quantitative data are numerical or statistical values. These data use actual numbers (scores, rates, etc.) to express quantities of a variable.

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, enrolls in classes, and receives an ID Card.

RETURNING STUDENT — A student registering for classes who attended any of the Los Angeles Community Colleges in a prior semester but is not currently attending or eligible to be considered a continuing student.

RUBRIC — A rubric is a set of criteria used to determine scoring for an assignment, performance, or product. Rubrics may be holistic, not based upon strict numerical values which provide general guidance. Other rubrics are analytical, assigning specific scoring point values for each criterion often as a matrix of primary traits on one axis and rating scales of performance on the other axis. A rubric can improve the consistency and accuracy of assessments conducted across multiple settings.

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.

STUDENT LEARNING OUTCOMES (SLOs) — Student learning outcomes (SLOs) are specific observable or measurable results that are expected subsequent to a learning experience. These outcomes may involve knowledge (cognitive), skills (behavioral), or attitudes (affective) that provide evidence that learning has occurred as a result of a specified course, program activity, or process. An SLO refers to an overarching outcome for a course, program, degree or certificate, or student services area (such as the library).

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 a 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 and 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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Directions to Campus

Los Angeles Southwest College is located at 1600 West Imperial Highway at Denker Avenue, in South Los Angeles.

FROM HAWTHORNE & SOUTH BAY:
Take the San Diego (405) Freeway north; then, exit at Imperial Highway. Turn right onto Imperial Highway and proceed east about three miles. The campus is one block east of Western Avenue.

FROM DOWNTOWN LOS ANGELES:
Take the Harbor (110) Freeway south; then, exit at Imperial Highway. Proceed west for about two miles to 1600 West Imperial Highway.

FROM INGLEWOOD & LENNOX:
Take Prairie Avenue South to Imperial Highway. Make a left and proceed east to Imperial Highway for about two miles. The campus is one block east of Western Avenue and Imperial Highway at Denker Avenue.

FROM COMPTON & WATTS:
Take the 105 Freeway west to Vermont Avenue. Turn right and proceed north on Vermont Avenue for about ¼ mile. Turn left at the intersection of Vermont Avenue and Imperial Highway, and proceed west on Imperial Highway for about one mile.
### Notes:

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Measure J - Long Term Master Plan
Energy Incentive Programs
February 9, 2011

BUILDING NAMES
B1 COX BUILDING (RENOVATION)***
B1a COX BUILDING ANNEX ***
B2 LITTLE THEATER (RENOVATION)***
B3 SCHOOL OF MATH AND SCIENCES (RENOVATION)***
FORMERLY “LECTURE LAB BUILDING”
B4 SCHOOL OF ENGLISH AND FOREIGN LANGUAGES (RENOVATION)***
FORMERLY “TECHNOLOGY EDUCATION BUILDING”
B5 THOMAS G. LAKIN PHYSICAL EDUCATION BUILDING (RENOVATION)***
B6 SCHOOL OF BEHAVIORAL AND SOCIAL SCIENCES (RENOVATION)***
FORMERLY “STUDENT SERVICES / EDUCATION BUILDING”
B7 CHILD DEVELOPMENT CENTER/CLASSROOM BUILDING WITH ROOFTOP PHOTOVOLTAIC FACILITY (2007)**
B8 MAINTENANCE / OPERATIONS BUILDING WITH ROOFTOP PHOTOVOLTAIC FACILITY (2008)**
B9 PARKING STRUCTURE - WEST(2008)**
B1a PARKING STRUCTURE - EAST (2008)**
B10 HOME STADIUM BLEACHERS (2008)**
B10b VISITORS STADIUM BLEACHERS (2008)**
B11 HOME CONCESSIONS AND RESTROOM BUILDINGS (2008)**
B11b VISITORS CONCESSIONS AND RESTROOM BUILDINGS (2008)**
B12 CAMPUS SHERIFF STATION (2008)**
B13 ATHLETIC FIELD HOUSE (2008)**
B14 STUDENT SERVICES BUILDING (2008)**
B15 CENTRAL PLANT (2006)**
B16 LAUSD MIDDLE COLLEGE HIGH SCHOOL
B16a 35 METER COVERED POOL
B17 SCHOOL OF ARTS AND HUMANITIES ***
B18 SCHOOL OF CAREER AND TECHNICAL EDUCATION
B19 NORTH EAST QUADRANT PARKING STRUCTURE ***
B20 PREKING LOT 3 - PHOTOVOLTAIC FARM

CAMPUS FEATURE
A CAMPUS MARQUEE - ELECTRONIC SIGN (2008)*
B CAMPUS ENTRY MONUMENT SIGN ***
C IMPERIAL HWY CAMPUS ENTRY (2007)**
D CAMPUS FLAG POLE (2007)**
E THOMAS G. LAKIN DROP OFF CIRCLE (2007)**
F FOUNDERS GARDEN (2007)**
G CAMPUS ENTRANCE WAY PALM COURT (2007)**
H CAMPUS QUAD PALM COURT (2008)**
I NEW CAMPUS ACCESS ROAD
J WESTERN AVENUE ENTRANCE CAMPUS DROP OFF CIRCLE (2007)**
K WESTERN AVENUE CAMPUS ENTRY (2007)**
L STADIUM HOME BLEACHERS ELEVATOR (2008)**
M STADIUM FIELD (2008)**
M1 STADIUM TICKET BOOTH (2008)**
N STADIUM EQUIPMENT STORAGE SHED (2008)**
O CAMPUS CENTRAL PLANT ICE STORAGE TANK FARM (2009)**
P SOUTHWEST DRIVE *
Q 50 METER COMPETITION SWIMMING POOL *
R POOL EQUIPMENT BUILDING *
Q TURN AROUND FOR THE CONTROLLED ACCESS ROAD ***
R CONTROLLED ACCESS ROAD (RENOVATION)***
S COMMUNITY WALKING PATH/TRAIL (2008)**
T PRACTICE FIELDS *
U SOFTBALL FIELD *
V DENNIS GILBERT BASEBALL FIELD *
V1 DENNIS GILBERT BASEBALL FIELD - DUGOUT *
V2 DENNIS GILBERT BASEBALL FIELD - COMMENTATORS BOX *
V3 DENNIS GILBERT BASEBALL FIELD - BATTING CAVE *
W M+O VEHICLES AND EQUIPMENT STORAGE BUILDINGS (2008)***
X CAMPUS MAIN ELECTRICAL SUB-STATION *
Y1 NEW CAMPUS EAST WATER PUMP HOUSE ***
Z CAMPUS AMPHITHEATER (2005)**
AA CDC SECURE CHILDREN PLAYGROUNDS (2007)***
BB CDC 1/2 BASKETBALL COURT (2007)**
CC CDC PHOTOVOLTAIC FARM (2007)**
DD PEDESTRIAN WALKWAY - FIRE TRUCK ACCESS ROAD
EE PARKING LOT 3 PHOTOVOLTAIC FACILITY (2010)***
FT ENHANCED MTA BUS STOPS
GG ENHANCED MTA BUS STOPS COVERED WALKWAY
HH CMPL/CONTRACTORS PORTABLE OFFICE FACILITIES

PARKING GROUNDS
1 PARKING LOT NO. 1
2 PARKING LOT NO. 2
3 PARKING LOT NO. 3
4 PARKING LOT NO. 4-SURFACE
5 PARKING LOT NO. 5
6 PARKING LOT NO. 6
7 PARKING LOT NO. 7
8 PARKING LOT NO. 8-SURFACE
9 PARKING LOT NO. 9
10 PARKING LOT NO. 10
11 PARKING LOT NO. 11 - M+O
12 PARKING - SURFACE

TOTAL NUMBER OF SPACES
1,781 SPACES

# OF SPACES
4 NOT USED
31 SPACES
437 SPACES
94 SPACES
496 SPACES
18 SPACES
30 SPACES
33 SPACES
608 SPACES
13 SPACES
14 SPACES
39 SPACES
18 SPACES

DSA NUMBERS
DSA #108654
DSA #110270
DSA #110269
DSA #111394
DSA #113125
DSA #112075
DSA #112075
DSA #108654
DSA #108654
DSA #108654
DSA #108654
DSA #113125
DSA #110269
DSA #111394
DSA #110269
DSA #110269
DSA #111394
DSA #110270
DSA #110270
DSA #110270
DSA #110270
DSA #108312
DSA #108312
DSA #110269
DSA #110269

LASC Campus Map